

INDEPENDENT SCHOOL DISTRICT NO. 831  
Forest Lake, Minnesota  
ORGANIZATIONAL SCHOOL BOARD MEETING  
January 3, 2013

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The organizational 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, January 3, 2013, at the School District Offices. Following the Pledge of Allegiance, roll was called and the following members were present: Kathy Bystrom, Julie Corcoran, Dan Kieger, Robert Rapheal, Gail Theisen and Erin Turner, and Superintendent Linda Madsen, ex officio. Member Karen Morehead was absent.

3. ELECTION OF SCHOOL BOARD OFFICERS FOR 2013:

President – Member Bystrom moved to nominate Rob Rapheal for School Board President. As there were no further nominations, a unanimous ballot was cast and Rob Rapheal was re-elected as School Board President for 2013.

Vice-President – Member Bystrom moved to nominate Erin Turner for the position of School Board Vice-President. As there were no further nominations, a unanimous ballot was cast and Erin Turner was re-elected as School Board Vice President for 2013.

Clerk – Member Kieger moved to nominate Kathy Bystrom for the position of School Board Clerk. As there were no further nominations, a unanimous ballot was cast and Kathy Bystrom was elected as School Board Clerk for 2013.

Treasurer – Member Bystrom moved to nominate Dan Kieger for the position of School Board Treasurer. As there were no further nominations, a unanimous ballot was cast and Dan Kieger was re-elected as School Board Treasurer for 2013.

4. AGENDA REVIEW: The meeting agenda was reviewed and no changes were made.

5. VISITORS:

Listening Session – Kathy Bystrom and Dan Kieger reported that at the listening session they discussed happenings in the City of Forest Lake.

Carter Johnson from the *LowDown* newspaper asked the School Board to consider designating the *LowDown* as their official school newspaper for 2013, and use their product for district communications.

6. STUDENT ACHIEVEMENT:

Activities Director Joel Olson introduced the coaches and athletes of the girls' and boys' Cross Country teams, who reported on the successes of their fall seasons.

Scandia Elementary – Principal Julie Greiman and IB Coordinator Geri Seaburg updated the School Board on the progress of Scandia Elementary School's three-year process to become an International Baccalaureate school.

Positive Happenings: School Board Members reported on the many school programs and events they have attended the past month including holiday concerts and sporting events.

7. REPORTS:

Buildings & Grounds – Gail Theisen reported that the Buildings & Grounds committee discussed the indoor air quality project at the senior high, signage and posters, and the Facilities Task Force.

Communications – Julie Corcoran reported that the Communications committee discussed marketing on area vehicles and delivery vans, viewed the new kindergarten commercial and reviewed the junior high registration guides.

Finance – Dan Kieger reported that the Finance Committee received a 2012-13 budget update, budget projections for 2013-14, and a legislative update.

Policy – Erin Turner reported that the Policy Committee reviewed five policies.

Staff Welfare – Erin Turner reported that the committee received an update on the Facilities Task Force, discussed adding an additional police liaison, topics for School Board Meetings, the activities program review and Q Comp.

EMID – Supt. Madsen reported that EMID is in the process of reassigning their schools to other districts. It is hoped that the new state legislature will pass and support further integration funding.

Superintendent's Report: Dr. Madsen reported that the Facilities Task Force is continuing to meet and work on their final report for the School Board, the district Crisis Plan has been reviewed, the commercial for all-day everyday kindergarten will be aired on local TV, Larry Martini put together a school funding packet, and a Legislative Forum is scheduled for January 21. Superintendent Madsen introduced the new Superintendent's Administrative Assistant Connie Ramberg, and thanked retiring assistant Diane Borle for her 25 years of service to the School District.

8. CONSENT AGENDA ITEMS: Member Kieger moved to approve Consent Agenda Items 8.1-8.3 and 8.5-8.13. The motion was seconded by Member Theisen, all members present voted aye and the motion carried.

8.1 Approved the Minutes of December 6 and 20, 2012.

8.2 Approved the bills as of January 3, 2013.

8.3 Approved Classified Personnel:

A. Retirement: Dianne Schally – eff. 6/6/13.

B. Resignation:

1. Jill Knutson – eff. 12/28/12.

2. Lisa Landherr – eff. 12/21/12.

3. Paul Weinhardt – eff. 11/29/12.

- C. End of employment – Geno Campobasso eff. 12/20/12.
  - D. Employment:
    - 1. Kimberly Carver – eff. 1/2/13.
    - 2. Elsa Cummings – eff. 12/5/12.
    - 3. Carrie Geving – eff. 12/21/12.
    - 4. Deanne Kemplin – eff. 12/10/12.
    - 5. Martin Mann – eff. 1/2/13.
    - 6. Troy Noren – eff. 1/2/13.
    - 7. Heidi Scott – eff. 12/13/12.
  - E. Transfer:
    - 1. Pamela Baklund – eff. 1/2/13.
    - 2. Ronald Bonn – eff. 12/10/12.
    - 3. Jessica Foster – eff. 11/6/12.
    - 4. James Harris – eff. 1/7/13.
  - F. Unpaid Leave of Absence:
    - 1. Joan Mead – LOA Dec. 11-20, 2012.
    - 2. Pamela Olsen – Dec. 21, 2012 through Feb. 1, 2013.
    - 3. Pamela Olsen – March 11-20, 2013.
    - 4. Brandon Perry – Dec. 4-17, 2012.
  - G. Additional Hours: Noon Duty Supv. I at FLE from 1 to 2 hr./day, 35 wk./yr. eff. 1/2/13.
- 8.5 Continue participation in Metro North ABE.
  - 8.6 Banks: US Bank, Wells Fargo, LaSalle Bank, PMA Financial Network, Inc., MN School District Liquid Asset Fund (MSDLAF), First State Bank of Wyoming, First State Bank of Wyoming, Security State Bank of Marine, Central Bank, First Resource Bank, Lakes Area Bank, TCF, Frandsen Bank & Trust.
  - 8.7 Legal Counsel: Ratwik, Roszak, & Maloney, P.A.; Kennedy & Graven, Chartered; Booth & Lavorato LLC.
  - 8.8 District Doctor: Dr. Julie Kammer.
  - 8.9 Fiscal Consultant: Springsted, Inc. and Ehlers & Associates, Inc.
  - 8.10 Set School Board Meeting dates and times: kept the practice of regular School Board Meetings on the first Thursdays at 7 pm, and committee meetings/School Board Meeting on the third Thursdays of each month beginning at 6 pm.
  - 8.11 Authorized use of facsimile signatures on district checks per State law and School Board policies.
  - 8.12 Authorized the Director of Business Services or designee to make electronic fund transfers, stop payment requests, approve certain claims, contracts for budgeted goods and services, and approve change orders.

- 8.13 Appointed Jennifer Tolzmann as the Local Education Agency (LEA) Representative for Title I, IIA, IID, III, IV, V and VII, and Carl Perkins for the Forest Lake Area Schools.
- 8.4 Licensed Personnel: Member Bystrom acknowledged and thanked retiring Wyoming Principal Mike Conway for his 40 years in the district. Member Bystrom moved, seconded by Member Kieger, to approve the licensed personnel changes. All members present voted aye and the motion carried.
- A. Unpaid Leave of Absence: Laura Palke – Child care LOA approximately May 23 to June 7, 2013.
- B. Non-Curricular Assignment (on non-contract status):
1. Collin Cassem - .3 Assistant Alpine Ski Coach (FLHS).
  2. Becky Haven - .5 Assistant and .5 Head Speech Coach (FLHS).
  3. Zachary Johnson - .1043565 Assistant Drumline Coach (FLHS).
  4. Shannon Kubicek – 8<sup>th</sup> grade boys' Assistant Basketball Coach (CJH).
  5. Noah Lawson – 7/8 grade Assistant Basketball Coach (SW).
  6. Tim Newcomb - .5 Assistant and .5 Head Speech Coach (FLHS).
  7. Bruce Nolden – Assistant Softball Coach (FLHS).
  8. Andrew Perry - .3 Assistant Alpine Ski Coach (FLHS).
  9. Tim Peterson - .5 Assistant Speech Coach (FLHS).
  10. Christina Sparby – Yearbook Advisor (CME).
  11. Nicole Tetrault – 9<sup>th</sup> grade Softball Coach (FLHS).
  12. Craig Zimanske - .5 Assistant Speech Coach (FLHS).
- C. Retirement: Michael Conway - Retire effective 6/30/13 (40 yr.)
- D. Transfer (for the remainder of the 2012-13 school year only):
1. Diane Giorgi - .5 Title I Math and .5 Curriculum Coordinator eff. 1/3/13.
  2. Catherine Massey – Title I Literacy Coordinator eff. 1/2/13.
  3. Bradley Ward – Curriculum Coordinator eff. 1/21/13.
- E. Employment:
1. Edenia Buboltz – 1.0 regular contract eff. 11/26/12.
  2. Erin Burnette – 1.0 Regular contract eff. 11/26/12.
  3. Amy Tye – 1.0 regular contract eff. 1/2/13.
  4. Randi Zentner – 1.0 regular contract eff. 12/17/12.
10. Donations: Member Turner moved, seconded by Member Kieger, to adopt the resolution and accept with appreciation the following donations: \$519.70 from the Forest Lake Area Partnership for Families, Inc. to fund depression screening; \$2,114 1999 Buick LeSabre to the T&I shop from Lisa & Mark Jungwirth; \$620.28 from the Columbus Elementary PTO to purchase SMARTBoard supplies; \$60 waffle breakfast tickets for needy families from the Forest Lake Lions Club; \$35 from Patrick Morrissey for the Century Junior High Orchestra, \$15 from Lucille Schmidt for Century Junior High Band activities; \$110 from Carol Sorensen for a family in need; \$100 air tank, air hose, fittings and gauge and \$200 work bench and vise for the senior high maintenance department from Tim Tarantino.

The meeting was recessed from 8:03-8:08 p.m.

City Council Member Mike Freer updated the School Board on happenings at the City of Forest Lake. Bids for the new city complex at the old Northland Mall site will be opened January 10, and a new private marina will be going in at Lakeside Park this spring.

10. ROUTINE ACTIONS:

Member Kieger moved, seconded by Member Turner, to approve Routine Actions items 10.1-10.8 for 2013. All members voted aye and the motion carried.

10.1 ECSU – Gail Theisen will be the Board Representative to Metro ECSU.

10.2 MSBA – Julie Corcoran will be the Board Representative to the Minnesota School Boards Association (MSBA).

10.3 TIES – On behalf of the School Board, Joe Grafft will continue to be the Board Representative to TIES.

10.4 MSHSL – Dan Kieger will be the Board Representative to the Minnesota State High School League (MSHSL).

10.5 EMID – Karen Morehead will be the Board Representative to the East Metro Integration District (EMID).

10.6 SEE – Kathy Bystrom will be the Board Representative to Schools for Equity in Education (SEE).

10.7 City of Forest Lake – Gail Theisen will be the Board liaison to the City of Forest Lake.

10.8 Curriculum Committee – Members Turner, Bystrom and Theisen will continue to serve on the Curriculum, Instruction & School Health Committee.

10.9 Newspaper – Member Corcoran moved, seconded by Member Turner, to designate the Forest Lake TIMES as the official School District Newspaper for 2013 at the quoted price of \$6.60/column inch, 6 pt. type and 11 lines/inch. By roll call vote Members Bystrom, Corcoran, Kieger, Rapheal and Turner voted aye. Member Theisen abstained. Member Morehead was absent. The motion was approved.

10.10 School Board Salaries – Member Kieger moved to set School Board salaries at \$350 per month with the President receiving an additional \$200 per year, and the Clerk and Treasurer receiving an additional \$100 per year each. By roll call vote, Members Corcoran, Kieger, Rapheal and Theisen voted aye. Members Bystrom and Turner voted no. Member Morehead was absent. The motion was approved.

- 10.11 President Rapheal announced the following School Board Member appointments to Board committees for 2013:

Buildings & Grounds – Gail Theisen, Julie Corcoran, Kathy Bystrom  
 Communications – Julie Corcoran, Karen Morehead  
 Finance – Rob Rapheal, Dan Kieger, Kathy Bystrom  
 Policy – Gail Theisen, Erin Turner  
 Staff Welfare – Rob Rapheal, Erin Turner, Dan Kieger

Member Turner moved, seconded by Member Kieger, to approve the above committee assignments for 2013. All members voted aye and the motion carried.

11. OLD BUSINESS:

- 11.1 Technology Use Policy – Member Kieger moved to adopt Technology Acceptable Use and Safety Policy #540. The motion was seconded by Member Turner, by roll call vote, all members voted aye and the policy was adopted.
- 11.2 Machine Tool Course – Member Kieger moved to approve new Industrial Tech course: Welding and Machine Tool Technology. The motion was seconded by Member Bystrom, by roll call vote all members voted aye and the motion carried.

Member Kieger moved, seconded by Member Turner, to approve the following agenda items 11.3-11.8. By roll call all members voted aye and the motion carried.

- 11.3 Approved new business course: Sales.
- 11.4 Approved new business course: Management and Leadership.
- 11.5 Approved new business course: Droid App Design - Java.
- 11.6 Deleted business course – Flash Animation.
- 11.7 Deleted business course: Global Business Management.
- 11.8 Deleted business course: Advanced Marketing.

12. NEW BUSINESS:

Director of Curriculum & Instruction Jennifer Tolzmann, presented the requests for items 12.1-12.3 and 12.5:

- 12.1 New Business course: Chinese – First reading of proposed new course: Chinese II. This item will be placed on the next agenda for Board consideration and action.

- 12.2 New Medical Careers course – First reading of proposed new course: Extended Medical Careers. This item will be placed on the next agenda for Board consideration and action.
- 12.3 Social Studies – First reading of request for changes in Social Studies. This request will be placed on the next agenda for Board consideration and action.
- 12.5 New Math Course – First reading of proposed new course: CIS Mathematical Modeling and Prediction. This item will be placed on the next agenda for Board action.
- 12.4 Insurance RFP’s – Director of Business Services Lawrence Martini, requested approval to request proposals (RFP’S) for employee group insurances: Medical, Life, LTD and Dental. Member Kieger moved to authorize administration to request proposals for Medical, Life, LTD and Dental insurance for employee groups. The motion was seconded by Member Theisen, by roll call vote all members voted aye and the motion carried.
- 12.6 Reimbursement Policy – First reading of School Board Member Reimbursement Guidelines – Policy 103A. This item will be placed on the next agenda for Board action.
- 12.7 Out-of-State Travel - First reading of Out-of-State Travel by School Board Members – Policy 103B. This item will be placed on the next agenda for Board action.
- 12.8 Travel Reimbursement - First reading of Travel Reimbursement Policy 302. This item will be placed on the next agenda for Board action.
- 12.9 Class Size Policy - First reading of Class Size Policy #601. This item will be placed on the next agenda for Board action.
- 12.10 Student Transportation Policy - First reading of Student Transportation Safety Policy #531. This item will be placed on the next agenda for Board action.
13. COMMUNICATIONS: The School Board reviewed upcoming calendar dates and acknowledged communications that included comments on kindergarten and school security.

As there was no further business, Member Turner moved, seconded by Member Theisen, to adjourn and the meeting adjourned at 8:37 p.m.

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Rob Rapheal

President

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Kathy Bystrom

Clerk