

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

A meeting of the White Bear Lake Area School Board was held on **Monday, January 11, 2021** at 5:30 p.m. via electronic conferencing under Minnesota Statute 13D.021. This meeting was live streamed and the recording is posted on the website.

**A. PROCEDURAL ITEMS**

1. Chair Mullin called the meeting to order at 5:31 p.m.
2. Roll Call – Present: Ellison, Mullin, Newmaster, Thompson, Arcand, Beloyed, Chapman  
Ex-Officio: Dr. Wayne Kazmierczak  
Cabinet:  
School Board Student Representative: Adams, Tessema
3. Pledge of Allegiance
4. Chapman moved and Thompson seconded to approve the agenda as presented.  
***Roll call vote: ayes, Ellison, Mullin, Newmaster, Thompson, Arcand, Beloyed, Chapman. Nays, none. Motion carried.***
5. Newmaster moved and Thompson seconded to approve the consent agenda consisting of:
  - Approval of minutes for regular Board meeting on December 14, 2020;
  - Payment of invoices based upon a random sample, all of which met the standards and guidelines as set by the School Board;
  - Passage of resolution regarding acceptance of gifts with thank you letters directed to the donors;
  - Passage of resolution to approve personnel issues to include:
    - **RESIGNATION/TERMINATION/NON-RENEWAL– CLASSIFIED STAFF**
      - MICHELLE BEHNKE** - Extended Day, Vadnais Heights Elementary  
Employed by District 624 since 09/24/2019  
Effective Date: 12/04/2020
      - CHERYL ETERNO** - Building Assistant, Willow Lane Elementary  
Employed by District 624 since 05/18/2010  
Effective Date: 12/14/2020
      - JAMIE GRIEFENHAGEN** - Clerical, Oneka Elementary  
Employed by District 624 since 09/21/2015  
Effective Date: 12/07/2020
      - MEGAN JOHNSON** - Paraeducator, WBLAHS - South  
Employed by District 624 since 11/04/2020  
Effective Date: 12/03/2020
      - JANE STONEHOUSE** - Paraeducator, Matoska Elementary  
Employed by District 624 since 11/04/2020  
Effective Date: 12/03/2020
      - DANNY VOLBRECHT** - Grounds Supervisor, Bus Garage  
Employed by District 624 since 07/06/2020  
Effective Date: 12/18/2020

- **RETIREMENT– CERTIFIED STAFF**  
**ROBIN ROUSH**– .7 FTE Occupational Therapist, Lakeaires Elementary  
Employed by District 624 since 03/09/1998  
Effective Date: 09/24/2020
- **CHANGE IN ASSIGNMENT– CLASSIFIED STAFF**  
**JENNIFER DECKER**- Clerical, Willow Lane Elementary  
To Production Assistant  
\$20.04 per hr., \$15,500.94  
Effective Date: 12/14/2020  
**SAKAVIYE ABDISALAN**- Paradeducator, Matoska Elementary  
To Instructional Assistant  
\$19.7 per hr., \$10,774.55  
Effective Date: 12/22/2020
- **TEMPORARY CHANGE IN ASSIGNMENT– CLASSIFIED STAFF**  
**PATRICIA FERRELL**- From Paraprofessional, WBLAHS South Campus  
To Distance Learning Support Coach  
\$20.50 per hr., \$17,329  
Effective Date: 12/07/2020  
**AARON TURNER**- From Paraprofessional, WBLAHS South Campus  
To Distance Learning Support Coach  
\$20.50 per hr., \$17,329  
Effective Date: 12/07/2020  
**CHENTE XIONG**- From Cultural Liaison, Normandy Park Education Center  
To Distance Learning Support Coach  
\$20.50 per hr., \$17,329  
Effective Date: 12/07/2020
- **TEMPORARY CHANGE IN ASSIGNMENT– CERTIFIED STAFF**  
**JULIE DORNER** – Speech Language Pathologist, North Campus, Oneka,  
Lincoln and Hugo  
.6 FTE To 1.0 FTE  
Effective Date: 12/07/2020 through 06/14/2020
- **FULL TIME LEAVE OF ABSENCE– CERTIFIED STAFF**  
**SARAH NEWKIRK**– Paraeducator, WBLAHS - North Campus  
Employed by District 624 since 09/04/2018  
Effective Date: 12/09/2020 through 03/10/2021  
**CARLY LIBBY** – Paraeducator, Transition Education Center  
Employed by District 624 since 09/04/2018  
Effective Date: 10/26/2020 through 01/01/2021
- **FULL TIME LEAVE OF ABSENCE– CERTIFIED STAFF**  
**JANA BUESING** – Intervention Teacher, Otter Lake Elementary  
1.0 FTE, Employed by District 624 since 08/22/2016  
Effective Date: 08/31/2020 through 06/14/2021

➤ **THREE YEAR EXTENDED LEAVE REQUEST– CERTIFIED STAFF**

**KIRK JOHNSON**- Science Teacher, WBLAHS - North Campus

Employed by District 624 since 08/27/1992

Effective Date: 2020-2021 School Year through 2022-2023 School Year

➤ **NEW PERSONNEL– CLASSIFIED STAFF**

**ZER CHANG** – Paraeducator, Sunrise Park Middle School

\$19.53 per hr., 32.5 hrs. per wk., \$13,075.33

Effective Date: 01/11/2021

**SARAH KUSTERMAN** – Extended Day Paraeducator, Otter Lake Elementary

\$19.07 per hr., 12.5 hrs. per wk., \$26,402.41

Effective Date: 12/07/2020

**JACQUES LEROUGE** – Communication Specialist, District Center

20 hrs. per wk., \$27,000

Effective Date: 01/04/2021

**JEFFERY LUSTIG** – Custodian PM, Lincoln Elementary

\$22.57 per hr., 40 hrs. per wk., \$ 23,111.67

Effective Date: 01/04/2021

**DAVID NEUBAUER** – Instructional Assistant, Oneka Elementary

\$19.07 per hr., 13 hrs. per wk., \$26,402.41

Effective Date: 11/30/2020

**SARAH TYLER** – Paraeducator, Birch Lake Elementary

\$19.53 per hr. 32.5 hrs. per wk., \$13,710.06

Effective Date: 01/04/2021

➤ **LONG TERM SUBSTITUTE– CERTIFIED STAFF**

**MICHELLE HENDRICKSON** – 1.0 FTE Special Education Teacher, Oneka Elementary

MA, Step 6, \$7,521.13

Effective Date: 12/22/2020 – 02/05/2021

***Roll call vote: ayes, Ellison, Mullin, Newmaster, Thompson, Arcand, Beloyed, Chapman. Nays, none. Motion carried.***

6. Reorganization of the School Board:

- Chapman nominated Mullin as Chair
- Arcand nominated Chapman as Vice Chair
- Beloyed nominated Ellison as Clerk
- Thompson nominated Beloyed as Treasurer

---- moved and ---- seconded to approve the nominations for Chair Mullin, Vice Chair Chapman, Clerk Ellison, and Treasurer Beloyed

**B. PUBLIC FORUM** - Jackie Bussjaeger, will be covering school board meetings for the White Bear Press. Introduced herself and her previous experience, including her experience as a White Bear grad, and looks forward to working with the board.

**C. INFORMATION ITEMS**

1. Overview of Welcome to White Bear Week and Update on Registration  
Information for 2021-22 - Director of Communications Marisa Vette presented

on the early childhood, elementary, middle school and high school welcome activities. The presentation is available on the district website.

2. Superintendent's Report - Dr. Kazmierczak welcomed the Board back to 2021. Other topics he mentioned: 2020 Annual Update, Welcome to White Bear, Coffee with Dr. K, The Closet, Covid-19 update. He concluded with information on the return to in-person learning for elementary students.

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

1. Presentation of the FY 2020 Annual Audit Report - Mr. Jim Eichten from the auditing firm of Malloy, Montague, Karnowski, Radosevich and Co., P.A. (MMKR), presented the fiscal year 2019-2020 audit report. The presentation is available on the district website.
2. First Reading of School Board Policies; a) Policy 401, Equal Employment Opportunity, b) Policy 407, Employee Right to Know - Exposure to Hazardous Substances, c) Policy 409, Employee Publications, Instructional Materials, Inventions and Creations, d) Policy 497, Nepotism, e) Policy 499, Student Teaching, f) Policy 519, Interviews of Students by Outside Agencies, g) Policy 529, Staff Notification of Violent Behavior by Students, h) Policy 599, Academic Recognition, i) Policy 609, Religion  
The policies listed above will be on the February 8, 2021 agenda for a second reading.

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

1. Ellison moved and Chapman seconded to approve the bids for the new elementary school in Hugo in the amount of \$23,834,200.00. **Roll call vote: ayes, Ellison, Mullin, Newmaster, Thompson, Arcand, Beloyed, Chapman. Nays, none. Motion carried.**
2. Arcand moved and Beloyed seconded to accept the audit report for fiscal year 2020 as presented by Mr. Jim Eichten from MMKR, the District's independent auditor. **Roll call vote: ayes, Ellison, Mullin, Newmaster, Thompson, Arcand, Beloyed, Chapman. Nays, none. Motion carried.**
3. Ellison moved and Thompson seconded to approve the First Student Transportation addendum. **Roll call vote: ayes, Ellison, Mullin, Newmaster, Thompson, Arcand, Beloyed, Chapman. Nays, none. Motion carried.**
4. Chapman moved and Arcand seconded to approve the School Board operating procedures for 2021. **Roll call vote: ayes, Ellison, Mullin, Newmaster, Thompson, Arcand, Beloyed, Chapman. Nays, none. Motion carried.**
5. Ellison moved and Newmaster seconded to approve the same compensation levels for the School Board for 2021. Chair - \$5,450; Vice-Chair - \$5,250; Clerk - \$5,450, Treasurer - \$5,250; and Members - \$5,050. **Roll call vote: ayes, Ellison, Mullin, Newmaster, Thompson, Arcand, Beloyed, Chapman. Nays, none. Motion carried.**
6. Newmaster moved and Chapman seconded to approve the School Board meeting calendar and following resolution: *BE IT RESOLVED by the School Board of Independent School District 624 that the attached School Board*

*Meeting calendar be approved and adopted for the 2020-21 school year and that pursuant to Minn. Stat. §645.44, Subd. 5, the School Board of Independent School District 624 has determined that Indigenous Peoples Day is not a legal holiday, and therefore, public business, including School Board and informational meetings, may be transacted on that day. **Roll call vote: ayes, Ellison, Mullin, Newmaster, Thompson, Arcand, Beloyed, Chapman. Nays, none. Motion carried.***

7. Thompson moved and Beloyed seconded to approve the official depositories for School District funds and authorized bank accounts and signatures for 2021. **Roll call vote: ayes, Ellison, Mullin, Newmaster, Thompson, Arcand, Beloyed, Chapman. Nays, none. Motion carried.**
8. Ellison moved and Newmaster 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 in amounts up to \$175,000 and restatement of authorization for the same pursuant to Minnesota Statutes section 123B.52, subdivision. **Roll call vote: ayes, Ellison, Mullin, Newmaster, Thompson, Arcand, Beloyed, Chapman. Nays, none. Motion carried.**
9. Beloyed moved and Chapman seconded to approve the White Bear Press as the legal publication for the White Bear Lake Area Public Schools for 2021. **Roll call vote: ayes, Ellison, Mullin, Newmaster, Thompson, Arcand, Beloyed, Chapman. Nays, none. Motion carried.**
10. Beloyed moved and Thompson seconded to approve the appointment of Matthew Mons, Director of Human Resources, as the District Human Rights Officer, Dr. Alison Gillespie, Assistant Superintendent of Teaching and Learning, as the Title IX Coordinator, and Lisa Ouren, Director of Student Support Services, as the District ADA/504 Coordinator in conformance with School Board policies. **Roll call vote: ayes, Ellison, Mullin, Newmaster, Thompson, Arcand, Beloyed, Chapman. Nays, none. Motion carried.**
11. Thompson moved and Newmaster seconded to authorize Dr. Wayne Kazmierczak as the Local Education Agency (LEA) representative for the purpose of reviewing and approving documents required for compliance to federal programs included in the Elementary and Secondary Education Act (ESEA) for 2021. **Roll call vote: ayes, Ellison, Mullin, Newmaster, Thompson, Arcand, Beloyed, Chapman. Nays, none. Motion carried.**
12. Arcand moved and Thompson seconded to approve *Knutson, Flynn and Deans; Ratwik, Roszak, and Maloney; Rupp, Anderson, Squires and Waldsperger, P.A.; and others as needed* for 2021. The School Board approves authorized personnel to contact legal counsel, including: school board chair, school board vice-chair, superintendent, assistant superintendent for teaching and learning, assistant superintendent for finance and operations, director of human resources, director of student support services, director of community services, director of communications and community relations, and director of technology and innovation. **Roll call vote: ayes, Ellison, Mullin,**

***Newmaster, Thompson, Arcand, Beloyed, Chapman. Nays, none. Motion carried.***

13. Chapman moved and Beloyed seconded to appoint Jessica Ellison as White Bear Lake Area School's representative to Equity Alliance MN Board for 2021. ***Roll call vote: ayes, Ellison, Mullin, Newmaster, Thompson, Arcand, Beloyed, Chapman. Nays, none. Motion carried.***
14. Ellison moved and Beloyed seconded to appoint Kim Chapman as White Bear Lake Area School's representative to Intermediate School District 916 School Board for 2021. ***Roll call vote: ayes, Ellison, Mullin, Newmaster, Thompson, Arcand, Beloyed, Chapman. Nays, none. Motion carried.***
15. Newmaster moved and Beloyed seconded to approve the 2021-2022 calendar as recommended by the administration. ***Roll call vote: ayes, Ellison, Mullin, Newmaster, Thompson, Arcand, Beloyed, Chapman. Nays, none. Motion carried.***
16. Arcand moved and Chapman seconded to approve the recommendations for change to the middle school programming. ***Roll call vote: ayes, Ellison, Mullin, Newmaster, Thompson, Arcand, Beloyed, Chapman. Nays, none. Motion carried.***
17. Thompson moved and Beloyed seconded to approve School Board Policies a) Policy 430, Employee/Visitor ID Badge; b) Policy 517, Student Recruiting; c) Policy 518, DNR-DNI Orders; d) Policy 607, Organization of Grade Levels as recommended by the School Board Policy Committee and Cabinet. ***Roll call vote: ayes, Ellison, Mullin, Newmaster, Thompson, Arcand, Beloyed, Chapman. Nays, none. Motion carried.***
18. Chapman moved and Beloyed seconded to approve the purchase agreement for the property described as PID#143022120015 located in the City of White Bear Lake, County of Ramsey, State of Minnesota. The Board authorizes the Superintendent and the Assistant Superintendent for Finance and Operations to sign all documents as necessary to acquire said property. ***Roll call vote: ayes, Ellison, Mullin, Newmaster, Thompson, Arcand, Beloyed, Chapman. Nays, none. Motion carried.***

**F. BOARD FORUM** - Ellison thanked the Equity Action Plan team for their great work, including the leadership of Dr. Davis and Equity Alliance MN. Mullin thanked the board for their work.

**G. ADJOURNMENT** - Arcand moved and Mullin seconded to adjourn the meeting at 7:44 p.m. ***Roll call vote: ayes, Ellison, Mullin, Newmaster, Thompson, Arcand, Beloyed, Chapman. Nays, none. Motion carried.***

Submitted by: Jessica Ellison, clerk