

# Minutes of Regular Meeting

## Board of Education Mahtomedi Public Schools

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A **Regular** meeting of the Board of Education of the Mahtomedi Public Schools was held **Thursday, August 13, 2015**, beginning at 7:00 PM in the Mahtomedi District Education Center - Community Room.

### 1. CALL TO ORDER

Meeting called to order at 7:03 p.m. by Chair Judy Schwartz.

### 2. ROLL CALL OF ATTENDANCE

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

### 3. APPROVAL OF THE AGENDA

Donovan moved, Deters seconded, approval of the agenda. Carried. Agenda item 10. A. Approval of 10-Year Facility Plan was removed from the agenda and agenda item 10. D. Approval of Strategic Plan and Goals was moved to discussion.

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

Deters moved, Chevalier seconded, approval of the actions recommended on the consent agenda. Carried.

### 5. PRESENTATIONS/RECOGNITION

A. There were no presentations/recognition this month.

### 6. PUBLIC COMMENT

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

Open Enrollment: Jan Lucke.

### 7. REPORT FROM STUDENT REPRESENTATIVE

A. There was no student representative report this month.

**8. APPROVAL OF MINUTES**

**A. July 13, 2015 - Regular Meeting**

Payne moved, Chevalier seconded, approval of the minutes from the July 13, 2015, school board meeting. Carried.

**9. DISCUSSION/INFORMATION ITEMS**

**A. Calendar of Events**

Chair Judy Schwartz reviewed the calendar of events.

**B. MCA Results and Workshop Week Schedule (August 24-September 3)**

Lynne Viker, Director of Teaching and Learning and Support Services, reported on the MCA data which included the comparison from 2014 to 2015 of the top metro districts and neighboring districts in math, reading, and science and the 2015 Mahtomedi results. Viker also reviewed the August 24-September 4 workshop schedule for licensed staff and paraprofessionals.

**C. Title Report and Special Education Updates**

Beth Sneden, Assistant Director of Special Education, reported on continuum of support services, this is E-8 for reading, math, and behavior. Will be adding ADSIS services for behavior this year. Mahtomedi High School currently has math concepts for algebra and geometry, enhanced English, team taught science, biology and social studies classes for 9<sup>th</sup> grade, and behavior – PBIS specialist. Changes for 2015-2016 will add level II and III programming at OHA, increase programming for Developmentally Cognitively Delayed at WW and OHA, and development of a transition program for students ages 18-21. Changes in social/emotional programming will be addition of counselor at OHA, a counselor at MMS/MHS, ADSIS support E-8, increased PBIS support for E-8, and new Mental Health Committee. Ongoing support will be home to school counselor for K-8, Family Means Counselors at each site – one day a week, and targeted services.

**D. Building Capacity Study**

Superintendent Mark Larson reported on the building capacity study that was done by Nexus. Larson spoke about what affects capacity, how capacity is calculated, and what the capacity is for Wildwood Elementary, O. H. Anderson Elementary, Mahtomedi Middle School, and Mahtomedi High School.

**E. 2016 School Board Meeting Schedule**

Superintendent Mark Larson reviewed the 2016 school board meetings dates where all regular meetings will be held on the second Thursday of the month except in January and November. The January regular meeting and study session will be combined into one meeting to be held on Thursday, January 21. The study session will be from 5:00-6:45 p.m. and the regular meeting will start at 7:00 p.m. The November meeting will be held on Thursday, November 17, due to November school board elections and canvassing.

F. Second Reading of Policies

The following policies were brought for a second reading: Policy 501 - School Weapons Policy, Policy 502 - Search of Student Lockers, Desks, Personal Possessions, and Student's Person, Policy 503 - Student Attendance, Policy 504 - Student Dress and Appearance, Policy 505 - Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees, Policy 507 - Corporal Punishment, Policy 508 - Extended School Year for Certain Students with Individualized Education Programs, Policy 511 - Student Fundraising, Policy 512 - School-Sponsored Student Publications and Activities, Policy 513 - Student Promotion, Retention, and Program Design, Policy 513.1 - Procedures for Pupil Retention and Acceleration, Policy 516 - Student Medications, Policy 517 - Student Recruiting, Policy 518 - DNR-DNI Orders, Policy 519 - Interviews of Students by Outside Agencies, Policy 520 - Student Surveys, Policy 521 - Student Disability Nondiscrimination, Policy 523 - Policies Incorporated by Reference, Policy 525 - Violence Prevention [Applicable to Students and Staff], Policy 526 - Hazing Prohibition, Policy 527 - Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches, Policy 529 - Staff Notification of Violent Behavior by Students, Policy 530 - Immunization Requirements, Policy 531 - The Pledge of Allegiance, Policy 532 - Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds, Policy 533 – Wellness, Policy 598 - Early Admission to Kindergarten, Policy 599 - Pupil Fee Guidelines. Superintendent Mark Larson reviewed changes that were made at the first reading to policies 501 and 503.

G. Strategic Plan and Goals

Superintendent Mark Larson recapped the strategic planning process and the plan and goals along with the mission and vision will be approved in September.

10. ACTION ITEMS

A. Approval of 2016 School Board Meeting Schedule

Donovan moved, Chevalier seconded, approval of the 2016 school board meeting schedule. Carried.

B. Approval of Resolution Relating to 2015-2016 Open Enrollment (Closing All Grades)

**RESOLUTION RELATING TO 2015-2016 OPEN ENROLLMENT  
(Window #4 – August 3 Deadline)  
(CLOSING ALL GRADES)**

WHEREAS the State of Minnesota has established an enrollment options program permitting students to attend nonresident districts (Minnesota Statutes §124D.03), and

WHEREAS the State of Minnesota has also established criteria for school districts to approve or deny open enrollment applications based upon capacity of a program, class, or school building (Minnesota Statutes § 124D.03 Subdivision 6).

WHEREAS the school board seeks to maintain continuity of programs, curriculum, and services through consistent student enrollment and recognizes that sufficient student enrollment ensures high quality course offerings for resident students as well as students enrolling under the enrollment options program, and

WHEREAS open enrollment was closed February 12 to grades K-5 and 12 for the 2015-2016 school year due to anticipated enrollment and school building capacity, and

BE IT THEREFORE RESOLVED that open enrollment now be closed in grades 6-11 for the 2015-2016 school year.

Payne moved, Deters seconded, approval of Resolution Relating to 2015-2016 Open Enrollment Closing All Grades. Voting in favor thereof: Deters, Donovan, Payne, and Schwartz. Voting against: Chevalier. Carried.

C. Approval of Policies

Donovan moved, Chevalier seconded approval of the following policies: Policy 401 - Equal Employment Opportunity, Policy 402 - Disability Nondiscrimination Policy, Policy 403 - Discipline, Suspension and Dismissal of School District Employees, Policy 404 - Employment Background Checks, Policy 405 - Veteran's Preference, Policy 406 - Public and Private Personnel Data, Policy 407 - Employee Right to Know - Exposure to Hazardous Substances, Policy 408 - Subpoena of a School District Employee, Policy 409 - Employee Publications, Instructional Materials, Inventions and Creations, Policy 412 - Expense Reimbursement, Policy 416 - Drug and Alcohol Testing, Policy 417 - Chemical Use and Abuse, Policy 418 - Drug-Free Workplace/Drug-Free School, Policy 419 - Tobacco-Free Environment, Policy 420 - Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions, Policy 421 - Gifts to Employees, Policy 422 - Policies Incorporated by Reference, Policy 423 - Employee-Student Relationships, Policy 424 - License Status, Policy 427 - Workload Limits for Certain Special Education Teachers, Policy 399 - Administrator Performance Appraisal. Carried.

11. SCHOOL BOARD COMMITTEE REPORTS

A. Association of Metropolitan School Districts (AMSD) Board

School Board Director Mike Chevalier reported that tomorrow morning is the AMSD meeting and what the agenda entails.

B. Integration District: Educational Equity Alliance (EEA)

No report.

C. Minnesota School Boards Association (MSBA) Legislative Liaison

School Board Treasurer Kevin Donovan reported on the delegate assembly, the state-wide advocacy tour, and the upcoming NSBA conference.

D. Northeast Metro 916 Board

No report.

E. Other Items/Reports

None.

12. SUPERINTENDENT'S REPORT

Superintendent Mark Larson reported on the following: summarized all of the summer meetings have been attending in preparation for the start of school.

13. ADJOURNMENT

Donovan moved, Deters seconded, adjournment. Meeting adjourned at 8:45 p.m. Carried.

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

A. Approval of Treasurer's Report

No Treasurer's Report this month.

B. Approval to Pay Bills

1. Check Register 02 - Check No.388474 to 388783 and 80006337 to 80006401
2. Check Register 05 - Check No. 50000308 to 50000309

C. Approval of Wire Transfer Transactions

D. Approval of Donations/Grants Totaling \$7,750

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 Century Link Clarke M. Williams Foundation to Mahtomedi Engineering Program - \$5,000
2. From 3M Foundation to Mahtomedi Area Community Education - \$750

E. Approval to Revise *School District General Records Retention Schedule* Revision to Special Education section.

F. Approval of Parent/Student Handbooks

1. Wildwood Elementary School
2. O. H. Anderson Elementary School

G. Personnel

1. Approval of Contracts and Work Agreements

- a. Rebecca Anderson - FACS/Culinary Arts Teacher - Mahtomedi High School (2015-2016)
- b. Pamela McCabe - School Counselor - O. H. Anderson Elementary School (2015-2016)

2. Approval of Leaves of Absence

- a. Kim Loos - Special Education Teacher - District Education Center (2015-2016, .8 FTE LOA)

3. Approval of Resignations/Retirements/Terminations

- a. Debra Clark - Special Education Teacher - Wildwood Elementary School (7/31/2015)
- b. Dawn Maslowski - Administrative Assistant to the Superintendent - District Office (8/26/15)

LUCY PAYNE, CLERK