

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

February 6, 2014

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, February 6, 2014, at the School District Offices. Following the Pledge of Allegiance, roll was called and the following members were present: Kathleen Bystrom, Julie Corcoran, Dan Kieger, Karen Morehead, Robert Rapheal, Gail Theisen, and Superintendent Linda Madsen, ex officio. Erin Turner was absent.

The meeting agenda was reviewed and no changes were made.

4. VISITORS:

Listening session: Members Rapheal and Theisen reported two visitors at the listening session and they discussed the upcoming bond election

Unscheduled visitor - Jeff Peterson, Wyoming, addressed the board in support of the bond referendum.

5. STUDENT ACHIEVEMENT:

Wyoming Elementary Principal Lynn Bormann introduced Special Education teacher Karen Richards, and Fourth grade teachers Penny O'Brien and Aimee Ferguson who reported on the success of the interactive Reflex math program being used in their classrooms.

Positive Happenings: School Board members reported on the many programs, events, meetings and visits to district schools during the past month including: SEC Music Festival, DECA competition, high school registration, ag. awards, and MSBA leadership conference.

6. REPORTS:

Buildings & Grounds – Member Corcoran reported the committee received a facility task force update, and reviewed the draft review and comment submission.

Communications – Member Morehead reported that the Communications committee viewed the first section of the bond video, reviewed materials for the Immersion parent meetings and enrollment for 2014-15, reviewed the 2014-15 Jr. high registration guide and discussed registration timelines.

Finance – Member Kieger reported that the Finance committee received the 2013-14 budget update as well as the modification plan for fund balance drawdown, discussed the facilities task force review, looked at transportation zoning if need be, discussion of the ice arena and the possibility of a jr. hockey league using the district facilities, and viewed the SEE legislative platform package.

Policy – Due to Member Turner's absence there was no report.

Staff Welfare – Due to Member Turner's absence there was no report.

City of Forest Lake – Member Theisen introduced Molly Bonnett who is the city council school liaison. Theisen stated the YMCA market study is progressing, there is a posting for a deputy clerk position and hope to have it filled by the end of the month. The city submitted a grant for safe route to schools, and MnDOT will be going before the city next month with new designs for the intersection of Highways 97 and 61.

EMID – Member Morehead reported the executive director is looking to hire a new assistant.

916 – Member Theisen reported the committee viewed a presentation from teachers that attended Four Blocks Literacy which has been implemented in level 4 classrooms, Superintendent Hayes gave an update on the Karner Blue Education Center, and the 916 gala is tomorrow night.

Superintendent's Report: Dr. Madsen reported on the success of the SEC Music Festival and thanked high school administration, the music staff, Acqua, Wells Fargo and the Hallberg Family Foundation for their support. She stated the bond video and FAQ's are being finalized, informational meetings are being established and she briefly described the project schedule. District administration and our project consultants will be working in conjunction with local labor representatives to develop an agreement to utilize union labor and union contractors for major components of this multi-faceted project effort. The YMCA feasibility study is moving ahead - they will meet again in a few weeks and hope to have results the beginning of May. The MOST FL spaghetti dinner fundraiser is Feb. 8, Rotary Plunge is Feb 22, March 7 at 7:30 am is a legislative breakfast sponsored by the Chamber of Commerce at Famous Dave's.

7. CONSENT AGENDA ITEMS: Member Kieger moved to approve Consent Agenda Items 7.1-7.2, and 7.5-7.6. The motion was seconded by Member Theisen. All members present voted aye and the motion carried.

7.1 Approved the Minutes of January 2 and January 9, 2014.

7.2 Approved the bills as of February 6, 2014

Member Bystrom acknowledged the 16 retiree's and thanked them for their years of service. Member Bystrom moved, seconded by Member Kieger to approve consent agenda items 7.3-7.4. All members present voted aye and the motion carried.

7.3 Approved Classified Personnel:

Retirement:

Ball, William – Custodian at Forest Lake Sr. High, effective March 28, 2014 after 10 years of service.

Livingston, LeAnn – Transportation Safety Coordinator, effective June 6, 2014 after 30 years of service.

Weeda, Robin – Custodian at the Grounds Maintenance Building, effective June 1, 2014 after 30 years of service.

Zimmerman, Jolynne – Science Office Assistant at the Central Learning Center, effective June 6, 2014 after 34 years of service.

Resignation:

Arcand, Nathan – School Bus Driver, effective February 4, 2014.

Miller Jr., Arthur – Substitute School Bus Driver, effective January 27, 2014

Olson, Joel – Activities Director at Forest Lake Sr. High, effective June 30, 2014.

~~Peterson, Kimberly – Activities Office Assistant IV, effective January 29, 2014.~~

End of Employment:

Duffy, Joan – Interpreter of the Deaf/Hard of Hearing at Wyoming Elementary, effective January 24, 2014.

Recommendation of Employment:

Bailey, Larry – Custodian/Maintenance Operation & Utility IV at the Sports Center, 8 hours per day and 52 weeks per year, effective January 6, 2014. (Open position)

Davis, Kimberly – School Age Care Program Aide at Lino Lakes Elementary, 2.25 hours per day and 40 weeks per year, effective February 3, 2014.

Hansen, Jessica – Behavior Intervention Specialist V at Forest Lake Elementary, 6 hours per day, effective January 2, 2014 through the remainder of the 2013-2014 school year only. (Open position)

Hegstrom, Keith – Substitute School Bus Driver, effective January 16, 2014.

Isakson, Andrew – Ice Arena Full-Time Driver IV at the Sports Center, 8 hours per day and 52 weeks per year, effective January 6, 2014. (Open position)

Loeppky, Jessica – School Bus Aide, 5 hours per day and 37 weeks per year, effective January 2, 2014.

Lunn, David – Substitute School Bus Driver, effective January 23, 2014.

Plain, Eric – School Bus Mechanic, 8 hours per day and 52 weeks per year, effective January 3, 2014. (Open position)

Robinette, Miekolas – Custodian, B shift at Forest Lake Sr. High, effective January 20, 2014. (Open position)

Swanson, Dustin – Custodian, B shift at Forest Lake Sr. High, effective February 10, 2014. (Open position)

Wagner, Jennifer – Substitute School Bus Driver, effective January 24, 2014.

Authorization of Transfer:

Carver, Kimberly – School Age Care Program Aide at Lino Lakes Elementary, from 4 hours per day to 2.25 hours per day and 40 weeks per year, effective January 23, 2014.

Hoff, Kathy – from Food Services Specialist VI to Food Service Supervisor at the Central Learning Center, effective January 2, 2014. (Open position)

Weiss, Lynn – from Cook Helper/Short Hour at Forest Lake Sr. High, 3 hours per day to Cook Helper/Short Hour at Forest Lake Sr. High, 3.5 hours per day and 175 days per year, effective February 3, 2014. (Open position)

Leave of Absence:

Buys, Shannon – School Age Care Program Aide at the Central Learning Center, extend leave of absence from November 1, 2013 through February 17, 2014.

Kapfer, Doreen – Health Office Assistant IV at the Central Learning Center, unpaid leave of absence from February 19, 2014 through March 5, 2014.

Peterson, Peggy – Health Office IV at Forest Lake Elementary, leave of absence from January 29, 2014 through February 28, 2014.

Sibbald, Theresa – ECFE Teacher Assistant II at the Early Childhood Family Center, unpaid leave of absence from January 2, 2014 through April 1, 2014.

Vos, Kathy – Administrative Assistant V at Linwood Elementary, leave of absence from January 31, 2014 through February 14, 2014.

Weeda, Robin – Custodian at the Grounds Maintenance Building, leave of absence from January 16, 2014 through January 30, 2014.

Willcoxon, Debra – Title I Paraprofessional/Noon Duty Supervisor II at Forest Lake Elementary, leave of absence from January 13, 2014 through February 21, 2014.

Change of Hours:

School Age Care Office Assistant III at the Central Learning Center, from 5 hours per day and 39 weeks per year to 4 hours per day and 40 weeks per year, effective January 21, 2014. This position is paid for by Community Education.

Additional Positions:

Payroll Office Assistant III at the District Office, 4 hours per day and 52 weeks per year. This additional position is due to the requirement of the Affordable Health Care Act.

School Age Care Program Aide position at the Central Learning Center Steps Ahead Program, 3 hours per day and 40 weeks per year, effective February 3, 2014. This additional position to be paid for by Community Education.

Additional Hours:

Hill, Kimberly – Noon Duty Supervisor I at Central Montessori Elementary, from 3.5 hours per day to 4.5 hours per day for the remainder of the 2013-2014 school year only, effective January 29, 2014.

Kelbe, Lori – Cook Helper/Short Hour at Lakes International Language Academy, from 2.5 hours per day to 3 hours per day and 175 days per year, effective February 3, 2014.

Peterson-Smoczyk, Cheryl – Early Childhood Support Manager at the Central Learning Center from 1,125 hours per year to 1,305 hours per year, effective at the beginning of the 2013-2014 school year. These additional hours to be paid by Community Education.

7.4 Approved Licensed Personnel:

Unpaid Leave of Absence:

Daniels, David: Continuation of Policy 415 LOA for 2014-15.

Germanson, Darla: Unpaid Policy 415 LOA for 2014-15.

Kibbel, Jennifer: Continuation of Policy 415 LOA for 2014-15.

Mrozinski, Jan: Continuation of Unpaid Policy 415 LOA for 14-15.

Paulson, Jennifer: Continuation of Unpaid Child Care LOA for 2014-15.

Waldron, Andrew: Continuation of Unpaid Policy 415 LOA for 2014-15.

Change in Part-Time Leave of Absence:

Nelson, Rebecca: from .4 FTE LOA to .8 FTE LOA, effective 1/20/14.

Non-Curricular Assignment (on non-contract status):

Angelo, Tracy: .75 Girls' Track Asst (SR)

Bierbaum, Hannah: .20 Speech Asst (SR)

Biljan, Crystal: .35 Play Head/Asst (SW)

Christianson, Jennifer: .30 Play Head/Asst (SW)

Clasen, Zachary: .30 Speech Asst (SR)

Davison, Laura: .50 Synchronized Swimming Head/Asst (SR)

Dreese, James: .25 Speech Asst (SR)

Gamble, Ronald: .15 Weight Room Asst (SR)

Hall, Joel: Boys' Basketball Asst 8 (CEN)

Harr, Matthew: .23 Drumline Asst (SR)

Haven, Elizabeth: .25 Speech Head & .75 Speech Asst (SR)

Hiltz, Norma: .19 Drumline Asst (SR)

Hipp, James: Trap Shooting Asst (SR)

Kaluza, Eric: .75 Girls' Track Asst (SR)

Kemplin, Allan: .5 Football 7 Asst (CEN)

Kloss, Matthew: .10 Weight Room Asst (SR)

Kubicek, Shannon: .75 Girls' Track Asst (SR)

Marn, Jeffrey: Strategy Club Advisor (CEN/SW)

Moberg, Alissa: .50 Synchronized Swimming Head (SR)

Mulroy, Kimberly: .35 Play Head/Asst (SW)

Newcomb, Timothy: .75 Speech Head & .20 Speech Asst (SR)

Parenteau, Bailey: .30 Speech Asst (SR)

Rodewald, Brittni: .75 Girls' Track Asst (SR)
 Soltis, Dawn: Trap Shooting Asst (SR)
 Spears, Donald: Trap Shooting Head (SR)
 Swanberg, Devin: Girls' Track Head (SR)
 Ungerecht, Kelley: .35 Speech Asst (SR)
 Wilson, Jeffrey: .40 Weight Room Asst (SR)
 Zimanske, Craig: .35 Speech Asst (SR)

Employment

Ackerman, Brianna: 1.0 Regular Contract Effective 1/17/14.
 Dodge, Beth: .40 FTE regular contract with .40 extra hour effective 1/20/14.
 Skog, Amy: 1.0 Long-Term Substitute Contract for 104 days.

Contract Revision:

Senger, Dorothy: from Lane 6 to Lane 5, effective at the beginning of the 2013-14 school year.

Resignation/Retirement:

Anderson, Diane: retire effective 6/6/14 (39 years)
 Dellwo, Mary Ellen: retire effective 6/6/14 (17 years).
 Fortney, Mary: retire effective 6/6/14 (39 years).
 Goossens, Donna: retire effective 6/6/14 (41 years)
 Iverson, Diane: retire effective 6/6/14 (31 years).
 Johnson, Kelly Ann: resign effective 6/6/14.
 Kay, John: retire effective 6/6/14 (33 years).
 Lundborg, Barbara: retire effective 6/6/14 (37 years).
 Mitchelson, Susan: resign effective 1/17/14.
 Severson, John: retire effective 6/6/14 (38 years).
 Solberg, Cynthia: retire effective 6/6/14 (36 years).
 Syverson, Cindy: retire effective 6/6/14 (36 years).
 Valleen, Sandra: retire effective 6/6/14 (43 years).
 Wall, Deborah: retire effective 6/30/14 (7 years).

7.5 Amend School Board Member Liaisons to Schools

7.6 Amend School Board Liaisons to Special Education Advisory Council

8. Donations: Member Bystrom moved, seconded by Member Morehead, to adopt the resolution and accept with appreciation the following donations: from FLHS PTO to FLHS for media center improvement- paint and painting labor valued at \$510; \$284 from Ron Haken, FL to FLASCE-LINK program for scholarships for F13; from FLHS PTO to FLHS for library lounge furniture student use valued at \$3,597; \$975 from anonymous to Wyoming Elementary for 2nd grade science presentation; \$500 (plus \$500 match) from Dave and Dawn Voge, Wyoming to Wyoming Elementary for general use where needed; \$30 from Honeywell Hometown Solutions, Morristown, NJ to Central Montessori for student activities; \$40 from Trust Connect, Washington DC to Central Montessori for

student activities; \$125 from Michelle & Jeremy Wells, East Bethel for the value of stickers, paper, markers & scissors to Wyoming Elementary for teacher classroom supplies; \$690.50 from Box Tops for Education, Young America, MN to Scandia Elementary to provide student activities and supplies; \$231 from Lifetouch, Eden Prairie, to Scandia Elementary to provide student activities and supplies; \$500 from Greg Sandager, Stillwater to FLHS FFA to provide student leadership opportunities; \$120 in Walmart gift cards from anonymous to Family Support Advocate to give to families in need in the district; \$300 from Lifetouch, Maple Grove, to FLAS for morning refreshments at the January 20 all district in-service meetings; \$640 from Fantastic Sams, Marvin & Lori Babcock, Forest Lake, to FLHS for Nordic ski team uniforms; \$8,928 from Southwest Jr. High PTO to Southwest Jr. High school for the purchase of 32 Chromebook computers; \$2,000 from Forest Lake Rotary to FLAS for the purchase of Reader's Theater/guided reading materials (final materials received fall 2013). All members voted aye and the motion carried.

9. OLD BUSINESS:

- 9.1 Approve School Board Member Reimbursement Guidelines – Policy 103A - Member Kieger moved to Approve School Board Member Reimbursement Guidelines, Policy 103A. The motion was seconded by Member Morehead, by roll call vote all members present voted aye and the motion carried.
- 9.2 Approve Out-Of-State Travel by School Board Members – Policy 103B - Member Kieger moved to Approve Out-Of-State Travel by School Board Members, Policy 103B. The motion was seconded by Member Bystrom, by roll call vote all members present voted aye and the motion carried.
- 9.3 Approve Anti-Bullying Policy 541 - Member Morehead moved, seconded by Member Kieger to Approve Anti-Bullying Policy 541. By roll call vote all members present voted aye and the motion carried.
- 9.4 Resolution Relating to Lease Purchase of District Facilities; Providing for the Financing Thereof and Creation of Certificates of Participation Therein; Ratifying the Award of Sale; Authorizing the Execution of Documentation Relating Thereto. Member Morehead moved to approve Resolution Relating to Lease Purchase of District Facilities; Providing for the Financing Thereof and Creation of Certificates of Participation Therein; Ratifying the Award of Sale; Authorizing the Execution of Documentation Relating Thereto. The motion was seconded by Member Corcoran. By roll call vote members Corcoran, Kieger, Morehead Rapheal, and Theisen voted aye. Member Bystrom voted no. The motion carried.
- 9.5 Resolution Establishing Precincts, Designating Polling Places and Designation Hours for Voting for School District Elections Not Held on the Day of a Statewide Election. Member Bystrom moved to approve the Resolution Establishing Precincts, Designating Polling Places and Designating Hours for Voting for School District Elections Not Held on the Day of a Statewide Election. The motion was seconded by Member Kieger, by roll call vote all members present voted aye and the motion carried.
- 9.6 Resolution Determining the Necessity of Issuing General Obligation Bonds and Calling a Special Election Thereon. Member Bystrom moved to approve Resolution Determining the Necessity of Issuing General Obligation Bonds and Calling a Special

Election Thereon. The motion was seconded by Member Theisen, by roll call vote all members present voted aye and the motion carried.

- 9.7 Ratify 2012-2014 Forest Lake Food Service Bargaining Unit SEIU Local 284 Agreement. Member Kieger moved to Ratify 2012-2014 Forest Lake Food Service Bargaining Unit SEIU Local 284 Agreement. The motion was seconded by Member Bystrom, by roll call vote all members present voted aye and the motion carried.

President Rapheal asked to combine items 9.8-9.14. Member Kieger moved to approve agenda items 9.8-9.14. The motion was seconded by Member Bystrom. By roll call vote all members present voted aye and the motion carried.

9.8 Approve Assessment and Evaluation Coordinator Employee Terms

9.9 Approve Early Childhood Program Coordinator Employee Terms

9.10 Approve Family Support Advocate Employee Terms

9.11 Approve Ice Arena Manager Employee Terms

9.12 Approve Public Affairs Officer Employee Terms

9.13 Approve Special Education Coordinators Employee Terms

9.14 Approve Targeted Services and Staff Development Coordinator Employee Terms

- 9.15 Joint Powers Agreement between Washington County and the School District of Forest Lake for the Purpose of Managing the School District's Elections. Member Kieger moved to approve Joint Powers Agreement between Washington County and the School District of Forest Lake for the Purpose of Managing the School District's Elections. The motion was seconded by Member Morehead , by roll call vote all members present voted aye and the motion carried.

10. NEW BUSINESS

- 10.1 First Reading: Proposed 2014-2015 and 2015-16 School Calendars – First reading of Proposed 2014-15 and 2015-16 School Calendars. This item will be placed on the next agenda for Board action.
- 10.2 First Reading: Crisis Management – Policy 538. First reading of Crisis Management Policy 538. This policy will be placed on the next agenda for Board action.
- 10.3 First Reading: Tobacco-Free Environment Policy 427. First reading of Tobacco-Free Environment Policy 427. This policy will be placed on the next agenda for Board action.
- 10.4 First Reading: Proposed New Course- Chinese III. First reading of Proposed New Course – Chinese III. This item will be placed on the next agenda for Board action.
- 10.5 Approve Advertising/Sale of House Build by Senior High Construction Trades Program Students – Member Morehead moved that administration proceed with Advertising the Sale of the Construction Trades House. The motion was seconded by Member Corcoran, by roll call vote all members present voted aye and the motion carried.

10.6 Consideration of Make-up Days - After discussion, Member Morehead made the motion to make up two days of school that were cancelled in January due to weather. The motion was seconded by Member Theisen. By roll call vote members Bystrom, Corcoran, Morehead, Rapheal and Theisen voted aye. Member Kieger voted no. The motion carried. The make-up days will be February 17th and March 31st.

11. COMMUNICATIONS: The School Board reviewed communications and upcoming calendar dates.

As there was no further business, Member Theisen moved, seconded by Member Rapheal to adjourn. All members present voted aye and the meeting adjourned at 8:21 pm.

Rob Rapheal

President

Kathy Bystrom

Clerk