

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, February 28, 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: Julie McGraw; Lucy Payne; Judy Schwartz; Stacey Stout; Superintendent Barbara Duffrin, ex-officio; and Luke Wisniewski, school board student representative.
Not Present: Mike Chevalier and Kevin Donovan.

4. APPROVAL OF THE AGENDA

Schwartz moved, Stout seconded, approval of agenda. Carried 4-0.

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

School Board Director Judy Schwartz noted the \$3,390.53 in donations and expressed the school district's formal thank you. Stout moved, Schwartz seconded, approval of the actions recommended on the consent agenda. Carried 4-0.

A. Approval of Donations/Grants Totaling \$3,390.53

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 TIAA Your Cause to Volunteer Employer Match - Anonymous - \$500.00
2. From Mahtomedi Parent Teacher Organization (PTO) to Wildwood Elementary Alphabet Stamps - \$455.68

3. From Mahtomedi Parent Teacher Organization (PTO) to Wildwood Elementary Music Items - \$187.70
4. From Mahtomedi Parent Teacher Organization (PTO) to Wildwood Elementary Art Supplies - \$506.13
5. From Mahtomedi Parent Teacher Organization (PTO) to Wildwood Elementary Tumblebooks Subscription - \$599.00
6. From Mahtomedi Parent Teacher Organization (PTO) to Wildwood Elementary Nurse's Office - \$132.09
7. From Mahtomedi Parent Teacher Organization (PTO) to Wildwood Elementary Art Supplies - \$1,009.93

6. PRESENTATIONS/RECOGNITION

- A. Student/Staff/Community Recognition
There are no presentations or recognition this month.

7. REPORT FROM STUDENT REPRESENTATIVE

- A. Luke Wisniewski, Student Representative

Luke Wisniewski, Student Representative, reported on the following events at Mahtomedi Schools: Wildwood Elementary Kindergarten Friends and Family Day, 99th Day of School Celebration, First Grade trip to the Minneapolis Institute of Arts; O.H. Anderson Elementary Saints North Roller Skating Party, Fourth and Fifth Grade World Music Program, Copper Street Brass Group performances, PTO Family Movie Night and Zephyr Sprit Day; Mahtomedi Middle School Mental Health Month, Spring play *Mary Poppins Jr.*; Mahtomedi High School winter sports, band and choir concerts and the Silverbelle Dance; District-wide March is *Music in Our Schools* month with choir and band concerts at every school.

8. APPROVAL OF MINUTES

- A. January 10, 2019 – Regular Meeting

McGraw moved, Stout seconded, approval of the minutes from the January 10, 2019, regular school board meeting. Carried 4-0.

- B. February 14, 2019 - Study Session

McGraw moved, Stout seconded, approval of the minutes from the February 14, 2019, school board study session. Carried 4-0.

9. DISCUSSION/INFORMATION ITEMS

A. Calendar of Events

The Calendar of Events was reviewed.

The school board study session on March 7, 2019 was cancelled. The school board meeting schedule will be revised and approved at the March 28, 2019 school board meeting.

B. Strategic Planning Overview

Alice Seuffert, Communications Specialist, and Patrick Crothers, Technology Coordinator, presented on the strategic planning process which will be guided by Superintendent Duffrin and facilitated by Dr. Bill Cook of the Cambrian Group. They explained through the process students, staff and community members will define what makes Mahtomedi Public Schools unique, who we aspire to be and how we will get there. The first step is the Planning Team, who will establish the district's belief statements, mission and strategies to accomplish the mission statement. The second step includes Action Teams, who will create action plans to implement the six strategies developed by the Planning Team. Information on the strategic planning process, strategies and how to get involved are available on the districts' website. The process will take place from January to August 2019, with the strategic plan being presented to the school board for approval at the August 22 school board meeting. Superintendent Duffrin thanked Seuffert and Crothers for all their work as the internal facilitators for the strategic planning process.

C. First Reading of Policies

Superintendent Barbara Duffrin discussed with school board members the following policies with MSBA recommended changes: Policy 102 - Family Medical Leave, Policy 205 - Open Meetings and Closed Meetings, Policy 206 – Public Participation in School Board Meetings, Policy 413 - Harassment and Violence, Policy 419 Tobacco Free Environment, Policy 421 – Gifts to Employees and School Board Members, Policy 504 – Student Dress and Appearance, Policy 506 - Student Discipline, Policy 509 - Enrollment of Nonresident Students, Policy 525 - Violence Prevention and a new Policy 722 - Public Data Requests. The policies were reviewed prior to this meeting by the Policy Committee and will be brought for a second reading at the March 28 regular school board meeting.

10. ACTION ITEMS

A. Rescind School Board Operating Practices and Replace with Policy 209 - School Board Code of Ethics

Schwartz moved, McGraw seconded, rescinding School Board Operating Practices and replacing them with Policy 209 - School Board Code of Ethics.
Carried 4-0.

B. Approval of Annual Policies With No Changes

Stout moved, Schwartz seconded, approval of policies: Policy 410 - Family Medical Leave, Policy 414 - Mandated Reporting of Child Neglect or Physical or Sexual Abuse, Policy 415 - Mandated Reporting of Maltreatment of Vulnerable Adults, Policy 514 - Bullying Prohibition, Policy 522 - Student Sex Nondiscrimination, Policy 616 - School District System Accountability and Policy 806 - Crisis Management. Carried 4-0.

C. Approval of the Revised 2018-2019 School District Calendar

Superintendent Barbara Duffrin and school board members discussed adding an instructional day for Grades 6-12 on March 29, 2019, due to five snow or cold weather school day cancelations. March 29 was scheduled as a staff development day for Grades 6-12. Schwartz moved, Payne seconded, approval of the revised 2018-2019 School District Calendar. Carried 4-0.

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 on the rising needs of the Mahtomedi Area Food Shelf, the application window for student scholarships has closed, the MAEF Board is working on awarding \$70,000 in teacher grants and Legacy Night Celebration of Giving tickets are now on sale. McGraw encouraged additional donations for the school board gift basket of books, which includes *Screenwise* and MahtoREADi choices, along with others related to the district's work. She also announced Julie Bixby will be next year's MAEF President.

C. Minnesota School Boards Association (MSBA) Legislative Liaison

School Board Chair Lucy Payne reported MSBA's Day at the Capitol is March 25, 2019.

D. Northeast Metro 916 Board

School Board Chair Lucy Payne stated the 916 Talking Points are included in the packet.

E. School Board Subcommittee Reports

Bill Menozzi, Director of Business Services, gave an update on the Finance Committee meeting that was held before tonight's school board meeting which included: an enrollment update, General Fund revenue and expenditure budget assumptions and budget planning for the 2019-2020 school year. Menozzi stated based on new information the budget assumption for an increase in State Aid will be revised from 1.5% to 1.25 %.

F. Other Items/Reports

School Board Treasurer Stacey Stout reported on the last Elementary Parent Teacher Organization (PTO) meeting, which included a discussion on the best ways to communicate and connect with district families. Upcoming events include the Wildwood Book Fair at the end of March and the April 12 Fun Fair.

School Board Treasurer Stacey Stout gave an update on Mahtomedi Community Education events which include: the Spring installation of the GaGa Ball Pit at O.H. Anderson Elementary, Community Luncheons on March 6, April 3 and May 1 and during the rebuilding of the Mahtomedi Public Library, Mahtomedi Community Education will serve as the host for requesting/holding a book for the public.

12. SUPERINTENDENT'S REPORT

Superintendent Barbara Duffrin highlighted Bus Driver Appreciation Day (February 27), Paraprofessional Appreciation Week (March 4-8) and School Board Member Appreciation Week (February 18-22) and thanked them all for their hard work, support and leadership. Superintendent Duffrin also reported on several events she attended: the first History Day at Mahtomedi High School, visits to a STEM class preparing flowers seeds for future planting at Wildwood Elementary and viewing iMovie Book Trailers at O.H. Anderson Elementary. Duffrin is excited to attend the Mahtomedi Middle School Play *Mary Poppins Jr.* and encouraged community members, staff and students to join the Strategic Planning Action Teams.

13. ADJOURNMENT

Schwartz moved, Stout seconded, adjournment. Carried 4-0. Meeting adjourned at 8:00 p.m.

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

A. Approval of Treasurer's Report

B. Approval to Pay Bills

1. Check Register 02 - Check No. 401281 to 401643 and 80010177 to 80010261
2. Check Register 05 - Check No. 50000548 to 50000549

C. Approval of Wire Transfer Transactions

D. Personnel

1. Approval of Contracts and Work Agreements

- a. Clerical Contract - 2018-2020
- b. Julie Kilian - Sixth Grade Math (LTS) - Mahtomedi Middle School (1/15/2019)
- c. Camela Raeburn - Preschool Associate (LTS) - Wildwood Elementary (1/16/2019)
- d. Christina Saxton - Special Education Paraprofessional - Mahtomedi High School (1/31/2019)
- e. Jennifer Lengyel - Gifted and Talented Coordinator (LTS .16 FTE) - Wildwood Elementary (2/1/2019)

2. Approval of Leaves of Absence

- a. Elizabeth Haen - Language Arts Teacher - Mahtomedi High School (3/31/2019-6/7/2019)
- b. Jennifer Israel - Gifted and Talented Coordinator (.16 FTE) - District Wide (2/1/2019-6/7/2019)
- c. Edward Morreim - Sixth Grade Math - Mahtomedi Middle School - (1/22/2019-3/12/19)
- d. Cynthia Sherar - Third Grade Teacher - O.H. Anderson Elementary (2/11/2019-6/7/2019)

3. Approval of Resignations/Retirements

- a. Erin Pratt - Licensed School Nurse - Mahtomedi Middle School (1/18/2019)
- b. Luanne Wager - Associate Principal - Mahtomedi High School (6/30/2019)

E. Approval of the Revised School Board Meeting Schedule - July Retreat Changes

F. Student Overnight Trip Requests

1. Mahtomedi Alpine Ski Team to Giants Ridge, Biwabik, MN - February 4-5, 2019
2. MAPS Teams (Modeling A Protein Story) to the Experimental Biology Conference, Orlando Florida - April 5-7, 2019
3. Mahtomedi Eighth Grade Class Trip to Washington D.C. - April 11-14, 2019

JULIE MCGRAW, CLERK