

INDEPENDENT SCHOOL DISTRICT NO. 831  
Forest Lake, Minnesota  
REGULAR SCHOOL BOARD MEETING

May 7, 2015

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The regular meeting of the School Board of Independent School District No. 831, Forest Lake, Minnesota, was called to order by President Rob Rapheal at 7:00 p.m. on Thursday, May 7, 2015, at the School District Offices. Following the Pledge of Allegiance, roll was called and the following members were present: Dan Kieger, Karen Morehead, Luke Odegaard, Jill Olson, Robert Rapheal, Gail Theisen, and Superintendent Linda Madsen, ex officio. Julie Corcoran was absent.

The meeting agenda was reviewed and no changes were made.

4. VISITORS:

Listening Session: Members Kieger and Olson reported a group was present to talk about the Wyoming Principal position and the hiring process, parent cluster group was present with questions and concerns and discussed Gifted and Talented Needs Policy 609.

5. STUDENT ACHIEVEMENT:

Columbus Elementary Principal Neal Fox, along with kindergarten teacher Sharon DeRaad, discussed the outreach that all elementary schools are doing to welcome incoming kindergarten students and parents. There is now a common district wide Kindergarten Roundup date offering both day and evening sessions for families.

Community Education Director Julie Ohman introduced the new aquatics supervisor, Jennifer Olson.

Positive Happenings: School Board members reported on the many programs, events, meetings and visits to district schools during the past month including: The MOST Pancake breakfast, STEP tour, Grand March, Scandia carnival, Festival of Cultures, various sporting events, Educational Summit, Columbus Family Fun Night, National Day of Prayer, *The Crucible* performance at the high school, Bethel concert, Steps Ahead earned accreditation from the National Association for the Education of Young Children, Community Education Ad Council meeting, high school seniors went to Orlando to the National DECA conference, attended the FFA banquet and the FFA ag department plant sale begins tomorrow.

6. REPORTS:

Buildings and Grounds – Member Odegaard reported receiving a legislative update, aquatics update, and solar energy discussion.

Communications – Member Morehead reported the committee looked at the work to date on updating the district website, received an update on incorrect statements in the Forest Lake Times article regarding budget reductions, updated on the World's Best Workforce Survey information to be available soon, received a SEE update, and suggestions were asked for the new Trade Show board to advertise the district at events.

EMID – Member Morehead reported she will be sending the newsletter to board members, summer programs are up and running, South Washington will be pulling out of the consortium, and she feels we get much benefit from being a part of EMID.

Finance – Member Odegaard reported receiving a legislative update, the committee went through fiscal year 15 budget, talked solar energy from a monetary standpoint and potential savings, and talked about our portion of 916 facilities funding.

Staff Welfare – Member Rapheal reported receiving a legislative update, discussed the hiring process of current administrators and reviewed upcoming bond information.

Policy – Member Olson reported discussing several policies under New Business tonight, and stated the Student Medication Policy largely follows the MSBA policy.

City of Forest Lake – Member Theisen reported the city approved Al Newman as the interim fire chief.

916 – Member Theisen reported that FLAS board members received invitations for program visits and she encouraged all to visit if able to do so, the committee received an elementary ALP presentation, and received a Capital View Center update on costs and timelines.

Title VII Indian Education Formula Grant Program – Jennifer Tolzmann reported the program was initiated 6 years ago and has been receiving Title funding since then. Requirements have changed for this year in that this federal grant program needs to come before a public forum to explain how the district applies for funds and what the programming is.

7. CONSENT AGENDA ITEMS: Member Morehead moved to approve Consent Agenda Items 7.1-7.4. The motion was seconded by Member Theisen. All members present voted aye and the motion carried.

7.1 Approved the Minutes of March 26, April 13 and 16, 2015

7.2 Approved the bills as of May 7, 2015

7.3 Approved Classified Personnel:

Retirement:

- Ellingson, Barbara – Health Office Assistant IV at Scandia Elementary, effective June 8, 2015 after 3 years of service.
- Paulson, Barbara – Special Education Paraprofessional II at Columbus Elementary, effective May 29, 2015 after 27 years of service.

Resignation:

- Ahyai, Carmen – Noon Duty Supervisor I at Forest Lake Elementary, effective April 21, 2015.
- Elkerton, Kristy – Community Education Youth Planner at the Central Learning Center, effective May 8, 2015.

Recommendation of Employment:

- Anderson, Dodi – School Age Care Program Aide at Lino Lakes Elementary Steps Ahead, 5 hours per day and 40 weeks per year, effective April 8, 2015. (Open position)
- Johnson, Kent – Substitute School Bus Driver, effective April 17, 2015.
- Ristrom, Karlyn – School Age Care Program Aide at Wyoming Elementary Steps Ahead, 3 hours per day and 40 weeks per year, effective April 8, 2015. (Open position)

Authorization of Transfer:

- Harris, James – from Custodian Outside Maintenance III to Custodian Outside Maintenance/Utility IV at the Grounds/Maintenance Building, effective April 16, 2015. (Open position)
- Kapfer, Doreen – Health Office Assistant IV, from the Central Learning Center, 8 hours per day and 37 weeks per year to St. Peter's Elementary, 3.5 hours per day and 35 weeks per year, effective September 8, 2015. (Open position)
- Larsen, Joanne – from Cook Helper/Long Hour at Century Jr. High, 4 hours per day and 178 days per year to Cook Manager at Forest Lake Elementary, 8 hours per day and 185 days per year, effective May 18, 2015. (Open position)

Lay-off Statues Due to Budget Reductions:

- Behnke, Joy – Curriculum Office Assistant II at the Central Learning Center, effective at the end of the 2014-15 school year.

Leave of Absence:

- Fechner, Patricia – Special Education Paraprofessional II at Forest Lake Elementary, extend leave of absence from April 23, 2015 through May 8, 2015.
- Kloer, Karen – Special Education Paraprofessional II at Forest Lake Elementary, leave of absence from April 20, 2015 through May 18, 2015.
- LeMire, Rebecca – Special Education Paraprofessional II at Linwood Elementary, unpaid leave of absence from September 8, 2015 through December 23, 2015.

## 7.4 Approved Licensed Personnel:

- A. UNPAID LEAVE OF ABSENCE (LOA):  
Bille, Kirk: Unpaid Policy 415 LOA for 15-16
- B. NON-CURRICULAR ASSIGNMENT:
  - 1. Hogan, Anna: General Music Elem (FV)
  - 2. Lust, Katherine: FPS (LL) & General Music Elem (LL)
  - 3. Schueller, Jay: .8 Spring Play Asst (SR)
- C. RESIGNATION/RETIREMENT:  
Thompson, Kari: Resign effective end of the 14-15 school year
- D. EMPLOYMENT:  
Hjelmgren, Jennifer: Rehire @ 1.0 FTE, effective 15-16 school year  
Jacobson, John-Paul: Century Jr. High Principal, effective 7/1/15

## E. CHANGE IN FTE:

Gooder, Melissa: from .5 to .8 FTE effective 15-16 school year

8. Donations: Member Odegaard moved, seconded by Member Kieger to adopt the resolution and accept with appreciation the following donations: \$1000 combined donation from Julie Traylor, Wyoming, and Travelers Community Connections, MA, to Wyoming Elementary gifted programs; \$25 from Stephanie Weiger, FL, to Forest View Elementary kindergarten Spanish Immersion classroom; 144 books valued at \$175, from Mary Bendsten, St. Paul, to Lino Lakes Elementary; \$65 from Wells Fargo Educational Matching gift program, NJ, to Forest Lake Elementary; \$30 from Wells Fargo Community Support Campaign, NJ, to Forest Lake Elementary; \$4000 from Anonymous Donor, to FLAS Curriculum Department for funding a teacher professional development speaker and materials; \$600 from Linwood Elementary PTA to Linwood Elementary for the purchase of PE equipment; \$100 from St. Paul Regional Labor Federation AFL-CIO, to Forest Lake ALC for student activities; \$50 from Honeywell Hometown Solutions, NJ, to FLAS for student activities; \$50 from Central Bank, Forest Lake, to FLAS for support of Festival of Cultures; \$15 from Honeywell Hometown Solutions, NJ, to Central Montessori for student activities; \$50 from Forest Lake Education Association to FLAS for support of Festival of Cultures; \$100 from Scandia PTO to FLAS for support of Festival of Cultures; \$6,073.30 from Rotary Club of Forest Lake to Lino Lakes Elementary; \$50 from Wells Fargo matching gifts program, St. Paul, to FLHS for student activities. All members present voted aye and the motion carried.

Superintendent's Report: Dr. Madsen reported that TEFFLA breakfast is May 14, May 15 is FLEA retirement recognition, May 20 is the district retirement recognition, May 29 Lake Fest will host the Rockin' Hollywoods at Lakeside Park followed by a movie in the park, May 30 is the Johnson and Turner 5K with many other activities to follow, May 31 is the Mason's breakfast, June 1 is the Academic Awards presentation and Hall of Fame inductions at the high school, June 2 is the Hall of Fame reception at Forest Hills from 6-8 pm, June 3 is a Pow Wow at Lakeside Park, June 4 Forest Lake Cycle is sponsoring a family bike ride, Dueling Pianos and Decades Reunion is June 5 at Vannellis. All this information and more can be found in the School Connections and the Lake Fest website. Lake Fest is co-sponsored by the Chamber of Commerce, the City of Forest Lake and Forest Lake Area Schools.

The superintendent has been at the legislature working on getting 3% each year on basic formula and getting Forest Lake in to receive Alt. facilities funding. She and Larry Martini have been at the legislature and senate testifying. Earlier in the evening the school board approved the next Century Junior High Principal, John Paul Jacobson, and he will begin his position on July 1. Mr. Jacobson was then introduced and he spoke briefly to the school board. Superintendent Madsen thanked the interview teams for their commitment and work. She gave an update on the hiring of other administrators: Wyoming interviews will be May 18 and the Century AP interviews will be May 27<sup>th</sup> with recommendations likely going before the school board on June 4<sup>th</sup>.

9. OLD BUSINESS:

- 9.1 Member Kieger moved to approve Harassment and Violence Policy 425. The motion was 2<sup>nd</sup> by Member Theisen, by roll call vote all members present voted aye and the motion carried.
- 9.2 Aquatics discussion – Business Director Larry Martini passed out costing sheets. After discussion Member Odegaard motioned that the bond questions for November 3, 2015, remain at \$143 million for Question 1 and \$18 million for Question 2 with the passing of Question 2 still contingent on the passage of Question 1. The plans will remain the same except for the following changes: The swimming pool will stay in its current location at Southwest with no improvements other than improving the air handling capacity. The Early Childhood facilities that would have been in the aquatics area will be relocated to another area of the building. The motion was 2<sup>nd</sup> by Member Rapheal. By roll call vote all members present voted aye and the motion passed.
- 9.3 Bond survey – Member Kieger moved that administration be directed to engage a company to conduct a survey regarding the bond which will be voted on November 3, 2015. The cost of the survey should not exceed \$5,000.00 to the district. Administration should explore the financial support from 916. The purpose of the survey is to assist in enhancing communication, adding clarity to the components of the bond and understanding the best methods to communicate to the public. The motion was 2<sup>nd</sup> by Member Odegaard. By roll call vote Members Kieger, Odegaard, Olson, Rapheal and Theisen voted aye. Member Morehead voted no and Member Corcoran was absent. The motion carried.
- 9.4 Adopt Resolution for the Non-Renewal of Probationary Teacher(s) – Member Kieger moved to adopt Resolution for the Non-Renewal of Probationary Teacher(s). The motion was 2<sup>nd</sup> by Member Theisen, by roll call vote all members present voted aye and the motion carried.

10. NEW BUSINESS

- 10.1 First Reading: Teacher Facilities Policy 405. This policy will be put on the next agenda for school board action.
- 10.2 First Reading: Consider Discontinuance of Staff Meetings Policy 410. This policy will be put on the next agenda for school board action. Contact a policy committee member if you have questions.
- 10.3 First Reading: Administering Medication Policy 528. This policy will be put on the next agenda for school board action.
- 10.4 First Reading: To Approve Leasing Buses and Purchasing Used School Buses from Hoglund Bus Company. This will be put on the next agenda for school board action.

- 10.5 First Reading: To Approve the Sale for Valuable Consideration of a Highway Easement to the Minnesota Department of Transportation as shown on the Minnesota Department of Transportation's Right of Way Plat 82-122. This will be put on the next agenda for school board action.

11. COMMUNICATIONS: The School Board reviewed communications and upcoming calendar dates.

As there was no further business, Member Theisen moved, seconded by Member Morehead to adjourn. All members present voted aye and the meeting adjourned at 8:25 pm.

Rob Rapheal President

Gail Theisen Clerk

# SOUTHWEST JR. HIGH

1-8-2015

Admin	Address	Category	ITEM	Project Cost
1	1	H	Replace building mechanical system, add air conditioning throughout	\$ 7,917,750
5	2	C	Renovate restrooms (ADA, sinks, walls, toilets, mirrors, etc.)	\$ 862,500
15	3	R	Reroofing	\$ 1,483,500
3	5	E	Replace ALL single panewindow panels on first and second floor	\$ 379,500
2	6	S	Public entry directly into office - front entrance security	\$ 155,250
12	13	E	Exterior brick mortar joint repair	\$ 230,000
11	19	C	Install magnetic door holders 1988 wing	\$ 138,000
8	21	H	Replace Hallway Drinking Fountains	\$ 18,400
<b>Subtotal</b>				<b>\$ - \$ 11,184,900</b>
15%				<b>\$ - \$ 1,677,735</b>
				<b>\$ - \$ 12,862,635</b>

**PROJECT:** Forest Lake Area Schools - Secondary Bldgs.  
**LOCATION:** Forest Lake, MN  
**PREP BY:** ICS Consulting / LAM  
**January 8, 2015**

## Southwest

**Construction (assumes 2015 & 2016 const.)**

Demolition / Prep	
Additions & Renovations	\$2,903,492
Sitework & Activities	
General Conditions	
Other	
<b>Construction Total</b>	<b>\$2,903,492</b>
Professional Fees, Services, & Reimb.	\$348,419
Building Permit/Fees/State Plan Review	\$87,105
FF&E, Technology, & Security	\$600,000
Other Consultant Costs	
Project Commissioning/Validation	\$50,000
Construction Testing	\$30,000
Soil Testing	\$15,000
Site Survey	\$15,000
Owner Costs	
District Project Expenses	\$7,259
Bond Issuance/Underwriter Costs	\$87,105
Contingency	\$290,349
<b>Subtotals:</b>	<b>\$4,433,728</b>
<b>Cost Factor</b>	<b>\$665,059</b>
<b>Totals:</b>	<b>\$5,098,788</b>

**PROJ:** Forest Lake Area Schools  
**Southwest**  
**LOC.:** Forest Lake, MN  
**PREP BY:** ICS Consulting / LAM  
**DATE:** January 8, 2015

**CONCEPTUAL  
COST  
ESTIMATE**

## Southwest

**Early Childhood  
Remodel**  
**19,640**

ITEM	CONSTRUCTION SYSTEM	
1	Demolition/Tie-in to Exg	4.00
2	Foundations/SOG	2.00
3	Structure & Stairs	0.00
4	Exterior Wall	0.00
5	Roofing	0.00
6	Interior Construction	30.00
7	Elevator	0.00
8	Fire Protection	3.00
	Plumbing	7.00
	HVAC	0.00
9	Electrical	12.00
10	General Conditions	4.00
11	Equipment/Specialties	4.00
12	Sitework (separate budget)	0.00
<b>NET AREA \$/SF</b>		<b>66.00</b>
<b>TOTAL COST BY AREA</b>		<b>\$1,296,240</b>

Early  
Childhood  
Play Area

Early Childhood Classrooms

Keep the Pool in place  
Staff

Gym

Lockers

Office/Admin-  
/Itinerant/B-3  
Staff

Early Childhood Classrooms

Cafeteria

Montessori  
Play Area

Community Education Offices

SpEd

Art

Ag  
Classroom

Weight  
Room

Large  
Motor

Music/  
SAC

Admin

Nurse

K

K

Science

Science

Computer

Administration

C2

C1

Art/  
Science

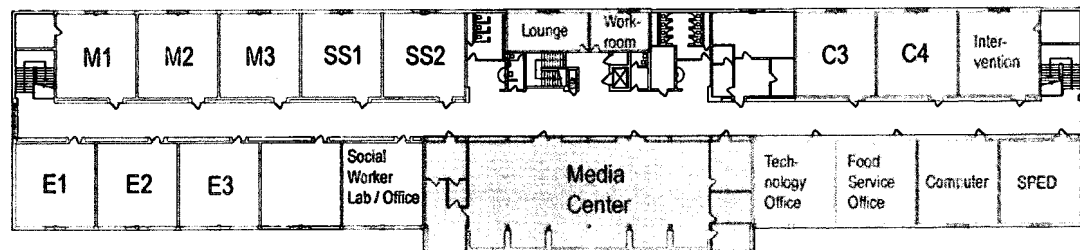
**FIRST FLOOR**

1/16" = 1'-0"



**SECOND FLOOR**

1/16" = 1'-0"



PRE-  
DESIGN  
4-20-00

FLOOR PLAN  
FOREST LAKE AREA SCHOOLS  
SOUTHWEST SCHOOL

4-20-00  
10-0-01

**DLR Group**  
Architectural Engineering Planning Interiors  
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INDEPENDENT SCHOOL DISTRICT NO. 831  
Forest Lake, Minnesota 55025  
May 7, 2015

Member Kieger introduced the following resolution and moved its adoption:

RESOLUTION RELATING TO THE TERMINATION AND NON-RENEWAL OF THE  
TEACHING CONTRACTS OF THE FOLLOWING PROBATIONARY TEACHER(S)

Kittridge, Heather

WHEREAS, the above named are probationary teacher(s) in Independent School District No. 831.

BE IT RESOLVED, by the School Board of Independent School District No. 831, that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contracts of the above named probationary teacher(s) in Independent School District No. 831, are hereby terminated at the close of the current 2014-15 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher(s) regarding termination and non-renewal of their contracts as provided by law, and that said notice shall be in substantially the following form:

NOTICE OF TERMINATION AND NON-RENEWAL

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear \_\_\_\_\_:

You are hereby notified that at a regular meeting of the School Board of Independent School District No. 831 held on May 7, 2015 a resolution was adopted by a majority roll call vote to terminate your contract effective at the end of the current school year and not to renew your contract for the 20152016 school year. Said action of the Board is taken pursuant to M.S. 122A.40, Subd. 5.

You may officially request that the School Board give its reasons for the non-renewal of your teaching contract. However, such request must be received in writing within ten days after the receipt of this notice.

Yours very truly,

SCHOOL BOARD OF  
INDEPENDENT SCHOOL DISTRICT NO. 831

\_\_\_\_\_  
Gail Theisen, Clerk of School Board

The motion for the adoption of the foregoing resolution was duly seconded by Member Theisen and upon vote being taken thereon, the following voted in favor thereof: \_\_

Dan Kieger, Karen Morehead, Luke Odegaard, Jill Olson, Rob Rapheal, and Gail Theisen;

and the following voted against the same: none;

and the following were absent: Julie Corcoran;

whereupon said resolution was declared duly passed and adopted.