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SCHOOL BOARD MEETING

INDEPENDENT SCHOOL  
DISTRICT No. 15

REGULAR MEETING

October 8, 2012

SCHOOL BOARD  
 INDEPENDENT SCHOOL DISTRICT No. 15  
 St. Francis, Minnesota  
 October 8, 2012  
 Dialogue with School Board – 6:30 p.m.  
 Regular Meeting – 7:00 p.m.  
 Central Services Center – Community Room  
 4115 Ambassador Blvd.  
 A G E N D A

- I. Call to Order – Pledge of Allegiance
  - Instructions for Consideration of Visitors
  - Roll Call

II. **Board Calendar Dates**

October 22, 2012 Dialogue with School Board – 6:30 p.m. Regular Meeting – 7:00 p.m. Central Services Center – Community Room	November 12, 2012 Dialogue with School Board – 6:30 p.m. Regular Meeting – 7:00 p.m. Central Services Center – Community Room
November 26, 2012 Dialogue with School Board – 6:30 p.m. Regular Meeting – 7:00 p.m. Central Services Center – Community Room	December 10, 2012 Dialogue with School Board – 6:30 p.m. Regular Meeting – 7:00 p.m. Central Services Center – Community Room

**Consideration of Visitors** (To address the School Board complete the card at the table and submit to the Chair)

III. Approval of Agenda

IV. Consent Agenda

A. Approval of Minutes of September 24.....	5
B. Approval of Personnel Items.....	9
C. Approval of Disbursements (emailed to the Board by 10/04)	
D. Approval of Extended Trip – HOSA .....	10
E. Approval of Gift Acknowledgements .....	11

V. Reports

- A. Student Report
- B. Superintendent Communications and Report
- C. Dialogue Session
- D. School Board Member Reports
- E. Administrative Report
  - American Indian Education Report – Mr. Sargent

VI. Old Business

A. Approval of Revised Policy 106 – Meetings of the School Board .....	17
B.	

VII. New Business

A. Approval of Proposed School Board Policy – 119 Data Access .....	18
B.	

VIII. Other Matters

- A.
- B.

IX. Other Business

- A.
- B.

X. Adjournment

SCHOOL BOARD  
INDEPENDENT SCHOOL DISTRICT No. 15  
St. Francis, Minnesota  
September 24, 2012  
Regular 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 Chair Van Denburgh at 7:00 p.m. with the following members present: Directors Anderson, Erkel, Glover, Grams, Kelly, Rustad and Superintendent Saxton.

Others present were Interim Director of Business Services Denny Sullivan, Director of Human Resources Dave Lindberg, Director of Special Services Jacque Stein, Assistant Director of Community Services Troy Ferguson, and community members.

Roll call was taken.

**Board Calendar Dates:** Regular meetings held at 7:00 p.m. at the Central Services Center, October 8, October 22 November 12, and November 26. Dialogue with the School Board will be at 6:30 p.m. prior to the regular meetings.

**Happening Around the District**

Adult Basic Education ABE Coordinator Sandy Farder introduced and acknowledged student Guadalupe Caro from Chihuahua, Mexico who became an American citizen after passing her naturalization test. Her daughter Vanessa was also sworn in on the same day.

**Consideration of Visitors**

None

**Agenda**

Motion was made by Ms. Glover and second by Mr. Anderson.  
Motion carried, 7-0.

**Consent Agenda**

Motion was made to approve the revised Consent Agenda by Mr. Grams and second by Mr. Rustad.

- A. THAT the minutes of September 10, 2012, be approved as presented.
- 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:
- 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:

Fund No.	Description	Amount
01	General	\$ 1,754,185.91
02	Food Service	\$ 90,573.66
04	Community Services	\$ 108,416.40
06	Construction	\$
07	Debt Redemption	\$

09	Trust and Agency	\$	400.00
20	Internal Service	\$	
47	OPEB Debt Service	\$	
	TOTAL DISTRICT	\$	1,953,575.97

- D. THAT the SFHS NFL Extended Trip be approved as presented.  
BE IT RESOLVED by the School Board of Independent School District No. 15 that the National Forensics League extended trip to East Grand Forks, MN October 12-13, 2012 be approved as requested.
- E. THAT the SFHS NFL Extended Trip be approved as presented.  
BE IT RESOLVED by the School Board of Independent School District No. 15 that the National Forensics League extended trip to St. Cloud, MN March 7-9, 2013 be approved as requested.
- F. 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):
- \$44.88, Wells Fargo Matching Fund, to EBCS at principal's discretion
  - \$150.00, Wells Fargo Foundation, to LLC at discretion of Early Childhood
  - \$4,489.00, St. Francis Basketball Association girls account, for assistant coach's salary (Michael Weinhagen)
  - \$200.00, Saints for Soccer Booster Club, for equipment purchase
  - \$100.00 (in kind), Circles of Claddagh (St. Patrick's Church), school supplies for students in need
  - \$60.00, Anonymous Donor, SFHS Angel Fund to pay for a school lunch when a high school student has a temporary or emergency need and doesn't have \$ in his/her lunch account
  - \$167.36, Wells Fargo Foundation Matching Funds, to EBCS at principal's discretion
  - \$2,211.19, Target Corporation Take Charge of Education, to EBCS at principal's discretion
  - \$105.04, Wells Fargo Community Support Campaign, to CCCS at principal's discretion
  - \$32.85, Rachel Muonio/Amy Keller (Wells Fargo Foundation Matching Funds), to SFES as needed
  - \$5,100.23, Target Take Charge of Education, to SFHS at principal's discretion
  - \$28.62, Wells Fargo Foundation Matching Gift Program, to SFHS at principal's discretion
  - \$242.28, Wells Fargo Foundation Matching Gift Program, to SFHS at principal's discretion
  - \$500.00, Ron Larson/OptumHealth, for Hall of Fame expenses
- Motion carried, 7-0.

## Reports

### *Student Report*

Not in attendance.

### *Superintendent Report and Communications*

- Goal possibilities for the superintendent will be emailed to Board members. Proposed goals are: contact each School Board member once before each meeting, meet on a monthly basis with building leaders, report monthly on All Day Every Day Kindergarten (ADEDK), and develop a plan for professional development district-wide.
- Second grade students from St. Francis Elementary School produced postcards with iPads.
- Julie Frame from Educational Cooperative Services Unit (ECSU) met with Mr. Becker and Mr. Saxton to review the array of services that are available.
- Ms. Kelly inquired if communications between Mr. Saxton and Board Chair have improved. Mr. Saxton reported a summary of the communications that have taken place.
- Attended three elementary sites and discussed ADEDK. Have been in contact with one kindergarten teacher at each site.
- Attended TIES annual meeting, conference is in December.
- Some fiber, e-rate, and virtual field trips are run through the East Central Minnesota Educational Cable Cooperative.
- Attended principals meeting.
- Amy Worden is the new Student Performance Improvement Plan (SPIP) coordinator, Q Comp.

- Attended Bus Safety meeting for transportation.
- Communications committee to meet after School Board meeting.
- Mr. Ferguson attended the following: Peek at Preschool, a session of a Early Childhood orientation, *Life with Betty* at Sandhill Center, Early Childhood Advisory Council meeting, Oktoberfest sponsored by the Lions Club, Lunch & Learn, St. Francis Area Chamber of Commerce meeting, MN Education College Fair at the high school, fundraiser for Randy Shaver Tackle Cancer fund, open house for new business Ascension Bodyworks, and military families recognition at the St. Francis American Legion.
- Mr. Saxton recommended a revision to the policy which includes the order of business on the board agenda by adding, "Happening Around the District." Consensus was received from the School Board.
- Mr. Saxton will begin with Goal #1 and meet with each School Board member before the next meeting.

### *Dialogue*

A representative from CCCS PTO expressed concern about Accelerated Reader. School Board representatives recommended that Mr. Saxton and Mr. Becker be contacted. Concern was expressed regarding Academic Stretch program and referred to Mr. Saxton, the building leader and then brought to Mr. Becker and Oak Land Director.

### *School Board Member Reports*

Mr. Grams worked at the football game against North Branch. He reported the new score board is impressive. He and Mr. Saxton met with the Mayor Jerry Tveit, City Administrator Matt Hysten, Police Chief Harapat, and a representative from the Minnesota Department of Transportation regarding the safety crossing on Highway 47. Homecoming will be October 5, with induction of the 1977 football team to the Hall of Fame at 5:00 p.m.

Mr. Rustad had nothing to report.

Ms. Kelly attended Schools for Equity in Education (SEE) with Myron Franz speaking about Governor Dayton's plan. SEE has also developed a video about the organization.

Mr. Anderson attended Oak Land Board meeting, Joint Standing Committee meeting, Hall of Fame meeting and acknowledged Don Schleper for his work with the Hall of Fame program.

Ms. Glover attended MSBA legislative session. Legislative information is important to bring along when visiting the capitol. She acknowledged Patty Norberg for her timely update of the PTO meeting. October 9 is Family Reading Night and Walk-a-Thon.

Ms. Erkel attended the football game. One person contacted her about kindergarten.

Ms. VanDenburgh reported the Indian Education program lunch is September 30. She received a phone call this afternoon about the middle school gymnasium being turned into a permanent gymnastic area. She asked Mr. Saxton to report back.

### *Administrative Report*

#### *Half Day Kindergarten Discussion*

When does the School Board wish to discuss half day kindergarten option for the 2014-15 school year? Ms. Kelly recommended waiting until more information is available. Ms. Erkel thought the agenda item was to set up a subcommittee. Consensus was to open discussions and set up a committee in January 2013.

### **Old Business**

#### *Annual Report Curriculum and Instruction 2011-12*

Motion was made by Ms. Erkel and second by Ms. Kelly.

BE IT RESOLVED by the School Board of Independent School District No. 15 that the Annual Report on Curriculum, Instruction and Student Achievement for 2011 -12, upon review, is accepted and shall be distributed to the residents of ISD No. 15.

Motion carried 7-0.

#### *Team for Superintendent Contract Negotiations*

Discussion opened regarding the intent to enter negotiations. Discussion included: entering negotiations with Mr. Saxton, set up team of three School Board members and look at who negotiated in past practice. Nominations were opened for committee members.

Mr. Grams nominated Mr. Anderson and second by Ms. Kelly.

Ms. Glover nominated Ms. Kelly and second by Mr. Anderson.

Ms. Kelly nominated Ms. Glover and second by Mr. Grams.

Mr. Rustad nominated Ms. Van Denburgh and second by Ms. Erkel.

Ms. Van Denburgh nominated Ms. Erkel and second by Mr. Rustad.  
Mr. Anderson, Ms. Kelly, Ms. Glover, Ms. Van Denburgh, and Ms. Erkel are all nominated.  
Motion to close nominations was made by Ms. Kelly and second by Ms. Erkel. Motion carried 7-0.  
Motion to vote on paper ballot by Ms. Van Denburgh and second by Mr. Rustad. Ballots should include three names. After the tally of the ballots, Mr. Anderson, Ms. Kelly, and Ms. Van Denburgh will be the School Board members that will negotiate with the Superintendent.

### **Other Matters**

#### *Proposed 2012 Payable 2013 Property Tax Levy*

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

BE IT RESOLVED by the School Board of Independent School District No.15 that the Proposed Property Tax Levy for 2012 payable 2013 be certified to the County Auditor as follows: All Levy Areas - \$ Maximum  
Mr. Sullivan provided information about certifying the preliminary tax levy to the county auditor and why administration recommends certifying the proposed levy at maximum levels.  
Motion carried 7-0.

#### *Censure of Director Rustad*

Ms. Van Denburgh read the resolution. Motion was made by Mr. Rustad and second by Ms. Glover.

WHEREAS Mathew Rustad is a School Board Member of St. Francis Independent School District No. 15 (ISD 15)

WHEREAS Mathew Rustad has engaged in conduct unbecoming a School Board Member

THEREFORE, BE IT RESOLVED that Mathew Rustad is hereby censured by the St. Francis Independent School District No. 15 School Board for conduct unbecoming a School Board Member

Mr. Grams opened discussion. He spoke to administration and teachers about the seriousness of plagiarizing. Last fall during the election Mr. Rustad wrote about helping children with a School Board they deserve. Mr. Grams does not believe this is what the School Board or the children deserve. He is not sure of the severity of censure, but falling short of resignation, he is not happy with the censure by itself.

Ms. Glover would have been kicked out of college if she plagiarized, and is not sure that censure is enough. Mr. Rustad admitted he made a mistake and has learned from his mistakes.

Ms. Kelly stated this is a board of education you (Mr. Rustad) sit on, that represents this community and close to 6000 students. Plagiarism is theft, theft of someone else's intellect and knowledge, and would ask for nothing less than resignation.

Ms. Erkel stated that he (Mr. Rustad) made a mistake and that in her opinion he deserves another chance.

Mr. Anderson: Board members have an opportunity to write in The Courier, to express a personal opinion which takes time to do, but to take someone else's information almost in its entirety, is a plan to steal someone else's ideas. This does not bring justice to this Board and he is not sure that censuring is a strong enough message. Mr. Rustad had come to the board with a promise of new ideas and better responsibility, am not sure he hit the mark on this one.

Ms. Van Denburgh reported that it was the opinion of those that met regarding this matter that Mr. Rustad be censured at the next School Board meeting.

Mr. Grams added that Mr. Rustad did not come forward ahead of time but waited until it was brought to his attention and was caught. Students will see it as a step in the wrong direction.

Mr. Lindberg stated there is a mechanism to remove a board member.

Motion carried 7-0.

The meeting was adjourned at 8:20 p.m.

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Suzanne Erkel, Clerk

IV. B. ROUTINE PERSONNEL ITEMS

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
Lysne, Bree	EA-Noon	Bonczek, Holly	EBCS	CONT	172.0 Prorated	3.0	A12/1	\$10.76	9/25/12
Moffatt, Brittny	Tchr-Lang Arts	Linton, Greta	CSVC	LSUB	58.0	8.0	T1-BA	\$12,198.71	12/03/12
Parson, Storm	EA-Noon	Hanenburg, Sue	EBCS	CONT	172.0 Prorated	3.0	A12/1	\$10.76	9/24/12
Sederstrom, Gary	Tchr-Math	Sederstrom, Gary	SFMS	YEAR	152.0	8.0	Individual Contract		
LEAVES OF ABSENCE									
			Expected Duration		Most recent assignment				
Name	Position	Location	From	To	Days/ Year	Hrs/ Day			
RESIGNATION/RETIREMENTS/TERMINATIONS/DISCONTINUANCE OF POSITION									
Name	Position	Site	Reason	Effective	Last Date of Employment				
Evans, Sally	Teacher-Elementary	EBCS	Resignation	09/24/12	09/24/12				
McGoey, Sandy	EA-Special Education	SFHS	Retirement	12/31/2012	12/31/2012				

MOTION:

SECOND:

10/08/12

**SCHOOL BOARD MEETING DATE: 10/8/2012**

**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:

<b>Fund No.</b>	<b>Description</b>	<b>Amount</b>
01	General	\$ 359,545.17
02	Food Service	\$ 17,372.23
04	Community Services	\$ 6,980.16
06	Construction	\$ -
07	Debt Redemption	\$ -
09	Trust and Agency	\$ -
20	Internal Service	\$ 254,214.01
47	OPEB Debt Service	\$ -
	<b>TOTAL DISTRICT</b>	<b>\$ 638,111.57</b>

All checks processed between 09/25/12 and 10/04/12, and all Accounts payable items processed through 10/08/2012

**MOTION:**

**SECOND:**

October 8, 2012

Check Register	192,795.66
P-Card	-
VISA	9,457.31
Vendor Disbursement lists	435,858.60
Total Disbursements	<u>638,111.57</u>



IV. D. EXTENDED TRIP REQUEST - HOSA

BE IT RESOLVED by the School Board of Independent School District No. 15 that the High School HOSA program trip for the Fall Leadership Conference November 8-9, 2012 be approved as requested.

MOTION:

SECOND:

10/08/12

#### IV. E. GIFT ACKNOWLEDGMENT(S)

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):

\$1,204.06, St. Francis Grid Club, to purchase practice pants, scrimmage vests, back plate, storage equipment (shoulder pad rack)

\$332.22, United Way, to SFMS to purchase supplies

\$1,665.62, Target, to SFMS to purchase supplies

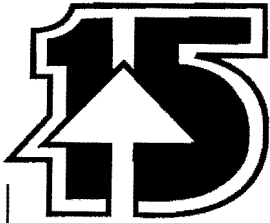
\$138.48, Wells Fargo Community Support & Jennifer Larson, to SFMS to purchase supplies

\$138.48, Wells Fargo Community Support & Jennifer Larson, to SFMS to purchase supplies

MOTION:

SECOND:

10/08/12



# GIFT CONTRIBUTION FORM

Date 9/24/2012

To: Independent School District 15 School Board  
4115 Ambassador Boulevard  
St. Francis, MN 55070

The SF Grid Club

would like to contribute \$ 1704.06 to Independent School District 15. We request that the contribution be used for the following purposes: Practice pants, Scrimmage vests, back plate, storage equipment (shoulder pad racks).

TEAM Sporting Goods INV# AAG013289-AA03, \*AAG013096-AA02  
# AAG013050-AA03

*It is our desire that any excess monies be expended at the Board's discretion, for items similar in nature and purpose.*

Sincerely, Chris Lindquist

Check number: 2689

Name: SF Grid Club

Street address: PO Box 387

City/State/Zip: SF, MN 55070

Officer of contributing organization: C. Lindquist

**Office Use Only**

Requester: Jeff Fink J.A.

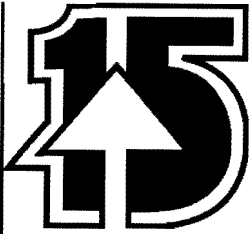
Revenue code: 01-200-294-000-0916-000

Expenditure code: 01-200-294-000-430-289

Thank you letter sent by building. Date: 9-24-12

Building principal signature: Paul Neubauer

School Board approval date: 10-8-12



### GIFT CONTRIBUTION FORM

Date 10/1/12

To: Independent School District 15 School Board  
4115 Ambassador Blvd.  
St. Francis, MN 55070

The United Way

would like to contribute \$ 332,222 to Independent School District 15. We request that the

contribution be used for the following purpose: purchase supplies

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*It is our desire that any excess monies be expended at the Board's discretion, for items similar in nature and purpose.*

Sincerely, \_\_\_\_\_

Check number 125949

Name: United Way

Street Address: P.O. Box 2949

City/State/Zip: Mpls MN 55402-2949

Officer of contributing organization: \_\_\_\_\_

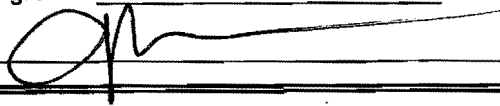
Office Use Only

Requester: \_\_\_\_\_

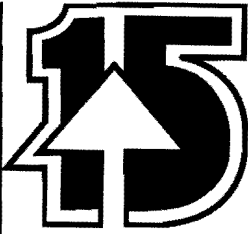
Revenue code: 01-300-211-000-096-000

Expenditure code: 01-300-211-000-430-000

Thank you letter sent by building. Date: \_\_\_\_\_

Building Principal signature: 

School Board approval date: 10-8-12



### GIFT CONTRIBUTION FORM

Date 10/1/12

To: Independent School District 15 School Board  
4115 Ambassador Blvd.  
St. Francis, MN 55070

The Target  
would like to contribute \$ 1,665.62 to Independent School District 15. We request that the  
contribution be used for the following purpose: purchase supplies

*It is our desire that any excess monies be expended at the Board's discretion, for items similar in nature and purpose.*

Sincerely, \_\_\_\_\_

Check number 2443147

Name: Target

Street Address: Mail Stop 5CF, P.O. Box 59214

City/State/Zip: Mpls MN 55459-0214

Officer of contributing organization: \_\_\_\_\_

Office Use Only

Requester: \_\_\_\_\_

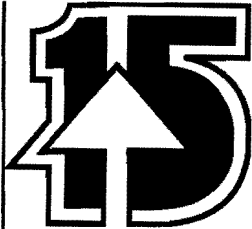
Revenue code: 01-300-211-000-096-000

Expenditure code: 01-300-211-000-430-000

Thank you letter sent by building. Date: \_\_\_\_\_

Building Principal signature: [Signature]

School Board approval date: 10-8-12



### GIFT CONTRIBUTION FORM

Date 10/1/12

To: Independent School District 15 School Board  
4115 Ambassador Blvd.  
St. Francis, MN 55070

The Wells Fargo Community Support + Jennifer Larson  
would like to contribute \$ 138.48 to Independent School District 15. We request that the  
contribution be used for the following purpose: purchase supplies

*It is our desire that any excess monies be expended at the Board's discretion, for items similar in nature and purpose.*

Sincerely, \_\_\_\_\_

Check number 963392

Name: Wells Fargo Foundation Jennifer Larson

Street Address: P.O. Box 2157 22345 Kenia St. NW

City/State/Zip: Princeton NJ 08543-2157 Anoka MN 55303

Officer of contributing organization: \_\_\_\_\_

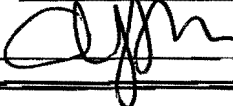
Office Use Only

Requester: \_\_\_\_\_

Revenue code: 01-300-211-000-096-000

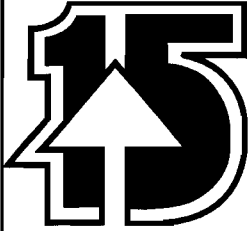
Expenditure code: 01-300-211-000-430-000

Thank you letter sent by building. Date: \_\_\_\_\_

Building Principal signature: 

School Board approval date: 10-8-12

### GIFT CONTRIBUTION FORM



Date 10/1/12

To: Independent School District 15 School Board  
4115 Ambassador Blvd.  
St. Francis, MN 55070

The Wells Fargo Foundation + Jennifer Larson  
would like to contribute \$ 138.48 to Independent School District 15. We request that the  
contribution be used for the following purpose: purchase supplies

*It is our desire that any excess monies be expended at the Board's discretion, for items similar in nature and purpose.*

Sincerely, \_\_\_\_\_

Check number 1024169

Name: Wells Fargo Foundation Jennifer Larson

Street Address: P.O. Box 2157 22345 Kenia St. NW

City/State/Zip: Princeton NJ 08543-2157 Anoka MN 55303

Officer of contributing organization: \_\_\_\_\_

Office Use Only

Requester: \_\_\_\_\_

Revenue code: 01-300-211-000-096-000

Expenditure code: 01-300-211-000-430-000

Thank you letter sent by building. Date: \_\_\_\_\_

Building Principal signature: 

School Board approval date: 10-8-12

VI. A. APPROVAL OF REVISED POLICY 106 – MEETINGS OF THE SCHOOL BOARD

BE IT RESOLVED by the School Board of Independent School District No. 15 that the School Board Policy 106 – Meetings of the School Board previously revised and adopted March 26, 2012 be approved as presented.

Background:

The Board by consensus on September 24, 2012 agreed to adding “Happening Around the District” to the order of business on the agenda, and therefore a revision to policy 106 - Meetings of the School Board is needed.

MOTION:

SECOND:

10/08/12



VII. A. APPROVAL OF SCHOOL BOARD POLICY 119 – DATA ACCESS

BE IT RESOLVED by the School Board of Independent School District No. 15 that the School Board Policy 119 – Data Access be approved as presented.

Background:

Human Resources Director David Lindberg sought guidance on a data access policy from the Information Policy Analysis Division of the Minnesota Department of Administration (IPAD). This department had a checklist for a good data access policy, which the District is required to have. The checklist was completed based on the fragments of board policies related to data access. The District was in need of a fully articulated policy that complied with statute and administrative rules.

The subsequent policy was developed through several resources including IPAD, MN Statute, MN Administrative Rules, and the Code of Federal Regulations.

FIRST READING:

10/08/12