

INDEPENDENT SCHOOL DISTRICT NO. 831  
Forest Lake, Minnesota

TRUTH-IN-TAXATION HEARING  
REGULAR SCHOOL BOARD MEETING

December 4, 2014

The annual Truth-in-Taxation Hearing was held on December 4, 2014 at 6:05 pm. At roll call the following members were present: Julie Corcoran, Dan Kieger, Karen Morehead, Rob Rapheal, Gail Theisen, Erin Turner and Superintendent Dr. Linda Madsen, ex officio. Member Kathleen Bystrom was absent.

Lawrence Martini, Director of Business Services, presented the district's proposed tax levy followed by an opportunity for public questions and answers. There was no citizen input or questions from the audience.

At 6:13 pm Member Morehead moved to adjourn the hearing. The motion was seconded by Member Corcoran, all members present voted aye and the hearing was adjourned.

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, December 4, 2014, at the School District Offices. Following the Pledge of Allegiance, roll was called and the following members were present: Julie Corcoran, Dan Kieger, Karen Morehead, Robert Rapheal, Gail Theisen, Erin Turner and Superintendent Linda Madsen, ex officio. Member Kathleen Bystrom was absent.

The meeting agenda was approved with the removal of the girls' cross country team.

4. VISITORS:

There was no Listening Session due to the Truth-in-Taxation Hearing.

5. STUDENT ACHIEVEMENT:

The girls' cross country team was moved to a future agenda.

Lino Lakes Elementary – Principal Ron Burris introduced the Lino Lakes Spanish Immersion teachers and students who showcased their Spanish skills.

Positive Happenings: School Board Members reported on the many school programs and events they have attended the past month including: All School Reunion meeting, Lake Fest meeting, Task Force meetings, Curriculum Instruction and Equity meeting, city tree lighting, sporting events, Veterans' Day programs, FLHS play, retired educators gathering, and watching the bus garage being built. The ag department's poinsettia sale is in progress and holiday concerts are beginning.

6. REPORTS:

Buildings & Grounds – Julie Corcoran reported that the Buildings & Grounds committee received an update from the Facilities Task Force, an update on the air quality for Phase II at the high school, and reviewed Policy 701 - Community Use of School Facilities.

Communications – Karen Morehead reported that the Communications committee reviewed the Equity Portrait, discussed the Food BackPack program, the Safe and Supportive Schools Act and the School *Connections* publication. Paul Iwaszko, Southwest Jr. High and Brittany Cullen from Forest Lake Elementary are Forest Lake Schools’ TIES Exceptional Teachers for 2014-15, looked at the information on the district website regarding infectious diseases.

EMID– Karen Morehead reported the December newsletter was sent out.

Finance – Dan Kieger reported that the Finance committee discussed the audit, budget update for 2014-15, funding for 2015-16, and the reduction process.

Policy – Member Turner reported that the Policy Committee looked at the Technology Acceptable Use and Safety Policy 540, and Emergency Closing of Schools and Activities Cancellation Policy 608.

Staff Welfare – Erin Turner reported that the committee discussed weighted grades and Superintendent’s goals.

City of Forest Lake – Gail Theisen reported attending the budget reduction meeting, the City Hall grand opening will be December 8 from 3-7 pm.

916 – Gail Theisen reported they received audit results and workplace survey results, and an update on the Capitol View building.

Superintendent’s Report: Dr. Madsen congratulated Paul Iwaszko and Brittany Cullen for receiving Forest Lake Schools’ TIES exceptional teacher awards. She met with legislators this week, spoke of the partnership with Family Pathways and the Food BackPack program. There will be a reception beginning at 6:30 pm on January 8 to thank Board Members Erin Turner and Kathleen Bystrom for their service and to welcome new Board Members Jill Olson and Luke Odegaard.

YMCA Report - Sharna Braucks, Executive Director of the YMCA in Lino Lakes, gave an overview of YMCA partnerships for the board to consider.

7. CONSENT AGENDA ITEMS: Member Kieger moved to approve Consent Agenda Items 7.1, 7.2 and 7.4. The motion was seconded by Member Theisen, all members present voted aye and the motion carried.

7.1 Approved the Minutes of November 6 & 13, 2014.

7.2 Approved the bills as of December 4, 2014.

7.4 Approved Licensed Personnel:

**A. UNPAID LEAVE OF ABSENCE (LOA):**

1. Harris, Larry (Tony): Unpaid LOA for approximate dates: 11/12/14-12/23/14
2. Prince, Alyssa: Unpaid LOA for approximate dates: 4/8/15-6/8/15

**B. NON-CURRICULAR ASSIGNMENT (on non-contract status):**

1. Alm, Lexi: Jr High Weight Training (CEN/SW)
2. Betancourt, Shannon: 8th Girls' Basketball Asst (CEN)
3. Boskovich, Jennina: .5 Ski Club Head/Asst (SW)
4. Brett, Amanda: .6 Student Council Head (SR)
5. Brett, Taylor: .90 Gymnastics Asst (SR)
6. Conley, Brian: 7th Girls' Basketball Asst (SW)
7. Conley, Timothy: .65 Boys' Basketball Asst B-Squad (SR)
8. Dahmes, Benjamin: Wrestling Asst (SR)
9. Fick, John: .25 Boys' Hockey Asst (SR)
10. Hoidal, Benjamin: .40 Boys' Basketball Asst B-Squad (SR)
11. Houle, Mitchell: .5 Ski Club Head/Asst (SW)
12. Kolbow, Jordan: .65 Wrestling Asst (SR)
13. Laqua, Jean: .13 Musical Head (SR)
14. Loo, Jonathan: Boys' Hockey Head (SR)
15. Mau, Joseph: Boys' Swim/Dive Head (SR)
16. McMenoman, Carly: Debate Asst (SR)
17. Munkelwitz, Lucas: .20 Wrestling Asst (SR) & Wrestling 9 (SR)
18. Ostercamp, David: Boys' Basketball Asst (SR)
19. Rupar, Christopher: Girls' Basketball Asst (SR)
20. Schugel, Matthew: Boys' Hockey Asst (SR)
21. Wethammer, Matt: .43 Boys' Hockey Asst (SR)

**C. EMPLOYMENT:**

1. Kittridge, Heather: 1.0 FTE effective 11/24/14
2. Patrin, Rose: Less than 600 hours for the 2014-15 school year only
3. Sauter, Sara: approximately 526 hours per school year effective 11/19/14

7.3 Approved Classified Personnel: Member Corcoran thanked Deb Meier for her years of service to the school district. Member Corcoran moved, seconded by Member Kieger to approve 7.3. All members present voted aye and the motion carried.

**Retirement:**

- McCarthy, Marcella – School Age Care Program Aide at Wyoming Elementary, effective December 23, 2014 after 11 years of service.

**Resignation:**

- Jones, Kristine – School Age Care Program Aide at Wyoming Elementary, effective December 5, 2014.
- Henkes, Kayla – Noon Duty Supervisor I at Lino Lakes Elementary, effective November 24, 2014.
- Meier, Debra – Supervisor of Accounting, effective December 2, 2014.
- Nelson, Cathy – Noon Duty Supervisor I at Forest Lake Elementary, effective November 26, 2014.
- Strege, Carol – Title I Paraprofessional/Noon Duty Supervisor II at Forest Lake Elementary, effective July 31, 2014.

**End of Employment:**

- Hohensee, Mary Lou – Special Education Health Care Specialist IV at Century Jr. High, effective November 10, 2014.

**Recommendation of Employment:**

- Barnes, Kerstin – School Age Care Program Aide at Lino Lakes Elementary Steps Ahead, 4.75 hours per day and 40 weeks per year, effective November 25, 2014.
- Burrows, Katherine – Noon Duty Supervisor I at Lino Lakes Elementary, 2 hours per day and 35 weeks per year, effective November 17, 2014. (Open position)
- DeLong, Sharon – Cook Helper/Short Hour at St. Peter’s Elementary, 2.5 hours per day and 175 days per year, effective November 17, 2014. (Open position)
- Henkes, Kayla – Noon Duty Supervisor I at Lino Lakes Elementary, 2 hours per day and 35 weeks per year, effective November 11, 2014. (Open position)
- Kohs, Melissa – School Age Care Program Aide at Lino Lakes Elementary Steps Ahead, 3.5 hours per day and 40 weeks per year, effective November 10, 2014.
- LaRoue, Cody – Substitute School Bus Driver, effective November 6, 2014.
- Lindholm, Morgan – Title I Paraprofessional II at Linwood Elementary, 2.5 hours per day, 4 days per week and 30 weeks per year, effective December 2, 2014. (Open position)
- Slavik, Suzanne – Cook Helper/Short Hour at Forest Lake Sr. High, 3 hours per day and 175 days per year, effective November 24, 2014. (Open position)

**Authorization of Transfer:**

- Bosch, Jolene – Special Education Health Care Specialist IV, from STEP to Century Jr. High, effective November 13, 2014.
- Holt, Suzanne – Special Education Health Care Specialist IV, from Century Jr. High to STEP, effective November 14, 2014.

**Leave of Absence:**

- Dougherty, Kay – Cook Helper/Long Hour at Linwood Elementary, extend leave of absence from November 4, 2014 through December 16, 2014.
- Lentz, Christine – Special Education Paraprofessional II at Forest View Elementary, leave of absence from October 10, 2014 through January 4, 2015.
- Mertes, Brytanie – School Age Care Program Aide at Lino Lakes Elementary, leave of absence from February 3, 2015 through April 3, 2015.

**Additional Hours:**

- Kirby, Megan – Cook Helper at Lino Lakes Elementary, from 3.5 hours per day and 175 days per year to 4 hours per day and 178 days per year.

**Additional Service Compensation:**

- Meier, Debra, Supervisor of Accounting, additional compensation of \$10,000.00 for extra service due to the change of Medical Self Insurance, the audit process and training support to the payroll department.

8. Donations: Member Turner read the following donations, accepted with appreciation, and moved their acceptance. The motion was seconded by Member Kieger, all members present voted aye and the motion carried. Donations: \$100 from Lisa Stewart, Fairfax, VA to Century Orchestra Dept; \$2,000 from FL Baseball Assoc, Jon Wallner, FL to Grounds Dept for baseball field repairs – purchase of ag lime; \$500 from Dugout Boosters, Jon Wallner, FL to Grounds Dept for baseball field repairs – purchase of ag lime; \$140 from Wells Fargo Community Support Campaign, NJ to Wyoming Elementary for general education; 4 cases of notebooks, 3 cases of pencils, 1 box of pens, 11 pks of glue sticks, 12 boxes of highlighters from Curtis 1000, Hugo, to Wyoming Elementary general supplies.
9. OLD BUSINESS:
- 9.1 Approve Wellness Policy 546 – Member Kieger moved to approve Wellness Policy 546. The motion was seconded by Member Turner, by roll call vote all members present voted aye and the motion was approved.
- 9.2 Approve Student Sex Nondiscrimination Policy 421 – Member Kieger moved to approve Student Sex Nondiscrimination Policy 421. The motion was seconded by Member Theisen, by roll call vote all members present voted aye and the motion was approved.
- 9.3 Approve Community Notification of Sex Offenders Policy 707 – Member Morehead moved to approve Community Notification of Sex Offenders Policy 707. The motion was 2<sup>nd</sup> by Member Kieger, by roll call vote all members present voted aye and the motion carried.
- 9.4 Accept 2013-2014 Financial Audit –Auditors from Malloy, Montague, Karnowski & Radosevich, P.A. (MMKR) presented the results of the 2013-2014 Financial Audit. Following the presentation and questions, Member Kieger moved to accept the 2013-2014 Financial Audit as presented. The motion was seconded by Member Corcoran, by roll call vote all members present voted aye and the motion carried.

The meeting recessed from 8:42-8:51 pm. When the meeting reconvened, Members Corcoran, Kieger, Morehead, Rapheal, Theisen, Turner and Superintendent Madsen, ex officio, were present. Member Bystrom was absent.

- 9.5 Certify 2014 Property Taxes Payable in 2015 - Member Kieger moved to Certify 2014 Property Taxes Payable in 2015 in the amount of \$16,930,153.32. The motion was seconded by Member Corcoran, by roll call vote all members present voted aye and the motion carried. (Copy of certification in official minutes book).
- 9.6 Ratify Interpreters' Employment Agreement 2014-2016 – Member Kieger moved to Ratify Interpreters' Employment Agreement 2014-2016. The motion was 2<sup>nd</sup> by Member Turner, by roll call vote all members present voted aye and the motion carried.

- 9.7 Approve Superintendent's Goals for 2014-2015 – Member Turner moved to approve Superintendent's Goals for 2014-2015. The motion was 2<sup>nd</sup> by Member Kieger, by roll call vote all members present voted aye and the motion carried.
- 9.8 Recommendation to Award Indoor Air Quality Upgrades Phase II at Forest Lake Senior High - Member Corcoran moved to Award Indoor Air Quality Upgrades Phase II to Cool Air Mechanical of St Paul. The motion was 2<sup>nd</sup> by Member Kieger, by roll call vote all members present voted aye and the motion carried.
10. NEW BUSINESS:
- 10.1 First Reading: Technology Acceptable Use and Safety Policy 540. This item will be placed on the next agenda for board action.
- 10.2 First Reading: Emergency Closing of Schools and Activities Cancellation Policy 608. This item will be placed on the next agenda for board action.
- 10.3 First Reading: Weighted Grades/Class Rank Proposal. This item will be placed on the next agenda for board action.
- 10.4 First Reading: Proposed New Course – Chinese IV. This item will be placed on the next agenda for board action.
- 10.5 YMCA Potential Partnerships - Consider the information presented and ask for additional information or clarification if desired by the School Board.
11. CALENDAR DATES – The School Board reviewed upcoming calendar dates.

As there was no further business, Member Theisen moved, seconded by Member Corcoran, to adjourn and the meeting adjourned at 9:10 p.m.

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Rob Rapheal

President

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Kathleen Bystrom

Clerk