

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.
M I N U T E S

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. Fredickson 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