

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, May 23, 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; Superintendent Barbara Duffrin, ex-officio; and Luke Wisniewski, school board student representative.

4. APPROVAL OF THE AGENDA

Schwartz moved, McGraw seconded, approval of agenda. Carried 6-0.

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

School Board Director Judy Schwartz noted the \$6,173.15 in donations and expressed the school district's formal thank you. Donovan moved, Schwartz seconded, approval of the actions recommended on the consent agenda. Carried 6-0.

A. Approval of Donations/Grants Totaling \$6,173.15

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 1st Grade Field Trip - \$1,381.25
2. From Brian Roelofs Inc. to Mahtomedi High School Celebration of Excellence - \$100.00

3. From Mahtomedi Area Educational Foundation (MAEF) to Mahtomedi High School Celebration of Excellence - \$1,000.00
4. From Mahtomedi Parent Teacher Organization (PTO) to Wildwood Elementary Author Visit with Matt de la Pena - \$2,000.00
5. From 3M Foundation Volunteer Match to O.H. Anderson Elementary Student Needs - \$1,000.00
6. From Mahtomedi Parent Teacher Organization (PTO) to O.H. Anderson Elementary 4th Grade Base Camp - \$490.00
7. From Mahtomedi Parent Teacher Organization (PTO) to O.H. Anderson Elementary Support Mental Health Curriculum - \$201.90

6. PRESENTATIONS/RECOGNITION

A. Mahtomedi Area Educational Foundation (MAEF) Update

Suzanne Anderson, MAEF Past President, spoke on the impact MAEF has had on the school district over the past year which included: more than \$80,000 in teacher grants for classroom enrichment or professional development, almost \$50,000 in student scholarships for graduating seniors and \$26,000 in sponsorships to support students' basic needs, teacher appreciation/recognition and student enrichment opportunities outside of the classroom.

Abby Moffitt and Maria Roeller, MAEF Legacy Night Co-Chairs, updated school board members on MAEF's 2019-2020 Fund a Need (FAN) initiative to support the school district's goal to improve mental wellness for all students, shared a video from Legacy Night by Mahtomedi students and staff on mental health issues and presented the Mahtomedi School District with a \$56,680 check to fund the need. Anderson thanked the community for their generous donations and support.

B. Student/Staff/Community Recognition

1. Certificate of Excellence Designation for the 2017-2018 Certified Annual Financial Report

Superintendent Barbara Duffrin recognized the district's business office for being awarded the Certificate of Excellence Designation for the 2017-2018 Certified Annual Financial Report by the Association of School Business Officials International (ASBOI). Mahtomedi was one of 23 school districts, out of 332 districts in the State of MN to receive the award.

Bill Menozzi, Director of Business Services, congratulated the business office staff and introduced Linda Estes, District Accountant, Cindy Hering, Accounting Clerk, and Liz Espe-Knipping, Payroll Specialist, and thanked Jim Eichten, managing partner with Malloy, Montague, Karnowski and Radosevich (MMKR) certified public accountants, for his support and guidance. Menozzi

stated the report provides transparency and a commitment to quality financial reporting for the community.

C. School Board Student Representative - Luke Wisniewski

Superintendent Barbara Duffrin presented school board student representative Luke Wisniewski with a bell and thanked Wisniewski for his year of service as student representative.

D. Administrative Retirements

1. Kirsten Bouwens, O.H. Anderson Elementary Principal

Superintendent Barbara Duffrin presented Kirsten Bouwens with a bell and thanked Bouwens for her 33 years of service as an educator, with the last 11 years as Principal at O.H. Anderson Elementary.

2. Luanne Wagner, Mahtomedi High School Associate Principal

Superintendent Barbara Duffrin presented Luanne Wagner with a bell and thanked Wagner for her 25 years of services as an educator, with the last 6 years as Associate Principal at Mahtomedi High School

E. Passages Transition Program Update

Jodie Tester and Erin Schnyders, Passages Transition Teachers, updated school board members on the Passages Transition Program which included some of this year's highlights: student led community meetings, reverse job fairs, interview networking events/mock interviews, workplace tours, job coach supported work experiences in our district and community, experiencing public transportation (light rail), tours of community resources (Washington County Government Center & St. Andrew's Church Resource Center), disability unit and presentations on self-advocacy. Tester explained the importance of the co-curricular Professional Learning Communities (PLC) between the Passages Program and Mahtomedi High School. Future goals include: developing student graduation portfolios /presentations, developing a process for students to prepare and run their own Individualized Education Program (IEP) meetings, developing a grading/transcript process, developing a course offering handbook, program brochure and work postcard. Jenna Veenis, Work Experience Teacher, has connected with the White Bear Chamber of Commerce and Work Force Development Group. Schnyders shared a video from the Passages Program students. The Passages Transition Program graduation will be held on June 6 at the District Education Center. Superintendent Duffrin and school board members expressed how impressed they are with the Passages Program.

7. REPORT FROM STUDENT REPRESENTATIVE

Luke Wisniewski, Student Representative, reported on the following events at Mahtomedi Schools: Wildwood Elementary Kindergarten Spring Frolic and Sports Days for Grades K-2; O.H. Anderson Elementary Music Programs for Grades 3-5, the World Music Concert at St. Andrew's Church, Zephyr Spirit Day, Grade 5 Science field trip to Mall of America and visit to Mahtomedi Middle School; Mahtomedi Middle School Choir Concerts, Grade 6 field trip to the State Capitol, the STEM Link field trip and Grade 8 visit to Mahtomedi High School; Mahtomedi High School National Honor Society's Blood Drive, Prom, Student Leadership Council's new presidents: Madisyn Swanson and Sydney Panek, POPS Choir Concert, Jazz Band Concert and Spring sports. Wisniewski thanked the school board and superintendent for the opportunity to serve as this year's school board student representative and introduced Clare Fritsch as next year's representative.

8. APPROVAL OF MINUTES

A. April 25, 2019 - Regular Meeting

Schwartz moved, Donovan seconded, approval of the minutes from the April 25, 2019, regular school board meeting. Carried 6-0.

9. DISCUSSION/INFORMATION ITEMS

A. Calendar of Events

The Calendar of Events was reviewed.

B. Mahtomedi Compensation Plan (MCP)/Q-Comp

Helen Edinger, MCP Coordinator, reported on the Mahtomedi Compensation Plan which included: the Continuous Improvement Model with the annual cycle of "Plan-Do-Study-Act"; a program review of the four MCP components to set building-wide goals, Professional Learning Communities (PLC) goals, participation in PLC and peer coaching. Teachers were surveyed on the value of the four components with over 85% indicating they were very or somewhat valuable. The MCP review panel completes a comprehensive rubric on teacher leader positions, job embedded professional development and peer coaching, with all three areas determined to be proficient or exemplary. Mahtomedi teachers voted to continue the MCP next year and have generated and voted on PLC topics for each building. They will participate in one academic PLC and one topic based PLC per month. Edinger explained the self-sustaining budget challenges and recommended additional district funding to provide a full time peer coach in each building for the 2019-2020 school year. School board members received the complete Q-Comp (MCP) Annual Report in their board packet.

C. 2019-2020 Preliminary Budget

Bill Menozzi, Director of Business Services, reviewed with school board members the estimated 2019-2020 Preliminary Budget's other governmental funds revenues and expenditures which included: Fund 02–Food Service, Fund 04-Community Service, Fund 07-Debt Service, Fund 20-Internal Service (health insurance), Fund 45-Other Post Employment Benefits (OPEB) Trust and Fund 47-OPEB Debt. The 2019-2020 Preliminary Budget will be brought for approval at the June 27 school board meeting.

10. ACTION ITEMS

A. Approval of Policies

Schwartz moved, McGraw seconded, approval of policies: Policy 524 – Technology Acceptable Use and Safety, Policy 530 - Immunization Requirements, Policy 534 - Unpaid Meal Charges, Policy 602 - Organization of School Calendar and School Day, Policy 611 - Home Schooling, Policy 707 - Transportation of Public School Students, Policy 708 - Transportation of Nonpublic School Students, Policy 709 - Student Transportation Safety and Policy 903 - Visitors to School District Properties and Facilities. Carried 6-0.

B. Approval of Resolution to Place on Unrequested Leave of Absence

1. Julie Edwards (.5 FTE)

Schwartz moved, Chevalier seconded, approval of Resolution to Place Julie Edwards (.5 FTE) on Unrequested Leave of Absence. Carried 6-0.

2. Holly Packard (.5 FTE)

Donovan moved, Schwartz seconded, approval of Resolution to Place Holly Packard (.5 FTE) on Unrequested Leave of Absence. 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: an update on the Cruz-Guzman lawsuit and the 2019 Legislative Session.

Kevin Donovan, School Board Director, reported on the AMSD Executive /Legislative Committee Meeting which included: AMSD's budget, with concerns on paying staff the market rate and Reimagine MN moving to include the greater MN

school districts. The Minneapolis Foundation has express interest in funding the Reimagine MN project.

B. Mahtomedi Area Educational Foundation (MAEF)

School Board Vice Chair/Clerk Julie McGraw reported six MAEF board members are retiring: Dale Johnson, Jud Marshall, Mike Connolly, Kristi Skillings, Jay Breidinger and Brian Roelofs. McGraw thanked them for all their years of service and donations to MAEF, along with Abby Moffitt and Maria Roeller, MAEF Legacy Night Co-Chairs and the MAEF office staff for a great gala.

C. Minnesota School Boards Association (MSBA) Legislative Liaison

School Board Chair Lucy Payne reported Superintendent Duffrin and Mahtomedi School Board members will be attending the MN Personalized Learning Summit by Eastern Carver County Schools instead of the MSBA Summer Seminar for their professional development this year.

D. Northeast Metro 916 Board

School Board Director Kevin Donovan reported the NE Metro 916 District is looking for a Director of Finance and has hired Todd Netzke as Interim Director of Finance until a permanent replacement is found. Donovan encouraged any golfers to attend the 916 Foundation's Golf Tournament/Fundraiser on June 11 at Indian Hills Golf Course.

E. School Board Subcommittee Meetings

None.

F. Other Items/Reports

Stacey Stout, School Board Treasurer, reported on the May 1 Community Education Luncheon, the Community Education Summer Brochure and the upcoming Fall Brochure, both with many great course or activity offerings.

12. SUPERINTENDENT'S REPORT

Superintendent Barbara Duffrin reported on the following events she has or will be attending: an amazing scholarship night, preschool graduations, upcoming Kindergarten programs and many end of year activities/celebrations at the schools. Duffrin reported on the Strategic Planning work done by all the Action Teams, with over 70 community members, students and staff participating. The Planning Team will meet with the Action Team leaders on June 11 to finalize the district's Strategic Plan.

13. ADJOURNMENT

Donovan moved, Chevalier seconded, adjournment. Carried 6-0. Meeting adjourned at 8:30 p.m.

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

- A. Approval of Treasurer's Report - None.
- B. Approval to Pay Bills
 - 1. Check Register 02 - Check No. 402173 to 402439 and 80010422 to 80010505
 - 2. Check Register 05 - None.
- C. Approval of Wire Transfer Transactions
- D. Personnel
 - 1. Approval of Leaves of Absence
 - a. Elisabeth Haen - Language Arts Teacher (.2 LOA) - Mahtomedi High School (2019-2020)
 - b. Rebecca Hurd - Chemistry Teacher (.2 LOA) - Mahtomedi High School (2019-2020)
 - c. Lorie Kaehler - Reading Teacher (.1 LOA) - O.H. Anderson Elementary (2019-2020)
 - d. Susan Katzke - Math Teacher (.4 LOA) - Mahtomedi High School (2019-2020)
 - e. Kelsey Joson - Physical Education Teacher (.5 LOA) - Mahtomedi Middle School (2019-2020)
 - f. Briony Sorum - Special Education Teacher (.5 LOA) - O.H. Anderson Elementary (2019-2020)
 - g. Stacy Radabaugh-Triplat - Special Education Teacher (.2 LOA) - Wildwood Elementary (2019-2020)
 - 2. Approval of Resignations/Retirements/Terminations
 - a. Jamie Chamberlain - First Grade Teacher - Wildwood Elementary (6/7/2019)
 - b. Laura Lorenz - Special Education Paraprofessional - Wildwood Elementary (6/6/19)
 - c. Michael Moeller - Band Teacher - Mahtomedi High School (6/7/2019)
 - d. Mary Beth Skunes - Special Education Paraprofessional - O.H. Anderson Elementary (6/6/2019)
- E. Approval of the Revised 2019 School Board Meeting Schedule - May 9, 2019 Study Session Cancelled and June 13, 2019 Combination Facilities and Finance Committee Meeting
- F. Student Overnight Trip Requests

Minutes – May 23, 2019

1. Mahtomedi High School French Classes Trip to France - June 10-18, 2020
2. Mahtomedi High School Yearbook Editors Trip to National Convention in Anaheim CA – April 16-18, 2020
3. Mahtomedi High School AP Portfolio Students to Chicago IL – October 2020

JULIE MCGRAW, CLERK