

# Minutes of Regular Meeting

## The Board of Education Mahtomedi Public Schools

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A **Regular meeting** of the Board of Education of Mahtomedi Public Schools was held **Thursday, January 4, 2018**, beginning at 7:00 PM in the Mahtomedi District Education Center - Community Room.

### 1. PUBLIC COMMENT

None.

### 2. CALL TO ORDER BY TEMPORARY CHAIRPERSON

Lucy Payne, acting as temporary chairperson, called the meeting to order at 7:03 p.m.

### 3. ROLL CALL OF ATTENDANCE

Present: Mike Chevalier; Kevin Donovan; Julie McGraw; Lucy Payne; Judy Schwartz; Stacey Stout; Superintendent Mark Larson, ex officio; and Emma Shores, school board student representative (arrived at 7:13 p.m.).

### 4. APPROVAL OF THE AGENDA

Schwartz moved, Donovan seconded, approval of agenda. Carried 6-0.

### 5. APPROVAL OF THE CONSENT AGENDA - See #17 for Consent Agenda Items

Temporary School Board Chair Lucy Payne noted the \$26,016.26 in donations and expressed the school district's formal thank you. Chevalier moved, Schwartz seconded, approval of the actions recommended on the consent agenda. Carried 6-0.

#### A. Approval of Donations/Grants Totaling \$26,016.26

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 an Anonymous Donor to Mahtomedi High School Girls' Softball Scoreboard - \$24,980.00
2. From Mahtomedi Parent Teacher Organization (PTO) to Wildwood Elementary Gym Supplies - \$576.65

3. From Mahtomedi Parent Teacher Organization (PTO) to Wildwood Elementary Art Supplies - \$459.61

## 6. ORGANIZATIONAL MATTERS

### A. Election of Chairperson

Donovan moved, Payne seconded, to nominate Judy Schwartz as chairperson. All those voting in favor thereof: Chevalier, Donovan, McGraw, Payne, Schwartz and Stout. Approval of Judy Schwartz as chairperson. Carried 6-0.

### B. Election of Clerk/Vice Chair

Donovan moved, Payne seconded, to nominate Julie McGraw as clerk/vice chair. All those voting in favor thereof: Chevalier, Donovan, McGraw, Payne, Schwartz and Stout. Approval of Julie McGraw as clerk/vice chair. Carried 6-0.

### C. Election of Treasurer

Donovan moved, Payne seconded, to nominate Stacey Stout as treasurer. All those voting in favor thereof: Chevalier, Donovan, McGraw, Payne, Schwartz and Stout. Approval of Stacey Stout as treasurer. Carried 6-0.

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

Payne moved, Donovan seconded, approval to be compensated the average of the 916 member school districts. Compensation will be chair \$5,754; clerk/vice chair \$5,254; treasurer \$5,204; and other members \$5,145. Carried 6-0.

### E. Consideration of Board Member Appointments for 2018

Payne moved, Donovan seconded, to nominate Kevin Donovan, Julie McGraw, Lucy Payne to the Facilities Committee. Carried 6-0.

Payne moved, Donovan seconded, to nominate Kevin Donovan, Julie McGraw, Stacey Stout to the Finance Committee. Carried 6-0.

Payne moved, Chevalier seconded, to nominate Mike Chevalier, Judith Schwartz, Stacey Stout to the Enrollment Committee. Carried 6-0.

Payne moved, Stout seconded, to nominate Mike Chevalier, Lucy Payne, Judith Schwartz to the Policy Committee. Carried 6-0.

Payne moved, Donovan seconded, to nominate Mike Chevalier as the AMSD Governing Board school board Liaison. Carried 6-0.

Payne moved, Stout seconded, to nominate Kevin Donovan as the MSBA Legislative Committee Liaison. Carried 6-0.

Payne moved, Donovan seconded, to nominate Lucy Payne as the MSHSL school board representative. Carried 6-0.

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Payne moved, Stout seconded, to nominate Kevin Donovan as the Integration District Education Equity Alliance school board representative. Carried 6-0.

Payne moved, Donovan seconded, to nominate Julie McGraw as the Mahtomedi Area Educational Foundation school board representative. Carried 6-0.

Payne moved, Stout seconded, to nominate Lucy Payne as the Metro ECSU school board representative. Carried 6-0.

Schwartz moved, Donovan seconded, to nominate Judy Schwartz as the 916 Governing Board Liaison. Carried 6-0.

Payne moved, Donovan seconded, to nominate Stacey Stout as the TIES school board representative. Carried 6-0.

Payne moved, Donovan seconded, to nominate Mike Chevalier as the Elementary PTO school board representative. Carried 6-0.

Payne moved, Stout seconded, to nominate Kevin Donovan as the District Calendar Committee school board representative. Carried 6-0.

Payne moved, Donovan seconded, to nominate Stacey Stout as the Community Education Advisory Council school board representative. Carried 6-0.

Payne moved, Donovan seconded, to nominate Julie McGraw as the Special Education Committee school board representative. Carried 6-0.

Payne moved, Stout seconded, to nominate Lucy Payne to the District Curriculum Advisory Council. Carried 6-0.

Payne moved, Donovan seconded, to nominate Julie McGraw to the Gifted and Talented Committee. Carried 6-0.

Payne moved, Donovan seconded, to nominate Mike Chevalier as the Q Comp school board representative. Carried 6-0.

Payne moved, Stout seconded, to nominate Judy Schwartz, Mike Chevalier, Kevin Donovan as Levy Liaisons. Carried 6-0.

Payne moved, Stout seconded, to nominate Kevin as the 2018 Commencement Speaker. Carried 6-0.

## 7. PRESENTATIONS/RECOGNITION

### A. Student/Staff/Community Recognition

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

- White Bear Lake/Mahtomedi Rotary Club Academic Achiever from O.H. Anderson Elementary - Not Present: Eden Puchreiter
- Recycling/Organics Supporters - Custodial Staff and Passages Program Students – Students: Mitch Stockman. Not Present: Mitch Hjelseth, John Tangen, Brad Boehnen, Charlie Allen, Matt Bjork, Jeremiah Cooper, Nathan Sterzinger, Chad Bracewell, Blake Roettgers. Not Present Custodians: Dan Albrecht, Leroy Metz, Roy Anderson, Jim Jensen.
- Superintendent Larson recognized Julie Osterbauer, Supervisor of Buildings and Grounds, for all her work in keeping the buildings pipes in good repair and avoiding any disruptions during the current below zero weather.

### B. O.H. Anderson Update - Equity and Innovation

O.H. Anderson Elementary Principal Kirsten Bouwens updated school board members on the work being done on equity and innovation at O.H. Anderson Elementary which

includes: a shared staff understanding of the strategies and resources to support the work of equitable instructional practices in an inclusive school community through the use of tools like talking sticks, tokens and task cards to insure all voices are heard and the Second Step Curriculum to teach/practice social-emotional competencies of accepting differences and showing compassion. Bouwens reported Counselor Pam McCabe is reading aloud books with equity/diversity lessons at each grade level. Media Specialist Beth Erlenborn presented on Maker Spaces where students make and do with self-directed exploration, creativity and innovation using computer lessons, art supplies and electronics such as Codeybots and Cubelets. Bouwens stated their mission to educate the whole child in a positive and safe learning environment, where they value academic and social growth is supported by equity and innovation.

#### 8. REPORT FROM STUDENT REPRESENTATIVE

- A. School Board Student Representative Emma Shores reported on the following events at Mahtomedi High School: winter break, winter sports, upcoming finals and the Bonafied U kick off at the January 9 Boys Basketball game. Bonafide U is offering students a \$5,000 scholarship to reward acts of kindness.

#### 9. APPROVAL OF MINUTES

- A. December 7, 2017 - Study Session

Donovan moved, McGraw seconded, approval of the minutes from the December 7, 2017, study session. Carried 6-0.

- B. December 14, 2017 - Regular Meeting

Donovan moved, McGraw seconded, approval of the minutes from the December 14, 2017, school board meeting. Carried 6-0.

#### 10. DISCUSSION/INFORMATION ITEMS

- A. Calendar of Events

The Calendar of Events was reviewed.

- B. 2018-2019 Preliminary Budget Forecast

Bill Menozzi, Director of Business Services, presented on the 2018-2019 preliminary budget forecast which included: general fund projected revenues and expenditures, contract negotiations for teachers and paraprofessionals, student enrollment and changes in fund balance. The projected fund balance for June 30, 2019 is 1.64%, without budget reductions or an increase in student enrollment, which is below the

district's policy of 8%. The school board will approve the 2018-2019 preliminary budget at the June 14 regular meeting.

C. 2018-2019 Enrollment Projections

Bill Menozzi, Director of Business Services, reported on the Enrollment Committee meeting that was held before tonight's school board meeting. The committee will work to develop an enrollment philosophy, analyze enrollment data, review the current/future housing market and make recommendations to the school board on the numbers of open enrollment students to accept, deny or place on a waiting list starting the end of January or early in February.

11. ACTION ITEMS

A. Approval of Operating Practices

Superintendent Mark Larson recommended that the school board adopt the Mahtomedi School Board and Superintendent Leadership Team Operating Practices that were reviewed/revised at the July school board retreat. The four expectations are 1) How we relate to one another, 2) How we communicate, 3) How we govern, 4) How we conduct meetings. Payne moved, Schwartz seconded, approval of the Operating Practices. Carried 6-0.

B. Approval of Policies

Superintendent Mark Larson recommended approval of the policies that contain the modifications recommended by the school board at the first and second readings, required by change in Minnesota statute, or recommended by MSBA. Donovan moved, Stout seconded approval of the following policies: Policy 509 - Enrollment of Nonresident Students, Policy 614 - School District Testing Plan and Procedure, Policy 620 - Credit for Learning, Policy 721 - Uniform Grant Guidance Regarding Federal Revenue Sources, Policy 805 - Waste Reduction and Recycling, Policy 903 - Visitors to School District Property and Facilities. Carried 6-0.

C. Approval of the 2019-2020 School District Calendar

Chevalier moved, McGraw seconded, approval of the 2019-2020 school district calendar. Carried 6-0.

Superintendent Larson reported Equity Coordinator Sara Dusek is sending out a monthly email to all staff with information on various upcoming ethnic/religious holidays, celebrations and events, along with helpful suggestions on equity issues.

12. SCHOOL BOARD COMMITTEE REPORTS

A. Association of Metropolitan School Districts (AMSD) Board

None

B. Mahtomedi Area Educational Foundation (MAEF)

None

C. Minnesota School Boards Association (MSBA) Legislative Liaison

School Board Director Kevin Donovan reported on the upcoming January 11 & 12 MSBA Winter Conference where School Board Chair Judy Schwartz will be recognized for 30 years of service and School Board Director Lucy Payne is running for the MSBA Board of Directors representing District 6.

D. Northeast Metro 916 Board

None

E. Other Items/Reports

School Board Director Kevin Donovan reminded school board members of the Mahtomedi Community Book Read - A Good Time for the Truth: Race in Minnesota on January 30. Teachers from the N. St. Paul, Maplewood, Oakdale School District's Education Equity Alliance (EEA) will also be attending.

13. SUPERINTENDENT'S REPORT - Retirement Announcement

Superintendent Mark Larson announced his retirement as of June 30, 2018. Dr. Larson stated he has spent 35 years in education with the last nine in what he considers to be the best school district in the state; with outstanding student success; dedicated, talented colleagues; and a supportive community that values education. Larson thanked the school board for the privilege to serve and expressed his commitment to help the district plan to select a new superintendent. The school board commended Dr. Larson for his service to Mahtomedi Schools.

Nicole Flesner, Human Resource Supervisor, and Lynne Viker, Director of Learning and Accountability, discussed with school board members the next steps in the search for a new superintendent which included: hiring a search firm, staff and community input, screening process and interview committees, with the final decision the responsibility of the school board.

Payne moved, Donovan seconded, to form a superintendent selection process committee. Carried 6-0. Kevin Donovan, Julie McGraw and Lucy Payne will work with school district administration and report to the full board at the January 25 study session.

#### 14. CLOSE MEETING

Payne moved, Donovan seconded, approval to close the meeting. Carried 6-0. Meeting closed at 8:23 p.m. School Board Director Mike Chevalier excused himself from the discussion due to a conflict of interest.

- A. Discussion of labor negotiations strategies or developments in closed session, pursuant to Minn. Stat. § 13D.03 - Teacher Contract Negotiations

#### 15. OPEN MEETING

Payne moved, Donovan seconded, approval to open the meeting. Carried 5-0. Meeting opened at 9:06 p.m.

#### 16. ADJOURNMENT

Payne moved, Donovan seconded, adjournment. Carried 5-0. Meeting adjourned at 9:07 p.m.

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

- A. Approval of Treasurer's Report  
None

- B. Approval to Pay Bills

- 1. Check Register 02 - Check No. 397472 to 397762 and 80009093 to 80009190
  - 2. Check Register 05 - Check No. 50000499 to 50000501

- C. Approval of Wire Transfer Transactions

- D. Personnel

- 1. Approval of Contracts and Work Agreements

- a. Janell Metcalf - Special Education Paraprofessional (LTS) - Wildwood Elementary (3/1/2018-6/7/2018)
    - b. Ai My Moen - Special Education Paraprofessional - Wildwood Elementary (12/20/2017)
    - c. Maribel Serrato - Lunch/ Recess Paraprofessional - O.H. Anderson Elementary (12/18/2017)
    - d. Karen Swanson - Parent Educator - Mahtomedi Community Education (1/4/2018)
    - e. Andria Warner - Third Grade Teacher (LTS) - Wildwood Elementary (1/23/2018-3/9/2018)

- 2. Approval of Resignations/Retirements/Terminations

a. Mark Larson - Superintendent - District Office (6-30-2018)

- 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: *Larkin Hoffman; Ratwik, Roszak, and Maloney; 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

JULIE MCGRAW, CLERK