

SCHOOL BOARD MEETING

INDEPENDENT SCHOOL
DISTRICT No. 15

REGULAR MEETING

September 10, 2012

SCHOOL BOARD
 INDEPENDENT SCHOOL DISTRICT No. 15
 St. Francis, Minnesota
 September 10, 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**

September 24, 2012 Dialogue with School Board – 6:30 p.m. Regular Meeting – 7:00 p.m. Central Services Center – Community Room	October 8, 2012 Dialogue with School Board – 6:30 p.m. Regular Meeting – 7:00 p.m. Central Services Center – Community Room
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

Site Report – St. Francis Middle School

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 August 27	5
Rev.	B. Approval of Personnel Items	9
	C. Approval of Disbursements (emailed to the Board by 9/6)	
	D. Approval of Contracts – PBR Consulting LLC.....	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
 - AYP and MMR Information – K. Becker
 - Superintendent Evaluation

VI. New Business

- A. Annual Report – Curriculum and Instruction 2011-12 17
- B.

VII. Other Matters

- A.
- B.

VIII. Other Business

IX. Adjournment

SCHOOL BOARD
INDEPENDENT SCHOOL DISTRICT No. 15
St. Francis, Minnesota
August 27, 2012
Regular Meeting – 7:00 p.m.
Central Services Center – Community Room
4115 Ambassador Blvd.
A G E N D A

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

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, September 10, September 24, October 8, and October 22. Dialogue with the School Board will be at 6:30 p.m. prior to the regular meetings.

Consideration of Visitors

Mr. Gardner addressed the School Board regarding justice, and the resolution to remove Ms. Van Denburgh as Chair. Ms. Ness addressed the School Board regarding Ms. Van Denburgh as Chair and her representation of the public.

Agenda

Motion was made by Mr. Grams and second by Mr. Anderson. Ms. Van Denburgh made a motion that item VII A Other Matters be removed from the agenda and received no second. Motion failed.
Motion carried to accept the agenda 4-1, nay being Ms. Van Denburgh.

Ms. Van Denburgh appointed Director Kelly as Clerk Pro Tem.

Consent Agenda

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

Ms. Van Denburgh requested item D be considered separately.

A. THAT the minutes of August 13, 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:

EMPLOYMENT:

CLASSIFIED

BEELER, REIS – Teacher, Grade 3 (replacement for Lori Sobieck), SFE, Individual CONTINUING Contract, 8.0 hrs/day, 186 days/year, T1-BA, \$39,120/year, effective 8/29/2012.

BULLIVANT, LOREN – Teacher, Art (replacement for Andrea Fogarty), CSVc, Individual CONTINUING Contract, 4.0 hrs/day, 186 days, T3-MA, \$27,710/year, effective 8/29/2012.

CURTIS, CYNTHIA – Teacher, ECFE (replacement for Cynthia Behling), LLC, Individual CONTINUING Contract, 7.25 hrs/day, 49 days/year, T1-BA, \$10,896.48/year, effective 8/29/2012.

GAGNON, DIANA – Teacher, Science (replacement for Tom Jones), SFMS, Individual TEMPORARY Contract, 8.0 hrs/day, 186 days/year, T1-BA, \$39,120/year, effective 8/29/2012.

HEMMELGARN, JENNIFER – Teacher, Kindergarten (new position), EBcS, Individual CONTINUING Contract,

4.0 hrs/day, 186 days/year, T1-BA, \$19,560/year, effective 8/29/2012.

MCBRIDE, SABRINA – Teacher, Science (replacement for Tom Jones), SFMS, Individual TEMPORARY Contract, 8.0 hrs/day, 186 days/year, T1-MA, \$40,750/year, effective 8/29/2012.

NON-CLASSIFIED

BONCZEK, HOLLY – Educational Assistant Noon, EBCS (replacement for Cheryl Anderson), CONTINUING POSITION, 172 days/year, 3.0 hrs/day, Alternative Base, A12, Step 1, \$10.76, effective 9/4/2012.

BRANDBERG, CHRIS – Educational Assistant Noon, CCCS (replacement for Annette West), CONTINUING POSITION, 172 days/year, 2.5 hrs/day, Alternative Base, A12, Step 1, \$10.76, effective 9/4/2012.

CURTIS, CYNTHIA – Preschool Instructor, LLC, (replacement for Jacqueline Strandberg), Individual CONTINUING POSITION, 41 days/year, 7.25 hrs/day, \$21.14/hr, effective 8/29/2012.

GREEN, AMY – Educational Assistant Special Education, EBCS, (Replacement for Jayne Franta), CONTINUING POSITION, 172 days/year, 6.5 hrs/day, Alternative Base, B21, Step 1, \$12.01, effective 9/4/2012.

LOONS, SHANNON – Educational Assistant Noon, CCCS (replacement for Lynn Moore), CONTINUING POSITION, 172 days/year, 2.5 hrs/day, Alternative Base, A12, Step 1, \$10.76, effective 9/4/2012.

THOMAS, EILEEN – Educational Assistant Noon, CCCS (replacement for Lynn Moore), CONTINUING POSITION, 172 days/year, 2.5 hrs/day, Alternative Base, A12, Step 1, \$10.76, effective 9/4/2012.

RESIGNATIONS/TERMINATIONS/DISCONTINUANCE OF POSITION:

CLASSIFIED

BULLIVANT, LOREN – Teacher-Art (replacement for Jen Close LOA), resignation to accept position at CSVC (See above).

NON-CLASSIFIED

ANDERSON, CHERYL – Educational Assistant Classroom and Noon, Layoff Pool, resignation, last work day, 6/4/2012.

BETHKE, DARVIN – Bus Driver, Transportation, resignation, last work day, 6/4/2012.

ENGREN, RON – Custodian, retirement, last work day, 9/5/2012.

HANENBURG, SUSAN – Educational Assistant Noon, EBCS and Layoff Pool, resignation, last work day, 6/4/2012.

INGALLS, PATRICIA – Custodian, resignation, last work day 8/17/2012.

MADSON, BECKY – MARSS Coordinator/Student Services, CSC, resignation, last work day 8/31/2012.

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	\$ 789,349.50
02	Food Service	\$ 14,563.68
04	Community Services	\$ 59,613.38

06	Construction	\$	
07	Debt Redemption	\$	1,675.00
09	Trust and Agency	\$	800.00
20	Internal Service	\$	1,444.87
47	OPEB Debt Service	\$	
TOTAL DISTRICT		\$	867,446.43

All checks processed between 08/14/12 and 08/23/12, payroll liabilities for 8/05/12 and all accounts payable items processed through 08/27/12

- E. 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):
 \$3,520.63, St. Francis Grid Club, for shoulder pads, girdles, footballs, kicking net, water bottles, water cooler
 \$250.00, St. Francis Area Chamber of Commerce, contribution for continental breakfast for staff at Welcome Back 8/29
 \$500.00, Linda and Scott Schell, to CCCS at principal's discretion
 \$150.00, Ken Sailor, to LLC at discretion of Early Childhood
 \$242.28, Wells Fargo Community Support Program, to SFHS at principal's discretion
 \$62.01, Wells Fargo Community Support Program, to SFHS at principal's discretion
 \$77.23, Rachel Muonio/Amy Keller (Wells Fargo Community Support Program) to SFES for use as needed
- Motion carried 5-0.

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

- D. THAT the City of St. Francis Police Services – Police Liaison Contracts 2012-13 be approved as presented.
 BE IT RESOLVED that the School Board of Independent School District No. 15 approve the Police Liaison contracts with the City of St. Francis Police Department for services as specified and not to exceed \$65,000.00 for the 2012-13 school year.

Ms. Van Denburgh requested information regarding the changes in the contract. Mr. Saxton provided explanation.
 Motion carried 5-0.

Reports

Superintendent Report and Communications

- Attended the visitation for community member John Fryer and acknowledged the positive outreach from the community.
- Met with BarNone regional treatment staff.
- The District Leadership Team met to finalize plans for the school year. Will meet with principals regarding site reports to the School Board.
- Attended Assessment Curriculum and Teaching (ACT) meeting.
- Attended new teacher orientation.
- School Board members are reminded to sign up for eNews to receive information from the District and each school site.
- Attended a listening session for superintendents at Congresswoman Bachmann's office.
- Attended Teacher Academy class.
- Provided an update of the schedule for Open Houses.
- Back-to-School event for all ISD 15 staff is August 29.

Dialogue

Mr. Anderson reported community members shared concerns in removing the Board Chair as an officer.

School Board Member Reports

Ms. Kelly attended John Fryer memorial service.

Mr. Anderson acknowledged the contributions John Fryer made to the District. Attended ECSU organizational meeting, and the ACT meeting.

Administrative Report

2012 Assessment Report

Mr. Becker provided the 2011-12 report of the state assessment data which focused on math and reading. Adequate Yearly Progress (AYP) and Multiple Measured Rating (MMR) were also reviewed. Data from the student groups who struggled with math and reading will be studied to assist in the focus on improvement. AYP numbers will continue to be given. The four area numbers in MMR are: proficiency on tests, graduation rates and two new areas: closing of achievement gap between subgroups and growth from one year to the next.

Old Business

Revised School Board Policy 702 – Use of School District Facilities and Equipment

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

BE IT RESOLVED that the School Board of Independent School District No. 15 adopt the revised policy 702 - Use of School District Facilities and Equipment

Pricing can be updated within procedures as they change.

Motion carried 5-0.

Other Matters

Resolution to Remove Chairperson Van Denburgh from Her Position as an Officer of the School Board

Motion was made to consider the resolution by Ms. Glover second by Ms. Kelly.

BE IT RESOLVED by the School Board of Independent School District No.15 that the Chair of the School Board Marsha Van Denburgh be removed from her position as an officer of the School Board.

Discussion: Ms. Glover opened discussion reporting that she is not against how Chair Van Denburgh runs or represents constituents at meetings; however her concern is nit picking and fighting with administration at meetings. Ms. Van Denburgh reported that she had not been duly notified or shown proper cause as addressed in statute. Further discussion included: receiving the board packet is considered notified, frustration with the way the Board is running, issues need to be addressed at this table, creating a negative vibe to staff and public, an air of disregard for administration from the Board Chair and how this carries into the same level of disrespect for each other, the Board Chair needs to remain at the table and work through the issues, the Board Chair needs to work and communicate with administration, receiving numerous calls that Board Chair shows lack of respect for administration, hopes that the Board can move forward and make decisions for the students, the Minnesota School Boards Association was consulted in the process of notification, not sure that removal of Board Chair as an officer is the best way to bring the Board back together, holding workshop for the Board, disrespect for superintendent by not beginning the evaluation process, and taking the next steps and setting goals to become a better Board. Ms. Van Denburgh explained why she left the August 13 meeting, and why she voted against annual membership to SEE. She expressed that she would like to do a better job for the Board and respectfully asked to be allowed to remain as Chair.

Motion failed 2-3, nays being Mr. Anderson, Mr. Grams, and Ms. Van Denburgh.

The meeting was adjourned at 8:17 p.m.

Amy Kelly, Clerk Pro Tem

Suzanne Erkel, Clerk

IV. B. ROUTINE PERSONNEL ITEMS

REVISED

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

NEW EMPLOYMENT

<i>Name</i>	<i>Position</i>	<i>Replacement for</i>	<i>Site</i>	<i>Position Status</i>	<i>Days / Year</i>	<i>Hrs/ Day</i>	<i>Salary Level</i>	<i>Wage</i>	<i>Effective</i>
Barraza, Enrique Varela	Custodian-2 nd Shift	Vicki Whittlef	SFHS	Continuing	186.0	8.0	B21/3	\$14.58	9/11/2012
Hemmelgarn, Jennifer	Tchr-Kindergarten	New Position	EBCS	Continuing	186.0	4.0	T1-BA	\$19,560.00	8/29/2012
Terris, Diana	EA-SpEd	Catherine Larson	SFE	Continuing	172.0	6.5	B21/1	\$11.75	9/4/2012
Torson, Tracy	Tchr-ELL	Melissa Beal	SFHS	LTS	59.0	8.0	T1-BA	\$12,926.08	9/4/2012-11/29/2012

LEAVES OF ABSENCE

<i>Name</i>	<i>Position</i>	<i>Type of Leave</i>	<i>Expected Duration</i>		<i>Most recent assignment</i>	
			<i>From</i>	<i>To</i>	<i>Days/ Year</i>	<i>Hrs/ Day</i>
Paris, Tamera	FDS-Helper-Server	Medical	9/1/2012	6/30/2013	172.0	1.50

RESIGNATION/RETIREMENTS/TERMINATIONS/DISCONTINUANCE OF POSITION

<i>Name</i>	<i>Position</i>	<i>Status</i>	<i>Site</i>	<i>Effective</i>	<i>Last Work Day</i>
Anderson, Cheryl	EA-Clrm & Noon	Prev appr as resignation corrected to RETIREMENT	Layoff Pool	8/30/2012	6/4/2012
Brandberg, Chris	EA-Noon	Resignation	CCCS	9/2/2012	N/A
Hoffman, Brenda K	EA-Clrm	Resignation	Layoff Pool	9/4/2012	6/1/2012
Johnson, Melanie	FDS-Helper-Server	Resignation	SFE	8/27/2012	6/6/2011
Lange, Karen	FDS-Lunchroom Monitor	Resignation	EBCS	8/20/2012	6/4/2012
McBride, Sabrina	Tchr-Science (LTS for Tom Jones)	Resignation	SFMS	8/20/2012	N/A
Preese, Denae	OP-Admin. Asst	Resignation	CSVC	6/4/2012	6/4/2012
Shore, Jon	EA-Noon	Resignation	EBCS	8/24/2012	6/4/2012
Solberg, Carl	EA-SpEd	Resignation	SFE	8/23/2012	6/4/2012

MOTION:

SECOND:

09/10/12

SCHOOL BOARD MEETING DATE: 9/10/2012

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

Fund No.	Description	Amount
01	General	\$ 871,097.42
02	Food Service	\$ 20,393.32
04	Community Services	\$ 39,486.64
06	Construction	\$ -
07	Debt Redemption	\$ -
09	Trust and Agency	\$ -
20	Internal Service	\$ 291,422.27
47	OPEB Debt Service	\$ -
	TOTAL DISTRICT	\$ 1,222,399.65

All checks processed between 08/28/12 and 09/06/12, Payroll liabilities for 08/20/12 and all

MOTION:

SECOND:

September 10, 2012

Check Register	753,185.83
P-Card	-
VISA	42,201.59
Vendor Disbursement lists	427,012.23
Total Disbursements	1,222,399.65

IV. D. APPROVAL OF CONTRACTS - PBR CONSULTING ST. FRANCIS MIDDLE SCHOOL

BE IT RESOLVED by the School Board of Independent School District No.15 that the contracts with PBR Consulting for student management services at St. Francis Middle School for the 2012-13 school year in an amount not to exceed ~~\$22,450.00~~ \$23,200.00 be approved.

Background: This is the vendor that the district has used for the last several years for these services at the high school. Student management services include formalized behavior intervention, assisting students with problem resolution, providing an educational alternative to out of school suspension, identifying strategies for reinstating students to classrooms, and de-escalation of student behavior.

MOTION:

SECOND:

09/10/12

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):

\$1,045.57, SF Grid Club, practice jerseys, mouth guards, cleats, wristbands, scorebook, t-nut, shoulder pad laces, equipment bags, helmet pumps, scrimmage vests, helmet decals

\$2,500.00, Family of Jake Gilbert, general improvements to the SFHS football facilities

\$2,500.00, Family of Jake Gilbert, general improvements to the SFHS track and field facilities

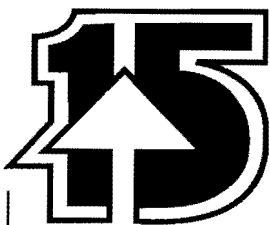
\$1,720.00, SF Volleyball Booster Club, SFHS VB coaching salary – practice coach

\$2,756.00, SF Volleyball Booster Club, SFHS VB coaching salary - freshman

MOTION:

SECOND:

09/10/12



GIFT CONTRIBUTION FORM

Date 8/16/12


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

The SF Grid Club

would like to contribute \$ 1045.⁵⁷ to Independent School District 15. We request that the contribution be used for the following purposes: Practice Jerseys, Mouthguards, Cleats, wristbands, Scorebook, T-nut, shoulder pad laces, equipment bags, helmet pumps, scrimmage vests, helmet decals.

Team Sporting Goods INV # AAH051536-AH09

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: 2668

Name: Chris Lindquist / SF Grid Club

Street address: P.O. Box 357

City/State/Zip: St. Francis, MN, 55070

Officer of contributing organization: Coach Chris Lindquist

Office Use Only

Requester: Jeff Fink

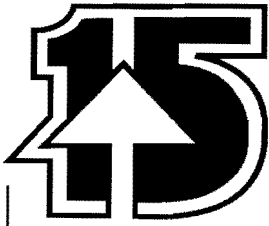
Revenue code: 01-200-294-000-096-000

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

Thank you letter sent by building. Date: 8-27-12

Building principal signature: Paul Newman

School Board approval date: 9-10-12



GIFT CONTRIBUTION FORM

Date 8-25-12

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

The Family of Jake Gilbert
would like to contribute \$ 2500⁰⁰ to Independent School District 15. We request that the contribution be used for the following purposes: _____

General improvements to the SFHS Football Facilities

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

Sincerely, Jacob Gilbert

Check number: 2033

Name: Jacob Gilbert

Street address: 1773 Zion St NW

City/State/Zip: Andover MN 55304

Officer of contributing organization: _____

Office Use Only

Requester: Jeff Frie

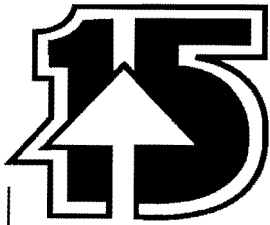
Revenue code: 01-200-294-000-096-000

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

Thank you letter sent by building. Date: 8-27-12

Building principal signature: Paul Neubauer

School Board approval date: 9-10-12



GIFT CONTRIBUTION FORM

Date 8-25-12

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

The Family of Jake Gilbert
would like to contribute \$ 2500.⁰⁰ to Independent School District 15. We request that the
contribution be used for the following purposes: _____

General Improvements to the SPTS Track
and Field Facilities

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

Sincerely, *Jacob Gilbert*

Check number: 2034

Name: Jacob Gilbert

Street address: 17773 Zion St NW

City/State/Zip: Andover MN 55304

Officer of contributing organization: _____

Office Use Only

Requester: *J. Gilbert*

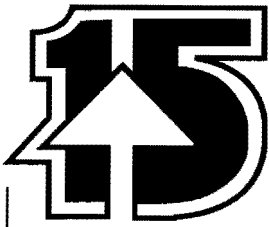
Revenue code: 01-200-294-000-096-000

Expenditure code: 01-200-294-000-305-294

Thank you letter sent by building Date: 8-27-12

Building principal signature: *Paul Newman*

School Board approval date: 9-10-12



GIFT CONTRIBUTION FORM

Date Aug 27, 2012

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

The VB Booster Club
would like to contribute \$ 1720.⁰⁰ to Independent School District 15. We request that the contribution be used for the following purposes:

SKHS VB coaching salary - Practice coach

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

Sincerely, Margaret Eber

Check number: #1630

Name: SK VB Booster Club

Street address: 3325 Bridge St

City/State/Zip: SK MN 55070

Officer of contributing organization: Peggy Levo

Office Use Only

Requester: Jay Fish

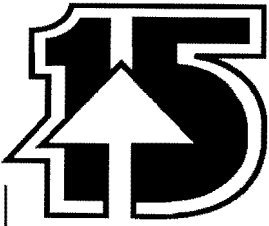
Revenue code: 01-200-296-000-096-000

Expenditure code: 01-200-296-000-148-295

Thank you letter sent by building. Date: 8-27-12

Building principal signature: Paul Newman

School Board approval date: 9-10-12



GIFT CONTRIBUTION FORM

Date Aug 27, 2012

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

The Volleyball Booster Club
would like to contribute \$ 2756.00 to Independent School District 15. We request that the contribution be used for the following purposes: _____

SFHS VB Coaching salary - Freshman

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

Sincerely, Margaret Lero

Check number: 1629

Name: SF VB Booster Club

Street address: 3325 Bridge St

City/State/Zip: St Francis MN 55070

Officer of contributing organization: Peggy Lero

Office Use Only

Requester: J. J. Jil

Revenue code: 01-200-296-000-096-000

Expenditure code: 01-200-296-000-148-395

Thank you letter sent by building. Date: 8-27-12

Building principal signature: Paul Neubauer

School Board approval date: 9-10-12

VI. A. ANNUAL REPORT ON CURRICULUM, INSTRUCTION AND STUDENT ACHIEVEMENT FOR ISD No.15 2011-12

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.

Background:

The Annual Report on Curriculum, Instruction and Student Achievement must include information as described in the applicable Legislation (120B.11 Reporting). Much of the information has been discussed with the Board prior to this time, but publication in at least a summary form is required.

FIRST READING:

09/10/12