

INDEPENDENT SCHOOL DISTRICT NO. 831
Forest Lake, Minnesota
ORGANIZATIONAL SCHOOL BOARD MEETING
January 5, 2017

A reception was held before the meeting for outgoing School Board Member Dan Kieger and incoming School Board Member Jeff Peterson.

The organizational 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, January 5, 2017, at the School District Offices. Following the Pledge of Allegiance Treasurer Odegaard administered the oath of office to the new and re-elected School Board Members Julie Corcoran, Jeff Peterson, Rob Rapheal and Gail Theisen.

President Rapheal and Board Members thanked outgoing School Board Member Dan Kieger for his service and President Rapheal presented him with a plaque.

Roll was called and the following members were present: Julie Corcoran, Karen Morehead, Luke Odegaard, Jill Olson, Jeff Peterson, Rob Rapheal, Gail Theisen and Superintendent Linda Madsen, ex officio.

4. ELECTION OF SCHOOL BOARD OFFICERS

President – Member Olson nominated Member Rapheal for School Board President. As there were no further nominations, all members voted aye and Member Rapheal was elected as Board President for 2017.

Vice-President – Member Corcoran nominated Member Morehead to the position of School Board Vice President. As there were no further nominations, all members voted aye and Member Morehead was elected as Board Vice-President for 2017.

Clerk – Member Theisen nominated Member Olson to the position of School Board Clerk. As there were no further nominations, all members voted aye and Member Olson was elected as Board Clerk for 2017.

Treasurer – Member Olson nominated Member Odegaard to the position of School Board Treasurer. As there were no further nominations, all members voted aye and Member Odegaard was elected Treasurer for 2017.

5. APPROVE MEETING AGENDA: The meeting agenda was reviewed and no changes were made.

6. SCHEDULED/UNSCHEDULED VISITORS:

Listening Session – Member Corcoran reported a few visitors attended and interest was expressed in refurbishing a building at the intersection of County Roads 61 and 4 which Superintendent Madsen

will look into, a couple staff members talked about the kindergarten postcards that have been mailed out and the feedback on the postcards has been very positive.

7. STUDENT ACHIEVEMENT:

Forest View Elementary Principal Scott Urness introduced three custodians and they shared a video of the work that was done at Forest View last summer.

Positive Happenings: School Board Members reported on the many school programs, events, meetings and events to district schools during the past month including: Christmas concerts, basketball and hockey games, FFA fruit and poinsettia sale, delegate assembly, Strategic Planning meetings, and Jeff Peterson's Board orientation. MSBA Leadership Conference is next week, and February 3 the Forest Lake Lakers are honoring the police force and other agencies at their evening hockey game.

8. REPORTS:

Communications – Member Morehead reported discussion of kindergarten enrollment for 17-18, Strategic Planning Action teams, communications audit, and FLEA President Allison Whittlef reported receiving positive feedback from teachers on the kindergarten postcards.

Equity Alliance MN – Member Morehead reported they are going through an audit this month, the personnel committee met and they are looking at executive director's plans, strategies are going forward, grants are coming in, and January 30 is the Culturally Responsive Leadership meeting.

Buildings & Grounds - Member Corcoran reported receiving a legislative update, a bond project and facility use update, and the clinic is well received.

Staff Welfare – Member Rapheal reported discussing 2016-17 staffing and the superintendent search.

Policy Committee – Member Olson reported discussing Technology Acceptable Use and Safety Policy 540; School Board Member Reimbursement Guidelines Policy 103A; Out-of-State Travel by School Board Members Policy 103B; and Student Disability Nondiscrimination Policy 536.

Finance – Member Odegard reported discussing FY16 audit update/review and FY 17 budget status.

City of Forest Lake – No report given.

916 – Member Theisen reported they reviewed and approved calendars for 2017-2018, reviewed financial audit, approved sale of John Glen ALP program back to North St. Paul/Maplewood/Oakdale, and changed the meeting schedule to the 1st Wednesday of the month.

Reshaping Opportunities for Success 2015-20 – Business Director Larry Martini gave a project update, and reported the district was awarded a half a million-dollar grant for the storm water re-usage project from the Minnesota Board of Water and Soil Resources and the district's share is to put in 25% matching funds.

Superintendent's Report: Dr. Madsen thanked outgoing Board Member Kieger for his service to the school district and welcomed new Board Member Peterson. Member Peterson had orientation last week, the three Strategic Planning groups met today and she thanked all those that participated. The groups will report to the Board on January 19. Upcoming events: February 6 is the SEC concert in Roseville, February 25 is the Rotary Plunge, February 28 is MASA day at the State Capitol and is the date that Forest Lake is organized to go, March 2 there will be a facility open house at the high school media center from 6-8 pm, and this year Lake Fest will run June 2-11.

9. CONSENT AGENDA ITEMS: Member Theisen moved to approve Consent Agenda Items 9.1-9.14. The motion was seconded by Member Corcoran, all members voted aye and the motion carried.

9.1 Approved the Minutes of December 1 and 15, 2016

9.2 Approved the bills as of January 5, 2017

9.3 Approved Classified Personnel:

End of Employment:

- Mattson, Samuel – Substitute School Bus Driver, effective December 14, 2016.

Recommendation of Employment:

- Aguirre, Richard – Substitute School Bus Driver, effective December 14, 2016.
- Beireis, Autumn – School Age Care Program Aide at Linwood Elementary, 2.25 hours per day and 40 weeks per year, effective December 14, 2016. (Open position)
- Mitchell, Dacotah – Special Education Paraprofessional II at the Central Learning Center ECSE, 17 hours per week and 35 weeks per year, effective January 4, 2017. (Open position)

Authorization of Transfer:

- Sonnek, Ann – Special Education Paraprofessional II, from STEP to Southwest Jr. High, 6 hours per day and 37 weeks per year, effective December 19, 2016. (Open position)

Leave of Absence:

- Anderson, Colleen – Special Education Paraprofessional II at Century Jr. High, leave of absence from December 8, 2016 through December 22, 2016.
- Diemert, Sandra – School Bus Driver, leave of absence from December 12, 2016 through January 2, 2017.
- Lenz, Lisa – Cook Helper/Long Hour at Columbus Elementary, leave of absence from December 15, 2016 through January 6, 2017.

•Pixley Mills, Laura – School Age Care Assistant Site Manager/Program Aide at Linwood Elementary, leave of absence from December 8, 2016 through March 2, 2017.

•Selle, Gretchen – Special Education Paraprofessional II at Wyoming Elementary, unpaid leave of absence from December 1, 2016 through December 14, 2016.

Re-Structure of Position:

•Change the Early Childhood Support Manager VIII position to Early Childhood Planner V, 4 hours per day and 42 weeks per year.

9.4 Approved Licensed Personnel:

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

1. Anderson, Jenna: Unpaid LOA for approx dates: 8/14/17 - 12/13/17
2. Schreiber, Pojanat: Unpaid LOA for approx dates: 6/1/17 - 6/7/17

B. NON-CURRICULAR ASSIGNMENT(S):

1. Boegeman, William: Student Equity Leader (SR)
2. Cahoy, Brittany: Student Council (FL)
3. Clasen, Zachary: .90 Asst Speech (SR)
4. Dreese, James: Student Equity Leader (SR)
5. Johnson, Kelly R: Asst Ski Club (CEN)
6. Mulroy, Kimberly: .90 Asst Speech (SR)
7. Newcomb, Timothy: Head Jr High Speech (CEN), .05 Head Speech (SR) & .60 Asst Speech (SR)
8. Parenteau, Bailey: .60 Asst Speech & .05 Head Speech (SR)
9. Ungerecht, Kelley: .90 Head Speech (SR)
10. Walsh, Savannah: Head Yearbook Advisor (CEN)

C. SEPARATION/RESIGNATION AGREEMENT:

1. Kelly Wing

9.5 Continued participation in Adult Basic Education Consortium Metro East through June 2018.

9.6 Banks – US Bank, Wells Fargo, LaSalle Bank, PMA Financial Network, Inc., Minn. School District Liquid Asset Fund (MSDLAF), First State Bank of Wyoming, Security State Bank of Marine, Central Bank, First Resource Bank, TCF, Frandsen Bank & Trust

- 9.7 Legal Counsel – Ratwik, Roszak, & Maloney, P.A.; Kennedy & Graven, Chartered; Booth Law Group; Rupp, Anderson, Squires & Waldspurger, P.A.
- 9.8 District Doctor – Dr. Julie Kammer
- 9.9 Fiscal Consultants – Springsted, Inc. and Ehlers & Associates, Inc.
- 9.10 Meeting dates – Continue School Board Meetings on the first Thursday of each month at 7 p.m., and committee meetings/School Board Meetings on the third Thursday beginning at 6 p.m.
- 9.11 Authorized use of facsimile signatures on district checks per State law and School Board policies.
- 9.12 Authorized the Director of Business Services or designee to make electronic fund transfers, stop payment requests, approve certain claims, approve contracts for budgeted goods and services, and approve change orders.
- 9.13 Appointed Diane Giorgi as the Local Education Agency (LEA) Representative for Title I, IIA, IID, III, IV, V and VII, and Carl Perkins for Forest Lake Area Schools.
- 9.14 Designated Superintendent as MDE Identified Official with Authority

10. Donations: Member Odegard moved, 2nd by Member Olson to adopt the resolution and accept with appreciation the following donations: \$3355.18 from Drumline Booster Club, FL, to FLHS drumline for payment of three assistant coaches; 60 used birthday books from Tina Tong, Stacy, to Wyoming Elementary valued at \$15.00; 200 fishing lures from Curt Slater, Wyoming Elementary, to Wyoming Elementary Holiday Store for students and families valued at \$500.00; \$4065.00 from Polaris Industries, Wyoming, to FL/FV PTA to fund the FL Elementary science residency week – “The Works” museum; \$6025.00 from Polaris Industries, Wyoming, to Forest View Elementary for Physics Force Iyeum (\$1025.00) and FOSS science kits (\$5000.00); 10-\$25 Target gift cards from Staci Skowronek, Blaine, to ISD 831 Lino Lakes Elementary family needs program for winter gifts; \$25.00 from Lynette Rehbein, FL, to ISD 831 food service to help a family pay for lunch; \$7064.50 from FL wrestling boosters to FLHS wrestling for payment of two assistant coaches; \$2152.47 from FL girls’ basketball booster club to FLHS girls’ basketball for payment of an assistant coach; \$500 Target gift card from Christy Joyer, FL, to Lino Lakes Elementary to purchase Christmas presents for the Christmas Family Drive; Building Blocks-Ball Pit Balls from Jody Oltmans, Stacy, to Wyoming Elementary for Makerspace area; \$3311.53 from danceline booster club, FL, to FLHS dance team for payment of an assistant coach; \$890.00 from Lifetouch, Maple Grove, to Century Jr. High to go into Fund 18; two Rockwell RK 7323 Blade Runner portable tabletop saws valued at \$220.00 from James Carter, FL, To Century Jr. High Industrial Tech Dept; \$200 from Hoglund Bus Co, Monticello, to the transportation department for catering; \$100.00 Walmart gift card from Mr. and Mrs. Willette, Ham Lake, to Lino Lakes Elementary for the Holiday Gifts program; 25 backpacks and 25 cinch sacks from Tal Gravelle, FL, to Forest Lake Elementary for students – combined value of \$1875.00; \$5000.00 from Wyoming Elementary PTA to Wyoming Elementary for Makerspace items; hats and mittens from Faith Lutheran Women of Faith, FL, to Scandia Elementary for students in need, valued at

\$75.00; musical instruments and music class supplies from Scandia PTO to Scandia Elementary to provide K-6 students with instruments to use valued at \$383.13. From Richard and Betsy Sandstrom, Scandia, to Scandia Elementary: 2-Omano Monocular Compound Microscopes and slides for 2nd grade students, valued at \$638.75, 3-Apple iPad Mini-2 and cases for 2nd grade use, valued at \$809.97, and a Juno Sound System with Lesson Capture to 1st grade classroom valued at \$1497.30. \$500 from Interstate CM, FL, to Wyoming Elementary; \$500 from Dawn Voge, Wyoming, to Wyoming Elementary; \$25.00 from Beth Carlson, FL, to Wyoming Elementary lunch program to reduce delinquent account balance; \$220.00 from an anonymous donor to Wyoming Elementary food service for negative lunch balances; \$500.00 from FL Area music boosters to FLHS to purchase a guitar rack for orchestra classroom; \$235.45 from FL boys' swimming boosters to FLHS boys' swim team for partial payment on a coach bus trip to Grand Rapids; books from Dawn Soltis, Chisago City, to FLHS media center valued at \$605.00. To Wyoming Elementary for general education: \$45.00 from Dawn Sederholm, FL, \$30.00 from Kathleen Harrell and \$115.38 from Diane Peterson. \$100.00 from Mary and John McGuire, Jr., Hugo, To Wyoming Elementary food services for delinquent lunch accounts; \$300.00 from Regena Proulx, FL, to food service to help child's lunch account; hats and mittens from Faith Lutheran Church, FL, to Wyoming Elementary for student use valued at \$150.00.

11. ROUTINE ACTIONS:

Member Corcoran moved, 2nd by Member Theisen, to approve Routine Actions items 11.1-11.13 for 2017. All members present voted aye and the motion carried.

- 11.1 ECSU – Member Peterson was appointed to the Board Representative to Metro ECSU.
- 11.2 MSBA – Members Corcoran, Morehead and Theisen will continue as Board Representatives to the Minnesota School Boards Association.
- 11.3 TIES – Member Rapheal will continue as Board Representative to TIES.
- 11.4 MSHSL – Member Corcoran was appointed to, and Member Odegaard will continue as Board Representative to the Minnesota State High School League.
- 11.5 Equity Alliance MN – Member Morehead will continue as the Board Representative to Equity Alliance MN.
- 11.6 SEE – Member Theisen was appointed to, and Members Olson and Rapheal will continue as Board Representatives to Schools for Equity in Education (SEE).
- 11.7 City of Forest Lake – Member Morehead was appointed to, and Member Rapheal will continue as the Board liaison to the City of Forest Lake.
- 11.8 Curriculum, Instruction and Equity Committee – Member Peterson was appointed to, and Member Olson will continue as Board Representative to the Curriculum, Instruction and Equity Committee.
- 11.9 Special Ed Advisory Council – Member Odegaard was appointed to, and Member Theisen will continue as Board Representative to the Special Ed Advisory Council.
- 11.10 Appoint Community Education Advisory Council- Member Corcoran was appointed to, and Member Rapheal will continue as Board Representative to the Community Education Advisory Council.

- 11.11 Appoint Agriculture Education Advisory Board – Members Morehead and Rapheal were appointed to, and Member Odegaard will continue as Board Representative to the Agriculture Education Advisory Board.
- 11.12 Appoint Emergency Services/Health Careers Advisory Board – Member Olson was appointed to, and Member Morehead will continue as Board Representative to the EMS/HC Advisory Board.
- 11.13 Board Representative to 916 – Member Theisen will continue as the Board Representative to 916.
- 11.14 Member Odegaard moved to designate the *Forest Lake Lowdown* as the official School District Newspaper. The motion was 2nd by Member Peterson. By roll call vote Members Rapheal, Theisen, Morehead, and Corcoran voted no. Members Olson, Peterson and Odegaard voted aye. The motion failed.
- Member Theisen made a motion to designate the *Forest Lake TIMES* as the official School District Newspaper. The motion was 2nd by Member Morehead. By roll call vote Members Theisen, Morehead, Corcoran, and Rapheal voted aye. Members Olson, Peterson and Odegaard voted no. The motion carried.
- 11.15 School Board Salaries – Member Morehead moved to maintain the school board salaries of \$400/month. The motion was 2nd by Member Olson. By roll call vote all members voted aye and the motion carried.
- There was no change to the President receiving an additional stipend of \$400 per year, and the Clerk and Treasurer receiving an additional stipend of \$200 per year each.
- 11.16 President Rapheal announced the school board members to the following board committees.

Buildings & Grounds – Morehead, Olson, Peterson
 Communications – Morehead, Theisen
 Finance – Corcoran, Odegaard, Rapheal
 Policy – Olson, Peterson
 Staff Welfare – Odegaard, Rapheal, Theisen

Member Corcoran moved, 2nd by Member Theisen to approve school board committees. All members present voted aye and the motion carried.

12. OLD BUSINESS:

- 12.1 Member Morehead moved to Accept the 2015-2016 Financial Audit. The motion was 2nd by Member Theisen, by roll call vote all members present voted aye and the motion carried.
- 12.2 Member Theisen moved to Award Columbus Elementary School Multiple Prime Bids. The motion was 2nd by Member Peterson, by roll call vote all members present voted aye and the motion carried.

13. NEW BUSINESS:

- 13.1 First Reading: School Board Member Reimbursement Guidelines – Policy 103A. This item will be placed on the next agenda for board action.
- 13.2 First Reading: Out-Of-State Travel by School Board Members – Policy 103B. This item will be placed on the next agenda for board action.
- 13.3 First Reading: Technology Acceptable Use and Safety Policy 540. This item will be placed on the next agenda for board action.
- 13.4 First Reading: Student Disability Nondiscrimination Policy 536. This item will be placed on the next agenda for board action.

14. The School Board reviewed upcoming calendar dates.

As there was no further business, Member Theisen moved, 2nd by Member Olson to adjourn. All members present voted aye and the meeting adjourned at 8:30 pm.

Rob Rapheal

President

Jill Olson

Clerk