

INDEPENDENT SCHOOL DISTRICT NO. 831
Forest Lake, Minnesota
ORGANIZATIONAL SCHOOL BOARD MEETING
January 7, 2021

The Organizational Meeting of the School Board of Independent School District No. 831, Forest Lake, Minnesota, was called to order by President Peterson at 7:00 p.m. on Thursday, January 7, 2021, at the School District Offices. Following the Pledge of Allegiance, roll was called and the following members were present: Julie Corcoran, Alex Keto, Kate Luthner, Jill Olson, Jeff Peterson, Rob Rapheal, Gail Theisen and Superintendent Steve Massey, ex officio.

OATH OF OFFICE:

Members-elect Julie Corcoran, Jeff Peterson, Rob Rapheal and Gail Theisen read and accepted the Oath of Office for their respective four year terms as Forest Lake Area Schools School Board Member, terms expiring January 6, 2025.

Member Theisen made a motion to approve the agenda. The motion was 2nd by Member Corcoran, all members present voted aye, the motion carried.

4. ELECTION OF SCHOOL BOARD OFFICERS

President – Member Rapheal nominated Member Peterson for School Board President. As there were no further nominations, all members present voted aye and Member Peterson was elected as Board President for 2021.

Vice-President – Member Theisen nominated Member Olson to the position of School Board Vice-President. As there were no further nominations, all members present voted aye and Member Olson was elected as Board Vice-President for 2021.

Clerk – Member Theisen nominated Member Luthner to the position of School Board Clerk. As there were no further nominations, all members present voted aye and Member Luthner was elected as Board Clerk for 2021.

Treasurer – Member Keto nominated Member Corcoran to the position of School Board Treasurer. As there were no further nominations, all members present voted aye and Member Corcoran was elected as Board Treasurer for 2021.

6. SCHEDULED/UNSCHEDULED VISITORS:

Listening Session – Member Rapheal reported that due to the virtual status of the meeting, correspondence was solicited via email utilizing the feedback@flaschools.org address. There was no correspondence submitted.

7. STUDENT ACHIEVEMENT:

Special Education Director, Kelly Lessman, reported on the highlights of a model shift within the school psychologist role implemented throughout our schools.

Positive Happenings: School Board Members reported on the school programs and events attended virtually over the past month.

8. REPORTS:

Workshop/Conference – Members presented on the Everyone Belongs Committee and the MSBA Conference starting on January 14, 2021

916 - Member Olson reported on the Grow Your Own presentation

Policy Committee – No report given.

Curriculum, Instruction & Equity – Member Theisen reported the committee discussed the 2019 Minnesota Student Survey results and the equity framework that was used in the Strategic Planning discussions.

Communications – Member Theisen reported on a presentation by the ESL department of the effects of Distance Learning on the ESL students.

Staff Welfare – Member Rapheal reported on Equity Curriculum, student counts and budgets.

Buildings & Grounds – Member Keto reported on the upcoming CLC demolition and the Athletic Facility Project, as well as general grounds updates.

Equity in Our Schools – Member Rapheal reported on fifth graders participation in a Cultural Responsive Leadership Session.

Finance Committee – Member Corcoran reported they reviewed the audit presentation by MMKR and discussed FY21 and FY22 budget status.

City of Forest Lake – No report given.

Superintendent's Report: Dr. Massey acknowledged the School Board Members and all Staff for their dedication to the district. An overview of the State budget was given and how that pertains to school districts. Timelines for the CLC demolition project were reviewed. Learning model adjustment timelines and phases were shared, as well as the summer school schedule and plan.

9. CONSENT AGENDA ITEMS:

Member Olson moved to approve Consent Agenda Items 9.1-9.15. The motion was 2nd by Member Theisen, all members present voted aye and the motion carried.

9.1 Approved the Minutes of December 3 and 17, 2020

9.2 Approved the bills as of January 7, 2021

9.3 Approved Classified Personnel:

End of Employment (Terminations):

- Cottrell, Lisa - School Bus Driver, effective September 12, 2020.

Leave of Absence(s):

- Boerem, Mary - (Return to Work) Special Education Paraprofessional at the Middle School. 30 hours per week and 37 weeks per year, effective January 4, 2021.

Recommendation of Employment:

- Kupczak, Angela - ECFE Office Assistant IV at the Education Center, 40 hours per week and 52 weeks per year, effective December 31, 2020.

Resignation(s):

- Jacob, Kimberly – School Bus Driver, effective January 4, 2021
- Paul, Annabella - School Bus Driver, effective January 3, 2021

9.4 Approved Licensed Personnel:

Non-Curricular Assignment(s) / Dependent upon Season Being Held:

- Blasko, Christopher: .50 Asst Wrestling (SR)
- Cardinal, Timothy: .20 Asst Wrestling & Wrestling 9 (SR)
- Dahmes, Benjamin: .33 Head Wrestling & .67 Asst Wrestling (SR)
- Hackenmueller, Andrew: .33 Head Wrestling & .67 Asst Wrestling (SR)
- Kunshier, Joseph: .34 Head Wrestling & .66 Asst Wrestling (SR)
- Laszczak, James: .30 Asst Boys' Hockey (SR)
- LaTourneau, Ty: Asst Alpine Ski (SR)
- Mancini, Dominick: .90 Head Boys' Swim/Dive (SR)
- Morgan, Gordon: .50 Asst Wrestling (SR)
- Nelson, Kacie: .75 Asst Gymnastics (SR)
- Olson, Caitlin: Asst Nordic Ski (SR)
- Olson, Kellie: Asst Boys' Swim/Dive (SR)
- Walrath, Jr, Robert: .50 Asst Gymnastics (SR)
- Welch, Deborah: Asst Boys' Swim/Dive & .10 Head Boys' Swim/Dive (SR)

Employment:

- Ryberg, Lynnae: less than 600-hour Title 1 teacher for 20-21 sy only @ Forest Lake Elem, effective on or about 1/11/21

Authorization of Position(s):

- One less than 600-hour Title I teacher @ Forest Lake Elem for the 20-21 sy only (Ryberg, Lynnae)

Resignation(s) / Retirement(s):

- DePrez, Kathryn: resign effective on or about 12/21/20
- Espe-Och, Megan: retire end of 20-21 school year (33 years)

LSN - Covid situational assessments:

- (Serving as primary LSN point of contact for Covid coordination)
Approval of an additional \$5,000 stipend from the Covid Relief Funds for Trisha Pizzuti for the time frame of 1/1/21 to 6/11/21. This payment would be prorated and distributed moving forward between School Board approval to 6/11/21.

Discussion: Members thanked retiring staff for their service and sent well wishes.

9.5 Donations: Member Keto thanked the organizations providing donations totaling \$18,596.69 plus goods and materials.

9.6 Banks – US Bank; Wells Fargo; PMA Financial Network, LLC; Minn. School District Liquid Asset Fund (MSDLAF); First Resource Bank; Bell Bank; Lake Area Bank

9.7 Legal Counsel – Ratwik, Roszak, & Maloney, P.A.; Kennedy & Graven, Chartered; Booth Law Group; Rupp, Anderson, Squires & Waldspurger, P.A.; Hitesman & Wold, P.A.; Grell, Feist, P.A.

9.8 Appointment of District Superintendent or Designee and School Board Chair to Engage Legal Counsel

9.9 District Doctor – Dr. Julie Kammer

9.10 Fiscal Consultants – PMA Financial Network, LLC; Ehlers & Associates, Inc.

9.11 Meeting Dates – Continue School Board Meetings on the first Thursday of each month at 7 p.m., and committee meetings/School Board Meetings on the third Thursday beginning at 6 p.m.

9.12 Authorized use of facsimile signatures on district checks per State law and present School Board policies.

9.13 Authorized the Director of Business Services, Superintendent, or their designee to make electronic fund transfers, stop payment requests, approve certain claims, approve contracts for budgeted goods and services, and approve change orders.

9.14 Appointed Diane Giorgi as the Local Education Agency (LEA) Representative for Title I, IIA, IID, III, IV, V and VI, and Carl Perkins for Forest Lake Area Schools.

9.15 Designated Superintendent as MDE Identified Official with Authority

10. ROUTINE ACTIONS:

President Peterson announced the 2021 Representative Appointments:

10.1 MSBA – Members Corcoran, Keto and Luthner were appointed as Board Representatives to the Minnesota School Boards Association.

10.2 MSHSL –Members Corcoran, Olson and Peterson were appointed as Board Representatives to the Minnesota State High School League (MSHSL).

10.3 SEE – Members Luthner and Rapheal were appointed as Board Representatives to Schools for Equity in Education (SEE).

- 10.4 City of Forest Lake – Member Theisen was appointed as the Board liaison to the City of Forest Lake.
- 10.5 Special Education Advisory Council – Members Theisen and Olson were appointed as Board Representatives to the Special Education Advisory Council.
- 10.6 Community Education Advisory Council - Members Luthner and Keto were appointed as Board Representatives to the Community Education Advisory Council.
- 10.7 Agriculture Education Advisory Board - Members Luthner and Rapheal were appointed as Board Representatives to the Agriculture Education Advisory Board.
- 10.8 Emergency Services/Health Careers Advisory Board –Members Peterson and Olson were appointed as Board Representatives to the EMS/HC Advisory Board.
- 10.9 Continue Board Representative to 916 –Member Keto was appointed to begin a new 4 year term (beginning January 2021) as Board Representative to 916.
- 10.10 Member Theisen made a motion to designate the *Forest Lake TIMES* as the official School District Newspaper. The motion was 2nd by Member Olson, all members present voted aye and the motion carried.
- 10.11 School Board Salaries – Member Peterson proposed he would entertain a motion to increase the salaries by 2.0%. Member Rapheal made a motion to approve Member Peterson’s proposal. The motion was 2nd by Member Theisen. By roll call vote all members present voted aye and the motion carried. The increase equates to \$98.40 per year.
- There was no change to the President receiving an additional stipend of \$400 per year, and the Vice President, Clerk and Treasurer receiving an additional stipend of \$200 per year each.
- 10.12 School Board Committees Assignments: President Peterson appointed the school board members to the following board committee assignments:
- 6:00 PM Buildings & Grounds: Corcoran, Keto
 - 7:00 PM Communications: Keto, Theisen
 - 6:00 PM Curriculum, Instruction & Equity: Luthner, Rapheal
 - 7:00 PM Finance: Corcoran, Olson, Peterson
 - 7:00 PM Policy: Luthner, Rapheal
 - 6:00 PM Staff Welfare: Olson, Peterson and Theisen

11.0 OLD BUSINESS:

- 11.1 Ms. Jaclyn Huegel, from MMKR Certified Public Accountants, presented the 2019-2020 Financial Audit. Member Keto moved to Accept the 2019-2020 Financial Audit. The motion was 2nd by Member Corcoran, by roll call vote all members present voted aye and the motion carried.

- 11.2 Member Theisen moved to approve Resolution Directing the Superintendent and Administration to Make Recommendations for Reductions in Positions, Programs, and Services and Reasons Therefore for 2021-2022. The motion was 2nd by Member Olson, by roll call vote all members present voted aye and the motion carried.
- 11.3 Member Luthner moved to approve the Legislative Platform. The motion was 2nd by Member Theisen, by roll call vote all members present voted aye and the motion carried.
- 11.4 Member Theisen moved to approve the 2nd General Fund Adjustment. The motion was 2nd by Member Olson, by roll call vote all members present voted aye and the motion carried.
- 11.5 Member Keto moved to approve Out-of-State Travel by School Board Members Policy 103B. The motion was 2nd by Member Olson, by roll call vote all members present voted aye and the motion carried.
- 11.6 Member Rapheal moved to approve Harassment and Violence Policy 425. The motion was 2nd by Member Theisen, by roll call vote all members present voted aye. The motion carried.
- 11.7 Member Corcoran moved to approve Student Transportation Safety Policy 531. The motion was 2nd by Member Keto, by roll call vote members voted aye. The motion carried.
- 11.8 Member Olson moved to approve 2020-2022 School Age Care Employee Agreement. The motion was 2nd by Member Theisen, by roll call vote all members present voted aye. The motion carried.
- 11.9 Member Theisen moved to approve 2020-2022 Food Service Employee Agreement. The motion was 2nd by Member Olson, by roll call vote all members present voted aye. The motion carried.
- 11.10 Member Keto moved to approve District Reserve Pay Plan. The motion was 2nd by Member Corcoran, by roll call vote all members present voted aye. The motion carried.
- 11.11 Member Corcoran moved to approve Recommendation to Award Bid for Forest Lake High School Facilities Project. The motion was 2nd by Member Luthner, by roll call vote all members present voted aye. The motion carried.

The School Board reviewed upcoming calendar dates.

As there was no further business, Member Theisen moved to adjourn. The motion was 2nd by Member Corcoran. All members present voted aye and the meeting adjourned at 9:43 pm.

Jeff Peterson

President

Kathleen Luthner

Clerk

Approved date: 02/04/21