INDEPENDENT SCHOOL DISTRICT NO. 831  
Forest Lake, Minnesota  
REGULAR SCHOOL BOARD MEETING  
February 7, 2008

A regular meeting of the School Board of Independent School District No. 831, Forest Lake, Minnesota, was called to order at 7:00 p.m. on Thursday, February 7, 2008, at the School District Office Building. Following the Pledge of Allegiance, roll was called and the following members were present: Bill Bresin, Julie Corcoran, David Gay, Joe Grafft, Dan Kieger, Eric Langness, Rob Rapheal, and Superintendent Lynn Steenblock, ex officio.

The meeting agenda was reviewed and the “Principals’ Agreement 2008-09” was added to old business as item 9.11 and an item on “School Board Procedures” was added as item 9.12.

4. VISITORS:

Listening Session: Joe Grafft and Eric Langness conducted the 6:30-7 p.m. Listening Session and reported that one person attended to discuss math and reading scores, school buses, and the new Connect-Ed calling system.

Forest Lake City Council Member Greg Ochs gave a report on happenings at the city council that included a remodeling project for Northland Mall, the new water tower is finished and will be painted when the weather warms, the new ice arena, and North Lakes Academy’s proposal to expand their charter school to grades 5-12 with a new building in the Headwaters development.

5. STUDENT ACHIEVEMENT:

Wyoming Elementary School – Principal Mike Conway, Special Education Teacher Pamela Robson, and two students gave a presentation on the Moderate to Severe Developmental Cognitive Disabilities program at Wyoming Elementary School.

Positive Happenings:

Member Grafft complimented senior high students and staff on the completion of the Construction Trades House building project. The project involved many local contractors.

Member Kieger commented on the Community Education Senior Program update sheet and reported that the Forest Lake Area Children’s Fund, Inc. provided 624 items of winter clothing to needy recipients this year.

Member Kieger reported that senior high students have received awards for their art work and will be going on to national competition. Monday evening’s Music Festival was a great success.

Member Rapheal thanked the schools for hosting the well-attended Minnesota Precinct Caucuses Tuesday night.

Member Langness reported on Wyoming Mayor Sheldon Anderson’s campaign to stay on the roof of the Wyoming Community Center until $35,000 is raised for the Forest Lake Teen Center.
6. **REPORTS:**

   **Buildings & Grounds** – David Gay reported that the committee reviewed the paving bids, wellhead protection at Scandia Elementary School, and the reroofing project at Forest Lake Elementary School.

   **Communications** – Eric Langness reported that the committee welcomed new members and discussed the new Connect-Ed parent notification system, and the new kindergarten materials.

   **Finance** – Julie Corcoran reported that at the last Finance Committee meeting they received a budget update, reviewed the proposed budget reduction process and benchmarking with other school district finance committees.

   **Policy** – Rob Rapheal reported that the Policy Committee reviewed the Crisis Management policy including a threat assessment, and discussed the criminal background check policy.

   **Staff Welfare** – Bill Bresin reported that the committee discussed the pay equity review, School Board student involvement, and Q Comp.

   **Superintendent’s report:**

   1) The new Connect-Ed system ties into the district Strategic Plan that calls for improving parent and community communications. The new system was tested successfully Monday evening.

   2) The district is working with the Washington County Public Health Department to bring back the student alcohol abuse program.

   3) The senior high building may be used in an infectious agent emergency drill on a day when there are no students or staff.

   4) Due to graduation and a holiday, the School Board may want to change the June 5 and July 3 School Board Meetings.

   It was decided by consensus that the June School Board Meeting will be June 12, and the July School Board Meeting was moved to July 10.

7. **CONSENT AGENDA ITEMS:**

   Member Graff moved, seconded by Member Kieger, to approve consent agenda items 7.1-7.4. All members voted aye and the motion carried.

   7.1 Approved the meeting minutes of January 3, 10 & 24, 2008.

   7.2 Approved the bills as of February 7, 2008.
7.3  Classified Personnel:

A.  Resignation:
1. Patrick Hennen – eff. 2/15/08.
2. Lisa Holloran – eff. 1/28/08.
3. Lauralee Johnson – eff. 1/11/08.
5. Julie Thompson Nordby – eff. 12/21/07.

B.  Employment:
1. Wendy Chelberg - eff. 1/4/08.
2. Kevin Elfers – eff. 1/30/08.
5. Penelope Hegseth – eff. 1/2/08.
7. Michael Loescher – eff. 1/14/08.
8. Gina Millette – eff. 1/14/08.
10. Jason Sederholm – eff. 1/30/08.
11. Terri Tornio – eff. 1/3/08.
12. Deborah Welch – eff. 1/28/08.

C.  Transfer:
1. Ashli Alsaker – eff. 1/22/08.
2. Rita Dufresne – eff. 1/28/08.
3. Fatima Enriquez – eff. 1/22/08.
4. Ruth Miles – eff. 1/7/08.
5. Betty Nelson – eff 1/14/08.

D.  Unpaid Leave of Absence:

7.4  Licensed Personnel:

A.  Unpaid Leave of Absence:
1. Mary Beth Higgins – Child Care leave of absence beginning of 2008-09 school year and ending November 11, 2008.
2. Louise Walker – Five-year extended leave of absence beginning 2008-09 school year.
B. Non-Curricular Position (on non-contract status):
   1. Tara Beich – .5 Future Problem Solving Coach (Lino).
   2. John Capetz – 8th grade Boys’ Assistant Basketball Coach (CJH).
   4. Erin Casey – 8th grade Boys’ Assistant Basketball Coach (SW).
   5. Chris Conley – 7th grade Boys’ Assistant Basketball Coach (CJH).
   7. Mary Beth Higgins – .5 Student Council Advisor (Lino).
  10. Mike Meier – 7th grade Boys’ Head Basketball Coach (CJH).
  11. Mark Miron – .25 Student Council Advisor (Lino).
  13. Phil Pappano – 7th grade Boys’ Assistant Basketball Coach (CJH).
  17. Larry Underkoffler – Art Club Advisor (SW).

C. Employment:
   1. Jebb Anderson - Regular Contract eff. 1/2/08-6/6/08.
   2. Katherine A. Edwards – Regular contract eff. 1/2/08-6/6/08.
   3. Linda Foster – Title I teacher on voucher basis eff. 12/10/07-6/6/08.

D. Retirement/Resignation:
   1. Margaret Burns – Retire end of 2007-08 school year (26 yr.)
   2. Sandra Burton – Retire end of 2007-08 school year (18 yr.)
   3. Gail Chalbi - Retire end of 2007-08 school year (37 yr.)
   4. Kathleen R. Damon - Retire end of 2007-08 school year (36 yr.)
   5. Diane Dugas – Resignation effective immediately.
   6. Charles Gunderson – Retire end of 2007-08 school year (33 yr.)
   7. Lou Ann Hanson – Retire effective end of 2007-08 school year (17 yr.)
   8. A. Christine Hebert – Retire effective end of 2007-08 school year (28 yr.)
   9. Robert Holewa – Retire end of 2007-08 school year (33 yr.)
  10. Alice Lysaker – Retire end of 2007-08 school year (16 yr.)
  11. Joan Moen-Pearson – Retire end of 2007-08 school year (22 yr.)
  12. Karen Ralidak – Retire end of 2007-08 school year (20 yr.)
  13. Kathryn Robinson – Retire end of 2007-08 school year (27 yr.)
  14. David Walker – Retire end of 2007-08 school year (34 yr.)
8.0 Donations: Member Grafft introduced the resolution to accept with appreciation the following contributions and permit their use as designated by the donors. The motion was duly seconded by Member Langness, all members voted aye and the resolution was adopted. Donations: $150 from Mr. and Mrs. Kinder for 2 Columbus Elementary classrooms; $250 from the Forest Lake Area Partnership for Family for the Century Junior High SADD Team; an American Flag for the district Pool from Mr. and Mrs. Brenk; a $28,705.25 2008 GMC Savannah Van from Ron Haken and Carol Thomas for the LINK program; $1,000 for the Forest Lake Teen Center from Schmitt Properties; $36.91 “We Care” Program proceeds from Johanneson’s Inc./Marketplace Foods for the Forest Lake Teen Center; $500 from the Forest Lake Area Partnership for Families for the Southwest Junior High and ALC SADD programs; $1,500 from the Mark A. Pursley Memorial Foundation for 2008-09 depression screening/suicide prevention; $200 from Care Free Cottages for Lino Lakes Elementary supplies; $250 from Kemps Give ‘Em Five promotion for Wyoming Elementary School; and $250 from Forest Lake Rotary Club for the SmartBoard fund at Forest View Elementary School.

9. OLD BUSINESS:

9.1 House Sale – Member Grafft moved to authorize district administration to proceed with the advertising and sale of the house built by the senior high construction trades program. The motion was seconded by Member Kieger, all members voted aye and the motion carried.

9.2 Reimbursement Guidelines Policy – Member Gay moved to adopt the School Board Member Reimbursement Guidelines Attachment to Policy 103. The motion was seconded by Member Langness, all members voted aye and the motion carried.

9.3 Out-of-State Travel Policy – Member Grafft moved to adopt the Out-of-State Travel by School Board Members Policy 103B. The motion was seconded by Member Gay, all members voted aye and the motion carried.

9.4 Student Transportation Safety Policy - Member Langness moved to adopt the Student Transportation Safety Policy 531. The motion was seconded by Member Kieger, all members voted aye and the motion carried.

9.5 Crisis Management Policy – Member Grafft moved to adopt the Crisis Management Policy 538. The motion as seconded by Member Langness, all members voted aye and the motion carried.

9.6 Anti-Bullying Policy #541 - Member Kieger moved to adopt the Anti-Bullying Policy 541. The motion was seconded by Member Langness, all members voted aye and the motion carried.

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9.7 Supervisors' Agreement – Member Grafft moved to ratify the July 1, 2007-June 30, 2009 employment Agreement Between ISD 831 and the Forest Lake Supervisors' Association. The motion was seconded by Member Rapheal, by roll call vote all members voted aye and the agreement was ratified.

9.8 Roofing Bid - Member Grafft moved to award the re-roofing bid to the lowest bidder, Palmer West Construction for $331,050.00. The motion was seconded by Member Langness, all members voted aye and the motion carried. (Bid tabulation in official minutes book.)

9.9 Vending Proposal - Member Kieger moved to award the five-year vending proposal to the company submitting the most favorable proposal - American Vending. The motion was seconded by Member Langness, all members voted aye and the motion carried. (Tabulation in official minutes book.)

9.10 Budget Reductions – Member Kieger moved to approve the 2008-09 Program Budget Reduction Process and framework. The motion was seconded by Member Grafft, by roll call vote Members Bresin, Corcoran, Grafft, Kieger, Gay and Rapheal voted aye. Member Langness voted no. The motion carried.

9.11 Principals' Agreement – Member Grafft moved to ratify the July 1, 2007-June 30, 2009 Agreement between ISD 831 and the Forest Lake Principals' Association. The motion was seconded by Member Rapheal, and by roll call vote all members voted aye and the motion carried.

9.12 School Board Procedures – President Bresin read a Resolution to Censure David Gay and Eric Langness, and moved its adoption. The motion was duly seconded by Member Grafft. Following discussion, a roll call vote was taken and Members Bresin, Corcoran, Grafft, Kieger and Rapheal voted aye. Members Gay and Langness voted no. The resolution was adopted. (Copy of resolution in official minutes book.)

10. NEW BUSINESS:

10.1 Paving Bidding – Member Kieger moved to authorize administration to solicit bids for paving rehabilitation during 2008-09. The motion was seconded by Member Grafft, all members voted aye and the motion carried.

11. COMMUNICATIONS: The School Board reviewed upcoming calendar dates and acknowledged communications. The June School Board Meeting will be June 12, 2008 and the July meeting will be held July 10, 2008.
At 9:00 p.m. Member Kieger moved, seconded by Member Graffit, to recess the regular meeting to go into closed session to discuss a student expulsion. The closed meeting convened at 9:04 p.m. with all members present. The regular meeting was reconvened at 9:08 p.m. whereby Member Graffit moved, seconded by Member Kieger, to adopt the Resolution Expelling a Student. By roll call vote all members present voted aye, none voted no, and the resolution was adopted. (Copy of resolution in official minutes book.)

At 9:10 p.m. Member Graffit moved, seconded by Member Kieger, to recess the regular meeting to go into closed session to discuss negotiations parameters for Directors and other support staff. All members were present.

The regular meeting was reconvened at 9:18 p.m. and as there was no further business, Member Graffit moved, seconded by Member Gay, to adjourn at 9:19 p.m. All members voted aye and the meeting adjourned.

Bill Bresin                         President                      Rob Rapheal                        Clerk
RESOLUTION TO CENSURE DAVID GAY and ERIK LANGNESS

WHEREAS, in 2007 the School Board reviewed the School District policy regarding criminal history background checks; and

WHEREAS, Superintendent Lynn Steenblock recommended that the policy be revised to require that everyone working with students, including volunteers and independent contractors, be required to have a criminal history background check; and

WHEREAS, the amended Employment and Auxiliary Volunteer Background Checks Policy No. 438 adopted by the School Board on June 6, 2007, only provided that the School District would seek criminal history background checks for:

1. Applicants who receive an offer of employment with the School District;
2. Volunteers attending overnight activities; and
3. Volunteers attending off-campus activities; and

WHEREAS, individuals hired to provide instruction in Community Education classes are deemed to be independent contractors and not employees; and

WHEREAS, the School District contracts with a private company to provide transportation services to some special education students and the drivers employed by the private company are not School District employees and the School District has no control over their hiring or background checks; and

WHEREAS, at a meeting held on January 3, 2008, School Board member David Gay moved and Member Eric Langness seconded a motion to take disciplinary action against Superintendent Steenblock for failing to require that a criminal history background check be conducted on a Community Education self-defense instructor who has been charged with criminal sexual misconduct with a minor student and a special education van driver who was involved in a fatal accident while driving a student; and

WHEREAS, a criminal history background check was not required for either of these individuals under School Board Policy No. 438, Employment and Auxiliary Volunteer Background Checks; and

WHEREAS, Superintendent Steenblock is an employee of the School District and any information related to the performance of his job duties is private personnel data under the Minnesota Government Data Practices Act, Minn. Stat. §
13.34, and may not be discussed at a public school board meeting without his prior authorization; and

WHEREAS, if there are concerns or complaints about how Superintendent Steenblock is fulfilling his duties such concerns or complaints must be brought to the attention of the Personnel Committee in a confidential manner;

NOW, THEREFORE, BE IT RESOLVED that Members Gay and Langness be censured for:

1. Violating the Minnesota Government Data Practices Act by making a complaint about Superintendent Steenblock’s job performance at a public meeting.

2. Failing to follow the appropriate chain of command by not bringing their concerns or complaints about Superintendent Steenblock to the Personnel Committee.

3. Criticizing Superintendent Steenblock for not requiring criminal history background checks for individuals for whom the School Board chose not to require criminal history or other background checks when it amended Policy No. 438 in June, 2007.
Member Grafft introduced the following Resolution and moved its adoption:

RESOLUTION EXPELLING A STUDENT

WHEREAS, written notice of intent to expel a student was served upon the student and the student’s parent, and the stated factual basis for expulsion was possession of narcotics and distribution of narcotics;

WHEREAS, the notice of intent to expel the student complied with the provisions of the Pupil Fair Dismissal Act, Minn. Stat. § 121A.47, subd. 2;

WHEREAS, the student and the student’s parent waived their right to a hearing on the proposed expulsion in writing; and

WHEREAS, under the Minnesota Government Data Practices Act, the waiver of right to an expulsion hearing and the name of the student proposed for expulsion are private data.

NOW, THEREFORE, BE IT RESOLVED, AS FOLLOWS:

1. The School Board hereby accepts the waiver and expels the student from the schools of Independent School District No. 831, Forest Lake Schools, for the remainder of the 2007-2008 school year. The expulsion takes effect on February 7, 2008.

2. The Director of Administration and Human Resources, or his designee, is directed to mail to the student and parent a copy of this Resolution along with a letter stating that the student has been expelled and that the student has the right to reenroll in the District for the 2008-2009 school year.

3. The Director of Administration and Human Resources is directed to electronically notify the Commissioner of the Department of Education of this expulsion within thirty (30) calendar days, as required by Minn. Stat. §121A.53.

Member Kieger seconded the foregoing Resolution and upon a vote being taken thereon, the following voted in favor thereof: Bill Bresin, Julie Corcoran, David Gay, Joe Grafft, Dan Kieger, Eric Langness, Robert Rapheal

and the following voted against the same: none;

and the following were absent: none;

Whereupon such Resolution was declared duly passed and adopted.
### VENDING SERVICES BID TABULATION

**BID OPENING - Wednesday, January 23, 2008**

<table>
<thead>
<tr>
<th>VENDOR</th>
<th>ESTIMATED ANNUAL CONTRACT VALUES</th>
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</thead>
<tbody>
<tr>
<td>American Vending</td>
<td>$18,632.50</td>
</tr>
<tr>
<td>Coca Cola Vending</td>
<td>$8,962.50</td>
</tr>
<tr>
<td>Midwest Vending</td>
<td>$15,681.25</td>
</tr>
<tr>
<td>Royal Vending</td>
<td>$13,725.00</td>
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# 2008 Roof Replacement
## Forest Lake Elementary School

## Bid Results

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Base Bid Sections C,D,E,H,I,M</th>
<th>Add #1 Section B</th>
<th>Add #2 Sections A&amp;F</th>
<th>Unit Price Metal Deck</th>
<th>Unit Price Wet Insulation</th>
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</thead>
<tbody>
<tr>
<td>Berwald Roofing</td>
<td>344,650</td>
<td>66,534</td>
<td>47,890</td>
<td>10.00</td>
<td>3.50</td>
</tr>
<tr>
<td>Central Roofing</td>
<td>338,590</td>
<td>63,340</td>
<td>28,050</td>
<td>6.50</td>
<td>2.50</td>
</tr>
<tr>
<td>Dalbec Roofing</td>
<td>351,150</td>
<td>66,360</td>
<td>34,850</td>
<td>9.45</td>
<td>4.85</td>
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<tr>
<td>John A Dalsin</td>
<td>374,900</td>
<td>66,900</td>
<td>45,900</td>
<td>7.25</td>
<td>1.50</td>
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<tr>
<td>M&amp;S Roofing</td>
<td>381,230</td>
<td>67,423</td>
<td>46,900</td>
<td>6.75</td>
<td>3.00</td>
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<tr>
<td>Palmer West Const.</td>
<td>331,050</td>
<td>67,810</td>
<td>45,656</td>
<td>8.00</td>
<td>2.00</td>
</tr>
<tr>
<td>Peterson Bros.</td>
<td>356,870</td>
<td>62,200</td>
<td>40,100</td>
<td>5.85</td>
<td>4.25</td>
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</table>

*Palmer West Const. is the lowest responsible bidder*