

# 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, December 10, 2020**, beginning at 7:00 PM. Due to the declared health pandemic and declared state of emergency, this school board meeting was held by conference call or interactive technology in accordance with Minnesota State Statute 13D.021.

### 1. PUBLIC COMMENT

School Board Chair Lucy Payne shared a summary of the nine emails the board received since the last school board meeting. The emails regarding the learning model ranged from being supportive to sharing concerns/opinions. Community members posed questions on when the district would make another change in learning models. Three emails on the board appointment were from community members who supported specific individuals who applied.

### 2. CALL TO ORDER

Due to the declared health pandemic and declared state of emergency, this school board meeting was held by conference call or interactive technology in accordance with Minnesota State Statute 13D.021. This meeting was live streamed and recorded.

Meeting called to order at 7:02 p.m. by Chair Lucy Payne.

### 3. ROLL CALL OF ATTENDANCE

Present: Kevin Donovan; Julie McGraw; Lucy Payne; Judy Schwartz; Stacey Stout; Superintendent Barbara Duffrin, ex-officio and Ismail Bah, school board student representative.

### 4. APPROVAL OF THE AGENDA

Donovan moved, Stout seconded, approval of agenda. Roll Call Vote: Donovan-Aye, McGraw-Aye, Payne-Aye, Stout-Aye, Schwartz-Aye. Carried 5-0.

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

McGraw moved, Schwartz seconded, approval of the actions recommended on the consent agenda. Roll Call Vote: Donovan-Aye, McGraw-Aye, Payne-Aye, Stout-Aye, Schwartz-Aye. Carried 5-0.

### 6. PRESENTATIONS/RECOGNITION

A. Student/Staff/Community Recognition

1. School Board – Judy Schwartz

Superintendent Barbara Duffrin virtually presented Judy Schwartz with an engraved school bell for her 32 years of service on the Mahtomedi School Board. Duffrin and school board members thanked Schwartz for her calm, logical and direct approach to items/issues before the board and for all she has done for the district over the last 32 years. Schwartz also served on the N.E. Metro 916 School Board. MAEF has set up a Tapestry Scholarship for Mahtomedi students in her honor.

B. Mahtomedi Community Education Update

Kate Andersen, Mahtomedi Community Education Director, updated school board members on Community Education Programs and the effects of COVID-19. Community Education is providing free Tier I childcare for essential workers with limited funding assistance. They are currently serving approximately 110 children per day, along with Mahtomedi Adventure Club fee based childcare, which has significantly lower enrollment resulting in less revenue. Andersen explained the challenges due to the impact of COVID-19, which included limited in person programming, decreased enrollment in preschool classes/ECFE, additional safety protocols and staffing layoffs. Accomplishments included alternative virtual programming of lessons, classes and meetings. Along with take home kits, community connections events, outdoor athletic camps and expanded district equity work, including the development of the Community Equity Advisory Committee. The annual Community Education Report submitted to MDE showed a decrease of birth to senior community members served, with 11,599 in 2018-2019 to 6,106 in 2019-2020, and a decrease in groups requesting facilities use from 55 last year to 45 this year. The digital Community Education Winter/Spring Brochure will be available on December 15 and will include new programs/events that follow CDC and MDH guidelines. The 2021-2022 Early Childhood digital brochure will be available on January 1. School board members thanked Andersen for all of her hard work during this difficult time.

7. REPORT FROM STUDENT REPRESENTATIVE

Ismail Bah, Student Representative, reported on the following events at O.H. Anderson Elementary School: Friday Spirit Days and at Mahtomedi High School: Science, Technology, Engineering and Math (STEM) Club virtual screening of the documentary “Picture of a Scientist” and Zoom panel discussion in December. Bah speaking for all students thanked the teachers, staff, custodians and parents for all they are doing for students during distance learning.

8. ACTION ITEMS

A. Approval of Donations/Grants Totaling \$4,817.22

Regular Meeting Minutes –  
Thursday, December 10, 2020

School Board Chair Lucy Payne stated 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 Mahtomedi Parent Teacher Organization (PTO) to Wildwood Elementary Music Program - \$1,200.00
2. From the Mahtomedi Parent Teacher Organization (PTO) to Wildwood Elementary Paper Supplies - \$150.00
3. From the Mahtomedi Parent Teacher Organization (PTO) to O.H. Anderson Elementary Technology Support Items for Turkey Bingo - \$847.22
4. From Mahtomedi Parent Teacher Organization (PTO) to Wildwood Elementary Recess Equipment - \$2,000.00
5. From the Wells Fargo/Blackbaud Giving Fund to O.H. Anderson Elementary Community Support Campaign - \$120.00
6. From Kevin and Jill Lindgren to Community Education Weekend Backpack Program - \$500.00

Schwartz moved, Donovan seconded, approval of donations/grants totaling \$4,817.22. Roll Call Vote: Donovan-Aye, McGraw-Aye, Payne-Aye, Schwartz-Aye, Stout-Aye. Carried 5-0.

B. Approval of the 2019-2020 Fiscal Audit

Jeff Priess, Director of Finance and Operations, introduced Jim Eichten, Managing Partner with Malloy, Montague, Karnowski and Radosevich (MMKR) certified public accountants, who presented the audit report for the 2019-2020 Fiscal Year. Eichten provided the audited financial statements and gave school board members/administrators an overview of the school district's revenues/expenditures, the improving general fund financial position and shared the opinion and findings. The auditor issued an unmodified/clean opinion on the district's financial statements with two findings: one for limited segregation of duties, which is common for the size of the district, and one on the bank reconciliation process. New controls have already been put in place to improve the reconciliation process. For the third consecutive year, the Mahtomedi School District will be submitting a Comprehensive Annual Financial Report to the Association of School Business Officials International for consideration of the Certificate of Excellence in Financial Reporting designation. Schwartz moved, Donovan seconded, approval to certify the 2019-2020 financial audit. Roll Call Vote: Donovan-Aye, McGraw-Aye, Payne-Aye, Schwartz-Aye, Stout-Aye. Carried 5-0.

C. Truth-in-Taxation Presentation

Jeff Priess, Director of Finance and Operations, presented information regarding the proposed property tax levy payable in FY 2021 and the tax impact for residents. Property taxes provide 28% of the district's revenue, with the State of MN providing 60%, federal government provides 4% and other local sources provide 8%.

Regular Meeting Minutes –  
Thursday, December 10, 2020

Washington County is projecting a 4.31% increase in residential property value, with an increase in school district tax of 2.36%. For a home valued at \$250,000 the increase would be \$32.95. Priess explained an increase in property value does not provide additional revenue, as the increase typically reduces state aid. The revised FY 2021 Budget shows \$52,383,721 in revenue and \$52,076,735 in expenditures with a General Fund unassigned fund balance of 8.65%. The property tax comparisons of the final pay 2020 versus the proposed pay 2021 show a total increase of 2.15% or about \$318,565. The deadline for school districts to certify final adopted levies to the county auditor and submit the Certificate of Truth-in-Taxation Compliance to the Department of Revenue is December 28.

1. Truth-in-Taxation Public Comment

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

Cris Burke - Taxed not heard regarding students returning to in-person learning.  
Jessica Carlson - District's taxation funds not used in productive way to educate children.

Sarah Wolseld - Other than emailed public comments, students back in school and curriculum choices.

2. Approval to Certify 2020 Pay 2021 Levy

McGraw moved, Schwartz seconded, approval to certify 2020 Pay 2021 Levy. Total certified levy amount is \$15,152,630.82. Roll Call Vote: Donovan-Aye, McGraw-Aye, Payne-Aye, Schwartz-Aye, Stout-Aye. Carried 5-0.

D. Approval of the Resolution Filling School Board Vacancy by Appointment

Donovan moved, Schwartz seconded, approval of the resolution filling school board vacancy by appointment. Roll Call Vote: Donovan-Aye, McGraw-Aye, Payne-Aye, Schwartz-Aye, Stout-Aye. Carried 5-0. Tony Vosooney appointment will start on December 21 and he will be seated at the January 7, 2021 school board meeting.

9. DISCUSSION/INFORMATION ITEMS

A. Board Member Calendar

The Board Member Calendar was reviewed.

B. 2020-2021 Revised Budget

Jeff Priess, Director of Finance and Operations, discussed the revised 2020-2021 General Fund Budget with school board members, which includes a reduction in the general education state aid due to revised enrollment projections, increased special education categorical aid, federal COVID-19 relief funds and loss of miscellaneous

revenue due to reduced gate receipts and participation fees. Expenditure included increased costs due to COVID-19 in technology supports, PPE, cleaners and substitutes. Priess reviewed the budget process, the district's fund balance policy and compared the previous year budget, current year preliminary budget and the revised budget. The revised budget estimated revenue is \$43,587,521 and estimated expenditures are \$43,277,277, with a projected surplus of \$310,245. The June 30, 2020 unassigned fund balance was 8.5% and the June 30, 2021 unassigned fund balance is projected to be 8.7%, which slightly exceeds the school board target. The school board will vote to approve the revised budget at the February 25 school board meeting.

#### C. Overview of School Board Members' Responsibilities

School Board Chair Lucy Payne requested board members review the various offices held and the committees/boards members serve on and email her what they are interested in doing by December 18. Mentors Donovan and McGraw will work with the new school board members. The school board officers will be voted on at the January 7 Organizational Meeting. The board chair will then make the committee/board appointments.

#### D. Safe Learning Plan Update

Superintendent Barbara Duffrin updated school board members on the COVID-19 case numbers released weekly by the MN Department of Health (MDE). The 14-day case rate per 10,000 residents in Washington County for November 8-21 was 155.97 and for November 15-28 was 132.48. The MN Department of Education (MDE) recommends all distance learning when cases are 50 or more. Another indicator includes the MDH adding Mahtomedi Middle School to its dashboard on December 3 for schools with 5 or more confirmed cases of COVID-19 in students or staff who were in the building while infectious during a two-week reporting period. The updated district dashboard shows 28 student and staff positive cases in the last two weeks and six staff quarantined due to close contact or a positive test. The Distance Learning 2.0 Guide for all buildings is available on the district's website. In-person activity includes staff working in schools/classrooms, preschool classes, student small groups and childcare, with additional health screenings and precautions. Additional academic and social emotional supports with in-person and virtual supports have been implemented in each school. Tier I free childcare update now requires all of the parents or legal guardians in a household to be working in Tier I industries. Families who would like to change learning models for second semester will need to complete a learning model change form by December 18. The district administration will continue to work with the Regional Support Team to determine when schools can return to Hybrid Learning.

### 10. SCHOOL BOARD COMMITTEE REPORTS

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

Regular Meeting Minutes –  
Thursday, December 10, 2020

Kevin Donovan, School Board Director, reminded school board members the virtual AMSD Legislative Preview Meeting will be on January 8. AMSD's platform includes stabilizing education funding, closing opportunity gaps, reducing mandates and enhancing local control, and enhancing taxpayer equity.

B. Mahtomedi Area Educational Foundation (MAEF)

School Board Vice Chair/Clerk Julie McGraw reported the MAEF Fall Fund Drive is still taking place.

C. Minnesota School Boards Association (MSBA) Legislative Liaison

School Board Chair Lucy Payne reported the MSBA Delegate Assembly approved Mahtomedi's resolution that urges the legislature to increase learning flexibility to allow for local control of instructional time by removing the instructional hours requirements, thereby removing the seat time requirement.

D. Northeast Metro 916 Board

Kevin Donovan, School Board Director, reported the 916 Board awarded the contract for the new superintendent search/recruitment to Ken LaCroix Educational Consulting Services. Donovan also reported on an innovative new mobile education trailer equipped with accommodations to serve the special needs of its students, including calming lighting and soundproofing, during distance learning.

E. School Board Subcommittee Reports - None.

F. Other Items/Reports - None.

11. SUPERINTENDENT'S REPORT

Superintendent Barbara Duffrin stated the Safe Learning Plan Update above was her report.

12. CLOSED MEETING

McGraw moved, Donovan seconded, approval to close meeting. Roll Call Vote: Donovan-Aye, McGraw-Aye, Schwartz-Aye, Stout-Aye, Payne-Aye, Carried 5-0. Meeting closed at 9:36 p.m.

A. Discussion of Personnel Matter Pursuant to Minnesota Statute 13D.05, subd. 3(a) - Superintendent Mid-Year Review

13. OPEN MEETING

Schwartz moved, Donovan seconded, approval to open meeting. Roll Call Vote:

Regular Meeting Minutes –  
Thursday, December 10, 2020

Donovan-Aye, McGraw-Aye, Schwartz-Aye, Stout-Aye, Payne-Aye, Carried 5-0.  
Meeting opened at 9:50 p.m.

14. ADJOURNMENT

Schwartz moved, Payne seconded, adjournment, Roll Call Vote: Donovan-Aye, McGraw-Aye, Payne-Aye, Schwartz-Aye, Stout-Aye, Carried 5-0. Meeting adjourned at 9:53 p.m.

15. CONSENT AGENDA ITEMS (Items Approved Under #5)

A. APPROVAL OF MINUTES

1. November 12, 2020 - Special Meeting
2. November 12, 2020 - Regular Meeting
3. November 16, 2020 - Emergency Meeting
4. November 19, 2020 - Special Meeting

B. Approval of Treasurer's Report

C. Approval to Pay Bills

1. AP Check Register - Check No. 409583 to 409798 and 9800011812 to 9800011857

D. Approval of Wire Transfer Transactions

E. Personnel

1. Approval of Contracts and Work Agreements

- a. Clerical Contract - 2020-2022
- b. Custodial Contract - 2020-2022
- c. Principal Contract - 2020-2022
- d. Dennis Joslyn - Theatre and Production Manager - Mahtomedi High School (11/23/2020)
- e. Jill Wiebe - Guidance Secretary - Mahtomedi High School (11/16/2020)

JUKIE MCGRAW, CLERK