

**SCHOOL BOARD**  
**INDEPENDENT SCHOOL DISTRICT No. 15**  
 St. Francis, Minnesota  
 March 10, 2014  
 Dialogue Session - 6:30 p.m.  
 Regular Meeting - 7:00 p.m.  
 4115 Ambassador Blvd.  
**MINUTES**

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

Others present were Associate Director of Business Services Scott Nelson, Director of Special Services Tim Finn, Interim 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, March 24, April 14, April 28, and May 12. Dialogue with the School Board will be at 6:30 p.m. prior to the regular meetings.

**Consideration of Visitors**

None

**Agenda**

Motion was made by Ms. Glover to approve the revised agenda, second by Ms. Kelly.

Motion carried 7-0.

**Consent Agenda**

Motion was made by Ms. Erkel to approve the revised consent agenda, second by Ms. Glover.

A. THAT the minutes of February 24 and March 6 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
Carlson, Timothy	Cus-Night Lead	Keith Mathison	SFE	CONT	261 Prorated	8.0	B21/3	\$15.35	03/06/14
Grahek, Karen	Helper/Server	Diane Anway	EBCS	CONT	173 Prorated	2.5	A11/1	\$11.27	03/11/14
Graw, Michael	Cus-2 <sup>nd</sup> Shift	Sherri Ortman	SHC	CONT	261 Prorated	4.5	B21/3	\$14.58	03/10/14
Hancock, Katherine	EA-Special Education	Cheryl Adamson	CCCS	CONT	172 Prorated	6.50	B22/44	<del>\$12.01</del> \$13.81	02/10/14
Kamman, Krista	EA-Special Education	NEW POSITION	EBCS	TEMP	63.0	2.0	B22/1	\$12.01	03/06/14
Lysnee, Bree	EA-Special Education	NEW POSITION	EBCS	TEMP	63.0	1.5	B22/1	\$12.01	03/06/14
Witt, Kathy J.	Tchr-ECSE	Danielle Bailey	LLC	TEMP	43.0	8.0	Sub	\$125/ Day	03/06/14
INTERNAL TRANSFERS									
Name	Current Position/ Location	Current Days/Hrs	Current Salary	New Position/ Location	Days/ Hrs	New Salary	Effective		
Kuhnenn, Erv	Network Specialist	261/8.0	\$48,478	Lead Technician/ CSCV&CSC	261.0/8.0	\$48,478.00	02/22/14		
LEAVES OF ABSENCE									
					Expected Duration	Most recent assignment			

Name	Position	Location	From	To	Days/ Year	Hrs/ Day
Bailey, Danielle	Tchr-ECSE	LLC	03/06/14	05/09/14	186.0	8.0
Larson, Suzette	Tchr-2 <sup>nd</sup> Grade	CCCS	02/18/14	04/10/14	186.0	8.0
Thul, Mark	Tchr-Language Arts	SFHS	08/27/13	03/05/14 Returning	186.0 Prorated	8.0
Wieczorek, Julie	Tchr-Kindergarten	SFE	04/22/14	06/05/14	186.0	8.0
RESIGNATION/RETIREMENTS/TERMINATIONS/DISCONTINUANCE OF POSITION						
Name	Position	Site	Reason	Effective	Last Work Day	
Becker, Kurt	Director-Curriculum and Instruction, currently on one-year LOA	District Wide	Resignation	03/03/14	06/30/13	
Bengtson, Wendy	Employee Relations Supervisor	CSC	Retirement	07/04/14	07/04/14	
Carlson, Fran	Tchr-World Language, French	SFHS	End of Assignment	03/03/14	02/28/14	
Tangren, Jake	LTS-Language Arts Teacher	SFHS	End of Assignment	02/28/14	02/28/14	
Thompson, Kathryn	Dispatcher	Trans	End of Assignment	07/31/13	07/31/13	
Williams, Anita	EA-Residential	CSVC	Retirement	02/28/14	02/28/14	

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	\$ 1,126,848.52
02	Food Service	\$ 20,893.76
04	Community Services	\$ 32,691.42
06	Construction	\$
07	Debt Redemption Bond Payments	\$
09	Trust and Agency	\$ 765.87
20	Internal Service-Health Self Insured	\$ 309,059.06
47	OPEB Debt Service	\$
	TOTAL DISTRICT	\$ 1,490,258.63

D. THAT the Extended Trip – HOSA be approved as presented.

BE IT RESOLVED by the School Board of Independent School District No. 15 that the High School HOSA program trip to attend the State Competition in St. Cloud, MN April 2-4, 2014 be approved as requested.

E. THAT the Ten Paid Holidays for 2014-2015 and 2015-2016 School Years be approved as presented.

BE IT RESOLVED by the School Board of Independent School District No. 15 that the following dates be recognized paid holidays for District 15 staff under applicable terms and conditions of employment: 2014-2015 - July 4, September 1, November 27, 28, December 24, 25 – 2014; January 1, February 16,

April 3, May 25 - 2015.

2015-2016 - July 3 (Friday), September 7, November 26, 27, December 24, 25 – 2015; January 1, February 15, March 25, May 30 – 2016.

- F. THAT the School Board Members Right to Employment be approved as presented.  
BE IT RESOLVED by the School Board of Independent School District No.15 that a director of the School Board receive majority approval to be initially employed or to continue employment at a meeting at which all School Board members are present while serving as a School Board member in the District according to Minn. Stat. § 123B.195 “notwithstanding section 471.88, subd. 5” be hereby approved.
- G. 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 as set forth in donor form(s) received:  
\$3,609.00, St. Francis Youth Softball Assoc. Booster, for coaches’ salaries and insurance costs for JV coaching positions  
\$704.47 and \$384.86, St. Francis Blue Line Club, bus transportation to Roseau & Duluth for boys hockey  
\$200.00 (in kind), Diane Jorgenson Family, appraised value for Yamaha Trumpet donated to St. Francis High School Band department  
\$16.62, Wells Fargo Matching Gift Program – Lori Vincent, to SFHS at principal’s discretion  
\$266.52, Wells Fargo Matching Gift Program – Tammy Kapol, to SFHS at principal’s discretion

Motion carried 7-0.

## **Reports**

### *Student Report*

Cassy Stierns provided the student report. Boys basketball will play in the state basketball tournament at Target Center March 12.

### *Superintendent Report and Communications*

- Mr. Ferguson reported that the next two school year calendars were sent to the School Board and will be on the agenda for March 24.
- Attended St. Francis High School boys’ basketball region final game, and acknowledged the very supportive fans.
- Has been working with administration from the middle school on the schedule for next year. The schedule will be very flexible and great for the STEM program.

### *Dialogue Session*

No one attended.

### *School Board Member Reports*

Ms. Van Denburgh attended teacher negotiations, the Cabinet plus 3 meeting, the closed meeting last week, and congratulated the boys’ basketball team.

Ms. Jahnke attended negotiations, the Cabinet plus 3 meeting, closed session, went to the Capitol for the Minnesota Safe Schools rally, met with site management council at SFE, received inquiry about three art teachers for elementary schools next year.

Ms. Erkel attended negotiations and the advisory council meeting at Sandhill Center.

Ms. Kelly attended negotiations, closed session, Oak Land meeting, and will be involved with negotiations for the director at Oak Land.

Ms. Roed attended negotiations and met with Mr. Krause on transportation planning for the first three days of school. She received a note from East Bethel Booster Days committee encouraging the St. Francis High School Band to participate in the parade on July 19.

Ms. Glover attended negotiations and the closed session.

Mr. Roberts attended the *Phantom of the Music Room* production at Cedar Creek Community School (CCCS), negotiations, Oak Land meeting, Read All Day at CCCS, Cabinet plus 3 meeting, closed session, CCCS art show, and the St. Francis Rec Center meeting at City Hall. He congratulated the boys’ basketball team.

### *Administrative Report*

Proposed Change to Schedule at Crossroads

Ms. Neubauer, principal, provided a brief synopsis of what is being planned for next year. With student numbers

decreasing, partly because of the closing of the female unit at Bar-None, different programming is being reviewed to add more stability. Adding a portion of the Transition 15 program is being considered, and also a potential online program. Through the review of ACE's Study (Adverse Childhood Experiences) based on sleep/adolescents/trauma and sleep problems, Crossroads is proposing a later start time. Ms. Neubauer will provide an update during the Crossroads Site Report in May.

#### Strategic Planning –Transformation System Leadership (TSL)

Mr. Neubauer introduced Teresa Arpin, Transformation System Leadership (TSL), who provided reasons for “Why plan strategically?” First step is to be clear, declare its core purpose. Core Values – Who are we as a community? What is our enduring core purpose and who are we most concerned about serving? Consensus of the core planning team is important. The process: inclusive, broad input, diverse teams, transparent, varied perspectives, consensus-based and accountability for results. To address the plan annually and for the Board to review annually is a critical piece of the process. A Skype presentation from Big River Consulting will be on the March 24 agenda.

#### Wells Fargo Insurance Services and Genesis Employee Benefits

Jon Ecker, Relationship Manager from Wells Fargo Insurance Services, Sherry Lahti, Key Account Manager from Wells Fargo, and Rick Allen, Founder of Genesis Employee Benefits and Administrator, reported to the School Board regarding the role Wells Fargo and Genesis have with the District. Insurance and employee benefits are a team effort. Wells Fargo is involved with marketing to other insurance companies. Full time attorneys follow changes that are made in the Affordable Care Act (ACA) and updates are communicated daily to the District. Rick Allen reported that FLEX and VEBA accounts through Genesis are subject to the rules and it is important that the District is compliant. Representatives of Wells Fargo and Genesis are available to meet with the School Board and attend staff meetings to communicate any updates.

#### St. Francis High School Principal Posting

The principal position was posted March 3 and will close March 17. To date, there are 22 applicants. There will be a two selection teams, with students having input on one of the selection teams. Interviews are planned for March 20.

#### **Other Matters**

##### *Approval of Contract – Director of Curriculum & Instruction*

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

BE IT RESOLVED by the School Board of Independent School District No. 15 that the hire of Mr. Paul Neubauer as Director of Curriculum and Instruction be approved.

Motion carried 7-0.

Recess was taken at 8: 18 p.m.

##### *Closed Session – Negotiation Parameters*

Closed Session: Motion by Ms. Van Denburgh, second by Ms. Jahnke. Vote: 7-0 Time: 8:28 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. Kelly: I move that the open meeting be resumed, second by Ms. Erkel. Vote: 7-0 Time: 8:44 p.m.

Board members discussed negotiation parameters for employee groups whose contracts expired June 30, 2013.

Mr. Roberts stated that next on the agenda was a closed session to consider allegations against an individual. The individual has requested that the meeting remain open. Mr. Roberts introduced District Legal Counsel Amy Mace and John Edison who conducted the investigation. The Board has been provided with an investigation report to review in preparation for tonight. The employee has requested that the session be open. This is the time for the Board to discuss and/or ask questions. Ms. Van Denburgh acknowledged Mr. Edison and Ms. Mace for their diligence in working through the investigative process.

Ms. Mace explained that in terms of the results of the report, the opinion provided to the Board is that the Board has grounds to discharge the employee at issue. The ultimate disciplinary action is within the Board's discretion and

can be discussed by the Board. Legal Counsel was asked to draft and did complete a notice of discharge. The Board can discuss, revise or edit the draft at its discretion. There were no questions.

*Possible Action in Response to Allegations against an Employee*

Mr. Roberts asked for a resolution to adopt the discipline as recommended by legal counsel RASW, so moved Ms. Van Denburgh, second Ms. Jahnke.

WHEREAS, the School Board has reviewed a letter informing an employee of discipline that is being imposed by the School District;

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

1. The School Board hereby ratifies the letter setting forth the discipline. The discipline shall be imposed as of the date set forth in the letter.
2. A copy of the letter shall be placed in the employee's personnel file.
3. Pursuant to Minnesota Statutes section 13.43, subdivision 2, the specific reasons for the discipline, the nature of the discipline, and the letter are private data on the employee until final disposition of the disciplinary action.

Motion carried 7-0.

The regular meeting was adjourned at 8:52 p.m.

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Barbara Jahnke, School Board Clerk