Minutes of Regular Meeting

Board of Education
Mahtomedi Public Schools

A **Regular** meeting of the Board of Education of the Mahtomedi Public Schools was held **Monday, January 27, 2025,** beginning at 7:00 PM in the Mahtomedi District Education Center - Community Room.

1. COMMENTS TO THE BOARD

   Visitors attending the meeting who wish to address the school board on any issue that is on the agenda may do so at this time. Please refer to the last page for the procedure that has been established for public comments.

   No Comments

2. CALL TO ORDER

   Meeting was called to order by Chair Stacey Stout at 7:00 p.m.

3. PLEDGE OF ALLEGIANCE

4. ROLL CALL OF ATTENDANCE

   Present: Ryan Domin, Paul Donna, Jenny Peterson, Kelly Reagan, Stacey Stout and Drew Whitson.

5. APPROVAL OF THE AGENDA

   Chair Stacey Stout asked for a motion for Approval of the Agenda with Flexibility.

   Reagan motioned; Donna seconded; Approval of the Agenda with Flexibility. Carried 6-0.

6. APPROVAL OF THE CONSENT AGENDA - See #14 for Consent Agenda Items

   Domin motioned, Peterson seconded; Approval of the Consent Agenda. Carried 6-0.

7. PRESENTATIONS/RECOGNITION

   A. NONE

8. REPORT FROM STUDENT REPRESENTATIVE

A. STUDENT REPRESENTATIVE REPORT

Max Newcome reported on the following around the district: Mahtomedi High School Student Council packed gifts to students and the community in December. The snowcoming formal on February 1, and the Winter Medallion has also begun. The elementary school visited the STEM Fair with the NASA Hunch Group. Wildwood Elementary will have their “I love to read” in February and some dress-up days. Mahtomedi Middle School held a spelling bee on January 15, where Jonathan Palmquist won. Mahtomedi High School DECA made it to state, and Evan McGuire will ask for the all-time Pin record. MAEF Scholarships are open, and the Senior All Night party meeting was on January 29, 2025

9. SUPERINTENDENT'S REPORT

Superintendent Barb Duffrin reported on the following around the district: awards, facilities questionnaire, and upcoming events. Kindergarten registration and open house were held on January 23, welcoming the Class of 2038. Spelling Bee was held at O.H. Anderson and Mahtomedi Middle School, which Advance Learner Coordinator Kathryn Marget organized. Duffrin stated that they are looking for volunteers for the MHS Career, Internship, and Volunteer Fair, which will be held on April 11, 2025. Volunteers can submit interest via a Google Form. Community Education Winter-Spring Catalog is available for registration, and the Summer Catalog will launch on March 19 at 8 a.m. Duffrin spoke on how the Mahtomedi Public Schools recently received a Computer Science Grant, which will be used to fund the district in professional learning, cross-circular planning, and related enhanced student learning and collaboration. Duffrin highlighted Wyatt Tarnowski, Mahtomedi High School Class of 2024, who was selected for the 2024 Advanced Placement Art and Design Exhibit. Oscar Otto was also named the National Young Writers Ridiculous Writers contest winner for his 100-word mini-saga, "The Magical Pizza". The book is available at O.H. Anderson Media Center. Duffrin also highlighted the 916 students of the month. The facilities questionnaire will be closing on Friday, January 31, 2025. This questionnaire was sent out to families, staff, alums, and community members to learn about their support for fundraising and private-public partnerships on facilities projects in the coming years. Duffrin ended her report with upcoming events, including the Community Education Sweetheart Dance on February 21 and the Middle School Youth Night on February 28, 2025.

10. DISCUSSION/INFORMATION ITEMS

A. Board Member Calendar of Events

School Board calendar was reviewed.

B. Mid-Year Financial Report

Tim Erickson, Director of Business Services, reviewed the Mid-Year Financial report. Erickson displayed a graph where he will go line by line comparing 2024 vs 2023, two years of actual /revenue expenditures along with the current year's budget, to

ensure they are tracking. Erickson reviewed the state's revenue, which has been consistent at 27% based on how the state meters out the payments. Federal revenue is down significantly to 7.43% from 12.4% due to COVID/ESSER pandemic relief funds that are gone. Property taxes were predictable at 91%. Local Fees and interest are up due to interest rates being up and being able to lock in reasonable rates. Overall, the total is at 2024 ended at 45% compared to 2023 at 42.25%. Erickson reviewed the expenditures, including salaries and wages, to show that we are at 43% compared to 38% from the previous year. Employment benefits is high at 48.65% due to not receiving the state aid at the time. Purchases, supplies, and equipment all were higher than due purchases for the year. Erickson explained that next month's budget revision will show the adjustments.

C. Budget Parameters for budget reductions and adjustments for Fiscal Year 2025-2026

Superintendent Barb Duffrin explained to the School Board that this is an ongoing discussion on the budget reductions and adjustments for 2025-2026. Duffrin asked for parameters and opinions to think about. On February 10th, 2025, the administration will give some parameters and the school board will provide feedback. Then, on February 24, 2025, the administration will give their parameters again, and the School Board will vote to move forward with the budget reductions and adjustments. Duffrin reminded us that this is an early discussion and may change due to what happens at the state level and the legislative session. Duffrin started with the Fund Balance and asked the School Board to recommend using about 1 million of the balance, so reductions are not as significant. The School Board agreed that it may be part of the solution. Duffrin then reviewed the Elementary Class size and the Brightworks class-sized study. Duffrin asked to increase the Elementary class size by one student, which was the norm pre-pandemic, and during post-pandemic, the class study was lower using the metro average. The increase would be K= 21, Grade 1= 22, Grade 2= 23, Grade 3= 24, Grade 4= 26 and Grade 5 =27. The school board asked what a quantitively increased class size would bring, and some felt that increasing classes would be the last thing to consider at the elementary schools. Duffrin then reviewed athletics and activities and reduced activities with low Enrollment, transportation efficiencies, and possible fee increases. The School Board asked for more information on what is considered a low enrollment in activities. Duffrin explained the cost savings would be the stipend on the teacher. Transportation is another area the school board would like additional information on. Duffrin then spoke on district-wide staff that do not directly work with students, which is staff that supports staff. The school asked to consider positions that were added during COVID. Open Enrollment was the next budget area, and Duffrin explained that they would move forward with accepting new students, where it would not add additional class space and stay within the class size cap. The School Board wanted to make sure we looked at each grade individually. Duffrin also spoke about elective options and reducing courses that have low enrollment. Students will be choosing their classes shortly and they will look at those. Duffrin stated they would still run classes at the end of a progression, like French 4. The School Board asked to look at courses differently, and not feel the budget impacts by losing classes and teachers. Substitute Teachers have increased over the past few years, so Superintendent Duffrin said they will look at curbing those costs. Duffrin stated there are contractual obligations to have substitutes; Duffrin did

state that substitutes may not be needed if teachers take less professional development or have students work independently with passive supervision. The School Board would like to look at this deeper to find out where Professional Development could be used or unused. School Board Treasurer Ryan Domin asked if state-mandated programs that are partially or unfunded align with our Strategic Plan and if they are needed. Tim Erickson also said that reducing travel is a possible savings. Duffrin stated that she would bring this feedback to the administration to get new recommendations for the February 10, 2025, Study Session with dollar amounts attached to the recommendations.

D. First Reading of Policies

Superintendent Duffrin reviewed the policies that were reviewed by the policy committee and are now here for their first reading. Policy 515 – Protection and Privacy of Pupil Records This is based on changes at the state level that we can no longer have students' address, telephone, email. Duffrin said we updated based on statute, as Minnesota is different than federal laws/ Primary change makes sharing educational Data with MDE in certain cases notification to parents and when certain data is requested. Policy 613 – Graduation Requirements. The table adds personal finance is now required starting at 9th grade. Health and Physed were electives but now are required. Science standards also changed with Science and Earth. Policy 620 – Credit for Learning. Statutory language related to PSEO and weighted grades. Weighted classes will only be for AP Courses, where CIS classes that a student takes will still receive college credit. PSEO classes are not taught by Mahtomedi Public Schools, so there is no way to measure if the course is rigorous so they are not weighted but do receive college credit. If we weight CIS, we must weight PSEO classes. Policy 808 – Naming's. Duffrin stated this policy is being updated due to the possible Capitals campaign. Added where under guiding principal, *Generally, the School Board will not rename a building or facility that has been named through a Board approved community process.* Also added, under Honorary Naming's: *The Mahtomedi School Board will designate the superintendent or designee to form a committee to review and make recommendations for naming opportunities.*

1. Policy 515 – Protection and Privacy of Pupil Records

2. Policy 613 – Graduation Requirements

3. Policy 620 – Credit for Learning

4. Policy 808 – Naming's

11. ACTION ITEMS

A. Approval of Donations/Grants from December 2024 Totaling $77,927.20

Domin motioned, Reagan seconded; Approval of Donations/Grants from December 2024 Totaling $77,927.20. Carried 6-0.

1. Understand Native MN fund of the Minneapolis Foundation for Grant – Jim Lane to Mahtomedi High School - $500.00
2. Understand Native MN fund of the Minneapolis Foundation for Grant – Lorrie Bohl to Mahtomedi High School - $2000.00
3. Mahtomedi PTO for Ticket Bucket Prizes to O.H. Anderson Elementary - $150.00
4. MAEF for 2nd grade scholarship to Wildwood Elementary - $110.00
5. Private Parties for 2nd grade activity to Wildwood Elementary - $135.00
6. Joseph and Catherine Ferrazzo for Kash for Kidz donation to Mahtomedi High School - $250.00
7. Michelle and Matthew Rowedder for Kash for Kidz donation to Mahtomedi High School - $150.00
8. Sarah and Christopher Shearen for Kash for Kidz donation to Mahtomedi High School
9. Lance Redfield for Kash for Kidz donation to Mahtomedi High School - $50.00
10. Edriss Chrag and Rita Adaimi for Kash for Kidz donation to Mahtomedi High School - $50.00
11. Kathleen Cichosz for Kash for Kidz donation to Mahtomedi High School - $50.00
12. Kiah Smith for Kash for Kidz donation to Mahtomedi High School - $50.00
13. Monica Kenney for Kash for Kidz donation to Mahtomedi High School - $30.00
14. Tyler and Ann Haschig for Kash for Kidz donation to Mahtomedi High School - $30.00
15. Gayle Doverspike for Kash for Kidz to Mahtomedi High School - $25.00
16. Susan Kapsner for Kash for Kidz to Mahtomedi High School - $25.00
17. Matthew and Jenna Fisher for Kash for Kidz to Mahtomedi High School - $50.00
18. Tieg Herman for Kash for Kidz to Mahtomedi High School - $23.00
19. Jeffrey Jacobs for Kash for Kidz to Mahtomedi High School - $20.00
20. Jonathan and Heidi Kamrath for Kash for Kidz to Mahtomedi High School - $20.00
21. Joseph and Kathryn Ferguson for Kash for Kidz to Mahtomedi High School - $15.00
22. Bryce and Linda Nikle for Kash for Kidz to Mahtomedi High School - $20.00
23. MAEF for Lunch Account to District Wide - $50.00
24. MAEF for Band and Choir activity funds to District Wide - $4000.00
25. MAEF for Fall Grants to District Wide - $41,824.12
26. Private Parties for Adapt-a-book-program to Wildwood Elementary - $1224.00
27. Blackbaud Giving Fund for Employee matching gift to District Wide - $105.00

28. Blackbaud Giving Fund for Robotics matching gift to District Wide - $2000.00
29. Mahtomedi Zephyr Girls Basketball for fundraiser to Mahtomedi High School - $860.72
30. Kwangwood and Nancy Ko for Alpine Ski Team donation to Mahtomedi High School - $8000.00
31. Advanced Sportswear for DECA to Mahtomedi High School - $21.32
32. Cane's for DECA fundraiser to Mahtomedi High School - $105.430
33. Private Parties for DECA donations to Mahtomedi High School - $63.00
34. MAEF for DECA field trip and lunch to Mahtomedi High School - $100.00
35. Private Parties for DECA Donations to Mahtomedi High School - $120.00
36. Private Parties for DECA Fundraiser to Mahtomedi High School - $4368.00
37. Private Parties for DECA Donations to Mahtomedi High School - $538.00
38. Private Parties for HS Choirs fundraiser to Mahtomedi High School - $2805.00
39. Private Parties for HS Band fundraiser to Mahtomedi High School - $ 935.00
40. Stillwater Elks Lodge #179 for Wrestling donation to Mahtomedi High School - $750.00
41. Forest Heights Improvement Inc. for Football fundraiser to Mahtomedi High School - $500.00
42. Private Party for Football fundraiser to Mahtomedi High School - $20.00
43. Private Party for Girls Soccer Fundraiser to Mahtomedi High School - $200.00
44. Michael and Alison Armstrong for DEA Donations to Mahtomedi High School - $110.01
45. Snap Mobile Inc for MAPS team fundraiser to Mahtomedi High School - $2489.60
46. Mahtomedi Women's Club for HS Choir donation to Mahtomedi High School - $150.00

B. Approval of Resolution Ratifying the Award of Sale of Refunding Bonds Series 2025A

District Financial Advisor Matthew Hammer, from Ehlers, Inc, spoke about the favorable sale on the refunding bonds 2014A bonds that saved about 1.5 million dollars for taxpayers. New 2025A bonds were issued to replace the sale of the 2014A bonds. Hammer how Ehlers was watching this for about 4 months, had the sale on hold and were able to capture a dip in the market; resulting in savings for tax payers. Hammer spoke on the sale day report, which had a large number of bids, due to the demand in securities, that resulted in a true interest cost at 2.97 percent. Hammer noted that the coupon and interest rates were the same. Hammer spoke about the 2014A bonds that had about 22 million of principal left and how the 2025A bonds were issued at 20,850,00, which is less principal because of the premium bid that was offered in cash. Hammer spoke on the parameters resolution that was set 3.7 percent and how the district ended up below that parameter. Hammer went over the district rating process, which was a underlining rating at -AA; an outstanding rating for a school district, allowing of good rates in the market.

Donna motioned; Peterson seconded; Approval of Approval of Resolution Ratifying the Award of Sale of Refunding Bonds Series 2025A.

C. Approval of Independent Auditors Report - Jim Eichten will review the audit

Jim Eichten, MMKR CPA, presented the School Board with an audit of the books and records. Eichten did announce to the School Board that MMKR has merged with LB Carlson as of January 1, 2025, but will still present the audit as MMKR, as they were the firm that prepared the audit report. Eichten reviewed the auditor's role, including issuing opinions on financial reporting, internal controls, and compliance. Eichten issued the management report, in which he issued an unmodified opinion on the financial state, which is a clean opinion, and reported it to the State Auditor and the Minnesota Department of Education. Eichten did issue a reportable item regarding the segregation of duties, and there is no recommendation due to the district's size. In the MN Legal compliance, MMKR found two findings according to statutes regarding withholding affidavits and unclaimed property reports. In the Single Audit of Federal Awards, SEFA, Mahtomedi Public Schools was issued a clean opinion, and the district was awarded about 2.5 million this year in federal awards. Eichten continued with financial results that ended on June 30, 2024, including the unrestricted operating fund balance comparing the state and MDE. Eichten highlighted the percentage difference between COVID-19 and back to-normal operations. Eichten then displayed a graph of the Average Daily Membership (ADM) showing student revenues, where the district receives $19,115 per student. Eichten also highlighted the increase in state funding for special education aid and food due to the State Free Meal program. Eichten then displayed a graph of the debt service expenditures, where Mahtomedi Public Schools spends about $18,901 per student; the more significant increases where in Elementary and Secondary instructional support. Eichten then reviewed Mahtomedi Public Schools General Fund balance, which increased to about $600,000. Eichten pointed out the restricted balance, which the district spent before the reviews showed a negative balance. Eichten also reviewed the 8% School District Fund Balance policy, which has been stable since 2022. Eichten reviewed the general fund revenue, which has been on track with spending and operating funds fund balance, where Community Education has been doing better than most districts statewide. Eichten ended his presentation with other district funds, including capital projects, debt service funds, dental funds, and post-employment benefits trust funds. Domin motioned, Whitson seconded; Approval of Independent Auditors Report. Carried 6-0.

12. SCHOOL BOARD COMMITTEE REPORTS

A. Association of Metropolitan School Districts (AMSD) Board

School Board Director Paul Donna reported on the January 10, 2025 Legislative meeting. AMSD platform was partially discussed and focused on school budgets from Prior Lake, Anoka-Hennepin and St. Anthony. Donna explained everyone is facing budget cuts due to wage increases, partially funded mandates, and enrollment

declines. There was also four legislators present, with one legislator at the capital who is in favor of eliminating mandates at schools. There was also discussion on the Unemployment law burdening to school budgets. Donna took away that there is no money at the state to increase school budgets.

B. Mahtomedi Area Educational Fund (MAEF)

School Board Vice Chair/Clerk Kelly Reagan reported from the January 21 meeting and highlighted the following: the MAEF Fall Fund drive giving was down from previous years and participation was down compared to years past. Reagan spoke on the fund-a-need was approved to help raise funds for new playground equipment, primarily at O.H. Anderson but also Wildwood Elementary. Examples of age appropriate, safer and inclusive equipment was shown to the MAEF for consideration. The Zephyr Gala will be held on April 11, 2025 are on sale now, early bird closes around February 13, 2025. The School Board will be putting together a basket creation but ideas are needed. MAEF Scholarships are open January 6 through February 28 and MAEF voted to offer the Class of 2025 yard signs; they will also do signs for kindergarten kick offs.

C. Minnesota School Boards Association (MSBA) Legislative Liaison

School Board Director Jenny Peterson reported on the MSBA Convention on January 16, 2025. Peterson attended the district 6 meeting, which included school districts from Forest Lake, White Bear, North St. Paul and Stillwater. White Bear was very interested in the Mahtomedi Coffee and Conversation with legislators, asking for a future partnership. MSBA at the Capitol is March 10 and will provide a service where they will make appointments for you. Peterson also highlighted the upcoming MSBA Coffee and Conversation.

D. Northeast Metro 916 Board

School Board Director Stacey Stout reported on first meeting and School Board Executive assistant sent out the NM 916 talking points.

E. Other Items/Reports

District Curriculum Advisory Committee - Vice Chair/Clerk Kelly Reagan reported form the December 12, 2024 meeting. Discussion was around 'What does it mean to be Career ready', portrait of a graduate. Next meeting is February 6, 2024.

Finance Committee– School Board Treasurer Ryan Domin reported on the more in-depth review of the financial reports that evening. Duffrin also added that they looked at projections moving forward.

13. ADJOURNMENT

Peterson motioned; Reagan seconded; Adjournment. Carried 6-0. Meeting adjourned at 8:56 p.m.

14. CONSENT AGENDA ITEMS (Items Approved Under #6)
    - A. Approval of Minutes
        1. January 6, 2025 – Special/Organizational Meeting
        2. January 13, 2025– Study Session
    - B. Approval of Treasurer's Report
    - C. Approval to Pay Bills
        1. AP Check Register – Check No. 422913to 422083 and 9800015360 to 9800015456
    - D. Approval of Wire Transfer Transactions
    - E. Personnel
        1. Approval of Contracts and Work Agreements
            a. Principal Contract 2024 -2026
            b. George Macko – Director of Human Resources – Districtwide (02/03/25)
            c. Norensa Ness – Communications and Engagement Coordinator – District Office (02/03/25)
            d. Katherine O'Brien- Miller – Grade 1 Teacher – LTS – Wildwood Elementary (02/07/25 – 05/02/25)
            e. Tina Pruden – Counselor – Wildwood Elementary (01/22/2025)
            f. Tonya Voight – Receptionist – O.H. Anderson Elementary (01/14/2025)
        2. Approval of Leaves of Absence
            a. Tracie Fiola – Paraprofessional – O.H. Anderson Elementary (12/10/2024-2/17/2025)
            b. Amanda Hudak – Special Education Teacher – O.H. Anderson Elementary (01/02/25 – 01/31/25)
            c. Michael Isola – Teacher – Mahtomedi High School (02/27/25 – 3/12/25)
            d. Analise LaFrinier – Social Worker – Mahtomedi High School (01/27/25 – 02/14/25)
            e. Alaina Merrick – Counselor – Mahtomedi Middle School – (04/24/25 – 06/09/25)
            f. Craig Mickelson – Teacher – Mahtomedi High School (01/27/25 – 02/14/25)
            g. Rachel Nixon – Speech Language Pathologist – Mahtomedi Middle School (03/16/25 – 06/09/25)
            h. LeAnn Ostrowski – Teacher – O.H. Anderson Elementary (03/21/25 – 06/08/2025)
        3. Approval of Resignations/Terminations/Nonrenewels/Retirements
            a. Kimberleigh Rasmussen – Special Education Paraprofessional – Mahtomedi High School (12/20/2024)
    - F. Approval of Student Overnight Trips

1. Nordic Ski Trip, Hayward, WI January 23, 2025 – January 25, 2025
2. Boys Golf Trip, Phoenix, AZ March 23, 2025 – March 26, 2025

G. Approval of Revised 2024- 2025 School Board Meeting Schedule

1. Addition of Study Session on March 17, 2025 at 5:00 p.m. – DEC Community Room 1030

H. Approval of Designation of Financial Advisors: *Ehlers, Inc.*

I. Approval of Designation of Legal Counsel: *Ratwik, Roszak, and Maloney; Rupp, Squires and Waldspurger; and others as needed*

Kelly Reagan, CLERK