

# Minutes of Regular Meeting

## The Board of Education Mahtomedi Public Schools

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A **Regular** Meeting of the Board of Education of Mahtomedi Public Schools was held **Thursday, November 12, 2015** beginning at 7:00 PM in the Mahtomedi District Education Center - Community Room.

### 1. CALL TO ORDER

Meeting called to order at 7:00 p.m. by Chair Judy Schwartz.

### 2. ROLL CALL OF ATTENDANCE

Present: Mike Chevalier; Mary Jo Deters; Kevin Donovan; Julie McGraw; Lucy Payne; Judy Schwartz; Superintendent Mark Larson, ex officio; and Acadia Hegedus, school board student representative. Absent Mary Jo Deters.

### 3. APPROVAL OF THE AGENDA

Payne moved, Donovan seconded, approval of agenda. Carried.

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

- A. School Board Chair Judy Schwartz noted the \$7,810.00 in donations and expressed the school district's formal thank you. McGraw moved, Chevalier seconded, approval of the actions recommended on the consent agenda. Carried.

### 5. PRESENTATIONS/RECOGNITION

- A. Dr. Mike Neubeck, Principal of Mahtomedi Middle School presented on Mahtomedi Middle School's work toward Kaizen. Kaizen is the Chinese/Japanese word for improvement in small continuous ways. He updated the school board on the MCA trends in Math, Reading and Science. Although Mahtomedi Middle School scores are well above the State average the middle school staff is working to close the achievement gap by utilizing professional learning communities and providing additional help for under achieving students through programs such as Tier II and III reading and math support, a new IPAD reading program called Light Sail, Math Strategies and Targeted Services. A new part-time counselor has been added to increase student contact along with

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new career planning software. New classes this school year include Crime Scene Investigation and FAB Lab courses: Automation and Robotics and 2D & 3D Design and Fabrication. Another focus area for both students and staff is developing a growth mindset and showing grit and determination.

### **6. PUBLIC COMMENT**

Visitors attending the meeting who wish to address the school board on any issue that is on the agenda may do so at this time. Please refer to the last page for the procedure that has been established for public comments.

The following member of the audience spoke to the school board about:

Teacher Contract Negotiations: President of the Mahtomedi Teacher's Association, Adam Beyer.

### **7. REPORT FROM STUDENT REPRESENTATIVE**

#### **A. Acadia Hegedus, Student Representative**

School Board Student Representative Acadia Hegedus reported on the following events at Mahtomedi High School: National Honor Society's Blood Drive and Nights on the Street, Student Leadership Council's Trick or Can Food Drive, fall sports wrap up and the beginning of winter sports.

### **8. APPROVAL OF MINUTES**

#### **A. October 8, 2015 - Regular Meeting**

Donovan moved, Chevalier seconded, approval of the minutes from the October 8, 2015, school board meeting with one correction: MSBA Delegate Assembly Julie McGraw will serve as a delegate with Lucy Payne as an alternate. Carried.

#### **B. October 22, 2015 - Study Session**

Donovan moved, Chevalier seconded, approval of the minutes from the October 22, 2015, school board study session meeting with one correction: Discussion Item 4.E. Preparation for December School Board Meeting -To be discussed at a future date. Carried.

### **9. DISCUSSION/INFORMATION ITEMS**

#### **A. Calendar of Events**

Chair Judy Schwartz reviewed the calendar of events.

**B. World Language Update**

Brooke Carlson, Mahtomedi Middle School Teacher and Anthony Gorvik, O.H. Anderson Elementary Teacher reported on the Organic World Language (OWL) teaching method. Teachers speak primarily in the language being taught. Students are actively engaged, which was demonstrated by students standing in a circle and communicating in Spanish with their teacher and each other. The emphasis is on speaking the language without being afraid to make mistakes and includes fun activities and grammar lessons.

**C. First Reading of Policies**

The Minnesota School Boards Association (MSBA) provided a policy customization service to our district that entailed reviewing all of the current policies and making recommendations to bring the policy manual up-to-date. The policies are now being reviewed by administration and the School Board Policy Committee. Each month sections of the policy manual will be brought to the school board for a first reading, second reading, and then approval.

1. For the following policies in section 700 (Non-Instructional Operations and Business Series), Superintendent Mark Larson reviewed new policies recommended by MSBA, changes to current policies, and policies that need no change: Policy 701 - Establishment and Adoption of School District Budget, Policy 701.1 - Modification of School District Budget, Policy 702 – Accounting, Policy 703 - Annual Audit, Policy 704 - Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System, Policy 705 – Investments, Policy 707 - Transportation of Public School Students, Policy 708 - Transportation of Nonpublic School Students, Policy 709 - Student Transportation Safety Policy, Policy 710 - Extracurricular Transportation, Policy 711 - Video Recording on School Buses, Policy 712 - Video Surveillance Other Than on Buses, Policy 713 - Student Activity Accounting, Policy 799 - Purchase of and Payment for Goods and Services, Policy 801 - Equal Access to School Facilities for Secondary Students, Policy 807 - Health and Safety Program, Policy 898 - Vandalism, Policy 899 - Closing of Schools, Policy 902 - Use of School Facilities, Policy 903 - Visitors to School District Buildings and Sites, Policy 904 - Distribution of Materials on School District Property by Non-School Persons, Policy 904 – Procedures, Policy 905 – Advertising, Policy 906 - Community Notification of Predatory Offenders, Policy 920 - Advisory Committees Involving Citizens.

**D. Customer Service Task Force**

Superintendent Mark Larson reported on the recommendations of the subcommittee which includes himself, Kevin Donovan, School Board Treasurer and Mary Jo Deters, School Board Member. They recommended creating a

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Customer Service Task Force by January 2016 made up of members from the community, district staff and students, recommended by the school board and building principals. Involving as many people as possible committed to attending the meetings, bringing new ideas and communicating the committee's recommendations.

### E. Committee Structure Meeting

Superintendent Mark Larson recommended forming a subcommittee to examine the current school board committees and perhaps combining several of them before the Organizational Meeting in January 2016. Mark Larson, Superintendent, Lucy Payne, School Board Clerk, Julie McGraw, School Board Member and either Mary Jo Deters, School Board Member or Mike Chevalier School Board Member will serve as committee members.

### F. Half Day Kindergarten

Superintendent Mark Larson discussed with school board members a request from families for half day kindergarten next school year. It was decided to decline the request based on the success of full day kindergarten, the added cost of busing and a small number of families expressing interest.

## 10. ACTION ITEMS

### A. Approval of Resolution Calling for a Public Hearing on Abatement Bonds

Rochel Manders, Director of Business Services, requested approval of a public hearing on tax abatement bonds on December 10, 2015 at 7:00 p.m. at the Mahtomedi District Education Center. Abatement Bonds in the amount of \$8.175 million over 13 years will be used to reconstruct/improve parking lots, sidewalks and lighting at O.H. Anderson Elementary, Mahtomedi Middle School, Mahtomedi High School and the District Education Center in 2016 - 2017. There will be no increase in taxes for district residents. Donovan moved, McGraw seconded, public hearing on abatement bonds. Carried.

### B. Approval of Policies

Payne moved, McGraw seconded splitting the approval of the 600 policies. Carried.

Payne moved, Donovan seconded approval of the following policies: Policy 601 - School District Curriculum and Instruction Goals, Policy 602 - Organization of School Calendar and School Day, Policy 603 - Curriculum Development, Policy 605 - Alternative Programs, Policy 606 - Textbooks and Instructional Materials, Policy 606 - Textbooks and Instructional Materials, Policy 606.1 - Textbooks and Instructional Materials Procedures, Policy 606 - Appendix A, Policy 606 -

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Appendix B, Policy 606 - Appendix C, Policy 607 - Organization of Grade Levels, Policy 608 - Instructional Services - Special Education, Policy 609 – Religion, Policy 610 - Field Trips, Policy 611 – Homeschooling, Policy 612 - Development of Parental Involvement Policies for Title I Programs, Policy 613 - Graduation Requirements, Policy 615 - Testing Accommodations, Modifications and Exemptions for IEP's, Section 504 Plans and LEP Students, Policy 620 - Credit for Online Learning, Policy 624 - Online Learning Options, Policy 698 - Controversial Issues. Carried.

Payne moved, McGraw seconded remanding Policy 604 – Instructional Curriculum to the administration for further information. Carried.

### 11. SCHOOL BOARD COMMITTEE REPORTS

#### A. Association of Metropolitan School Districts (AMSD) Board

School Board Member Mike Chevalier reported that Senator Charles Wiger and Representative Jenifer Loon were presented the Friends of Education Award. School Board Clerk, Lucy Payne reported on the presentation on the teacher's retirement fund.

#### B. Integration District: Educational Equity Alliance (EEA)

None.

#### C. Minnesota School Boards Association (MSBA) Legislative Liaison

School Board Treasurer Kevin Donovan reported the pre-delegate assembly will be held on November 14, 2015 at the League of MN Cities at 9:00 a.m. and the delegate assembly will be held the first weekend in December. MSBA board of directors elected President Elect Kathy Green from the Austin School District.

#### D. Northeast Metro 916 Board

School Board Chair Judy Schwartz reported the 916 Talking Points were given to the board and she will send out the link to the annual report.

#### E. Other Items/Reports

School Board Member Julie McGraw reported on the September Mahtomedi Area Educational Foundation meeting: MAEF has four new members, is working on a new strategic plan, toured the Mahtomedi Middle School Fab Lab and today is Give to the Max Day.

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School Board Clerk Lucy Payne reported on the TIES annual meeting: TIES new vision, focus and strategic plan, Ties Technology Conference is December 12 -15, 2015.

School Board Member Julie McGraw reported the board members will provide articles for the quarterly Globe Newsletter and the monthly Staff E-Newsletter.

School Board Clerk Lucy Payne reported that the Policy Committee has completed their review of district policies with a focus on removing procedures from the policies. Required annual reviews of policies will resume in February 2016.

### 12. SUPERINTENDENT'S REPORT

Superintendent Mark Larson reported on: the Blue Ribbon Award Ceremony held in Washington D.C., the district's outstanding student achievement from early childhood through grade twelve, the district's staff work on the growth mindset with grit and determination, and the work on student and staff health and wellness to reduce stress.

### 13. ADJOURNMENT

Donovan moved, Payne seconded, adjournment. Meeting adjourned at 8:30 p.m. Carried.

### 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. 389273 to 389742 and 80006534 to 80006646

2. Check Register 05 - Check No. 50000326 to 50000337

C. Approval of Wire Transfer Transactions

D. Personnel

1. Approval of Contracts and Work Agreements

a. Laura Eliason - Administrative Assistant to the Superintendent - District Education Center (11/1/15)

b. Linda Estes - MARSS and Transportation Coordinator - District Education Center (11/3/15)

2. Approval of Leaves of Absence

a. Kristin Heagle - Grade 6 Teacher - Middle School (2/1/16-6/10/16)

3. Approval of Resignations/Retirements/Terminations

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- a. Lynda Counihan - District Accountant - District Office (12/31/15)

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LUCY PAYNE, CLERK