

**INDEPENDENT SCHOOL DISTRICT NO. 624**  
**WHITE BEAR LAKE, MN 55110**

A meeting of the White Bear Lake Area School Board was held on **Monday, July 16, 2018** at 7:00 p.m. in Community Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN 55110.

**A. PROCEDURAL ITEMS**

1. Chair Mullin called the meeting to order at 7:01 p.m.
2. Roll Call – Present: Wilson, Chapman, Ellison, Fahey, Mullin, Newmaster. Absent: Beloyed  
Ex-Officio: Kazmierczak  
Cabinet: Maurer, Wald
3. Pledge of Allegiance
4. Chapman moved and Newmaster seconded to approve the agenda as presented. *Voice vote, all ayes. Motion carried.*
5. Chapman moved and Wilson seconded to approve the consent agenda consisting of:
  - Approval of minutes of regular meeting of June 11;
  - Payment of invoices based upon a random sample, all of which met the standards and guidelines as set by the Board;
  - Passage of resolution regarding acceptance of gifts with thank you letters directed to the donors;
  - Approve field trips; and
  - Passage of resolution to approve personnel issues to include:
    - **Resignation/Termination – Classified Staff**
      - Melinda Boe – Instructional Assistant, Lakeaires Elementary  
Employed by District 624 since 11/07/2017  
Effective Date: 06/07/2018
      - Roberta Hummel – Billing Clerk – Extended Day, District Center  
Employed by District 624 since 06/26/2017  
Effective Date: 07/16/2018
      - Abby Maas – Instructional Assistant, Lakeaires Elementary  
Employed by District 624 since 11/07/2017  
Effective Date: 06/07/2018
      - Leigh Mills – Instructional Assistant, Hugo Elementary  
Employed by District 624 since 01/03/2018  
Effective Date: 06/07/2018
    - **Resignation/Termination – Certified Staff**
      - Kristi Mahn – Social Studies Teacher, WBLAHS – North Campus  
Employed by District 624 since 08/21/2008  
Effective Date: 06/26/2018
      - Melanie Tlusty – Choir Teacher, Central Middle School  
Employed by District 624 since 08/20/2014  
Effective Date: 06/08/2018
      - Jenna Vorhies – Phy/Ed/DAPE Teacher, Several Elementary Schools  
Employed by District 624 since 08/21/2017  
Effective Date: 06/29/2018
    - **Retirement – Classified**
      - Luann Bailey – Admin. Assistant to Principal, Hugo Elementary  
Employed by District 624 since 10/25/1993  
Effective Date: 06/15/2018
      - Jacqueline Edberg – Behavior Management Assistant, Oneka Elementary.  
Employed by District 624 since 08/28/1991  
Effective Date: 08/02/2018

- **Change of Assignment – Certified Staff**  
Susan Furtney – Mathematics/Computer Science Teacher, WBLAHS – North & South Campus  
 From .3 FTE to .8 FTE  
 Effective Date: 2018-2019 School Year
- **Change of Classification – Classified Staff**  
Michelle Hubbard – From Admin. Asst. – Cabinet Member, Secretarial and Clerical Unit  
 To Adult Programs Programmer, Non-Affiliated  
 Step 1, \$46,098, 240 days (Prorated on \$49,939.20)  
 Effective Date: 07/30/2018
- **New Personnel – Classified Staff**  
Janelle Anderson – Instructional Assistant, Vadnais Heights Elementary  
 \$18.33/hr., 18.75 hrs. per week, \$12,372.75  
 Effective Date: 09/04/2018  
Kari Bristol – Pupil Support Assistant, Vadnais Heights Elementary  
 \$18.77/hr., 6.5 hrs. per day/ 180 days, \$21,960.90  
 Effective Date: 09/04/2018  
Wendy Cole – Pupil Support Assistant, Otter Lake Elementary  
 \$18.77/hr., 6.5 hrs. per day/ 180 days, \$21,960.90  
 Effective Date: 09/04/2018  
Olivia Coen – Pupil Support Assistant, Transition Education Center  
 \$18.77/hr., 6.0 hrs. per day/ 180 days, \$20,158.98  
 Effective Date: 09/04/2018  
Risa Knoche – Program Assistant, Otter Lake Elementary  
 \$13.71/hr., 2.5 hrs. per day/ 60 days, \$2,125.05  
 Effective Date: 04/05/2018  
Sarah Magnuson – Pupil Support Assistant, Transition Education Center  
 \$18.77/hr., 6.0 hrs. per day/ 180 days, \$20,271.60  
 Effective Date: 09/04/2018  
Emily Paradise – Pupil Support Assistant, Lincoln Elementary  
 \$18.77/hr., 6.5 hrs. per day/ 180 days, \$21,960.90  
 Effective Date: 09/04/2018  
Camela Raeburn – Admin. Asst. to Principal, Willow Lane Elementary  
 \$19.26/hr., 8.0 hrs. per day/ 206 days, \$31,740.48  
 Effective Date: 08/13/2018  
Rachael Starfki – Early Childhood Billing Clerk, Normandy Park  
 \$18.18/hr., 5.48 hrs. per day/ 195 days, \$17,725.50  
 Effective Date: 07/16/2018  
Stephanie Thorstad – Student Information System Registrar, District Center  
 \$19.26/hr., 8.0 hrs. per day/ 255 days, \$39,290.40  
 Effective Date: 07/09/2018
- **New Personnel – Certified Staff**  
Joshua Bilskemper – Science Teacher, Central Middle School  
 BA, Step 5, \$48,051.00  
 Effective Date: 2018-2019 School Year  
Colleen Dunnigan – .5 FTE Business Ed. Teacher, WBLAHS – North Campus

BA, Step 1, \$21,655.00

Effective Date: 2018-2019 School Year

Susan Kersey – Grade 3 Teacher, Birch Lake Elementary

MA, Step 1, \$48,023.00

Effective Date: 2018-2019 School Year

Emily Langer – .6 FTE French Teacher, WBLAHS – North Campus

BA, Step 4, \$27,912.00

Effective Date: 2018-2019 School Year

Maria Leeson – .8 FTE Mathematics Teacher, WBLAHS – North Campus

BA, Step 1, \$34,648.00

Effective Date: 2018-2019 School Year

Katie Letourneau – Grade 2 Teacher, Lakeaires Elementary

BA, Step 2, \$44,984.00

Effective Date: 2018-2019 School Year

Alyssa Malmer – Phy ED/DAPE Teacher, WBLAHS – North Campus

MA, Step 4, \$52,434.00

Effective Date: 2018-2019 School Year

Alissa Nelson – Speech Language Pathologist, Otter Lake and Willow Lane Elementary

MA, Step 13, \$76,306.00

Effective Date: 2018-2019 School Year

Bobbie Ostergren – Preschool Teacher, Normandy Park

\$27.32 per hour, 521 hrs. per year

Effective Date: 2018-2019 School Year

Andrea Schulte – Grade 4 Teacher, Oneka Elementary

MA, Step 8, \$61,025.00

Effective Date: 2018-2019 School Year

➤ **Long Term Substitute – Certified Staff**

**LEIGH MILLS** – Grade 1 Teacher, Hugo Elementary

BA, Step 13, \$19,461.92

Effective Date: 08/27/2018 through 11/23/2018

*Roll call vote: ayes: Wilson, Chapman, Ellison, Fahey, Mullin, Newmaster.  
Nays, none. Motion carried.*

**B. PUBLIC FORM** - No one spoke.

**C. INFORMATION ITEMS**

1. Superintendent's Report -We've had terrific conversations at the district's Marketfest booth this summer. Be sure to stop by the district's Marketfest booth from Thursdays through July 26 in Downtown White Bear Lake to receive a free pencil and Bear Paw temporary tattoo! While school is out for the summer, our district is still busy with programs this summer, from Extended Day child care to summer school to activities camps - and everything in between. Thank you to our students, parents and staff members who keep our buildings hopping year-round! The musical "Big Fish" will be performed at the Community Auditorium July 27 - Aug. 4. The production is described as "a show for all ages". The show is hosted by White Bear Community Players Theater. Thank you to the sponsors, organizers and participants - more than 130 golfers - of the recent White Bear Lake Area Educational Foundation Golf Outing. We recently heard word that we received national-level awards for six of our district publications. We received Awards of Excellence for the 2017 Annual Update to the Community, 2017-18 Activities Calendar and 10 Facts Local Operating Levy Renewal mailer; an Award of Merit for the "What's in a

Name?" Video and Honorable Mention accolades for our Bear's Bulletin publication and FLEX Afternoon Programming for Middle School Video. **Additional information can be found at the District website, [www.isd624.org](http://www.isd624.org).**

#### **D. DISCUSSION ITEMS**

1. Review of Minnesota State High School League "Why We Play" Training Video - Activities Director Brian Peloquin introduced this video which defines the purpose of education-based athletic and activity programs prior to approving the 2018-19 Membership Resolution.
2. First Reading of School Board Policies:
  - a. Policy 902, Addendum A
  - b. Policy 730, Use of Electronic Signatures to Conduct Official Business

Policy 902, Addendum A, and Policy 730, Use of Electronic Signatures to Conduct Official Business, have been reviewed by the Policy Committee and Cabinet. Policy 730, Use of Electronic Signatures to Conduct Official Business, will be on the August 13 Board meeting for action. Procedures are not approved by the School Board, but we want the School Board to be informed of changes in the procedure and prices. Policy 902, Addendum A was placed on our website.

#### **E. OPERATIONAL ITEMS**

1. Wilson moved and Ellison seconded to approve the 10-year Long-Term Facility Maintenance Plan as presented. **Roll call vote: ayes: Wilson, Chapman, Ellison, Fahey, Mullin, Newmaster. Nays, none. Motion carried.**
2. Chapman moved and Wilson seconded to approve the extended contracts with First Student, Twin City Transportation, and Treasured Transportation to provide student transportation services commencing August 1, 2018 and ending July 31, 2019, with an option to extend the contracts for an additional year, consistent with Minnesota Statutes 2017, Section 123B.52. Action on Transportation Contract. **Roll call vote: ayes: Wilson, Chapman, Ellison, Fahey, Mullin, Newmaster. Nays, none. Motion carried.**
3. Newmaster moved and Fahey seconded to approve Wayne Kazmierczak, Superintendent, and Jody Reber, Executive Assistant to the Superintendent (to add and remove names only), as White Bear Lake Area Schools' Identified Official with Authority as required by the Minnesota Department of Education. **Roll call vote: ayes: Wilson, Chapman, Ellison, Fahey, Mullin, Newmaster. Nays, none. Motion carried.**
4. Ellison moved and Wilson seconded to approve membership in the Minnesota State High School League for 2018-19. **Roll call vote: ayes: Wilson, Chapman, Ellison, Fahey, Mullin, Newmaster. Nays, none. Motion carried.**
5. Wilson moved and Fahey seconded to approve official depositories for the School District's funds and authorized bank accounts and signatures. **Roll call vote: ayes: Wilson, Chapman, Ellison, Fahey, Mullin, Newmaster. Nays, none. Motion carried.**

6. Ellison moved and Newmaster seconded to approve the proposed salaries and/or salary rates, and benefits for the District's non-affiliated contracts for 2018-19. **Roll call vote: ayes: Wilson, Beloyed, Chapman, Ellison, Fahey, Mullin, Newmaster. Nays, none. Motion carried.**
7. Chapman moved and Mullin seconded to approve the recommended liaison assignments for July 2018 to June 2020. **Voice vote: All ayes. Motion carried.**
8. Ellison moved and Newmaster seconded to approve the recommended committee assignments for 2018-19 and 2019-20. **Voice vote: All ayes. Motion carried.**
9. Wilson moved and Fahey seconded to confirm the School Board's understanding that the Superintendent and Assistant superintendent for Finance and Operations have been duly authorized to lease, purchase, and contract for goods and services within the budget as approved by the Board to Amounts up to \$100,000 and restatement of authorization for the same pursuant to Minnesota Statutes section 123B.52, subdivision 2. **Roll call vote: ayes: Wilson, Beloyed, Chapman, Ellison, Fahey, Mullin, Newmaster. Nays, none. Motion carried.**
10. Chapman moved and Mullin seconded to approve the following Board policies as recommended by the Policy Committee and Cabinet.
  - a. 404, Employee background Checks  
404.1, Form - Volunteers Criminal Background Checks
  - b. 420, Students and Employees with Communicable or Infectious Diseases  
420, Procedures for policy 420
  - c. 507, Corporal Punishment
  - d. 513, Student Promotions, Retention
  - e. 703, Annual Audit
  - f. 706, Acceptance of Gifts
  - g. 905, Advertising**Voice vote: All ayes. Motion carried.**

**F. BOARD FORUM** - Ellison reported that a Sunrise Park student received third place in the Individual Project category at National History Day. The project was Tinker vs. Des Moines and the student met Mary Beth Tinker. Wilson commented that it has been another great year for the District.

**G. ADJOURNMENT** - Wilson moved and Mullin seconded to adjourn at 7:53 p.m.

Submitted by: Ellen Fahey, Clerk