

INDEPENDENT SCHOOL DISTRICT NO. 831  
Forest Lake, Minnesota  
ORGANIZATIONAL SCHOOL BOARD MEETING  
January 9, 2020

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The Organizational Meeting of the School Board of Independent School District No. 831, Forest Lake, Minnesota, was called to order by Vice President Jeff Peterson at 7:00 p.m. on Thursday, January 9, 2020, 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, Gail Theisen and Superintendent Steve Massey, ex officio. Member Rob Rapheal was absent.

Member Keto made a motion to approve the agenda. The motion was 2<sup>nd</sup> by Member Theisen, all members present voted aye, the motion carried.

4. ELECTION OF SCHOOL BOARD OFFICERS

President – Member Olson 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 2020.

Vice-President – Member Keto nominated Member Rapheal to the position of School Board Vice-President. As there were no further nominations, all members present voted aye and Member Rapheal was elected as Board Vice-President for 2020.

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 2020.

Treasurer – Member Luthner 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 2020.

5. SCHEDULED/UNSCHEDULED VISITORS:

Listening Session – Member Corcoran reported a couple of people attended and they discussed school events, the national board certification process and ways to help other educators pursue certification, and ways to address current needs at Forest View Elementary.

6. STUDENT ACHIEVEMENT:

Positive Happenings: School Board Members reported on the many school programs, events, meetings and events to district schools during the past month including: 6<sup>th</sup> grade basketball game, 6<sup>th</sup> grade band, chorus and orchestra concerts, holiday concert, middle school concert, bridging event at Forest View Elementary, Hoops for Hope, FLEA gathering at Vannelli's, Delegate Assembly, the MSBA

Conference is next week, and the boys' basketball alumni tournament is this weekend and Ranger preschool registration opens January 13.

7. REPORTS:

Workshop/Conference - No report given.

916 - Member Olson reported the meeting will be held next week.

Policy Committee – Member Olson reported they discussed the Bullying Prohibition Policy and School Board Member Reimbursement Guidelines Policy.

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

Communications – Member Theisen reported the new winter catalog is out, the committee discussed digital and print materials as well as social media in buildings and new videos were shown of Forest View, Lino Lakes Elementary and FLAMS.

Staff Welfare – Member Corcoran reported they received an enrollment update, discussed administrative positions and budget status to determine staffing needs for next school year.

Buildings & Grounds Committee – Member Keto reported they received a bond project update, discussed future capital projects and buildings & grounds items.

Equity in Our Schools – No report given due to Member Rapheal's absence.

Finance Committee – Member Keto reported they reviewed the audit presentation by MMKR and discussed FY20 and FY21 budget status.

City of Forest Lake – Member Keto reported they reviewed the levy proposal for next year and he thanked city liaison Sam Husnik for attending the school board meetings.

Superintendent's Report: Dr. Massey gave a project review to date of Everybody Belongs and they are in the early stages of planning next the phase, Immersion Plus Bridging Ceremony was held today at Forest View Elementary School, today is National Law Enforcement Appreciation Day and he thanked our SROs, FLPD and county officers and agencies.

8. CONSENT AGENDA ITEMS: Member Theisen moved to approve Consent Agenda Items 8.1-8.15. The motion was 2<sup>nd</sup> by Member Luthner, all members present voted aye and the motion carried.

8.1 Approved the Minutes of December 5 and 19, 2019

8.2 Approved the bills as of January 9, 2020

## 8.3 Approved Classified Personnel:

Authorization of Transfer:

Ruggles-Coy, Sue – School Age Childcare Program Aide from Lino Lakes to Wyoming Elementary, 11.25 hours per week and 40 weeks per year, effective January 2, 2020.

New position(s):

Four Custodial positions districtwide. 20 hours per week and 52 weeks per year, effective January 2, 2020.

Recommendation of Employment:

1. Halliday, Ashley – School Age Childcare Junior Program Aide at Linwood Elementary, 10 hours per week and 40 weeks per year, effective January 2, 2020.
2. Peisert, Margarida – Custodian at the Senior High, 40 hours per week and 52 weeks per year, effective December 30, 2019.
3. Peterkovic, Amarins – Special Education Paraprofessional at the Senior High School, 30 hours per week and 37 weeks per year, effective December 5, 2019.
4. Smith, Laurie – Part Time Custodian at the Forest Lake Area Education Center, 20 hours per week and 43 weeks per year, effective January 13, 2020.

Resignation(s):

Smith, Laurie – Custodian at the Forest Lake Area Education Center, effective January 3, 2020.

Retirement(s):

Schneider, Colleen – School Bus Aide, effective January 2, 2020  
Miller, Peggy – School Bus Driver, effective March 31, 2020

## 8.4 Approved Licensed Personnel:

## A. UNPAID LEAVE(S) OF ABSENCE (LOA):

1. Anderson, Kristin: unpaid LOA for 2020-21 sy
2. Blaney, Vanessa: unpaid LOA for approx dates: 2/6/20-4/9/20
3. Lampe, Kayla: unpaid LOA for approx dates: 4/27/20-6/8/20
4. Neubeck, Alyssa: unpaid LOA for approx dates: 5/13/20-6/5/20

## B. NON-CURRICULAR ASSIGNMENT(S):

1. Gordy, David: Head Boys' Basketball 9 (SR)
2. Russell, Sean: 1.50 FTE Asst Wrestling (SR)
3. Schreiber, Pojanat: Head Orchestra POPS (MS)

## C. EMPLOYMENT:

1. Freer, Caitlin: 1.0 FTE effect 1/10/20
2. Lumbert, Heather: 1.0 FTE Long-Term Substitute Contract effec 12/6/19

## D. RETIREMENT(S)/RESIGNATION(S):

Lumbert, Heather: resign from 19-20 Title I teaching position contingent upon long-term substitute position (See C above)

E. RELEASE FROM CONTRACT

Jennrich, Laurie: release from contract effect 1/20/20

F. CHANGE IN STATUS/FTE:

Fabyanske, Katie: from .83 FTE to 1.0 FTE, effec 12/6/19

- 8.5 Continued participation in Adult Basic Education Consortium Metro East through June 2020.
- 8.6 Banks – US Bank, Wells Fargo, LaSalle Bank, PMA Financial Network, Inc., Minn. School District Liquid Asset Fund (MSDLAF), First State Bank of Wyoming, Security State Bank of Marine, Central Bank, First Resource Bank, TCF, Frandsen Bank & Trust
- 8.7 Legal Counsel – Ratwik, Roszak, & Maloney, P.A.; Kennedy & Graven, Chartered; Booth Law Group; Rupp, Anderson, Squires & Waldspurgen, P.A., Hitesman & Wold, P.A.
- 8.8 Appointment of District Superintendent or Designee to Engage Legal Counsel
- 8.9 District Doctor – Dr. Julie Kammer
- 8.10 Fiscal Consultants – Springsted, Inc. and Ehlers & Associates, Inc.
- 8.11 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.
- 8.12 Authorized use of facsimile signatures on district checks per State law and present School Board policies.
- 8.13 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.
- 8.14 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.
- 8.15 Designated Superintendent as MDE Identified Official with Authority

9. Donations: Member Keto moved, 2<sup>nd</sup> by Member Olson to adopt the resolution and accept with appreciation the following donations:\$300.00 from Mary McGuire, Hugo, to Wyoming Elementary for lunch debt; book sets, literacy footprints, guided reading materials, 24 Chromebooks, licenses and charging cart from Scandia Elementary Enrichment Foundation to Scandia Elementary to provide literacy and technology – valued at \$7,733.65; \$200.00 from Brian and Jennifer Tolzmann, FL, to FLAS Family Support for families in need; Lifelines suicide prevention curriculum materials from Hazelden Anderson Bayport Grant, to FLAS to support district suicide prevention work valued at \$594.90; Canon Image Program I.P.F. 765 printer, from the FLPD to FLAS Ed Center valued at \$2,000.00; \$2,700.00 from Mark A. Pursley Memorial Foundation, St. Paul, to FLAS to support depression screening for 9<sup>th</sup> grade district students; \$5,200.00 from Wyoming PTA, to Wyoming

Elementary for technology; \$1,000.00 from Walmart, AR, to FLAMS to support the PBIS program, \$17,661.25 from FL Wrestling Boosters, to FLAHS wrestling for payment of assistant coaches; \$2,600.00 from FL Area Partnership for Families, Inc. to FLAS for payment of depression screening supplies for FLAHS; Logitech webcam, Manfrotto tripod and Snowball iCE USB microphone from Donors Choose, NY, to Lino Lakes Elementary Media for skype equipment valued at \$235.36; \$200.00 from Connie and Jerry Hendrickson, FL, to FLAS Family Support to support family in need for the holidays; 8 monthly \$200.00 Cub gift cards (\$1600.00) from Jeffrey Tokie, Scandia, to FLAS Family Support to provide for families in need; Maker Space supplies from Lino Lakes PTO valued at \$6.99 and \$57.98; \$3,112.51 from FL Football Boosters, to FLAHS for payment of part-time football coach; T-shirts from the Drolson Family Foundation, FL, to Youth Service Club valued at \$195.00. All members present voted aye and the motion carried.

#### 10. ROUTINE ACTIONS:

- 10.1 MSBA – Member Luthner was appointed to, and Members Corcoran and Keto will continue as Board Representatives to the Minnesota School Boards Association.
- 10.2 MSHSL –Members Corcoran, Olson and Rapheal will continue as Board Representatives to the Minnesota State High School League.
- 10.3 Equity Alliance MN – Member Rapheal will continue as the Board Representative to Equity Alliance MN.
- 10.4 SEE – Member Theisen was appointed to, and Member Rapheal will continue as Board Representative to Schools for Equity in Education (SEE).
- 10.5 City of Forest Lake – Member Keto will continue as the Board liaison to the City of Forest Lake.
- 10.6 Special Education Advisory Council – Members Luthner and Olson will continue as Board Representative to the Special Education Advisory Council.
- 10.7 Appoint Community Education Advisory Council - Member Theisen was appointed to, and Member Keto will continue as Board Representative to the Community Education Advisory Council.
- 10.8 Appoint Agriculture Education Advisory Board –Members Luthner and Peterson will continue as Board Representatives to the Agriculture Education Advisory Board.
- 10.9 Appoint Emergency Services/Health Careers Advisory Board –Members Peterson and Theisen will continue as Board Representative to the EMS/HC Advisory Board.
- 10.10 Continue Board Representative Olson to 916 –Member Olson was appointed to a 4 year term beginning January 2018.

Member Keto moved, 2<sup>nd</sup> by Member Theisen, to approve assignments for items 10.1-10.10. All members present voted aye and the motion carried.

- 10.11 Member Theisen made a motion to designate the Forest Lake *TIMES* as the official School District Newspaper. The motion was 2<sup>nd</sup> by Member Corcoran, all members present voted aye and the motion carried.
- 10.12 School Board Salaries – Member Peterson proposed he would entertain a motion to increase the salaries by 2.5%. Member Theisen made a motion to approve Member Peterson’s proposal. The motion was 2<sup>nd</sup> by Member Corcoran. By roll call vote all members present voted aye and the motion carried. The increase equates to \$10.00 per month.
- 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.
- 10.13 School Board Committees Assignments: President Peterson announced the school board members to the following board committee assignments:
- 6:00 PM Buildings & Grounds: Keto, Luthner
  - 7:00 PM Communications: Olson, Rapheal
  - 6:00 PM Curriculum, Instruction & Equity: Olson, Theisen
  - 7:00 PM Finance: Corcoran, Keto, Peterson
  - 7:00 PM Policy: Luthner, Theisen
  - 6:00 PM Staff Welfare: Corcoran, Peterson, Rapheal

Member Olson moved, 2<sup>nd</sup> by Member Theisen to approve the school board committee assignments. By roll call vote, all members present voted aye and the motion carried.

#### 11.0 OLD BUSINESS:

- 11.1 Ms. Jaelyn Huegel, from MMKR Certified Public Accountants, presented the 2018-2019 Financial Audit. Member Keto moved to Accept the 2018-2019 Financial Audit. The motion was 2<sup>nd</sup> by Member Theisen, by roll call vote all members present voted aye and the motion carried.
- 11.2 Member Olson moved to approve Strategic Plan. The motion was 2<sup>nd</sup> by Member Keto, by roll call vote all members present voted aye and the motion carried.
- 11.3 Member Keto moved to approve the Legislative Platform. The motion was 2<sup>nd</sup> by Member Theisen, by roll call vote all members present voted aye and the motion carried.
- 11.4 Member Theisen moved to approve Out-of-State Travel by School Board Members Policy 103B. The motion was 2<sup>nd</sup> by Member Olson, by roll call vote all members present voted aye and the motion carried.
- 11.5 Member Olson moved to approve Harassment and Violence Policy 425. The motion was 2<sup>nd</sup> by Member Theisen, by roll call vote all members present voted aye. The motion carried.

- 11.6 Member Theisen moved to approve Student Transportation Safety Policy 531. The motion was 2<sup>nd</sup> by Member Olson, by roll call vote members voted aye. The motion carried.
- 11.7 Member Corcoran moved to approve New Course – IT Exploration. The motion was 2<sup>nd</sup> by Member Keto, by roll call vote all members present voted aye. The motion carried.
- 11.8 Member Theisen moved to adopt North Suburban Summer Academy Joint Powers Agreement. The motion was 2<sup>nd</sup> by Member Corcoran, by roll call vote all members present voted aye. The motion carried.
- 11.9 Member Theisen moved to approve General Fund Budget Adjustment. The motion was 2<sup>nd</sup> by Member Corcoran, by roll call vote all members present voted aye. The motion carried.
- 11.10 Member Theisen moved to approve Pay Equity Report Submission. The motion was 2<sup>nd</sup> by Member Olson, by roll call vote all members present voted aye. The motion carried.

12.0 NEW BUSINESS:

- 12.1 First Reading: Proposed High School Athletic Field Improvements. This item will be placed on the next regular agenda for board action
  
- 12.2 First Reading: School Board Member Reimbursement Guidelines Policy 103A. This item will be placed on the next regular agenda for board action.
  
- 12.3 First Reading: Bullying Prohibition Policy 541. This item will be placed on the next regular agenda for board action.

President Peterson stated that with the approval of the Strategic Plan the board directs administration to assemble action teams to develop action steps to meet the goals and objectives of the Strategic Plan and to report in the spring.

The School Board reviewed upcoming calendar dates.

As there was no further business, Member Corcoran moved to adjourn. The motion was 2<sup>nd</sup> by Member Theisen. All members present voted aye and the meeting adjourned at 9:10 pm.

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Jeff Peterson                                      President

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Kathleen Luthner                                      Clerk

Approved date:\_\_\_\_\_