

SCHOOL BOARD  
INDEPENDENT SCHOOL DISTRICT No. 15  
St. Francis, Minnesota  
May 11, 2015  
Dialogue Session - 6:30 p.m.  
Regular Meeting – 7:00 p.m.  
Work Session Following Regular Meeting  
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 Human Resources Brandon 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, May 26, June 8, June 22 and July 27. Dialogue with the School Board will be at 6:30 p.m. prior to the regular meetings, except for May 26, when the Retiree Recognition program begins at 6:00 p.m.

**Happenings Around the District – The Courier/Communications – Ms. Kathleen Miller**

Ms. Miller, Communications Program Supervisor, began with an overview about the department. The Courier has been delivering news to the school and community since October 1993. Many changes have taken place over the years. A typical issue is 36 pages, over 100 advertisers, approximately \$11,000 of advertising revenue monthly, is delivered to all residents in the District, 14,500 copies in print, and can also be read online at [www.the-courier.org](http://www.the-courier.org). The department provides print and electronic documents for the entire district in addition to external customers from the community. The department manages the website, social media, Facebook, Twitter, e-news, and SchoolReach calls. Currently a review of all resources is being done to meet the growing needs of the District. A re-design of the website is in the future.

**Site Report – St. Francis Middle School (SFMS)**

Principal Dr. Bobbi Anderson-Hume and Assistant Principal Jenni Jones presented information. In three short years while at the middle school, elementary students have been preparing to be high school students. Some of the things students must experience: structure and freedom, choices and limits, safety and experimentation, and changes to grow toward adulthood. Focus for the school year 2014-15 was World Domination: one student at a time, working on relationships between staff and students and with each other. The second part of the plan is essential standards: to increase MCA math scores by 5% for the Q Comp goal, STEM (Science, Technology, Engineering, and Mathematics) approach to teaching and learning, and building improvements in culture and technology. Ms. Jones reviewed Academic Initiatives. For 2015-16, the focus will be on interventions, grading practices and middle school activities.

**Consideration of Visitors**

Ms. Parson, Education Minnesota St. Francis President, addressed the School Board regarding the Public Employee Insurance Plan (PEIP) and Strategic Plan.

Ms. Nickel, German teacher, presented information about the proposed German American Partnership Program (GAPP) Exchange trip to Germany in June 2016.

Ms. Scheiber, World Language teacher, presented information about the proposed summer immersion study trip to Costa Rica in June 2016.

Mr. Starr addressed the Board regarding former superintendent Mr. Saxton's resignation and payout cost factors involved.

**Agenda**

Motion was made to approve the agenda by Ms. Jahnke, second Ms. Erkel.

Motion carried 7-0.

**Consent Agenda**

Chairperson Roberts inquired if any board member wanted to remove any item from the consent agenda. Motion was made by Ms. Hunt to approve the revised consent agenda, second Ms. Van Denburgh.

- A. THAT the minutes of April 27, 2015 be approved as presented.
- B. THAT the Personnel Items be approved as presented.

NEW EMPLOYMENT									
Name	Position	Replacement for	Site	Position Status	Days/Year	Hrs/Day	Salary Level	Wage	Effective
Gilbertson, Bryce	Grounds	NEW	TRANS	TEMP	75	8		\$14.00	5/7/15
Junker, Whitney	Teacher	Whitney Junker Non-Renew	LLC	CONT	186	8	MA-T2	\$48,517	7/1/15
Kissel, Deborah	Educational Assistant	NEW	EBCS	CONT	172	4	B22-1	\$12.41	5/4/15
Rens, Nichole	Director of Curriculum and Instruction	Paul Neubauer	DW	CONT	261	8	Step 1	\$112,411	7/1/15
Snodgrass, Sadie	Guidance Counselor	Brenda Langseth-Perrault	SFMS	CONT	75	8	MA-T1	\$16,539	9/2/15
Vincent, Heather	Teacher Sub	Tyler Schaff	SFHS	TEMP	15	8	Sub	\$125	5/11/15
INTERNAL TRANSFERS									
Name	Current Position/Location	Current Days/Hrs	Current Salary	New Position/Location	Days/Hrs	New Salary	Effective		
Hansen, Mardi	Educational Asst/SFMS	172/7.25	\$18.88	Educational Asst/SFMS, Job Share	172/3.63	\$18.88	9/2/15		
Illg, Shirley	Educational Asst/SFMS	172/7.25	\$16.61	Educational Asst/SFMS, Job Share	172/3.63	\$16.61	9/2/15		
Kreifels, Michael	Cook/SFHS	176/7.5	\$15.45	Cook/SFHS	176/7.75	\$15.45	9/1/15		
Langseth-Perrault, Brenda	Guidance Counselor/SFMS	186/8	\$56,235	Guidance Counselor/SFMS	113/8	\$34,136	9/2/15		
LEAVES OF ABSENCE									
				Expected Duration		Most recent assignment			
Name	Position	Location	From	To	Days/Year	Hrs/Day			
Eliason, Mary	Educational Assistant	SFHS	4/15/15	5/4/15 Returned	172	7.25			
Franchino, Kathy	Helper Server	CCCS	5/7/15	6/1/15 40% Partial LOA	173	4.25			
Hagen, Cynthia	Helper Monitor	SFMS-B	2/13/15	6/1/15 Extension	173	1.75			
Helle, Jaymie	Counselor	SFHS	4/20/15	6/3/15	186	8			
Salmela, Margaret	Helper Monitor	CCCS	5/20/15	6/1/15	173	3			
RESIGNATION/RETIREMENTS/TERMINATIONS/DISCONTINUANCE OF POSITION									
Name	Position	Site	Reason		Effective				
Franchino, Kathy	Helper Server	CCCS	Resignation		6/1/15				
Hallfielder, Jennifer	9 <sup>th</sup> Grade Volleyball Coach	SFHS	Resignation		5/11/15				

Hoops, Frederick	Teacher	CSVC	Retirement	6/30/15
Kappelhoff, Jennifer	Bus Rider/Driver	TRANS	End of Temp Asgn	5/7/15
McCann, Connie	Educational Asst	CCCS	Resignation	6/2/15
McCarthy, Tammy	Educational Asst	T15-CSVC	Resignation	6/2/15
McLean, Tim	Teacher	SFHS	Retirement	6/30/15
McLean, Tim	Asst Football Coach Asst Knowledge Bowl Coach	SFHS	Resignation	6/30/15
Paquay, Catherine	Teacher	SFE	Retirement	6/30/15
Rothbauer, Jaclynn	Educational Asst	CCCS	Resignation	6/2/15
Smith, Andrew	Asst Football Coach	SFHS	Non-Renew Teacher	6/30/15
Stevens, Bo	Knowledge Bowl Coach	SFHS	Resignation	6/30/15
Thorson, Courtney	Asst Dance Team Coach	SFHS	Termination	5/5/15
Thul, Mark	Teacher	SFHS	Resignation	6/3/15
Thul, Mark	Speech Coach	SFHS	Resignation	6/30/15
Voss, Janice	Educational Asst	CSVC	Retirement	6/1/15

C. THAT Disbursements are approved as presented.

BE IT RESOLVED by the School Board of Independent School District No. 15 that these disbursements as presented, and excluding net payroll, be allowed and charged to funds as follows:

FundNo.	Description	Amount
01	General	\$ 1,512,145.75
02	Food Service	\$ 151,053.13
04	Community Services	\$ 47,691.51
06	Construction	\$ -
07	Debt Redemption	\$ -
09	Trust and Agency	\$ 4,913.28
20	Internal Service-Health Self Insured	\$ 533.86
21	Internal Service-Dental Self Insured	\$ 61,125.68
47	OPEB Debt Service	\$ -
	<b>TOTAL DISTRICT</b>	<b>\$ 1,777,463.21</b>

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:

\$2,400.00, SFTFCC Booster Club, to SFHS for Track & Field coach salary  
\$625.00, St. Francis Track & Field/Cross County Booster Club, to pay workers for invitational on April 18  
\$11,500.00, Home Run Club, five coaches' salaries, T. Schaff-\$3,500, B. Krause-\$2,500, T. Schneeberger-\$3,000, M. Anderson-\$2,000, A. Anderson-\$1,500  
\$33,079.05 (in kind), United States Department of Agriculture, transfer of assets (technology) 21-HP 8440p laptops and 6-HP8460 laptops, keyboards, docking stations and carrying cases  
\$987.28, CCCS PTO, to CCCS \$500 – 5<sup>th</sup> grade party, \$87.28, Hillman Box Top Award, \$200 Galbraith technology, \$200-Dorman Music  
\$100.00, Max McCullough, to CCCS for teacher supplies  
\$82.50, CCCS PTO, to CCCS for yearbooks for students unable to purchase

- E. THAT the Out-of-State Travel – World Language be approved as presented.  
BE IT RESOLVED by the School Board of Independent School District No. 15 that the World Language department Costa Rica – Summer Immersion Study proposal for an out-of-state trip to Costa Rica from June (TBD), 2016 be approved as requested.
- F. THAT the Out-of-State Travel – GAPP/German be approved as presented.  
BE IT RESOLVED by the School Board of Independent School District No. 15 that the German American Partnership Program (GAPP) proposal for an out-of-state trip to Berlin, Germany from June (TBD), 2016 be approved as requested.
- G. THAT the Discontinuance of Contract-Probationary Licensed Staff be approved as presented.  
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 is 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. Douglas Moen
- H. THAT the Calendar Revision – Senior Exemption be approved as presented.  
BE IT RESOLVED that the School Board of Independent School District No. 15 revise the School Calendar to include two days of senior exemption.  
Thursday - May 28 Classes as usual  
Friday - May 29 Graduation Practice/Senior Exemption  
Friday - May 29 Graduation 7:00 p.m.  
Monday - June 1 Senior Exemption

Motion carried 7-0.

## **Reports**

### *Student Report*

Cassy Stierns provided the student report. HOSA hosted a badminton tournament for Leukemia/Lymphoma Society raising over \$200.00, National Honor Society (NHS) hosted a blood drive, May 12 is the Band concert, and Senior Sunset is May 13.

### *Superintendent Report and Communications*

- On June 8, Mr. Fink will present a video regarding a new requirement for membership to Minnesota State High School League.
- SFHS senior Bailey DeMar was honored as the Athena Award winner.
- A member of the Strategic Plan Core Planning Team and Action Planning Team, Bill Gardner, passed away recently.
- The Multicultural Festival is May 16.
- St. Francis Area Chamber of Commerce will host a luncheon May 13. Joe Coleman will be introduced as the new city administrator for St. Francis
- C+3 is May 19.
- Last day of school for seniors is May 28; K-11 students last day is June 1.
- At the Meet and Confer meeting, concern was addressed over the hot temperature in certain rooms in the District. Mr. Ferguson requested that Ms. Van Denburgh join him in contacting Senator Benson regarding the issue.

### *Dialogue Session*

Ms. Jahnke reported several representatives from Kids Connection requested clarification regarding budget and

supplies, job descriptions, and the time set for meetings.

#### *School Board Member Reports*

Ms. Van Denburgh attended the Science Fair at Cedar Creek Community School (CCCS), she acknowledged Ms. Parson for her remarks and commitment to the Strategic Plan.

Ms. Jahnke attended *Footloose*, the SFHS spring musical production, and the Health Insurance Committee meeting.

Ms. Erkel is impressed with the direction the District is moving. She expressed condolences to Gardner family.

Ms. Roed commented on the wonderful production of *Footloose*, attended Museum Day at CCCS, and the Mall of America CCCS Safety Patrol Group field trip.

Ms. Hunt attended the Policy Committee meeting.

Mr. Roberts attended the Curriculum & Instruction (C & I) meeting, participated in interviews for C & I Director, PEIP informational meeting, the wake for Mr. Gardner and expressed condolences to his family, East Bethel Community School staff meeting, and the NHS Blood Drive.

Mr. Roberts requested input from the School Board regarding the District seeking a second opinion on legal advice.

Discussion: add the name of the firm to the annual resolution in July, and that authorization is given to Mr.

Ferguson to contact legal counsel for a second opinion. Mr. Roberts received telephone calls regarding the buyout of Mr. Saxton. The terms of the resignation agreement were disclosed in a public report that was given at the April 13, 2015 School Board meeting. School Board members are available for questions.

#### *Administrative Report*

##### Strategic Plan Update

Mr. Ferguson expressed excitement for the effort, collaboration, and sense of community that was felt by all involved in designing the Strategic Plan. Why Strategic Planning? The District is looking at this point forward to take the long term view, making goals now for where we want to be, a system-wide focus all working toward the same mission. Mission Statement: Our mission is to equip all students with the knowledge and skills to empower them to achieve their dreams and full potential while becoming responsible citizens in a dynamic world. Mr. Ferguson acknowledged all those involved throughout the process and Susan Hintz and BJ Anderson from Transformation Systems, LLC.

#### **Old Business**

##### *Strategic Plan for ISD 15*

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

BE IT RESOLVED that the School Board of Independent School District No. 15 approve the strategic plan as presented.

Motion carried 7-0.

Recess taken at 8:20 p.m.

Resume meeting at 8:40 p.m.

##### *Elimination of Policy 103-School Board Members and Terms of Office*

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

BE IT RESOLVED that the School Board of Independent School District No. 15 eliminate policy 103 – School Board Members and Terms of Office

Motion carried 7-0.

##### *Approval of Revised Policy 421-Student Disability Nondiscrimination*

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

BE IT RESOLVED that the School Board of Independent School District No. 15 adopt policy 421 – Student Disability Nondiscrimination as revised and updated.

Motion carried 7-0.

##### *Approval of Revised Policy 422-Student Sex Nondiscrimination*

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

BE IT RESOLVED that the School Board of Independent School District No. 15 adopt policy 422 – Student Sex Nondiscrimination as revised and updated.

Motion carried 7-0.

*Approval of Revised Policy 532-Harassment and Violence*

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

BE IT RESOLVED that the School Board of Independent School District No. 15 adopt policy 532 – Harassment and Violence as revised and updated.

Motion carried 7-0.

*Approval of Sugar Hills Regional Trail Master Plan*

Motion Ms. Van Denburgh, second Ms. Jahnke.

WHEREAS, Anoka County is pursuing the development of a multi-purpose regional trail system that would link local and state trail systems, regional parks, and provide safe and convenient routes for non-motorized traffic to traverse the County, and

WHEREAS, in 2015, the Metropolitan Council adopted the 2040 Regional Parks Policy Plan, which supports the implementation of corridors which provide access to high quality natural resources, regional parks, park reserves, and local areas of interest, and

WHEREAS, the alignment of the Sugar Hills Regional Trail Corridor would link together the cities of Oak Grove, St. Francis, and Nowthen, and

WHEREAS, the alignment of the Sugar Hills Regional Trail Corridor would link together St. Francis Middle and Elementary Schools to the students they serve.

NOW, THEREFORE, be it resolved that the Independent School District #15, hereby offers its support to Anoka County in the effort to develop the Sugar Hills Regional Trail Corridor.

Motion carried 7-0.

Recess taken at 8:44 p.m.

**Other Matters**

*Closed Session-Negotiation Parameters*

Closed Session: Motion by Ms. Hunt, second Ms. Van Denburgh. Vote: 7-0 Time: 8:50 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. Roed, second Ms. Van Denburgh. Vote: 7-0 Time: 10:12 p.m.

In closed session the School Board discussed labor negotiations for an employee group with a contract expiring on June 30, 2015.

The regular meeting was adjourned at 10:12 p.m.

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Barbara Jahnke, School Board Clerk

**Work Session of the School Board**

In the work session, Chairperson Roberts presented a third and final proposal for a Superintendent search. The School Board has weighed the options, and will schedule a work session in August to decide on a course of action.