

**INDEPENDENT SCHOOL DISTRICT NO. 831**  
**Forest Lake, Minnesota**  
**SCHOOL BOARD MEETING**  
**May 18, 2017**

A School Board Meeting of Independent School District No. 831, Forest Lake, Minnesota was called to order by Vice President Karen Morehead at 8:00 pm on Thursday, May 18, 2017 at the School District Offices. Following the Pledge of Allegiance, roll was called and the following members were present: Julie Corcoran, Karen Morehead, Luke Odegaard, Jill Olson, Jeff Peterson, Gail Theisen, and Superintendent Linda Madsen, ex officio. Member Rob Rapheal was absent.

**3.0 CONSENT AGENDA ITEMS:**

Member Odegaard pulled agenda item 3.3 and moved approval of agenda items 3.1, 3.2 and 3.4. The motion was 2<sup>nd</sup> by Member Peterson. All members present voted aye and the motion carried.

3.1 Approve Bills as of May 18, 2017 (including March 31, April 4 and April 7, 2017)

3.2 Approve Classified Personnel:

Resignation:

- Gaffney, Emily – School Age Care Program Aide at Lino Lakes Steps Ahead, effective May 5, 2017.

End of Employment:

- Doran, Pamela – Noon Duty Supervisor I at Wyoming Elementary, effective April 27, 2017.
- Leatherman, Jacqueline – Noon Duty Supervisor I at Wyoming Elementary, effective April 27, 2017.

Recommendation of Employment:

- Jacob, Kimberly - Substitute Bus Aide effective April 18, 2017.
- Kulenkamp, Megan – Health Office Assistant IV at Forest View Elementary, 6 hours per day and 37 weeks per year, effective May 4, 2017. (Open position)
- Leatherman, Jacqueline – Substitute Bus Aide effective April 28, 2017.

- Peters, Karen – School Bus Driver, 5 hours per day and 37 weeks per year, effective April 25, 2017.

#### Authorization of Transfer:

- Riedeman, Coleen – from AV Office Assistant III, 7 hours per day and 37 weeks per year to Special Education Office Assistant III, 6 hours per day, 37 weeks per year, transfer due to budget reductions and FLAPOP seniority. Effective for the 2017-2018 school year.
- Ihfe, Michelle – from Secondary Senior Office Assistant at Southwest Junior High Level IV, 8 hours per day, 39 weeks per year to Student Services Office Assistant IV, 8 hours/day, 39 weeks/year at the Senior High due to budget reductions and FLAPOP seniority. Effective 2017-2018 school year.
- Marshall, Tammy – from Senior High AV Coordinator V, 8 hours per day and 37 weeks per year to Senior High Career Resource Center Office Assistant IV 8 hours per day and 37 weeks per year. Effective 2017-2018 school year.
- Peterson, Peggy – from Student Services Office Assistant IV, 8 hours/day, 39 weeks/year at the Senior High to Southwest Junior High Office Assistant IV, 4 hours per day due to budget reductions and FLAPOP seniority. Effective 2017-2018 school year.
- Wilson, Sharon – from AV Clerk III, 8 hours/day, 37 weeks per year at the Senior High to Substitute Absence Office Assistant III, 8 hours per day and 52 weeks per year at the District Office. Effective June 12, 2017.

#### Restructure of SAC Assistant Site Managers:

- Eliminate the combined Assistant Site Manager/Program Aide positions at Forest Lake, Linwood and Scandia Elementary Schools and reduce the hours from 8 hours to 6.5 hours at Wyoming Elementary.

#### Lay off Status Due to Reduction of Position:

- Damon, Kari – Special Education Office Assistant III at the Central Learning Center, effective June 8, 2017.
- Hazlett, Karen – Early Childhood Office Assistant III, position eliminated for the 2017-18 school year. (Pending approval of reduction of position)

Leave of Absence:

- Athen, Cynthia – Special Education Paraprofessional II at the Senior High, leave of absence for May 11, 2017 through May 25, 2017.
- Larson, Alysha – SAC Site Manager at Linwood Elementary, from May 10, 2017 through May 22, 2017.
- Lentz, Christine - Special Education Paraprofessional II at Forest View Elementary, from May 9, 2017 through June 8, 2017.
- Mann, Kristy – Special Education Paraprofessional II at the Area Learning Center, unpaid leave of absence for the 2017-18 school year.
- Plaster, Angela – Bus Driver leave of absence from May 11, 2017 through June 8, 2017.
- Windish, Krista – School Age Care Assistant Site Manager at Lino Lakes Elementary, leave of absence for May 26, 2017 through July 7, 2017.

Reduction of Position:

- Early Childhood Family Education position at the Central Learning Center 4 hours per day and 32 weeks per year effective June 8, 2017

3.4 Adopt 2017-2018 Resolution for Membership in the Minnesota State High School League.

Members Odegaard and Theisen recognized the retirement of Mr. Alan Anderson and thanked him for his years of service to the district. Member Odegaard moved approval of agenda item 3.3. The motion was 2<sup>nd</sup> by Member Peterson. All members present voted aye and the motion carried.

3.3 Approve Licensed Personnel:

- A. UNPAID LEAVE(S) OF ABSENCE (LOA):  
Schellinger, Barbara: 415 LOA for 2017-18 school year
- B. NON-CURRICULAR ASSIGNMENT(S):
1. Sauer, David: Math Masters (FL)
  2. Webb, Kimberly: Student Council (COL)
- C. EMPLOYMENT:  
Richardson, Andrew: 1.0 FTE effective 17-18 school year

## D. RETIREMENT/RESIGNATION(S):

1. Anderson, Alan: Retire effective end of 16-17 school year (35 years)
2. Clarke, Kayla: Resign effective end of day on 6/2/17
3. Kindress, James: Resign effective end of 16-17 school year
4. Matel, Jonathan: Resign effective end of 16-17 school year

## E. CHANGE(S) IN FTE:

Gooder, Melissa: from .8 FTE to 1.0 FTE, effective start of 17-18 school year (add'l .2 FTE approved 4/6/17)

## F. AUTHORIZATION OF ADDITIONAL POSITION(S):

1.0 FTE EL Teacher for 2017-18 school year

4.0 OLD BUSINESS:

Member Theisen moved to Ratify Forest Lake Association of Educational Paraprofessionals Agreement 2016-2018. The motion was 2<sup>nd</sup> by Member Peterson, by roll vote Members Corcoran, Morehead, Olson, Peterson and Theisen voted aye. Member Odegaard voted no. The motion carried.

Member Theisen moved to Ratify Forest Lake Supervisors' Association Agreement 2015-2017. The motion was 2<sup>nd</sup> by Member Peterson, by roll call vote Members Corcoran, Morehead, Olson, Peterson and Theisen voted aye. Member Odegaard voted no. The motion carried.

Member Olson moved to Approve New Superintendent Steve Massey to Engage in Additional Employment at the University of Minnesota for the months of June and July 2017. The time commitment will be late afternoon and evening and additional future employment opportunities will need to come before the School Board for approval. The motion was 2<sup>nd</sup> by Member Peterson, by roll call vote all members present voted aye. The motion carried.

Levy/Bond discussion - After the last board meeting the superintendent was directed to gather survey information and she has since spoken with representatives from Morris Leatherman and Springsted. Dr. Madsen stated that the survey would typically be 400 random sample interviews with 35 questions. The cost from Springsted would be \$18,675.00. Morris Leatherman would be 400 random sample interviews and, likely, more than 35 questions. The proposal from Morris Leatherman would not exceed \$16,000.00.

Dr. Madsen said that because we are a member of 916, we have \$10,000 available to us that we can use for a survey.

Member Theisen made a motion, 2<sup>nd</sup> by Member Corcoran, to Approve a Survey with Morris Leatherman. Dr. Madsen suggested an addition to the motion that the dollar amount not exceed \$16,000.00. Member Theisen amended the motion to include that the dollar amount not exceed \$16,000.00. Member Corcoran 2<sup>nd</sup> the motion. By roll call vote Members Theisen, Corcoran, Olson, Peterson, Morehead voted aye. Member Odegaard voted no. The motion carried.

#### 5.0 NEW BUSINESS

No new business was reported.

As there was no further business, Member Peterson moved to adjourn. The motion was 2<sup>nd</sup> by Member Odegaard. All members present voted aye and the meeting adjourned at 8:21pm.

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Rob Rapheal                      President

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Jill Olson                                      Clerk