

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, January 10, 2019**, beginning at 7:00 PM in the Mahtomedi District Education Center - Community Room.

1. PUBLIC COMMENT

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

School District Finance: Larry Lenoux

School District Finance: Bob Zick

2. CALL TO ORDER BY TEMPORARY CHAIRPERSON

Judy Schwartz, acting as temporary chairperson, called the meeting to order at 7:08 p.m.

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 (arrived at 8:15 p.m.).

4. APPROVAL OF THE AGENDA

Chevalier moved, Stout seconded, approval of agenda. Carried 6-0.

5. APPROVAL OF THE CONSENT AGENDA - See #15 for Consent Agenda Items

School Board Chair Judy Schwartz noted the \$7,600.00 in donations and expressed the school district's formal thank you. Chevalier moved, Stout seconded, approval of the actions recommended on the consent agenda. Carried 6-0.

A. Approval of Donations/Grants Totaling \$7,600.00

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 High School MAPS Project - \$1,500.00

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2. From Sommerfeldt Family to Yamaha U3 Piano - \$6,000.00
3. From Steven & Karen Wolgamot to Mahtomedi High School Engineering Club Drone - \$100.00

6. ORGANIZATIONAL MATTERS

A. Swearing in of School Board Members

Superintendent Barbara Duffrin swore in Mike Chevalier, Kevin Donovan and Julie McGraw. Chevalier, Donovan and McGraw were reelected to the school board in November.

B. Election of Chairperson, Clerk/Vice Chair and Treasurer

Payne moved, Chevalier seconded, a slate nomination of Lucy Payne as chairperson, Julie McGraw as vice chair/clerk and Stacey Stout as treasurer. All those voting in favor thereof: Chevalier, Donovan, McGraw, Payne, Schwartz and Stout. Approval of Lucy Payne as chairperson, Julie McGraw as vice chair/clerk and Stacey Stout as treasurer. Carried 6-0.

E. Salaries of Board Members and Officers (Review of Policy 202.1-School Board Compensation)

Chevalier moved, Donovan seconded, approval to be compensated the average of the N.E. Metro 916 member school districts. Compensation will be chair \$5,816; clerk/vice chair \$5,313; treasurer \$5,263; and other members \$5,206. Carried 6-0.

F. Consideration of Board Member Appointments for 2019

Chair Lucy Payne made the following school board committee appointments:

Facilities Committee	Mike Chevalier/Kevin Donovan/Julie McGraw
Finance Committee	Kevin Donovan/Julie McGraw/Stacey Stout
Personnel Committee	Lucy Payne/Judith Schwartz/Stacey Stout
Policy Committee	Mike Chevalier/Lucy Payne/Judy Schwartz
AMSD Governing Board	Mike Chevalier
MSBA Legislative Committee Liaison	Lucy Payne
MSHSL-MN State High School League	Lucy Payne
Integration District (EEA)	Kevin Donovan
Mahtomedi Area Educational Foundation	Julie McGraw
Metro ECSU	Judy Schwartz
N.E. Metro 916 Governing Board	Kevin Donovan
Calendar Committee	Stacey Stout
Community Education Advisory Council	Stacey Stout
District Curriculum Advisory Council	Lucy Payne
Elementary PTO	Stacey Stout

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Gifted & Talented Advisory Board
Special Education Committee

Kevin Donovan
Julie McGraw

7. PRESENTATIONS/RECOGNITION

A. Student/Staff/Community Recognition

The following students were recognized by the school board and administration:

- American Choral Director's Association of MN State Honor Choir
Participants: Aleksa Atkinson, Katherine Bennett and Christina Graebner.
Not Present: Ethan Hautman, Lucy Ross and Korinne Smith.

8. REPORT FROM STUDENT REPRESENTATIVE

A. Luke Wisniewski, Student Representative

Luke Wisniewski, Student Representative, reported on the following events at Mahtomedi Schools: Wildwood Elementary First Grade Gingerbread House Day, Artist in Residence school sing along and the Kindergarten Winter Frolic; O.H. Anderson Elementary Zephyr Sprit Day, Third Grade trip to the Bell Museum and the Saints North Roller Skating Party; Mahtomedi Middle School Ski Club and play *Mary Poppins Jr.*; Mahtomedi High School Choir and Band performances, Winter Sports, SLC trip to Jackson Elementary to deliver toys bought with the funds raised at their Parents' Night Out Event and the winter play *Peter and the Star Catcher*.

9. APPROVAL OF MINUTES

A. December 13, 2018 - Regular Meeting

Donovan moved, McGraw seconded, approval of the minutes from the December 13, 2018, school board meeting. Carried 6-0.

10. DISCUSSION/INFORMATION ITEMS

A. Calendar of Events

The Calendar of Events was reviewed.

11. ACTION ITEMS

A. Approval of the 2018-2019 Revised Budget

Bill Menozzi, Director of Business Services, presented on the 2018-2019 revised budget which included: the budget process; student enrollment history and projections; a comparison of the preliminary and revised budget revenues and expenditures across all funds; personnel changes and changes in fund balance. The grand total revised budget revenues are \$53,501,365 with expenditures of \$54,615,564. The estimated June 30, 2019 unassigned general fund balance is estimated at 2.2%, which is below the district's policy to maintain an 8% unassigned general fund balance and is due in part to a lower than expected student count. School District Policy 714 – Fund Balance procedures will be implemented to stabilize the district's financial position. Donovan moved, McGraw seconded, approval of the 2018-2019 Revised Budget. Carried 6-0.

12. SCHOOL BOARD COMMITTEE REPORTS

A. Association of Metropolitan School Districts (AMSD) Board

School Board Director Mike Chevalier reported on the AMSD Legislative Preview held at the Quora Education Center and the question and answer session with a panel of State senators and representatives.

B. Mahtomedi Area Educational Foundation (MAEF)

School Board Vice Chair/Clerk Julie McGraw reported the Fall Fund Drive has ended and MAEF is currently accepting student scholarship applications.

C. Minnesota School Boards Association (MSBA) Legislative Liaison

School Board Chair Lucy Payne reported on the upcoming MSBA Conference with several presentations from Mahtomedi Schools scheduled including: the School Excellence Showcase Exhibit by Mahtomedi High School Music and Events Broadcasting Class and Mahtomedi Community Education Senior and Adult Programming. The Mahtomedi School Board will also receive MSBA's District Award of Distinction, Judy Schwartz will be presented the 2018-2019 President's Award for 300 or more hours of attendance at MSBA and NSBA sponsored meetings and activities and Mike Chevalier will be awarded the 2018-2019 Director's Award for 100 or more hours of attendance at MSBA training programs.

D. Northeast Metro 916 Board

School Board Director Judy Schwartz reported on the N.E. Metro 916 organizational meeting, where Marilynn Forsberg from the Spring Lake Park School District was elected as the new chair.

E. School Board Subcommittee Reports

None.

F. Other Items/Reports

School Board Director Mike Chevalier reported on today's Parent Teacher Organization (PTO) meeting which included an update on the district's strategic planning. Chevalier stated the PTO is encouraging more elementary parents to become involved with PTO meetings and activities.

13. SUPERINTENDENT'S REPORT

Superintendent Barbara Duffrin reported on several events she attended: the White Bear Area Chamber of Commerce Event, where she and Wayne Kazmierczak, White Bear Lake Superintendent, presented on Strategic Planning; the first ever adaptive play performance of *Spaghetti in a Hot Dog Bun*; and visits to Mahtomedi High School and Middle School with board members Julie McGraw and Lucy Payne. Superintendent Duffrin remarked on the engagement and enthusiasm of the students in the various classes they visited. Duffrin explained the Strategic Planning process will include school board members, community members, staff and students. It will start with a Planning Team to decide on the district's mission/vision and strategies to bring to Action Teams to develop. Both groups will finalize a plan to bring to the school board for approval in August. The district in conjunction with Washington County Sheriff's Office and Attorney's Office will be hosting a Zephyr Health and Safety Parent Education Night on February 6. Please see the district website or weekly Enews for more information.

14. ADJOURNMENT

McGraw moved, Donovan seconded, adjournment. Carried 6-0. Meeting adjourned at 8:21 p.m.

15. 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. 401028 to 401278 and 80010100 to 80010176
2. Check Register 05 - Check No. 50000546 to 50000547

C. Approval of Wire Transfer Transactions

D. Personnel

1. Approval of Contracts and Work Agreements

- a. Cynthia Hering - Accounting Clerk - Mahtomedi District Office (1/7/2019)

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- b. Dorothy Mattson - Occupational Therapist (LTS .6) - Wildwood Elementary (1/2/2019)
- c. Terry Woodbridge - ELL Paraprofessional - Mahtomedi Middle School (1/2/2019)
- E. Selection of Official School Publication: *White Bear Press*
- F. Selection of Official School District Depositories: *Associated Bank Corp, MN Trust, PMA Financial Network Inc., U. S. Bank of St. Paul, U. S. Bank of White Bear Lake, and designated depositories of the Minnesota School District Liquid Asset Fund*
- G. Designation of Legal Counsel: *Ratwik, Roszak, and Maloney; Rupp, Anderson, Squires and Waldspurger; and others as needed*
- H. Designation of Financial Advisor: *Springsted, Inc.*
- I. Approval of Resolution Providing Limited Authorization for Superintendent and Business Manager to Sign Contracts
- J. Approval of Resolution Relating to Authorization and Use of Facsimile Signatures by School District Officers
- K. Authorization to Approve and Pay Vendors before School Board Meetings and Use Wire Transfers
- L. Approval of Student Travel Requests
 - 1. Mahtomedi High School Yearbook Editors' Trip to Anaheim, California, April 25-27, 2019.

JULIE MCGRAW, CLERK