

SCHOOL BOARD  
INDEPENDENT SCHOOL DISTRICT No. 15  
St. Francis, Minnesota  
January 14, 2013  
Organizational Meeting – 7:00 p.m.  
Central Services Center – Community Room  
4115 Ambassador Blvd.  
M I N U T E S

The regular meeting was called to order by Acting Chair Van Denburgh at 7:00 p.m. with the following members present: Directors Anderson, Erkel, Glover, Grams, Kelly, and Superintendent Saxton.

Others present were Associate Director of Business Services Scott Nelson, Director of Human Services Dave Lindberg, Assistant Director of Community Services Troy Ferguson, student representative Cassy Stierns, and community members.

Roll call was taken.

**Board Calendar Dates:** Regular meetings held at 7:00 p.m. at the Central Services Center, January 28, February 11, February 25, and March 11. Dialogue with the School Board will be at 6:30 p.m. prior to the regular meetings.

**Happening Around the District – Ms. Humphrey, SFES**

Principal Ms. Kohnen introduced Ms. Humphrey, music instructor, and fifth grade students who performed four songs on recorders. In class, students read the music via the Smart Board which shows the music score and provides accompaniment music to the recorders.

Mr. Saxton reflected on how Director of Special Services Jacque Stein, who suddenly passed away, would have appreciated being in attendance to see the students. She was an outstanding member of this community for 25 years and will be missed.

**MMKR Report on Audited Financial Statements for 2011-12**

Partner Aaron Nielsen reported that the audit includes the Financial Statement, Student Activity and Management Reports. He highlighted the management report which summarizes the results of both the audit of the District and Student Activity. The District was issued an unqualified or clean opinion of financial statements. There were no incidents of noncompliance. There was one finding which was complete when the audit was finished. He reviewed information including: revenues and expenditures per students (ADM) served, General Fund and other funds of the District.

**Consideration of Visitors**

Mr. Starr addressed the School Board about security and safety in school buildings. He distributed a letter of ideas for security and recommended a committee be established to review the security procedures.

Ms. Parson came before the School Board as a parent, teacher and union president on behalf of Mr. Fiereck and the negotiation team to thank School Board members for their time and dedication to the District. She presented a letter to begin negotiations.

**Agenda**

Motion was made by Mr. Anderson and second by Ms. Erkel.

Motion carried, 6-0.

**School Board Organization**

*Election of Officers*

Acting Chair Van Denburgh called for nominations for School Board Chair. Ms. Glover nominated Ms. Kelly, second by Mr. Anderson. Ms. Erkel nominated Ms. Van Denburgh, second by Ms. Van Denburgh. No other nominations were presented. Ms. Kelly received four votes and Ms. Van Denburgh received two votes. Ms. Kelly is elected School Board Chair.

Nominations were opened for School Board Vice Chair. Mr. Anderson nominated Ms. Glover, second by Mr.

Grams. Ms. Erkel nominated Ms. Van Denburgh, second by Mr. Grams. No other nominations were presented. Ms. Glover received four votes and Ms. Van Denburgh received two votes. Ms. Glover is elected School Board Vice Chair.

Nominations were opened for School Board Clerk. Mr. Grams nominated Mr. Anderson, second by Ms. Glover. Ms. Van Denburgh nominated Ms. Erkel, second by Ms. Erkel. No other nominations were presented. Mr. Anderson received four votes and Ms. Erkel received two votes. Mr. Anderson is elected School Board Clerk.

Nominations were opened for School Board Treasurer. Mr. Anderson nominated Mr. Grams, second by Ms. Glover. Ms. Van Denburgh nominated Ms. Erkel, second by Mr. Grams. Mr. Grams received four votes and Ms. Erkel received two votes. Mr. Grams is elected School Board Treasurer

Motion to appoint the Superintendent’s Administrative Assistant as Assistant Clerk was made by Ms. Glover second by Mr. Anderson. Motion carried.

*School Board Directors’ Compensation*

Motion was made by Ms. Van Denburgh to consider the following resolutions and second by Mr. Anderson.

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 IRS approved rate.

Discussion included: Ms. Van Denburgh recommending compensation remain as is, Mr. Anderson agreed.

*School Board Meeting Dates*

BE IT RESOLVED that the School Board of Independent School District No. 15 adopt the 2013 School Board Meeting Schedule as follows: January 14, January 28, February 11, February 25, March 11, March 25, April 8, April 22, May 13, May 28, June 10, June 24, July 8, August 12, August 26, September 9, September 23, October 14, October 28, November 11, November 25, and December 9.

Motion carried.

*Committee Assignments*

Motion was made by Ms. Glover and second by Mr. Grams.

BE IT RESOLVED that the School Board of Independent School District No. 15 approve the following revision to School Board Committee Assignments for 2013 as per the following list.

Mr. Saxton recommended an alternate on the Oak Land Vocational Co-op Board. Ms. Glover volunteered as alternate. Mr. Anderson recommended that committee assignments be reviewed when the vacant School Board position is filled.

Ms. Erkel will fill the vacant position of adopted schools at Crossroads School.

Motion carried.

**Consent Agenda**

Motion was made to approve the revised Consent Agenda by Mr. Anderson and second by Mr. Grams. Ms. Van Denburgh requested item A. Minutes be considered separately.

B. THAT the 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:

NEW EMPLOYMENT									
Name	Position	Replacement for	Site	Position Status	Days/Year	Hrs/Day	Salary Level	Wage	Effective
Arens, Alvin	Bus Driver	Donna Shaw (Retirement)	Trans	Return from Layoff	172.0 Prorated	6.0	B21/ Step 2	\$13.25	01/07/13
Bennett, Susan	EA-Job Coach Extension	Lucinda Stone (LOA)	T15	TEMP	82.0 Adjusted	6.0	B23/ Step 1	\$12.36	09/21/12
Bloningen, Alexandra	EA-Title 1	NEW POSITION	SFE	CONT	172.0 Prorated	5.75	B21/ Step 1	\$11.66	01/07/13
Britton, Joni	School Social Worker	Traci Luniewski	SFE	CONT	172.0 Prorated	8.0	T3-MA-	\$55,420 Prorated	01/07/13

Hallfielder, Jennifer	EA-Title 1	Susan Hanenburg (LOA)	SFE	TEMP	43.0	5.5	Sub Rate	\$11.25	12/13/12
Higby, Melissa	EA-Special Ed	NEW POSITION	CCS	CONT	172.0 Prorated	4.0	B22/ Step 1	\$12.01	01/08/13
Hooker, Renae	EA-Title 1	NEW POSITION	SFE	CONT	172.0 Prorated	5.75	B21/ Step 1	\$11.66	01/07/13
Klein, Thomas	Teacher	Jessica Bosma (LOA)	EBCS	LTS	33.0	8.0	Sub Rate	\$125.00/ Day	01/07/13
Majeres, Kirsten	Kindergarten	Betsy Rock-Zutz (LOA)	CCCS	LTS	95.0	8.0	T1-BA	\$19,980.65	01/08/13
Peterson, Kristine	EA-Title 1	NEW POSITION	SFE	CONT	172.0 Prorated	5.75	B21/ Step 1	\$11.66	01/07/13
Sinkel Jr., James	EA-Special Ed	Lindsey Fryer (Internal Trx)	SFHS	CONT	172.0 Prorated	6.0	B22/ Step 2	\$12.61	01/10/13
Thompson, Kathryn	Dispatcher	Mary Rohr (Term)	Trans	LTS	56.0 Adjusted	8.0	B22/ Step 1	\$14.68	10/20/12
Wedge, Barb	Bus Driver	Steve Scharber (Internal Trx)	Trans	CONT	172.0 Prorated	6.0	B21/ Step 2	\$13.25	12/17/12

**LEAVES OF ABSENCE**

			Expected Duration		Most recent assignment	
Name	Position	Location	From	To	Days/ Year	Hrs/ Day
Addison, Sunshine	EA-Bus	Trans	03/19/12	01/08/13 Returned	170.0	7.5
Carlson, Alexis	Helper Server	SFHS	08/28/12	01/10/13	170.0	4.75
Close, Jen	Teacher	SFHS	10/15/12	01/07/13 Returned	186.0	8.0
Hanenburg, Susan	EA-Classroom	SFE	12/11/12	02/25/13	126.0	6.0
Held, Robert	Teacher	SFHS	12/05/12	01/02/13 Returned	186.0	8.0
Herting, Laurie	Custodian	EBCS	12/14/12	01/18/13	260.0	8.0
Linton, Greta	Teacher	CSVC	11/06/12	3/07/13	186.0	8.0
Montague, Caree	Teacher	CSVC	01/07/13	02/11/13	186.0	8.0
Rock-Zutz, Betsy	Teacher	CCCS	01/02/13	05/31/13	186.0	8.0
Steinke, Wendy	Office Professional	Trans	10/25/12	12/26/12 Returned	260.0	8.0
Stone, Lucinda	EA-Job Coach	T15	08/28/12	01/31/13	172.0	6.0
Swaggert, Brent	Teacher	SFHS	11/12/12	01/02/13 Returned	186.0	8.0

**RESIGNATION/RETIREMENTS/TERMINATIONS/DISCONTINUANCE OF POSITION**

Name	Position	Site	Reason	Effective	Last Work Day
Baumann, Donette	Assistant Cook	SFMS	Layoff	01/18/13	01/18/13
Crain, Lorraine	Assistant Cook	SFMS	Layoff	01/18/13	01/18/13
Duckworth-Linder, Amy	Assistant Cook	SFE	Layoff	01/18/13	01/18/13
Olson, Beth	Assistant Cook	EBCS	Layoff	01/18/13	01/18/13

Shaw, Donna	Bus Driver	Trans	Retirement	01/04/13	01/14/13
Witt, Kathy	Assistant Cook	CCCS	Layoff	01/18/13	01/18/13

- C. THAT Disbursements be 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	\$ 1,231,621.56
02	Food Service	\$ 180,389.68
04	Community Services	\$ 38,298.09
06	Construction	\$ -
07	Debt Redemption	\$ -
09	Trust and Agency	\$ 12,211.56
20	Internal Service	\$ 628,416.13
47	OPEB Debt Service	\$ -
TOTAL DISTRICT		\$ 2,090,937.02

- D. THAT the Joint Powers Agreement with Anoka County, Municipalities, Townships and School Districts be approved as presented.  
 BE IT RESOLVED by the School Board of Independent School District No. 15 that the Joint Powers Agreement with Anoka County, Municipalities, Townships and School Districts be approved as presented.
- E. THAT the 2011-12 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 2011-2012 be approved.
- F. THAT the Extended Travel for Boys Golf be approved as presented.  
 BE IT RESOLVED by the School Board of Independent School District No. 15 that the SFHS Boys Golf extended trip to Brainerd, MN for the Brainerd Preserve Invitational Golf Tournament on May 22-23, 2013 be approved as requested.
- G. THAT the Extended Travel for the Showchoir be approved as presented.  
 BE IT RESOLVED by the School Board of Independent School District No. 15 that the SFHS Showchoir extended trip to Lacrosse, WI for the Lacrosse Logan Showcase on February 9, 2013 be approved as requested.
- H. 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):  
 \$948.50, Lifetouch National School Studios, to SFHS to be used at principal's discretion  
 \$662.25, Lifetouch National School Studios, to EBCS for yearbook expenses  
 \$10.00, Just Give, to EBCS to be used at principal's discretion  
 \$150.29, EBCS PTO, for happy birthday pencils for student recognition  
 \$52.36, Wells Fargo Educational Matching, to EBCS to be used at principal's discretion  
 \$200.00, Alerus Financial, to EBCS to be used at principal's discretion  
 \$33.39, Wells Fargo Foundation, to SFHS to be used at principal's discretion  
 \$100.00, Alerus Financial, to CCCS to be used at principal's discretion  
 \$35.56, Wells Fargo Foundation, to CCCS to be used at principal's discretion  
 \$21.00, Wells Fargo Foundation, to CCCS to be used at principal's discretion  
 \$161.56, Wells Fargo Foundation and Jennifer Larson, to SFMS to purchase supplies

\$332.22, United Way, to SFMS to purchase supplies  
\$200.00, Allina Health System, to SFMS to purchase supplies  
\$3,200.00, CCCS PTO, to purchase iPads  
\$175.00, Wells Fargo Foundation, at the discretion of Early Childhood

Motion carried, 6-0.

Motion to consider item A. was made by Ms. Van Denburgh second by Mr. Grams.

A. THAT the minutes of December 10, 2012, be approved as presented.

Ms. Van Denburgh requested that the minutes for the resolution to remove a School Board member reflect 4-3, and not 4-2 with Mr. Rustad abstaining, nays should be Ms. Erkel, Mr. Van Denburgh, and Mr. Rustad.

Motion carried.

## **Reports**

### *Student Report*

Cassy Stierns provided the student report. Student Council held talent show auditions. On January 28, Snow Days begins. HOSA mid winter competition was held at Argosy University with St. Francis High School students placing first in four categories. Snowflakes for Sandy Hook Elementary was held for students to write notes to send to the students.

### *Superintendent Report and Communications*

- Stephanie Schollman, SFES teacher, was awarded TIES 2012 Exceptional Teacher for ISD 15.
- Financial Planning Action Committee (FPAC) will be meeting in January.
- Toured of the buildings over winter break. Reviewed issues that need to be addressed.
- DLT will be meeting at the new St. Francis Public Works building for a tour and safety meeting.
- Some of Ms. Stein's job responsibilities will be shifted to Mr. Finn. Over the next few months Cabinet members will review the process of posting the Special Services position.
- A copy of the proposed process to fill the vacant School Board position was reviewed. A suggestion to extend the deadline to January 25, for submitting letter of interest received consensus. Discussion will continue with review of candidates at January 28 meeting.

### *Dialogue*

One person inquired about the release of information regarding Mr. Rustad. The community member was referred to Mr. Lindberg.

### *School Board Member Reports*

Ms. Erkel commented about a special meeting she tried to set. She requested that discussion regarding an issue of plagiarism be placed on the next agenda.

Mr. Grams expressed condolences to the Stein family. He will attend the technology meeting this week and the Minnesota School Boards Association Conference the afternoon of January 17.

Mr. Anderson echoed condolences to the family of Jacque Stein and staff of the District. He attended the St. Francis Middle School site management council (SMC) meeting. He attended the Oak Land Board meeting. He plans to attend the MSBA leadership conference.

Ms. Glover attended the FPAC meeting with reports given about all day every day kindergarten, and STEM. Toured Cedar Creek Community School (CCCS) and she would like to view a Tandberg camera presentation. Attended CCCS SMC and the CCCS PTO meetings.

Ms. Van Denburgh met with Indian Education committee. She inquired if Ms. Erkel's request for discussion of plagiarism will be addressed on the next agenda. Discussion continued. Ms. Van Denburgh made a motion to add the complaint of plagiarism against Ms. Kelly to the next agenda, second by Ms. Erkel.

Motion carried 3-2, with nays being Ms. Glover and Mr. Anderson. Ms. Kelly abstained.

### *Community Update*

Mr. Ferguson participated in the St. Francis Chamber pancake breakfast. Participated in the elegant luncheon served to students at East Bethel Community School. Deb Griffiths from Schools for Equity in Education (SEE) presented at the Early Childhood Advisory meeting. Attended the Schwann's Cup to watch the girl's hockey team take 3<sup>rd</sup> place in their division, a meeting with East Bethel city officials, the St. Francis Chamber of Commerce meeting which will be hosting the annual Jimmy Buffet dinner January 25. He worked at the Gladiators wrestling

tournament. Cabinet viewed a stereo phonic 3D demonstration in Holly Hilmann's class.

The regular meeting was adjourned at 8:54 p.m.

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David L. Anderson, School Board Clerk