

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 25, 2021**, beginning at 7:00 PM. Due to the declared health pandemic and declared state of emergency, this school board meeting was held by conference call or interactive technology in accordance with Minnesota State Statute 13D.021. This meeting was live streamed and recorded.

1. PUBLIC COMMENT – None.

2. CALL TO ORDER

Meeting called to order at 7:02 p.m. by Chair Lucy Payne.

3. ROLL CALL OF ATTENDANCE

Present: Kevin Donovan; Julie McGraw; Lucy Payne; Kelly Reagan; Stacey Stout; Tony Vosooney; Superintendent Barbara Duffrin, ex-officio and Ismail Bah, school board student representative.

4. APPROVAL OF THE AGENDA

Donovan moved, Stout seconded, approval of the agenda. Roll Call Vote: Donovan-Aye, McGraw-Aye, Payne-Aye, Reagan-Aye, Stout-Aye, Vosooney-Aye. Carried 6-0.

5. APPROVAL OF THE CONSENT AGENDA - See #13 for Consent Agenda Items

McGraw moved, Vosooney seconded, approval of the actions recommended on the consent agenda. Roll Call Vote: Donovan-Aye, McGraw-Aye, Payne-Aye, Reagan-Aye, Stout-Aye, Vosooney-Aye. Carried 6-0.

6. PRESENTATIONS/RECOGNITION

A. Student/Staff/Community Recognition - None

B. Spotlight: Wildwood Elementary School

Scott Briske, Wildwood Elementary Principal presented on part of the Wildwood Elementary School's mission to be a community that builds authentic relationships, a sense of belonging, collaboration, and trust. Part of the district's strategic plan is building a sense of belonging, which is a key element in the building blocks to develop learner agency. Classroom morning meetings, learning about students' hopes & dreams and Very Important Person presentations are all ways for students to share and for staff

to foster authentic relationships. The creation of the Connection Wall is another way for students and staff to highlight a piece of their lives others might know about. Monthly themes include January-Honoring Our Veterans, February-Paraprofessional Appreciation, March-I Love to Read, April-Staffs' Elementary School Pictures and May-Favorite Pets. Both in-person and distance learning students are included in this project. Briske explained because COVID-19 protocols prohibit large gatherings of incoming Kindergarten families for the 2021-2022 School Year, they converted the Registration/Open House Event to a virtual experience. Families were able to access information on the district's website, watch mini videos with teachers reading books or giving tours of their classrooms, in addition a Kindergarten Connection Zoom Event was held to let students meet their teachers and ask questions.

7. REPORT FROM STUDENT REPRESENTATIVE

A. Ismail Bah, Student Representative, reported on the Student Leadership Council (SLC) and the Building Awareness Surrounding Equity (BASE) Group celebrating Black History Month with over 50 staff members researching a prominent black person and the students creating a poster for each one of them. The students also provided online resources for the community by recommending books, movies and websites related to the weekly themes of Celebrating African American Women, Celebrating Age 25 and Under, Issues Gone Unseen and LGBTQ+.

8. DISCUSSION/INFORMATION ITEMS

A. Board Member Calendar

The Board Member Calendar was reviewed.

B. First Reading of Policies

1. Policies on the Six Year Review Cycle with Minor or No Changes

Superintendent Barbara Duffrin discussed with school board members the following policies on the six-year review cycle: Policy 101-Legal Status of the School District; Policy 101.1-Name of the School District; Policy 103-Complaints-Student, Employees, Parents, Other Persons; Policy 202.1-School Board Compensation; Policy 528-Student Parental, Family, and Marital Status Nondiscrimination; and Policy 801.1-School Sponsored Student Groups or Activities. These policies have been reviewed by the administration and the Policy Committee. They will be brought for a second reading/approval at the March 25 School Board Meeting.

2. Policies with Recommended Changes

Superintendent Barbara Duffrin discussed with school board members the following policies: Policy 213-School Board Committees; Policy 419-Tobacco-

Free Environment; Policy 516-Student Medication; Policy 601-School District Curriculum and Instructional Goals; and Policy 607-Organization of Grade Levels. Most have MSBA recommended changes. These policies have been reviewed by the administration and the Policy Committee. They will be brought for a second reading at the March 25 School Board Meeting.

9. ACTION ITEMS

A. Approval of Donations/Grants Totaling \$11,982.54

School Board Chair Lucy Payne stated 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 The Greater White Bear Lake Community Foundation to Mahtomedi Area Preschool Tuition Assistance - \$1,500.00
2. From Mahtomedi Parent Teacher Organization (PTO) to O.H. Anderson Elementary School Art Supplies – \$410.55
3. From Wells Fargo Matching Gifts to Mahtomedi Middle School Blackbaud Giving Fund - \$140.00
4. From Wells Fargo Matching Gifts to O.H. Anderson Elementary School Community Volunteer Program - \$304.62
5. From Mahtomedi Parent Teacher Organization (PTO) to O.H. Anderson Elementary School eBooks - \$1,992.37
6. From the Mahtomedi Area Educational Foundation (MAEF) to the Mahtomedi School District Hot Spots - \$2,400.00
7. From the Mahtomedi Area Educational Foundation (MAEF) to the Mahtomedi School District EmpowerU - \$5,235.00

Donovan moved, McGraw seconded, approval of donations/grants totaling \$11,982.54. Roll Call Vote: Donovan-Aye, McGraw-Aye, Payne-Aye, Reagan-Aye, Stout-Aye, Vosooney-Aye. Carried 6-0.

B. Approval of the Annual Compliance and The Agreement of the American Indian Parent Advisory Council (AIPAC) to Issue a Vote of Concurrence.

Ali Middlebrook, District Social Worker, A & I Coordinator and AIPAC District Representative, and Jordan Hawkinson, AIPAC Chair Person, gave an update on the formation of the AIPAC and the committees goals, which include developing an information webpage on the district's website, working to build up the AIPAC to create a sense of community for Native American Families, and including the 506 Form in registration packets to help identify Native American students. Hawkinson has also been working with Julie Comfort, Elementary STEM Specialist, to teach the Dakota Indian culture to students at Wildwood Elementary School, with a Circle Unit for Kindegarten, Turtles and Moon Unit for First Grade and a Snowshoeing and Teepee Unit for Second Grade. AIPAC decided to issue a Vote of Concurrence, meaning that they have no

recommendations regarding the learning needs for the districts' Native American students for the school board at this time. Vosooney moved, Donovan seconded, approval of the Annual Compliance and The Agreement of the American Indian Parent Advisory Council (AIPAC) to Issue a Vote of Concurrence. Roll Call Vote: Donovan-Aye, McGraw-Aye, Payne-Aye, Reagan-Aye, Stout-Aye, Vosooney-Aye. Carried 6-0.

C. Approval of the Secondary Learning Model Recommendation

Superintendent Barbara Duffrin reported the indicators that support a return to in-person learning at Mahtomedi High School and Middle School include updated guidance from the State's Safe Learning Plan, which gives schools the ability to make the decision to return to in-person learning based on school level COVID-19 transmission data; staffing capacities, including substitute teachers; and the ability to implement mitigation strategies. The mitigation strategies include maintaining six feet of physical distance whenever feasible, with a minimum of at least three feet; daily documentation of lunchroom seating; and encouraged testing every two weeks. More staff are receiving their vaccinations. MDE will be surveying staff next week to confirm how many have been vaccinated. Duffrin stated she works closely with Washington County Public Health to monitor COVID-19 cases and close contacts requiring quarantines. The data is trending downward. The 14-day case rate per 10,000 residents in Washington County for January 31–February 13 was 22.7. The updated district dashboard shows four student and staff positive cases in the last two weeks and less than three staff quarantined due to close contact or a positive test. Mahtomedi High School Principal Justin Hahn and Mahtomedi Middle School Principal Mike Neubeck explained the secondary schools would go to five days per week of in-person learning, with a six period day from 9:00 a.m.–2:45 p.m. March 15 and 16 will be staff planning days. March 17 will be in-person learning for the Blue Cohort and March 18 for the Gold Cohort, with Grades 6-12 all in-person learning on March 19. Families who wish to participate in family choice distance learning may do so. If student and staff absences due to influenza or COVID-19 symptoms reaches 5%, the district will consider moving back to a more restrictive learning model. Continued health and safety protocols include additional daily and overnight cleaning, biweekly saliva testing for staff and mandatory facemasks with recommended face shields. Duffrin emphasized the need for the school community to all work together and the importance of continued reporting by families of COVID-19 cases and close contacts in order to minimize outbreaks and closures. The school board thanked the staff for all of their hard work this year. Donovan moved, Stout seconded approval to change to an In-person Learning Model for Grades 6-12. Roll Call Vote: Donovan-Aye, McGraw-Aye, Payne-Aye, Reagan-Aye, Stout-Aye, Vosooney-Aye. Carried 6-0.

D. Approval of the Revised Long Term Facilities Maintenance (LTFM) Plan

Jeff Priess, Director of Finance and Operations, updated school board members on the revised LTFM Plan. The amended plan allows for accelerated roof replacement at Mahtomedi High School to avoid construction inflation and take advantage of historically low interest rates on bonded debt. The plan includes a base bid estimate

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funded through normal LTFM annual appropriation of \$405,000 for roof/wall repairs or replacement and the added funds through the sale of LTFM General Obligation Bonds of \$600,000 for the roofs at the high school. Future annual LTFM appropriations are captured to repay the bonded debt, so there is no tax impact. McGraw moved, Vosooney seconded, approval of the Revised Long Term Facilities Maintenance (LTFM) Plan. Roll Call Vote: Donovan-Aye, McGraw-Aye, Payne-Aye, Reagan-Aye, Stout-Aye, Vosooney-Aye. Carried 6-0.

E. Approval of the Resolution Authorizing the Sale and Issuance of \$645,000 General Obligation Facilities Maintenance Bonds, Series 2021A and \$890,000 Taxable General Obligation OPEB Refunding Bonds, Series 2021B

Jeff Priess, Director of Finance and Operations, explained the revised LTFM Expenditure Plan requires the sale of \$645,000 of General Obligation Facilities Maintenance Bonds, Series 2021A to provide funds for the expanded scope of the roof repairs. The presale summary is estimating the interest rate on the bonds at .46%. Priess is also requesting approval of the sale of Other Post-Employment Benefits (OPEB) Refunding Bonds, Series 2021B to replace OPEB BONDS Series 2009A, replacing the old debt with new debt at a reduced interest rate of .80% for a savings of \$66,243. Stout moved, McGraw seconded, approval of the Resolution Authorizing the Sale and Issuance of \$645,000 General Obligation Facilities Maintenance Bonds, Series 2021A and \$890,000 Taxable General Obligation OPEB Refunding Bonds, Series 2021B. Roll Call Vote: Donovan-Aye, McGraw-Aye, Payne-Aye, Reagan-Aye, Stout-Aye, Vosooney-Aye. Carried 6-0.

F. Approval of the 2020-2021 Revised Budget

Jeff Priess, Director of Finance and Operations, reviewed the General Fund Budget revisions, which he presented to the board at the February 11 Study Session. General Education Aid was reduced to reflect the change in enrollment and Federal COVID-19 Aid provided an additional \$996,000. The projected 8.7% Unassigned Fund Balance exceeds the board's target of 8%. Donovan moved, Reagan seconded, approval of the 2020-2021 Revised Budget. Roll Call Vote: Donovan-Aye, McGraw-Aye, Payne-Aye, Reagan-Aye, Stout-Aye, Vosooney-Aye. Carried 6-0.

G. Approval of the Fiscal Year 2022 Budget Planning Assumptions/Projection Model

Jeff Priess, Director of Finance and Operations, reviewed the Fiscal Year 2022 Budget Planning Assumptions and projected student enrollment, which he presented to the board at the February 11 Study Session. Priess stated he is using conservative projections regarding state aid. The projected June 30, 2022 unassigned fund balance is \$3,999,513 or 9.2%. McGraw moved, Vosooney seconded, approval of the Fiscal Year 2022 Budget Planning Assumptions/Projection Model. Roll Call Vote: Donovan-Aye, McGraw-Aye, Payne-Aye, Reagan-Aye, Stout-Aye, Vosooney-Aye. Carried 6-0.

H. Approval of Annually Reviewed Policies with No Changes

Superintendent Barbara Duffrin recommended approval of the following annually reviewed policies. Donovan moved, Stout seconded, approval of policies: Policy 410-Family and Medical Leave; Policy 413-Harassment & Violence; Policy 414-Mandated Reporting of Child Neglect or Physical or Sexual Abuse; Policy 415-Mandated Reporting of Maltreatment of Vulnerable Adults; Policy 506-Student Discipline; Policy 514-Bullying Prohibition; Policy 522-Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process; Policy 524-Technology Acceptable Use & Safety; Policy 616-School District System Accountability; and Policy 806-Crisis Management. Roll Call Vote: Donovan-Aye, McGraw-Aye, Payne-Aye, Reagan-Aye, Stout-Aye, Vosooney-Aye. Carried 6-0.

10. SCHOOL BOARD COMMITTEE REPORTS

A. Association of Metropolitan School Districts (AMSD) Board

Tony Vosooney, School Board Director, reported on the last two AMSD meetings where the AMSD 2021 Legislative Platform was discussed and approved. Also discussed and approved was the Session Brief on the proposed Constitutional Amendment. Vosooney stated the Paige Amendment Brief to redefine education is on the AMSD website, along with information on the Reimagine Education Strategic Plan.

B. Mahtomedi Area Educational Foundation (MAEF)

School Board Clerk Julie McGraw reported the Mission Moment Presentation was on the Real World Design Team (RWDT), funded by MAEF. The team won state and is going to nationals in April for their drone delivery presentation. This year's event will include the United States, China and 10 other countries and will be held virtually. MAEF sold Hearts of Gratitude for teachers/staff. Parents and community members purchased 293 hearts. The MAEF senior scholarships deadline is March 15.

C. Minnesota School Boards Association (MSBA) Legislative Liaison

School Board Chair Lucy Payne suggested board members should make sure they are on MSBA's list server to receive weekly email messages and recommended attending the Friday Chat Rooms to receive legislative updates. The Legislative Resolution on Instructional Hours has been given file numbers in both the House of Representatives and the Senate. The bill also includes language on Distance Learning and Innovation. Payne asked board members to email her if they would be able to testify at a Senate hearing on Wednesday, March 3 regarding the resolution.

D. Northeast Metro 916 Board

Kevin Donovan, School Board Director, reported they have received a good number of applications for the new superintendent's position. The search committee has narrowed them down to five candidates and will be holding virtual interviews in March. Donovan

encouraged school board members to donate to the 916 Educational Foundation at GiveMN.org. The annual gala was canceled this year.

E. School Board Subcommittee Reports

School Board Chair Lucy Payne Reported the Policy Committee met and the results are in the above agenda items.

F. Other Items/Reports

School Board Clerk Julie McGraw reported on the last Community Education Advisory Committee Meeting. Kate Andersen, Mahtomedi Community Education Director, reported she is bringing back two fulltime employees on February 15. There are currently no senior citizen events taking place. They are working on Summer Programming and are open to suggestions from the community. April/May Friday Food Trucks Events are being planned. The Farmer's Market will return to Veteran's Park. The City of Mahtomedi did receive Safe Routes to School Federal Grant money, which will be used to improve Warner Ave. by O.H. Anderson Elementary School. Programs that are doing well include Pickle Ball, Ice Fishing Class, MN Star Watch and the American Cross Babysitters' Training. The Summer Brochure will be live on March 17.

Tony Vosooney, School Board Director, reported on the last Parent Teacher Organization (PTO) Meeting where two new members were welcomed: Shana Hughes-President Elect and Lacey Smieja–Correspondence Secretary. They heard an update on the Safe Routes to School Grant. PTO funded a request for equipment at Wildwood Elementary School and eBooks at O.H. Anderson Elementary School totaling \$6,500. The Art Adventure Program and elementary art teachers had students submit their artwork to the yearbook, which is now on sale. This week was Bus Driver Appreciation Week and the PTO Hospitality Committee delivered custom cookies to the bus drivers and elementary staff. The Elementary Fun Fair was canceled again this year, so the PTO is looking to host alternate Spring Events.

Stacey Stout, School Board Vice Chair, reported on the last Gifted & Talented Parent Advisory Meeting. This year's new Gifted & Talented Coordinator Brenda Begley has been very responsive to parents. The Cognitive Abilities Test (CogAT) will be given to Third Graders this year. The Mahtomedi Middle School's Accelerated Science Course will be replaced by the Seventh Grade Life Science Plus Course, which any student can register for, along with a new English Plus Course.

Stacey Stout, School Board Vice Chair, reported on the District Curriculum Advisory Committee Meeting, which included a summary of changes to math courses and a new math course flow chart. The new math courses will align with updates to the Robotics Course, Career & Technical Education and Engineering. Outsourced EmpowerU Programming, funded by MAEF, is helping with students' mental health.

11. SUPERINTENDENT'S REPORT

Superintendent Barbara Duffrin thanked the teachers for all of their work to meet the needs of our students during all the transitions throughout this school year; thanked student leaders for the events they have created and Ismail Bah, School Board Student Representative, for being a voice to represent students. Superintendent Duffrin thanked the custodians for the work they have done to support health and wellness; and thanked the paraprofessionals for their support of students and technology skills. Duffrin noted it is School Board Appreciation Week and gave a shout out to the school board for all they have been doing to support students.

12. ADJOURNMENT

Vosooney moved, Stout seconded, adjournment. Roll Call Vote: Donovan-Aye, McGraw-Aye, Payne-Aye, Reagan-Aye, Stout-Aye, Vosooney-Aye. Carried 6-0. Meeting adjourned at 9:35 p.m.

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

A. APPROVAL OF MINUTES

1. January 7, 2021 - Regular Meeting
2. January 28, 2021 Study Session/Special Meeting
3. February 11, 2021 - Study Session

B. Approval of Treasurer's Report

C. Approval to Pay Bills

1. AP Check Register - Check No. 410033 to 410217 and 98000119922 to 9800011966

D. Approval of Wire Transfer Transactions

E. Approval of the Memorandum of Understanding (MOU) - One Time Teacher Early Retirement Incentive

F. Personnel

1. Approval of Contracts

- a. Susan Katzke - Math Teacher (.2FTE) - Mahtomedi High School (1/25/2021-6/11/2021)

2. Approval of Leaves of Absence

- a. Sarah Brick - Behavior Paraprofessional - O.H. Anderson Elementary School (3/3/2021-5/31/2021)
- b. Bridgette Dahlberg - Preschool Teacher - Mahtomedi Community Education (1/8/2021-6/4/2021)
- c. Jillian Doherty - Special Education Coordinator - District-wide (2/1/2021-3/31/2021)
- d. Dennis McAulay - Cleaner - Mahtomedi High School (2/26/2021-4/2/2021)
- e. Devin McDermott - Fifth Grade Teacher - O.H.Anderson Elementary School (4/19/2021-6/11/2021)
- f. Laura Snede - School Psychologist - O.H. Anderson Elementary School (3/8/2021-6/11/2021)
- g. Brittini Stolp - Speech Language Pathology - Early Childhood Special Education (2/1/2021-5/31/2021)
- h. Lori Wojtas - Math Teacher - Mahtomedi High School - 0.2 FTE (1/25/2021)

3. Approval of Resignations/Retirements

- a. Pam Harein - Special Education Finance Specialist - Mahtomedi District Office (6/30/2021)
- b. Jeremy Keating - Custodian - O.H.Anderson Elementary School (2/2/2021)
- c. Amie Richard - Health Paraprofessional - Mahtomedi Middle School (12/11/2020)
- d. Lynne Viker - Assistant Superintendent of Learning - Mahtomedi District Office (6/30/2021)

4. Approval of Contract Layoff

- a. Julie Toppson - Secretary - Mahtomedi Community Education (2/1/2021)

5. Approval of Terminated Contracts

- a. Erica Grothaus - Special Education Paraprofessional - Wildwood Elementary (1/3/2021)

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G. Approval of the Revised 2021 School Board Meeting Schedule - March 4, 2021
School Board Study Session Cancelled

H. Approval of a Student Overnight Request Form: Mahtomedi High School Music Trip
to Los Angeles California (March 6-11, 2022)

JULIE MCGRAW, CLERK