

INDEPENDENT SCHOOL DISTRICT NO. 831  
Forest Lake, Minnesota  
SCHOOL BOARD MEETING

November 3, 2016

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The 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, November 3, 2016, at the School District Offices. Following the Pledge of Allegiance, roll was called and the following members were present: Julie Corcoran, Dan Kieger, Karen Morehead, Luke Odegaard, Jill Olson, Robert Rapheal, Gail Theisen, and Superintendent Linda Madsen, ex officio.

The meeting agenda was reviewed and no changes were made.

4. VISITORS:

Listening Session: Members Odegaard and Olson reported two visitors attended and they discussed transportation.

5. STUDENT ACHIEVEMENT:

Forest Lake Elementary Principal Kenny Newby introduced Math Master coach Dave Sauer and Future Problem Solvers coach Kaitlyn Miller. They talked about their respective teams and competition for this year.

Positive Happenings: School Board members reported on the many programs, events, meetings and visits to district schools during the past month including: basketball and volleyball games, conferences, *The Addams Family* play at the high school, school board candidate debate, Big Sing, PTO and PTA meetings, a YSB representative spoke at Southwest Jr. High about navigating teen years, Ranger football team played at US Bank Stadium, Schumacher field house is getting a new roof, Community Education is offering free classes November 7-11, Wyoming Family Fun Run, TEFFLA board and finance meeting, Hauntcert, and the Community Education Unscary Halloween party.

6. REPORTS:

Communications Committee – Member Morehead reported the committee passed out promotional packets to share with those interested in becoming corporate education sponsors with the district, talked about expanding our social media reach, and from the Strategic Planning meeting three action teams were developed and they will begin meeting very soon.

Equity Alliance MN – Member Morehead reported students from the youth advisory group made a book about their journey and assimilation and she passed around the book. She also passed around an Equity Alliance booklet highlighting program offerings, met with WEMEP in Golden Valley and they are working to develop a partnership, and completed the evaluation of Executive Director Dr. Jean Lubke.

Buildings & Grounds Committee – Member Olson reported the two story steel is going up, discussed bond sale and financing, Century fields, and Schumacher upgrades.

Policy Committee – Member Olson reported discussion of policies under New Business on tonight’s agenda.

Staff Welfare Committee – Member Rapheal reported receiving a facilities update, discussed Strategic Planning, enrollment for 2016-2017, and cuts for the upcoming year.

Finance Committee – Member Odegaard reported receiving a fiscal year 2016 update and review, and talked about the bond sale.

City of Forest Lake – Member Rapheal reported the airport runway is getting paved.

916 – Member Theisen reported receiving an update on Teacher Child Interaction Training, had a board policy review, Superintendent Hayes presented a draft legislative proposal to the group, approved two contracts for DMC services.

Reshaping Opportunities for Success 2015-2020 –Andy Faulkner from ICS Consulting gave a project update including aerial photos of the high school, looked at the schedule and review of upcoming bond projects.

Superintendent’s Report: Dr. Madsen reported the high school play continues this weekend, Election Day is November 8, there will be a Veterans’ Day Program November 11 at 10:30 am at the high school, fall sports are wrapping up and winter sports are getting started, boys’ and girls’ cross country teams will participate in state competition in Northfield, three new action teams were created from the Strategic Planning meeting and if you’re interested in participating in the meetings contact her. The school board will receive action team reports at the mid-January board meeting.

7. CONSENT AGENDA ITEMS: Member Kieger moved to approve Consent Agenda Items 7.1-7.4. The motion was seconded by Member Theisen. All members present voted aye and the motion carried.

7.1 Approved the Minutes of October 6 and 13, 2016

7.2 Approved the bills as of November 3, 2016

7.3 Approved Classified Personnel:

Retirement:

- Matheson, Merlyn – School Bus Driver, effective December 22, 2016 after 10 years of service.

Resignation:

- Ebert, Jessica – School Age Care Program Aide at the Central Learning Center Steps Ahead, effective November 4, 2016.
- Johnson, Kent – Substitute School Bus Driver, effective June 30, 2016.
- Luckow, Colette – Cook Helper/Long Hour at Forest Lake Elementary, effective October 28, 2016.
- Nagle, Michael – School Bus Driver, effective November 12, 2016.
- Seekon, Jennifer – School Age Care Site Manager at the Central Learning Center/Lino Lakes Elementary, effective October 21, 2016.
- Stephenson, Tara – Noon Duty Supervisor I at Wyoming Elementary, effective October 11, 2016.
- Trandal, Christopher – School Bus Driver, effective October 11, 2016.

End of Employment:

- Shoultz, Lori – Noon Duty Supervisor I at Central Montessori Elementary, effective October 14, 2016.

Recommendation of Employment:

- Boyle, Nora – School Age Care Program Aide at Wyoming Elementary, 2 hours per day and 40 weeks per year, effective October 6, 2016. (Open position)
- Burkhardt, Tammy – Special Education Paraprofessional II at Century Jr. High, 6 hours per day and 37 weeks per year, effective October 17, 2016. (Open position)
- Davis, Kelsey – School Age Care Program Aide at Linwood Elementary, 2 hours per day and 40 weeks per year, effective October 5, 2016. (Open position)
- Flagstad, Lisa – Cook Helper/Short Hour at Forest Lake Sr. High, 3 hours per day and 175 days per year, effective October 17, 2016. (Open position)
- Harding, Alexandra – Childcare Support Specialist at the Central Learning Center, 4 hours per day and 52 weeks per year, effective October 19, 2016. (Open position)
- Harer, Callie – School Bus Aide, 5 hours per day and 37 weeks per year, effective October 17, 2016.
- Keck, Laura – School Age Care Program Aide at Forest View Elementary, 2 hours per day and 40 weeks per year, effective October 5, 2016. (Open position)

- Kieffer, Katherine – School Age Care Program Aide at Wyoming Elementary, 2 hours per day and 40 weeks per year, effective October 6, 2016. (Open position)
- Mesenbring, Trisha – Administrative Assistant V at Forest View Elementary, 8 hours per day and 52 weeks per year, effective September 27, 2016. (Open position)
- O’Bryan, Carley – School Age Care Program Aide at Forest Lake Elementary, 2 hours per day and 40 weeks per year, effective October 6, 2016. (Open position)
- Saunders, Julie – Noon Duty Supervisor I at Columbus Elementary, 2.5 hours per day and 35 weeks per year, effective October 27, 2016. (Open position)
- Wakefield, Stuart – Substitute School Bus Driver, effective October 18, 2016.

Authorization of Transfer:

- Bailey, Michele – Cook Helper/Long Hour at Century Jr. High, from 4 hours per day to 5 hours per day and 178 days per year, effective October 3, 2016. (Open position)
- Bohland, Dawn – Noon Duty Supervisor I at Forest Lake Elementary, from 2 hours per day to 2.5 hours per day and 35 weeks per year, effective October 10, 2016.
- Goodsell, Brenda – Cook Helper/Long Hour from Lino Lakes Elementary to Century Jr. High, 4 hours per day and 178 days per year, effective October 31, 2016. (Open position)
- Gribbin, Sara – from School Age Care Program Aide at Lino Lakes Elementary, 4.5 hours per day and 40 weeks per year to Special Education Paraprofessional II at Southwest Jr. High, 6 hours per day and 37 weeks per year, effective November 8, 2016. (Open position)
- Kieffer, Katherine – School Age Care Program Aide at Wyoming Elementary, from 2 hours per day to 4 hours per day and 40 weeks per year, effective October 17, 2016. (Open position)
- Petroske, Allyse – from Cook Helper/Short Hour at Century Jr. High, 3 hours per day and 175 days per year to Cook Helper/Long Hour at Lino Lakes Elementary, 4 hours per day and 178 days per year, effective October 31, 2016. (Open position)
- Riepe, Mary – Noon Duty Supervisor I at Forest Lake Elementary, from 2 hours per day to 2.5 hours per day and 35 weeks per year, effective October 10, 2016.

- Whall, Beth – Noon Duty Supervisor I at Forest Lake Elementary, from 2 hours per day to 2.5 hours per day and 35 weeks per year, effective October 10, 2016.
- Winkelman, Jennifer – Cook Helper/Short Hour at Forest Lake Sr. High, from 3 hours per day to 3.5 hours per day and 175 days per year, effective October 4, 2016. (Open position)

Leave of Absence:

- Strand, Kathleen – Special Education Paraprofessional II at Forest Lake Sr. High, leave of absence from November 1, 2016 through November 21, 2016.
- Tkach, Barbara – Special Education Paraprofessional II at Forest View Elementary, leave of absence from October 3, 2016 through date to be determined.

Re-Structure Positions:

- Reassign one Noon Duty Supervisor I position at Forest Lake Elementary, 2 hours per day to increase three Noon Duty Supervisor I positions from 2 hours per day to 2.5 hours per day and 35 weeks per year.
- Reassign a Special Education Health Care Specialist IV position to a Special Education Paraprofessional II position at the Central Learning Center ECSE, 6 hours per day and 37 weeks per year, effective November 28, 2016.
- Two Noon Duty Supervisor I positions at Central Montessori Elementary, 2.5 hours per day and 35 weeks per year to one Teacher Assistant/Noon Duty Supervisor II position, 5 hours per day and 37 weeks per year.

Additional Positions:

- Two additional School Age Care Programs Aide positions at Wyoming Elementary, 2 hours per day and 40 weeks per year. These additional positions to be paid for by Community Education.

Additional Hours:

- Bjornkjeld, Kristine – School Age Care Program Aide at Forest View Elementary, from 4.25 hours per day to 5.25 hours per day and 40 weeks per year, effective September 6, 2016. These additional hours to be paid for by Community Education.

7.4 Approved Licensed Personnel:

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

1. Johnson, Brooke: Unpaid LOA for approx dates: 4/13/17 - 6/9/17
2. Landherr, Lisa: Unpaid LOA for approx dates: 11/21/16 - 12/21/16
3. Maki, Alyssa: Unpaid LOA for approx dates: 4/24/17 - 6/9/17

B. NON-CURRICULAR ASSIGNMENT(S):

1. Granias, Kristine: Gen Music Elem (SC)
2. Hiltz, Norma: Asst Drumline (SR)
3. Larson, Kelly: Gen Music Elem (SC)
4. Lind, Robin: .20 Asst Musical & .30 Musical 1st Asst (SR)
5. Muellner, Darlene: .40 Musical 2nd Asst (SR)
6. Pagel, Kyle: Elem Band (SC/WY/LW)
7. Schreiber, Pojanat: POPS Orchestra (SW)
8. Stegmeir, Emily: Student Council & DI (SC)

C. EMPLOYMENT:

Flaherty, Nicole: 1.0 FTE effective 8/30/16

D. INCREASE IN HOURS:

Adult Basic Ed Teacher: from 19 hours per week & 30 weeks per year to 18 hours per week during the school year and 7 hours per week during the summer & for 47 weeks per year.

8. Donations: Member Odegaard moved, 2<sup>nd</sup> by Member Olson, to adopt the resolution and accept with appreciation the following: \$100 from First State Bank of Wyoming, Wyoming, to Wyoming Elementary for Fun Run family activity; \$1,000 from Faith Lutheran Church, FL, to FLAS Family Support to help families with school supplies and other school related needs; \$305 and school supplies from First Resource Bank, Lino Lakes, to FLAS Family Support to provide school supplies for families in need in the district; school supplies donated Sept. 27 and Oct. 11 from FL Walmart, to FLAS Family Support for students in need; additional school supplies from FL Walmart, to FLAS for students in need; \$184.39 from Faith Lutheran Church, FL, to FLAS Family Support to support district families with school supplies; \$1,379.79 from FL Football Boosters to FLHS football program for payment of .25 assist football coach (tech); \$35 from Kathleen Harrell, \$134.61 from Diane Peterson, and \$52.50 Angela Sederholm, FL, from Wells Fargo Matching Gifts to Wyoming Elementary for general use; \$130 from Teamvantage Molding, LLC, FL, to Century Jr. High Industrial Tech, for field trip cost of bussing; Yamaha portable Grand DGX-205 keyboard and accessories, valued at \$350 from Marilyn and Mike McReynolds, White Bear, to Lino Lakes STEM Elementary School Music Department; \$500 from FL Fire Department Relief Association and \$500 from Jesse Johnson Insurance Agency, FL, to FLHS SADD for the mock car crash; FL sweatshirts,

jacket and socks valued at \$400 from the Lowdown, Press Publications, White Bear Lake, to FLAS Family Support to provide for families in need with winter clothing; percussion bell kit – valued at \$189 from Michelle Ihfe, Wyoming, to SW Jr. High band for student use; video equipment – valued at \$8,240 from Steve Plummer, FL, to Scandia Elementary for tech department to use with students; plants/shrubs for front garden entrance – valued at \$307.98 from Scandia PTO to Scandia Elementary to replace plants and update front of school; Chromebooks and cart – valued at \$8,400 from Lino Lakes PTO, to Lino Lakes STEM Elementary for primary teacher/student use; \$500 from Scandia Elementary Enrichment Foundation, to Scandia Elementary to support the global aspect of the IB philosophy; interval timer – valued at \$269.10 from Scandia Elementary Enrichment Fund, to Scandia Elementary to provide students with audible and visual cues during phy ed classes; 2 kidney shaped activity tables – valued at \$469.42 from Scandia Elementary Enrichment Foundation to Scandia Elementary to provide tables for 1<sup>st</sup> grade teacher working with small groups; 27 Chromebooks and charging cart – valued at \$5,787 from Scandia Elementary Enrichment Fund to Scandia Elementary to provide technology to all current and future 3<sup>rd</sup> graders to use on a daily basis; \$100 from Ann B. Schroeder, Mpls, to Wyoming Elementary for education. All members voted aye and the motion carried.

#### 9. OLD BUSINESS:

Member Corcoran moved to Approve Family and Medical Leave Policy 428. The motion was 2<sup>nd</sup> by Member Morehead, by roll call vote all members present voted aye and the motion carried.

Member Kieger moved to Approve Mandated Reporting of Maltreatment of Vulnerable Adults Policy 414. The motion was 2<sup>nd</sup> by Member Olson, by roll call vote all members present voted aye and the motion carried.

Member Kieger moved to approve Mandated Reporting of Child Neglect or Physical or Sexual Abuse Policy 522. The motion was 2<sup>nd</sup> by Member Theisen, by roll call vote all members present voted aye and the motion carried.

#### 10. NEW BUSINESS:

First Readings: Student Sex Nondiscrimination Policy 421, Veterans Preference Policy 441, Wellness Policy 546, New Course Proposal – Immersion Spanish 4, and New Course Proposal - Media & Technology Support (MATS) II. These items will be placed on the December 1 agenda for Board action.

11. COMMUNICATIONS: The School Board reviewed communications and upcoming calendar dates.

At 8:00 pm Member Kieger moved, 2<sup>nd</sup> by Member Corcoran to recess the regular meeting to go into closed session to discuss preliminary considerations of allegations against an employee. All

members voted aye and the meeting recessed. The closed meeting convened at 8:10 pm. Roll call was taken and all members were present.

At 8:32 pm Member Morehead moved 2<sup>nd</sup> by Member Theisen to go into open session. All members voted aye. At 8:33 pm the regular meeting was reconvened. Roll call was taken and all members were present.

Member Kieger moved to approve Resolution Proposing to Take Action Regarding a Probationary Teacher. The motion was 2<sup>nd</sup> by Member Corcoran, by roll call vote all members present voted aye and the motion carried.

As there was no further business, Member Olson moved, 2<sup>nd</sup> by Member Theisen to adjourn. All members present voted aye and the meeting adjourned at 8:35pm.

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Rob Rapheal

President

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Gail Theisen

Clerk