

# 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, April 25, 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 (arrived 7:10 p.m.); Kevin Donovan; Julie McGraw; Lucy Payne; Judy Schwartz; Stacey Stout; Superintendent Barbara Duffrin, ex-officio; and Clare Fritsch, substitute school board student representative. Not Present: Luke Wisniewski, school board student representative.

### 4. APPROVAL OF THE AGENDA

Donovan moved, Schwartz seconded, approval of agenda. Carried 5-0.

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

School Board Director Judy Schwartz noted the \$13,300.00 in donations and expressed the school district's formal thank you. Schwartz moved, McGraw seconded, approval of the actions recommended on the consent agenda. Carried 5-0.

#### A. Approval of Donations/Grants Totaling \$13,300.00

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 Cossack Foundation to Mahtomedi High School Girls Golf Team - \$10,000.00
2. From Steven & Karen Wolgamot to Mahtomedi High School Celebration of Excellence - \$500.00

3. From American Legion Post 507 B-02208 to Mahtomedi High School Celebration of Excellence - \$500.00
4. From the Mahtomedi School Board and Superintendent to Mahtomedi High School Celebration of Excellence - \$500.00
5. From Richard Copeland, DDS to Mahtomedi High School Celebration of Excellence - \$150.00
6. From Wildwood Liquor to Mahtomedi High School Celebration of Excellence - \$250.00
7. From Ashby Team Inc. to Mahtomedi High School Celebration of Excellence - \$250.00
8. From S.E. Weddell to Mahtomedi High School Celebration of Excellence - \$100.00
9. From Carol Heinsch to Mahtomedi High School Celebration of Excellence - \$100.00
10. From Newton & Alice Smith to Mahtomedi High School Celebration of Excellence - \$100.00
11. From Kari Munson to Mahtomedi High School Celebration of Excellence - \$100.00
12. From Lael Ramaley Tstee to Mahtomedi High School Celebration of Excellence - \$100.00
13. From Four Flavors LLC to Mahtomedi High School Celebration of Excellence - \$100.00
14. From Jay & Lisa Kent to Mahtomedi High School Celebration of Excellence - \$100.00
15. From Nicholas Rasmussen FA to Mahtomedi High School Celebration of Excellence - \$100.00
16. From Thomas & Eileen Armitage to Mahtomedi High School Celebration of Excellence - \$125.00
17. From ETA Tutoring & College Support Services to Mahtomedi High School Celebration of Excellence - \$125.00
18. From Quinny's Sport Pub an Grill to Mahtomedi High School Celebration of Excellence - \$100.00

## 6. PRESENTATIONS/RECOGNITION

A. Student/Staff/Community Recognition - None.

B. Northeast Metro 916 Intermediate School District Presentation

Superintendent Connie Hayes presented on the Northeast Metro 916 Intermediate School District's 2018 Annual Report which included: a district profile, Area Learning Centers (ALC's), Care & Treatment (Mental Health) Programs, Career & Technical Programs, Level IV Special Education Programs, contracted services, consultation teams and professional development for member districts. Hayes reported NE Metro 916 is working with its 14 member districts to provide a Summer professional development training series designed to empower teachers and school staff to support student success in their least restrictive settings and encourage a supported transition from 916 programs back to the student's home district, which helps contain costs while providing what is best for the students. Superintendent Hayes encouraged board members to attend program visits at all of their facilities and commented on the member use of the new Quora Education Conference Center. The full 2018 Annual Report is available on the NE Metro 916 Intermediate School District's website. Superintendent Duffrin thanked Superintendent Hayes for all of her work to create a hub to support member districts. NE Metro 916 is celebrating its 50<sup>th</sup> Anniversary with the Mahtomedi School District as a founding member.

## 7. REPORT FROM STUDENT REPRESENTATIVE

Clare Fritsch, substitute for Luke Wisniewski, Student Representative, reported on the following events at Mahtomedi Schools: Wildwood and O.H. Anderson Elementary Scholastic Book Fair, Parent/Teacher Conferences, PTO Fun Fair and author Matt de la Pena's visits; O.H. Anderson Elementary student recital, Zephyr Spirit Day and 4th Grade in-house Science Museum field trip; Mahtomedi Middle School 8<sup>th</sup> Grade trip to Washington D.C.; Mahtomedi High School (MHS) diaper drive for the Harriet Tubman Women's Shelter, Junior Act Testing, Parent/Teacher Conferences, Mental Health Week and Mental Health Speakers' Program, the MHS Spring Play - *The 25<sup>th</sup> Annual Putnam County Spelling Bee* (April 25-28), Spring Sports and Mahtomedi Track Team's Bill Gangl 24-Hour Relay for Life Fundraiser.

## 8. APPROVAL OF MINUTES

### A. March 28, 2019 - Regular Meeting

Donovan moved, Stout seconded, approval of the minutes from the March 28, 2019, regular school board meeting. Carried 6-0.

### B. April 11, 2019 - Study Session

Donovan moved, Stout seconded, approval of the minutes from the April 11, 2019, school board study session. Carried 6-0.

## 9. DISCUSSION/INFORMATION ITEMS

A. Calendar of Events

The Calendar of Events was reviewed.

B. Second Reading of Additional Policies with MSBA Recommended Changes

Superintendent Barbara Duffrin discussed with school board members the following policies with MSBA recommended changes: 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 Policy and Policy 903 - Visitors to School District Properties and Facilities. The policies were reviewed prior to this meeting by the school board and administration. The policies will be brought for a third reading/approval on May 23.

C. 2018-2019 Quarterly Budget Update

Bill Menozzi, Director of Business Services, updated school board members on the 2018-2019 Budget which included: expenditures as of March 31 in the General Fund, Food Service Fund and Community Services Fund and compared them with the two previous years and the 2017-2018 audited financials. Menozzi explained a few variances due to TIES dissolution fees, the new Finance and Human Resources Skyward System fees, teachers' summer payroll payments, upcoming Capitol Expenditures for the Exterior Insulation Finishing System (EIFS) and the Community Education District Office Gym remodel. Menozzi stated over all the percentage of the budget expenditures are tracking slightly less than the previous two years. District administration will be holding budget information meetings at each school building in the next few weeks and plans to update district staff and the community regularly.

10. ACTION ITEMS

A. Approval of Policies

Schwartz moved, McGraw seconded, approval of policies: Policy 102 – Equal Educational Opportunity, Policy 205 - Open Meetings and Closed Meetings, Policy 206 – Public Participation in School Board Meetings, Policy 413 - Harassment and Violence, Policy 419 - Tobacco Free Environment, Policy 421 – Gifts to Employees and School Board Members, Policy 504 – Student Dress and Appearance, Policy 506 - Student Discipline, Policy 509 - Enrollment of Nonresident Students, Policy 525 - Violence Prevention and Policy 722 - Public Data Requests. Carried 6-0.

B. Personnel

1. Recommendation to Approve Employment for Licensed Personnel Who will Continue to be on Probationary Status for the 2019-2020 School Year

- a. Devin Hanlon
- b. Daniel Jaderholm (.6 FTE)
- c. Lauren Konecny
- d. Carson McEvoy
- e. Samantha Panek
- f. Colleen Sowa (.8 FTE)
- g. Nicole Thoma
- h. Andria Warner

McGraw moved, Schwartz seconded, approval of employment for licensed personnel who will continue to be on probationary status for the 2019-2020 school year. Carried 6-0.

2. Recommendation to Approve Contract Status for Licensed Personnel Moving from Probationary Status to Continuing Contract Status for the 2019-2020 School Year

- a. Jamie Chamberlain
- b. Ann Haschig
- c. Jennifer Hurley
- d. Amanda Mahmood
- e. Cherene Newman
- f. Heather Passofaro (.7 FTE)
- g. Carly Vail
- h. Jenna Veenis

Donovan moved, McGraw seconded approval of contract status for licensed personnel moving from probationary status to continuing contract status for the 2019-2020 school year. Carried 6-0.

3. Approval of Resolution to Terminate and Non-renew Probationary Teaching Contracts

- a. Angela Abel
- b. Rebecca Anderson Fly
- c. Jolene Boucher

- d. John Buck
- e. Jill Dimitri
- f. Emily Langer
- g. Anita Larsen
- h. Elizabeth Mahoney (.2 FTE)
- i. Heather Mortel
- j. Laurie Traxler

Schwartz moved, Chevalier seconded, approval of the resolution to terminate and non-renew the probationary teaching contracts. Carried 6-0.

#### 4. Approval of Resolution Proposing to Place on Unrequested Leave of Absence

- a. Julie Edwards

Schwartz moved, Donovan seconded, approval of Resolution Proposing to Place Julie Edwards on Unrequested Leave of Absence. Carried 6-0.

- b. Holly Packard

Schwartz moved, Donovan seconded, approval of Resolution Proposing to Place Holly Packard on Unrequested Leave of Absence. Carried 6-0.

#### C. Approval of the Resolution for School District Calendar Adjustment for the 2018-2019 School Year

Superintendent Barbara Duffrin explained the Snow Day Relief Bill, allows adding 3 cancelled instructional school days (January 29-31, 2019) back to the school district calendar to meet the statutory number of hours required. Chevalier moved, Stout seconded, approval of the Resolution for School District Calendar Adjustment for the 2018-2019 School Year. Carried 6-0.

### 11. SCHOOL BOARD COMMITTEE REPORTS

#### A. Association of Metropolitan School Districts (AMSD) Board

Superintendent Barbara Duffrin reported at the last meeting Representative Jim Davnie gave an update on the work being done at the legislature on the budget, Bloomington Public Schools shared information on creating literacy assessment screeners and Minneapolis Public Schools shared issues with Third Party Billing.

B. Mahtomedi Area Educational Foundation (MAEF)

School Board Vice Chair/Clerk Julie McGraw reported at the last meeting the Mahtomedi High School Real World Design Challenge Team presented on their National Competition Project, the Legacy Night Fundraiser raised about \$200,000 with \$57,000 going to the Fund a Need (FAN) Mental Health Project, next year Legacy Night Gala will be on April 4, Scholarship Night is May 15 and MAEF's Signature Party will be on October 4 with registration/information on their website.

C. Minnesota School Boards Association (MSBA) Legislative Liaison

School Board Chair Lucy Payne reported MSBA is busy with School Board Workshop Phase I - IV Training and their work at the Capital.

D. Northeast Metro 916 Board

School Board Director Kevin Donovan reported on the Grow Your Own Non-Conventional Licensure Insurance Program, which is a graduate level pathway for Level III & IV Special Education Teachers and a University of MN Program to increase teachers of color. The board heard from a panel of students from the Emergency Medical Technician, Diesel Trucks and Engine Technology and Nursing Program. The 916 Education Foundation's Annual Golf Tournament will be held on June 11 with registration/information on their website.

E. School Board Subcommittee Meetings

None.

F. Other Items/Reports

Superintendent Duffrin reported on the annual Metropolitan Educational Cooperative Service Unit (Metro ECSU) Delegate Assembly Meeting to showcase what they have to offer member districts such as: cooperative purchasing, Success Beyond the Classroom Programs (Young Authors , Creativity Festival) and low incident Special Education Program and Grants.

School Board Director Kevin Donovan reported on the District Curriculum Advisory Meeting, which included presentations by Jennifer Israel, Gifted and Talented Coordinator, on the First – Fifth Grade Cognitive Abilities Test (CogAT) results and by Wildwood Elementary Math Teachers: Gretchen Brunner, Karen Goff and Trish Haugh on *Mathematical Superheroes: Create a Justification League in Your Classroom*. They also presented this at the April 4 National Council of Teachers of Mathematics Annual Conference. Members at the meeting also had an opportunity to complete a review of the course descriptors.

## 12. SUPERINTENDENT'S REPORT

Superintendent Barbara Duffrin reported on the hiring of the new Mahtomedi High School Associate Principal Justin Hahn and on the following events she attended: Wildwood and O.H. Anderson Elementary PTO Fun Fair, Mahtomedi High School's Celebration of Excellence, Century College Foundation's Futures in Bloom Event, White Bear Center for the Arts High School Student Visual Arts Exhibition and the Mahtomedi Middle School Family & Consumer Science (FACS) Pasta Tasting Contest. Duffrin stated she is looking forward to attending the MHS Spring Play - *The 25<sup>th</sup> Annual Putnam County Spelling Bee* tomorrow night and the White Bear Center for the Arts High School Student Writing Contest *Write Now Awards Ceremony* on May 2.

## 13. ADJOURNMENT

Donovan moved, Stout seconded, adjournment. Carried 6-0. Meeting adjourned at 8:17 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. 401935 to 402172 and Check No. 80010339 to 80010421
2. Check Register 05 - None.

C. Approval of Wire Transfer Transactions

D. Personnel

1. Approval of Contracts and Work Agreements

- a. Justin Hahn - Associate Principal - Mahtomedi High School (2019-2020)
- b. Zachary Holman - Math Teacher (LTS) - Mahtomedi High School (4/8/19-6/7/19)

2. Approval of Leaves of Absence

- a. Suzanne Shonbom-Tessier - Language Arts Teacher - Mahtomedi High School (5/15/19-6/7/19)

3. Approval of Resignations/Retirements

- a. John Allen - Science Teacher - Mahtomedi Middle School (6/7/19)
- b. Kirsten Bouwens - Elementary Principal - O.H. Anderson Elementary (6/30/19)
- c. Elizabeth Hartz - Special Education Teacher (SLD) - Mahtomedi Middle School (6/7/19)
- d. Beth Langhoff - Spanish Teacher (.2 FTE) Mahtomedi High School (6/7/19)



Minutes – April 25, 2019

- e. Amy Ritchie - Special Education Teacher (EBD) - Wildwood Elementary  
(6/7/19)
  - f. Patrice Russell - Speech/Language Pathologist - Mahtomed Middle School  
(6/7/19)
4. Approval of an Agreement with an Employee
- E. Joint Powers Agreement for Food Services Between ISD 834 - Stillwater and ISD 832 -  
Mahtomedi

JULIE MCGRAW, CLERK