

INDEPENDENT SCHOOL DISTRICT NO. 831
Forest Lake, Minnesota
ORGANIZATIONAL SCHOOL BOARD MEETING
January 10, 2019

The Organizational Meeting of the School Board of Independent School District No. 831, Forest Lake, Minnesota, was called to order by President Rob Rapheal at 7:00 p.m. on Thursday, January 10, 2019, at the School District Offices. Following the Pledge of Allegiance, President Rapheal administered the oath of office to the newly elected School Board Members Alex Keto, Kate Luthner and re-elected School Board Member Jill Olson.

Roll was called and the following members were present: Alex Keto, Kate Luthner, Jill Olson, Jeff Peterson, Rob Rapheal, Gail Theisen and Superintendent Steve Massey, ex officio. Member Julie Corcoran was absent.

5. ELECTION OF SCHOOL BOARD OFFICERS

President – Member Peterson nominated Member Rob Rapheal for School Board President. As there were no further nominations, all members present voted aye and Member Rapheal was elected as Board President for 2019.

Vice-President – Member Olson nominated Member Jeff Peterson to the position of School Board Vice-President. As there were no further nominations, all members present voted aye and Member Peterson was elected as Board Vice-President for 2019.

Clerk – Member Peterson nominated Member Jill Olson to the position of School Board Clerk. As there were no further nominations, all members present voted aye and Member Olson was elected as Board Clerk for 2019.

Treasurer – Member Theisen nominated Member Julie 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 2019.

6. SCHEDULED/UNSCHEDULED VISITORS:

Unscheduled Visitor – Community Member Sam Husnik congratulated the new school board members and reported he will continue as the school board liaison to the city council.

Listening Session – Member Luthner reported four visitors attended. They discussed the positive nature of the preschool program, FLAMS, and visitors from Stillwater came to observe the process.

7. STUDENT ACHIEVEMENT:

Special Education Director Kelly Lessman and Coordinators Sara Heckel and Chad Erichsrud reported on the early childhood and secondary transition programs and also reported that the special education student enrollment is increasing.

Positive Happenings: School Board Members reported on the many school programs, events, meetings and events to district schools during the past month including: Community Conversation, basketball games, hockey games, PTO meetings, Ranger Singers, FLAMS concert and a Ranger Wellness meeting.

8. REPORTS:

Workshop/Conference - Member Theisen reported the MSBA Leadership Conference and Phase I and Phase II training sessions are next week. MSBA officer training will take place February 23 in Maple Grove.

Communications – Member Olson reported the committee discussed the district communication plan and looked at district website templates.

916 – Member Olson reported they had the election of officers, had a presentation of the Joint Purchasing Contract Usage and Participation, and were shown summer 2019 workshops.

Policy Committee – Member Theisen reported the committee reviewed agenda items 13.1-13.4 under New Business on tonight’s agenda.

Equity Alliance MN – No report given.

Staff Welfare – Member Rapheal reported the committee discussed the 2018-2020 budget program, Strategic Planning, and the work of the Enrollment Task Force.

Finance Committee – Member Rapheal reported the committee discussed the FY18 draft audit, FY19 budget status and the FY20 budget status.

Curriculum, Instruction & Equity – No report given.

Buildings & Grounds Committee – Member Peterson reported the committee discussed naming of the former ALC, Southwest building remodel, the upcoming Wyoming Elementary project, the tennis court replacement, and lead and radon testing being done at the schools.

City of Forest Lake – No report given.

Reshaping Opportunities for Success 2015-2020 – Business Director Larry Martini shared photos of Linwood Elementary and Southwest Jr. High and showed timelines of building construction.

Superintendent's Report: Dr. Massey thanked Kelly, Chad, and Sara for their presentation and the entire special education staff for their work. He welcomed incoming school board members Alex Keto and Kate Luthner and returning school board member Jill Olson. Kindergarten round up will be the week of February 5. Scandia IB Elementary School Principal Julie Greiman received the MESPA Elementary Division Leadership Award and Wyoming Elementary School Principal Curt Slater received the 2018 National Distinguished Principal of the Year award. Greiman and Slater will be recognized at the MESPA conference in February. The high school was awarded a \$95,000 grant from the MDE Department of Labor and Industry, the SEC Music Festival will be held February 4 at White Bear Lake High School and the school board will have a work session on January 24 at 6:00 pm with time for public input.

9. CONSENT AGENDA ITEMS: Member Theisen moved to approve Consent Agenda Items 9.1-9.14. The motion was seconded by Member Olson, all members present voted aye and the motion carried.

9.1 Approved the Minutes of December 6 and 20, 2018

9.2 Approved the bills as of January 10, 2019

9.3 Approved Classified Personnel:

Authorization of Transfer:

- Beireis, Autumn – from Program Aide to School Age Childcare Assistant Site Manager at Linwood Elementary, 32.5 hours per week and 52 weeks per year, effective January 2, 2019.
- Bosch, Jolene – Health Care Specialist from Wyoming Elementary to the STEP Program, 32.5 hours per week and 37 weeks per year, effective January 2, 2019.
- Coberley, Lauren – Health Care Specialist from Forest View and Wyoming Elementaries to Wyoming Elementary, 30 hours per week and 37 weeks per year, effective January 2, 2019.
- Elfers, Kevin – Custodian from Southwest to Forest Lake Area Middle School, 40 hours per week and 52 weeks per year, effective January 3, 2019.
- Erickson, Shauna – School Age Childcare Program Aide at Forest View Elementary from 20 to 23.75 hours per week and 40 weeks per year, effective January 7, 2019.
- Olson, Rhonda – Cook Helper at Lino Lakes Elementary from 20 to 31.25 hours per week and 37 weeks per year, effective January 2, 2019.

Leave of Absence(s):

- Jacob, C J – Transportation Mechanic from January 3 through 25, 2019.
- Lindemer, Cynthia – School Bus Driver from December 10 through 17, 2018.
- Nguyen, Tony – School Bus Driver from December 12 through 21, 2018.
- Partyka, Jody – Cook Helper at Forest View Elementary from December 27, 2018 through January 25, 2019
- Stern, Christine – Cook Helper at Forest View Elementary from January 2 through February 1, 2019.

Recommendation of Employment:

- Carey, Tina – Noon Duty Supervisor at Wyoming Elementary 12.5 hours per week and 37 weeks per year, effective December 19, 2018.
- Chase, Kristina – Noon Duty Supervisor at Forest View Elementary, 10 hours per week and 37 weeks per year, effective January 2, 2019.
- Kealy, Wendy – Cook Helper at the Senior High School, 17.5 hours per week and 37 weeks per year, effective January 7, 2019.
- Renville, Angela – Early Childhood Teaching Assistant II at the Central Learning Center, 20 hours per week and 31 weeks per year, effective January 2, 2019.

Resignations:

- Collins, Darcene – Preschool Childcare Program Assistant Site Manager at the Central Learning Center, effective January 11, 2019.
- Huus, Michelle – Early Childhood Preschool Educator at the Central Learning Center, effective January 3, 2019.
- Keis, Amy – School Age Childcare Program Aide at the Central Learning Center, effective December 14, 2018.
- Stafford, Lorraine – Cook Helper at the Senior High, effective December 17, 2018.

New Position(s):

- Special Education Paraprofessional (location to be determined), 30 hours per week and 37 weeks per year, effective January 14, 2019.

9.4 Approved Licensed Personnel:

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

1. Anderson, Tara: 415 LOA for 2019-20
2. Nelson, Alyssa: 415 LOA for 2019-20

B. NON-CURRICULAR ASSIGNMENT(S):

1. Newcomb, Timothy: .60 Asst Speech (SR)
2. Parenteau, Bailey: .35 Asst Speech (SR)

C. AUTHORIZATION OF POSITION(S):

- 1.0 FTE Special Education Teacher

9.5 Continued participation in Adult Basic Education Consortium Metro East through June 2020.

9.6 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

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

9.8 Appointment of District Superintendent or Designee to Engage Legal Counsel

- 9.9 District Doctor – Dr. Julie Kammer
- 9.10 Fiscal Consultants – Springsted, Inc. and 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 or 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 VII, and Carl Perkins for Forest Lake Area Schools.

Member Keto moved to approve Consent Agenda Item 9.15. The motion was seconded by Member Peterson, all members present voted aye and the motion carried.

9.15 Designated Superintendent as MDE Identified Official with Authority

10. Donations: Member Keto moved, 2nd by Member Olson to adopt the resolution and accept with appreciation the following donations: Blessings trumpet from Gary & Sandy Sager, FL, to FLAMS Music Department valued at \$75.00; Renewal of Cloud Ready license from Scandia PTO, to Scandia Elementary to provide updated technology to use with Chromebooks valued at \$465.00; Children's books from Scandia Marine Lions to Scandia Elementary valued at \$75.00; \$500.00 from Walmart, FL, to Forest View Elementary Little Rangers Preschool for guest speaker; \$200.00 from Faith Lutheran Church, FL, to Family Support to support district family with food and other basic needs; snacks from Faith Lutheran, FL, to Health Offices to give to students in need of snacks, valued at \$1050.00 (\$350 in September and \$700 in November); \$300.00 from Mary McGuire, Hugo, to Wyoming Elementary for unpaid lunch accounts; \$3,311.53 from FL Danceline Boosters, to FLHS Winter Dance Team for payment for assistant coach; computer desks, chairs and stools from Scandia PTO to Scandia Elementary for grade 6 classroom valued at \$364.75; 14 iPads & cases from Scandia Elementary Enrichment Foundation (SEEF) to Scandia Elementary for additional technology, valued at \$4,625.30; Flexible seating options from SEEF to Scandia Elementary for grade 6 classroom, valued at \$1,481.29; 4 classroom rugs from SEEF to Scandia Elementary to facilitate whole group instruction, valued at \$1,826.15; toys from customers from FL Menards and FL Lions, to Forest Lake Elementary for needy students and their families, valued at \$675.00; hats from FL Christian Church to Forest Lake Elementary for needy students valued at \$100.00; hats, gloves, mittens from Faith Lutheran Church, FL, to Forest Lake Elementary for needy students and families valued at \$150.00. All members present voted aye and the motion carried.

11. ROUTINE ACTIONS:

- 11.1 MSBA – Member Keto was appointed to, and Members Corcoran and Theisen will continue as Board Representatives to the Minnesota School Boards Association.
- 11.2 MSHSL –Members Olson and Rapheal were appointed to, and Member Corcoran will continue as Board Representative to the Minnesota State High School League.
- 11.3 Equity Alliance MN – Member Theisen will continue as the Board Representative to Equity Alliance MN.
- 11.4 SEE – Member Luthner was appointed to, and Member Rapheal will continue as Board Representatives to Schools for Equity in Education (SEE).
- 11.5 City of Forest Lake – Member Keto was appointed as the Board liaison to the City of Forest Lake.
- 11.6 Special Ed Advisory Council – Member Luthner was appointed to, and Member Olson will continue as Board Representative to the Special Ed Advisory Council.
- 11.7 Appoint Community Education Advisory Council - Member Keto was appointed to, and Member Corcoran will continue as Board Representative to the Community Education Advisory Council.
- 11.8 Appoint Agriculture Education Advisory Board –Members Theisen, Peterson and Luthner were appointed as Board Representatives to the Agriculture Education Advisory Board.
- 11.9 Appoint Emergency Services/Health Careers Advisory Board – Members Theisen and Peterson were appointed as Board Representative to the EMS/HC Advisory Board.
- 11.10 Continue Board Representative Olson to 916 –Member Olson was appointed to a 4 year term beginning January 2018.

Member Peterson moved, 2nd by Member Theisen, to approve assignments for items 11.1-11-10. All members present voted aye and the motion carried.

- 11.11 Member Peterson made a motion to designate the Forest Lake *TIMES* as the official School District Newspaper. The motion was 2nd by Member Keto. All members present voted aye and the motion carried.
- 11.12 School Board Salaries - Member Olson made a motion that the vice president make as much as the clerk. Member Rapheal clarified that the base salary remain the same except the vice chair would receive an additional stipend of \$200 per year. Member Olson confirmed. The motion was 2nd by Member Theisen. By roll call vote all members present voted aye. The motion carried.

There was no change to the President receiving an additional stipend of \$400 per year, and the Clerk and Treasurer receiving an additional stipend of \$200 per year each.

- 11.13 School Board Building Liaison Assignments: Member Keto will replace Luke Odegaard as school board liaison to Columbus and Scandia Elementary Schools and STEP. Member Luthner will replace Karen Morehead as school board liaison to Forest Lake and Forest View Elementary Schools, Forest Lake Sr. High School and STEP.

Member Theisen made a motion, 2nd by Member Peterson, to approve the following School Board Building Liaison Assignments:

Columbus Elementary – Rapheal, Keto
 Forest Lake Elementary – Luthner, Corcoran
 Forest View Elementary – Luthner, Corcoran
 Lino Lakes Elementary – Rapheal, Peterson
 Linwood Elementary – Theisen, Olson
 Scandia Elementary – Theisen, Keto
 Wyoming Elementary – Peterson Theisen
 CLC-ALC – Olson, Corcoran
 Middle School – Rapheal Theisen
 Sr. High School – Olson, Luthner
 Transportation office – Theisen, Peterson
 STEP – Keto, Luthner

All members present voted aye, and the motion carried.

- 11.14 School Board Committees Assignments: President Rapheal announced the school board members to the following board committee assignments:

6:00 PM Buildings & Grounds: Alex Keto, Jeff Peterson
 7:00 PM Communications: Gail Theisen, Kate Luthner
 7:00 PM Finance: Rob Rapheal, Alex Keto, Julie Corcoran
 7:00 PM Policy: Jeff Peterson, Jill Olson
 6:00 PM Staff Welfare: Rob Rapheal, Julie Corcoran, Jill Olson
 6:00 PM Curriculum, Instruction & Equity: Gail Theisen, Kate Luthner

Member Keto moved, 2nd by Member Theisen to approve the school board committees assignments. All members present voted aye and the motion carried.

12.0 OLD BUSINESS:

Ms. Jaclyn Huegel, from MMKR Certified Public Accountants, presented the 2017-2018 Financial Audit.

- 12.1 Member Theisen moved to Accept the 2017-2018 Financial Audit. The motion was 2nd by Member Peterson, by roll call vote all members present voted aye and the motion carried.

- 12.2 Member Keto moved to approve New Course Proposal – AP Human Geography A/B. The motion was 2nd by Member Peterson, by roll call vote all members present voted aye. The motion carried.
- 12.3 Member Peterson moved to approve New Course Proposal – Art Through the Ages A/B. The motion was 2nd by Member Theisen, by roll call vote all members present voted aye. The motion carried.
- 12.4 Member Keto moved to approve The School Board Policy 103. The motion was 2nd by Member Olson, by roll call vote all members present voted aye. The motion carried.
- 12.5 Member Peterson moved to approve School Board Member Reimbursement Guidelines Policy 103A. The motion was 2nd by Member Theisen, by roll call vote members voted aye. The motion carried.
- 12.6 Member Olson moved to approve Out-of-State Travel by School Board Members Policy 103B. The motion was 2nd by Member Peterson, by roll call vote all members present voted aye. The motion carried.
- 12.7 Member Peterson moved to approve Orientation of New Board Members Policy 111. The motion was 2nd by Member Theisen by roll call vote all members present voted aye. The motion carried.
- 12.8 Member Peterson moved to approve Use of Student Records Policy 505. The motion was 2nd by Member Theisen, by roll call vote all members present voted aye. The motion carried.
- 12.9 Member Keto moved to approve School Visitors Policy 704. The motion was 2nd by Member Theisen, by roll call vote all members present voted aye. The motion carried.
- 12.10 Member Theisen moved to Recommend Award of Wyoming Elementary Renovation Bid as recommended by Kraus Anderson and summarized by Director Martini. The motion was 2nd by Member Peterson, by roll call vote all members present voted aye. The motion carried.
- 12.11 Member Keto moved to Recommend Award of 2019 Senior High Tennis Court Reconstruction Bid as recommended by Larson Engineering, Inc., to Bituminous Roadways, Inc.. The motion was 2nd by Member Theisen, by roll call vote all members present voted aye. The motion carried.
- 12.12 Member Keto moved to approve the Legislative Platform. The motion was 2nd by Member Peterson, by roll call vote all members present voted aye. The motion carried.

13.0 NEW BUSINESS:

- 13.1 First Reading: Bullying Prohibition Policy 541. This item will be placed on the next regular agenda for board action.
- 13.2 First Reading: Harassment and Violence Policy 425. This item will be placed on the next regular agenda for board action.

- 13.3 First Reading: Transportation Employee Drug & Alcohol Policy 430. This item will be placed on the next regular agenda for board action.
- 13.4 First Reading: Student Transportation Safety Policy 531. This item will be placed on the next regular agenda for board action.
- 13.5 First Reading: Naming the Area Learning Center. This item will be placed on the next regular agenda for board action.
- 13.6 Authorize RFPs (Request for Proposals) for Employee Group Self-Insured Medical Insurance - Member Theisen moved, 2nd by Member Peterson, to approve the district to go out for bids for Medical Insurance. All members present voted aye. The motion carried.

The School Board reviewed upcoming calendar dates.

At 9:08 pm Member Peterson moved, 2nd by Member Keto to recess the regular meeting to go into a closed session to discuss negotiation parameters for support staff (Food Service, Custodians, Paraprofessionals, Administrative Assistants, Transportation, Mechanics, Interpreters, SAC, Techs.). All members present voted aye and the meeting recessed.

The closed meeting convened 9:15 pm. Roll call was taken and Members Keto, Luthner, Olson, Peterson, Rapheal, Theisen, and Supt Massey, ex officio were present. Member Corcoran was absent.

At 9:30 pm Member Peterson moved, 2nd by Member Theisen, to go reconvene the regular meeting. All members present voted aye

As there was no further business, Member Theisen moved to adjourn. The motion was 2nd by Member Keto. All members present voted aye and the meeting adjourned at 9:31pm.

Rob Rapheal President

Jill Olson Clerk

Approved date:_____