

SCHOOL BOARD
INDEPENDENT SCHOOL DISTRICT No. 15
St. Francis, Minnesota
Organizational Meeting – 7:00 p.m.
January 14, 2008

Organizational Meeting

The organizational meeting was called to order by Superintendent Saxton at 7:00 p.m. with the following members present: Directors Anderson, H. Grams, S. Grams, Haag, Kelly, Lipinski, and Vogel.

Others present were Director of Business Affairs Mae Hawkins, Director of Human Resources Jay Reker, Director of Special Services Jacque Stein, Director of Community Services Tom Larson, Student School Board representative LaNae DesRosier and community members.

School Board Organization

Oath of Office

Mr. Saxton administered the Oath of Office to the elected School Board members Sandy Grams, Joe Haag, Amy Kelly and Mark Vogel.

Election of Officers

Chair Pro Tem, Superintendent Saxton, called for nominations for School Board Chair. Ms. Grams nominated David Anderson. With no other nominations received, Ms. Kelly moved that nominations be closed and a unanimous ballot be cast. Motion carried. The meeting was then turned over to Chair Anderson.

Nominations were opened for School Board Clerk. Mr. Anderson nominated Harry Grams. Mr. Anderson moved that nominations be closed and a unanimous ballot be cast. Motion carried. Mr. Grams was elected Clerk.

Nominations were opened for School Board Treasurer. Ms. Kelly nominated Sandy Grams. Mr. Grams moved that nominations be closed and a unanimous ballot be cast. Motion carried. Ms. Grams was appointed Treasurer.

Nominations were opened for School Board Vice Chair. Ms. Grams nominated Amy Kelly. Mr. Grams moved that nominations be closed and a unanimous ballot be cast. Motion carried. Ms. Kelly was elected Vice Chair.

A motion was made to appoint the Administrative Assistant to the Superintendent as Assistant Clerk by Ms. Grams and seconded by Ms. Kelly. Motion carried.

School Board Directors Compensation

Motion was made by Ms. Lipinski to consider the following resolution and seconded by Mr. Grams. Mr. Saxton distributed comparable salaries of School Board members in neighboring Districts. After discussion consensus was to continue compensation and mileage at current rates.

BE IT RESOLVED by the School Board of Independent School District No.15 that the School Board Directors compensation be \$4,152.00 per year, and that the School Board Chair be \$4,760.00 per year, and a \$30.00 stipend for the negotiating committees, per meeting. Mileage will be reimbursed for meetings other than regularly scheduled School Board meetings at the current Board approved rate established.

Motion carried.

School Board Meeting Dates

Motion was made by Ms. Grams and seconded by Ms. Kelly.

BE IT RESOLVED that the School Board of Independent School District No. 15 adopt the 2008 School Board Meeting Schedule as follows: January 14, January 28, February 11, February 25, March 10, March 24, April 14, April 28, May 12, May 27, June 9, June 23, July 14, August 11, August 25, September 8, September 22, October 13, October 27, November 10, November 24, and December 8.

Mr. Reker will check on the legal date for Veteran's Day and bring to the School Board if there is a conflict with November 10.

Committee Assignments

Motion was made by Mr. Grams and seconded by Ms. Grams. Mr. Vogel questioned how assignments are selected. Mr. Anderson and Mr. Saxton provided explanation.

BE IT RESOLVED that the School Board of Independent School District No. 15 approve the following revision to School Board Committee Assignments for 2008 as per the following list.

SCHOOL BOARD COMMITTEE ASSIGNMENTS 2007/08

A. Oak Land Vocational Co-op Board:	Amy Kelly, Dave Anderson-Alt.
B. Teacher/Supervisory Personnel Negotiations:	Dave Anderson, Sandy Grams, A. Kelly,
C. Negotiations Hourly Personnel:	H. Grams, J. Haag, R. Lipinski, M. Vogel
D. Schools for Equity in Education:	Amy Kelly, Renee Lipinski alt.
E. District Technology, TIES:	Harry Grams
F. District Shared Decisions Network:	Sandy Grams
G. MN State High School League:	Joe Haag
H. Community Education:	Harry Grams
I. MN School Board Association	Amy Kelly
J. Early Childhood Family Ed. Advisory	Renee Lipinski
K. Extra Curricular Extended Day	Harry Grams
L. Insurance Committee:	Dave Anderson, Renee Lipinski
M. Facilities Committee:	Sandy Grams, Mark Vogel
N. Athletic Advisory Committee:	Harry Grams, or Joe Haag
O. ECSU Representative:	Dave Anderson
P. Foundation 15:	Harry Grams
Q. Financial Planning Action Committee:	Dave Anderson, Harry Grams, Mark Vogel
R. Assessment Curriculum & Testing (ACT)	Dave Anderson, Joe Haag
S. Continuing Education Licensing Committee (CELC)	Richard Cooper (community representative)
T. Governing Board – Teacher Academy	Sandy Grams, Amy Kelly
U. Safety Committee Liaison	Renee Lipinski
V. Adopted Schools:	
Crossroads – Mark Vogel	East Bethel – Sandy Grams
Cedar Creek – Joe Haag	Lifelong Learning Center – Renee Lipinski
St. Francis Elementary – Harry Grams	St. Francis High School – Amy Kelly
St. Francis Middle School – Dave Anderson	Sandhill Center – Dave Anderson

Board Calendar Dates: Regular Meetings held at 7:00 p.m. at the Central Services Center; January 28, February 11, February 25, and March 10. Dialogue with the School Board is held at 6:30 p.m. on February 11, and March 10.

2006-07 Financial Statement Report – Ken Malloy

Ms. Hawkins introduced Ken Malloy, MMKR, who will use the management report to discuss the financial statement information. The Financial Statements will be on the website January 15, after they are approved by the School Board. The audit for fiscal year 2006-07 has been completed. The annual Financial Statement is the official detailed report. The Extra Curricular report includes student activities. Mr. Malloy summarized the Management Report of audit findings, which includes legislative changes and funding, and financial condition of the District. The audit tests the District for compliance with federal laws and funding received. The District is also tested for various compliance issues with the State of Minnesota. The District had no audit findings. Very few of the auditor's clients have no findings. One suggestion for the District is to set up formal written accounting procedures. The District has done an excellent job at getting the Fund Balance levels, financial health, close to the State averages. Records are in excellent condition. ISD No. 15, St. Francis, receives approximately \$1,000 less revenue per pupil unit compared to state wide or seven county metro area and also spends less per pupil unit in all non-instructional areas. The drop in enrollment for 2006-

07 created loss in revenue. The Food Service and Community Service funds are in good condition and need to be self supportive. Mr. Malloy reviewed changes in upcoming accounting procedures, and discussed legislative summary information.

Site Report – East Bethel Community School

Principal Gwen Dillenburg, Dean of Students Karen Lundberg, and Student Council President Rebecca Hilgendorf, provided a power point presentation of East Bethel. The site goal for 2007-08 is “by the spring of 2008 61% of our second through fifth grade students at East Bethel Community School will meet or exceed targeted growth on the NWEA goal area of mathematics.” Ms. Dillenburg reviewed things being done to achieve the goal. Rebecca Hildendorf reviewed Student Council events so far this year. A profit of over \$400 was donated to a family in need with the fund raiser selling pencils. Ms. Lundberg was instrumental in the organization of Student Council and the student Bus Patrols. There is a new traverse climbing wall as part of the physical education curriculum. A butterfly life cycle tent was new to the first grade science class. Family Book Walk was sponsored by the Parent Teacher Organization. The \$7,500 Jeffers Foundation Grant water studies program sponsored a fishing trip to Lake George. Recently retired Custodian Stan Swedeen was honored by the entire school. New doors in the entry provided a face lift to the school.

Consideration of Visitors

The following community members addressed the School Board. Maureen Ness requested more copies of minutes, an Organizational Chart of District Office and High school, positions and salaries. Ms. Angie Bray-Untereker expressed concerns regarding IEA reports, portable issues, and gas leak issues. Ms. Bray-Untereker questioned hunting on the land that was purchased. She requested more minute packets be available and that School Board members have individual email addresses. Marsha Van Denburgh addressed concerns regarding clear communications to the public. The School Board minutes are not noted as incomplete when published in The Courier, if edited this should be noted. Early Childhood Advisory Council member Nicki Vincent encouraged those in attendance to support Early Childhood programs and invited Board members to a luncheon on March 19, at the Marquette Hotel with speaker Art Rolneck.

Communications

Mr. Saxton will attend the Oak Land area meeting on January 15.

Mr. Saxton will attend the Region 7AA meeting in Duluth on January 16.

The MSBA Leadership Conference is January 17 and 18. ISD No. 15 was asked by the Commissioner of Education to testify with the legislature regarding Q Comp professional development program.

Mr. Saxton presented an award to Director Harry Grams for the completion of Phases I, II and III through the Minnesota School Boards Association.

Mr. Saxton presented to Chair David Anderson the 2008 School Finance Award from the Minnesota Department of Education.

Agenda

Motion was made by Ms. Grams and seconded by Mr. Grams. Motion carried.

Consent Agenda

Motion was made to approve the Consent Agenda as revised by Ms. Grams and seconded by Ms. Kelly.

Mr. Vogel requested that item A. be pulled.

Motion carried items B- I. Mr. Vogel withdrew his motion to remove item A. and clarified he wanted to abstain from voting.

The motion stands with Ms. Grams and seconded by Ms. Kelly.

A. THAT the minutes of revised November 26 and December 10 be approved as presented.

B. THAT Personnel items be approved as presented.

BE IT RESOLVED by the School Board of Independent School District No.15 that the Personnel actions as listed below be approved:

EMPLOYMENT:

CLASSIFIED

HERGENRADER, CHRIS, Science Instructor, SFHS, Long term substitute \$105.00/day first 30 days, \$120.00/day thereafter beginning 01/03/2008.

NON-CLASSIFIED

BARNES, LARRY, Day Lead Custodian, EBCS, \$17.05/hr., 8.0 hrs./day, 261.0 days/yr. beginning

12/19/2007.

CEDARBLADE, DAVID, Bus Driver, Transportation, \$13.42/hr., 6.75 hrs./day, 111.0 days beginning 12/17/07.

GRITTNER, TIMOTHY, Technology Specialist, SFHS, \$12.41/hr./7.5 hrs./day, 204.0 days/yr. beginning 01/09/08.

GOBATS, JEFF, Nigh Lead Custodian, EBCS, \$16.62/hr., 8.00 hrs./day, 261.0 days per year beginning 01/09/08.

HALLFIELDER, JENNIFER, Educational Assistant, SFE, \$10.21/hr., 2.0 hrs./day, prorated from 174.0 days per year beginning 01/07/08.

JOHNSON, KARI, Educational Assistant, EBCS, \$12.91/hr., 5.00 hrs./day, 97.0 days/yr. beginning 01/03/08.

JOHNSON, LAUREN, Educational Assistant, EBCS, \$12.91/hr., 3.00 hrs./day, 97.0 days/yr. beginning 01/07/08.

KENT, DAVID, Bus Driver, Transportation, \$12.40/hr., 6.0 hrs./day, 104.0 days beginning 12/19/07.

MONARREZ, ANGELA, Office Professional Long Term Substitute, CSC, \$13.24/hr. Approximately two days per week/ hours will vary beginning 02/04/2008.

SPARSTAD, TONIA, Educational Assistant, SFE, \$11.46/hr., 6.5 hrs./day, 173.0 days/yr. prorated from 01/03/08.

LEAVES OF ABSENCE:

CLASSIFIED

ANDERSON, JANE, Teacher, SFMS, Medical LOA beginning 01/03/08.

DUPRE, JENNIFER, Pre-school Instructor, LLC, return from LOA 01/03/08.

FOGELSON, JANICE, Educational Assistant, Crossroads, return from LOA 01/03/08.

STRANDBERG, JACQUILIEN, Pre-school Instructor, LLC, Maternity LOA beginning 03/15/08 until end of year 08 with extension for ½ time LOA for 08-09 school year.

NON-CLASSIFIED

BAUMANN, DONNETTE, Nutrition Return from LOA 11/13/07.

HEINEN, RACHEL, Administrative Assistant, CSC, Maternity LOA beginning 02/19/08.

HELEY, ANITA, Educational Assistant, SFE, Medical LOA beginning 01/03/08.

MADSON, BECKY, Student Services, MARSS Coordinator, CSC, Maternity LOA beginning 03/10/08.

SOLOTS, TINA, Bus Driver, Transportation, Medical LOA beginning 12/12/07.

RESIGNATIONS/TERMINATIONS/DISCONTINUANCE OF POSITION:

NON-CLASSIFIED

BJERKE, SHERRY, Educational Assistant, CCCS, resignation effective 01/09/08.

DAVIS, JENNIFER, Educational Assistant, SFE, resignation effective 12/04/07.

HILLESHEIM, TERI, Educational Assistant, SFE, resignation effective 12/07/07.

MITZUK, SARA, Educational Assistant, SFE, resignation effective 01/04/08.

C. THAT Claims and Accounts be approved as presented.

D. THAT Investments be approved as presented.

E. THAT the Ten Paid Holidays 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:

School Year 2008-2009:

July 4, September 1, November 27 & 28, December 25 & 26,

January 1, February 16, April 10, May 25 - 2009

School Year 2009-2010:

July 3, September 7, November 26 & 27, December 24 & 25 – 2009

January 1, February 15, April 2, May 31 – 2010

F. THAT the Sunbelt Staffing Contract be approved as presented.

BE IT RESOLVED by the School Board of Independent School District No. 15 that the agreement with Sunbelt Staffing be approved as presented.

G. THAT the University of Minnesota Agreement be approved as presented.

BE IT HEREBY RESOLVED by the School Board of Independent School District No. 15 approve

the agreement with the University of Minnesota for consultative services for district planning in meeting Annual Measurable Achievement Objectives for students in the English Language Learner program.

H. THAT the Non Resident Student Agreement be approved as presented.

I. THAT the 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 the attached donor form(s)

\$1,000.00, Oscar and Val Carlson, JDK scholarship for 06/07 for Kirsten Halsted

\$137.40, East Bethel PTO, for misc. expenses

\$128.55, East Bethel PTO, for misc. expenses

\$4,000.00, St. Francis Boys Hockey Blue Line Club, for additional goalie coach and Asst. J.V. coach

Motion carried with one abstention, Mark Vogel.

Reports

Administrative Reports

Construction Report

Mr. Larson reported that the punch through wall was completed as planned. Kraus-Anderson did address an issue with one contracting firm. All rooms have been sheet rocked. The terrazzo is poured on the first floor however has not been polished. The terrazzo in the main building will not be completed until March. Classroom margolium will be laid at a later date. Completion is still scheduled for sometime in March.

Portable Update

Mr. Saxton reported that a resolution is on the agenda to address termination of the lease. Legal Counsel Mr. Ratwik has been in contact with a representative from Mod Space to clarify an item in terminating the lease. The Financial Planning Action Committee (FPAC) recommendations came to the Superintendent with two options and are included in the resolution under Other Matters. FPAC will meet again on January 23, to discuss the 2009-10 budget.

Student Report

LaNae DesRosier provided the student report. The spring play auditions were held January 8. The HOSA Bowl was January 10, and St. Francis took 2nd place overall. Snow Week will be January 22 through January 25.

School Board Report

Ms. Kelly will attend the Minnesota School Boards Association Leadership Conference. Ms. Kelly invited two community members to attend the Schools for Equity in Education meeting on January 25, to hear a speaker discuss how demographics impact public education. Ms. Kelly suggested a subcommittee of the Board to look at ways to improve communication with the public. Mr. Vogel, Mr. Haag, and Ms. Kelly will meet with Mr. Saxton to discuss. Mr. Grams will attend in the absence of any Board member.

Mr. Anderson acknowledged Mr. Sargent for the excellent job at presenting information at the Indian Education meeting on December 16. Mr. Anderson and Mr. Grams met as part of the subcommittee of the Career Ladder, Q Comp program. Mr. Anderson toured the new addition at the high school. Mr. Anderson suggested that Board members take advantage of training available to Board members. Mr. Anderson will inquire with the requestor from Ham Lake Lions as to the topic the Board member invitation is to speak to and will report back to the Board.

Mr. Grams reported that two visitors from Guam also participated in the Career Ladder meeting as observers to increase their ability to train in professional development in their country. Mr. Grams reported on the winter sports activities.

Mr. Vogel completed Phase I and II of the Minnesota School Boards Training. Mr. Vogel acknowledged speaker Tim Strom from the State of Minnesota. Mr. Vogel referenced a few telephone calls of the "Dear Season" slip up in the Courier. Mr. Vogel also recommended Board members are made aware of projects that will take place in the District. Mr. Vogel questioned how emails to the Board are responded to. Ms. Kelly recommended that the subcommittee review how to respond. Mr. Vogel suggested some form of response be sent via email.

Mr. Haag completed Phase I and will complete Phase II on January 16. Mr. Haag communicated in an article in Lakes and Loons, that one thing was misrepresented. In the interview it quotes that Village Bank does lend money to the School District which is incorrect. In the history of Mr. Haag's employment he reports that

Village Bank has never funded or lent the District money.

Mr. Anderson requested two Board members for Dialogue on February 11, which will be Mr. Grams and Mr. Vogel.

Superintendent Report

Mr. Saxton reported that the Organizational Study being completed by Dr. Worner be given as a work study. The work study will be February 4, at 6:15 p.m. at the high school Technical Presentation room. Budget work for 2008-09 has begun. Elementary programming has been discussed at two meetings. Mr. Saxton will make available to Board members articles from the University of Minnesota – Consortium Connections, in regards to early childhood.

Other Matters

Approval of 2008-09 Budget Parameters

Motion was made by Ms. Grams and seconded by Ms. Lipinski.

WHEREAS the Financial Planning Action Committee has agreed to and made the following recommendations to the Superintendent at the December 17, 2007 meeting and these recommendations are being presented by the Superintendent to the School Board on January 14, 2008;

THEREFORE, BE IT RESOLVED that the School Board of Independent School District No. 15 approve the FY09 Budget Parameters and Guidelines Scenario B as recommended by the Superintendent.

Discussion included: any discussion in increasing fees, due to drop in enrollment; if the operating levy is off the books in 2008-09, proposal to make any many reductions as possible district wide and move the balance to the sites, take District reductions as large as possible; the main difference in scenario A and B is that there is a fund balance reduction in Scenario A. Board members expressed which Scenario they favored.

Financial Planning Action Committee Recommendations:

The Financial Planning Action Committee recommends the budget reduction scenarios A or B (shown below) – for the budget reductions needed for the 2008-09 school year.

Scenario A		Scenario B	
District wide reductions	\$500,000	District wide reductions	\$500,000
Fund Balance reduction	\$100,000	Allocate to Sites	\$700,000
Allocate to Sites	\$600,000		
Total Reductions	\$1,200,000	Total Reductions	\$1,200,000

Motion carried for Scenario B with Ms. Grams, Mr. Grams, Mr. Haag, Ms. Kelly, Ms. Lipinski and Mr. Anderson voting aye for B with Mr. Vogel voting nay.

2006-07 Financial Statements

Motion was made by Ms. Grams and seconded by Ms. Lipinski.

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 2006-07 be approved as presented by the independent auditing firm of Malloy, Montague, Karnowski, Radosovich, & Co., P.A. on January 14, 2008.

Motion carried.

Discontinuance of Portable Lease

Motion was made by Ms. Lipinski and seconded by Mr. Grams.

BE IT RESOLVED by the School Board of Independent School District No. 15 that lease agreements with Modular Space Corporation be terminated effective immediately and per the terms of the lease agreement that Modular Space Corporation be given 60 days notice on January 15, 2008.

Discussion included: overall in favor of terminating the lease, however concerned that the attorneys continue to work on numbers, would like more information on numbers, cost of fees and repair costs, cost to continue the lease, no removal of portables until financial agreement is made, and the vote is only to terminate the lease and give Mod Space the 60 day notice.

Motion carried.

Ms. Lipinski requested that a work session or public forum be held with the Board to get information out to the public in regards to where students will attend. The information received from that Organizational Study will assist in the determination of making decisions.

Approval of Extended Trip – Physical Education

Motion was made by Ms. Grams and seconded by Ms. Lipinski.

BE IT RESOLVED by the School Board of Independent School District No. 15 that the Physical Education class extended trip, May 3 – May 5, 2008 be approved as requested.

Motion carried.

The meeting was adjourned at 9:58 p.m. _____
Harry Grams, Clerk