

Minutes of Regular Meeting

The Board of Education Mahtomedi Public Schools

A **Regular** meeting of the Board of Education of Mahtomedi Public Schools was held **Thursday, August 22, 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 7:01 p.m. by Chair Lucy Payne.

3. ROLL CALL OF ATTENDANCE

Present: Mike Chevalier (arrived 7:40 p.m.); Kevin Donovan; Julie McGraw; Lucy Payne; Judy Schwartz; Stacey Stout; and Superintendent Barbara Duffrin, ex-officio.

4. APPROVAL OF THE AGENDA

Chair Lucy Payne requested the flexibility to move Item 10. B. Approval of Mahtomedi School District's Strategic Plan to be presented after the presentations and recognitions. Schwartz moved, Stout seconded, approval of agenda. Carried 5-0.

5. APPROVAL OF THE CONSENT AGENDA - See #16 for Consent Agenda Items

School Board Director Judy Schwartz noted the \$1,600.00 in donations and expressed the school district's formal thank you. Donovan moved, Stout seconded, approval of the actions recommended on the consent agenda. Carried 5-0.

A. Approval of Donations/Grants Totaling \$1,600.00

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 O.H. Anderson Elementary School Discovery Education - \$1,600.00

6. PRESENTATIONS/RECOGNITION

The following students and staff were recognized by the school board and administration:

- A. Parent Teacher Organization (PTO) Recognition - Tony Vosooney (Past President) and Janell Metcalf (Past Treasurer)

Liz Palvere, PTO President, thanked Tony Vosooney (past president) and Janell Metcalf (past treasurer) for their five years of service with more than 5,000 volunteer hours and more than \$300,000 of fundraising. Palvere stated they have promoted a positive sense of community among parents and teachers at the elementary schools, enhanced student enrichment opportunities and funded school needs such as playground equipment, literacy tools and more as leaders of the Mahtomedi PTO.

- B. Mahtomedi High School Physical Education and Developmental Adapted Physical Education (DAPE) Teacher K-12 - Michelle Mitchell

Tony Pierce, Director of Student Support Services, recognized Shelley Mitchell, DAPE Teacher, for her 19 years of commitment and dedication teaching special need students physical education. Mitchell is also a Community Education Gymnastics Coach for preschool through 8th grade. Pam Klinkhammer, Youth Development Coordinator, shared in a written statement that Mitchell while coaching also teaches her students life skills such as independence, self confidence and promotes their social and emotional development. Several of her students' parents also express their gratitude for teaching/coaching their children. One of Mitchell's students, Jenny Anderson participated in the 2019 X Games as a Special Olympic BMX Biker and her adapted bowling team, Mahtomedi Strike Force competed at the MN State Adapted Bowling Tournament.

- C. Mahtomedi DAPE Bowling Team

Mahtomedi Strike Force Team Members Present: Jenny Anderson, Kari Commander, Sam Crichton, Caroline Smith and Molly Thompson. Not Present: Stephen Butwin, Collin Grandstrand, William Koeneman, Mitchell Kuschke, Phoebe Taylor and Lauren Zimmerman. Coach: Shelley Mitchell.

Parent Kristeen Anderson shared with school board members the results of the 2019 MN State Adapted Bowling Tournament. Mahtomedi Strike Force qualifying members included: Jenny Anderson (singles and doubles), Kari Commander (singles), William Koeneman (singles and doubles), Mitchell Kuschke (singles and doubles), Caroline Smith (singles and doubles), Phoebe Taylor (singles and doubles) and Molly Thompson (singles and doubles). Medalists included Jenny Anderson and Molly Thompson (Mahtomedi High School) and Kari Commander, Mitchell Kuschke and Caroline Smith (Mahtomedi Middle School).

7. REPORT FROM STUDENT REPRESENTATIVE

- A. There was not a student representative report this month.

8. APPROVAL OF MINUTES

- A. July 11, 2019 - Regular Meeting

Schwartz moved, McGraw seconded, approval of the minutes from the July 11, 2019, regular school board meeting. Carried 6-0.

- B. August 8, 2019 - Study Session/Special Meeting

Schwartz moved, McGraw seconded, approval of the minutes from the August 8, 2019, school board study session. Carried 6-0.

9. DISCUSSION/INFORMATION ITEMS

- A. Calendar of Events

The Calendar of Events was reviewed.

- B. 2019-2020 Budget and Financial Timeline

Bill Menozzi, Director of Business Services, presented on the 2019-2020 four step budget process which included: property tax levy, preliminary budget process, revised final budget and the annual financial report and fiscal audit. Menozzi reviewed the 2019-2020 financial calendar/timeline.

- C. O.H. Anderson Elementary De-humidification Project

Superintendent Barbara Duffrin summarized the proposed 2020 O.H. Anderson Elementary De-Humidification Project to improve indoor air quality. Currently only the main office, media center, theater labs and Flex Lab are air-conditioned, not the classrooms, halls, kitchen or gym. The project was reviewed at the June 13 Finance/Facilities Meeting and the August 8 School Board Study Session. Superintendent Duffrin recommended leaving it on the Long Term Facilities Management Plan to complete in the future, as there would be a tax impact for district residents. Duffrin stated as responsible stewards of district resources it is a worthwhile project to extend the life of O.H. Anderson Elementary, but more time was needed to include the community in the conversation.

10. ACTION ITEMS

A. Approval of Resolution Relating to 2019-2020 Open Enrollment (Closing All Grades)

**RESOLUTION RELATING TO 2019-2020 OPEN ENROLLMENT
(CLOSING GRADES K-12)**

WHEREAS the State of Minnesota has established an enrollment options program permitting students to attend nonresident districts (Minnesota Statutes §124D.03), and

WHEREAS the State of Minnesota has also established criteria for school districts to approve or deny open enrollment applications based upon capacity of a program, excluding special education services; class, or school building (Minnesota Statutes § 124D.03 Subdivision 6), and

WHEREAS the school board seeks to maintain continuity of programs, curriculum and services through consistent student enrollment and recognizes that sufficient student enrollment ensures high quality course offerings for resident students as well as students enrolling under the enrollment options program and

BE IT THEREFORE RESOLVED that the superintendent be authorized to approve children who have a sibling(s) that currently attend(s) and children of employees as per Minnesota Statutes §124D.03 Subdivision 5a. where grade capacity and class size permits additional student enrollment, and

BE IT FURTHER RESOLVED that the School Board is directing the administration to use open enrollment to be fiscally responsible and efficient in the areas of staffing, use of space and configurations, with the following goals:

- The goal for elementary schools is to have class sizes below the Metropolitan Educational Cooperative Service Unit (ECSU) average.
- The goal for the middle school is to adhere to the middle school model.
- The goal for the high school is to follow the recommendations of the right size study of approximately 1200 students and

BE IT THEREFORE RESOLVED that open enrollment now be closed in grades K-12 for the 2019-2020 school year.

Schwartz moved, Chevalier seconded, approval of Resolution Relating to the 2019-2020 Open Enrollment (Closing All Grades). Carried 6-0.

The Mahtomedi Transition Program – Passages will continue to accept open enrollment applications. Open Enrollment applications for the 2020-2021 school year will be accepted starting September 3, 2019.

B. Approval of Mahtomedi School District's Strategic Plan

A reception to honor all of the strategic planning participants was held prior to the school board meeting. Superintendent Duffrin thanked all the participants for bringing their expertise to the process, their commitment and hard work.

Superintendent Barbara Duffrin, Patrick Crothers, Technology Coordinator, and Alice Seuffert, Communications Specialist, reviewed the strategic plan with school board members. The strategic planning process was guided by Superintendent Duffrin and facilitated by Dr. Bill Cook of the Cambrian Group with internal facilitators Patrick Crothers and Alice Seuffert. The process started in January with the Planning Team, which included approximately 30 district and community leaders. This group established Mahtomedi's goals, belief statements, mission statement, as well as the objectives and strategies to accomplish the mission statement within the established parameters. Then six Action Teams consisting of approximately 70 community members including parents, staff and teachers created the action plans needed to make all of the strategic planning work a reality in Mahtomedi Public Schools. The themes of the Strategic Plan are: Personal Excellence; Community Impact; Exceptional Learning and Teaching; Development and Pursuit of Passion; Culture of Trust; Sense of Belonging and Purpose; and Agency of Students and Staff. Duffrin explained bold agency is creating your own path, ownership of your identity, defining your own excellence; and reviewed the Building Blocks for Learning. Next steps include: presenting the Strategic Plan to staff at the August 28 Welcome Back Event; continued communication to the community; living in the plan: learning and implementing; and building-level plans. The complete Strategic Plan can be found on the Mahtomedi School District website. Donovan moved, McGraw seconded, approval of the Mahtomedi School District's Strategic Plan. Carried 6-0.

C. Approval of the Superintendent and School Board Goals

Superintendent Barbara Duffrin recommended approval of the 2019-2020 Superintendent and School Board Goals. The Superintendent Goals are to strengthen trusting relationships throughout the district, both internally and externally; implement the strategic plan; and provide clear information regarding budget development. The School Board Goals are to foster partnerships with the superintendent, staff and community; support the implementation of the strategic plan; and provide clear information regarding budget development. Donovan moved, Stout seconded, approval of the 2019-2020 Superintendent and School Board Goals. Carried 6-0.

11. SCHOOL BOARD COMMITTEE REPORTS

A. Association of Metropolitan School Districts (AMSD) Board

Superintendent Barbara Duffrin reported on the highlights of the last meeting which included: hearing from MN State Demographer Susan Brower and awarding Tom

Melcher, Director of MN Department of Education (MDE) Finance Division, the Friend of Public Education Award.

Stacey Stout, School Board Treasurer, reported on the AMSD Executive/Legislative Committee Meeting where the committee recognized out going members for their service. Stout presented School Board Director Mike Chevalier with the award for his past year of service on the committee.

B. Mahtomedi Area Educational Foundation (MAEF)

School Board Vice Chair/Clerk Julie McGraw reported there are six new MAEF board members: Eric Bratvold, Kate Krampe, Brandon Navara, Steve Ritt, Molly Wick and Barbara White. Upcoming events include: MAEF's Signature Party with Louie's Grove at the Royal Golf Club on October 4 (tickets can be purchased at www.maefgives.org); Morning with MAEF at Mahtomedi High School Media Center on October 23; and MAEF's Legacy Night Gala on April 4. Superintendent Duffrin shared the Mahtomedi School District's Strategic Plan and MAEF has also gone through a strategic planning process. McGraw stated they are planning to provide more information to the community on the role MAEF plays in supporting the school district and shared a list of the MAEF grants.

C. Minnesota School Boards Association (MSBA) Legislative Liaison

School Board Chair Lucy Payne reported the MSBA Advocacy Tour meeting is at 8:30 a.m. at MN League of Cities on September 21 and the MSBA Delegate Assembly is on December 6 & 7 at the Double Tree Hotel Minneapolis. Mahtomedi School Board members Julie McGraw and Kevin Donovan have been nominated as delegates. Donovan and McGraw will meet to discuss submitting a legislative resolution from the Mahtomedi School Board to be considered by the Delegate Assembly by the September 28 deadline.

D. Northeast Metro 916 Board

School Board Director Kevin Donovan reported on the Educamp Program on equity he attended at Hamline University where the documentary "Rondo: Beyond the Pavement" was shown. Donovan also reported Superintendent Connie Hayes has produced a N.E. Metro 916 Intermediate School District Welcome Back Video to reach all of the district's locations.

E. School Board Subcommittee Meetings

School Board Vice Chair/Clerk Julie McGraw reported on the Facilities Committee Meeting held before tonight's school board meeting. Julie Osterbauer, Director of Building and Grounds, presented on the 2019-2020 projects using Long Term Facilities Maintenance (LTFM) funds which included: installation of a new walk-in

cooler and freezer, repainting the kitchen and steam cleaning the bathrooms at O.H. Anderson Elementary; recoating and striping the track; adding new dimmers/lights in the Chautauqua Theater and LED lights in the lobby; and new intercoms for the Chautauqua and Green Room will be installed soon. Osterbauer also gave a security update for O.H Anderson Elementary where warning lights, door alarms and a lock down button will be installed using grant money from MN Department of Education (MDE). Osterbauer also thanked the City of Mahtomedi for cleaning water tower.

F. Other Items/Reports

None.

12. SUPERINTENDENT'S REPORT

Superintendent Barbara Duffrin reported on the Early Childhood Family Education (ECFE) Vehicle Fair she attended and this week's Instructional Learning Team meeting. Superintendent Duffrin welcomed the new teachers and commented on the excitement throughout the district with the return of teachers, staff and students.

13. CLOSE MEETING

McGraw moved, Stout seconded, approval to close the meeting. Carried 6-0. Meeting closed at 8:25 p.m.

- A. Discussion of labor negotiations strategies or developments in closed session, pursuant to Minn. Stat. § 13D.03 - Teacher Contract Negotiations.

14. OPEN MEETING

McGraw moved, Schwartz seconded, approval to open the meeting. Carried 5-0. Meeting opened at 9:17 p.m.

15. ADJOURNMENT

Donovan moved, Stout seconded, adjournment. Carried 5-0. Meeting adjourned at 9:17 p.m.

16. CONSENT AGENDA ITEMS (Items Approved Under #4)

- A. Approval of Treasurer's Report
- B. Approval to Pay Bills

- 1. AP Check Register (TIES) - Check No.405000 to 405165 and 800010800 to 9800010824

2. AP Check Register (Skyward) - Check No. 403175 to 403256 and 80010729 to 80010735

C. Approval of Wire Transfer Transactions

D. Personnel

1. Approval of Contracts and Work Agreements

- a. Mariah Adams - Physical Education Teacher (.8FTE) - Mahtomedi High School (2019-2020)
- b. Kael Bacon - Restorative Practices (.8 FTE) - Mahtomedi High School (2019-2020)
- c. David Collova - Social Studies Teacher - Mahtomedi High School (2019-2020)
- d. Anne Dahl - Spanish Teacher(.4 FTE) - Mahtomedi High School (2019-2020)
- e. Mikaela Fritsche - Preschool Associate - Mahtomedi Community Education (9/3/2019)
- f. Anthony Govrik - Spanish Teacher - Mahtomedi High School (2019-2020)
- g. Theresa Helms - Early Childhood Special Education Teacher - Wildwood Elementary (2019-2020)
- h. Chris Hergenrader - Life Science Teacher - Mahtomedi High School (2019-2020)
- i. Shana Hughes - Lunchroom/Recess Paraprofessional - Wildwood Elementary (2019-2020)
- j. Michael Isola - Math Teacher (.8 FTE) - Mahtomedi High School (2019-2020)
- k. Jennifer Lengyel - First Grade Teacher (LTS) - Wildwood Elementary (9/18/2019 -11/29/2019)
- l. Douglas Martin - Licensed Practical Nurse (4 Hours/Day) - District-wide (2019-2020)
- m. Markell Pertz - Lunchroom/Recess Paraprofessional - Wildwood Elementary (2019-2020)
- n. Lauren Roquet - Licensed Practical Nurse - Mahtomedi Middle School (2019-2020)

2. Approval of Leaves of Absence

- a. Edward Morreim - Sixth Grade Teacher - Mahtomedi Middle School (2019-2020)

3. Approval of Resignations/Retirements/Terminations

- a. Amy Gadbois - Special Education Paraprofessional - O.H. Anderson Elementary (2019-2020)

August 22, 2019 - Minutes

- b. Molly Johnson - Lunchroom/Recess Paraprofessional - Wildwood Elementary (6/6/2019)
 - c. Kyle Stanton - Custodian - O.H. Anderson Elementary (8/8/2019)
 - d. Kelly Unger - Lunchroom/Recess Paraprofessional - O.H. Anderson Elementary (2019-2020)
 - e. Julianne Wynia - Instructional Paraprofessional - Mahtomedi Middle School (2019-2020)
17. Approval of the Resolution Establishing Combined Polling Places for Multiple Precincts and Designating Hours During which the Polling Places will Remain Open for Voting for School District Elections not Held on the Day of a Statewide Election

JULIE MCGRAW, CLERK