

SCHOOL BOARD MEETING

INDEPENDENT SCHOOL
DISTRICT No. 15

REGULAR MEETING

March 9, 2015

SCHOOL BOARD
 INDEPENDENT SCHOOL DISTRICT No. 15
 St. Francis, Minnesota
 March 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

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
 April 27, 2015	 May 11, 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–

Site Report – Transition 15 – Scott 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 February 9.....	5
B.	Approval of Routine Personnel Items.....	10
C.	Approval of Disbursements(emailed 03/06)	
D.	Discontinuance of Contract- Probationary Licensed Staff.....	11
E.	Approval of Extended Trip Request– HOSA	12
F.	Approval of Extended Trip Request- Student Council.....	13
G.	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
 - Mastery Connect – Mr. Neubauer

- VI. Other Matters

A.	Approval of Contract– Mastery Connect.....	15
B.	Approval of Lease Agreement– Neopath Clinic.....	16
C.	Approval of Anoka County Purchase of District Property– Roundabout Project.....	17
D.	Approval of Agreement– Employee Benefit Consultants, LLC.....	18
E.	Closed Meeting– Negotiation Parameters.....	19

- VII. Other Business
 - A.
 - B.

- VIII. Adjournment

SCHOOL BOARD
 INDEPENDENT SCHOOL DISTRICT No. 15
 St. Francis, Minnesota
 February 23, 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 Human Resources Brandon Nelson, student representative Cassy Stierns, staff and community members.

Board Calendar Dates: Regular meetings held at 7:00 p.m. at Central Services Center, March 9, March 23, April 13, and April 27. Dialogue with the School Board will be at 6:30 p.m. prior to the regular meetings.

Happenings Around The District –SFMS Wrestling Program

John Lorenzen, social studies teacher and coach, introduced four students who reported on their season in wrestling at St. Francis Middle School. The students thanked the School Board and District for the opportunity to participate in the wrestling program.

Consideration of Visitors

District maintenance employee Dan Long and community member Heidi Hansen introduced an idea for a community-based garden. They are proposing that a community garden be established in the SE corner of District property currently being used as a catch-all dumpsite for wood, materials, etc. from the Maintenance & Grounds Department. Mr. Long and Ms. Hansen inquired about the feasibility of using the land for the garden.

Agenda

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

Consent Agenda

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

- A. THAT the minutes of February 9, 2015 be approved as presented.
- B. THAT the Personnel Items be approved as presented.

Amundson, Kristy	Educational Assistant	TRANS	2/2/15	3/2/15 Extended	172	6.5
Anderson, Brianna	Teacher	SFE	12/22/14	2/13/15 Returned	186	8
Hagen, Cynthia	Cafeteria Monitor	SFMS-B	2/13/15	3/13/15	173	1.75
Reiter, Katherine	Educational Asst	SFE	3/9/15	4/20/15	172	2
Riebe, MaryBeth	Clerk	SFMS-A	3/9/15	3/23/15	172	3.75

- 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	\$ 892,882.55
02	Food Service	\$ 113,589.07
04	Community Services	\$ 35,408.04
06	Construction	\$ -
07	Debt Redemption	\$ -
09	Trust and Agency	\$ 1,464.16
20	Internal Service-Health Self Insured	\$ 191,081.89
47	OPEB Debt Service	\$ -
	TOTAL DISTRICT	\$ 1,234,425.71

- 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:

\$52.50, Wells Fargo Foundation, to SFMS to purchase supplies
 \$50.00, Wells Fargo Foundation, to CCCS at principal's discretion
 \$71.10, SFE APT, to SFE for payroll to cover nurse at Activity Night
 \$173.51, SFE APT, to SFE for purchase of books for Family Reading Night
 \$273.56, Wells Fargo Educational Matching Gift Program, to SFE to be used as needed
 \$75.00, Wells Fargo Community Support Campaign, to EBCS at principal's discretion
 \$890.54, Target Corporation, to EBCS at principal's discretion
 \$748.70, Target Take Charge of Education, to SFMS to purchase supplies

Motion carried 7-0.

Reports

Student Report

Cassy Stierns provided the student report. February is career and technical educational month in Minnesota and co-curricular student organizations visited the capital. St. Francis High School (SFHS) juniors Andi Frank and Natalie Wasche participated in the state gymnastics meet, chess club began, auditions were held for the spring musical *Footloose*, and the art show at the SFHS is this evening.

Superintendent Report and Communications

- The Reaching Potentials for Recommended Practices (RP2) team members, Jessica Backlund, Tracy Erickson, Becki Baker, Dulci Fine and Kristine Vogtlin, were selected as one of four early childhood special education teams to present the program at the Minnesota Department of Education (MDE).
- The Core Planning Team (Strategic Plan) met to hear revised recommendations from the Action Planning and Measurement Design teams.
- St. Francis Middle School (SFMS) is moving forward with middle school activities, part of a five-year phase-in plan. Community Education Recreation Department will offer track and field in the spring.
- Karen Blaska from Anoka County contacted the District regarding Sugar Hills Regional Trail crossing SFMS property. Cabinet +3 will review the request and bring to the School Board in March.
- The SMC at SFHS approved the proposal to change the name of the high school for a day of celebration of heroes and learning opportunities. The School Board provided consensus to rededicate the high school as Frederick Douglass High School on April 17.
- The School Board will proceed toward Boardmaker. A work session to review the technology online will

be scheduled.

- Mr. Ferguson, Mr. B. Nelson, Ms. Parson, Mr. Zutz met with MDE to discuss Q Comp rules requiring one salary schedule. MDE will bring proposed possibilities to the commissioner and report back to the District in mid March.
- After discussion regarding removal of Columbus Day from the school calendar, a resolution will be brought to the School Board as a first reading on a future agenda.
- Attended the ceremony when SFHS teacher Mr. McLean was recognized as the Minnesota high school social studies teacher of the year.

Dialogue Session

Ms. Hunt reported that two people talked about their interest in starting a community garden. 7th grade students proposed the idea of completing community work for extra credit.

School Board Member Reports

Ms. Van Denburgh attended Health and Safety committee meeting with the main topic being the need to replace the AEDs in the buildings, attended insurance committee meeting and a representative from the Robbinsdale School District reported how they use their onsite clinic with discussion including potential changes to our onsite clinic, our staff survey, attended Cabinet +3, and along with Kathy Weiland, presented Action Planning (Trust) team result statements to the Core Planning team. She acknowledged administration for the process in working with the middle school regarding sports, and mentioned that basketball team sections begin this weekend.

Ms. Jahnke attended insurance committee meeting, FPAC meeting, Cabinet +3, and has participated in the Strategic Plan process with the Measurement and Design team.

Ms. Erkel attended preschool teacher negotiations, and she congratulated social studies teacher Mr. McLean.

Ms. Kelly attended Schools for Equity in Education (SEE) and reported about new regulations with the GASB accounting process. She attended preschool teacher negotiations,

Ms. Roed attended SEE Day at the Capital, the Core Planning team all day session and attended mock interviews at SFHS.

Ms. Hunt attended FPAC meeting, Q Comp meeting, and the Joint Standing committee meeting.

Mr. Roberts attended FPAC meeting, girls under 12 hockey game, SEE Day at the capital, Core Planning team session, and Joint Standing committee meeting. Congratulations to Mr. McLean. He attended the SMC meeting at SFMS and communicated concerns regarding issues with their copying machines. This issue will be brought to Cabinet, and to the Cabinet +3 committee.

Administrative Report

Activity Buses – Mr. Scott Nelson distributed a report and summarized the usage and cost of running activity buses. Funding for activity buses has been budgeted for next year. Ms. Kelly requested that the next report be more comprehensive showing differences of usage between SFHS and SFMS.

Roundabout Update – Mr. Nelson provided information that the roundabouts are in the process of taking place. An independent appraiser completed a review analysis of the value of the property. A resolution for the purchase of the property will come to the School Board at the next meeting.

Other Matters

Resolution Discontinuing and Reducing Educational Programs and Positions

Motion was made by Ms. Erkel. Ms. Van Denburgh requested clarification regarding the reduction of the high school industrial technology teacher. Some parts of industrial technology will be offered through science courses.

WHEREAS, the School Board of Independent School District No. 15 adopted a resolution on January 26, 2015, directing the administration to make recommendations for reductions in programs and positions, and

WHEREAS, said recommendations have been received and considered by the school board,

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

That the following programs and positions, or portions thereof, be discontinued:

- 1 FTE Kindergarten Instructor at St. Francis Elementary School
- 1 FTE Grade 1 Instructor at Cedar Creek Community School

- 1 FTE Grade 2 Instructor at Cedar Creek Community School
- 1 FTE Grade 3 Instructor at Cedar Creek Community School
- 1 FTE Kindergarten Instructor at East Bethel Community School
- 1 FTE Grade 4 Instructor at East Bethel Community School
- \$90,000 Combination of St. Francis Middle School in the following areas:
 - \$16,200 SFMS .18 FTE reduction in Music
 - \$45,900 SFMS .51 FTE reduction in Physical Education
 - \$29,448 SFMS .32 FTE reduction in Office Professional
- 1 FTE Business Education Instructor St. Francis High School
- 1 FTE Science Instructor St. Francis High School
- 1 FTE Industrial Technology Instructor at St. Francis High School
- \$90,000 Combination of St. Francis High School Supply Budgets
- 1 FTE Office of Curriculum and Instruction District Data Coach
- \$40,000 District Substitute Teacher Budgets
- \$15,000 Office of Curriculum and Instruction Leadership Budget
- \$20,000 St. Francis High School Counseling extra duty pay
- \$70,000 ISTE/TIES transition to Infinite Campus
- \$150,000 6% Reduction in District Supply Budgets
- \$150,000 Compensatory Education to General Education Coding
- \$30,000 Office of Teaching and Learning Budget Reduction
- \$110,000 Acting Superintendent coded to Community Education
- \$65,000 Office Professional at Central Services
- \$220,000 Underspending Allocation at the Sites (one time reduction)

That the following budget assumptions be accepted:

- \$160,000 Third Party Billing
- \$80,000 "Saints Online"
- \$562,000 2% increase in Per Pupil from state legislature

That the following programs and positions, or portions thereof, be discontinued and are budget neutral due to "billable expenses":

- 1 FTE Science at Crossroads School and Vocational Center
- .3 FTE Physical Education at Crossroads School and Vocational Center
- .3 FTE Adult Basic Education

The motion for the adoption of the foregoing resolution was duly seconded by member Ms. Jahnke and upon vote being taken thereon, the following voted in favor thereof: Ms. Erkel, Ms. Hunt, Ms. Jahnke, Ms. Kelly, Mr. Roberts, Ms. Roed, and Ms Van Denburgh and the following voted against: None whereupon said resolution was declared duly passed and adopted. Motion carried 7-0.

Educational Assistant Job Share Memorandum of Understanding

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

BE IT RESOLVED that the School Board of Independent School District No. 15 approve the memorandum of understanding with Education Minnesota, Local 1977 for educational assistant job sharing.

Motion carried 7-0.

A recess was taken at 8:15 p.m.

Chairperson Roberts read the following statement.

The next item on the agenda is preliminary consideration by the Board of allegations against an employee and consideration of privileged communications with its attorneys relative to legal strategies for current and imminent litigation by the employee. The Open Meeting Law, Minnesota Statute section 13D.05, subdivision 2(b), states that the Board shall close a meeting for the preliminary consideration of allegations against an employee subject to its authority. During the closed meeting, the Board will discuss the allegations and what, if any, action will be taken as a result of the allegations. In addition, the Open Meeting Law, Minnesota Statutes Section 13D.05, subdivision 3(b), states that the Board may close a meeting if closure is permitted by the attorney-client privilege. During the

closed session, the Board will consider communications with its counsel, Mark Mathison, legal theory and strategy concerning current and imminent litigation against the District by the employee at issue and the impact that the allegations at issue may have on such litigation. Accordingly, pursuant to the laws I have cited, I will hereby entertain a motion that this meeting be closed for the purposes of preliminary consideration by the Board of allegations against an employee and to consider privileged communications with its attorneys relative to legal strategies for current and imminent litigation by the employee.

Closed Meeting – Consideration of Preliminary Allegations against an Individual

Motion by Ms. Erkel, second Ms. Jahnke. Vote: 7-0 Time: 8:26 p.m.

BE IT RESOLVED by the School Board of Independent School District No. 15 that a closed session be conducted in order to consider preliminary allegations against an individual subject to its authority under subd. 2(b) of the Open Meetings Law, Minnesota Statutes Chapter 13D.05, and in order to consider privileged communications with its attorneys relative to legal strategies for current and imminent litigation by the employee under subd. 3(b) of the Open Meetings Law, Minnesota Statutes Chapter 13D.05.

Resume Open Meeting: Motion by Ms. Hunt: I move that the open meeting be resumed, second Ms. Erkel. Vote: 7-0 Time: 8:28 p.m.

In closed session the School Board discussed legal strategy and possible board action as it pertains to current litigation with an employee.

Possible Action(s) in Response to Allegations against an Employee, if any

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

WHEREAS, the School Board has reviewed notices informing an employee of proposed discipline the School District seeks to impose;

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

1. The School Board hereby ratifies the notices setting forth the proposed discipline and adopts the grounds for the proposed discipline as stated in the notices.
2. The School Board Chair is authorized to sign the notices on behalf of the School Board and is directed to ensure service of the notices on the employee, provided the conditions for each notice have been met.
3. Copies of the notices shall be placed in the employee's personnel file.
4. Pursuant to Minnesota Statutes section 13.43, subdivision 2, the specific reasons for the discipline, the nature of the discipline, and the notices are private data on the employee until final disposition of the disciplinary action.

Motion carried 7-0.

The regular meeting was adjourned at 8:30 p.m.

Barbara Jahnke, School Board Clerk

IV. B. ROUTINE PERSONNEL ITEMS

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
Heitzman, Autumn	Teacher	Matt Norton	SFHS	TEMP	19	8	SUB	\$125.00	3/9/15
Holm-Anderson, Cindy	Due Process Facilitator	Kerry Schaff	SFHS	TEMP	68	8	Career Ladder 3MA	\$48.79	2/9/15
Hunt, Sarah	Educational Assistant	Anne Royal	CSVC	TEMP	60	7.25	B22-1	\$12.41	3/9/15
INTERNAL TRANSFERS									
Name	Current Position/Location	Current Days/Hrs	Current Salary	New Position/Location	Days/Hrs	New Salary	Effective		
Larson, Katelyn	Teacher/SFHS	186/5.81		Teacher/SFMS	56/27 Added		3/9/15		
Merrifield, Kara	Asst Principal Office Professional/SFMS	202/7.5		Guidance Office Professional	202/7.5		1/5/15		
LEAVES OF ABSENCE									
Name	Position	Location	Expected Duration		Most recent assignment				
			From	To	Days/Year	Hrs/Day			
Amundson, Kristy	Educational Assistant	TRANS	2/2/15	3/6/15 Extended					
Eliason, Mary	Educational Assistant	SFHS	4/15/15	5/4/15					
Olson, Katie	Teacher	CCCS	1/5/15	3/2/15 Returned	186	8			
Rolland, Steve	Bus Driver	TRANS	1/1/15	2/25/15	172				
Stewart, Michelle	Educational Assistant	SFE	3/3/15	6/1/15	172				
RESIGNATION/RETIREMENTS/TERMINATIONS/DISCONTINUANCE OF POSITION									
Name	Position	Site	Reason	Effective					
Backlin, Jessica	ECFE Teacher	LLC	Layoff	6/30/15					
Kleve, Carole	Cashier	SFMS	Retirement	6/2/15					
Vevle, Rebekah	ABE Instructor	LLC	Layoff	6/30/15					

MOTION:

SECOND:

03/09/15

IV. D. DISCONTINUANCE OF CONTRACT – PROBATIONARY LICENSED STAFF

BE IT RESOLVED by the School Board of Independent School District No. 15 that pursuant to Minnesota Statute 122A.40 Subd. 5, the teaching contract of the following probationary licensed staff in Independent School District No. 15 are hereby terminated at the close of the current 2014-15 school year and that the Discontinuance of Contract – Probationary Licensed Staff be approved as presented. Jessica Backlin, Catherine Dunleap, Whitney Junker, Kathleen Kohn, Jacqueline Larson, Mandy Littlefield, Emma Olesen, Dawn Pettit, Tricia Rutz, Tracy Torson, Caitlin Tovsen, Sarah Trehey, Andrew Smith, Rebekah Vevele.

MOTION:

SECOND:

03/09/15

IV. E. EXTENDED TRIP REQUEST - HOSA

BE IT RESOLVED by the School Board of Independent School District No. 15 that the High School HOSA program trip to attend the State Leadership Conference in St. Cloud, MN April 8-10, 2015 be approved as requested.

MOTION:

SECOND:

03/09/15

IV. F. APPROVAL OF EXTENDED TRIP – STUDENT COUNCIL

BE IT RESOLVED by the School Board of Independent School District No. 15 that the Student Council extended trip to Becker, Minnesota for the State Convention April 11-13, 2015 be approved as requested.

MOTION:

SECOND:

03/09/15

IV. G. GIFT ACKNOWLEDGMENT(S)

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

\$3,015.00, SFTFCC Booster Club, to SFHS purchase of a new team tent

\$4,680.00, SFTFCC Booster Club, to SFHS \$3,500-starting blocks, \$1180-cross country coaching salary

\$506.75, CCCS PTO, to CCCS box top winners classes of \$245.80-Mrs.Baar, \$82.46-Mrs.Meld, \$178.50-Mrs.Carter

\$301.60 (in kind), Party City, to CCCS, wrapping paper, bows, santa suit, bouncy balls, mazes, etc.

\$1,659.54, Target-Take Charge of Education, to SFHS to be used at principal's discretion

MOTION:

SECOND:

03/09/15

VI. A. APPROVAL OF CONTRACT - MASTERY CONNECT, SOFTWARE PLATFORM FOR ASSESSMENT

BE IT RESOLVED that the School Board of Independent School District No. 15 approve the contract for Mastery Connect.

Background: We have been working with this software platform that will facilitate our work with Professional Learning Communities (PLC's), will provide an avenue to "know if students understand the lesson" and how we might provide a level of instruction for those who don't. Additionally, this allows us an opportunity to bring our district together educationally, and to reach out to the greater educational community. Mastery Connect has agreed to allow us to start using this pending board approval (free of charge) until fiscal year 2015-16 begins. We will have a training schedule beginning next year at this time so staff will have the opportunity to utilize Infinite Campus early next year prior to having training opportunities with Mastery Connect. Currently, we have approximately 30 staff members who have accounts with Mastery Connect and all staff will be able to access professional development activities now.

MOTION:

SECOND:

03/09/15

VI. B. BUILDING SPACE LEASE AGREEMENT WITH T&W ADVENTURES, LLC FOR
NEOPATH CLINIC LOCATION

BE IT RESOLVED that the School Board of Independent School District No. 15 approve the lease agreement with T&W Adventures, LLC for leased space at 23306 Cree Street NW, St. Francis for the purpose to relocating the District's NEOPATH Clinic.

Background: A survey of district staff was conducted regarding the NEOPATH Clinic with one of the major issues being the current rental locations atmosphere, cleanliness and privacy. This new location will be more private, has a restroom located in the rented space and appears to be well taken care of by T&W Adventures, LLC. The cost of the space is \$1,000 per month for 1,100 sq. feet which is lower than comparable locations reviewed in the Anoka County area. Administration recommends approval.

MOTION:

SECOND:

03/09/15

VI. C. PURCHASE OF SCHOOL DISTRICT PROPERTY BY ANOKA COUNTY FOR
ROUNABOUT HIGHWAY PROJECT

BE IT RESOLVED that the School Board of Independent School District No. 15 approve the purchase price of \$66,000 from Anoka County to acquire 176,879 sq. ft. of District property at the St. Francis High School location along Bridge Street and Rum River Blvd. for the Bridge Street roundabout highway project.

Background: Anoka County provided the District an appraisal document of the District property needed to complete the Bridge Street roundabout project in front of St. Francis High School. The District acquired an independent appraiser to review the county appraisal document for validity and completeness. The District's independent appraiser reported that the appraisal was conducted completely which would validate the price offered. If the District does not approve the purchase price, the county will have the ability by law to take possession of the property through eminent domain as of May 18, at the appraised value. Administration recommends approval.

MOTION:

SECOND:

03/09/15

VI. D. AGREEMENT WITH EMPLOYEE BENEFIT CONSULTANTS, LLC (EBC) FOR
ACA MANAGEMENT AND SOFTWARE SERVICES (AMSS)

BE IT RESOLVED that the School Board of Independent School District No. 15 approve the Participation Agreement with Employee Benefit Consultants, LLC for staff time tracking to meet requirements of the Affordable Care Act (ACA) at a cost not to exceed \$12,000 per year.

Background: The Federal Affordable Care Act (ACA) requires employers to track and report ALL employees time worked to determine if the employee qualifies for health insurance benefits. This includes our regular staff, substitutes, coaches (not regular employees of the District) and other not regular employee stipends paid for services they have provided community education (CE) (CE classes for instance). Because of the complication of how staff time is to be computed, and the time it will take, current human resources or business staff do not have the time to devote to this process. EBC is a company that has been hired by districts to assist in the federal ACA reporting requirements. The District is required to go back to July 1, 2014 for this term. The cost for the service is based on a per staff rate and a software setup rate not to exceed \$12,000 for the year reported. Administration recommends approval.

MOTION:

SECOND:

03/09/15

VI. E. 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, second by.

Vote:

Time:

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

Vote:

Time:

MOTION:

SECOND:

03/09/15