

INDEPENDENT SCHOOL DISTRICT NO. 831
Forest Lake, Minnesota
ORGANIZATIONAL SCHOOL BOARD MEETING
January 4, 2024

The Organizational Meeting of the School Board of Independent School District No. 831, Forest Lake, Minnesota, was called to order by President Peterson at 6:00 p.m. on Thursday, January 4, 2024, 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.

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

4. ELECTION OF SCHOOL BOARD OFFICERS

President – Member Corcoran nominated Member Rapheal for School Board President, nomination was accepted. Member Hagglund nominated Member Rebelein, nomination was accepted.

As there were no further nominations, all members present voted via hand raise, with Members Christenson, Corcoran, Peterson, Rapheal and Theisen voting for Member Rapheal and Member Hagglund voting for Member Rebelein. Member Rebelein abstained. With the majority of votes, Member Rapheal was elected as Board President for 2024.

Vice-President – Member Hagglund nominated Member Rebelein to the position of School Board Vice-President, nomination was accepted. Member Christenson nominated Member Peterson, nomination was accepted.

As there were no further nominations, all members present voted via hand raise, with Members Hagglund and Rebelein voting for Member Rebelein and Members Christenson, Corcoran, Peterson, Rapheal and Theisen voting for Member Peterson. With the majority of votes, Member Peterson was elected as Board Vice President for 2024.

Clerk – Member Theisen nominated Member Christenson to the position of School Board Clerk, nomination was accepted. As there were no further nominations, all members present voted via hand raise aye and Member Christenson was elected as Board Clerk for 2024.

Treasurer – Member Peterson nominated Member Corcoran to the position of School Board Treasurer. As there were no further nominations, all members present voted via hand raise aye and Member Corcoran was elected as Board Treasurer for 2024.

New officer roles were assumed by the 2024 FLAS School Board Officers.

5. SCHEDULED/UNSCHEDULED VISITORS:

Listening Session – There were 2 people in attendance with discussion on academics and meeting start times

Green Cards – None

6. STUDENT ACHIEVEMENT:

Linwood Elementary Principal Mattson, reported on the school forest, Nature Deficit Disorder and behavior referral data.

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

7. REPORTS:

Workshop/Conference – SEE will be rebranding themselves

Buildings & Grounds Committee – Member Hagglund gave building and equipment updates

Communications Committee – Member Christenson discussed district customer service standards

Curriculum, Instruction & Equity Committee – Member Rapheal reviewed upcoming FLAMS needs student assessment

Finance Committee – Member Corcoran reviewed the annual audit and budget status

Policy Committee – Member Rebelein reported policies will be covered later in the agenda

Staff Welfare – Member Theisen reviewed mental health treatments, a parks partnership and school calendar

Superintendent's Report: Dr. Massey recognized the School Board for all that they do for our district, seen and unseen. A review of upcoming events includes the MSBA Annual Seminar; as part of Human Trafficking Month – FLAS will be showing the movie "Sound of Freedom" on 1/28/24 at 4pm; the FLAHS is hosting the Suburban East Conference Music Festival in early February.

8. CONSENT AGENDA ITEMS:

Member Rebelein moved to pull Consent Items 8.4 and 8.6 and approve Items 8.1-8.3; 8.5 and 8.7-8.13. The motion was 2nd by Member Theisen, all members present voted aye and the motion carried.

8.1 Approved the minutes of December 7 & 21, 2023

8.2 Approved the bills as of January 4, 2024

8.3 Approved Classified Personnel:

Add / Change Position

- Addition of Paraprofessional - American Indian Education Support position for K-6 grade levels, 30 hours per week and 178 days per year, effective January 3, 2024

Authorization of Transfer

- Kammerer, Sheryl - from Regular School Bus Driver to Substitute Bus Driver, effective December 23, 2023
- Larter, James - from Lead Custodian at the Senior High School to Assistant Supervisor of Buildings & Grounds, 40 hours per week and 260 days per year, effective January 15, 2024

End of Employment / Termination

- Harris, Tricia - One on One Kindergarten Paraprofessional at Linwood Elementary, effective December 22, 2023

Recommendation of Employment

- Johanson, Lisa - Special Education Paraprofessional at the Education Center, 30 hours per week and 178 days per year, effective January 2, 2024
- Serbus, Jane - Long Hour Cook Helper at LILA, 22.5 hours per week and 172 days per year, effective January 8, 2024
- Stein, Tara - Early Childhood Special Education Paraprofessional at the Education Center, 30 hours per week and 178 days per year, effective January 8, 2024
- Thompson, Josephine - Special Education Paraprofessional at Forest Lake Area Middle School, 30 hours per week and 178 days per year, effective January 19, 2024

Resignation(s)

- Boerem, Kyle - Assistant Supervisor Buildings & Grounds, effective March 8, 2024

8.5 Designation of Banks and Depositories for District Funds – Wells Fargo; PMA Financial Network, LLC; Minn. School District Liquid Asset Fund (MSDLAF); First Resource Bank; Bell Bank

8.7 Appointment of School District Doctor – Dr. Julie Kammer

8.8 Appointment of Fiscal Consultants – PMA Financial Network, LLC; Ehlers & Associates, Inc.

8.9 Set Dates and Meeting Times for School Board Meetings – Continue School Board Meetings on the first Thursday of each month at 6 p.m., and Committee Meetings/School Board Meetings on the third Thursday beginning at 5 p.m.

8.10 Authorize use of facsimile signatures on district checks per State law and present School Board policies.

8.11 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.

8.12 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.

8.13 Designated Superintendent as MDE Identified Official with Authority (IOwA)

8.4 Member Rebelein moved to strike 8.4 – A.3 & A.6 line items from the Licensed Personnel Non-Curricular Assignment while approving the remainder of the Agenda Items in 8.4. Motion 2nd by Member Hagglund. By roll call vote, Members voting aye: Hagglund and Rebelein. Members voting nay: Christenson, Corcoran, Peterson, Rapheal, Theisen. The motion fails.

Member Peterson moved to approve 8.4 as originally presented, motion 2nd by Member Christenson. By roll call vote, Members voting aye: Christenson, Corcoran, Peterson, Rapheal, Theisen. Members voting nay: Hagglund, Rebelein. Motion carried as originally presented.

8.4 Approved Licensed Personnel:

Authorization of Position

- Literacy Coach: Early Childhood Instructional Coach: 1.0 FTE effective 2024-2025 school year

Change From Unpaid Leave of Absence to Paid Leave of Absence

- Hall, Joel: From unpaid LOA to paid LOA for approximate dates 11/30/23 - 6/7/24

Non-Curricular Assignment(s)

- Fischer, Sarah: BIPOC Student Leaders .5 (MS)
- Higgins, Mary Beth: BIPOC Student Leaders .5 (MS)
- Lemmons, Rosemary: Open Minds Club .5 (MS)
- Morgan, James: HS Wrestling - 9th Grade (HS)
- Peng, Da'an: Hmong & Asian Culture Club 1.0 (MS)
- Zimmer, Nichelle: Open Minds Club .5 (MS)

8.6 Member Rapheal moved to approve the Appointment of School District Legal Counsel – Ratwik, Roszak, & Maloney, P.A.; Kennedy & Graven, Chartered; Squires, Waldspurger & Mace, P.A.; Hitesman & Wold, P.A.; Grell, Feist, P.A.; Maslon, LLP, motion 2nd by Member Theisen. By voice vote, Members voting aye: Christenson, Corcoran, Peterson, Rapheal, Rebelein, Theisen. Members voting nay: Hagglund. The motion carried as presented.

9. ROUTINE ACTIONS ITEMS

9.1-9.9: President Rapheal recommends the following 2024 Representative Appointments:

9.1 MSBA – Members Corcoran and Rebelein were appointed as Board Representative to the Minnesota School Board Association (MSBA)

9.2 MSHSL – Members Corcoran, Hagglund and Rebelein were appointed as Board Representatives to the Minnesota State High School League (MSHSL)

9.3 SEE – Members Rapheal and Theisen were appointed as Board Representatives to Schools for Equity in Education (SEE)

9.4 City of Forest Lake – Members Christenson and Theisen were appointed as Board liaisons to the City of Forest Lake

9.5 Special Education Advisory Council – Members Peterson and Theisen were appointed as Board Representatives to the Special Education Advisory Council (SEAC)

9.6 Community Education Advisory Council - Members Christenson and Rapheal were appointed as Board Representatives to the Community Education Advisory Council

9.7 Agriculture Education Advisory Board - Members Hagglund and Peterson were appointed as Board Representatives to the Agriculture Education Advisory Board.

9.8 Emergency Medical Services/Health Careers Advisory Board - Member Peterson was appointed as Board Representative to the Emergency Medical Services/Health Careers Advisory Board

9.9 Board Representative to 916 - Member Theisen was appointed to continue with year four of a four year term (fourth year beginning January 2024) as Board Representative to 916

Member Peterson made motion, 2nd by Member Rebelein to approve 9.1 – 9.9, 2024 School Board Representatives Appointments as presented. All members present voted aye, the motion carried.

9.10 Member Peterson made a motion to Appoint District Superintendent or Designee and School Board Chair and Vice-Chair to Engage Legal Counsel. The motion was 2nd by Member Theisen, all members present voted aye and the motion carried.

9.11 Member Peterson 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.

9.12 School Board Salaries – Member Peterson made a motion to increase the School Board salaries by 2.0%, the motion was 2nd by Member Theisen.

Member Hagglund made a motion to table 9.12 until the FLEA contract is settled. The motion was 2nd by Member Rebelein. Members voting aye for tabling: Hagglund, Rebelein. Members voting nay for tabling: Christenson, Corcoran, Peterson, Rapheal, Theisen. The motion failed.

Original motion to increase School Board salaries by a 2% increase, equating to \$8.70 additional per month. By roll call vote the Members voting aye: Christenson, Corcoran, Peterson, Rapheal, Theisen. Members voting nay: Hagglund, Rebelein. The motion carried.

Member Peterson made a motion to approve the Officer Stipends with no changes: 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, the motion was 2nd by Member Theisen. By roll call vote, all members present voted aye. The motion carried.

9.13 School Board Committees Assignments: President Rapheal appointed the school board members to the following board committee assignments:

- 5:00 PM Buildings & Grounds: Hagglund, Peterson
- 5:00 PM Curriculum, Instruction & Equity: Rebelein, Theisen
- 5:00 PM Staff Welfare: Christenson, Corcoran, Rapheal
- 6:00 PM Communications: Hagglund, Peterson
- 6:00 PM Finance: Corcoran, Rapheal, Theisen
- 6:00 PM Policy: Christenson, Rebelein

ACTION ITEMS

10.1 Ms. Jaclyn Heugel, from MMKR Certified Public Accountants, presented the 2022-2023 Financial Audit. Member Peterson moved to Accept the 2022-2023 Financial Audit. The motion was 2nd by Member Theisen, by roll call all members present voted aye and the motion carried.

10.2 Donations: Member Christenson reviewed and thanked the organizations providing donations totaling \$33,812.49 plus goods. Member Christenson moved, 2nd by Member Peterson to accept donations provided to FLAS, all members present voted aye and the motion carried.

10.3 Member Theisen moved to approve the FLAS Staff Retirement(s). The motion was 2nd by Member Peterson. All members present voted aye and the motion carried.

10.4 Member Peterson moved to approve Resolution Directing the Superintendent and Administration to Make Recommendations for Reductions in Positions, Programs, and Services and Reasons Therefore for 2024-2025. The motion was 2nd by Member Theisen, all members present voted aye and the motion carried.

10.5 Member Rebelein moved to approve Proposed Discontinuance of Free and Reduced Lunches Policy 305. The motion was 2nd by Member Peterson, all members present voted aye and the motion carried.

10.6 Member Rebelein moved to approve Transportation Employee Drug and Alcohol Testing Policy 313. The motion was 2nd by Member Hagglund, all members present voted aye and the motion carried.

10.7 Member Hagglund moved to approve Drug-Free Workplace / Drug-Free School Policy 435. The motion was 2nd by Member Rebelein, all members present voted aye and the motion carried.

10.8 Member Rebelein moved to approve Student Medication Policy 528. The motion was 2nd by Member Peterson, all members present voted aye and the motion carried.

10.9 Member Peterson moved to approve Student Fees Policy 607. The motion was 2nd by Member Theisen.

Member Rebelein moved to commit Student Fees Policy 607 back to the Policy Committee for review, the motion was 2nd by Member Hagglund. Members voting aye to commit back for review: Hagglund, Rebelein. Members voting nay to commit back for review: Christenson, Corcoran, Peterson, Rapheal, Theisen. The motion failed.

President Rapheal called the vote on the original motion of approving the Student Fees Policy 607 as presented. Members voting to approve the original motion: Christenson, Corcoran, Peterson, Rapheal, Rebelein, Theisen. Members voting nay: Hagglund. The motion carried.

11.10 Member Peterson moved to approve the Recommendation to Approve New High School Course CIS Exploring the Teaching Profession I. The motion was 2nd by Member Corcoran.

Member Rebelein moved to amend the motion to approve the Course only for the duration of the grant and revisit its continuance and relevance when the grant expires, the motion was 2nd by Member Hagglund. Members voting to approve the amendment: Hagglund, Rebelein. Members voting nay to the amendment: Christenson, Corcoran, Peterson, Rapheal, Theisen. The amended motion failed.

President Rapheal called the vote on the original motion as presented. Members voting to approve the New High School Course CIS Exploring the Teaching Profession I: Christenson, Corcoran, Peterson, Rapheal, Rebelein. Members voting nay: Hagglund. The motion carried.

NEW BUSINESS:

11.1 First Reading – Out-Of-State Travel by School, Board Members Policy 103B

11.2 First Reading – Graduation Requirements Policy 613

11.3 Member Rebelein moved to approve School Board Member Employment with the FLAS School District in accordance with Mn State Statute as relevant to Member Christenson, the motion was 2nd by Member Hagglund. By roll call vote, Members voting aye: Corcoran, Hagglund, Peterson, Rapheal, Rebelein, Theisen. Abstaining: Christenson. The motion carried.

The School Board reviewed upcoming calendar dates.

As there was no further business, Member Rapheal moved to adjourn. The motion was 2nd by Member Peterson. All members present voted aye and the meeting adjourned at 8:23 pm.

Rob Rapheal President

Jill Christenson Clerk

Approved date: 02/01/24