

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

October 2, 2014

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The regular 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, October 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, Karen Morehead, Robert Rapheal, Gail Theisen, Erin Turner and Superintendent Linda Madsen, ex officio.

The meeting agenda was reviewed and no changes were made.

4. VISITORS:

Listening session: Members Corcoran and Kieger reported that parents from Wyoming Elementary were in attendance and talked about a cluster group they have started advocating for gifted and talented students within the district.

5. STUDENT ACHIEVEMENT:

CME/ALC/STEP principal Lafean reported on the unique programming and learning opportunities available in her buildings from birth to 21 years of age. One goal for the year is to maintain a positive, supportive, and learning environment within these buildings. She reported they are in the 2<sup>nd</sup> year within the implementation cycle of school wide PBIS – Positive, Behavior Interventions and Supports, and that the CME got a new playground. She thanked parents Jessica and Shawn Matyi for their hard work in making the playground a great place for children to play. Mark Jansen, dean at the ALC, spoke about the positive start of the school year.

Positive Happenings: School Board members reported on the many programs, events, meetings and visits to district schools during the past month including: Growing TEFFLA at Waldoch Farms, YSB Black Tie to Blue Jeans event, football games, volleyball games, Columbus Days, high school conferences, Community Ed Ad Council meeting, Curriculum, Instruction and Equity meeting, Century Jr. High and bus garage visits and the MOST FL message launch is tomorrow at 7 am.

6. REPORTS:

Buildings & Grounds – Member Corcoran reported they discussed the startup of the Facility Task Force, discussed the high school indoor air quality project Phase II and were updated on summer projects.

Communications – Member Morehead reported they continue to review publications that go out.

Finance – Member Kieger reported reviewing property taxes payable 2015, talked about the audit and class sizes and received a budget update.

Policy – Member Bystrom reported the committee finished reviewing the Family and Medical Leave Policy, the Mandated Reporting of Maltreatment of Vulnerable Adults Policy and Mandated Reporting of Child Neglect or Physical or Sexual Abuse Policy. They are also working on the Community Notice of Predatory Offender’s Policy and had a presentation from FLPD who covered what the school’s role is in the community notification process.

Staff Welfare – Member Turner reported they discussed enrollment and class sizes, they were updated about the committee being formed about the bond, and discussed district operations in both efficiency and staffing.

City of Forest Lake – Member Theisen reported the city is slated to move into the new city center in November and the YMCA has been tabled to October 6.

EMID – Member Morehead passed out the first EMID newsletter and stated the financial model is in order and they are off to a good start.

916 – Member Theisen reported the workshop on the 30<sup>th</sup> was canceled and the regular meeting will be next week. They are putting forth two resolutions through MSBA. The first is to expand the use of lease levy and the second is to increase the waiting for ALC for intermediate district ALC.

Superintendent’s Report: Dr. Madsen reported on test results that were released yesterday so a detailed report and explanation was not prepared for this evening. She congratulated Linwood and Wyoming Elementary schools as being Celebration eligible. CME has a designation of a focus school with additional support and guidance coming from MDE. Property taxes show a school district tax decrease, the facility task force begins work on October 6 and people are still welcome to join. Homecoming week is next week, MEA is October 16-17 and school will not in session, October 15 school will not be in session for elementary students due to conferences. There will be a Roundabout Open House on October 21 from 5-7 pm at the high school media center and MnDOT will be on hand to answer questions. November 4 is the general election and three school board seats are up for election. The TEFFLA and YSB events were great and the community was very generous and raised over \$45K for community youth. The 2014 Hall of Fame booklets for district and activities were received today and handed out to board members. We continue to look at staffing numbers for Linwood and Columbus.

7. CONSENT AGENDA ITEMS: Member Bystrom pulled 7.3 and moved to approve Consent Agenda Items 7.1, 7. 2 and 7.4 The motion was seconded by Member Kieger. All members present voted aye and the motion carried. Member Bystrom acknowledged the retirement of Susan Griffin and thanked her for her many years of service to the district. Member Bystrom then moved to approve agenda item 7.3. The motion was seconded by Member Kieger. All members present voted aye and the motion carried.

7.1 Approved the Minutes of September 4 and 11, 2014

7.2 Approved the bills as of October 2, 2014

### 7.3 Approved Classified Personnel:

#### Retirement:

- Griffin, Susan – Aquatics Supervisor at Southwest Jr. High, effective January 30, 2015 after 22 year of service.

#### Resignation:

- Ahyai, Carmen – School Age Care Program Aide at Wyoming Elementary, effective September 9, 2014.
- Bennett, Michelle – Noon Duty Supervisor I at Linwood Elementary, effective September 19, 2014.
- Berken, Mark – School Bus Driver, effective September 8, 2014.
- Leatherman, Jacqueline – School Age Care Program Aide at Wyoming Elementary, effective September 19, 2014.
- Skalsky, Rebecca – Noon Duty Supervisor I at Forest View Elementary, effective September 9, 2014.

#### End of Employment:

- Smith, Kaye – Substitute School Bus Aide, effective September 5, 2014.

#### Recommendation of Employment:

- Berry, Jenny – Noon Duty Supervisor I at Forest View Elementary, 2 hours per day and 35 weeks per year, effective September 8, 2014.
- Cebulla, Jean – Cook Helper/Short Hour at Southwest Jr. High, 3 hours per day and 175 days per year, effective September 15, 2014. (Open position)
- Crohn, Joy – School Age Care Program Aide at Wyoming Elementary, 2 hours per day and 40 weeks per year, effective September 23, 2014.
- Hermanson, Amber – Noon Duty Supervisor I at Linwood Elementary, 2 hours per day and 35 weeks per year, effective September 22, 2014. (Open position)
- Korby, Veronica – Special Education Paraprofessional II at Forest Lake Sr. High, 6 hours per day and 37 weeks per year, effective September 2, 2014. (Open position)
- Mortimer, Shirley – Cook Helper/Short Hour at Lakes International Language Academy, 3 hours per day and 175 days per year, effective September 22, 2014. (Open position)
- Skalsky, Marlene – Noon Duty Supervisor I at Forest View Elementary, 2 hours per day and 35 weeks per year, effective September 15, 2014. (Open position)
- Thell, Lori – Cook Helper/Short Hour at Wyoming Elementary, 2.5 hours per day and 175 days per year, effective September 15, 2014. (Open position)
- Westlund, Merri – Noon Duty Supervisor I at Forest View Elementary, 2 hours per day and 35 weeks per year, effective September 8, 2014. (Open position)
- Willette, Kelly – Noon Duty Supervisor I at Lino Lakes Elementary, 2 hours per day and 35 weeks per year, effective September 22, 2014. (Open position)

#### Authorization of Transfer:

- Bracht, Diana – School Age Care Assistant Site Manager at Linwood Elementary, 3.5 hours per day and 52 weeks per year and add School Age Care Program Aide at Linwood Elementary, 2.75 hours per day, 3 days per week and 52 weeks per year, effective September 2, 2014.
- Danielson, DeAnn – Special Education Paraprofessional II, from Scandia Elementary to ECSE-3 hours per day/STEP-3 hours per day and 37 weeks per year.
- Davis, Susan - School Age Care Program Aide at Forest View Elementary, from 4 hours per day to 5.75 hours per day and 40 weeks per year, effective September 2, 2014.

- Hohensee, Mary Lou – Special Education Health Care Specialist IV, from Wyoming Elementary to Century Jr. High, 6 hours per day and 37 weeks per year, effective September 3, 2014.
- Hughes, Barbara – School Age Care Program Aide at Lino Lakes Elementary, from 4.5 hours per day to 5 hours per day and 40 weeks per year, effective September 2, 2014.
- Levasseur, Ashley – School Age Care Program Aide, from Forest View/Forest Lake Elementary, 5 hours per day to Forest Lake Elementary, 5.75 hours per day and 40 weeks per year, effective September 2, 2014.
- Lutz, Denise – from Cook Helper/Short Hour at Forest Lake Sr. High, 3.5 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 September 22, 2014. (Open position)
- McCarthy, Marcella – School Age Care Program Aide, from the Central Learning Center, 4.5 hours per day to Wyoming Steps Ahead, 2.5 hours per day and 40 weeks per year, effective September 2, 2014.
- Merrell, Judith – School Age Care Program Aide, from Forest View Elementary, 4.75 hours per day to Lino Lakes Steps Ahead, 4 hours per day and 40 weeks per year, effective September 2, 2014.
- Mobeck, Deanna – School Age Care Program Aide at Wyoming Elementary, from 4 hours per day to 4.25 hours per day and 40 weeks per year, effective September 23, 2014.
- Mollet, Barbara – School Age Care Program Aide, from Lino Lakes Elementary, 5 hours per day to the Central Learning Center Steps Ahead, 4 hours per day and 40 weeks per year, effective September 2, 2014.
- Morgan, Julie – School Age Care Program Aide at Wyoming Elementary, from 2 hours per day to 4 hours per day and 40 weeks per year, effective September 23, 2014.
- Nicklason, Lindsay – School Age Care Program Aide at Lino Lakes Steps Ahead, from 4.5 hours per day to 5 hours per day and 40 weeks per year, effective September 2, 2014.
- Nordenstrom, Conni – Special Education Paraprofessional II, from ECSE/STEP to STEP, 6 hours per day and 37 weeks per year, effective September 15, 2014.
- Onasch, Shelia – School Age Care Program Aide at Forest View Elementary, from 5.75 hours per day to 4.25 hours per day and 40 weeks per year, effective September 2, 2014.
- Pate, Jennifer – School Age Care Program Aide, from Lino Lakes Elementary to the Central Learning Steps Ahead, 5 hours per day and 40 weeks per year, effective September 2, 2014.
- Proehl, Barbara – School Age Care Program Aide at Linwood Elementary, from 2.25 hours per day to 2.75 hours per day, 2 days per week and 40 weeks per year, effective September 2, 2014.
- Seekon, Brianna – School Age Care Assistant Site Manager, from Central Montessori to Lino Lake Elementary, 6.5 hours per day and 40 weeks per year, effective September 2, 2014.
- Strand, Kathleen – Special Education Paraprofessional II, from Southwest Jr. High to Forest Lake Sr. High, 6 hours per day and 37 weeks per year, effective September 2, 2014.
- Taylor, Angelle – Special Education Health Care Specialist IV, from Century Jr. High to Forest Lake Sr. High, 6.5 hours per day and 37 weeks per year, effective September 2, 2014.
- Young, Angela – School Age Care Assistant Site Manager from Lino Lakes Elementary, 3.5 hours per day to Forest Lake Elementary, 4.25 hours per, 52 weeks per year and

School Age Care Program Aide from Lino Lakes Elementary, 3 hours per day to Forest Lake Elementary, 2 hours per day and 52 weeks per year, effective September 2, 2014.

Leave of Absence:

- Dougherty, Kay – Cook Helper at Linwood Elementary, leave of absence from September 2, 2014 through September 30, 2014.
- Rossman, Dawn – Special Education Paraprofessional II at Forest Lake Sr. High, unpaid leave of absence from October 24, 2014 through October 31, 2014.

Additional Positions:

- Special Education Paraprofessional II at Forest Lake Elementary, 6 hours per day and 37 weeks per year.
- School Age Care Program Aide at Lino Lakes Steps Ahead, 3.5 hours per day and 40 weeks per year. This additional position to be paid for by Community Education.
- School Age Care at the Central Learning Center Steps Ahead, 3 hours per day and 40 weeks per year. This additional position to be paid for by Community Education.
- School Age Care Programs Aide at Lino Lakes Elementary, 4 hours per day and 40 weeks per year. This additional position to be paid for by Community Education.

Additional Hours:

- Madison, Shelley – Special Education Paraprofessional II, from Forest View Elementary, 3.75 hours per day and 35 weeks per year to STEP, 4.25 hours per day and 37 weeks per year, effective September 2, 2014.

7.4 Approved Licensed Personnel:

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

Wriskey, Nicole: unpaid LOA for approximate dates of: 3/30/15 - 5/15/15

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

1. Betancourt, Shannon: .5 Volleyball Asst 8 (CEN)
2. Brett, Ashley: .5 Head/Asst Student Council (SW)
3. Erpelding, Ashley: 1/3 Head/Asst WEB (SW)
4. Hamernick, Kathie: .60 Volleyball Asst 7 (CEN)
5. Haven, Elizabeth: .40 Head National Honor Society (SR)
6. Heyer, Sharon: 1/3 Head/Asst WEB (SW)
7. Koch, Daniel: .5 Head/Asst LINK (SR)
8. Mulroy, Kimberly: Yearbook (SW) & .5 Head/Asst Student Council (SW)
9. Stark, Kyle: 1/3 Head/Asst WEB (SW)

C. **EMPLOYMENT:**

1. Carter, Karen: Less than 600 hours for the 2014-15 school year only
2. Stender, Theresa: 1.0 FTE effective start of 2014-15 school year

D. **CHANGE IN FTE:**

Stratton, Sara: from .67 FTE to .9 FTE effective 9/15/14

8. Donations: Member Turner moved, seconded by Member Bystrom to adopt the resolution and accept with appreciation the following donations: about six sets of golf clubs from Andrea Hackman, Scandia to Century Jr. High for physical advancement of students valued at \$50; \$40 from People's Bank of Commerce, Cambridge, MN, to Wyoming Elementary for school supplies; \$2,834.39 from Target Take Charge of Education, Mpls, to Wyoming Elementary for educational purposes; \$8,519.95 from Scandia PTO to Scandia Elementary for the purchase of 30 Samsung

Chromebooks and management consoles; \$2,701.06 from Target Take Charge of Education, Mpls, to Scandia Elementary for instructional and enrichment materials and activities; \$7,384.60 from SEEF, Scandia, to Scandia Elementary for the purchase of a Juno system and ten iPads; bell kit valued at \$125 from Cathy Mackiewicz, Scandia, to Forest Lake Elementary beginning band program. All members present voted aye and the motion carried.

9. OLD BUSINESS:

- 9.1 Request Permission to Bid Forest Lake Senior High Indoor Air Quality Phase II Upgrades. Member Kieger moved to approve permission to bid Forest Lake Senior High Indoor Air Quality Phase II Upgrades. The motion was 2<sup>nd</sup> by Member Corcoran, by roll call vote all members present voted aye and the motion carried.
- 9.2 Ratify 2014-2016 Forest Lake Association of Professional Office Personnel Agreement. Member Kieger moved to ratify the 2014-2016 Forest Lake Association of Professional Office Personnel Agreement. 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:

- 10.1 First Reading: Family and Medical leave Policy 428. This policy will be placed on the next agenda for Board action.
- 10.2 First Reading: Mandated Reporting of Maltreatment of Vulnerable Adults Policy 414. This policy will be placed on the next agenda for Board action.
- 10.3 First Reading: Mandated Reporting of Child Neglect or Physical or Sexual Abuse Policy 522. This policy will be placed on the next agenda for Board action.

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

As there was no further business, Member Morehead moved, seconded by Member Corcoran to adjourn. All members present voted aye and the meeting adjourned at 7:40 pm.

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Rob Rapheal

President

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Kathleen Bystrom

Clerk