

INDEPENDENT SCHOOL DISTRICT NO. 831
Forest Lake, Minnesota
ORGANIZATIONAL SCHOOL BOARD MEETING
January 5, 2023

The Organizational Meeting of the School Board of Independent School District No. 831, Forest Lake, Minnesota, was called to order by President Peterson at 7:00 p.m. on Thursday, January 5, 2023, at the School District Offices. Following the Pledge of Allegiance, roll was called and the following members were present: Jill Christenson, Julie Corcoran, Luke Hagglund, Jeff Peterson, Rob Rapheal, Curt Rebelein, Gail Theisen and Superintendent Steve Massey, ex officio.

OATH OF OFFICE:

Members-elect Jill Christenson, Luke Hagglund and Curt Rebelein read and accepted the Oath of Office for their respective four year terms as Forest Lake Area Schools School Board Member, terms expiring January 4, 2027.

Member Rebelein made a Parliamentary Inquiry requesting a summary of the current governing rules of order for the Board. President Peterson responded that Robert's Rules of Order was followed. Member Rebelein made a motion to have Robert's Rules of Order temporarily adopted by the Board until formal rules could be adopted. The motion was 2nd by Member Hagglund. Members voting aye: Hagglund and Rebelein. Members voting nay: Christenson, Corcoran, Peterson, Rapheal, Theisen. The motion failed.

Member Rapheal made a motion to approve the agenda. The motion was 2nd by Member Theisen, all members present voted aye, the motion carried.

4. ELECTION OF SCHOOL BOARD OFFICERS

President – Member Hagglund nominated Member Rebelein for School Board President, nomination was accepted. Member Theisen nominated Member Peterson, nomination was accepted. As there were no further nominations, all members present voted with Members Rebelein and Hagglund voting for Member Rebelein and Members Rapheal, Peterson, Theisen, Christenson and Corcoran voting for Member Peterson. With the majority of votes, Member Peterson was elected as Board President for 2023.

Vice-President – Member Hagglund nominated Member Rebelein to the position of School Board Vice-President, nomination was accepted. Member Corcoran nominated Member Rapheal, nomination was accepted. As there were no further nominations, all members present voted with Members Hagglund and Rebelein voting for Member Rebelein and Members Rapheal, Peterson, Theisen, Christenson and Corcoran voting for Member Rapheal. With the majority of votes, Member Rapheal was elected as Board Vice President for 2023.

Clerk – Member Rapheal nominated Member Theisen to the position of School Board Clerk, nomination was accepted. As there were no further nominations, all members present voted aye and Member Theisen was elected as Board Clerk for 2023.

Treasurer – Member Rebelein nominated Member 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 2023.

New officer roles were assumed by the 2023 FLAS School Board Officers.

6. SCHEDULED/UNSCHEDULED VISITORS:

Listening Session – There were several people in attendance with discussion on teacher prep, student experiences and school finance.

Green Cards – There was 1 green card speaker who welcomed the new members to the School Board.

7. STUDENT ACHIEVEMENT:

Student Report – FLAHS National Honor Society presented on past events they have put on, such as Trick or Canning, Walk to End Hunger and the Homecoming Fundraiser for Leukemia

Linwood Elementary Principal Mattson, reported on the school’s purpose and core values and how they align with the Strategic Plan, along with an overview of the Catalyst Approach.

Positive Happenings: School Board Members reported on the school programs and events attended over the past month.

8. REPORTS:

Workshop/Conference – No report

916 – No report

Buildings & Grounds Committee – Member Peterson reviewed updates on the ice arena and 10 year maintenance program overview

City of Forest Lake – No report

Communications Committee – Member Rapheal discussed district customer service

Community Education – No report

Curriculum, Instruction & Equity Committee – Member Theisen discussed the safe space program

Finance Committee – Member Corcoran reviewed the annual audit

Policy Committee – No report

Staff Welfare – Member Rapheal gave legislative update, busing and elementary lunch / recess coverage

Superintendent's Report: Dr. Massey recognized Principal Mattson and her staff for their focus on relationships and the impressive academic results that come from that. All the buildings are putting in incredible work on a daily basis during our busy academic season. Insite was given on the criteria that goes into calling a snow day, as well as an update on the slowly improving status of transportation. Work will begin soon on budget prep for the 2023-24 school year, beginning with a staffing analysis. Next week some of our Board will be attending the MSBA Leadership Conference where Member Rapheal will be recognized for his 20 years of Board service.

9. CONSENT AGENDA ITEMS:

Member Rapheal moved to approve Consent Agenda Items 9.1-9.12. The motion was 2nd by Member Theisen, all members present voted aye and the motion carried.

9.1 Approved the bills as of January 5, 2023

9.2 Approved Classified Personnel:

Authorization of Transfer

- Haglin, Virginia - Cook Helper at the Senior High from 17.5 to 25 hours per week and 37 weeks per year, effective January 5, 2023.
- Hentges, John - from Substitute to Regular School Bus Aide, 30 hours per week and 37 weeks per year, effective December 28, 2022.
- Kilian, Alan - School Bus Aide from 29.2 to 37.5 hours per week and 37 weeks per year, effective December 20, 2022.
- Morgan, Mary - from Bus Aide to Substitute, effective January 3, 2023.
- Sparr, Michelle - from School Bus Driver to Substitute, effective December 22, 2022
- Wagener, Kileigh - Deaf-Blind Intervener from Wyoming to the Education Center 32.5 hours per week and 37 weeks per year, effective January 3, 2023.

Recommendation of Employment

- Fleming, Robert - Trainee School Bus Driver, effective December 19, 2022.
- Haas, Jami - Special Education Paraprofessional at Scandia Elementary, 20 hours per week and 37 weeks per year, effective January 4, 2023.
- Kasa, Caleb - Early Childhood Special Education Paraprofessional at the Education Center, 30 hours per week and 37 weeks per year, effective January 3, 2023.
- Larter, James - Lead Custodian at the Senior High, 40 hours per week & 52 weeks per year, effective 12/21/2022
- Mohr, Tiffany - Early Childhood Family Education Office Assistant IV at the Education Center, 40 hours per week and 52 weeks per year, effective January 4, 2023.
- Nelson, Ellen - Early Childhood Special Education Paraprofessional at the Education Center, 30 hours per week and 37 weeks per year, effective January 4, 2023
- Rippel, Heather - Cook Helper at the Senior High School, 20 hours per week and 37 weeks per year, effective January 3, 2023.
- Rothmeyer, Kaitlin - Early Childhood Special Education Paraprofessional at the Education Center, 15 hours per week and 37 weeks per year, effective January 3, 2023.
- Wiener, Sydney - Noon Duty Supervisor at Lino Lakes Elementary, 13.75 hours per week and 37 weeks per year, effective January 25, 2022.

Resignation(s)

- Reiner, William - Custodian at Forest View Elementary, effective January 6, 2023.
- Sparr, Michelle - School Bus Driver, - RESCINDED RESIGNATION

9.3 Approved Licensed Personnel:

Non-Curricular Assignment(s)

- Bell, Precious: HS Wrestling .75 Asst (Booster Pd) (HS)
- Hushagen, Daniel: Nordic Skiing - Asst. (HS)
- Laqua, Maurya: Jazz Band 50% Head & 50% Asst (MS)
- Matheson, Jacob: Drumline - Head (HS)
- Matheson, Jacob: Jazz Band 50% Head & 50% Asst (MS)

Employment

- Herrmann, Cynthia: 1.0 FTE effective 1/2/23 contingent upon proper licensure

- 9.4 Designation of Banks and Depositories for District Funds – US Bank; Wells Fargo; PMA Financial Network, LLC; Minn. School District Liquid Asset Fund (MSDLAF); First Resource Bank; Bell Bank; Lake Area Bank
- 9.5 Appointment of School District Legal Counsel – Ratwik, Roszak, & Maloney, P.A.; Kennedy & Graven, Chartered; Rupp, Anderson, Squires & Waldspurger, P.A.; Hitesman & Wold, P.A.; Grell, Feist, P.A.; Maslon, LLP
- 9.6 Appointment of School District Doctor – Dr. Julie Kammer
- 9.7 Appointment of Fiscal Consultants – PMA Financial Network, LLC; Ehlers & Associates, Inc.
- 9.8 Set Dates and Meeting Times for School Board Meetings – 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.
- 9.9 Authorize use of facsimile signatures on district checks per State law and present School Board policies.
- 9.10 Authorized the Director of Business Services, Superintendent, or their Designee to make electronic fund transfers, stop payment requests, approve certain claims, approve contracts for budgeted goods and services, and approve change orders.
- 9.11 Appointed JP Jacobson as the Local Education Agency (LEA) Representative for Title I, IIA, IID, III, IV, V and VI, and Carl Perkins for Forest Lake Area Schools.
- 9.12 Designated Superintendent as MDE Identified Official with Authority (IOwA)

10. ROUTINE ACTIONS ITEMS

President Peterson recommends the following 2023 Representative Appointments:

- 10.1 MSBA –Member Corcoran was appointed as Board Representative to the Minnesota School Board Association (MSBA). Member Theisen moved, 2nd by Member Rapheal to approve appointment. All members present voted aye. The motion carried.
- 10.2 MSHSL –Members Hagglund and Corcoran were appointed as Board Representatives to the Minnesota State High School League (MSHSL). Member Rebelein moved, 2nd by Member Theisen to approve appointment. All members present voted aye. The motion carried.
- 10.3 SEE – Members Theisen and Corcoran were appointed as Board Representatives to Schools for Equity in Education (SEE). Member Rebelein moved, 2nd by Member Corcoran to approve appointment. All members present voted aye. The motion carried.
- 10.4 City of Forest Lake –Member Christenson was appointed as Board liaison to the City of Forest Lake. Member Theisen moved, 2nd by Member Rapheal to approve appointment. All members present voted aye. The motion carried.
- 10.5 Special Education Advisory Council – Members Rebelein and Theisen were appointed as Board Representatives to the Special Education Advisory Council (SEAC). Member Rapheal moved, 2nd by Member Corcoran to approve appointment. All members present voted aye. The motion carried.
- 10.6 Community Education Advisory Council - Members Rapheal and Christenson were appointed as Board Representatives to the Community Education Advisory Council. Member Corcoran moved, 2nd by Member Theisen to approve appointment. All members present voted aye. The motion carried.
- 10.7 Agriculture Education Advisory Board - Members Hagglund and Peterson were appointed as Board Representatives to the Agriculture Education Advisory Board. Member Rapheal moved, 2nd by Member Corcoran to approve appointment. All members present voted aye. The motion carried.
- 10.8 Emergency Medical Services/Health Careers Advisory Board - Member Peterson was appointed as Board Representative to the Emergency Medical Services/Health Careers Advisory Board. Member Corcoran moved, 2nd by Member Theisen to approve appointment. All members present voted aye. The motion carried.
- 10.9 Board Representative to 916 - Member Theisen was appointed to continue with year three of a four year term (third year beginning January 2023) as Board Representative to 916. Member Corcoran moved, 2nd by Member Rapheal to approve appointment. Members voting aye: Christenson, Corcoran, Peterson, Rapheal, Theisen. Members Hagglund and Rebelein abstained by not indicating either an aye or nay vote. The motion carried.
- 10.10 Member Corcoran made a motion to designate the *Forest Lake Times* as the official School District Newspaper. The motion was 2nd by Member Theisen, all members present voted aye and the motion carried.

10.11 School Board Salaries – President Peterson made a motion to increase the Board salaries by 2.0%, while keeping the officer stipends the same. The motion was 2nd by Member Rapheal.

Member Hagglund made a motion to strike the wording of proposal 10.11 and insert the verbiage of “Board Members shall be paid \$75.00 per attended School Board Meeting”. The amended motion was 2nd by Member Rebelein. Members voting aye: Hagglund and Rebelein. Members voting nay: Christenson, Corcoran, Peterson, Rapheal, Theisen. The amended motion failed.

Member Rebelein made a motion to amend the original motion to include the elimination of the officer stipends. The amended motion was 2nd by Member Hagglund. Members voting aye: Hagglund and Rebelein. Members voting nay: Christenson, Corcoran, Peterson, Rapheal, Theisen. The amended motion failed.

Member Hagglund made a motion to amend the original motion to strike the words as presented in 10.11 and insert “Board Members will be paid \$218.00 per attended School Board Meeting”. The amended motion was 2nd by Member Rebelein. Member Theisen called the question to procure a vote on the current amended motion. The call was 2nd by Member Rapheal. Members voting aye: Hagglund and Rebelein. Members voting nay: Christenson, Corcoran, Peterson, Rapheal, Theisen. The amended motion failed.

Member Rebelein made a motion to “postpone the question until more information is known concerning district funding as a result of the 2023 legislative session”. Due to a lack of a 2nd, the motion failed.

Member Rebelein made a motion to postpone the question indefinitely. The motion was 2nd by Member Hagglund. Member Theisen called the question to procure a vote on the motion. Due to a lack of a 2nd, the motion to call the question failed. Members voting to postpone the question indefinitely with aye: Hagglund, Rebelein. Members voting nay to this motion: Christenson, Corcoran, Peterson, Rapheal, Theisen. The motion failed.

Original motion to increase School Board salaries by a 2% increase to their monthly stipend or \$8.52 additional a month, with no change to the Officer Stipends of the President receiving an additional \$400 per year and the Vice President, Clerk and Treasurer receiving an additional \$200 per year, was put to a roll call vote. By roll call vote the Members voting aye: Christenson, Corcoran, Peterson, Rapheal, Theisen. Members voting nay: Hagglund, Rebelein. The motion passed.

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

10.12 School Board Committees Assignments: President Peterson appointed the school board members to the following board committee assignments:

6:00 PM Buildings & Grounds: Corcoran, Hagglund
7:00 PM Communications: Christenson, Rapheal

- 6:00 PM Curriculum, Instruction & Equity: Rebelein, Rapheal
- 7:00 PM Finance: Corcoran, Hagglund, Peterson
- 7:00 PM Policy: Rebelein, Theisen
- 6:00 PM Staff Welfare: Christenson, Peterson and Theisen

10.13 School Board Building Liaison Assignments: President Peterson appointed the school board members to the following board committee assignments:

- Columbus Elem. – Corcoran, Rebelein
- Forest Lake / Forest View Elem. – Rapheal, Theisen
- Lino Lakes Elem. – Hagglund / Rapheal
- Linwood Elem. – Rebelein, Theisen
- Scandia Elem. – Christenson, Hagglund
- Wyoming Elem. – Corcoran, Hagglund
- Community School / Education Center – Theisen
- FLAHS – Peterson, Rebelein
- FLAMS – Christenson, Rebelein
- Transportation – Corcoran, Peterson
- STEP – Rebelein, Theisen

11. ACTION ITEMS

- 11.1 Ms. Jaclyn Heugel, from MMKR Certified Public Accountants, presented the 2021-2022. Financial Audit. Member Rapheal moved to Accept the 2021-2022 Financial Audit. The motion was 2nd by Member Corcoran, by roll call all members present voted aye and the motion carried.

Member Theisen moved for a 10 minutes recess. The motion was 2nd by Member Rebelein. All members present voted aye and the motion carried. Recess began at 9:06 pm.

Member Theisen moved to resume the School Board Meeting. The motion was 2nd by Member Corcoran. By roll call vote all members were present and voted aye. The meeting resumed at 9:16 pm.

- 11.2 Donations: Member Christenson reviewed and thanked the organizations providing donations totaling \$25,623.15. Member Christenson moved, 2nd by Member Rapheal to accept donations provided to FLAS, by roll call all members present voted aye and the motion carried.
- 11.3 Member Rapheal moved to approve the 2023 Legislative Platform The motion was 2nd by Member Theisen.

Member Hagglund made the motion to amend the motion to strike out the second bullet point under item 11.3.3 “Allowing school boards to renew existing referendum”, leaving the remainder of the motion unchanged. This amendment was 2nd by Member Rebelein. Members voting to approve the amended motion with aye: Hagglund, Rebelein. Members voting nay to this amended motion: Christenson, Corcoran, Peterson, Rapheal, Theisen. The motion failed.

By roll call vote on the original motion to approve the 2023 Legislative Platform as presented was voted aye by Christenson, Corcoran, Peterson, Rapheal, Theisen. Members voting nay: Hagglund, Rebelein. The motion passed with a majority vote.

- 11.4 Member Theisen moved to approve Resolution Directing the Superintendent and Administration to Make Recommendations for Reductions in Positions, Programs, and Services and Reasons Therefore for 2023-2034. The motion was 2nd by Member Rebelein, by roll call all members present voted aye and the motion carried.
- 11.5 Member Rebelein moved to approve Out-of-State Travel by School Board Members Policy 103B. The motion was 2nd by Member Corcoran, by roll call all members present voted aye and the motion carried.
- 11.6 Member Theisen moved to approve Employee Alcohol and Other Drug Use Policy 422. The motion was 2nd by Member Rebelein, by roll call all members present voted aye and the motion carried.
- 11.7 Member Rapheal moved to approve Harassment and Violence Policy 425. The motion was 2nd by Member Theisen, by roll call all members present voted aye and the motion carried.
- 11.8 Administration recommends sending Drug-Free Workplace / Drug-Free School Policy 435 back to Policy Committee for further review. Member Rebelein moved to remit Drug-Free Workplace / Drug-Free School Policy 435 back to Policy Committee for further review. The motion was 2nd by Member Theisen, by roll call all members present voted aye and the motion carried.
- 11.9 Member Rebelein moved to refer Student Medication Policy 528 back to policy Committee for review. The motion was 2nd by Member Hagglund, all members present voted nay and the motion failed.

Member Rebelein moved to approve Student Medication Policy 528 as originally presented. The motion was 2nd by Corcoran, all members voted aye. The motion carried.
- 11.10 Member Corcoran moved to approve Student Transportation Safety Policy 531. The motion was 2nd by Member Theisen, by roll call all members present voted aye and the motion carried.
- 11.11 Member Rapheal moved to approve Graduation Requirements Policy 613. The motion was 2nd by Member Theisen, by roll call all members present voted aye and the motion carried.
- 11.12 Member Theisen moved to approve the Minutes of December 1 & 15, 2022. The motion was 2nd by Member Corcoran, by roll call all members voting aye: Christenson, Corcoran, Peterson, Rapheal, Theisen. Members abstaining: Hagglund, Rebelein. The motion carried.
- 11.13 Member Theisen moved to approve the Appointment of District Superintendent or Designee and School Board Chair to Engage in Legal Counsel. The motion was 2nd by Member Rapheal.

