

SCHOOL BOARD MEETING

INDEPENDENT SCHOOL
DISTRICT No. 15

REGULAR MEETING

January 26, 2015

SCHOOL BOARD
 INDEPENDENT SCHOOL DISTRICT No. 15
 St. Francis, Minnesota
 January 26, 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 9, 2015 Dialogue with School Board– 6:30 p.m. Regular Meeting – 7:00 p.m. Central Services Center – Community Room	February 23, 2015 Dialogue with School Board– 6:30 p.m. Regular Meeting – 7:00 p.m. Central Services Center– Community Room
March 9, 2015 Dialogue with School Board– 6:30 p.m. Regular Meeting – 7:00 p.m. Central Services Center – Community Room	March 23, 2015 Dialogue with School Board– 6:30 p.m. Regular Meeting – 7:00 p.m. Central Services Center– Community Room

Happening Around the District – SFMS Domination Projects
Site Report – Lifelong Learning Center – Ms. Vogtlin and Ms. Dupre
Consideration of Visitors (To address the School Board complete the card and submit to the Chair)

- III. Approval of Agenda

- IV. Consent Agenda

Rev.	A.	Approval of Minutes of January 12.....	5
Rev.	B.	Approval of Routine Personnel Items.....	12
	C.	Approval of Disbursements (emailed 01/23)	
	D.	Approval of Revised Organizational Issues Resolution #1.....	13
	E.	Approval of Gift Acknowledgments.....	14

- V. Reports
 - A. Student Report
 - B. Superintendent Communications and Report
 - C. Dialogue Session
 - D. School Board Member Reports
 - E. Administrative Report
 - 2015-16 Budget – Scott Nelson

- VI. New Business
 - A. 2014-2015 Teacher Seniority List (to be sent electronically to the Board 01/26)..... 15
 - B.

- VII. Other Matters
 - A. Resolution Directing the Administration to Make Recommendations for Reductions in Programs and Positions and Reasons..... 16
 - B. Approval to Re-establish the Director of Human Resources..... 17
 - C. Approval of Comparable Worth Position Study Results..... 18
 - D. Approval of 2015 Pay Equity Report (to be sent electronically to the Board 01/22)..... 20
 - E. Closed Session to Discuss Attorney-Client Privileged Information..... 21
 - F. Consideration of and Action on Employee's Claim for Defense and Indemnification..... 22

- VIII. Other Business

- IX. Adjournment

SCHOOL BOARD
INDEPENDENT SCHOOL DISTRICT No. 15
St. Francis, Minnesota
January 12, 2015
Dialogue Session - 6:30 p.m.
Organizational Meeting - 7:00 p.m.
4115 Ambassador Blvd.
MINUTES

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

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, January 26, February 9, February 23, and March 9. Dialogue with the School Board will be at 6:30 p.m. prior to the regular meetings.

MMKR Report on Audited Financial Statements for 2013-2014

Partner Aaron Nielsen with Malloy, Montague, Karnowski, Radosevich & Co., P.A. provided a slide show presentation of the audit report. The auditor's role is to issue an opinion on the basic financial statements of the District and student activities, and opinions on internal control and compliance reports. Information included: revenues and expenditures per average daily membership (ADM) students served, general fund and other funds of the District.

Ms. Van Denburgh inquired about internal controls with student activity receipts and what is considered deposited in a timely basis. Ms. Erkel inquired why the ADM and pupil unit numbers are so different. Mr. Roberts inquired about the 2% increase on the 2015 general education and basic formula.

Consideration of Visitors

Community member Mr. Starr distributed and referenced an article from the StarTribune paper regarding the shortage of substitute school teachers. He inquired if the District would consider looking at representation for the experienced substitute.

Ms. Karpe, parent, thanked the teachers of ISD 15 for the help given her daughter and all other children that attend the District. She has inquired with St. Francis High School Principal Austin and Mr. Neubauer regarding PSEO (Post Secondary Enrollment Options) classes and accreditation for some classes.

City of St. Francis Mayor Steve Kane expressed heartfelt thanks to District administration for all the help in working together with the City over the past year.

Agenda

Motion was made to approve the revised agenda by Ms. Jahnke, second Ms. Erkel. Ms. Van Denburgh requested two amendments to the agenda; the first, to add under organizational issues #3 a resolution to permit the School Board Chair to consult with District legal counsel, second Ms. Jahnke. Motion carried 5-0.

Second, Ms. Van Denburgh made a motion to move Other Matters item F to follow closed session item I, second Ms. Erkel. Motion carried 5-0.

Motion carried for the amended agenda 5-0.

School Board Organization

Election of Officers

Acting Chairperson Roberts called for nominations for School Board Chair. Ms. Van Denburgh nominated Mr. Roberts. No other nominations were presented. Ms. Jahnke moved that nominations be closed and a unanimous ballot be cast, second Ms. Erkel. Mr. Roberts is elected School Board Chair.

Nominations were opened for School Board Vice Chair. Ms. Jahnke nominated Ms. Van Denburgh. Ms. Erkel nominated Ms. Erkel. Motion to close nominations was made by Ms. Van Denburgh, second Ms. Kelly. Ms. Van Denburgh received four votes, Ms. Erkel received one vote. Ms. Van Denburgh is elected School Board Vice Chair.

Nominations were opened for School Board Clerk. Ms. Van Denburgh nominated Ms. Jahnke. With no other nominations presented, Mr. Roberts moved that nominations be closed and a unanimous ballot be cast for Ms. Jahnke. Ms. Jahnke is elected School Board Clerk.

Nominations were opened for School Board Treasurer. Ms. Jahnke nominated Ms. Erkel. With no other nominations presented, Mr. Roberts moved that nominations be closed and a unanimous ballot be cast for Ms. Erkel. Motion Ms. Kelly, second Ms. Van Denburgh. Ms. Erkel is elected Treasurer.

Motion to appoint the Superintendent's Administrative Assistant as Assistant Clerk was made by Ms. Kelly, second by Ms. Van Denburgh.

Motion carried 5-0.

Organizational Issues

School Board Directors Compensation

Motion was made by Ms. Kelly second by Ms. Erkel.

Discussion included: the last increase was in 2006, comparable to other districts, increase salaries by \$1,500.00 per year, stipend for committee meetings, flat rate of increase versus compensation per meeting, value what we do, and increase in negotiating committee stipend.

Motion was made to amend the resolution by Ms. Jahnke, second Ms. Van Denburgh.

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.

Motion carried 5-0.

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

School Board Meeting Dates

BE IT RESOLVED that the School Board of Independent School District No. 15 adopt the 2015 School Board Meeting Schedule as follows: January 12, January 26, February 9, February 23, March 9, March 23, April 13, April 27, May 11, May 26, June 8, June 22, July 27, August 10, August 24, September 14, September 28, October 12, October 26, November 9, November 23, and December 14.

Motion carried 5-0.

School Board Authorization to Contact Legal Counsel

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

BE IT RESOLVED that the School Board of Independent School District No. 15 approve that the School Board Chair be authorized to contact District legal counsel.

Mr. Roberts communicated that the authorization to contact legal counsel be added to the organizational meeting was recommended by the Minnesota School Boards Association (MSBA). MSBA also recommends that the District establish district policy of the same.

Motion carried 5-0.

Committee Assignments and Schedule

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

BE IT RESOLVED that the School Board of Independent School District No. 15 approve the revisions to School Board Committee Assignments and Schedule for 2015.

Motion carried 5-0.

Consent Agenda

Motion was made by Ms. Erkel to approve the revised Consent Agenda, second Ms. Jahnke.

- A. THAT the minutes of December 8, 2014 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

Anderson, Matt	9 th Grade Baseball Asst	NEW	SFHS	TEMP	N/A	N/A	Schedule C	\$2,171	3/16/15
Backsen, Alissa	Educational Asst	NEW	SFE	TEMP	172	6.75	B22-1	\$12.41	12/10/14
Behnke, Dennis	Bus Rider	Jenny Jai	TRANS	CONT	172	6	B21-1	\$13.52	1/14/15
Hepburn, Dianna	Bus Rider	Nicole Dahlstrom	TRANS	CONT	172	6	B21-1	\$13.52	12/17/14
Keys, Karla	Educational Asst	Holly Bonczek	CCCS	CONT	172	6.75	B22-1	\$12.41	1/12/15
Krause, Brad	10 th Grade Baseball Asst	NEW	SFHS	TEMP	N/A	N/A	Schedule C	\$2,171	3/16/15
LeBlanc, Denise	Kids Connection Instructor	NEW	CCCS	CONT	179	6	SBE-1	\$9.84	12/15/14
Schneeberger, Trevor	9 th Grade Baseball Coach	NEW	SFHS	TEMP	N/A	N/A	Schedule C	\$2,605	3/16/15
Schumacher, Colleen	Kids Connection Instructor	NEW	CCCS	CONT	179	2.5	SBE-2	\$10.00	12/1/14
Tagg, Andrew	Snow Plow Specialist	NEW	MAINT	CONT	N/A	N/A	N/A	\$25.00	1/8/15
Trehey, Sarah	Teacher	Coral-Lyn Wyman	SFMS	TEMP	79	8	T1-BA	\$16,831	2/2/15

INTERNAL TRANSFERS

Name	Current Position/ Location	Current Days/Hrs	Current Salary	New Position/ Location	Days/ Hrs	New Salary	Effective
Brown, Kristine	Bus Rider/TRANS	172/6	\$13.52	Bus Driver/TRANS	172/6	\$14.02	12/23/14
Chelberg, Karen	Teacher/SFMS	186/8	\$52893	Teacher/SFMS	190/8	\$54030	9/1/14
Jai, Jenni	Bus Rider/TRANS	172/6	\$13.52	Educational Asst/TRANS	172/3	\$11.16	12/22/14
Lindl, Matt	Bus Rider/TRANS	172/6	\$13.52	Bus Driver/TRANS	172/6	\$14.02	12/18/14
Neises, Chris	Teacher/SFHS	186/8	N/A	Teacher/SFHS adding extra class	186/8	\$3,926	12/1/14
Schaff, Kerry	Teacher/SFHS	186/8	\$56235	Teacher/SFHS	190/8	\$57444	9/1/14
Serbus, Kelsey	LTS Teacher/SFE	N/A	\$125/day	LTS Teacher/SFE	N/A	\$213.42	12/8/14
Trost, Erik	Teacher/SFHS	186/8	N/A	Teacher/SFHS adding extra class	186/8	\$3,926	12/1/14

LEAVES OF ABSENCE

Name	Position	Location	Expected Duration		Most recent assignment	
			From	To	Days/ Year	Hrs/ Day
Anderson, Brianna	Teacher	SFE	12/22/14	1/19/15	186	8
Arens, Alvin	Bus Driver	TRANS	9/2/14	6/5/15 Extension	172	6
Bates, Julia	Educational Asst	TRANS	9/15/14	6/5/15 Extension	172	3
Humphrey, Meri	Teacher	LOA	8/27/14	8/27/18 Extension	186	8
Ingalls, Cheri	Bus Driver	TRANS	12/9/14	1/5/15	172	6
Ingalls, Cheri	Bus Driver	TRANS	12/9/14	12/22/14 Returned	172	6
Johnson, Cynthia	Teacher	CCCS	9/15/14	12/15/14 Returned	186	8
Kohn, Kathleen	Teacher	SFHS	11/13/14	1/20/15 Extension	186	8

Kolodzienski, Douglas	Custodian	LLC	3/31/14	6/2/15 Extension	261	8
Olson, Katie	Teacher	CCCS	1/5/15	3/2/15 Adjustment	186	8
Ramacher, Christine	Educational Asst	SFHS	1/5/15	1/19/15	184	7.5
Renter, Cheryl	Kitchen Manager	SFMS-B	9/29/14	1/14/15 Extension	178	8
Riebe, Mary Beth	Clerk	SFMS-A	12/3/14	12/15/14 Returned	172	3.75
Royal, Anne	Educational Asst	CSVC	3/20/15	6/20/15	172	7.25
Schaff, Kerry	Due Process Facilitator	SFHS	4/7/15	9/2/15	186	8
Todd, Debra	Teacher	SFE	9/22/14	1/30/15 Extension	186	8
Voss, Janice	Educational Asst	CSVC	8/27/14	1/30/15 Extension	174	7.25

RESIGNATION/RETIREMENTS/TERMINATIONS/DISCONTINUANCE OF POSITION

Name	Position	Site	Reason	Effective
Bonczek, Holly	Educational Assistant	CCCS	Resignation	12/15/14
Kowitz, Rebecca	Office Professional	CSC	Retirement	7/6/15
Sylvester, Janice	Educational Assistant	CCCS	Retirement	2/23/15
Tommerdahl, Karen	Office Professional	SFMS	Retirement	7/3/15
VanCourt, Laura	Educational Assistant	T15	Reduction in Force	12/23/14

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	\$ 2,124,137.46
02	Food Service	\$ 161,151.54
04	Community Services	\$ 77,987.08
06	Construction	\$ -
07	Debt Redemption	\$ -
09	Trust and Agency	\$ 15,809.03
20	Internal Service	\$ 35,560.23
47	OPEB Debt Service	\$ -
	TOTAL DISTRICT	\$ 2,414,645.34

D. THAT the Extended Trip Request for SFHS Knowledge Bowl be approved as presented.

BE IT RESOLVED by the School Board of Independent School District No. 15 that the SFHS Knowledge Bowl extended trip to Little Falls, MN for the Lucky Lindy Knowledge Bowl Meet held February 6-7,

2015 be approved as requested.

- E. THAT Gift Acknowledgements be approved as presented.
\$47.55, K Foundation, to SFMS to purchase supplies
\$140.00, St. Francis Lions Club, SFHS Life Skills special education class will be taking field trip to Northtown Mall to learn and practice community participation skills
\$230.00, St. Francis American Legion, SFHS Life Skills special education class will be taking field trip to Northtown Mall to learn and practice community participation skills
\$225.00, Troy Ferguson, Tim Finn, Brandon Nelson, Scott Nelson and Paul Neubauer, donated \$45 each to purchase a microwave oven for the staff lounge at Central Services
\$1,052.25, Lifetouch National School Studios, SFHS to be used at principal's discretion
\$50.00 (in kind), CCCS PTO, dollars sent on behalf of 1st grade teachers to author Gordon W. Fredrickson for a visit to CCCS
\$5,000.00, Saints for Soccer Booster Club, "B" & "C" girls soccer coaches salaries
\$2,500.00, Anonymous donor, to SFHS for improvements to the girls softball program
\$47.55, The K Foundation, to SFHS at principal's discretion
\$100.00 (in kind), Loran Mogensen, mower and tiller to SFHS industrial tech dept.

- F. THAT the 2013-2014 Audited Financial Statements be approved as presented.
BE IT RESOLVED by the School Board of Independent School District No. 15 that the Independent School District No. 15 Audited Financial Report and the Extracurricular Student Activity Accounts Audited Financial Report for the fiscal year 2013-2014 be approved.

- G. THAT the Adjustment to Coordinators Contract VEBA Language Correction be approved as presented.
BE IT RESOLVED by the School Board of Independent School District No. 15 that the Coordinators Schedule of Benefits, Benefits Section 3 - Voluntary Employee Benefit Account (VEBA) be changed to read as follows:
Employees shall receive a \$1,000 contribution to a HCSP account from the district on the first paycheck in July. The contribution for individuals not covered under an employer sponsored group medical plan will be applied to a post-employment account within the HCSP. Such post-employment account may be used only to reimburse eligible expenses incurred while the individual is not an employee of the District (i.e., after the individual's employment with the District has terminated). An individual who is enrolled in another employer's group medical plan must provide information to the District regarding that coverage as a condition of receiving contributions to a HCSP account that is not restricted to post-employment expenses.

Motion carried 5-0.

Reports

Student Report

Cassy Stierns provided the student report. Next week is snow week, the talent show is January 21, the winner will be announced and perform at the pep fest, the dance will have a 20's theme, and January 30 is *The Brick and The Rose*, a one act play.

Superintendent Report and Communications

- Acting Superintendent Ferguson would like to thank the District and community for the incredible support given his family regarding the loss of his son.

Dialogue Session

Ms. Jahnke reported that Mr. Starr shared concerns regarding substitute teachers. Three students from St. Francis Middle School attended regarding the project they are working on.

School Board Member Reports

Ms. Kelly attended preschool negotiations, and the Oak Land meeting.

Ms. Erkel received a phone call from a parent regarding an incident that happened to her special education child.

Ms. Jahnke attended negotiation meeting with Directors.

Ms. Van Denburgh attended preschool negotiations, Safety Committee meeting, Cabinet+3 meeting, and Hmong New Year celebration at the high school. MSBA offers a service called Board Book. She inquired if the District

would consider using.

Mr. Roberts attended directors' negotiations, knowledge bowl family night at the St. Francis Middle School, the pancake breakfast at St. Francis High School, and St Francis City Council meeting last week.

Administrative Report

Enrollment Projection/Staffing Timeline

Paul Neubauer reported that cabinet met to talk of the budget process. Scott Nelson and Brandon Nelson will review enrollment and HR information timelines. District priorities discussed for potential reductions were: reduction through attrition, retention of as many programs as possible, District reduction first to ease reductions at the sites, and would include class size parameters.

Scott Nelson talked about projected student data through student history variables. Last year projections were based on the average number using the zip codes for kindergartners. This year we will be using the lowest predicted for kindergarten. The projection process was reviewed with the principals, they contributed input and came to consensus on projections.

Brandon Nelson reported about the staffing process. The draft of staff timeline keeps the District on track for meeting all statutory and contractual timelines and is based on the MSBA staffing timeline. He highlighted some dates: January 26 administrative report to the School Board for the next fiscal year, February 2 the first Financial Planning Action Committee (FPAC) meeting, February 9 Superintendent FPAC report to the School Board, February 12 second FPAC meeting, and February 23 School Board action.

Old Business

Addition of an Activity, Club or Sport

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

BE IT RESOLVED by the School Board of Independent School District No. 15 that the procedures as set forth by St. Francis High School Activities program for addition of an Activity, Club or Sport, and the Lettering for Non-School sponsored groups and organizations be approved as presented.

Motion carried 5-0.

Other Matters

Approval of SFMS SMC Revised Site Constitution

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

BE IT RESOLVED by the School Board of Independent School District No. 15 that the Site Management Council (SMC) Constitution for St. Francis Middle School be accepted as amended.

Motion carried 5-0.

Approval of 2014-2015 Revised General Fund Budget

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

BE IT RESOLVED that the School Board of Independent School District No. 15 approve the Revised General Fund Budget for 2014 – 2015 fiscal year as presented.

Motion carried 5-0.

Approval of Lease SPED Buses

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

BE IT RESOLVED that the School Board of Independent School District No. 15 approve the Wells Fargo Master Governmental Lease-Purchase Agreement for two 47 passenger 2016 Thomas school buses for 36 months at an interest rate of 2.7%. Total lease cost \$116,563.82.

Motion carried 5-0.

Approval of Employment Agreement – Directors

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

BE IT RESOLVED by the School Board of Independent School District No. 15 that the terms and conditions of employment with the Directors be approved as presented for the 2011-2013 school years.

Motion carried 5-0.

Approval of Employment Agreement - Directors

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

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

Motion carried 5-0.

Approval to Allow Request for Proposals for Replacing District Telephone System

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

BE IT RESOLVED by the School Board of Independent School District No.15 approval to allow administration to pursue Request for Proposals (RFP) for replacing the District's telephone system.

Motion carried 5-0.

A recess was taken at 8:32 p.m.

Closed Session – Negotiation Parameters

Closed Session: Motion by Ms Kelly, second by Ms. Erkel. Vote: 5-0. Time: 8:43 p.m.

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

Resume Open Meeting: Motion by Ms. Van Denburgh that the open meeting be resumed, second by Ms. Erkel.

Vote: 5-0 Time: 8:52 p.m.

Board members discussed negotiation parameters for employee groups.

Closed Session to Discuss Attorney Client Privileged Information

Closed Session: Motion was made by Ms. Van Denburgh, second by Ms. Kelly. Vote: 5-0. Time: 8:52 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), 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.

Resume Open Meeting: Motion by Ms. Kelly that the open meeting be resumed, second by Ms. Jahnke. Vote: 5-0.

Time: 9:18 p.m.

Resolution Regarding District Response to Arbitration Award

Member Ms. Van Denburgh introduced the resolution and moved its adoption, second Ms. Erkel. Discussion followed.

Motion was made by Ms. Van Denburgh to amend the resolution as follows, second by Ms. Erkel.

WHEREAS, on October 27, 2014, the School Board adopted a Resolution authorizing and directing the District's administration and legal counsel to initiate a motion to vacate an arbitration award; and

The District's administration and legal counsel are authorized and directed to continue proceeding as discussed in a closed session on December 8, 2014 with respect to a personnel matter concerning a District employee.

The following voted in favor of the Resolution: Ms. Erkel, Ms. Jahnke, Ms. Kelly, Mr. Roberts and Ms. Van Denburgh.

And the following voted against the same: none

Whereupon said Resolution was declared duly passed and adopted.

The regular meeting was adjourned at 9:24 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>Tovsen, Caitlin</i>	<i>Teacher</i>	<i>NEW</i>	<i>CCCS</i>	<i>CONT</i>	<i>186</i>	<i>8</i>	<i>TI-BA</i>	<i>\$39,696</i>	<i>2/17/15</i>
<i>Hoskin, Michael</i>	<i>Bus Driver</i>	<i>NEW</i>	<i>TRANS</i>	<i>CONT</i>	<i>172</i>	<i>8.</i>	<i>B21-3</i>	<i>\$15.09</i>	<i>2/2/15</i>
INTERNAL TRANSFERS									
Name	Current Position/Location	Current Days/Hrs	Current Salary	New Position/Location	Days/Hrs	New Salary	Effective		
<i>Hepburn, Dianna</i>	<i>Bus Rider/TRANS</i>	<i>172/6</i>	<i>\$13.52</i>	<i>Bus Driver/TRANS</i>	<i>172/6</i>	<i>\$14.02</i>	<i>1/26/15</i>		
<i>Shampine, Tonya</i>	<i>Noon Educ Asst/CCCS</i>	<i>172/2.5</i>	<i>\$11.16</i>	<i>Kindergarten Educ Asst/CCS</i>	<i>172/6</i>	<i>\$12.06</i>	<i>2/23/15</i>		
LEAVES OF ABSENCE									
			Expected Duration			Most recent assignment			
Name	Position	Location	From	To	Days/Year	Hrs/Day			
<i>Anderson, Brianna</i>	<i>Teacher</i>	<i>SFE</i>	<i>12/22/14</i>	<i>3/9/15 Extension</i>	<i>186</i>	<i>8</i>			
<i>Kohn, Kathleen</i>	<i>Teacher</i>	<i>SFHS</i>	<i>11/13/14</i>	<i>2/23/15 Modified Extension</i>	<i>186</i>	<i>8</i>			
<i>Olson, Ione</i>	<i>Educational Assistant</i>	<i>TRANS</i>	<i>1/29/15</i>	<i>3/3/15</i>	<i>172</i>				
<i>Renter, Cheryl</i>	<i>Kitchen Manager</i>	<i>SFMS-B</i>	<i>11/5/14</i>	<i>1/14/15 Returned</i>	<i>178</i>	<i>8</i>			
<i>Schaff, Tyler</i>	<i>Teacher</i>	<i>SFHS</i>	<i>4/7/15</i>	<i>4/10/15</i>	<i>186</i>	<i>8</i>			
<i>Schaff, Tyler</i>	<i>Teacher</i>	<i>SFHS</i>	<i>5/8/15</i>	<i>6/30/15</i>	<i>186</i>	<i>8</i>			
<i>Todd, Debra</i>	<i>Teacher</i>	<i>SFE</i>	<i>9/22/14</i>	<i>4/6/15 Extension</i>	<i>186</i>	<i>8</i>			
<i>Voss, Janice</i>	<i>Educational Assistant</i>	<i>CSVC</i>	<i>9/2/14</i>	<i>6/1/15 Extension</i>	<i>172</i>	<i>7.25</i>			
RESIGNATION/RETIREMENTS/TERMINATIONS/DISCONTINUANCE OF POSITION									
Name	Position	Site	Reason	Effective					
<i>Johnson, Miranda</i>	<i>Educational Assistant</i>	<i>SFMS</i>	<i>Resignation</i>	<i>1/20/15</i>					
<i>Keys, Karla</i>	<i>Educational Assistant</i>	<i>CCCS</i>	<i>Resignation</i>	<i>1/13/15</i>					

MOTION:

SECOND:

01/26/15

SCHOOL BOARD MEETING DATE: 1/26/2015

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

MOTION:

SECOND:

IV. D. ORGANIZATIONAL ISSUES (resolution 1. revision from January 12, 2015)

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.

Background: When amending the first resolution regarding compensation under Organizational Issues at the January 12, 2015 School Board meeting, the last sentence regarding mileage was inadvertently left out. The IRS approved rate for mileage should remain in the compensation resolution. (Amendment at January 12 meeting follows)

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.~~

MOTION:

SECOND:

01/26/15

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:

\$200.00 (in kind), DRIVE Retirees, to CCCS donation of hats, mittens and scarves

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.

FIRST READING:

01/26/15

VII. A. RESOLUTION DIRECTING THE ADMINISTRATION TO MAKE
RECOMMENDATIONS FOR REDUCTIONS IN PROGRAMS AND POSITIONS
AND REASONS

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:

SECOND:

01/26/15

VII. B. APPROVAL TO RE-ESTABLISH THE POSITION OF DIRECTOR OF HUMAN RESOURCES

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.

Background: Administration has determined the need to reestablish the Director of Human Resources due to the needs of the District currently and into the future. The current person in the Human Resource Coordinator position is well qualified to fill the position.

Administration recommends approval.

MOTION:

SECOND:

01/26/15

VII. C. APPROVAL TO MAKE ADJUSTMENTS TO STAFF POSITIONS BASED ON POSITION ANALYSIS COMP WORTH REVIEW AND PAY 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.

Background: For a number of months the School Board was informed by administration of the need to review some job positions in the District. The positions administration felt needed review went through a process. First the employees in these positions completed a several page job duty questionnaire. That questionnaire was then reviewed by the supervisors to those positions and then submitted to Bjorklund Consulting for review. The results of that review are compiled into a spreadsheet (provided). Only three of the positions submitted were recommended for change. These three positions would also require salary (pay) adjustments. The pay adjustments were determined by reviewing the salaries (pay) of other current positions in the same job classification of the District's Comp Worth report as well as the salary survey that was conducted for negotiations.

Administration recommends approval with pay adjustments retroactive to July 1, 2014.

MOTION:

SECOND:

01/26/15

Bjorklund Report on Comparable Worth Position Analysis

POSITIONS REVIEWED	BJORKLUND REPORT	2011 PAY EQUITY RPT	REQUIRE PAY ADJUST	CURRENT SALARY	* PROPOSED SALARY	PROPOSED PAY ADJUST AMOUNT	COMPARABLES				OTHER NOTES
							LIKE POSITIONS IN DISTRICT	** SALARY SURVEY			
								DISTRICT SIZE	CONF DISTRICTS	ALL DISTRICTS	
Benefits Specialist	B23	B22	YES	\$ 33,366	\$ 38,000	\$ 4,634	\$ 38,261	\$ 49,200	\$ 55,700	\$ 52,800	
General Ledger Bookkeeper	C41	B22	YES	\$ 35,934	\$ 52,000	\$ 16,066	\$ 53,082	\$ 61,400	\$ 60,400	\$ 63,000	Change Position Title to District Accountant
Human Resources Coordinator	E81	D63	YES	\$ 85,000	\$ 96,958	\$ 11,958	\$ 100,287	No information in the study			
Maintenance (group)	B23	B23	NO			\$					
Maintenance Supervisor	C43	C43	NO			\$					
MARSS Coordinator	B22	B22	NO			\$					
Program Supv- Nutrition Services	C43	C43	NO			\$					
Route Specialist	B23	NA	NO			\$					
Technology Coordinator	D63	D63	NO			\$					
Transportation - Grounds Supv.	C43	C43	NO			\$					
TOTAL						\$ 32,658					

* Retroactive to July 1, 2014

** 2012 - 2013 Salaries

VII. D. APPROVAL OF 2015 PAY EQUITY REPORT

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

Background:

Local jurisdictions are required to submit a pay equity report to the State of Minnesota every three years. The report must show data in place as of December 31, 2014. The deadline for submitting the report is January 31, 2015. The submitted report will be reviewed and a notice informing the jurisdiction of compliance or not will be issued. Pay equity is a method of eliminating discrimination against women who are paid less than men for jobs requiring comparable levels of expertise. Preliminary results indicate Independent School District No. 15 is in compliance.

MOTION:

SECOND:

01/26/15

VII. E. 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), 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.

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:

01/26/15

VII. F. CONSIDERATION OF AND ACTION ON EMPLOYEE'S CLAIM FOR
DEFENSE AND INDEMNIFICATION

MOTION:

SECOND:

01/26/15

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.