

INDEPENDENT SCHOOL DISTRICT NO. 831  
Forest Lake, Minnesota  
ORGANIZATIONAL SCHOOL BOARD MEETING  
January 4, 2018

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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 4, 2018, at the School District Offices. Following the Pledge of Allegiance, roll was called and the following members were present: Julie Corcoran, Karen Morehead, Jill Olson, Jeff Peterson, Rob Rapheal, Gail Theisen and Superintendent Steve Massey, ex officio. Member Luke Odegard was absent.

### 3. ELECTION OF SCHOOL BOARD OFFICERS

President – Member Peterson nominated Member Rob Rapheal for School Board President. Member Olson 2<sup>nd</sup> the nomination. As there were no further nominations, all members present voted aye and Member Rapheal was elected as Board President for 2018.

Vice-President – Member Morehead nominated Member Gail Theisen to the position of School Board Vice-President. Member Peterson 2<sup>nd</sup> the nomination. As there were no further nominations, all members present voted aye and Member Theisen was elected as Board Vice-President for 2018.

Clerk – Member Peterson nominated Member Jill Olson to the position of School Board Clerk. Member Morehead 2<sup>nd</sup> the nomination. As there were no further nominations, all members present voted aye and Member Olson was elected as Board Clerk for 2018.

Treasurer – Member Theisen nominated Member Julie Corcoran to the position of School Board Treasurer. Member Peterson 2<sup>nd</sup> the nomination. As there were no further nominations, all members present voted aye and Member Corcoran was elected Treasurer for 2018.

APPROVE MEETING AGENDA: The meeting agenda was reviewed and no changes were made.

### SCHEDULED/UNSCHEDULED VISITORS:

Listening Session –Member Morehead reported four staff members attended and they discussed the need to find ways to retain and attract teachers, and ways to increase awareness of the district's financial needs. Member Corcoran stated that perhaps board members could attend school staff meetings with Superintendent Massey.

### STUDENT ACHIEVEMENT:

Special Education Director Kelly Lessman, along with Sara Heckel and Chad Erichsrud, reported on Special Ed Positive Happenings and celebrating students with disabilities from birth through 21 years of age.

Positive Happenings: School Board Members reported on the many school programs, events, meetings and events to district schools during the past month including: Christmas concerts, the *Happy Elf* play, basketball and hockey games, Kid Whisperer event, PTO meetings, and tours of: the field house, the bus garage and Lino Lakes Elementary School.

#### REPORTS:

Communications – Member Morehead reported they discussed the NewsFlash@831, how to get the word out for HOF nominations and perhaps setting up a nominating committee, work at the legislature to allow school board members to levy money for districts, and Community Education is looking at sponsorships.

916 – Member Theisen reported the organizational meeting is next week and Member Olson will be taking over the board position.

Equity Alliance MN – No report given as there was no December meeting.

Buildings & Grounds - Member Peterson reported they discussed the need for additional parking spaces at Century, discussed the easement at the bus garage, received an update on the auditorium renovation, an update on the high school and middle school, Southwest and Linwood are going out for bid, and discussed the Rice Creek Watershed Reuse Grant.

Staff Welfare – Member Rapheal reported they received an enrollment update, talked about the budget and the cuts that will need to be made, talked about the Directory Information Policy and the legislative agenda.

Policy Committee – Member Olson reported they talked about the Bullying Prohibition Policy and Crisis Management Policy, reviewed website accessibility and the Employee Right to Know Policy.

Finance – Member Corcoran reported they reviewed the 2016-2017 financial audit that will be presented this evening, and discussed the FY 2018 budget status and enrollment.

City of Forest Lake – Member Morehead reported City Administrator Aaron Parrish is leaving Forest Lake the end of the month.

Reshaping Opportunities for Success 2015-2020 – Business Director Larry Martini shared photos and timelines of building construction.

Superintendent's Report: Dr. Massey thanked Kelly, Chad, and Sara for their presentation, and the entire special education staff for their work. Massey offered his congratulations to Board Member Odegaard and his wife on the birth of their new baby. He stated we continue to look at enrollment projections for next school year, ways to attract and retain students, budget reductions and adjustments will happen next year and that work will take place in the next few months. Community Conversations will occur in January and February allowing community members the opportunity to share their perspectives on the school district.

8. CONSENT AGENDA ITEMS: Member Peterson moved to approve Consent Agenda Items 8.1-8.15. The motion was seconded by Member Theisen, all members present voted aye and the motion carried.

8.1 Approved the Minutes of December 7 and 21, 2017

8.2 Approved the bills as of January 4, 2018

8.3 Approved Classified Personnel:

Authorization of Transfer:

- Sonnek, Ann – Special Education Paraprofessional at Senior High School from level II to level III, effective January 3, 2018
- Young, Kyle - Youth and Adult Programs Planner at Community Education, from 40 hours per week and 52 weeks per year to 20 hours per week and 47 weeks per year, effective December 18, 2017.

Leave of Absence:

- Delmont, Stephen – Shop Foreperson at the Transportation Office, from December 12, 2017 through January 18, 2018.
- Lehner, Marissa – School Age Childcare Program Aide at Forest Lake Elementary, from January 13 through March 21, 2018
- Morrett, Terry – School Bus Driver, from December 4, 2017 through January 16, 2018.

Recommendation of Employment:

- Kolander, Kimberly – Noon Duty Supervisor at Forest Lake Elementary, 12.5 hours per week and 37 weeks per year, effective December 20, 2017.
- Olson, Alexandria – Title 1 Paraprofessional at Forest Lake Elementary, 30 hours per week and 37 weeks per year, effective December 20, 2017.
- Schwan, Alecia - School Age Childcare Program Aide at Wyoming Elementary, 20 hours per week and 40 weeks per year, effective December 11, 2017.
- Warner, Jen – Noon Duty Supervisor at Lino Lakes Elementary, 15 hours per week and 35 weeks per year, effective December 18, 2017.
- Whall, Beth – Special Education Paraprofessional at Forest Lake Elementary, 17.5 hours per week and 37 weeks per year, effective December 14, 2017.

Resignations:

- Greene, Vicki – Payroll Coordinator VIII at the District Office, effective January 1, 2018.
- Muellner, Michelle - School Age Childcare Program Aide at Wyoming Elementary, effective January 4, 2018
- Young, Kyle – Community Education Adult Planner at the Central Learning Center, effective February 2, 2018.

#### 8.4 Approved Licensed Personnel:

##### A. UNPAID LEAVE(S) OF ABSENCE (LOA):

1. Swensen, Jeremy: 415 LOA for 2018-19
2. Wiberg, Heidi: Unpaid LOA for approx dates: 1/29/18-4/20/18

##### B. NON-CURRICULAR ASSIGNMENT(S):

1. Bice, Kimberly: Asst Speech (SR)
2. Hinds, Audrey: .60 Asst Speech (SR)
3. Morgan, Gordon: .5 Asst Wrestling (SR)
4. Newcomb, Timothy: .85 Asst Speech (SR)
5. Parenteau, Bailey: .55 Asst Speech (SR)
6. Pinewski, Trevor: Asst Alpine Ski (SR)
7. Ungerecht, Kelley: Head Speech (SR)
8. Wollan, Nicolle: .33 Head/Asst Fall Musical (SW)

##### C. EMPLOYMENT:

1. Bialik, Tammy: Less Than 600-Hour Title I Teacher During the 2017-18 School Year Only
2. DiSalvo, Arinn: Less Than 600-Hour Title I Teacher During the 2017-18 School Year Only
3. Gadbois, Lisa: Less Than 600-Hour Title I Teacher During the 2017-18 School Year Only
4. Helwig, John: .5 FTE regular contract effective 1/2/18
5. Underkoffler, Larry: 1.0 FTE Long-Term Substitute Contract for 97 Days Starting 1/2/18
6. Weiss, Aleshia: Less Than 600-Hour Title I Teacher During the 2017-18 School Year Only

##### D. AUTHORIZATION OF ADDITIONAL POSITION(S)

1. Two Less Than 600-Hour Title I Teachers @ Linwood Elementary School for the 2017-18 School Year Only
2. Two Less Than 600-Hour Title I Teachers @ Forest Lake Elementary School for the 2017-18 School Year Only

##### E. RETIREMENT(S)/RESIGNATION(S):

Werman Roche, Katie: resignation effective end of day on 1/2/18

#### 8.5 Continued participation in Adult Basic Education Consortium Metro East through June 2018.

#### 8.6 Banks – US Bank, Wells Fargo, LaSalle Bank, PMA Financial Network, Inc., Minn. School District Liquid Asset Fund (MSDLAF), First State Bank of Wyoming, Security State Bank of Marine, Central Bank, First Resource Bank, TCF, Frandsen Bank & Trust

- 8.7 Legal Counsel – Ratwik, Roszak, & Maloney, P.A.; Kennedy & Graven, Chartered; Booth Law Group; Rupp, Anderson, Squires & Waldspurger, P.A.
- 8.8 Appointment of District Superintendent or Designee to Engage Legal Counsel.
- 8.9 District Doctor – Dr. Julie Kammer
- 8.10 Fiscal Consultants – Springsted, Inc. and Ehlers & Associates, Inc.
- 8.11 Meeting dates – Continue School Board Meetings on the first Thursday of each month at 7 p.m., and committee meetings/School Board Meetings on the third Thursday beginning at 6 p.m.
- 8.12 Authorized use of facsimile signatures on district checks per State law and School Board policies.
- 8.13 Authorized the Director of Business Services or designee to make electronic fund transfers, stop payment requests, approve certain claims, approve contracts for budgeted goods and services, and approve change orders.
- 8.14 Appointed Diane Giorgi as the Local Education Agency (LEA) Representative for Title I, IIA, IID, III, IV, V and VII, and Carl Perkins for Forest Lake Area Schools.
- 8.15 Designated Superintendent as MDE Identified Official with Authority

9. Donations: Member Corcoran moved, 2<sup>nd</sup> by Member Peterson to adopt the resolution and accept with appreciation the following donations: winter coats from Lynn & Wren Brandenburg, Scandia, to Scandia Elementary students in need valued at \$200.00; Chromebook cart, mgmt. console & CloudReady license from Scandia PTO to Scandia Elementary for student and classroom use valued at \$1,979.00; \$4,139.36 from Full Court Club, FL, to ISD 831 FLHS boys' basketball for assistant coach payment; beginner bell sets, starter snare drum, keyboard and keyboard stand from Michele & Bob Brennhofner, Wyoming, to FLHS music department for student use valued at \$350.00; \$3,311.53 from Dance Line Booster Club to FLHS dance team for payment of assistant coach; \$200.00 from Scandia Marine Lions to Scandia Elementary to assist families with negative lunch balances; hats, mittens & scarves from Faith Lutheran Church, Women of Faith, FL, to Scandia Elementary students for recess and those in need valued at \$100.00; 4 violins & 1 clarinet from Daniel Wohlenhaus, Lindstrom, to FLHS valued at \$3,000.00; \$200.00 from Columbus PTO to Columbus Elementary Food Service for children's negative lunch balances; \$300.00 from Regena Proulx, FL, to ISD 831 Food Service Department for school lunches for children that need help; \$200.00 from Scandia Marine Lions to Scandia Elementary for lunch account balances; \$100.00 from Forest Lake Floral to FLHS Student Council; \$100.00 from Brian & Jennifer Tolzmann, FL, to FLAS Family Support for district families in need; \$500.00 from Faith Lutheran Church, FL, to FLAS Family Support for district families in need; \$60.00 from Rikki Hemstad to Lino Lakes Elementary for the Holiday Help Program; \$40.00 from Mark Miron, Hugo, to Lino Lakes Elementary for holiday wants and needs for families in need; \$40.00 from Amy Greenfield, Lino Lakes, to Lino Lakes Elementary for holiday wants and needs for families in need; gift cards totaling \$60.00 from Lisa Sauer, FL, to Lino Lakes

Elementary for holiday wants and needs for families in need; winter coat, shoes, sweatshirt from Stephanie Sarne, Little Canada, to Lino Lakes Elementary for holiday wants and needs for families in need \$55.00 value; clothing, doll and doll clothes from Brenda Ely, Blaine, to Lino Lakes Elementary for holiday wants and needs for families in need valued at \$60.00; clothing, games, mittens, hat from Katie Knuth, Coon Rapids, to Lino Lakes Elementary for holiday wants and needs for families in need valued at \$75.00; clothing, coat, shoes from Wendy Amon, Hugo, to Lino Lakes Elementary for holiday wants and needs for families in need valued at \$130.00; clothing, shoes from Leslie Davis, Stillwater, to Lino Lakes Elementary for holiday wants and needs for families in need valued at \$45.00; clothing & gift card from Scott Geary, Lino Lakes, to Lino Lakes Elementary for holiday wants and needs for families in need valued at \$50.00; \$100.00 Target gift card, clothes, games & toys from Mary Beth and Chris Higgins, Shoreview, to Lino Lakes Elementary for holiday wants and needs for families in need valued at \$175.00; clothing, shoes from Diane Maus, Lino Lakes, to Lino Lakes Elementary for holiday wants and needs for families in need \$75.00 value; clothing and winter jacket from Kristina Sherrett, White Bear Lake, to Lino Lakes Elementary for holiday wants and needs for families in need \$30.00 value; \$70.00 from Jessica Lemke, Blaine, to Lino Lakes Elementary for holiday wants and needs for families in need. All members present voted aye and the motion carried.

#### 10. ROUTINE ACTIONS:

- 10.1 ECSU – Member Peterson will continue as the Board Representative to Metro ECSU.
- 10.2 MSBA – Members Corcoran, Morehead and Theisen will continue as Board Representatives to the Minnesota School Boards Association.
- 10.3 TIES – Member Rapheal will continue as Board Representative to TIES.
- 10.4 MSHSL –Members Corcoran and Odegaard will continue as Board Representative to the Minnesota State High School League.
- 10.5 Equity Alliance MN – Member Odegaard was appointed to, and Member Morehead will continue as the Board Representative to Equity Alliance MN.
- 10.6 SEE – Member Odegaard was appointed to, and Members Olson and Rapheal will continue as Board Representatives to Schools for Equity in Education (SEE).
- 10.7 City of Forest Lake – Member Theisen was appointed to, and Member Morehead will continue as the Board liaison to the City of Forest Lake.
- 10.8 Curriculum, Instruction and Equity Committee – Member Theisen was appointed to, and Member Peterson will continue as Board Representative to the Curriculum, Instruction and Equity Committee.
- 10.9 Special Ed Advisory Council – Member Olson was appointed to, and Member Odegaard and will continue as Board Representative to the Special Ed Advisory Council.
- 10.10 Appoint Community Education Advisory Council - Member Peterson was appointed to, and Member Corcoran will continue as Board Representative to the Community Education Advisory Council.

- 10.11 Appoint Agriculture Education Advisory Board –Members Morehead, Odegaard and Rapheal will continue as Board Representatives to the Agriculture Education Advisory Board.
- 10.12 Appoint Emergency Services/Health Careers Advisory Board – Members Morehead and Olson will continue as Board Representative to the EMS/HC Advisory Board.

Member Peterson moved, 2nd by Member Theisen, to approve assignments as spoken, for items 10.1-10.12. All members present voted aye and the motion carried.

- 10.13 Board Representative to 916 – Member Peterson made a motion to appoint Member Olson to the 916 Board for a term of four years. Member Theisen 2<sup>nd</sup> the motion. All members present voted aye and the motion carried.
- 10.14 Member Theisen made a motion to designate the *Forest Lake TIMES* as the official School District Newspaper. The motion was 2<sup>nd</sup> by Member Corcoran. By roll call vote Members Rapheal, Morehead, Theisen and Corcoran voted aye. Members Peterson and Olson voted no. The motion carried.
- 10.15 School Board Salaries – Member Corcoran moved to keep the school board salaries at \$400/month. The motion was 2<sup>nd</sup> by Member Morehead. By roll call vote all members present voted aye and the motion carried.

There was no change to the President receiving an additional stipend of \$400 per year, and the Clerk and Treasurer receiving an additional stipend of \$200 per year each.

- 10.16 President Rapheal announced the school board members to the following board committee assignments:
- Buildings & Grounds – Olson, Morehead and Peterson
  - Communications – Morehead and Olson
  - Finance – Rapheal, Corcoran, and Odegaard
  - Policy – Peterson and Theisen
  - Staff Welfare – Rapheal, Corcoran and Theisen

Member Peterson moved, 2nd by Member Theisen to approve school board committee assignments. All members present voted aye and the motion carried.

#### OLD BUSINESS:

- 11.1 Member Morehead moved to approve Resolution Directing the Superintendent and Administration to make Recommendations for Reductions in Positions, Programs, and Services and Reasons Therefor for 2018-19. The motion was 2<sup>nd</sup> by Member Corcoran, by roll call vote all members present voted aye. The motion carried.
- 11.2 Member Theisen moved to Approve Resolution for School Trust Lands. The motion was 2<sup>nd</sup> by Member Olson, by roll call vote all members present voted aye. The motion carried.

Mr. Aaron Nielsen, from MMKR Certified Public Accountants, presented the 2016-2017 Financial Audit.

- 11.3 Member Corcoran moved to Accept the 2016-2017 Financial Audit. The motion was 2<sup>nd</sup> by Member Peterson, by roll call vote all members present voted aye and the motion carried.

At 9:00 pm President Rapheal called for a recess. The meeting resumed at 9:10 pm and Board Members Corcoran, Morehead, Olson, Peterson, Rapheal, Theisen, and Superintendent Steve Massey, ex officio were present.

- 11.4 Member Morehead moved to approve Public and Private Personnel Data Policy 406. The motion was 2<sup>nd</sup> by Member Theisen, by roll call vote all members present voted aye. The motion carried.
- 11.5 Member Theisen moved to approve School Board Member Reimbursement Guidelines Policy 103A. The motion was 2<sup>nd</sup> by Member Corcoran, by roll call vote Members Theisen, Corcoran, Rapheal, and Olson voted aye. Members Peterson and Morehead voted no. The motion carried.
- 11.6 Member Olson moved to approve Out-of-State Travel by School Board Members Policy 103B. The motion was 2<sup>nd</sup> by Member Theisen, by roll call vote all members present voted aye. The motion carried.
- 11.7 Member Corcoran moved to approve Age of Initial Entrance Into School Policy 501. The motion was 2<sup>nd</sup> by Member Theisen, by roll call vote all members present voted aye. The motion carried.
- 11.8 Member Peterson moved to approve Graduation Requirements Policy 613. The motion was 2<sup>nd</sup> by Member Theisen, by roll call vote all members present voted aye. The motion carried.
- 11.9 Member Morehead moved to approve Credit for Learning Policy 620. The motion was 2<sup>nd</sup> by Member Peterson, by roll call vote all members present voted aye. The motion carried.
- 11.10 Member Olson moved to approve Discontinue Policy 615 – Basic Standards Testing, Accommodations, Modifications, and Alternative Assessments for IEP, Section 504 Accommodation and LEP students. The motion was 2<sup>nd</sup> by Member Theisen, by roll call vote all members present voted aye. The motion carried.
- 11.11 Member Corcoran moved to approve New Course – Chamber Strings. The motion was 2<sup>nd</sup> by Member Morehead, by roll call vote all members present voted aye. The motion carried.
- 11.12 Member Peterson moved to Recommend Award of Bids for Forest Lake Stormwater Reuse Project Equipment Procurement Phase for Forest Lake Area Schools. The motion was 2<sup>nd</sup> by Member Corcoran, by roll call vote all members present voted aye. The motion carried.
- 11.13 Member Theisen moved to Recommend Award of Bids for Forest Lake Stormwater Reuse Project Pond Construction and Equipment Installation Phase for Forest Lake Area Schools. The motion was 2<sup>nd</sup> by Member Morehead, by roll call vote all members present voted aye. The motion carried.



- 11.14 Referendum Review – Member Peterson moved to approve Referendum Review. The motion was 2<sup>nd</sup> by Member Morehead, by roll call vote all members present voted aye. The motion carried.

NEW BUSINESS:

- 12.1 First Reading of the Legislative Platform. This item will be placed on the next regular agenda for board action.
- 12.2 First Reading: Bullying Prohibition Policy 541. This item will be placed on the next regular agenda for board action.
- 12.3 First Reading: Crisis Management Policy 538. This item will be placed on the next regular agenda for board action.
- 12.4 First Reading: Employee Right To Know – Exposure to Hazardous Substances Policy 411. This item will be placed on the next regular agenda for board action.

The School Board reviewed upcoming calendar dates.

As there was no further business, Member Theisen moved, 2<sup>nd</sup> by Member Corcoran to adjourn. All members present voted aye and the meeting adjourned at 9:35 pm.

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Rob Rapheal	President
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Jill Olson Clerk