

# Minutes of Regular Meeting

## The Board of Education Mahtomedi Public Schools

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A **Regular** meeting of the Board of Education of Mahtomedi Public Schools was held **Thursday, May 10, 2018**, beginning at 7:00 PM in the Mahtomedi District Education Center - Community Room.

### 1. PUBLIC COMMENT

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

Kate Hoffmann - Girls' Swim Team & The YMCA Pool Contract  
Jesiah Showers - Girls' Swim Team & The YMCA Pool Contract  
Rachel LaLiberte - Girls' Swim Team & The YMCA Pool Contract  
Mike Goldman - Girls' Swim Team & The YMCA Pool Contract  
Loren Sederstrom – State and Private Grants & Public Comment  
Bob Zick – Public Comment

### 2. CALL TO ORDER

Meeting called to order at 7:22 p.m. by Chair Judy Schwartz.

### 3. ROLL CALL OF ATTENDANCE

Present: Mike Chevalier; Kevin Donovan; Julie McGraw; Lucy Payne; Judy Schwartz; Stacey Stout; Superintendent Mark Larson, ex-officio and Emma Shores, Student Representative.

### 4. APPROVAL OF THE AGENDA

McGraw move to amend the agenda by adding Item 9.E. Administrative Task Force, Payne seconded, Carried 6-0. Donovan moved, Payne seconded, approval of agenda. Carried 6-0.

### 5. APPROVAL OF THE CONSENT AGENDA - See #16 for Consent Agenda Items

School Board Chair Judy Schwartz noted the \$6,408.24 in donations and expressed the school district's formal thank you. Donovan moved, Payne seconded, approval of the actions recommended on the consent agenda. Carried 6-0.

A. Approval of Donations/Grants Totaling \$6,408.24

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 Education Association to Mahtomedi High School Celebration of Excellence - \$500.00
2. From Mahtomedi Parent Teacher Organization (PTO) to Wildwood Elementary iPads, Apps, Cables & Headphones - \$254.98
3. From Mahtomedi Parent Teacher Organization (PTO) to O.H. Anderson Elementary Third Grade Orientation - \$258.66
4. From Newton & Alice Smith to Mahtomedi High School Celebration of Excellence - \$120.00
5. From Julie Henrickson to Mahtomedi High School Celebration of Excellence - \$200.00
6. From Wildwood Lions Club Foundation to Mahtomedi High School Celebration of Excellence - \$500.00
7. Nicolas Rasmussen FA to Mahtomedi High School Celebration of Excellence - \$100.00
8. From Brian R. Roelofs Inc. to Mahtomedi High School Celebration of Excellence - \$100.00
9. ETA Tutoring & College Support Services LLC to Mahtomedi High School Celebration of Excellence - \$250.00
10. Ashby Team Inc. to Mahtomedi High School Celebration of Excellence - \$300.00
11. Pine Tree Apple Orchard Inc. to Mahtomedi High School Celebration of Excellence - \$100.00
12. Mahtomedi Area Educational Foundation (MAEF) to Mahtomedi High School Celebration of Excellence - \$2000.00
13. Mold Craft Inc. to Mahtomedi High School Celebration of Excellence - \$250.00
14. From Gary T. Mulcahy Sr. to Mahtomedi High School Celebration of Excellence - \$100.00
15. From Mahtomedi Education Association to Mahtomedi High School Celebration of Excellence - \$175.00
16. From White Bear Glass to Mahtomedi High School Celebration of Excellence - \$500.00
17. From Mahtomedi Parent Teacher Organization (PTO) to O.H. Anderson Elementary Apps & Software - \$129.60
18. From Christine & Craig Reister to Mahtomedi Middle School Artist in Residence - \$200.00
19. From 3M Foundation to O.H. Anderson Elementary Student Needs - \$250.00
20. From Wells Fargo Community Support Program to O.H. Anderson Elementary Student Needs - \$120.00

## 6. PRESENTATIONS/RECOGNITION

### A. Mahtomedi Area Educational Foundation (MAEF) Update

Julie Bixby, Vice President of MAEF, updated the school board members on this year's accomplishments which included: \$80,000 in teacher grants, \$35,000 in Oliver Fund Grants, \$14,000 in sponsorship grants for student development and basic needs, \$49,000 in student scholarships and a successful Legacy Night Celebration and Fundraiser. Bixby shared a video produced by Susan Decker, Mahtomedi High School Media Paraprofessional, students and community members on MAEF's Fund a Need Project to change the school district's media centers into makerspaces. Bixby thanked the school board for their contributions to the school district and their continued partnership and support.

### B. Student/Staff/Community Recognition

The following students and staff were recognized by the school board and administration:

1. Career Skills Day - Suzie Stone and Nick Johansen. Not Present: Matt Bjork, Jeremiah Cooper, Jacob Hart, James Hart, Alyssa Hjelseth, Mitch Hjelseth, Margaux Iverson, Bayley Nash, Blake Roettger, Nathan Sterzinger, Mitch Stockman, Jarue Teppen and Nick Thorud.
2. Passages Program Project Search Internships - Nick Johansen. Not Present: Chad Bracewell, and Nathan Sterzinger.
3. Mahtomedi Middle School 4th, 5th & 6th Grade Honor Choir sponsored by the American Choral Director's Association of MN - Korinne Smith. Not Present: Emily Trudeau.

### C. School Board Student Representative - Emma Shores

Superintendent Mark Larson presented school board student representative Emma Shores with a bell and thanked Shores for her year of service as student representative.

### D. Administrative Retirements

1. Mark Hamre

Superintendent Mark Larson presented Mark Hamre with a bell and thanked Hamre for his 9 years of service as high school guidance counselor and 11 years of service as Wildwood Elementary principal. Larson stated Mark Hamre is a great example of a caring educator and administrator.

2. Ray Kirch

Superintendent Mark Larson presented Ray Kirch with a bell and thanked Kirch for his 3 years of service as Activities Director. Larson stated Kirch's experience, knowledge and statewide activities network has been a gift to the school district.

3. Beth Sneden

Superintendent Mark Larson presented Beth Sneden with a bell and thanked Sneden for her 32 years of service as EBD Teacher & Counselor, Fourth Grade Teacher, Staff Development & Special Education Coordinator and then Director of Student Support Services. Larson stated Sneden is a student centered leader whose knowledge and expertise has been instrumental.

4. Mark Larson

School Board Chair Judy Schwartz presented Dr. Larson with a bell and thanked Larson for his 9 years of service as Superintendent. Schwartz stated Superintendent Larson knows what is happening in each of our schools from personal experience, rather than by report. He consistently made decisions on what is the best thing to do for the students with the resources that we have.

E. Early Childhood Special Education (ECSE) Camp Calm Project

Beth Sneden, Director of Student Support Services, introduced Lisa Giuliani, Occupational Therapist, and Brittini Weber, Speech Therapist and reported the Mahtomedi Early Childhood program has been expanding each year. Giuliani and Weber presented on the ECSE Camp Calm Project that they developed to help students develop skills to control their emotions/behavior by going to a Camp Calm area/box set up in each classroom. They trained special education and regular education teachers on the common language, visuals and tools student can use to calm themselves. Tools include breathing balls, squeeze balls, headphones, emotions book, count to 5 sheets/pictures, etc. Sneden stated the program works well with the responsive classroom used at Wildwood Elementary and will be used in the Kindergarten classrooms next year. School Board Chair Judy Schwartz suggested they present at a round table discussion at MSBA's Winter Conference.

F. Micro-Sabbaticals and Zephyr Ideas Project (ZIP)

Superintendent Mark Larson explained the Zephyr Ideas Project (ZIP) developed through Optum with 8 other school districts using crowd sourcing ideas to innovate. Staff was asked to identify problems in small, medium and large contexts. Larson stated we had 40% participation with 29 ideas and the small ideas such as: long distance calling, sharing of best practices with secretaries, welcoming students, creating a military wall, warning bell and changing the finals schedule will be implemented this Spring or next Fall. The medium idea chosen was the micro-sabbatical. Larson introduced Gretchen Brunner, First Grade Teacher and Karen Goff, Kindergarten Teacher, to share with school board members how they used their micro-sabbaticals, which included five days to work with Dr. Marcy Wood, coauthor of *Smarter Together! Collaboration and Equity in the Elementary Math Classroom*. Dr. Wood, international expert on Complex Instruction (CI), came to Wildwood Elementary for three of those days to work with members of the math teams in grades K-3. Goff explained CI is students working in small groups with a set of strategies to solve an intellectually challenging math problem, where all students bring their skill level (high to low) and all students must complete their task to solve the problem. Along with Trish Haugh, Second Grade Teacher, they planned and prepared for Dr. Wood's visit, were observed teaching with immediate feedback from Dr. Wood and the whole math committee collaborated on instructional norms and group work creating sample CI tasks. The partnership developed with Dr. Wood includes staff development during next August Workshop Week, the possibility of co-presenting on CI at the National Council of Teachers of Mathematics Conference in San Diego next Spring and producing nationally available videos on the CI work being done at Wildwood Elementary.

## 7. REPORT FROM STUDENT REPRESENTATIVE

Emma Shores, Student Representative, reported on the events at Mahtomedi High School which included: the National Honor Society's Blood Drive, Mahtomedi High School Play – Beauty & The Beast, Advance Placement Testing, Teacher Appreciation Day, prom, end of the year band and choir concerts and graduation. Shores thanked the school board for the opportunity to serve as the student representative.

## 8. APPROVAL OF MINUTES

### A. April 12, 2018 - Regular Meeting

Chevalier moved, McGraw seconded, approval of the minutes from the April 12, 2018, regular school board meeting. Carried 6-0.

### B. April 26, 2018 - Special Meeting

Chevalier moved, McGraw seconded, approval of the minutes from the April 26, 2018, special school board meeting. Carried 6-0.

### C. April 26, 2018 - Study Session

Chevalier moved, McGraw seconded, approval of the minutes from the April 26, 2018, school board study session. Carried 6-0.

## 9. DISCUSSION/INFORMATION ITEMS

### A. Calendar of Events

The Calendar Events was reviewed.

### B. Levy Update

Bill Menozzi, Director of Business Services gave an update on the November 2018 Levy which included a levy timeline and three tax scenarios. Scenario one includes a tax increase estimated at \$127 on a median house valued at \$350,000 with a \$220 increase per adjusted pupil unit and a tiered revenue increase of \$800,000. Scenario two includes a tax increase estimated at \$140 on a median house valued at \$350,000 with a \$243 increase per adjusted pupil unit and a tiered revenue increase of \$880,000. Scenario three includes a tax increase estimated at \$159 on a median house valued at \$350,000 with a \$275 increase per adjusted pupil unit and a tiered revenue increase of \$1,000,000. Superintendent Larson recommended scenario three to help reduce class sizes, increase student safety, increase personalized learning and assist in future reductions. Menozzi stated in order to adopt a resolution calling the referendum election and related ballot language by the May 24 meeting, the school board needs to narrow in on a levy dollar amount and tax impact. After much discussion Payne move to have a special meeting on the budget and levy at 5:30 p.m. on May 24. Donovan seconded. Carried 6-0.

### C. Funding Recommendations for Additional Revenue

Payne moved to table Item 9.C. Funding Recommendations for Additional Revenue until the May 24 School Board Study Session. Donovan seconded. Carried 6-0.

### D. Proposed Curriculum Reviews

Payne moved to table Item 9.D. Proposed Curriculum Reviews until the June 14 Regular School Board Meeting. Donovan seconded. Carried 6-0.

### E. Administrative Task Force Document

School board members discussed the purpose of the Administration Task Force document and its use as a tool for the new superintendent and proposed levy; their concerns on how it is being used/interpreted; the need for time to review the document and for clear communication. Administration explained the need to hire a

Director of Student Support Services and Associate Principal of Activities and Athletics before the new superintendent arrives to insure qualified candidates are available. School board members supported the hiring of the Associate Principal of Activities and Athletics at this time. Payne moved to reschedule the discussion on the Administration Task Force document to the May 24 Study Session. Chevalier seconded. Carried 6-0.

## 10. ACTION ITEMS

### A. Approval of Policy 524 - Technology Acceptable Use and Safety

Superintendent Mark Larson discussed with school board members the recommended changes to Policy 524 - Technology Acceptable Use and Safety. Chevalier moved, Stout seconded, approval of Policy 524-Technology Acceptable Use and Safety. Carried 6-0.

### B. Approval of the Food Service Contract

Payne moved, Donovan seconded, approval of the Food Service Joint Powers Agreement. Carried 6-0.

### C. Approval of the Swimming Pool Contract

Donovan moved, McGraw seconded, approval of the YMCA Swimming Pool Contract. Carried 6-0.

### D. Approval of the New Superintendent

School Board Chair Judy Schwartz reported the school board members interviewed several very qualified candidates for Superintendent of Mahtomedi Public Schools and decided on Barbara Duffrin, Executive Director of Educational Services for the Farmington Minnesota School District.

Chevalier moved, Stout seconded, approval to negotiate a contract with Barbara Duffrin. Carried 6-0.

## 11. SCHOOL BOARD COMMITTEE REPORTS

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

None.

### B. Mahtomedi Area Educational Foundation (MAEF)

None.

C. Minnesota School Boards Association (MSBA) Legislative Liaison

None.

D. Northeast Metro 916 Board

None.

E. School Board Subcommittee Meetings

None.

F. Other Items/Reports

None.

12. SUPERINTENDENT'S REPORT

Superintendent Mark Larson reported on the transition work that he has completed or will be completing by the end of June for the new superintendent. Dr. Larson has followed the MSBA Superintendent Job Transition Worksheet.

13. CLOSE MEETING

Donovan moved, McGraw seconded, approval to close the meeting. Meeting closed at 9:00 p.m. Carried 6-0.

- A. Discussion of labor negotiations strategies or developments in closed session, pursuant to Minn. Stat. § 13D.03 - New Superintendent Contract Negotiations.

14. OPEN MEETING

Payne moved, Donovan seconded, approval to open the meeting. Meeting opened at 9:26 p.m. Carried 6-0.

15. ADJOURNMENT

Donovan moved, Chevalier seconded, adjournment. Meeting adjourned at 9:27 p.m. Carried 6-0.

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

- A. Approval of Treasurer's Report

None.

- B. Approval to Pay Bills



Minutes – May 10, 2018

1. Check Register 02 - Check No.398622 to 398832 and 80009432 to 80009513
2. Check Register 05 - Check No. 50000513 to 50000516

C. Approval of Wire Transfer Transactions

D. Personnel

1. Approval of Leaves of Absence
  - a. Christina Boice - Data Assessment - Mahtomedi District Office .4 ( 2018-2019)
  - b. Anthony Govrik - Spanish Teacher - O.H. Anderson Elementary (2018-2019)
  - c. Alyssa Morgan - Math Teacher - Mahtomedi Middle School (2018-2019)
2. Approval of Contracts and Work Agreements
  - a. Carson McEvoy - School Psychologist - Mahtomedi Middle School (2018-2019)
  - b. Heather Mortel - School Psychologist - Mahtomedi High School (2018-2019)
  - c. Cherene Newman - Early Childhood Special Education Teacher - Wildwood Elementary (2018-2019)
  - d. Beth Plamer - Human Resource Specialist - Mahtomedi District Office (5-15-2018)
  - e. Jenna Veenis - Work Experience Teacher - Passages Program (2018-2019)
  - f. Andria Warner - First Grade Teacher (LTS) - Wildwood Elementary (4/23/2018 - 6/8/2018)
3. Approval of Resignations/Retirements/Terminations
  - a. Amy Hansen - Lunchroom Paraprofessional - Wildwood Elementary (5/1/2018)
  - b. Ai My Moen - Special Education Paraprofessional - Wildwood Elementary (4/16/2018)
  - c. Mindy Ruzynski - Due Process Paraprofessional - Mahtomedi High School (6/7/2018)
  - d. Dawn Walker - School Psychologist - Wildwood Elementary (6/8/2018)
  - e. Georgia Williamson - Payroll Clerk - Mahtomedi District Office (6/30/2018)

JULIE MCGRAW, CLERK