

INDEPENDENT SCHOOL DISTRICT NO. 831  
Forest Lake, Minnesota  
ORGANIZATIONAL SCHOOL BOARD MEETING  
January 2, 2014

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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 President Rob Rapheal at 7:02 p.m. on Thursday, January 2, 2014, at the School District Offices. Following the Pledge of Allegiance, roll was called and the following members were present: Kathleen Bystrom, Julie Corcoran, Dan Kieger, Robert Rapheal, Gail Theisen, Erin Turner, and Superintendent Linda Madsen, ex officio. Member Karen Morehead was absent.

3. ELECTION OF SCHOOL BOARD OFFICERS FOR 2014:

President – Member Turner moved to nominate Rob Rapheal for School Board President. As there were no further nominations, a unanimous ballot was cast and Rob Rapheal was re-elected as School Board President for 2014.

Vice-President – Member Kieger moved to nominate Erin Turner for the position of School Board Vice-President. As there were no further nominations, a unanimous ballot was cast and Erin Turner was re-elected as School Board Vice President for 2014.

Clerk – Member Turner moved to nominate Kathleen Bystrom for the position of School Board Clerk. As there were no further nominations, a unanimous ballot was cast and Kathleen Bystrom was re-elected as School Board Clerk for 2014.

Treasurer – Member Bystrom moved to nominate Dan Kieger for the position of School Board Treasurer. As there were no further nominations, a unanimous ballot was cast and Dan Kieger was re-elected as School Board Treasurer for 2014.

4. AGENDA REVIEW: The meeting agenda was reviewed and no changes were made.

5. VISITORS:

Listening Session – Kathleen Bystrom and Erin Turner reported that at the listening session they were visited by food services staff and updated on their contract negotiations.

6. STUDENT ACHIEVEMENT:

Forest Lake Elementary – Principal Jeff Ion's 6<sup>th</sup> grade team presented on their Book Clubs program.

Positive Happenings: School Board Members reported on the many school programs, events, meetings and visits to district schools during the past month including holiday concerts and sporting events.

## 7. REPORTS:

Buildings & Grounds – Kathleen Bystrom reported the Buildings & Grounds committee reviewed the construction time line and proposed financing terms should the bond vote pass and reviewed Alternative Facilities legislation.

Communications – Julie Corcoran reported that the Communications committee discussed the beginning steps of communication for the May 20 Bond Election; taping for segments on LATV continue; discussed the idea of signage changes at the Ice Arena and discussed the idea of posting flags with the district FL (maroon) on a white background.

Finance – Dan Kieger reported that the Finance committee received a 2013-2014 budget update as well as budget adjustments, discussed Facilities Task Force and bond information.

Policy – Erin Turner reported that the Policy Committee reviewed three policies, and the sport of trap shooting may be coming to the high school.

Staff Welfare – Erin Turner reported that that the committee discussed Superintendent's goals.

City of Forest Lake – Gail Theisen reported that the city approved funds designated toward a feasibility study along with Fairview Hospital and FL Schools in partnering with the YMCA. The city is hiring ice rink attendants, the 4<sup>th</sup> annual Flake Festival is February 15-23<sup>rd</sup>, and the Rotary Winter Plunge is February 22<sup>nd</sup>.

EMID – There was no report due to the absence of Member Morehead.

916 – Gail Theisen reported the regular meeting fell on the holiday so the next meeting will be January 8<sup>th</sup>.

Superintendent's Report: Dr. Madsen reported on the bond update - they are working on an informational video which should be ready by mid-February, working on scheduling community informational meetings from mid-March through May 20 to include: PTA, booster clubs, Rotary, Chamber, etc., to get information to the community in addition to the school website. YMCA update: the school, Fairview Hospital and the YMCA are partnering in a feasibility study to be completed in 3-5 months; LATV series: taping has begun and will include 10-15 programs including Hall of Fame, Safety and Security, Partnerships with each school and Activities and Athletics. Weather - The cold weather is being monitored; Committee Meetings are next Thursday, January 9<sup>th</sup>, In-Service for teaching staff is January 20<sup>th</sup>, February 3 is the SEC Music Festival, February 4 is the high school talent show, February 8 is the MOST Spaghetti Dinner fundraiser, and February 22 is the Rotary Plunge.

8. CONSENT AGENDA ITEMS: Member Kieger moved to approve Consent Agenda Items 8.1-8.4. The motion was seconded by Member Theisen, all members present voted aye and the motion carried.

Member Kieger moved to approve Consent Agenda Items 8.5-8.13. The motion was seconded by Member Turner, all members present voted aye and the motion carried.

- 8.1 Approved the Minutes of December 5 and 19, 2013.  
 8.2 Approved the bills as of January 2, 2014.  
 8.3 Approved Classified Personnel:

RESIGNATION:

Crohn, Joy – School Age Care Program Aide at Lino Lakes Elementary, effective December 20, 2013.

Nalipinski, David – School Bus Mechanic, effective December 12, 2013

Olson, Jeanne – Cook Helper/ Short Hour at Forest Lake Sr. High, effective December 20, 2013

RECOMMENDATION OF EMPLOYMENT:

Bjornkjeld, Kristin – Noon Duty Supervisor I at Linwood Elementary, 2 hours per day and 35 weeks per year, effective December 16, 2013 (Open position)

Blumenthal, Tracy – Cook Helper/Short Hour at Forest Lake elementary, 3.5 hours per day and 175 days per year, effective December 16, 2013 (Open position)

AUTHORIZATION OF TRANSFER:

Baumgartner, Melissa – from School Age Care Office Assistant III at the Central Learning Center, 5 hours per day and 39 weeks per year to ECFE Office Assistance IV at the Early Childhood Family Center, 8 hours per day and 46 weeks per year, effective January 4, 2014 (Open position)

Schert, Patricia – from Cook Helper/Short Hour at Forest Lake Elementary, 3.5 hours per day and 175 days per year to Cook Helper/Long Hour at Wyoming Elementary, 4 hours per day and 180 days per year, effective December 9, 2013 (Open position)

LEAVE OF ABSENCE:

Stern, Christine – Cook Helper/ Long Hour at Forest View Elementary, leave of absence from December 11, 2013 through December 20, 2013

ADDITIONAL POSITIONS:

Behavior Intervention Specialist V at Forest Lake Elementary, 6 hours per day for the remainder of the 2013-2014 school year only.

Special Education Health Care Specialist IV at Wyoming Elementary, 6 hours per day and 37 weeks per year. This additional position to be funded in part through state special education dollars.

8.4 Approved Licensed Personnel:

UNPAID LEAVE OF ABSENCE:

Anderson, Tara: Unpaid child care leave from approximately 5/5/14 through 11/18/14.

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

Kubicek, Shannon: Boys' Basketball Head 8 (CEN)

Stark, Kyle: Weight Training Advisor (SW)

EMPLOYMENT:

Berg, Glen: 1.0 FTE effective 12/16/13.

8.5 Continue participation in Metro North ABE.

8.6 Banks and Depositories: US Bank, Wells Fargo, LaSalle Bank, PMA Financial Network, Inc., MN School District Liquid Asset Fund (MSDLAF), First State Bank of Wyoming, Security State Bank of Marine, Central Bank, First Resource Bank, Lake Area Bank, TCF, Frandsen Bank & Trust.

8.7 Legal Counsel: Ratwik, Roszak, & Maloney, P.A.; Kennedy & Graven, Chartered; Booth & Lavorato LLC; Rupp, Anderson, Squires & Waldspurger, P.A.

8.8 District Doctor: Dr. Julie Kammer

8.9 Fiscal Consultant: Springsted, Inc. and Ehlers & Associates, Inc.

8.10 Set School Board Meeting dates and times: kept the practice of regular School Board Meetings on the first Thursdays at 7 pm, and committee meetings/School Board Meeting on the third Thursdays of each month beginning at 6 pm.

8.11 Authorized use of facsimile signatures on district checks per State law and School Board policies.

8.12 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.

8.13 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.

9. Donations: Member Turner moved, seconded by Member Kieger, to adopt the resolution and accept with appreciation the following donations: iPads, covers, chargers and screen protection valued at \$1,760.24 from Jim and MaryJo Carter, Forest Lake to Century Jr. High; \$325 for the purchase of a Junior 206 race engine from Ron Bystrom, Forest Lake to the

FLHS Supermileage Team; \$675 from Myriad Book Group (Kathy Norquist, Krinky Kelly, Jane Bona, Linda Nagolski, Linda Caddy and Linda Madsen) for family support district wide to help families in need.

10. ROUTINE ACTIONS:

Member Kieger moved, seconded by Member Theisen, to approve Routine Actions items 10.1-10.17 for 2014. By roll call vote all members present voted aye and the motion carried.

10.1 ECSU –Gail Theisen will continue to be the Board Representative to Metro ECSU.

10.2 MSBA – Julie Corcoran will continue to be the Board Representative to the Minnesota School Boards Association (MSBA).

10.3 TIES – On behalf of the School Board Rob Rapheal will be the Board Representative to TIES.

10.4 MSHSL – Dan Kieger will continue to be the Board Representative to the Minnesota State High School League (MSHSL).

10.5 EMID - Karen Morehead will continue to be the Board Representative to the East Metro Integration District (EMID).

10.6 SEE – Kathleen Bystrom will continue to be the Board Representative to Schools for Equity in Education (SEE).

10.7 City of Forest Lake – Gail Theisen will continue to be the Board liaison to the City of Forest Lake.

10.8 Curriculum and Instruction – Members Bystrom, Theisen and Turner will continue to serve on Curriculum and Instruction.

10.9 Special Ed Advisory Board – Members Kieger and Bystrom will be Board Representatives to the Special Ed Advisory Board.

10.10 Diversity Committee – Members Theisen and Turner will be the Board Representatives to the Diversity Committee.

10.11 Community Education Advisory Council – Members Kieger and Theisen will be the Board Representatives to the Community Education Advisory Council.

10.12 Agriculture Education Advisory Board – Members Kieger and Rapheal will be the Board Representatives to the Agriculture Education Advisory Board.

10.13 EMT Advisory Board – Member Turner will continue to be the Board Representative to the EMT Advisory Board.

10.14 On behalf of the School Board Gail Theisen will continue to be the Board Representative to 916.

- 10.15 Newspaper – The Forest Lake TIMES was designated as the official School District Newspaper for 2014 at the quoted price of \$5.41/column inch, 7 pt. type and 9 lines/inch.
- 10.16 School Board Salaries – School Board salaries will remain the same at \$350 per month with the President receiving an additional \$200 per year, and the Clerk and Treasurer receiving an additional \$100 per year each.

The minutes were revised January 8, 2015: School Board salaries will remain the same at \$350 per month with the President receiving an additional \$400 per year and the Clerk and Treasurer receiving an additional \$200 per year each.

- 10.17 President Rapheal announced the following School Board Member appointments to Board committees for 2014:

Buildings & Grounds – Kathleen Bystrom, Julie Corcoran, Gail Theisen

Communications – Karen Morehead, Gail Theisen

Finance – Julie Corcoran, Dan Kieger, Rob Rapheal

Policy – Kathleen Bystrom, Erin Turner

Staff Welfare – Dan Kieger, Rob Rapheal, Erin Turner

#### 11. OLD BUSINESS:

- 11.1 Approve Credit Redistribution for Secondary Language Course Requirements – Member Kieger moved, seconded by Member Turner to Approve Credit Redistribution for Secondary Language Course Requirements. By roll call vote all members present voted aye and the motion carried.
- 11.2 Approve Graduation Requirements Policy 613 – Member Kieger moved, seconded by Member Theisen to Approve Graduation Requirements Policy 613. By roll call vote all members present voted aye and the motion carried.
- 11.3 Approve Student Transportation Safety Policy 531 – Member Kieger moved, seconded by Member Corcoran to Approve Student Transportation Safety Policy 531. By roll call vote all members present voted aye and the motion carried.
- 11.4 Approve New Policy 543: School-Sponsored Student Publications and Activities – Member Kieger moved, seconded by Member Theisen to Approve Policy 543: School-Sponsored Student Publications and Activities. By roll call vote all members present voted aye and the motion carried.
- 11.5 Approve Budget Adjustment for 2013-2014 – Member Kieger moved, seconded by Member Corcoran to Approve Budget Adjustment for 2013-2014. By roll call vote all members present voted aye and the motion carried.

12. NEW BUSINESS:

- 12.1 First Reading of School Board Member Reimbursement Guidelines Policy 103A – This item will be placed on the next agenda for further review and action.
- 12.2 First Reading of Out-Of-State Travel by School Board Members Policy 103B – This item will be placed on the next agenda for further review and action.
- 12.3 First Reading of Anti-Bullying Policy 541 – This item will be placed on the next agenda for further review and action.
- 12.4 Superintendent’s Goals – Member Theisen moved to approve the Superintendent’s goals for 2013-2014. The motion was seconded by Member Corcoran, by roll call vote all members voted aye and the motion carried.

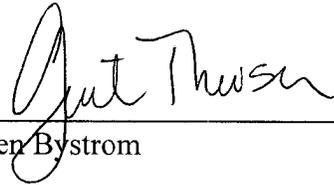
13. REVIEW UPCOMING CALENDAR DATES: The School Board reviewed upcoming calendar dates and acknowledged communications

As there was no further business, Member Bystrom moved, seconded by Member Corcoran, to adjourn and the meeting adjourned at 7:56 p.m.



Rob Rapheal

President



Kathleen Bystrom

Clerk