

INDEPENDENT SCHOOL DISTRICT NO. 831
Forest Lake, Minnesota
ORGANIZATIONAL SCHOOL BOARD MEETING
January 8, 2015

A reception was held for outgoing School Board Members Kathleen Bystrom and Erin Turner before the meeting.

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 7:02 p.m. on Thursday, January 8, 2015, at the School District Offices. Following the Pledge of Allegiance, President Rapheal administered the oath of office to the newly elected School Board Members Karen Morehead, Luke Odegaard and Jill Olson. 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.

President Rapheal thanked outgoing school board members Kathy Bystrom and Erin Turner for their service and presented them each with a plaque.

4. ELECTION OF SCHOOL BOARD OFFICERS

President – Member Kieger nominated Rob Rapheal for School Board President. As there were no further nominations, all members voted aye and Member Rapheal was elected as Board President for 2015.

Vice-President – Member Morehead nominated Dan Kieger to the position of School Board Vice President. As there were no further nominations, all members voted aye and Member Kieger was elected as Board Vice-President for 2015.

Clerk – Member Odegaard nominated Gail Theisen to the position of School Board Clerk. As there were no further nominations, all members voted aye and Member Theisen was elected as Board Clerk for 2015.

Treasurer – Member Kieger nominated Julie Corcoran to the position of School Board Treasurer. As there were no further nominations, all members voted aye and Member Corcoran was elected Treasurer for 2015.

5. APPROVE MEETING AGENDA: The meeting agenda was reviewed and no changes were made.

6. SCHEDULED/UNSCHEDULED VISITORS: Listening Session – Members Corcoran and Theisen reported one visitor and they discussed the pool and YMCA partnerships.

7. STUDENT ACHIEVEMENT:

Wyoming Elementary – Principal Lynn Bormann introduced 4th grade teacher Katie Edwards who reported on family math night at Wyoming Elementary. Wyoming has six family math night sessions per year.

Positive Happenings: School Board Members reported on the many school programs, events, meetings and events to district schools during the past month including: holiday concerts, Laker and FL Ranger hockey games and judging for DECA competition beginning this Sunday.

8. REPORTS:

Buildings & Grounds - Member Corcoran reported they had a facility task force update, high school air quality update and discussed the YMCA partnership.

Communications – Member Morehead reported the committee discussed kindergarten round-up, and the district Facebook page. Immersion enrollment will open in January, they received a facilities update and school brochures are being updated.

EMID – Member Morehead reported that she emailed all school board members a copy of the EMID newsletter and EMID is talking to legislators about their programs.

Policy – HR Director Donna Friedmann reported having preliminary discussion on all policies on the agenda under new business.

Finance – Member Kieger reported they received a facilities update, 2014-15 budget update, and the discussed the proposal for reductions for 15-16 year,

Staff Welfare – Member Kieger reported discussing the facility and bond, budget staffing reductions and received a SW IB update.

City of Forest Lake – Member Theisen reported there was a farewell reception for outgoing Mayor Chris Johnson and Council Member Susan Young. The council continues to work through budget reductions, there will be a Rush Line Corridor open house meeting on January 13, and the annual citizen survey was mailed out to residents.

916 – Member Theisen reported they had their organizational meeting and received an update on Capital View and the Karner Blue Education Center. They received a presentation on their blind and visually impaired services, and discussed the Lake Elmo land purchase.

Superintendent's Report: Dr. Madsen reported that February 2 is the SEC Music Festival at Mounds View High School at 7 pm, February 10 is kindergarten roundup at all elementary schools and there will be afternoon and evening sessions. February 13 is the 916 Foundation Benefit and the Rotary Plunge is February 22. The Food4Kids Backpack Program, which is partnering with Family Pathways, has received funding enough to continue to provide food for 50 students at Forest View and Forest Lake Elementary for the remainder of the school year. Dr. Madsen discussed the procedure to cancel school and that many factors are taken into consideration. School age child care is now available at three locations when school is closed. She spoke with Representative Dettmer who is sponsoring an Alt Facilities bill, the district is partnering with Bemidji schools in pursuing a bill regarding transporting funding to ease the financial impact on districts our size. There will be a benefit for Jessica Erickson on January 24 from noon until 10 pm at the VFW in Forest Lake. Check the school website for details.

9. CONSENT AGENDA ITEMS: Member Kieger moved to approve Consent Agenda Items 9.1-9.13. The motion was seconded by Member Morehead, all members voted aye and the motion carried.

9.1 Approved the Minutes of December 4 and 18, 2014

9.2 Approved the bills as of January 8, 2015

9.3 Approved Classified Personnel:

Resignation:

- Hanson, Teresa – Health Office Assistant IV at St. Peter’s Elementary, effective December 12, 2014.

Recommendation of Employment:

- Ross, Angela – Noon Duty Supervisor I at Lino Lakes Elementary, 2 hours per day and 35 weeks per year, effective January 5, 2015. (Open position)
- Solberg, Jennifer – Special Education Health Care Specialist IV at Century Jr. High, 6 hours per day and 37 weeks per year, effective December 19, 2014. (Open position)

Authorization of Transfer:

- Nelson, Cathy – from School Age Care Program Aide at Forest Lake Elementary/Central Montessori, 27.5 hours per week and 40 weeks per year to School Age Care Assistant Site Manager at Central Montessori, 6.5 hours per day and 52 weeks per year, effective January 5, 2015.
- Swan, Joelle – from Payroll Office Assistant IV to Accounting Assistant Supervisor at the District Office, effective December 22, 2014. (Open position)

Leave of Absence:

- Greene, Debra – Cook Helper/Satellite Lead at St. Peter’s Elementary, leave of absence from January 13, 2015 through March 13, 2015.
- Johnson, Michelle – Special Education Paraprofessional II at the Central Learning Center ECSE, unpaid leave of absence from January 5, 2015 through June 5, 2015.
- McGraw, Heather – School Bus Aide, leave of absence from December 22, 2014 through January 12, 2015.
- Smith, Paulette – School Bus Driver, unpaid leave of absence from December 15, 2014 through January 15, 2015.

9.4 Approved Licensed Personnel:

A. UNPAID LEAVE OF ABSENCE (LOA):

Quigley, Dawn: Unpaid 415 LOA for 2015-16

B. NON-CURRICULAR ASSIGNMENT (on non-contract status):

1. Brian, Tiffany: Spring Play Asst (CEN)
2. Conley, Brian: 8th Grade Boys' Basketball Head (SW)
3. Kelly, Christopher: 8th Grade Boys' Basketball Head (CEN)
4. Palmquist, Shalee: .5 Speech Asst (CEN)

5. Ungerecht, Kelley: Speech Asst (SR)
 6. Wilson, Jeffrey: .5 Weight Training Asst (SR)
 7. Zimanske, Craig: .4 Speech Asst (SR)
- 9.5 Continued participation in Metro North ABE.
 - 9.6 Banks – US Bank, Wells Fargo, LaSalle Bank, PMA Financial Network, Inc., MN School District Liquid Asset Fund, First State Bank of Wyoming, Security State Bank of Marine, Central Bank, First Resource Bank, Lake Area Bank, TCF, Frandsen Bank & Trust
 - 9.7 Legal Counsel – Ratwik, Roszak, & Maloney, P.A.; Kennedy & Graven, Chartered; Booth Law Group; Rupp, Anderson, Squires & Waldspurger, P.A.
 - 9.8 District Doctor – Dr. Julie Kammer.
 - 9.9 Fiscal Consultants – Springsted, Inc. and Ehlers & Associates, Inc.
 - 9.10 Meeting dates – Continue Regular School Board Meetings on the first Thursday of each month at 7 p.m., and committee/board sessions on the third Thursday.
 - 9.11 Authorized use of facsimile signatures on district checks per State law and School Board policies.
 - 9.12 Authorized the Director of Business Services or designee to make electronic fund transfers, stop payment requests, approve certain claims, contracts for budgeted goods and services, and approve change orders.
 - 9.13 Appointed Jennifer Tolzmann as the Local Education Agency (LEA) Representative for Title I, IIA, IID, III, IV, V and VII, and Carl Perkins for the Forest Lake Area Schools.
10. Donations: Member Odegaard moved, 2nd by Member Corcoran, to adopt the resolution and accept with appreciation the following donations: approximately 200-300 rulers from A-1 Tire Service, Inc., Stacy, to Linwood Elementary valued at \$100; iPads & iPad Covers from Wyoming PTA to Wyoming Elementary valued at \$2,580; \$2,000 from James G. Lindell 1991 Irrevocable Charitable Trust to Century Jr. High Special Ed Dept for iPads; \$100 Cub gift card from Doreen Kapfer, CLC, to FLAS Family Support for families in need; \$15.00 from Jason and Suzanne Kelly, Cold Spring, MN to Century Jr. High orchestra; \$985.40 from Scandia-Marine Lions Mr. Ross Brunfelt to Scandia Elementary to purchase dictionaries for 3rd grade students; Parabody Fitness equipment from Greg Evgen, Wyoming, to FLHS weight room valued at \$2,100; \$60 from Honeywell Hometown Solutions, MA to Central Montessori for student activities; \$30 from Ila & Paul Munkholm, Osceola, WI to Central Montessori for student activities; 350 flash drives from Russ Ackerman, Scandia, to Scandia Elementary for student use; hats, mittens and scarves from Faith Lutheran Church, Forest Lake to Forest Lake Elementary for students in need; \$100 from Ms. Joleen Hoeve, Stacy, to Linwood Elementary; \$20 from Ms. Stephanie Weiger, Forest Lake, to Forest View Elementary for supplies in Ms. Kozlowski's classroom; \$500 from Mike Boyer, Taylors Falls, to Forest Lake Supermileage Race Team; \$458 from Fastenal, Forest Lake, to Forest Lake Supermileage Race Team for tools; \$100 from Sears, Peter J. Wilson, Forest Lake, to Forest Lake Supermileage Race Team;

\$250 from Dacotah Designs, LLC, Wyoming, to Forest Lake Supermileage Race Team. All members voted aye and the motion carried.

11. ROUTINE ACTIONS:

Member Rapheal moved, seconded by Member Kieger, to approve routine Actions items 11.1-11.13 for 2015. All members present voted aye and the motion carried.

11.1 ECSU – Member Kieger was appointed as the Board Representative to Metro ECSU.

11.2 MSBA – Members Corcoran and Morehead will be Board Representatives to the Minnesota School Boards Association.

11.3 TIES – Member Rapheal will continue as Board Representative to TIES.

11.4 MSHSL – Member Kieger will continue as the Board Representative to the Minnesota State High School League.

11.5 EMID – Member Morehead will continue as the Board Representative to EMID.

11.6 SEE – Members Olson and Rapheal will be the Board Representatives to Schools for Equity in Education (SEE).

11.7 City of Forest Lake – Member Theisen will continue as the Board liaison to the City of Forest Lake.

11.8 Curriculum, Instruction and Equity Committee – Members Corcoran and Theisen will be the Board Representatives to the Curriculum, Instruction and Equity Committee.

11.9 Special Ed Advisory Council – Members Kieger and Theisen will be Board Representatives to the Special Ed Advisory Council.

11.10 Appoint Community Education Advisory Board - Members Kieger and Rapheal will be Board Representatives to the Community Education Advisory Board.

11.11 Appoint Agriculture Education Advisory Board – Members Kieger and Odegaard will be Board Representatives to the Agriculture Education Advisory Board.

11.12 Appoint Emergency Services/Health Careers Advisory Board – Member Rapheal will be the Board Representative to the EMS/HC Advisory Board.

11.13 Continue Board Representative to 916 – Member Theisen was appointed in November 2013 for a 2 year term.

11.14 Member Morehead moved to designate the Forest Lake TIMES as the official School District Newspaper for 2015 at the quoted price of \$5.55 per column inch, 7 pt. type, 9 lines/inch. The motion was 2nd by Member Theisen, by roll call vote all members voted aye and the motion carried.

11.15 School Board Salaries – Member Kieger moved to increase school board salaries \$50/month to \$400/month. The motion was 2nd by Member Corcoran. By roll call vote Members Corcoran, Kieger, Morehead, Rapheal and Theisen voted aye. Members Odegaard and Olson voted no. 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

- 11.16 President Rapheal announced the school board members to the following board committees. Member Kieger moved, 2nd by Member Corcoran to approve school board committees. All members present voted aye and the motion carried.

Buildings & Grounds – Morehead, Odegaard, Theisen
 Communications – Morehead, Theisen
 Finance – Corcoran, Odegaard, Rapheal
 Policy – Kieger, Olson
 Staff Welfare – Corcoran, Kieger, Rapheal

Member Olson is replacing Erin Turner as school board liaison to Forest Lake and Forest View Elementary, Southwest Jr. High and STEP. Member Odegaard is replacing Kathy Bystrom as school board liaison to Linwood and Scandia Elementary, Century Jr. High

12. OLD BUSINESS:

- 12.1 Resolution Directing the Superintendent and Administration to Make Recommendations for Reductions in Positions, Programs, and Services and Reasons Therefor for 2015-16 – Member Kieger moved to Direct the Superintendent and Administration to Make Recommendations for Reductions in Positions, Programs, and Services and Reasons Therefor for 2015-16. The motion was 2nd by Member Theisen, by roll call vote all members present voted aye and the motion carried.
- 12.2 Approve New Course: Hospitality and Tourism Management- Member Theisen moved to Approve New Course: Hospitality and Tourism Management. The motion was 2nd by Member Corcoran, by roll call vote all members present voted aye and the motion carried.
- 12.3 Approve Course Deletion: Advanced Placement Physics A,B, C – Member Kieger moved to Approve Course Deletion: Advanced Placement Physics A,B,C. The motion was 2nd by Member Morehead, by roll call vote all members present voted aye and the motion carried.
- 12.4 Ratify 2014-16 Food Service Bargaining Unit SEIU Local 284 Agreement – Member Morehead moved to Ratify 2014-16 Food Service Bargaining Unit SEIU Local 284 Agreement. The motion was 2nd by Member Theisen, by roll call vote all members present voted aye and the motion carried.
- 12.5 Approve Technology Acceptable Use and Safety Policy 540 – Member Kieger moved to Approve Technology Acceptable Use and Safety Policy 540. The motion was 2nd by Member Theisen, by roll call vote all members present voted aye and the motion carried.

- 12.6 Approve Emergency Closing of Schools and Activities Cancellation Policy 608 – Member Kieger moved to Approve Emergency Closing of Schools and Activities Cancellation Policy 608. The motion was 2nd by Member Theisen, by roll call vote all members present voted aye and the motion carried.
- 12.7 Bond information – Business Director Martini reviewed a handout given to board members. This will be used as a reference for Saturday’s continued bond discussion.
- 12.8 YMCA - The school board continues to explore a partnership with the YMCA. Representatives from the YMCA were present and gave an update regarding aquatics and dance team space in the new facility.

The board directed administration to seek preliminary approval from Minnesota Department of Education.

13. NEW BUSINESS:

- 13.1 First Reading: School Board Member Reimbursement Guidelines Policy 103A – Member Theisen moved to approve School Board Member Reimbursement Guidelines Policy 103A with no changes. Member Morehead 2nd the motion, by roll call vote all members voted aye and the policy was approved.
- 13.2 First Reading: Out-of-State Travel by School Board Members Policy 103B. Member Morehead moved, 2nd by Member Theisen to approve Out-of-State Travel by School Board Members Policy 103B with no changes. By roll call vote all members voted aye and the policy was approved.
- 13.3 First Reading: Professional Behavior Policy 409. This policy will be placed on the next agenda for School Board action.
- 13.4 First Reading: Short Term Classified Substitutes Policy 434. This policy will be placed on the next agenda for School Board action.
- 13.5 First Reading: Use of Student Records Policy 505. This policy will be placed on the next agenda for School Board action.

14. The School Board reviewed upcoming calendar dates

At 8:47 pm Member Kieger moved, 2nd by Member Theisen to recess the regular meeting to go into closed session to discuss student expulsion. All members present voted aye and the meeting recessed.

The closed meeting convened at 9:00 pm. Roll call was taken and all members were present.

At 9:16 pm Member Kieger moved, 2nd by Member Odegaard to go into open session. All members voted aye.

At 9:18 pm the regular meeting was reconvened. Roll call was taken and all members were present. Member Kieger moved, seconded by Member Theisen to pass the resolution regarding the student expulsion. A roll call vote was taken and all members voted aye. The motion carried.

As there was no further business, Member Morehead moved to adjourn. The motion was seconded by Member Odegaard, and the meeting adjourned at 9:20 p.m.

Rob Rapheal

President

Gail Theisen

Clerk