

SCHOOL BOARD  
 INDEPENDENT SCHOOL DISTRICT No. 15  
 St. Francis, Minnesota  
 June 27, 2011  
 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 Kelly at 7:02 p.m. with the following members present: Directors Anderson, H. Grams, S. Grams, Haag, Van Denburgh, Vogel, and Director of Business Services Mae Hawkins. Absent: Director Anderson and Superintendent Saxton.

Others present were Director of Special Services Jacque Stein, Director of Community Services Tom Larson, Student Representative Maixee Vang, and community members.

**Board Calendar Dates:** Regular meetings held at 7:00 p.m. at the Central Services Center, July 11, August 8, August 22, and September 12. Dialogue with the School Board will be at 6:30 p.m. prior to the regular meetings.

**Health Services Report**

Ms. Levine, Program Supervisor of Health Services, presented the highlights of Health Services by summarizing the following: the Health Services Program mission, population served, staffing, utilization of health offices, special health concerns, emergency care plans, individual health plans and 504 plans, medications, student visits to the health office, reasons to the health offices, special procedures, screenings, health education for students and staff, and committee involvement. ISD No. 15 is involved with the ACCFC – Anoka County Children and Family Council.

The District received funds from the county through the Statewide Health Improvement Program (SHIP) grant to assist in improving student health. Some accomplishments of the SHIP grant are: Healthy Choices website, and training of Nutrition Services staff to incorporate more fruits and vegetables in the menu. Vending machines are in compliance with the wellness policy. The District also received a \$7,000 grant for staff wellness.

**Consideration of Visitors**

Mr. Gardner addressed the School Board regarding the last meeting not being posted on the website. He also stated that when sending an email to the superintendent, it comes back blocked, so he sent the email to Ms. Kowitz. Mr. Gardner has requested public information which has not been received.

**Agenda**

Motion was made by Mr. Haag and seconded by Mr. Grams. There is an addition of Administrative Report on District Finance.

Motion carried.

**Consent Agenda**

Motion was made to approve the revised Consent Agenda by Mr. Grams and seconded by Ms. Grams. Ms. Van Denburgh requested item B be considered separately.

- A. THAT the minutes of June 13, 2011 be approved as presented.
- 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, 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
01	General	\$ 422,387.57

02	Food Service	14,253.32
04	Community Services	11,238.09
06	Construction	
07	Debt Redemption	
09	Trust and Agency	
47	OPEB Debt Service	
TOTAL DISTRICT		\$ 447,878.98

The amounts above include checks processed between 6/14/11 to 6/23/11 and all accounts payable items processed between 6/14/11 and 06/27/11

- D. THAT Cash and Investments be approved as presented.
- E. THAT the ISD 11 for MN Food Buying Group Joint Purchase Agreement be approved as presented. (see attached)
- F. THAT the Milk and Bread Contracts be approved as presented.  
 BE IT RESOLVED by the School Board of Independent School District No. 15 that the contract for the bid for milk which was awarded for the 2011-12 school year with an option to renew for one additional year, the 2012-13 school year, be renewed with Land O' Lakes Milk for milk and milk coolers. The current contract is based on the escalator clause for fluid milk prices. The estimated cost based on projected usage for the 2011-12 school year is \$186,000.00.  
 BE IT RESOLVED by the School Board of Independent School District No. 15 that the contract for the request for proposals for bread for the 2011-12 school year, with an option to renew for one additional year, the 2012-13 school year, be awarded to Sara Lee Baking Group with a cost proposal of \$34,974.00.
- G. THAT the 2010-11 School Year Budget Amendments be approved as presented.  
 BE IT RESOLVED by the School Board of Independent School District No. 15 that the 2010-11 Budgets be amended as follows: (see attached)
- H. THAT the 2011-12 Liability and Workers' Compensation Insurance Contract be approved as presented.  
 BE IT RESOLVED by the School Board of Independent School District No. 15 that the contract for Property, General Liability, Inland Marine, Boiler and Machinery, Automobile, School Leaders Legal Liability and Crime Insurance be awarded to Wright Risk Management (WRM) America for the 2011-12 school year for a premium not to exceed \$250,000.00.  
 BE IT FURTHER RESOLVED by the School Board of Independent School District No. 15 that the contract for Workers' Compensation Insurance be awarded to SFM Mutual Insurance Company for the 2011-12 school year at the quoted premium of \$373,123.00.
- I. THAT the Health and Safety Environmental Programs FY11-12 be approved as presented.  
 BE IT RESOLVED by the School Board of Independent School District No. 15 that the Health and Safety Environmental Programs be accepted in order to qualify for the 2011 pay 2012 Health and Safety Funding.
- 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):  
 \$1,500.00, Linda and Scott Schell Family, to CCCS for FY2011-12 to be used at principal's discretion  
 \$500.00, Sons of the American Legion, scholarship for 2010-2011  
 \$500.00, Beaverbrook Tri County Sportsmen, Inc., scholarship for 2010-2011  
 \$1,000.00, Isanti Lions Club, two \$500.00 scholarships, one female and one male  
 \$150.00, Ham Lake Lions Club, scholarship for 2010-2011  
 \$2,000.00, St. Francis Lions, two \$500.00 scholarships for two boys and two girls  
 \$183.00, SFHS Career Center, scholarship for 2011-12

\$1,000.00, St. Francis Chapter of the National Honor Society, four \$250 scholarships  
\$1,680.00, St. Francis Track Team, for track coaches salary  
\$601.19, Weight Room Letterman's Club, to purchase a new jump mat for weight room  
\$292.66, Wells Fargo Community Support Campaign, to SFHS at principal's discretion  
\$1,614.75, SFHS Band Boosters, to pay Matt Boeser as additional summer marching band assistant director, \$1,500 (plus taxes, etc.)  
\$200.00, Anonymous Community Member, boys/girls track team at SFHS to be used at coach's discretion  
\$1,000.00, Joni L. Craft, P.A., to boys and girls track team at SFHS to be used at coach's discretion  
\$600.00, Lake George Conservation Club, purchase canoe and life jackets for Outdoor Ed class (FY11-12)

K. THAT the Joint Powers Agreement – ECMECC be approved as presented.

BE IT RESOLVED by the School Board of Independent School District No. 15 that the Joint Powers Agreement with the East Central Minnesota Cable Cooperative (ECMECC) be approved as presented.

Motion carried.

B. THAT Personnel Items be approved as presented.

Motion was made by Mr. Haag and second by Ms. Grams. Ms. Van Denburgh inquired about the hiring of Assistant Director versus the Director of Human Services. Ms. Hawkins reported that the position was posted as Assistant Director/Director and is in the Director's contract.

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

**EMPLOYMENT:**

CLASSIFIED

LINDBERG, DAVID, Assistant Director of Human Resources, CSC, Step 3, 8.0 hrs./day, 261.0 days effective 7.1.11.

NON-CLASSIFIED

RYNNING, ANN, Preschool Instructor, LLC, Step 2, 6.75 hrs./day, 159.00 days effective 7.1.11.

**LEAVES OF ABSENCE:**

CLASSIFIED

CALVERT, KATHRYN, Teacher, SFMS, Return from Medical LOA effective 8.30.11.

HERMANN, KATHERINE, Teacher, SFE, Parental LOA effective 8.22.11.

NON-CLASSIFIED

SCHWAB, DAVID, Bus Driver, Transportation, Return from General LOA effective 6.8.11.

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

CLASSIFIED

ANGELL, ALAN, Teacher, SFHS, Retirement effective 6.30.11.

ANGELL, ROWENA, Teacher, SFE, Retirement effective 6.30.11.

BENDER, MARK, Teacher, SFHS, Retirement effective 6.30.11.

BOECKERS, CHRISTINA, Teacher, SFE, Resignation effective 6.30.11.

CARLSON, FRAN, Teacher, SFHS, Retirement effective 6.30.11.

FISHERO, JENNICA, Teacher, SFE, Resignation effective 6.8.11.

HEULE, JOANN, Teacher, CCCS, Retirement effective 6.30.11.

TANNER, MATTHEW, Teacher, EBCS, Resignation effective 6.8.11.

NON-CLASSIFIED

ALBRECHT, JESSI, Educational Assistant, Termination/Layoff pool effective 6.30.11.

DYE, CALEB, Educational Assistant, Termination/Layoff pool effective 6.30.11.

EVANS, LOU, Educational Assistant, SFMS, Retirement effective 6.6.11.

KELLY, KELLEY, Educational Assistant, Termination/Layoff pool effective 6.30.11.

KNAEBLE, CHERYL, Educational Assistant, Termination/Layoff pool effective 6.30.11.

KOGLER, CAROL, Educational Assistant, Termination/Layoff pool effective 6.30.11.

LONG, DEBI, Technology Technician, SFE, Resignation effective 8.31.11.

MARVIN, LORNA, Educational Assistant, Termination/Layoff pool effective 6.30.11

ROBINSON, SHANNON, Girl's Soccer Coach, SFHS, Resignation effective 6.1.11

SCHAKE, TAMMY, Educational Assistant, Termination/Layoff pool effective 6.30.11

STOFFELS, EILEEN, Educational Assistant, Termination/Layoff pool effective 6.30.11

WOERLE, KARL, JV Girl's Soccer Coach, SFHS, Resignation effective 6.1.11  
Motion carried with one nay, Ms. Van Denburgh, 5-1.

## **Reports**

### *Director of Business Services Communications and Report*

- Ms. Hawkins reported that an Assistant Director of Human Services was hired after a screening process and interview of five candidates.

### *Student Report*

Maixee Vang provided the student report. Dontay Matthews placed second in the 200 Meter at the state track meet. Seussical Jr. Children's Theater performed at the high school. Discussion at the senior summit included: a new water fountain, dress codes, and having murals painted around the school to show the creativity of the students. Students that attended the senior summit received T-shirts and pizza.

### *Dialogue Session*

Mr. Grams reported one parent would like to see parents more involved with the schools.

### *School Board Member Reports*

Ms. Van Denburgh referred to the email sent by Mr. Saxton to School Board members regarding issues with the recording of the last meeting. Mr. Larson explained that the sound was soft but is archived. He will check why it is not on the website and report back. A statement on the website was suggested if the recording is not available. Ms. Van Denburgh conversed with American Indian parents who were not happy with Mr. Starr's comments at the last meeting. She forwarded those concerns to Mr. Saxton.

Mr. Haag requested a report on locker advertising. Mr. Haag stated that Mr. Starr has the right to his statements.

Ms. Van Denburgh's concern is that Mr. Starr is an employee.

Ms. Grams inquired about the percentage increase from Indiana Insurance in one company. Ms Hawkins explained that Indiana Insurance is pulling out of that line of insurance, so bid is escalated.

Mr. Grams participated on the interview committee of Assistant Director. The Human Resources staff were given the opportunity to meet the final candidates, then met with the interview committee to provide input. The first Hall of Fame committee meeting was held. Send any referrals to Mr. Grams or Mr. Anderson. The ceremony will be October 7, which is Homecoming.

Ms. Kelly attended the Oak Land meeting. Action was not taken due to lack of a quorum in regards to the budget. The meeting is rescheduled.

## **Administrative Report**

Ms. Hawkins provided a finance training update. Legislative session is still not complete. School District funding is based on number of students enrolled. There are different types of revenue: general, restricted, on-going, limited time, and one time. Visit the website for additional information. The graph of Timing of Important School Finance Events, gives the timelines that the District must report. The District and the majority of public schools and colleges will remain open. If the legislative budget is not settled by the opening of school, a line of credit will be needed.

## **Old Business**

### *Approval of Revised Policy 533 – Wellness*

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

BE IT RESOLVED that the School Board of Independent School District No. 15 adopt the revised policy 533 - Student Wellness.

Motion carried.

## **New Business**

### *Approval of Revised Policy 528 – Allergens and Irritants (First Reading)*

Ms. Kelly reported that the revised policy is a first reading and School Board members should forward questions to Ms. Levine or Mr. Saxton.

## **Other Matters**

### *Approval of 2011-12 Preliminary Budget*

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

BE IT RESOLVED by the School Board of Independent School District No. 15 that the Preliminary 2011-12 Budgets be established as follows to reflect the fiscal year 2012 (FY12) Budget Parameters: (see

attached)

Ms. Hawkins acknowledged site management councils, principals, staff, and DLT for their work on the budget and the community for the passing of the operating referendum in 2009. Special thank you to The Courier staff for the professional document. After approval, the budget will be posted on the website. Ms. Hawkins referenced the budget message, innovations, overview of budgets, general fund detailed by program, nutrition services fund, community education fund for which all fund balances are restricted, debt service fund, trust funds, and appendix A.

Motion carried with two nays, Ms. Van Denburgh and Mr. Vogel, 4-2.

*Resolution Authorizing the District to Enter Into a Line of Credit Agreement with a Financial Institution*

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

(see attached)

Budget adjustments are brought to the Board quarterly.

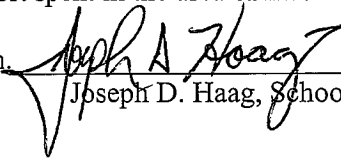
Motion carried.

*Summary of Closed Session June 13 Closed Session*

A statement regarding the content of what was discussed in the closed session was read by Chair Kelly.

The School Board reviewed the performance of the Superintendent in closed session. Mr. Saxton reviewed his 2010-2011 goals with the board. The board stated Superintendent Saxton is performing his duties in a quality manner. The board did encourage Mr. Saxton to work on multiple methods of communicating with each director. Additionally, they wanted time and effort spent in the area of media relations.

The meeting was adjourned at 8:05 p.m.



Joseph D. Haag, School Board Clerk

## JOINT PURCHASING AGREEMENT

This agreement is made and entered into by and between ISD 15 St. Francis and Independent School District 11 pursuant to the provisions of Minnesota Statute 471.59, as amended, which authorizes political subdivisions to enter into an agreement to exercise jointly the governmental powers and functions each has individually; and WHEREAS, ISD 15 St. Francis and Independent School District 11 desire to make available to each party the administrative and financial benefits of cooperative purchasing and selling with respect to common items used by the parties; and WHEREAS, ISD 15 St. Francis and Independent School District 11 wish to combine their purchasing powers in order to secure the most favorable terms and conditions on the purchase of equipment, materials, services and supplies; THEREFORE, in instances where the parties agree it would be mutually advantageous, it is hereby agreed, by and between the parties hereto as follows:

1. When authorized and requested by Independent School District 11, ISD 15 St. Francis, through their purchasing department, shall:
  - a. make joint purchases for Independent School District 11 and ISD 15 St. Francis, or
  - b. permit Independent School District 11 to make purchases under existing ISD 15 St. Francis contracts, for equipment, materials, services and supplies.
2. When authorized and request by ISD 15 St. Francis, Independent School District 11, through their purchasing department shall:
  - a. make joint purchases for Independent School District 11 and ISD 15 St. Francis, or
  - b. permit ISD 15 St. Francis to make purchases under existing Independent School District 11 contracts for equipment, materials, services and supplies.
3. This agreement applies to all purchases where the parties have mutually agreed to exercise this right, made through a competitive bidding process where award is made to the lowest responsible bidder.
4. When making a joint purchase, ISD 15 St. Francis and Independent School District 11 shall first consult to ensure that requirements of both jurisdictions and the specifications for the equipment, materials, services and supplies that meet the needs of each, are included.
5. After bids or other solicitations for joint purchases have been received by the designated purchasing department and a contract has been awarded to the lowest responsible bidder by the issuing party, each party to this agreement shall execute its own purchasing document with the contract vendor.
6. If the purchases are made by one party under an existing contract of the other party, each party to this agreement shall execute its own purchasing document with the contract vendor.
7. Each party shall make payment directly to the contract vendor according to the established procedures of the paying party.

8. Each party shall be separately accountable for its own expenditures of public funds made hereunder.
9. Neither party shall assume any responsibility for the accountability of funds expended by the other by the issuance of a purchase document by the other party.
10. As mutually agreed upon, the parties may share the costs associated with the shared bidding process.
11. This agreement shall be in effect until rescinded by either party.

IN WITNESS WHEREOF, ISD 15 St. Francis and Independent School District 11 have executed this agreement to be signed and approved by the proper officers of each of the contracting parties, on the dates written below.

(Name of agreeing party)

Independent School District 11  
Anoka-Hennepin

*Amy Kelly*  
Signature

6-27-11  
Signature

School Board Chair  
Title

\_\_\_\_\_  
Title

Date: 6-27-11

Date: \_\_\_\_\_

IV. G. APPROVAL OF 2010-11 SCHOOL YEAR BUDGET AMENDMENTS *Revised*

BE IT RESOLVED by the School Board of Independent School District No. 15 that the 2010-11 Budgets be amended as follows:

For Fiscal Year July 1, 2010 to June 30, 2011

Fund 01, General Fund	Revenues	\$ 50,147,313
	Expenditures	\$ 50,793,654
Fund 02 Nutrition Services	Revenues	\$ 2,556,842
	Expenditures	\$ 2,586,445
Fund 04, Community Education	Revenues	\$ 2,226,188
	Expenditures	\$ 2,181,088
Fund 06, Capital Projects	Revenues	\$ 649,092
	Expenditures	\$ 538,439
<i>Fund 07, Debt Service</i>	<i>Revenues</i>	<i>\$ 5,170,877</i>
	<i>Expenditures</i>	<i>\$ 5,672,630</i>
Fund 09, Trust Funds	Revenues	\$ 497,958
	Expenditures	\$ 500,112
Fund 45, OPEB Trust Fund	Revenues	\$ 65,000
	Expenditures	\$ 422,260

Background information: Please see the attached information regarding budget adjustments by fund and by type of adjustment. (*Fund 1 amounts revised for gift contributions included in this board packet.*)

Fund 47-OPEB Debt Service Fund has no budget adjustments to be approved at this time. These budgets remain the amounts below:

Fund 47, OPEB Debt Service	Revenues	\$ 366,692
	Expenditures	\$ 351,230

MOTION: Harry Grams

SECOND: Sandy Grams

06/27/11



VIII. A. APPROVAL OF PRELIMINARY 2011-12 BUDGET *Revised*

BE IT RESOLVED by the School Board of Independent School District No. 15 that the Preliminary 2011-12 Budgets be established as follows to reflect the fiscal year 2012 (FY12) Budget Parameters:

For Fiscal Year July 1, 2011 to June 30, 2012

Fund 01, General Fund	Revenue	\$ 47,115,700
	Expenditures	\$ 47,209,080
Fund 02, Food Service	Revenue	\$ 2,575,400
	Expenditures	\$ 2,565,815
Fund 04, Community Education	Revenue	\$ 1,932,391
	Expenditures	\$ 1,915,570
<i>Fund 06, Capital Projects</i>	<i>Revenue</i>	<i>\$ 0</i>
	<i>Expenditures</i>	<i>\$ 110,653</i>
Fund 07, Debt Service	Revenue	\$ 5,623,562
	Expenditure	\$ 5,779,731
Fund 47, Debt Service OPEB	Revenue	\$ 311,173
	Expenditure	\$ 296,855
Fund 09, Expendable Trust Fund	Revenue	\$ 448,600
	Expenditure	\$ 448,338
Fund 45, OPEB Trust Fund	Revenue	\$ 45,000
	Expenditure	\$ 400,000

Background information: Please review the complete preliminary 2011-12 budget report for more detailed information. Please note that the two debt service funds and the two trust funds are combined in the preliminary budget report information.

MOTION: Sandy Grams

SECOND: Harry Grams

06/27/11

VIII. B.

CERTIFICATION OF MINUTES RELATING TO LINE OF CREDIT AGREEMENT

Issuer: Independent School District No. 15 St. Francis, Minnesota

Governing Body: School Board

Kind, date, time and place of meeting: A regular meeting held on June 27, 2011 at 7:00 p.m. at the District offices.

Members present: Harry Grams, Sandy Grams, Joseph Haag, Amy Kelly, Marsha Van Denburgh, Mark Vogel

Members absent: David Anderson

Documents attached:

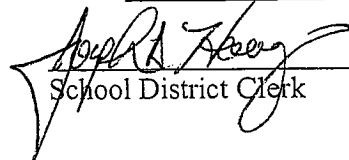
Minutes of said meeting (including):

RESOLUTION NO. Page 25, VIII. B.

RESOLUTION AUTHORIZING THE DISTRICT TO ENTER INTO A LINE OF CREDIT AGREEMENT WITH A FINANCIAL INSTITUTION

I, the undersigned, being the duly qualified and acting recording officer of the public corporation entering into the agreement referred to in the title of this certificate, certify that the documents attached hereto, as described above, have been carefully compared with the original records of said corporation in my legal custody, from which they have been transcribed; that said documents are a correct and complete transcript of the minutes of a meeting of the governing body of said corporation, and correct and complete copies of all resolutions and other actions taken and of all documents approved by the governing body at said meeting, so far as they relate to said agreement; and that said meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

WITNESS my hand officially as such recording officer on June 27, 2011.

  
School District Clerk

Member Sandy Grams introduced the following resolution and moved its adoption, which motion was seconded by Member Joseph Haag:

RESOLUTION AUTHORIZING THE DISTRICT TO ENTER INTO A LINE OF CREDIT AGREEMENT WITH A FINANCIAL INSTITUTION

BE IT RESOLVED by the School Board (the Board) of Independent School District No. 15 St. Francis, Minnesota (the District), as follows:

WHEREAS, the District is authorized to enter into a line of credit agreement (the Agreement) with a financial institution, pursuant to Minnesota Statutes, Section 123B.12(b);

WHEREAS, the District has negotiated and reached a tentative Agreement, subject to Board approval and Bank acceptance, with Associated Bank N.A., in Minneapolis, Minnesota (the Bank); and

WHEREAS, the Board desires to enter into the Agreement with the Bank;

NOW, THEREFORE, BE IT RESOLVED by the Board as follows:

1. Upon the effective date of this resolution, the District hereby agrees to enter into the Agreement with the Bank and, thereby, establish a revolving line of credit (the Line) with the Bank whereby the Bank will advance funds to the District. The Agreement shall have a term not exceeding five years.

2. The amount advanced in any fiscal year under the Line will not exceed ninety-five percent (95%) of the District's average expenditure per month of operating expenditures in the previous fiscal year.

3. Each advance under the Line will be repaid no later than forty-five (45) days after the day of advancement with interest on the outstanding principal amount at an interest rate not exceeding 2.95% per annum.

4. The Director of Business Services or a designee selected by the Director of Business Services is directed to prepare, or have prepared, and execute such documents as may be necessary to comply with the above paragraphs or any other requirements for the Agreement.

5. The amounts advanced under the Line are not designated as "Qualified Tax Exempt Obligations" for the purposes of Section 265 of the Internal Revenue Code of 1986, as amended.

6. This resolution shall be effective upon receipt by the Director of Business Services on behalf of the Board of written acceptance of its terms by an authorized official of the Bank, and thereafter shall constitute the terms of the Agreement.

Upon vote being taken on the foregoing resolution, the following voted in favor thereof:  
Harry Grams, Sandy Grams, Josphe Haag, Amy Kelly, Marsha Van Denburgh,  
Mark Vogel  
and the following voted against the same: None

whereupon the resolution was declared duly passed and adopted.

**ACCEPTANCE STATEMENT**

The Bank has received and agrees to be bound by the terms and conditions of the resolution of the Independent School District No. 15 St. Francis, Minnesota (the District) authorizing the District to enter into a Line of Credit Agreement with a financial institution pursuant to Minnesota Statutes, Section 123B.12(b), and the resolution included therein is a full, true and correct copy of the original thereof. The officer executing this Acceptance Statement is authorized to sign on behalf of the Bank. The Bank understands that the interest on the amounts advanced shall be taxable and that the amounts advanced have not been designated as "Qualified Tax-Exempt Obligations" for purposes of Section 265 of the Internal Revenue Code of 1986, as amended.

Date: \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Name of Bank

\_\_\_\_\_  
Signature of Bank Official

\_\_\_\_\_  
Title of Bank Official