

SCHOOL BOARD MEETING

INDEPENDENT SCHOOL  
DISTRICT No. 15

REGULAR MEETING

February 9, 2015

SCHOOL BOARD  
 INDEPENDENT SCHOOL DISTRICT No. 15  
 St. Francis, Minnesota  
 February 9, 2015  
 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
 

February 23, 2015	March 9, 2015
Dialogue with School Board– 6:30 p.m.	Dialogue with School Board– 6:30 p.m.
Regular Meeting– 7:00 p.m.	Regular Meeting– 7:00 p.m.
Central Services Center – Community Room	Central Services Center– Community Room
 March 23, 2015	 April 13, 2015
Dialogue with School Board– 6:30 p.m.	Dialogue with School Board– 6:30 p.m.
Regular Meeting– 7:00 p.m.	Regular Meeting– 7:00 p.m.
Central Services Center – Community Room	Central Services Center– Community Room

**Happening Around the District– American Indian Parent Committee**  
**Site Report – Crossroads School and Vocational Center – Mr. Manni**  
**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 January 26..... 5
  - Rev. B. Approval of Routine Personnel Items..... 11
  - C. Approval of Disbursements(email 02/06)
  - D. Approval of Gift Acknowledgments..... 12
  
- V. Reports
  - A. Student Report
  - B. Superintendent Communications and Report
  - C. Dialogue Session
  - D. School Board Member Reports
  - E. Administrative Report
    - Budget Timeline – Brandon Nelson
    - Reduction Scenario Draft – Paul Neubauer
  
- VI. Old Business
  - A. 2014-2015 Teacher Seniority List ..... 13
  - B.
  
- VII. Other Matters
  - A. Approval of SKYWARD Inc. Software for ISD No. 15 Human Resources,  
 Payroll and Finance..... 14
  - B.
  
- VIII. Other Business
  
- IX. Adjournment

SCHOOL BOARD  
 INDEPENDENT SCHOOL DISTRICT No. 15  
 St. Francis, Minnesota  
 January 26, 2015  
 Dialogue Session - 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 Chairperson David Roberts at 7:00 p.m. with the following members present: Directors Suzanne Erkel, Janet Hunt, Barbara Jahnke, Amy Kelly, Betsy Roed, Marsha Van Denburgh, and Acting Superintendent Troy Ferguson.

Others present were Director of Business Services Scott Nelson, Director of Special Services Tim Finn, Director of Curriculum 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, February 9, February 23, March 9, and March 23. Dialogue with the School Board will be at 6:30 p.m. prior to the regular meetings.

**Happenings Around The District –SFMS Domination Projects**

St. Francis Middle School (SFMS) social studies teacher Ms. Parson explained the World Domination Project program. Students begin by brainstorming, then a proposal process, followed by research, determine what information and how to present it. SFMS 6<sup>th</sup> grade students Veronica Tilt and Breckin Weiss presented their projects 1) Staying Green, 2) Why Dogs Eat Horse Trimmings.

**Site Report – Lifelong Learning Center – Ms. Vogtlin and Ms. Dupre**

Ms. Vogtlin, special services supervisor, and Ms. Dupre, program manager for Early Childhood Family Education (ECFE) and Preschool Place 15(PP15) provided the program report. Programs include PP15, ECFE, Early Childhood Special Education (ECSE) and Early Childhood Screening. In 2013-14 there were 325 children that participated in early childhood screening, 71 families are currently being serviced in ECFE programs, and 19 classes for PP15. Programs continue to be fully inclusive where children with disabilities participate in the same classroom with the same expectations and curriculum as their classmates.

**Consideration of Visitors**

None

**Agenda**

Motion was made to approve the revised agenda by Ms. Van Denburgh, second Ms. Jahnke. Motion carried 7-0.

**Consent Agenda**

Motion was made by Ms. Hunt to approve the revised Consent Agenda, second Ms. Kelly.

A. THAT the minutes of January 12, 2015 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
Tovsen, Caitlin	Teacher	NEW	CCCS	CONT	186	8	TI-BA	\$39,696	2/17/15
Hoskin, Michael	Bus Driver	NEW	TRANS	CONT	172	8	B21-3	\$15.09	2/2/15
INTERNAL TRANSFERS									
Name	Current Position/Location	Current Days/Hrs	Current Salary	New Position/Location	Days/Hrs	New Salary	Effective		

Hepburn, Dianna	Bus Rider/TRANS	172/6	\$13.52	Bus Driver/TRANS	172/6	\$14.02	1/26/15
Shampine, Tonya	Noon Educ Asst/CCCS	172/2.5	\$11.16	Kindergarten Educ Asst/CCCS	172/6	\$12.06	2/23/15

**LEAVES OF ABSENCE**

Name	Position	Location	Expected Duration		Most recent assignment	
			From	To	Days/Year	Hrs/Day
Anderson, Brianna	Teacher	SFE	12/22/14	3/9/15 Extension	186	8
Kohn, Kathleen	Teacher	SFHS	11/13/14	2/23/15 Modified Extension	186	8
Olson, Ione	Educational Assistant	TRANS	1/29/15	3/3/15	172	
Renter, Cheryl	Kitchen Manager	SFMS-B	11/5/14	1/14/15 Returned	178	8
Schaff, Tyler	Teacher	SFHS	4/7/15	4/10/15	186	8
Schaff, Tyler	Teacher	SFHS	5/8/15	6/30/15	186	8
Todd, Debra	Teacher	SFE	9/22/14	4/6/15 Extension	186	8
Voss, Janice	Educational Assistant	CSVC	9/2/14	6/1/15 Extension	172	7.25

**RESIGNATION/RETIREMENTS/TERMINATIONS/DISCONTINUANCE OF POSITION**

Name	Position	Site	Reason	Effective
Johnson, Miranda	Educational Assistant	SFMS	Resignation	1/20/15
Keys, Karla	Educational Assistant	CCCS	Resignation	1/13/15

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	\$ 960,384.85
02	Food Service	\$ 102,279.92
04	Community Services	\$ 31,266.83
06	Construction	\$ -
07	Debt Redemption	\$ -
09	Trust and Agency	\$ 9,121.26
20	Internal Service	\$ 35,421.62
47	OPEB Debt Service	\$ -
	<b>TOTAL DISTRICT</b>	<b>\$ 1,138,474.48</b>

- D. THAT the Revised Organizational Issues Resolution be approved as presented.  
BE IT RESOLVED by the School Board of Independent School District No. 15 that the School Board Directors' compensation be \$5,352.00 per year, the School Board Chair be \$5,960.00 per year, with a stipend of \$50.00 for negotiation committee meetings of four hours or less and \$100.00 for negotiation committee meetings exceeding four hours. Mileage will be reimbursed for meetings other than regularly scheduled School Board meetings at the current IRS approved rate established.
- E. 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:  
\$200.00 (in kind), DRIVE Retirees, to CCCS donation of hats, mittens and scarves
- Motion carried 7-0.

## **Reports**

### *Student Report*

Cassy Stierns provided the student report. On January 17 Knowledge Bowl hosted *Rumble on the Rum*, Snow Week was January 19-23 included a talent show and roaring 20's dance theme. The Show Choir preview night is this evening, January 30 is the one act play *The Brick and The Rose*, and a new program called Building Saints begins where upper classmen go into freshman classrooms during academic times to mentor them.

### *Superintendent Report and Communications*

- Acting Superintendent Ferguson announced that Governor Dayton proclaimed January 26-30 as Para Professional recognition week. The title is Educational Assistant for ISD 15.
- Common time in PLCs is being resolved, ideas will be brought to Meet and Confer.
- Received email from Ms. Weiland that HOSA students attended the Mid Winter Competition and congratulated the students that placed at the event, Kylie Almendinger, Andrew Bode, Lindsey Chinander, Maddie Dreshar, Kaitlin McCann, Cassy Stierns, and Eric Sturdevant.
- Meeting with stakeholders will be held to talk about St. Francis Middle School (SFMS) sports.
- Mr. Kienitz researched three possible vendors, Board Max, Agendies, and Board Book. Board Book is recommended by MSBA.
- Congratulations to Mr. McLean who was nominated as the Minnesota Council for the Social Studies High School Teacher of the Year. He will be recognized at the Earle Brown Center on February 22.
- The School Board committee meeting schedule is posted on the website.

### *Dialogue Session*

Ms. Kelly reported that students from SFMS inquired about sports at SFMS, moving back to later start time, and the hope for a swimming pool in St. Francis.

### *School Board Member Reports*

Ms. Van Denburgh attended MSBA conference and negotiation session Bargaining Basics, Cabinet +3 meeting, and had a request from the American Indian parent committee to be on the agenda at the Board Meeting February 9.

Ms. Jahnke attended MSBA conference and negotiation session, Cabinet +3 meeting, St. Francis Elementary School site management council meeting, and substituted for a kindergarten class.

Ms. Erkel received an inquiry about the STEM program.

Ms. Kelly attended Schools for Equity in Education (SEE). A committee had been formed to report on what is happening with Q Comp, she provided a synopsis. Another topic at SEE was the legislature and the alternative facilities revenue program which allows only 25 districts to use. SEE's position is the state should make it equal to all school districts and let school boards decide.

Ms. Roed attended the MSBA conference.

Ms. Hunt attended two mentor task force meetings, Q Comp trainings, and Joint Standing Committee meeting.

Mr. Roberts attended PLC meeting, MSBA leadership conference and negotiating session, *Rumble on the Rum* at SFHS, Joint Standing committee, and encouraged people to attend SEE Day at the Capital on February 11.

### *Administrative Report*

2015-16 Budget – Mr. Scott Nelson

Mr. Nelson presented budget reasons for potential needed 2015-16 budget adjustments due to revenue decreases caused in part by estimated enrollment with fewer pupils in FY15 and FY16, employee contract settlement estimates, special education net cost of staffing additions, and non salary/benefit expense budget estimated increases which will require a potential needed revenue or expense adjustment by \$2.74 million.

Mr. Nelson noted that he met with the district's attorney regarding Anoka County property appraisal for the round-a-bout project on Bridge Street and requested Board consensus to have another property appraiser review the Anoka County appraisal rather than get a second complete appraisal. Ms. Erkel stated hearing the project was not taking place. Consensus from the Board was to proceed with appraisal review if it is confirmed with Anoka County that they are still moving forward with the round-a-bout project.

Mr. Nelson also noted that two vendors have been reviewed for the finance, human resources and payroll software. Recommendation will come to the School Board in February.

### **New Business**

#### *2014-2015 Teacher Seniority List*

First Reading.

### **Other Matters**

#### *Resolution Directing the Administration to Make Recommendations for Reductions in Programs and Positions and Reasons*

Motion was made by Ms. Hunt, second Ms. Jahnke.

THEREFORE, WHEREAS, the financial condition of the school district dictates that the School Board must reduce expenditures immediately, and  
WHEREAS, there has been a reduction in student enrollment, and  
WHEREAS, this reduction in expenditure and decrease in student enrollment must include discontinuance of positions and discontinuance or curtailment of programs, and  
WHEREAS, a determination must be made as to which teachers' contracts must be terminated and not renewed and which teachers may be placed on unrequested leave of absence without pay or fringe benefits in effecting discontinuance of positions,  
BE IT RESOLVED, by the School Board of Independent School District No. 15, as follows:  
That the School Board hereby directs the Superintendent of Schools and administration to consider the discontinuance of programs or positions to effectuate economies in the school district and reduce expenditures and, as a result of a reduction in enrollment, make recommendations to the School Board for the discontinuance of programs, curtailment of programs, discontinuance of positions or curtailment of positions.

Motion carried 7-0.

#### *Approval to Re-establish the Director of Human Resources*

Motion was made by Ms. Van Denburgh, second Ms. Roed. Ms. Erkel inquired about the basis for this. Mr. Ferguson communicated that this level of professional ability and quality expertise is recommended.

BE IT RESOLVED by the School Board of Independent School District No.15 to approve the reestablishment of the Director of Human Resources position and to promote the current Human Resource Coordinator into that position effective February 1, 2015, director step 1 of the salary schedule, and to recognize the Director of Human Resources position as part of the directors bargaining unit.

Motion carried 6-1, nay being Ms. Erkel.

#### *Approval of Comparable Worth Position Study Results*

Motion was made by Ms. Hunt, second Ms. Roed. Ms. Erkel stated that she is not in favor of salary adjustments at this time. Mr. Nelson explained the salary and position adjustments.

BE IT RESOLVED by the School Board of Independent School District No.15 to approve the adjustments to staff positions as determined by Bjorklund Consulting as well as the pay adjustments to the positions being adjusted.

Motion carried 6-1, nay being Ms. Erkel.

#### *Approval of 2015 Pay Equity Report*

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

BE IT RESOLVED that the School Board of Independent School District No. 15 adopt the 2015 Pay Equity Report as presented.

Motion carried 7-0.

A recess was taken at 8:10 p.m.

*Closed Session to Discuss Attorney Client Privileged Information*

Those in attendance: Directors Erkel, Hunt, Jahnke, Kelly, Roberts, Roed, Van Denburgh, Acting Superintendent Ferguson and legal counsel Amy Mace.

Chairperson Roberts read the following resolution.

Closed Session: Motion was made by Ms. Hunt, second Ms. Van Denburgh. Vote: 7-0. Time: 8:17 p.m.

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), allows the School Board to close a meeting to engage in attorney-client privileged discussions. The Board seeks to meet with its attorney to discuss a pending litigation case, *Edward Saxton v. Independent School District 15, St. Francis, Minnesota*, Court File No. 02-CV-14-4507, including the employee's alleged claim for defense and indemnification. The District's attorney will provide the Board with an analysis of the pending motions in the case and discuss next steps with the Board. It would be detrimental to the District's interests for the Board to hold a public discussion with its attorney where any adverse party or their attorney could listen to or be made aware of the District's attorney's advice related to the potential claims. It is in the District's best interest for the Board to obtain legal advice in a confidential setting to maintain the attorney-client privilege.

Resume Open Meeting: Motion by Ms. Erkel that the open meeting be resumed, second Ms. Kelly. Vote: 7-0. Time: 8:43 p.m.

In closed session the School Board and the District attorney discussed legal strategy pertaining to pending litigation.

*Consideration of and Action on Employee's Claim for Defense and Indemnification*

Member Marsha Van Denburgh introduced the following Resolution and moved its adoption:

**RESOLUTION DENYING CLAIM FOR DEFENSE AND INDEMNIFICATION**

WHEREAS, the District is involved in a lawsuit captioned *Edward Saxton v. Independent School District 15, St. Francis, Minnesota*, Court File No. 02-CV-14-4507;

WHEREAS, Mr. Saxton's attorney filed and served a memorandum, dated November 21, 2014, in connection with the above-referenced litigation asserting the District is required to defend and indemnify Mr. Saxton on the claims asserted against him;

WHEREAS, Mr. Saxton's attorney sent the District's counsel a letter dated January 23, 2015, asking the District to defend Mr. Saxton against the same claims;

WHEREAS, the facts underlying the claims in the above-referenced lawsuit have been extensively investigated by the District;

WHEREAS, upon review of the facts uncovered in the course of the District's investigation, the School Board has determined that Mr. Saxton is not entitled to defense and indemnification on the claims asserted against him;

WHEREAS, the School Board has reviewed a letter informing Mr. Saxton of its determination that he is not entitled to defense and indemnification on the claims asserted against him; and

WHEREAS, the letter outlines the facts, documents, and reasoning supporting the School Board's determination.

NOW, THEREFORE, BE IT RESOLVED by the School Board of Independent School District No. 15, as follows:

1. To the extent Mr. Saxton's attorney's arguments in his November 21, 2014 memorandum are a request that the District defend and indemnify Mr. Saxton on the claims asserted against him in *Edward Saxton v. Independent School District 15, St. Francis, Minnesota*, Court File No. 02-CV-14-4507, the request is denied. The District also denies Mr. Saxton's attorney's request dated January 23, 2015 that the District defend Mr. Saxton against the counterclaim in the same lawsuit.
2. Chapter 466 governs tort claims against government entities and their employees. *See* Minn. Stat § 466.01 et seq. At this time, the District has not brought a tort claim against Mr. Saxton. Section 466.07 does not apply to breach of contract claims or the District's request for a declaratory judgment. Thus, there is no claim pending against Mr. Saxton that falls under Chapter 466, and the request for defense and indemnification is denied because there is no duty to defend and indemnify an employee related to a breach of contract claim or a declaratory judgment action.
3. Minnesota Statutes Section 466.07 does not apply to claims asserted against an employee if the employee was not acting in the performance of his or her job duties or if the employee is guilty of malfeasance in office, willful neglect of duty, or bad faith. Even assuming that Section 466.07 applied to breach of contract claims or the District had brought a claim against Mr. Saxton to which Section 466.07 applied, for the reasons set forth in the letter to Mr. Saxton, the School Board has determined that he is not entitled to defense and indemnification because he was not acting in the performance of his job duties and, even if he had been acting in the performance of his job duties, he engaged in malfeasance in office, willful neglect of duty, and bad faith.
4. The School Board hereby ratifies the letter outlining its determination not to defend and indemnify Mr. Saxton on the claims asserted against him and adopts the facts and reasoning set forth in the letter as the grounds for its determination.
5. The School Board Chair is authorized to sign the letter on behalf of the School Board and is directed to serve the letter on Mr. Saxton.
6. This Resolution, the letter to Mr. Saxton, and all documents identified in the letter to Mr. Saxton shall constitute the record supporting the School Board's determination.
7. By adopting this Resolution, the School Board does not intend to waive the right to argue Mr. Saxton has not properly submitted a request for defense and indemnification to the District. The School Board reserves the right to argue Mr. Saxton's request should be denied on the basis it was not properly submitted to the School Board for consideration.
8. Pursuant to Minnesota Statutes section 13.43, subdivision 2, the letter is private data on Mr. Saxton as it includes private personnel data.

The motion for the adoption of this resolution was duly seconded by Barbara Jahnke, and upon a vote being taken, the following voted in favor of the Resolution:

Suzanne Erkel, Janet Hunt, Barbara Jahnke, Amy Kelly, David Roberts, Betsy Roed, and Marsha Van Denburgh

And the following voted against the Resolution: none

Whereupon this resolution was declared duly passed and adopted.

The regular meeting was adjourned at 8:45 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
Anderson, Sierra	Educational Asst	NEW	SFE	TEMP	172	2	A12-1	\$11.16	2/3/15
Bergmann, Sharon	9 <sup>th</sup> Grade Softball Coach	NEW	SFHS	CONT	90	3	Donation	\$2,779	3/9/15
Griffith, Nanette	Cafeteria Monitor	NEW	SFMS	CONT	173	1.75	A11-1	\$11.47	2/6/15
Lehrke, Hanz	Asst Girls Soccer Coach	NEW	SFHS	CONT	90	3		\$2,658	8/11/15
Orejel, Edward	Bus Rider	Dianna Hepburn	TRANS	CONT	172	6	B21	\$13.52	2/2/15
Petitt, Dawn	Teacher	NEW	SFHS	TEMP	186	8	T3-MA	\$56,235	1/29/15
Pryd, Scott	Bus Rider	Kristine Brown	TRANS	CONT	172	6	B21	\$13.52	2/2/15
Rickabaugh, Carol	Educational Asst	Miranda Johnson	SFMS	CONT	172	7.25	B22-4	\$14.21	2/2/15
Stein, Victoria	Counselor	Shannon Moore	SFMS	TEMP	30	8	Sub	\$125/day	3/30/15
INTERNAL TRANSFERS									
Name	Current Position/Location	Current Days/Hrs	Current Salary	New Position/Location	Days/Hrs	New Salary	Effective		
Berndt, Mark	Custodian/SFMS	261/8	\$15.56	Custodian Night Lead/SFMS	261/8	\$16.65	2/9/15		
LEAVES OF ABSENCE									
				Expected Duration		Most recent assignment			
Name	Position	Location	From	To	Days/Year	Hrs/Day			
Amundson, Kristy	Educational Asst	TRANS	2/2/15	2/23/15	172	6.5			
Bursch, Amanda	Teacher	CSVC	9/2/14	12/2/14 Returned	186	8			
Hutchinson, Leann	Educational Asst	SFHS	1/21/15	2/2/15 Returned	172	7.25			
Ramacher, Christine	Educational Asst	SFHS	1/5/15	2/2/15 Returned	184	7.5			
Ray, Rochelle	Teacher	LLC	11/19/14	1/8/15 Returned	186	8			
Royal, Anne	Educational Asst	CSVC	3/3/15 Modified	10/5/15 Modified	172	7.25			
RESIGNATION/RETIREMENTS/TERMINATIONS/DISCONTINUANCE OF POSITION									
Name	Position	Site	Reason		Effective				
Biggins, Thomas	Teacher	CSVC	Termination		1/26/15				
Waldron, Shane	Bus Driver	TRANS	Resignation		2/13/15				

MOTION:  
 SECOND:  
 02/09/15

SCHOOL BOARD MEETING DATE: 2/9/2015

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	\$ 969,051.90
02	Food Service	\$ 28,310.43
04	Community Services	\$ 22,627.54
06	Construction	\$
07	Debt Redemption Bond Payments	\$ 5,139,111.73
09	Trust and Agency	\$ 3,050.00
20	Internal Service - Health Self Insured	\$ 677,454.36
47	OPEB Debt Service	\$
	<b>TOTAL DISTRICT</b>	<b>\$ 6,839,605.96</b>

MOTION:

SECOND:

IV. D. GIFT ACKNOWLEDGMENT(S)

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

\$380.10, SFMS Student Council, purchase supplies for SFMS P.E.

\$603.00, SFE APT, to SFE to purchase Buddy Benches

\$10.43, Kate Hermann, SFE teacher, to be used for supplies

\$114.29, Wells Fargo Educational Matching Gift Program, to EBCS at principal's discretion

\$310.94, Wells Fargo Educational Matching Gift Program, to SFHS at principal's discretion

MOTION:

SECOND:

01/26/15

## VI. A. TEACHER SENIORITY LIST

### Background:

The Teacher Seniority List was posted in each building within the District by January 26, 2015. Staff has an opportunity to review the list and are requested to contact the Human Resources Office regarding questions which may exist or call attention to any error which may have appeared. Errors will be corrected and the final list will be posted after School Board review and adoption.

The Teacher Seniority List provides essential employment information which must be used in the event that there will be teachers placed on unrequested leave whether for the current year or in subsequent years.

A copy of the tentative Teacher Seniority is sent electronically to the Cabinet and School Board.

Therefore, the Director of Human Resources and Services recommends the following:

BE IT RESOLVED by the School Board of Independent School District No. 15 that the Teacher Seniority List, as posted, be adopted.

MOTION:

SECOND:

02/09/15

VII. A. APPROVAL OF HUMAN RESOURCES / PAYROLL/ FINANCE SOFTWARE

BE IT RESOLVED by the School Board of Independent School District No. 15 to approve SKYWARD, Inc. software for the district's business suite software including Human Resources, Payroll and Finance effective July 1, 2015.

Background: The Business Services and the Human Resources departments reviewed two software systems that met criteria for a fully integrated business software suite to provide more efficient and effective business operations. The group has selected the SKYWARD business suite of software. This system will replace the TIES business suite of software. Transition and training will take place over the next four months. The estimated annual expense savings will be \$40 - \$50,000 per year. The SKYWARD business suite software is in 108 MN school districts, 1101 schools nationally in 19 states and 8 countries internationally. Administration recommends approval.

MOTION:

SECOND:

02/09/15

**ST. FRANCIS PUBLIC SCHOOLS**  
**DISBURSEMENTS FOR BOARD MEETING DATE FEBRUARY 9, 2015**

DATE	CHECK#	TYPE	AMOUNT	VENDOR
12815	241457	CHECK	200.00	SHERBURNE DANIEL
20215	241458	CHECK	1,500.00	HOSCH APPRAISAL & CONSULTING,INC.
20215	241459	CHECK	115.00	PETTY CASH
20515	242812	CHECK	104.75	AMERICAN FAMILY LIFE INSURANCE
20515	242813	CHECK	87.00	CENTRAL PENSION FUND
20515	242814	CHECK	16,119.50	EDUCATION MINNESOTA,ST. FRANCIS (MFT DUES)
20515	242815	CHECK	340.60	EDUCATION MN ST FRANCIS - LOCAL 1977
20515	242816	CHECK	350.70	GURSTEL CHARGO
20515	242817	CHECK	13,043.57	IND SCHOOL DIST 15 FLEX PLAN
20515	242818	CHECK	198.00	PERFORMANT RECOVERY,INC.
20515	242819	CHECK	284.40	U.S. DEPT OF EDUCATION
20915	242820	CHECK	912.50	AAA A-Z FRIENDLY LANGUAGES, INC.
20915	242821	CHECK	960.00	ADVANCED IMAGING SOLUTIONS
20915	242822	CHECK	3,598.00	ADVANCED IMAGING SOLUTIONS
20915	242823	CHECK	253.80	AMERIPRIDE SERVICES
20915	242824	CHECK	111.00	ANGELL MARC
20915	242825	CHECK	576.00	APPLE COMPUTER INC
20915	242826	CHECK	170.34	ARAMARK UNIFORM SERVICES
20915	242827	CHECK	596.29	AT&T MOBILITY
20915	242828	CHECK	132.00	AYDT CHARLES M.
20915	242829	CHECK	111.00	BALZER NATHAN R.
20915	242830	CHECK	2,003.23	BAUER BUILT, INC.
20915	242831	CHECK	70.00	BAUER MARK
20915	242832	CHECK	94.94	BERGIN FRUIT AND NUT COMPANY, INC.
20915	242833	CHECK	360.00	BERRYBLENDZ - EDEN PRAIRIE
20915	242834	CHECK	370.00	ROBERT WAYNE BJORKLUND
20915	242835	CHECK	132.00	BROUGH ANTHONY J.
20915	242836	CHECK	3,015.00	WHITING BRUCE
20915	242837	CHECK	128.10	CASH GAS, INC.
20915	242838	CHECK	169.71	CCP INDUSTRIES INC-CLEVELAND COTTON PROD
20915	242839	CHECK	350.00	CENTURY COLLEGE & MONICA JOHNSON
20915	242840	CHECK	2,415.18	CHAMBERLAIN OIL CO., INC.
20915	242841	CHECK	128.50	CHRISTIAN GORDON
20915	242842	CHECK	8,736.00	CITY OF EAST BETHEL
20915	242843	CHECK	13,528.06	CITY OF ST FRANCIS
20915	242844	CHECK	3,957.00	CLOUDDANCER ENTERPRISES, INC.
20915	242845	CHECK	2,300.00	CODEWORK INC
20915	242846	CHECK	1,283.00	COLLISION 2000
20915	242847	CHECK	46,406.09	CONNEXUS ENERGY
20915	242848	CHECK	17.24	COSTCO WHOLESALE #372
20915	242849	CHECK	685.24	CROWN TROPHY
20915	242850	CHECK	15,505.10	DEHN OIL
20915	242851	CHECK	26,319.94	DELTA DENTAL OF MINNESOTA
20915	242852	CHECK	104.60	DERSON MANUFACTURING, INC.
20915	242853	CHECK	14.00	DIAZ-GARCIA DAVID
20915	242854	CHECK	1,847.45	ELECTRONIC MUSICAL INSTRUMENTS INC.
20915	242855	CHECK	4,970.16	EPA AUDIO VISUAL, INC.
20915	242856	CHECK	410.17	FASTENAL COMPANY
20915	242857	CHECK	45.20	FINKEN WATER CENTERS
20915	242858	CHECK	109.00	FONDURULIA THOMAS
20915	242859	CHECK	100.00	FRANZ REPROGRAPHICS

20915	242860	CHECK	4,524.99	FREIGHTLINER OF ST. CLOUD
20915	242861	CHECK	697.69	FRONTLINE TECHNOLOGIES, GROUP LLC
20915	242862	CHECK	80.00	GARY FIX & SON, INC.
20915	242863	CHECK	111.00	GEARMAN MICHAEL L.
20915	242864	CHECK	109.00	GIESEN CALEB
20915	242865	CHECK	111.00	GLYNN THOMAS JOHN
20915	242866	CHECK	17.70	GULBRANSON BAMBY
20915	242867	CHECK	109.00	HAHN RYAN
20915	242868	CHECK	715.80	HANCE JOAN M
20915	242869	CHECK	109.00	HEICHERT MICHAEL
20915	242870	CHECK	128.50	HILLMAN KEVIN L.
20915	242871	CHECK	2,191.14	HOGLUND BUS AND TRUCK CO INC
20915	242872	CHECK	214.50	IDEAL ADVERTISING INC.
20915	242873	CHECK	222.00	KELLERMAN RICHARD
20915	242874	CHECK	990.10	KING'S SUPERMARKETS INC.
20915	242875	CHECK	237.50	KRAABEL JORDAN
20915	242876	CHECK	200.00	LARSON LANCE S
20915	242877	CHECK	302.52	LARSON COMPANIES
20915	242878	CHECK	120.00	LEFEBVRE GARY
20915	242879	CHECK	109.00	LEVIN AARON
20915	242880	CHECK	2,448.00	LIFELINE AMPLIFICATION SYSTEMS INC
20915	242881	CHECK	128.50	LOKEN CHRISTOPHER LUTHER
20915	242882	CHECK	1,390.82	LOUIS DEGIDIO SERVICE, INC.
20915	242883	CHECK	9,660.00	MALLOY, MONTAGUE, KARNOWSKI, RADOSEVICH & CO, PA
20915	242884	CHECK	70.00	MALMGREN ALEX
20915	242885	CHECK	3,109.70	MARCO, INC.
20915	242886	CHECK	500.00	MARRON AMANDA
20915	242887	CHECK	132.00	MEEKER & WRIGHT SPECIAL EDUCATION COOP #938
20915	242888	CHECK	97.65	METRO CREATIVE GRAPHICS INC
20915	242889	CHECK	624.42	MIDWEST BUS PARTS, INC.
20915	242890	CHECK	555.14	MINNESOTA DNR-OMB
20915	242891	CHECK	1,544.00	MISSISSIPPI 8 CONFERENCE
20915	242892	CHECK	3,456.00	MIXMI BRANDS INC
20915	242893	CHECK	105.00	MN BUREAU OF CRIMINAL APPREHENSION
20915	242894	CHECK	120.00	NATHE KURT
20915	242895	CHECK	109.00	NELSON PAUL G.
20915	242896	CHECK	100.00	NEW PRAGUE CLAY TARGET CLUB
20915	242897	CHECK	111.00	NORLAND LAWRENCE
20915	242898	CHECK	304.78	JASON PETERSON
20915	242899	CHECK	500.00	NORTHWESTERN COLLEGE & KETURAH MARXHAUSEN
20915	242900	CHECK	1,046.56	O'REILLY AUTOMOTIVE, INC.
20915	242901	CHECK	0.00	UNISSUED
20915	242902	CHECK	0.00	UNISSUED
20915	242903	CHECK	109.00	OLSON TERENCE ALAN
20915	242904	CHECK	131.25	PHYSICAL THERAPY CONSULTANTS, INC.
20915	242905	CHECK	153.00	R & D SALES INC
20915	242906	CHECK	72.50	REETZ DOUGLAS
20915	242907	CHECK	9,699.94	RELIASTAR LIFE INSURANCE CO
20915	242908	CHECK	111.00	SAARION CARL
20915	242909	CHECK	132.00	SANDENO RANDALL S.
20915	242910	CHECK	111.00	SIPE GARY
20915	242911	CHECK	111.00	SLADEK DAVID
20915	242912	CHECK	109.00	SMITH DIANE
20915	242913	CHECK	13.00	SNA
20915	242914	CHECK	94.00	SNA
20915	242915	CHECK	649.00	SOLUTION TREE INC

20915	242916	CHECK	200.00	ST CLOUD STATE TRACK & FIELD
20915	242917	CHECK	104.20	ST. FRANCIS TRUE VALUE HARDWARE
20915	242918	CHECK	671.25	STANDARD DYNAMICS, INC
20915	242919	CHECK	14,625.10	STANDARD INSURANCE COMPANY
20915	242920	CHECK	132.00	STEEN REBECCA
20915	242921	CHECK	218.00	STORCK RICHARD L.
20915	242922	CHECK	111.00	THOMAS MICHAEL
20915	242923	CHECK	111.00	THOMAS PAUL J
20915	242924	CHECK	111.00	THOMAS ROBERT W.
20915	242925	CHECK	109.00	THOMPSON JASON
20915	242926	CHECK	64,581.11	TIES
20915	242927	CHECK	160.00	TOSHIBA BUSINESS SOLUTIONS, USA
20915	242928	CHECK	109.00	TURBETT CALEB
20915	242929	CHECK	50.00	TWIN CITIES FLAG SOURCE, INC
20915	242930	CHECK	607.52	U.S. AUTOFORCE
20915	242931	CHECK	38,888.24	U.S. ENERGY SERVICES, INC.
20915	242932	CHECK	500.00	UNIV OF MN-TC & BAYLEE MAY
20915	242933	CHECK	200.00	UNIVERSITY OF MN-DULUTH & AJAY BREEN
20915	242934	CHECK	250.00	UW LACROSSE & ANDREW MANN
20915	242935	CHECK	109.00	VITKOSKY WAYNE
20915	242936	CHECK	111.00	WEBER JASON
20915	242937	CHECK	132.00	WHITE SHARON
20915	242938	CHECK	1,430.00	WILD MOUNTAIN
20915	242939	CHECK	750.00	WINONA STATE UNIVERSITY & AMANDA MARRON
20915	242940	CHECK	2,172.63	ZIEGLER INC.
20915	242941	CHECK	3,727.10	ZIMPEX LLC
20915	242942	CHECK	72.50	ZURN LARRY W.
20915	80007818	EMPLOYEE REIMB	253.12	AUDETTE JANICE
20915	80007819	EMPLOYEE REIMB	30.24	BEELE MICHELLE
20915	80007820	EMPLOYEE REIMB	31.63	HOEFS SUSAN L.
20915	80007821	EMPLOYEE REIMB	30.19	MCDERMOTT LINDA K
20915	80007822	EMPLOYEE REIMB	19.10	MOORE JUNE
20915	80007823	EMPLOYEE REIMB	63.48	SARGENT CARLINE M
20915	80007824	EMPLOYEE REIMB	24.27	WIDELL BETH L
20915	80007825	EMPLOYEE REIMB	9.33	WIDELL BETH L
20915	80007826	EMPLOYEE REIMB	282.24	SARGENT CARLINE M
20915	80007827	EMPLOYEE REIMB	12.00	ERICKSON-O'DONNELL JOANN M
20915	80007828	EMPLOYEE REIMB	15.00	GRATTON RICHARD
20915	80007829	EMPLOYEE REIMB	10.24	HOEFER NATHAN A
20915	80007830	EMPLOYEE REIMB	11.87	SOLOTS TINA L
20915	80007831	EMPLOYEE REIMB	8.75	TUCKENHAGEN LYNDA L
20915	80007832	EMPLOYEE REIMB	9.99	TUCKENHAGEN LYNDA L
20915	80007833	EMPLOYEE REIMB	1,279.09	ANDERSON JAE M
20915	80007834	EMPLOYEE REIMB	6.04	SANASAC ADAM C.
20915	80007835	EMPLOYEE REIMB	26.80	PETERSON TRACEY
20915	80007836	EMPLOYEE REIMB	189.11	BAKER REBECCA A.
20915	80007837	EMPLOYEE REIMB	59.80	BARETTE SANDRA
20915	80007838	EMPLOYEE REIMB	17.00	MEYERS SHIRLEY C
20915	80007839	EMPLOYEE REIMB	28.01	RANDLE LAWRENCE A
20915	80007840	EMPLOYEE REIMB	116.22	OAS KOESELL DEBORAH A
20915	80007841	EMPLOYEE REIMB	80.36	JANSEN DAWN
12015	90001323	WIRE	1,576.00	MINNESOTA REVENUE
12715	90001324	WIRE	776.61	HEALTHPARTNERS, INC.
12715	90001325	WIRE	3,934.00	HEALTHPARTNERS, INC.
12715	90001326	WIRE	298,744.89	PreferredOne
12715	90001327	WIRE	178,356.47	PreferredOne



12015	90001328	WIRE	52,349.61	PUBLIC EMPLOYEES RETIREMENT ASSN
12015	90001329	WIRE	149,443.94	STATE OF MINNESOTA TEACHERS RETIREMENT ASSOC
12015	90001330	WIRE	50,283.93	MN DEPT OF REVENUE
12015	90001331	WIRE	25.00	GREAT WEST LIFE ASSURANCE
12015	90001332	WIRE	321,175.28	GREAT WEST LIFE ASSURANCE
12015	90001333	WIRE	27,370.00	AMERICA'S VEBA SOLUTION
12015	90001334	WIRE	3,879.95	METLIFE
12015	90001335	WIRE	3,493.16	METLIFE
12015	90001336	WIRE	47,104.85	METLIFE
121914	90001337	WIRE	26.78	INTERNAL REVENUE SERVICE
12815	90001338	WIRE	71,060.00	WELLS FARGO BANK, ABA: 121-000-248
12815	90001339	WIRE	575,143.75	WELLS FARGO BANK, ABA: 121-000-248
12815	90001340	WIRE	669,965.63	U.S. BANK
12815	90001341	WIRE	3,601,000.00	U.S. BANK
12815	90001342	WIRE	221,942.35	U.S. BANK
20315	90001343	WIRE	5,545.18	U.S.BANK-LOCKBOX CM 9722
13115	90001344	WIRE	309.03	HEALTHPARTNERS, INC.
13115	90001345	WIRE	47,856.58	PreferredOne
13115	90001346	WIRE	146,775.02	PreferredOne
20915	4320	VISA	444.20	TREVIS, MARK
20915	4321	VISA	345.86	TEAM SPORTING GOODS INC
20915	4322	VISA	55.68	ECM PUBLISHERS INC
20915	4323	VISA	191.25	ECM PUBLISHERS INC
20915	4324	VISA	226.76	TELIN TRANSPORTATION GROUP, LLC
20915	4325	VISA	45.89	JOSTENS, INC.
20915	4326	VISA	820.16	HILLYARD, INC-MINNEAPOLIS
20915	4327	VISA	1,082.19	TRIO SUPPLY COMPANY
20915	4328	VISA	205.13	HILLYARD, INC-MINNEAPOLIS
20915	4329	VISA	932.14	JOHNSON CONTROLS, INC.
20915	4330	VISA	14.10	TELIN TRANSPORTATION GROUP, LLC

<b>TOTAL ALL DISBURSEMENTS</b>	<b>6,839,605.96</b>
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<b>SCHOOL BOARD MEETING DATE:</b>		<b>2/9/2015</b>	
<b>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:</b>			
Fund No.	Description	Amount	
01	General	\$	969,051.90
02	Food Service	\$	28,310.43
04	Community Services	\$	22,627.54
06	Construction	\$	
07	Debt Redemption    Bond Payments	\$	5,139,111.73
09	Trust and Agency	\$	3,050.00
20	Internal Service - Health Self Insured	\$	677,454.36
47	OPEB Debt Service	\$	
<b>TOTAL DISTRICT</b>		<b>\$</b>	<b>6,839,605.96</b>

**MOTION:**  
**SECOND:**