

SCHOOL BOARD MEETING

INDEPENDENT SCHOOL
DISTRICT No. 15

REGULAR MEETING

November 24, 2014

SCHOOL BOARD
 INDEPENDENT SCHOOL DISTRICT No. 15
 St. Francis, Minnesota
 November 24, 2014
 Dialogue with School Board– 6:30 p.m.
 Regular Meeting – 7:00 p.m.
 Central Services Center– Community Room
 4115 Ambassador Blvd.

A G E N D A

- I. Call to Order – Pledge of Allegiance

- II. Board Calendar Dates

December 8, 2014 Dialogue with School Board– 6:30 p.m. Regular Meeting – 7:00 p.m. Truth in Taxation – 7:00 p.m. Central Services Center– Community Room	January 12, 2015 Dialogue with School Board– 6:30 p.m. Organizational Meeting– 7:00 p.m. Central Services Center– Community Room
January 26, 2015 Dialogue with School Board– 6:30 p.m. Regular Meeting – 7:00 p.m. Central Services Center– Community Room	February 9, 2015 Dialogue with School Board– 6:30 p.m. Regular Meeting – 7:00 p.m. Central Services Center– Community Room

Happening Around the District–

American Indian Education and Multicultural Diversity– Ms. Sargent
 Student Awards – Mr. Fink

Consideration of Visitors (To address the School Board complete the card and submit to the Chair)

- III. Approval of Agenda

- IV. Consent Agenda

A.	Approval of Minutes of November 13	5
Rev.	B. Approval of Routine Personnel Items.....	10
	C. Approval of Disbursements(emailed 11/21)	
	D. Approval of Extended Travel – SFHS Wrestling.....	11
Rev.	E. Approval of Gift Acknowledgements.....	12

- V. Reports

A.	Student Report	
B.	Superintendent Communications and Report	
C.	Dialogue Session	
D.	School Board Member Reports	
E.	Administrative Report	
	• Strategic Plan Measurement & Design– Mr. Neubauer	
	• Research Based Interventions– Mr. Finn & Mr. Neubauer	

- VI. Other Matters

A.	Approval of Employment Agreement – Principals.....	13
B.	Approval of RFP for Finance/Payroll/Human Resources Software.....	14
C.	Closed Session to Discuss Attorney-Client Privileged Information.....	15
Add	D. Closed Session – Negotiation Parameters	

- VII. Other Business

A.	
B.	

- VIII. Adjournment

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 St. Francis, Minnesota
 November 13, 2014
 Dialogue - 6:30 p.m.
 Regular Meeting - 7:00 p.m.
 4115 Ambassador Blvd.
 M I N U T E S

The regular meeting was called to order by Chair David Roberts at 7:00 p.m. with the following members present: Directors, Barbara Jahnke, Amy Kelly, Betsy Roed, Marsha Van Denburgh, and Acting Superintendent Troy Ferguson. Absent: Directors Suzanne Erkel and Janet Hunt.

Others present were Director of Business Services Scott Nelson, Director of Special Services Tim Finn, Director of Curriculum and Instruction Paul Neubauer, student representative Cassy Stierns, staff and community members.

Board Calendar Dates: Regular meetings held at 7:00 p.m. at Central Services Center, November 24, December 8, (Truth in Taxation) 2014, January 12, (Organizational meeting) and January 26, 2015. Dialogue with the School Board will be at 6:30 p.m.

Strategic Planning Presentation

Mr. Neubauer presented the draft for the strategic plan outline from the Core Planning Team. The outline included a mission statement, mission outcomes, strategies, core values, and strategic delimiters. He read the names of the Core Planning Team members. Members in attendance shared the core values which begin with "We believe that ...", the mission, mission outcomes that begin with "By 2020, all students will...", strategies that begin with "We will...", and strategic delimiters that begin with "We will not...". The next steps to take place are two all-day sessions November 20 and 21 for the Measurement & Design Teams, who will work on the mission outcomes.

Consideration of Visitors

Mr. Gardner addressed the Board to encourage other board members to participate in the other strategic plan teams, which are Measurement & Design and Action Planning Teams.

Agenda

Motion was made to approve the agenda by Ms. Jahnke, second by Ms. Kelly. Ms. Van Denburgh made a motion to amend item VII B to read, discussion to consider legal counsel rather than resolution to consider legal counsel, second by Mr. Roberts.

Motion carried 5-0.

Consent Agenda

Motion was made for the revised consent agenda by Ms Van Denburgh, second by Ms. Kelly.

- A. THAT the minutes of October 27 be approved as presented.
- B. THAT the Personnel Items be approved as presented.

NEW EMPLOYMENT									
Name	Position	Replacement for	Site	Position Status	Days/Year	Hrs/Day	Salary Level	Wage	Effective
Bouley, Sarah	Educational Asst	NEW	SFMS	CONT	172	7.25	B22-1	\$12.41	10/27/14
Brown, Christine	Bus Rider	Mike Benner	TRANS	CONT	172	6	B21-1	\$13.52	11/10/14
Calvert, Katie	Knowledge Bowl Coach	N/A	SFMS	CONT	100	3	Schedule D	\$1,090	11/3/14
Gehring, Ted	Knowledge Bowl Coach	N/A	SFMS	CONT	100	3	Schedule D	\$1,604	11/3/14
Gehrke, Mike	Snow Plow Specialist	N/A	MTCE	CONT	On Call		Hourly	\$25.00	11/10/14
Gracia, Joshua	Snow Plow Specialist	N/A	MTCE	CONT	On Call		Hourly	\$25.00	11/6/14

Guse, Amy	Title One Teacher	NEW	Trinity	TEMP	As Needed		Hourly	\$21.22	11/3/14
Hagen, Scott	Bus Rider	NEW	TRANS	CONT	172	6	B21-1	\$13.52	10/27/14
Heitzman, Autumn	Teacher Sub	Rassler and Keenan	SFHS	TEMP	20	8	SUB	\$125/day	10/29/14
Klema, Kelsey	Asst Gymnastics Coach	NEW	SFHS	CONT	100	3	Schedule C	\$2,798	11/10/14
Robinette, Scott	Snow Plow Specialist	N/A	MTCE	CONT	On call		Hourly	\$25.00	11/6/14
Robinson, Lakkhana	Educational Asst	Mallory Heaton	EBCS	CONT	172	3	A12-1	\$11.16	11/10/14

INTERNAL TRANSFERS

Name	Current Position/ Location	Current Days/Hrs	Current Salary	New Position/ Location	Days/ Hrs	New Salary	Effective
Benner, Michael	Bus Rider/TRANS	172/6	\$13.52	Bus Driver/TRANS	172/8	\$14.02	11/6/14
Berndt, Mark	Custodian/SFMS	261/8	\$15.56	Custodian-2 nd Shift/SFMS	261/8	\$15.66	11/3/14
Bolles, Becki	Educational Asst/TRANS	172/4.5	\$11.76	Bus Rider/TRANS	172/6	\$13.52	11/17/14
Ingalls, Cheri	Bus Rider/TRANS	172/6	\$13.52	Bus Driver/TRANS	172/6	\$14.02	11/6/14
Landis, Barbara	Custodian/MTCE	261/8	\$16.90	Custodian/EBCS	261/8	\$16.65	10/27/14
Lundholm, Dennis	Bus Driver/TRANS	172/6	\$16.07	Bus Driver/TRANS	172/8	\$16.07	10/13/14
Rolland, Steve	Bus Driver/TRANS	172/6	\$14.02	Bus Driver/TRANS	172/8	\$14.02	10/13/14
Scharber, Steve	Bus Driver/TRANS	172/6	\$15.09	Bus Driver/TRANS	172/8	\$15.09	10/13/14

LEAVES OF ABSENCE

Name	Position	Location	Expected Duration		Most recent assignment	
			From	To	Days/ Year	Hrs/ Day
Biggins, Shareen	Helper/Server	SFHS	9/11/14	11/3/14 Returned	172	4.75
Illg, Shirley	Educational Asst	SFMS	10/31/14	11/17/14	172	7.25
Johnson, Diane	Preschool Instructor Asst	LLC	8/22/14	11/6/14 Returned	90	7
Johnson, Miranda	Educational Asst	SFMS	9/2/14	10/13/14 Returned	172	7.25
Kleve, Carole	Cashier	SFMS	10/20/14	11/6/14 Returned	178	5.25
Morton, Marilyn	Educational Asst	SFE	9/2/14	10/27/14 Returned	172	2
Olson, Katie	Teacher	CCCS	1/14/15	3/11/15	186	8
Renter, Cheryl	Kitchen Manager	SFMS	11/5/14	12/5/14 Extension	178	8
Rolland, Steve	Bus Driver	TRANS	1/1/15	3/6/15	172	8
Weinhagen, Michel	Teacher	SFMS	10/7/14	10/27/14 Returned	186	8

RESIGNATION/RETIREMENTS/TERMINATIONS/DISCONTINUANCE OF POSITION

Name	Position	Site	Reason	Effective
Ness, Michelle	Helper/Server	SFHS	Termination	11/3/14

Sweet, Philip	Bus Driver	TRANS	Resignation	11/5/14
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C. THAT Disbursements are approved as presented.

BE IT RESOLVED by the School Board of Independent School District No. 15 that these disbursements as presented and excluding net payroll, be allowed and charged to funds as follows:

FundNo.	Description	Amount
01	General	\$ 1,010,412.40
02	Food Service	\$ 39,213.56
04	Community Services	\$ 34,700.19
06	Construction	\$
07	Debt Redemption Bond Payments	\$
09	Trust and Agency	\$ 500.00
20	Internal Service-Health Self Insured	\$
47	OPEB Debt Service	\$
	TOTAL DISTRICT	\$ 1,084,826.15

D. THAT Gift Acknowledgements be approved as presented.

BE IT RESOLVED by the School Board of Independent School District No. 15 that the following gifts be hereby accepted:

\$834.00 (in kind), Econofoods, 139 backpacks donated to SFMS Caring Closet and SFHS Kody's Closet
 \$2,050.00, CCCS PTO, \$1,375 for 4th grade Kindness Retreat, \$675 for 5th grade field trip
 \$1,000.00, Ham Lake Lions Club, bookshelves for the Sandhill Center Library
 \$678.99, SFE APT, purchase of Surface 2 tablet & cover for Mr. Johnson
 \$53.33, SFE APT, payroll for 1.5 hrs of coverage by nurse @ activity night
 \$250.53, SFE APT, for office supplies and CDs w/cases for 5th grade students
 \$500.00, SFE APT, to purchase books for the media center

Motion carried 5-0.

Reports

Student Report

Cassy Stierns provided the student report. Student Council food drive will be extended to November 19, due to the snow day. Madrigal Dinner tickets are on sale and will be held November 20-23.

Acting Superintendent Report and Communications

- Acknowledged the Core Planning Team and their commitment to the Strategic Plan.
- Attended *George Washington Slept Here* play at St. Francis High School (SFHS).
- The SFHS Jazz Band concert will be December 5 and winter sports will be in full force.
- Received a phone call from the city of St. Francis regarding a concern about parking on a certain street when games are being played. The concern is whether emergency vehicles can pass through. The city engineer will review and report back.
- Announced 34 students from St. Francis High School Health Occupations Student Association (HOSA) attended the fall delegation assembly. Student School Board representative Ms. Stierns was elected vice president of the Minnesota HOSA organization.
- Principal negotiations are going well.
- An Apple representative was impressed with how students use technology when visiting Lifelong Learning Center (LLC).

- Along with Mr. Brandon Nelson, met with office professionals regarding progress on professional development training opportunities.
- Meet and Confer committee met under a new format; included good dialogue and exchange of ideas.
- Reminder to School Board members that training is November 19.
- Reported that all microphones for the sound system are now working. Does the Board want to continue with request to get bids for a new system? The Board agreed to review how the system is working at year end.
- Mr. Ferguson, Mr. Neubauer, and Ms. Wallace met with Stepping Stones class at LLC.
- OTL task force met.

Dialogue

Ms. Jahnke reported that one visitor communicated their support for the strategic planning process and the positive direction the District is taking.

School Board Member Reports

Ms. Van Denburgh referred to an article regarding an education study which highlighted that schools that did the best relate to what ISD 15 is trying to do. Attended Cabinet Plus 3 and provided an update from Early Childhood and activities at the Lifelong Learning Center. Congratulations to Kurt Daudt on his recent appointment to Speaker of the House. She invited everyone to the Celebration of Indigenous People on November 22.

Ms. Jahnke attended Cabinet Plus 3, and principal negotiations.

Ms. Kelly congratulated the SFHS football team, and player John Santiago, who was nominated for KARE 11's MVP player of the year.

Ms. Roed participated on the Core Planning Team, attended negotiations with directors, and attended *George Washington Slept Here* play.

Mr. Roberts participated on the Core Planning Team, attended directors' negotiations, *George Washington Slept Here* play, SMC meeting at the St. Francis Middle School and relayed some concerns, attended WE Day as chaperone for 20 SFMS students, mock interviews at SFHS, and Meet and Confer. Congratulations to Ms. Stierns on her election to vice president of HOSA. Mr. Ferguson reported that SMC constitution revisions will come to the Board December 8.

Administrative Report

Scott Nelson reported notification to TIES of consideration in moving the finance payroll and HR systems. A resolution will be brought to the Board for a request for proposal (RFP). Moving this system is not as extensive as the student information system.

Enrollment Projections – Cabinet began the budget process with looking at enrollment projections for 2015. The audit is complete and will be brought to the Board in January. Next would be to meet with principals.

Late route bussing report - Began November 3. One route running all year is approximately \$20,000. A committee met twice in October to discuss three routes from the middle school at four days a week, and three routes from the high school at five days per week. Ridership changes depending on the activities taking place. Consideration must be given to develop programming to get more students involved. Review of the routes will continue and open to modifications.

Tim Finn reported general information and projected timeline for the Saints Online option. Additional staff has been recruited to work with the Minnesota Department of Education (MDE) on the application process and then be presented to Cabinet in December. The program will be brought to the School Board in January before sending to MDE for approval. Mr. Finn acknowledged Principal Manni for his work on the online proposed program.

Old Business

World's Best Workforce Annual Report

Motion was made by Ms. Van Denburgh, second by Ms. Jahnke.

BE IT RESOLVED by the School Board of Independent School District No. 15 that the Annual Report on World's Best Workforce 2013-14, upon review, is accepted and shall be posted on the website at www.isd15.org.

Motion carried 5-0.

Recess was taken at 8:15 p.m.

Other Matters

Closed Session – Negotiation Parameters

BE IT RESOLVED by the School Board of Independent School District No. 15 that a closed session be conducted for the purpose of discussing labor negotiation strategies under subd. 1 (b) of the Open Meetings Law, Minnesota Statutes Chapter 13D.03

Closed Session: Motion by Ms. Van Denburgh, second by Ms. Kelly. Vote: 5-0 Time: 8:22 p.m.

Resume Open Meeting: Motion by Ms. Van Denburgh: I move that the open meeting be resumed, second by Ms. Jahnke. Vote: 5-0 Time: 9:02 p.m.

Board members discussed negotiation parameters for directors whose contract expired.

Discussion to Consider Legal Counsel

The School Board brought forward discussion to review proposed alternate legal counsel opinion. One vendor would provide a free opinion, free consultation. Another vendor with extensive experience in vacating arbitrators decisions at a cost of \$2,000 to review the decision. The insurance carrier has not yet confirmed if there would be coverage. Mr. Roberts inquired whether the Board is open to consider exploring options. Consensus from the Board is that it would in the best interest of the District to move forward with getting a second opinion from the firm with public sector experience and the firm with private sector experience.

The regular meeting was adjourned at 9:15 p.m.

Barbara Jahnke, School Board Clerk

IV. B. ROUTINE PERSONNEL ITEMS

REVISED

BE IT RESOLVED by the School Board of Independent School District No. 15 that the Personnel actions as listed below be approved:

NEW EMPLOYMENT									
Name	Position	Replacement for	Site	Position Status	Days/Year	Hrs/Day	Salary Level	Wage	Effective
<i>Bowers, Christopher</i>	<i>Bus Washer</i>	<i>Larry Benson</i>	<i>TRANS</i>	<i>CONT</i>	94	3.5		\$12.00	11/24/14
<i>Carlson, Melissa</i>	<i>Office Professional</i>	<i>Nancy Selb</i>	<i>SFHS</i>	<i>CONT</i>	204	7.5	<i>B21</i>	\$14.24	12/3/14
Kappelhoff, Jennifer	Bus Rider	NEW	TRANS	CONT	172	6	B21	\$13.52	11/17/14
<i>Vincent, Heather</i>	<i>Teacher/LTS</i>	<i>Tracey Norton</i>	<i>SFHS</i>	<i>TEMP</i>	40	8	<i>Sub</i>	\$125	3/3/15
INTERNAL TRANSFERS									
Name	Current Position/Location	Current Days/Hrs	Current Salary	New Position/Location	Days/Hrs	New Salary	Effective		
Pederson, Kimberly	Teacher/CCCS	186/8	\$56,235	Teacher/CCCS	186/8	\$60,646	7/1/14		
Sharp, Cindi	Helper/Server/SFHS	172/2.5	\$11.84	Helper/Server/SFHS	172/2.75	\$11.84	11/21/14		
LEAVES OF ABSENCE									
Name	Position	Location	Expected Duration		Most recent assignment				
			From	To	Days/Year	Hrs/Day			
Anderson-Hume, Bobbi	Principal	SFMS	10/14/14	11/18/14 Returned	240	8			
DeRung, Lillian	Principal	DW	10/6/14	1/2/15	225	8			
<i>Held, Robert</i>	<i>Teacher</i>	<i>SFHS</i>	<i>9/2/14</i>	<i>12/1/14 Returning</i>	<i>186</i>	<i>8</i>			
Illg, Shirley	Educational Assistant	SFMS	10/31/14	11/17/14 Returned	172	7.25			
<i>Keenan, Michelle</i>	<i>Teacher</i>	<i>SFHS</i>	<i>8/27/14</i>	<i>12/1/14</i>	<i>186</i>	<i>8</i>			
RESIGNATION/RETIREMENTS/TERMINATIONS/DISCONTINUANCE OF POSITION									
Name	Position	Site	Reason		Effective				
<i>Benson, Larry</i>	<i>Bus Washer</i>	<i>TRANS</i>	<i>End of Temporary Asgn</i>		<i>5/30/14</i>				
<i>Carter, Jerry</i>	<i>Bus Driver</i>	<i>TRANS</i>	<i>Retirement</i>		<i>12/31/14</i>				
<i>Johnson, Peggy</i>	<i>Cafeteria Monitor</i>	<i>SFHS</i>	<i>Resignation</i>		<i>11/21/14</i>				
<i>Scharber, Steve</i>	<i>Bus Driver</i>	<i>TRANS</i>	<i>Resignation</i>		<i>11/25/14</i>				

MOTION:

SECOND:

11/24/14

SCHOOL BOARD MEETING DATE: 11/24/2014

BE IT RESOLVED by the School Board of Independent School District No. 15 that these disbursements as presented, and excluding net payroll, be allowed and charged to funds as follows:

Fund No.	Description		Amount
01	General	\$	1,188,130.42
02	Food Service	\$	134,558.97
04	Community Services	\$	39,009.60
06	Construction	\$	
07	Debt Redemption Bond Payments	\$	
09	Trust and Agency	\$	994.60
20	Internal Service - Health Self Insured	\$	
47	OPEB Debt Service	\$	
	TOTAL DISTRICT	\$	1,362,693.59

MOTION:
SECOND:

IV. E. GIFT ACKNOWLEDGMENT(S)

Revised

BE IT RESOLVED by the School Board of Independent School District No. 15 that the following gifts be hereby accepted:

\$436.00, SMC SFMS, to purchase equipment for middle school Knowledge Bowl

\$310.94, Wells Fargo Community Support Campaign, SFHS to be used at principal's discretion

\$273.56, Wells Fargo Community Support Campaign, Jennifer Larson, Rachel Muonio & Shannon Linson, to SFE to be used as needed

\$114.29, Wells Fargo Matching Ed Fund, to EBCS at principal's discretion

\$100.00, Allina Health System, to SFMS for purchase of supplies

\$52.50, Wells Fargo, to SFMS for purchase of supplies

MOTION:

SECOND:

11/24/14

IV. D. APPROVAL OF EXTENDED TRIP - WRESTLING

BE IT RESOLVED by the School Board of Independent School District No. 15 that the High School Wrestling program attend the Christmas Wrestling Tournament in Rochester, Minnesota for an extended trip, December 19-20, 2014 be approved as requested.

MOTION:

SECOND:

11/24/14

IV. E. GIFT ACKNOWLEDGMENT(S)

BE IT RESOLVED by the School Board of Independent School District No. 15 that the following gifts be hereby accepted:

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\$273.56, Wells Fargo Community Support Campaign, Jennifer Larson, Rachel Muonio & Shannon Linson, to SFE to be used as needed

\$114.29, Wells Fargo Matching Ed Fund, to EBCS at principal's discretion

MOTION:

SECOND:

11/24/14

VI. A. APPROVAL OF EMPLOYMENT AGREEMENT – PRINCIPALS

BE IT RESOLVED by the School Board of Independent School District No. 15 that the terms and conditions of employment with Principals be approved as presented for the 2013-2015 school years.

Background:

An agreement regarding terms and conditions of employment for Principals has been prepared and is submitted for approval. This resolution establishes a new agreement from July 1, 2013 through June 30, 2015.

The two year package includes the cost of salary and benefits.

Changes to the contract include:

1. No pay increase to the 2013 – 2014 Salary schedule
2. Increase of 3.75% to the 2014 – 2015 Salary Schedule
3. With no budgetary impact: \$40,000 Q-Comp PRT funds added to 2014 – 2015 Salary Schedule (\$4,000 per pay cell with 10 principals receiving an equal share)
4. \$1,000 one-time pay stipend, not added to the salary schedule for all current Principals on November 11, 2014
5. No step increase

MOTION:

SECOND:

11/24/14

VI. B. APPROVAL TO ALLOW REQUEST FOR PROPOSALS FOR FINANCE /
PAYROLL / HUMAN RESOURCES SOFTWARE

BE IT RESOLVED by the School Board of Independent School District No.15 approval to allow administration to pursue Request for Proposals (RFP) for Financial, Payroll and Human Resources Software.

Background: July 2014 TIES was informed of the ISD 15's intent to pursue other software options for Business Operations including Finance, Payroll and Human Resources.

MOTION:

SECOND:

11/24/14

VI. C. CLOSED SESSION TO DISCUSS ATTORNEY-CLIENT PRIVILEGED INFORMATION

BE IT RESOLVED by the School Board of Independent School District No. 15 to move into closed session according to the Minnesota Open Meeting Law, Minnesota Statutes, Section 13D.05, subdivision 3(b), which allows the School Board to close a meeting to engage in attorney-client privileged discussions. The Board seeks to meet with legal counsel to discuss the arbitration decision in BMS Case No. 14-TD-7 and to discuss potential District action in response to the arbitration decision. Accordingly, I will hereby entertain a motion that this meeting be closed pursuant to the attorney-client privilege for the reasons cited.

Closed Session: Motion was made by _____, second by _____.

Time: Vote:

Resume Open Meeting: Motion by _____ that the open meeting be resumed, second by _____.

Time: Vote:

MOTION:

SECOND:

11/24/14