

Minutes of Regular Meeting

Board of Education Mahtomedi Public Schools

A **Regular** meeting of the Board of Education of Mahtomedi Public Schools was held **Thursday, June 27, 2019**, beginning at 7:00 PM in the Mahtomedi District Education Center - Community Room.

1. PUBLIC COMMENT

None.

2. CALL TO ORDER

Meeting called to order at 7:00 p.m. by Chair Lucy Payne.

3. ROLL CALL OF ATTENDANCE

Present: Mike Chevalier; Kevin Donovan; Julie McGraw; Lucy Payne; Judy Schwartz; Stacey Stout (arrived 7:25 p.m.); and Superintendent Barbara Duffrin, ex-officio.

4. APPROVAL OF THE AGENDA

Donovan moved, Schwartz seconded, approval of agenda. Carried 5-0.

5. APPROVAL OF THE CONSENT AGENDA - See #14 for Consent Agenda Items

School Board Director Judy Schwartz noted the \$4,630.00 in donations and expressed the school district's formal thank you.

School Board Chair Lucy Payne reported the Minnesota State High School League (MSHSL) required all board members to view the video "Why We Play", which is part of a series of videos for school boards, administration, coaches and parents. Payne explained the video's focus on why we have sports programs is not to develop professional athletes, but is for the student's enjoyment of the activity and engagement with the community. The board also reviewed the Mahtomedi Zephyr Team Handbook, which is available on the district website. The MSHSL's annual resolution is on the consent agenda.

McGraw moved, Chevalier seconded, approval of the actions recommended on the consent agenda. Carried 5-0.

A. Approval of Donations/Grants Totaling \$4,630.00

All donations and grants are greatly appreciated. The use of these funds will be to

further the mission of the school district and are used towards the wishes of the donor.

1. From Mahtomedi Parent Teacher Organization (PTO) to Wildwood Elementary End of the Year Concert - \$1,400.00
2. From Mahtomedi Parent Teacher Organization (PTO) to O.H. Anderson Elementary Media Books - \$1,000.00
3. From Mahtomedi Parent Teacher Organization (PTO) to O.H. Anderson Elementary Discovery Streaming Subscription - \$1,600.00
4. From Wells Fargo Community Support Program to O.H. Anderson Elementary School Needs - \$240.00
5. From Wells Fargo Your Cause to Mahtomedi Middle School Needs - \$390.00

6. PRESENTATIONS/RECOGNITION

A. Student/Staff/Community Recognition

1. Community Education Brochure - Northern Lights Award - MN Association of Government Communications (MAGC)

Superintendent Barbara Duffrin recognized Mahtomedi Community Education for its welcoming staff, strong marketing and a variety of classes, activities and special events for the youngest learners to senior citizens, serving over 10,000 residents last year. Duffrin congratulated the Community Education staff for receiving the Bronze Northern Lights Award (3rd place) for publications from the Minnesota Association of Government Communicators. Three 2017-2018 brochures were submitted for review. The judges compliments included: liking the layout, the diversity and the number of photos. Jana Swanson, Marketing Coordinator, and Cathy Wyland, Community Education Director accepted the award.

7. REPORT FROM STUDENT REPRESENTATIVE

There was no student representative report this month.

8. APPROVAL OF MINUTES

A. May 23, 2019 - Regular Meeting

Donovan moved, McGraw seconded, approval of the minutes from the May 23, 2019, regular school board meeting. Carried 5-0.

B. June 13, 2019 - Study Session

Donovan moved, McGraw seconded, approval of the minutes from the June 13, 2019, school board study session. Carried 5-0.

9. DISCUSSION/INFORMATION ITEMS

A. Calendar of Events

The Calendar of Events was reviewed.

B. Superintendent's Evaluation Summary

The school board met on June 27 in closed session to conduct the end of year evaluation of Superintendent Duffrin. In summary School Board Chair Lucy Payne stated the board appreciates Duffrin's positive collaborative work style; timely, clear and transparent communication; and the establishment of relationships with many different stakeholder throughout the district to support the district's goals. During her first year Duffrin met all of her goals and supported the board's goals, unifying them and moving them closer to being a highly functioning school board. Payne also stated the district is fortunate to have hired such a competent and caring superintendent and is looking forward to the future strategic planning. Superintendent Duffrin thanked the board for their support and help while transitioning into her role as superintendent of Mahtomedi Schools.

10. ACTION ITEMS

A. Approval of Policy 902 - Use of School Facilities (Appendixes A-D)

Cathy Wyland, Director of Community Education, recommended approval of Policy 902-Use of School Facilities and Appendices A-D. Fees for Class III events will be increased by \$1, Class IV by \$5 and Class V by \$10 starting July 1, 2019. Class descriptions are listed in the policy, with fees listed in Appendix D and are available on the district's website. Chevalier moved, McGraw seconded, approval of Policy 902 – Use of School Facilities (Appendices A-D). Carried 5-0.

B. Approval of the Long Term Facilities Maintenance (LTFM) Ten Year Plan

Julie Osterbauer, Supervisor of Buildings and Grounds/Coordinator of Health & Safety, requested approval of the LTFM Ten Year Plan. Donovan moved, McGraw seconded, approval of the Long Term Facilities Maintenance Ten Year Plan. Carried 5-0.

C. Approval of N. E. Metro 916 Long Term Facilities Maintenance (LTFM) Budget

Bill Menozzi, Director of Business Services, recommended approval of the annual Northeast Metropolitan Intermediate School District 916's LTFM Budget Resolution to authorize the 916 District levy of \$144,700 with Mahtomedi ISD 832's estimated share of \$5,186 for fiscal year 2020-2021. Donovan moved, Chevalier seconded, approval of N.E. Metropolitan Intermediate School District 916's Long Term Facility Maintenance Budget Resolution. Carried 5-0.

D. Approval of the 2019-2020 Preliminary Budget

Bill Menozzi, Director of Business Services, reviewed with the school board members the budget process; the 2019 Legislative Session school funding changes; budget assumptions for enrollment, staffing, revenues and expenditures; and the preliminary 2019-2020 budget with a fund balance of 2%. The funds the school board will be approving and their projected June 30, 2020 fund balance are: General Fund - \$2,415,655, Food Service Fund - \$219,871, Community Education Fund - \$528,797, Debt Service Fund - \$1,077,182, Internal Service Fund - \$133,189, OPEB Trust Fund \$989,548, OPEB Debt Service Fund - \$65,597, with a total for all funds of \$5,429,852. The grand total preliminary budget revenues are \$55,808,453 and the grand total preliminary budget expenditures are \$55,761,271. Schwartz moved, Donovan seconded, approval of the 2019-2020 Preliminary Budget. Carried 5-0.

11. SCHOOL BOARD COMMITTEE REPORTS

A. Association of Metropolitan School Districts (AMSD) Board

None

B. Mahtomedi Area Educational Foundation (MAEF)

School Board Vice Chair/Clerk Julie McGraw reported the MAEF Board voted on FY 2020 budget.

School Board Director Kevin Donovan reported the Citizens for Education group dissolved their financial account from last Fall's levy and donated the remaining funds to MAEF.

C. Minnesota School Boards Association (MSBA) Legislative Liaison

School Board Chair Lucy Payne reported MSBA's legislative summary is posted on their website for review.

D. Northeast Metro 916 Board

School Board Director Kevin Donovan reported on the equity work study session the NE Metro 916 Board participated in at their last meeting. Donovan explained the 916

District has an equity tool box and he has encouraged Superintendent Connie Hayes to share it with its 14 member districts. Donovan will also send information on the Minnesota Educational Equity Edcamp at Hamline University on July 25.

E. School Board Subcommittee Reports

None.

F. Other Items/Reports

School Board Vice Chair/Clerk Julie McGraw reported on the Equity Lunch Seminar she attended, along with Superintendent Duffrin. It was an introduction/overview for the group with future meetings planned. Courtney McCormick, Engineering and Equity Coordinator, is leading the meetings.

School Board Director Kevin Donovan reported on the “Many Faces of the White Bear Lake Area” series and stated Century College will be partnering with Mahtomedi and White Bear Lake Community Education to continue the series for the 2019-2020 school year. Donovan encouraged board members to attend.

12. SUPERINTENDENT'S REPORT

Superintendent Barbara Duffrin reported on the following events she has or will be attending: Mahtomedi Middle School Summer Band, Mahtomedi Adventure Camp’s (MAC) FUNology activities and Community Education’s Summer theater production of “Aladdin” (ages 7-14) on August 1.

Duffrin reported on the work done by the Planning Team and Action Teams. Action Team leaders met with the Planning Team on June 11 to review 28 action plans. The administration discussed how to move forward with the plans at their Leadership Retreat and will present the district’s Strategic Plan to the school board at the School Board Planning Retreat on July 11. The Strategic Plan will be brought for approval on August 22.

Superintendent Duffrin reported Patrick Crothers, Technology Coordinator, and Alice Seuffert, Communication Specialist, have been working with the administration to revise the Student/Family Handbooks to unify them district-wide and include each school’s individual needs. Students will review the updated handbooks with their teachers at the start of the school year.

13. ADJOURNMENT

Donovan moved, Stout seconded, adjournment. Carried 6-0. Meeting adjourned at 8:08 p.m.

14. CONSENT AGENDA ITEMS (Items Approved Under #5)

Minutes – June 27, 2019

- A. Approval of Treasurer's Report - None
- B. Approval to Pay Bills
 - 1. Check Register 02 - Check No. 402440 to 402784 and 80010506 to 80010609
 - 2. Check Register 05 - None
- C. Approval of Wire Transfer Transactions
- D. Personnel
 - 1. Approval of Resignations/Retirements/Terminations
 - a. Julie McSherry - Lunchroom Paraprofessional - Wildwood Elementary (6/6/2019)
 - b. Beth Rehfuss - Life Science Teacher - Mahtomedi High School (6/7/2019)
 - c. Kelly Wilke - Chemistry Teacher - Mahtomedi High School (6/7/2019)
- E. Approval of the 2019-2020 Meal Prices
- F. Approval of the 2019-2020 Resolution for Membership in the Minnesota State High School League
- G. Student Overnight Trip Request
 - 1. Mahtomedi Varsity Softball to Mankato, MN - June 5-7, 2019
In accordance with Policy 610-Field Trips: Exceptions to the approval policy may be granted or expedited to accommodate emergencies or contingencies (e.g., tournament competition). Pre-approved by Superintendent Duffrin.

JULIE MCGRAW, CLERK