

INDEPENDENT SCHOOL DISTRICT NO. 831
Forest Lake, Minnesota
REGULAR SCHOOL BOARD MEETING
November 7, 2013

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 7:02 p.m. on Thursday, November 7, 2013, 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 reviewed and no changes were made.

4. VISITORS:

Allison Whittlef, acting president of FLEA, thanked the board for a strong negotiation process.

Listening session: Members Karen Morehead and Gail Theisen reported there were four visitors and they discussed the FLAAA arena and ideas for staff development.

5. STUDENT ACHIEVEMENT:

Century Junior High – Assistant Principal Kelly LaFean reported on the partnership with PBIS to improve the social behavior climate of schools, there was re-landscaping done in front of the school for a Boy Scout Eagle project, there will be a food drive this month, and they have a new social studies curriculum. Social Studies teacher Lori Worrall gave a video presentation of a Global Studies course which incorporates technology with social studies.

High school Activities Director Joel Olson introduced the coaches and athletes of the girls' tennis and cross country teams, who reported on the successes of their fall seasons, and three members of DECA talked about their leadership experiences and opportunities.

Positive Happenings: School Board Members reported on the many school programs and events they have attended the past month including: the high school play, Big Sing concert, manufacturing week at the high school, volleyball games, Halloween Hauntcert, Lake Fest planning and a reminder that on November 12 Community Education will be having a 40 year celebration at the high school from 7-8:30 pm in the media center.

6. REPORTS:

Buildings & Grounds – Gail Theisen reported that the Buildings & Grounds committee reviewed Continental Western's recommendations. The representative toured the buildings with Larry Martini and they looked at the site plan for the repairs of the north wall at Century Jr. High, talked about security updates, and discussed field scheduling.

Communications – Julie Corcoran reported that the Communications committee discussed future commercials possibly with the need of more communication in the district and the cable tv shows where district staff will be interviewed.

Finance – Rob Rapheal reported that the Finance committee discussed enrollment declines, the federal shutdown, preliminary property tax levy increase, and a 2013-2014 budget update.

Policy – Erin Turner reported that the Policy Committee reviewed three policies all of which are on the agenda for tonight.

Staff Welfare – Erin Turner reported that the committee discussed superintendent goals.

City of Forest Lake – Gail Theisen reported that they met Monday and had a public reception for the one year anniversary of Beyond the Yellow Ribbon Community, the mayor had a swearing in for a new officer, and Detective Ashley Lavalley is still seeking nominations for the Shop with a Cop program which closes Monday.

EMID – Karen Morehead reported they are still in reorganization mode and the new executive director has been busy with meetings to get employee contracts together.

Superintendent's Report: Dr. Madsen reported on the project Spread The Word To End The Word led by high school senior Rachel Huset. There was an all school assembly yesterday which Rachel led and spoke at. She is working with Special Olympics on this project and received a TEFFLA grant of \$1000 to continue moving forward on this. She has been invited to speak at Rotary. There will be a Veteran's Day program and all school assembly at the high school on Monday and Bob Dettmer will be the key note speaker. She thanked the city and the Chamber for asking the school to be a part of manufacturing week which exhibits our partnership of the three organizations. An oversight committee has been selected for Q Comp and interviews will be held on November 22 and December 6 with all positions to be hired by end of year. The Community Ed anniversary is November 12 at the high school media center, November 13 is YSB open house from 3-6 pm, holiday concerts are coming up, February 3 Forest Lake High School will host the SEC music festival, and February 22 is the Rotary plunge.

7. CONSENT AGENDA ITEMS: Member Kieger pulled agenda item 7.3. Member Kieger moved to approve Consent Agenda Items 7.1-7.2 and 7.4. The motion was seconded by Member Morehead. All members present voted aye and the motion carried.

7.1 Approved the Minutes of October 3, October 10, and October 12, 2013.

7.2 Approved the bills as of November 7, 2013.

7.4 Approved Licensed Personnel:

A. UNPAID LEAVE OF ABSENCE:

Gbolo, Courtney: Unpaid Child Care LOA from approximately 12/18/13-1/16/14.

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

1. Bierbaum, Hannah: .15 Musical 2nd Asst (SR)
2. Blohowiak, Carrie: Open Minds Advisor (SW)
3. Brett, Amanda: .40 Student Council Advisor (SR)
4. Brockman, Lee Anne: .20 Student Council Advisor (SR)
5. Cassem, Collin: Alpine Asst (SR)
6. Crow, Leah: .35 Girls' Hockey Asst (SR)
7. Dahmes, Ben: .90 Wrestling Asst (SR)
8. Dettmer, Robert: .90 Wrestling Asst (SR)
9. Ellson (Wyatt), Alyssa: .80 Musical 1st Asst (SR)
10. Gbolo, Courtney: .5 Culinary Club (SR)
11. Haugen, Andrew: Speech Asst (CEN)
12. Hipp, Jim: .90 Boys' Hockey Asst (SR)
13. Kettler, Corrine: .85 Gymnastics Asst (SR)
14. Kolbow, Brent: .90 Wrestling Asst (SR)
15. Kunshier, Joe: Wrestling Head Coach (SR)
16. Laqua, Jean: .20 Musical 1st Asst (SR)
17. Lexvold, Ian: .10 Musical 2nd Asst (SR)
18. Lind, Robin: .40 Musical 2nd Asst (SR)
19. Mueller, Joe: .40 Student Council Advisor (SR)
20. Newcomb, Tim: .45 Musical 2nd Asst (SR)
21. Olson, Heather: .5 Gymnastics Asst (SR)
22. Parenteau, Bailey: .15 Musical Director (SR)
23. Schellinger, Barb: .5 Culinary Club (SR)
24. Schugel, Matt: .90 Boys' Asst Hockey (SR)
25. Schwartz, Keith: .5 WEB Asst (CEN)
26. Tungseth, Richard: .25 Girls' Soccer Asst (SR)
27. Zimanske, Craig: .85 Musical Director (SR)
28. Zumwalde, Barry: .90 Musical 2nd Asst (SR)

C. AUTHORIZATION OF TEACHING POSITION(S):

1. One less than 600 hour Title I position @ Lino Lakes Elementary
2. One less than 600 hour Title I position @ St. Peter's Elementary
3. .5 FTE Physical Education/DAPE paid in part through special education dollars.
4. 1.0 FTE Special Education Teacher @ Forest Lake Elementary, paid in part through special education dollars

D. EMPLOYMENT:

1. Jesmer, Amber: Title I not to exceed 520 hours on voucher basis
2. Reely, Sarah: .42 FTE (< 600 Hours) Title I on voucher basis
3. Stefan-Friberg, Janice: .42 FTE (< 600 Hours) Title I on voucher basis

Member Turner moved, seconded by Member Theisen to approve Consent Agenda Item 7.3. Members Corcoran, Morehead, Rapheal, Theisen and Turner voted aye and the motion carried. Member Kieger abstained

7.3 Approved Classified Personnel:

RETIREMENT:

- Hayman, Suzanne – ECFE Office Assistant IV at the Central Learning Center, effective January 3, 2014 after 11 years of service.

RESIGNATION:

- Crohn, Joy – Noon Duty Supervisor I at Forest View Elementary, effective October 15, 2013.
- Friton, Tracy – Cook Helper/Long Hour at Forest Lake Sr. High, effective October 17, 2013.
- Froehle, Bridget – School Bus Driver, effective November 1, 2013.
- Miller, Cynthia – Noon Duty Supervisor I at Scandia Elementary, effective October 9, 2013.
- Thornell, Kathleen – Noon Duty Supervisor I at Lino Lakes Elementary, effective October 4, 2013.
- Turbeville, Robb – School Bus Driver, effective September 23, 2013.

RECOMMENDATION OF EMPLOYMENT:

- DeWidt, Hillary – Noon Duty Supervisor I at Lino Lakes Elementary, 2 hours per day and 35 weeks per year, effective October 24, 2103. (Open position)
- DeWidt, Melissa – Noon Duty Supervisor I at Lino Lakes Elementary, 2 hours per day and 35 weeks per year, effective October 8, 2013. (Open position)
- DeWidt, Rebecca – Noon Duty Supervisor I at Lino Lakes Elementary, 2 hours per day and 35 weeks per year, effective October 24, 2013. (Open position)
- Doyle, Robert – Substitute School Bus Aide, effective September 24, 2013.
- Ellias, Nancy – Prevention Specialist, up to 9 hours per week, effective November 7, 2013. (Pending approval of additional position)
- Falls, Tammy – Special Education Paraprofessional II at Columbus Elementary, 6 hours per day and 37 weeks per year, effective October 1, 2013. (Open position)
- Fontano, Jeffrey – Substitute School Bus Driver, effective September 23, 2013.
- Guizzetti, Marise – School Bus Aide, 4.5 hours per day and 37 weeks per year, effective October 9, 2013.
- Hiers, Teresa – Substitute School Bus Driver, effective October 14, 2013.
- Hughes, Barbara – School Age Care Program Aide at Lino Lakes Elementary, 4.5 hours per day and 40 weeks per year, effective October 7, 2013.

- Kelner-Wassmund, Janis – Special Education Paraprofessional II at Forest Lake Elementary, 6 hours per day and 37 weeks per year, effective October 7, 2013. (Open position)
- Kyrola, John – Substitute School Bus Aide, effective September 30, 2013.
- Lutz, Denise – Cook Helper/Short Hour at Forest Lake Sr. High, 3.5 hours per day and 175 days per year, effective September 16, 2013. (Correction from 3 hours per day as previously approved.)
- Ramos de Larson, Cecilia – Spanish Language Interpreter on an as needed basis, effective November 7, 2013. (Pending approval of additional position.)
- Rupar, Christopher – Special Education Paraprofessional II at Southwest Jr. High, 6 hours per day and 37 weeks per year, effective September 16, 2013. (Open position)
- Whall, Beth – Noon Duty Supervisor I at Scandia Elementary, 2.5 hours per day and 35 weeks per year, effective October 14, 2013. (Open position)

AUTHORIZATION OF TRANSFER:

- Ahyai, Carmen – School Age Care Program Aide at Forest Lake Elementary, from 2.75 hours per day to 3 hours per day and 40 weeks per year, effective September 3, 2013.
- Anderson, Patricia – School Age Care Assistant Site Manager at Scandia Elementary, from 3.25 hours per day to 3.5 hours per day and 52 weeks per year, effective September 3, 2013.
- Baklund, Pamela – School Age Care Program Aide at Wyoming Elementary, from 18 hours per week to 4 hours per day and 40 weeks per year, effective September 3, 2013.
- Boerem, Kyle – from Head Custodian VI at Forest Lake Elementary to Custodian/Maintenance Mechanic VII at Forest Lake Sr. High/District wide, effective October 1, 2013. (Open position)
- Bracht, Diana – from Noon Duty Supervisor I at Linwood Elementary, 2 hours per day and 35 weeks per year to School Age Care Program Aide at Linwood Elementary, 3.25 hours per day and 40 weeks per year, effective October 28, 2013. (Open position)
- Carver, Kimberly – School Age Care Program Aide at Lino Lakes Elementary, from 4 hours per day to 4.5 hours per day and 40 weeks per year, effective September 3, 2013.
- Colling, Darcene – School Age Care Program Aide at the Central Learning Center, from 31.5 hours per week to 6.25 hours per day and 40 weeks per year, effective September 3, 2013.

- Dobosenski, Elsa – School Age Care Program Aide at Wyoming Elementary, from 18.25 hours per week to 2 hours per day and 40 weeks per year, effective September 3, 2013.
- Dowell, Vickie – School Age Care Program Aide at Columbus Elementary, from 4 hours per day to 5 hours per day and 40 weeks per year, effective September 3, 2013.
- Hekele, Kimberly – from Noon Duty Supervisor I at Lino Lakes Elementary, 2 hours per day and 35 weeks per year to Health Office Assistant II at Lino Lakes Elementary, 2 hours per day and 35 weeks per year, effective October 21, 2013. (Pending approval of additional position.)
- Jensen, Dianne – School Age Care Program Aide at Wyoming Elementary, from 4.5 hours per day to 5 hours per day and 40 weeks per year, effective September 3, 2013.
- Kieger, Linda – Title I Paraprofessional/Noon Duty Supervisor II at Lino Lakes Elementary, from 5 hours per day to 6 hours per day and 37 weeks per year, Title I-3 hours per day and Noon Duty-3 hours per day, effective October 9, 2013. (Open position)
- Knutson, Sandra – School Age Care Program Aide at Linwood Elementary, from 13.75 hours per week to 3.25 hours per day and 40 weeks per year, effective September 3, 2013.
- Knutson, Sandra – School Age Care Program Aide at Linwood Elementary, from 3.25 hours per day to 2.25 hours per day and 40 weeks per year, effective October 28, 2013.
- Leatherman, Jacqueline – School Age Care Program Aide at Wyoming Elementary, from 4 hours per day to 2 hours per day and 40 weeks per year, effective September 3, 2013.
- Levasseur, Ashley – School Age Care Program Aide at Forest View/Forest Lake Elementary, from 2.25 hours per day to 5 hours per day and 40 weeks per year, effective September 3, 2013.
- Mattson, Lisa – from Cook Helper/Long Hour at Wyoming Elementary, 5 hours per day and 175 days per year to Cook Helper/Long Hour at the Central Learning Center, 6.25 hours per day and 178 days per year, effective November 5, 2013. (Open position)
- McCarthy, Marcella – School Age Care Program Aide at the Central Learning Center, from 25.5 hours per week to 4.5 hours per day and 40 weeks per year, effective September 3, 2013.
- Mollet, Barbara – School Age Care Program Aide at Lino Lakes Elementary, from 5.25 hours per day to 5 hours per day and 40 weeks per year, effective September 3, 2013.

- Omodt, Penney – from Cook Helper/Long Hour at the Central Learning Center, 6.25 hours per day and 180 days per year to Cook Manager at the Central Learning Center, 8 hours per day and 185 days per year, effective September 30, 2013. (Open position)
- Perry, Brandon – from Custodian Night Lead V at Century Jr. High to Custodian Head VI at Forest Lake Elementary, effective October 30, 2013. (Open position)
- Proehl, Barbara – School Age Care Program Aide at Linwood Elementary, from 2.75 hours per day to 2.25 hours per day and 40 weeks per year, effective September 3, 2013.
- Windisch, Krista – School Age Care Program Aide at the Central Learning Center/Lino Lakes Elementary, from 31.5 hours per week to 6.25 hours per day and 40 weeks per year, effective September 3, 2013.

AUTHORIZATION FOR CLASSIFICATION CHANGE:

- Steele, Paula – from Accounting Specialist VI (B23) to Assistant Accounting Supervisor (C41), effective July 1, 2013. The Decision Band Method classification was re-evaluated by our pay equity consultants. This position will be excluded from the Forest Lake Association of Professional Office Personnel bargaining unit and placed in the General Benefits.

LEAVE OF ABSENCE:

- Medek, Karen – School Bus Aide, leave of absence from September 24, 2013 through March 24, 2014.
- Weeda, Robin – Custodian/Maintenance Outside at the Grounds Maintenance Building, leave of absence from September 16, 2013 through October 7, 2013.

ADDITIONAL HOURS:

- Bailey, Michelle – Cook Helper/Short Hour at Lino Lakes Elementary, from 3 hours per day to 3.5 hours per day and 175 days per year, effective October 28, 2013. These additional hours to be paid through the Food Service Fund.
- Kroska, Joni – Special Education Paraprofessional II at Southwest Jr. High, from 4 hours per day to 5.5 hours per day and 37 weeks per year, effective September 3, 2013. These additional hours to be funded in part through state special education dollars.

ADDITIONAL POSITIONS:

- Health Office Assistant II position at Lino Lakes Elementary, 2 hours per day and 35 weeks per year.
- Prevention Specialist position, up to 9 hours per week. This additional position to be paid through the Family Support budget.
- School Age Care Program Aide at Lino Lakes Elementary, 2.25 hours per day and 40 weeks per year. This additional position to be paid for by Community Education.

- School Age Care Program Aide at Lino Lakes Elementary, 4 hours per day, 4 days per week and 40 weeks per year. This additional position to be paid for by Community Education.
 - School Age Care Program Aide at Linwood Elementary, 3.25 hours per day and 40 weeks per year. This additional position to be paid for by Community Education.
 - Spanish Language Interpreter position on an as needed basis. This additional position to be paid through English as a Second Language funds.
 - Special Education Paraprofessional II at Forest Lake Elementary, 6 hours per day and 37 weeks per year. This additional position to be paid for in part through special education dollars.
 - Special Education Paraprofessional II at Scandia Elementary, 6 hours per day and 37 weeks per year. This additional position to be paid in part with special education dollars.
8. Donations: Member Turner moved, seconded by Member Kieger, to adopt the resolution and accept with appreciation the following donations: \$10,816.32 from Scandia Elementary PTO for 32 Toshiba laptops to Scandia Elementary for 5th grade; \$7,452.39 from Forest Lake/Forest View PTA to Forest View Elementary for SMART Board and 10 iPads for classroom use; \$50 from Chris and Barb Farrier, Forest Lake to the music department (band) at Century Jr. High; \$25 from KR Magnuson – Magnuson Appraisal Services, Inc., Forest Lake, to Century Jr. High band for program needs; \$20 from Pamela and David Bradshaw, Forest Lake, to Century Jr. High orchestra; \$18 from Marlys Winandy, Stacy, MN to Century Jr. High orchestra; \$30 from Mary Carlson, White Bear Lake to Century Jr. High band for program needs; 1991 Ford F150 from Scott and Terri Kraiter, Wyoming, to FLHS Automotive Technology program; canvas/movie camera to FLHS photography class valued at \$500 from Diane Schally of Lino Lakes; school supplies valued at \$125 from Wyoming Area Business Association (WABA) for students at Wyoming Elementary School; \$168 from Target Corporation for general use to Wyoming Elementary; \$526 from Hosanna Lutheran Church to Forest Lake Area Schools to support homeless youth and families in the district; SMART Board valued at \$3000 from MN Teachers Retirement Association, St. Paul, to Scandia Elementary to provide technology for integration in the classroom; \$89 from Target Corporation to Central Montessori for student funds; \$25 from Wedell Farm in Menomonee Falls, Wisconsin to Century Jr. High orchestra for furthering the orchestra program. All members present voted aye and the motion carried.
9. OLD BUSINESS:
- 9.1 Appointment of 916 School Board Representative – Member Morehead moved to appoint Member Theisen as the 916 School Board Representative with Member Kieger as the alternate. The motion was seconded by Member Corcoran.
- Member Morehead accepted the amendment to add to the motion that the term is for two years. Member Corcoran accepted the amendment as well. The amendment was accepted 6/0.

Member Morehead moved to appoint Member Theisen as the 916 School Board representative with Member Kieger as the alternate. The term will be for two years. By roll call vote all members present voted aye and the motion carried.

- 9.2 Facilities Update/Possible Bond Vote Discussion – Dr. Madsen asked Pat Overum from ICS Consulting and Lee Meyer from DLR Group to discuss the handout given at the meeting which had a summary of questions asked and information requested. She then asked board members to keep thinking about this and if they had more questions or needed clarification to contact her as soon as possible so that information could be given to them at the November 21 board meeting. The goal is for the school board to vote on December 5th.
- 9.3 Ratify Para-Professionals Agreement 2012-2014 – Member Turner moved to ratify the 2012-2014 Para Professionals Agreement. The motion was seconded by Member Theisen, by roll call vote members Corcoran, Morehead, Rapheal, Theisen and Turner voted aye and the agreement was ratified. Member Kieger abstained.
- 9.4 Ratify Interpreters Agreement 2012-2014 – Member Kieger moved to ratify the 2012-2014 Interpreters Agreement. The motion was seconded by Member Theisen, by roll call vote all members present voted aye and the agreement was ratified.
- 9.5 Ratify FLEA Agreement 2013-2015 – Member Turner moved to ratify the 2013-2015 FLEA Agreement. The motion was seconded by Member Kieger, by roll call vote all members present voted aye and the agreement was ratified.

The meeting recessed at 8:55 pm. The meeting resumed at 9:06 pm and Members Corcoran, Kieger, Morehead, Rapheal, Theisen and Turner were present. Member Bystrom was absent.

- 9.6 Approve Legislative Platform – Superintendent Madsen presented a Legislative Platform. Member Morehead moved to approve this platform. The motion was seconded by Member Theisen, all members voted aye and the motion carried.
- 9.7 Approve Mandated Reporting of Maltreatment of Vulnerable Adults Policy 414 – Member Turner moved to approve Mandated Reporting of Maltreatment of Vulnerable Adults Policy 414. The motion was seconded by Member Corcoran, by roll call all members present voted aye and the motion carried.
- 9.8 Approve Family and Medical Leave Policy 428 – Member Kieger moved to approve Family and Medical Leave Policy 428. The motion was seconded by Member Corcoran, by roll call all members present voted aye and the motion carried.
- 9.9 Approve Mandated Reporting of Child Neglect of Physical or Sexual Abuse Policy 522. Member Kieger moved to approve Mandated Reporting of Child Neglect of Physical or Sexual Abuse Policy 522. The motion was seconded by Member Morehead, by roll call all members present voted aye and the motion carried.
- 9.10 Approve Resolution Stating the Intention of the School Board to Enter Into a Lease Purchase Agreement; Approving and Authorizing the Execution of Documentation Relating Thereto. Member Corcoran moved to approve the Resolution Stating the Intention of the School Board to Enter Into a Lease Purchase Agreement; Approving and Authorizing the Execution of Documentation Relating Thereto. The motion was

- seconded by Member Turner, by roll call all members present voted aye and the resolution was approved.
- 9.11 Resolution Relating to the Financing of a Proposed Project to be Undertaken by the School District; Establishing Compliance with Reimbursement Bond Regulations under the Internal Revenue Code. Member Kieger moved to approve the Resolution Relating to the Financing of a Proposed Project to be Undertaken by the School District; Establishing Compliance with Reimbursement Bond Regulations under the Internal Revenue Code. The motion was seconded by Member Morehead, by roll call all members present voted aye and the resolution was approved.
- 9.12 Resolution Relating to the Intention of the School Board to Enter into a Lease Purchase Agreement; Amending an Approving Resolution Adopted Following a Public Hearing Held in Accordance with Section 147(F) of the Internal Revenue Code of 1986, As Amended. Member Kieger moved to approve the Resolution Relating to the Intention of the School Board to Enter into a Lease Purchase Agreement; Amending an Approving Resolution Adopted Following a Public Hearing Held in Accordance with Section 147(F) of the Internal Revenue code of 1986, As Amended. The motion was seconded by Member Theisen, by roll call all members present voted aye and the resolution was approved.
- 9.13 Approval of Limited Scope Health Reimbursement Arrangement (Dental and Vision). Member Kieger moved to approve the Limited Scope Health Reimbursement Arrangement (Dental and Vision). The motion was seconded by Member Corcoran, by roll call all members present voted aye and the agreement was approved.
10. NEW BUSINESS:
- 10.1 First Reading of Student Sex Nondiscrimination Policy 421. This item will be placed on the next agenda for board review and action.
- 10.2 First Reading of Technology Acceptable Use and Safety Policy 540. This item will be placed on the next agenda for board review and action.
- 10.3 First Reading of Wellness Policy 546. This item will be placed on the next agenda for board review and action.
11. COMMUNICATIONS: The School Board reviewed communications and upcoming calendar dates.

At 9:20 pm Member Kieger moved, seconded by Member Theisen to recess the regular meeting to go into closed session to discuss negotiation strategy for principals, supervisors and directors. All members present voted aye and the meeting recessed.

The closed meeting convened at 9:23 pm. Roll call was taken and Members Corcoran, Kieger, Morehead, Rapheal, Theisen, and Turner were present. Member Bystrom was absent.

At 10:00 pm, the regular meeting was reconvened. Roll call was taken and Members Corcoran, Kieger, Morehead, Rapheal, Theisen, and Turner were present. Member Bystrom was absent.

