

SCHOOL BOARD  
INDEPENDENT SCHOOL DISTRICT No. 15  
St. Francis, Minnesota  
Dialogue Session - 6:30 p.m.  
Regular Meeting - 7:00 p.m.  
December 13, 2010

The regular meeting was called to order by Chair Kelly at 7:02 p.m. with the following members present: Directors: Anderson, H. Grams, Haag, Van Denburgh, Vogel, and Superintendent Saxton. Director S. Grams arrived after the Pledge of Allegiance.

Others present were Director of Business Services Mae Hawkins, Director of Human Resources Jay Reker, Director of Special Services Jacque Stein, Director of Community Services Tom Larson, student representative Alex Everhart, and community members.

**Board Calendar Dates:** Regular meetings held at 7:00 p.m. at the Central Services Center, January 10, January 24, February 14 and February 28. Dialogue with the School Board will be at 6:30 p.m. prior to the regular meetings.

**2009-10 Financial Statement Report**

Malloy, Montague, Karnowski, Radosevich & Co., P.A. Partner Aaron Nielsen provided the annual auditors' report which focused on highlights of the management report and a summary of audit opinions and findings. There were two internal control findings: lack of proper segregation of duties and timely bank reconciliation. Mr. Nielsen stated that both of these findings had been resolved. There were no findings related to the legal compliance manual. The general fund is slightly under revenue expectations due to special education caps. Expenditures are slightly over budget due to the extension of unemployment benefits. Nutrition and Community Services funds are close to their budgeted amounts. The student activity account audit identified two internal control findings which have been resolved. Mr. Nielsen commented on the basic funding formula allowance and the fact that it had not changed since the 2008-09 school year and was not likely to change for the 2011-12 school year. There are accounting, and auditing updates, and legislative summaries written in the report.

**Site Report – East Bethel Community School**

Principal Angie Scardigli provided a review of the adequate yearly progress (AYP) plan. The graph provided shows the MCA-II math and reading scores in grades 3, 4 and 5. Great things happening at East Bethel this year are grandparents that have volunteered and support students, and the Kohl's program.

**Consideration of Visitors**

Greta Linton, community relations coordinator, shared the positive things happening at Crossroads School and Vocational Center which included food shelf donations, Adopt a Family collection, Pennies for Patients, and the good character incentive program.

Glenn Klaphake, St. Francis High School activities director, recognized senior Adam Zutz, winner of the Minnesota Class AA Cross Country meet, for his esteemed athletic accomplishments and 3.99 grade point average.

**Agenda**

Motion was made by Mr. Vogel and seconded by Mr. Haag.  
Motion carried.

**Consent Agenda**

Motion was made to approve the revised Consent Agenda by Mr. Grams and seconded by Mr. Haag  
Mr. Vogel requested that item K, and Mr. Anderson requested item E be considered separately.

- A. THAT the minutes of November 22, 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

**SCHANILEC, ADAM**, Language Arts Long Term Substitute, CSVV, MA, 8.0 hrs./day, 60.0 days effective 12.13.10.

**WEST, KIRSTEN**, Preschool Instructor, LLC, Lane 2, 3.75 hrs./day, 44.0 days effective 1.4.11.

NON-CLASSIFIED

**ASHLEY, ANNA**, Administrative Support Clerk, SFHS, A13, 7.5 hrs./day, 174.0 days effective 1.18.11.

**DZIUK, CHERIE**, Educational Assistant, EBCS, Step 2, 2.5 hrs./day, 107.0 days effective 12.13.10.

**KORTEMEIR, DONELLE**, Helper/Server, CCCS, Step 1, 2.25 hrs./day, 173.0 days effective 12.6.10.

**LEAVES OF ABSENCE:**

CLASSIFIED

**HAZELTON, DIANNA**, Mathematics Instructor, SFHS, Parental LOA effective 5.2.11.

**HANSON, MIKKI**, Special Education Instructor, SFHS, Return from Parental LOA effective 12.01.10.

**LUNDQUIST, MARY**, Teacher, SFHS, Return from Parental LOA effective 12.02.10.

**OLSON, SANDRA**, Teacher, SFE, Medical LOA effective 12.9.10.

**SCHMIDT, MEGAN**, Teacher, SFHS, Return from Parental LOA effective 12.01.10.

**SPITZER, DAWN**, COTA, District Wide, Professional LOA effective 4.4.11.

NON-CLASSIFIED

**OHOTTO, KATHY**, Educational Assistant, EBCS, Medical LOA effective 1.3.11.

**SHAW, DONNA**, Bus Driver, Transportation, Return from Medical LOA effective 12.6.10.

**RESIGNATIONS/TERMINATIONS/DISCONTINUANCE OF POSITION:**

CLASSIFIED

**BOCHE, MATTHEW**, Long Term Substitute, Mathematics, SFHS, Conclusion of assignment effective 12.1.10.

**SWANSON, BRENDA**, Long Term Substitute Special Education, SFHS, Conclusion of assignment effective 12.1.10.

**TRETTEL, PAULINE**, Long Term Substitute Language Arts, SFHS, Conclusion of assignment effective 12.1.10.

NON-CLASSIFIED

**BUTCHER, ALLEN**, Bus Driver, Transportation, Resignation effective 12.3.10.

**DOUVILLE, DEANA**, Helper/Server, Nutrition, CCCS, Resignation effective 12.21.10.

**GILLARD, KATHRINE**, District Technology Specialist, CCCS, Retirement effective 12.22.10.

**RIEKEN, JACQUE**, Educational Assistant, Retirement effective 12.01.10.

**ROSELAND MARION**, Educational Assistant, Retirement effective 11.30.10.

C. THAT the Disbursements be approved as presented.

SCHOOL BOARD DATE: 12/13/2010

BE IT RESOLVED by the School Board of Independent School District No. 15 that these disbursements as presented, excluding net payroll and payroll liabilities for federal and state taxes, VEBA and retirement payments, be allowed and charged to funds as follows:

Fund No.	Description	Amount
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01	General	\$ 436,971.62
02	Food Service	\$ 142,966.75
04	Community Services	\$ 28,751.92
06	Construction	\$ 55,080.00
07	Debt Redemption	
09	Trust and Agency	\$ 3,663.21
47	OPEB Debt Service	
<b>TOTAL DISTRICT</b>		<b>\$ 667,433.50</b>

The amounts above include checks processed between 11/23/10 to 12/10/10 and all accounts payable items processed between 11/23/10 and 12/13/10.

- D. THAT Cash and Investments be approved as presented.  
BE IT RESOLVED by the School Board of Independent School District No. 15 that the cash and investment reports for October 2010 be approved as presented.
  
- F. THAT the Extended Travel Request – Debate be approved as presented.  
BE IT RESOLVED by the School Board of Independent School District No. 15 that the High School Boys Basketball program for an extended trip, December 28 – December 29, 2010 be approved as requested.
  
- G. THAT the 2009-2010 Audit Report 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 2009-10 be approved.
  
- H. THAT the Student Council Contract be approved as presented.  
BE IT RESOLVED BY THE School Board of Independent School District No. 15 that the contract between Devine Productions DJ Entertainment and the St. Francis High School Student Council for DJ services on December 10, 2010 at a cost of \$350.00 be approved.
  
- I. THAT the Black and White Productions United Contract be approved as presented.  
BE IT RESOLVED by the School Board of Independent School District No. 15 that the contract with Black and White Productions United totaling \$3,750 for classroom work and one freshman assembly during the 2010-11 school year be approved as presented.
  
- J. 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 the attached donor form(s):  
\$72.80, Wells Fargo/J. Kohler, to EBCS at principal’s discretion  
\$200.00 (in kind), Clearwire Corporation, to CCCS three 3 x 4 white boards  
\$400.00, Lance Yearbook, to SFHS to reimburse cost of mailing yearbook spring supplement

\$40.04, Wells Fargo/Jennifer Olson, to EBCS at principal's discretion  
\$87.48, SFE APT, to SFE Linda Antonich for nurse hours at activity night for 4<sup>th</sup> and 5<sup>th</sup> grade  
\$212.94, SFE APT, to SFE for math and reading night staff hours, seven night's total  
\$226.80, Wells Fargo Foundation Educational Matching Gift Program, to SFE to be used as needed  
\$500.00, Deluxe Corporation Foundation, to CCCS for general supplies  
\$21.84, Wells Fargo, to CCCS for general supplies  
\$16.80, Wells Fargo, to CCCS for general supplies  
\$16.93, St. Francis Student Council, for the purchase of apples for teachers to welcome them back to school  
\$200.00, Nathan Jacob - \$100/Residential Mortgage Group - \$100, to Early Childhood at the discretion of the program supervisor  
\$20.16, Wells Fargo Matching Gift Program, to SFHS at the discretion of the principal  
\$182.00, Wells Fargo Foundation Educational Matching Gift, to Early Childhood at the discretion of the program supervisor  
\$2,995.00, SFHS Student Activities, \$1,490.55 from weight lifting/to purchase training program, and \$1,504.45 from poster ad's/for Woodway treadmill housed at SFHS  
\$1,131.00, Lifetouch National School Studios, to SFHS at principal's discretion  
\$308.00, Wells Fargo Foundation Education Matching Gift Program, to SFHS at principal's discretion  
\$16.80, Wells Fargo & Lori Giddens, to SFMS at principal's discretion

Motion carried.

E. THAT the Out of State Travel – Spanish Class be approved as presented.

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

BE IT RESOLVED by the School Board of Independent School District No. 15 that the High School Spanish Class out-of-state trip to Guatemala in June 2012 be approved as requested.

Mr. Anderson requested more information regarding the trip. Mr. Anderson and Ms. Grams withdrew their motion and second of the resolution.

K. THAT the 2011-12 Budget Parameters and Guidelines be approved as presented.

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

WHEREAS the Financial Planning Action Committee has agreed to and made the following recommendations to the Superintendent at the December 2, 2010 meeting and these recommendations are being presented by the Superintendent to the School Board on December 13, 2010.

**Financial Planning Action Committee (FPAC) Recommendations:**

**Recommendation #1: Budgets will be allocated to sites on a per student basis.**

**Recommendation #2: Site allocations will be adjusted for changes in enrollment.**

**Recommendation #3: Site and program allocations will be adjusted for changes in federal funding.**

**Recommendation #4: Revenues from the advertising contract with School Media will be used as follows: 75% to be allocated to technology purchases to be administered by the District Technology Committee, the other 25% is to be used for Communications and Chemical Health support for students.**

THEREFORE, BE IT RESOLVED that the School Board of Independent School District No. 15 approve the FY12 Budget Parameters and Guidelines as recommended by the Superintendent.

Mr. Vogel was on the FPAC committee and stated he does not agree to recommendation #4. Mr. Vogel would like to see the funds go toward the interest from borrowing. Discussion and questions included: funds generated from the locker advertisements should be used for students, recommendations are from the

FPAC committee represented by staff and community, part of the locker advertising pilot program is to gather information.

Motion carried with Ms. Van Denburgh and Mr. Vogel voting nay.

### **Student Report**

Alex Everhart provided the student report. Mr. Fetzik is hosting a Salvation Army Angel Tree. At the national qualifier tournament Jakki Thompson is first alternate, and Alex Everhart and Alex Grey qualified to attend debate nationals.

### **Reports**

#### *Superintendent Communication and Report*

Mr. Saxton reported:

- Committee assignments and Board compensation is on table top for review prior to January 10
- Superintendent goals for 2010-2011 were distributed
- After the meeting the Board communications committee will meet to discuss the email received.
- Mr. Reker will be retiring in late February or early March
- Met with principals to discuss Kindergarten Plus for next year
- ECMECC met with superintendents and in Pine County
- Attended the TIES Conference; teachers Diane Krocak-Peterson and Lydia Scheiber were awarded TIES exceptional teachers for 2010
- Have had conversations with Mr. Sargent; Mr. Becker will be working with Mr. Sargent to service students
- iTunes Minnesota is a shared content website which includes information about Minnesota
- The 21<sup>st</sup> Century learning program has begun
- Met with St. Francis Elementary (SFE) and East Bethel Community School (EBCS) regarding Adequate Yearly Progress
- Met with city regarding a stoplight on Highway 47
- Attended a stakeholders' meeting with bus patrol and state patrol representatives
- Ms. Hawkins provided an update of the job funds allocations: 2.5 positions at EBCS, .18 reading intervention at EBCS, 2.5 positions at SFE, 2.25 positions at CCCS, 3 positions at SFMS and 4 positions at SFHS
- Kindergarten Stretch will begin as a pilot this year
- President Obama signed the food bill and certain things sold as fund raisers could be banished
- Currently consulting with legal counsel regarding the insurance request from Ms. Van Denburgh

#### *Dialogue Session*

No one attended.

#### *School Board Reports*

Mr. Anderson attended insurance committee meeting, Oak Land meeting, and FPAC meeting.

Ms. Van Denburgh attended the insurance committee meeting, and ECFE committee meeting.

Mr. Vogel attended FPAC, the band concert, and Crossroads award ceremony.

Mr. Grams reported the SFE Site Management Council (SMC) meeting was cancelled. He attended the District Technology committee meeting, the TIES Conference, and the FPAC meeting. Met with representatives regarding walkway over Highway 47. Mr. Grams distributed the folder of Exceptional Teachers for 2010 from the TIES Conference. Attended the Crossroads Awards night and acknowledged the staff.

Ms. Kelly attended the Oak Land meeting and SFHS SMC. She attended the Minnesota School Boards Association Delegate Assembly.

Mr. Grams acknowledged Custodian Dave Molde for providing entertainment at Crossroads Awards night.

#### *Administrative Report*

##### *Truth in Taxation Hearing*

Ms. Hawkins reviewed the requirements of the hearing which are: what is levied for taxes payable in 2011, the current budget overview, and time allowed for public to comment and ask questions. Ms. Hawkins also reviewed the general fund for 2009-10 actuals, general fund 2010-11 budgeted revenues by source, ISD 15 finance facts, factors that impact tax change, and the availability of property tax refunds. The information in this report will be posted to the website.

**Other Matters**

*Final Payable 2011 Levy*

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

BE IT RESOLVED by the School Board of Independent School District No. 15 that the final 2010 payable 2011 property tax levy be certified as follows:

Motion carried.

Category	Amount
General RMV Voter Approved	\$ 2,072,491.15
General RMV Other	916,918.25
General NTC Other	2,200,892.62
TOTAL GENERAL FUND	<u>\$5,190,302.02</u>
COMMUNITY SERVICE	<u>\$401,120.65</u>
Debt Service – Voter Approved	\$4,785,774.05
Debt Service – Other	836,787.82
Debt Service – OPEB	311,173.00
TOTAL ALL DEBT SERVICE FUNDS	<u>\$5,933,734.87</u>
TOTAL ALL FUNDS	\$11,525,157.54

TOTAL NET CERTIFIED LEVY	\$11,525,157.54
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*School Board Discussion*

School Board Meeting Start Time

Discussion included that it might be difficult for all to attend if moved to an earlier time and keep the reports to a shorter amount of time. Consensus from the School Board is to retain the start time as 7:00 p.m.

The meeting was recessed for five minutes.

School Board Election Year Cycle

Ms. Hawkins reviewed costs allocated for election cycles, timelines to get to even year elections, and precinct information.

Discussion included cost saving, getting more voters to the polls, and confusion of polling places. Consensus from the School Board is to retain the current election cycle.

Motion was made to adjourn the meeting by Ms. Grams and seconded by Mr. Grams.

Motion carried.

The meeting was adjourned at 9:43 p.m.

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School Board Clerk