

SCHOOL BOARD MEETING

INDEPENDENT SCHOOL
DISTRICT No. 15

REGULAR MEETING

September 26, 2011

SCHOOL BOARD
 INDEPENDENT SCHOOL DISTRICT No. 15
 St. Francis, Minnesota
 September 26, 2011
 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

II. **Board Calendar Dates**

October 10, 2011	October 24, 2011
Dialogue with School Board – 6:30 p.m.	Dialogue with School Board – 6:30 p.m.
Regular Meeting – 7:00 p.m.	Regular Meeting – 7:00 p.m.
Central Services Center – Community Room	Central Services Center – Community Room
November 14, 2011	November 28, 2011
Dialogue with School Board – 6:30 p.m.	Dialogue with School Board – 6:30 p.m.
Regular Meeting – 7:00 p.m.	Regular Meeting – 7:00 p.m.
Central Services Center – Community Room	Central Services Center – Community Room

SEE – Brad Lundell Executive Director

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 12.....	5
B. Approval of Personnel Items.....	9
C. Approval of Disbursements (emailed to Board 09/23)	
D. Approval of Extended Travel – The Crier, The Lance Yearbook, SFHS Today.....	10
E. Approval of Extended Travel – Girls Hockey	11
F. Approval of Extended Travel – Football	12
G. Approval of Extended Travel – Student Congress.....	13
H. Approval of Extended Travel – Student Congress.....	14
I. Approval of Gift Acknowledgements	15

V. Reports

- A. Student Report
- B. Superintendent Communications and Report
- C. Dialogue Session
- D. School Board Member Reports
- E. Administrative Report

VI. Other Matters

A. Proposed 2011 Payable 2012 Property Tax Levy.....	20
B. Closed Session – Negotiation Parameters.....	21

VII. Other Business

- A.
- B.

VIII. Adjournment

SCHOOL BOARD
INDEPENDENT SCHOOL DISTRICT No. 15
St. Francis, Minnesota
September 12, 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 7:00 p.m. with the following members present: Directors Anderson, H. Grams, S. Grams, Haag, Van Denburgh, Vogel, and Superintendent Saxton.

Others present were Director of Business Services Mae Hawkins, Director of Human Resources David Lindberg, Director of Special Services Jacque Stein, Director of Community Services Tom Larson, student representatives Nate Lipinski, Mercedes Johnson and Jessica Volkman, and community members.

Board Calendar Dates: Regular meetings held at 7:00 p.m. at the Central Services Center, September 26, October 10, October 24, and November 14. Dialogue with the School Board will be at 6:30 p.m. prior to the regular meetings.

Site Report – St. Francis Middle School

Principal Mr. Johnson and Assistant Principal Ms. Hume provided the site report which included: Open House, 2011 will focus family communication through use of technology, Twitter, computer labs, and enrollment. The new five period day schedule allows increased academic time, programming flexibility, and fewer transitions. There will be stronger emphasis on prevention of bullying, cyber-bullying, and relational bullying. Respect presentations will be held and school-wide discipline approaches reviewed. Common assessments 2011-2012 goal: collaborative work in examining student results through assessment data. The focus for 2011-2012 will include refinement of building schedule, the push toward using data to inform instruction, and continued implementation of formative and summative assessments.

Consideration of Visitors

Mr. Gardner acknowledged the District regarding efforts in preventing bullying and commended the community and District.

Agenda

Motion was made by Mr. Haag and seconded by Mr. Anderson.

Motion carried.

Consent Agenda

Motion was made to approve the revised Consent Agenda by Mr. Grams and seconded by Mr. Vogel. Chair Kelly reported an amendment to Personnel items with the addition of CCCS to Cynthia Johnson's employment. Ms. Van Denburgh requested item F and Mr. Vogel requested item D be considered separately.

A. THAT the minutes of August 22, 2011 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

JOHNSON, CYNTHIA, Social Worker, CCCS, MA1, 8.0 hrs./day, 177 days effective 9.19.11.

LARSON, KATELYN, Teacher, SFHS, BA1, 2.88 hrs./day, 186 days effective 9.6.11.

MILNER, HILARY, Preschool Instructor, LLC, Step 1, 3.5 hrs./day, 182 days effective 8.30.11.

PETERSON, JUSTIN, Teacher, SFMS, BA1, 4.0 hrs./day, 186 days effective 8.30.11.

VONARX, JOHN, Teacher, CCCS, 1.5 hrs./186 days effective 9.1.11.

WEINHAGEN, MICHAEL, Teacher, SFMS, MA1, 8 hrs./day, 93 days effective 9.6.11.

ZAK, NANCY, Teacher, CCCS, BA1, 4.0 hrs./day, 186 days effective 8.30.11.

NON-CLASSIFIED

BERVEN, GLORIA, Educational Assistant, SFE, From Layoff, B 21, 2 hrs./day, 170 days effective 9.6.11.

MCKINNEY, MARY, Helper Server, Nutrition, SFE, Step 1, 4.0 hrs./day, 170 days effective 9.6.11.
MORAWIECKI, MARILYN, Educational Assistant, SFE, From Layoff, B 21, 2 hrs./day, 170 days effective 9.6.11.
MARONEY, DEB, Educational Assistant, CCCS, From layoff to assignment, Step 3, 5.75 hrs./day, 170 days effective 8.23.11.
RATH, DAVID, Mechanic, Transportation, Step 4, 8.0 hrs./day, 261 days effective 9.12.11.
RILEY, MELISSA, Kids Connection Lead Instructor, SFMS, Step 7, 6 hrs./day, 200 days effective 9.7.11.
SAMPSON, RACHEL, Educational Assistant, EBCS, Step 2, 5.75 hrs./day, 166 days effective 9.12.11.
SHARP, MARY, Bus Driver, Transportation, Step D, Varied hrs./day, 170 days effective 9.6.11.
SPARSTAD, TONIA, Educational Assistant, EBCS, Step 2, 6.5 hrs./day, 170 days effective 9.6.11.
WHITE, MELISSA, Educational Assistant, EBCS, Step 1, 2.7 hrs./day, 166 days effective 9.12.11.

RESIGNATIONS/TERMINATIONS/DISCONTINUANCE OF POSITION:

NON-CLASSIFIED

JENDRO, TABITHA, Bus Driver, Transportation, Resignation effective 8.23.11.

C. THAT Disbursements be approved as presented.

SCHOOL BOARD		DATE: 9/8/2011	
BE IT RESOLVED by the School Board of Independent School District No. 15 that these disbursements as presented, including payroll liabilities and excluding net payroll, be allowed and charged to funds as follows:			
Fund No.	Description		Amount
01	General	\$	1,953,294.94
02	Food Service	\$	52,206.76
04	Community Services	\$	72,517.54
06	Construction	\$	
07	Debt Redemption	\$	
09	Trust and Agency	\$	
47	OPEB Debt Service	\$	
TOTAL DISTRICT		\$	2,078,019.24

The amounts above include checks processed for 8/20/11 and 9/2/11 payroll withholdings; all checks processed between 8/23/11 and 9/8/11 and all accounts payable items processed between 8/23/11 and 9/8/11.

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):
 \$60.00, Wells Fargo Educational Match, to EBCS to be used at principal's discretion
 \$500.00, Kraus Anderson Insurance, for an iPad or other technology tool, district choice
 \$18.00, 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
 \$79.95, Wells Fargo Foundation, to CCCS to be used at principal's discretion
 \$60.06, Wells Fargo Foundation, to CCCS to be used at principal's discretion
 \$175.00, Wells Fargo Educational Match, to be used at discretion of Early Childhood
 \$16.62, Wells Fargo Community Support Campaign, to SFHS to be used at principal's discretion
 \$242.28, Wells Fargo Community Support Campaign, to SFHS to be used at principal's discretion
 \$4,286.25, Saints for Soccer Club, for boys varsity soccer uniforms
 \$4,100.00, St. Francis Volleyball Booster Club, \$3,400 - 9th grade coach, \$700 - 9th grade part-time coach
 \$897.25, St. Francis Grid Club, for laundry detergent/chemicals/supplies
 \$150.00, Ken Sailor, to be used at discretion of Early Childhood

Motion carried.

Motion was made by Ms. Grams motioned and Mr. Anderson seconded. Mr. Vogel requested that background information be included in contracts, whether there are increases or decreases etc.

- D. THAT the Rental Agreement - Minnesota Aerials Gymnastics be approved as presented.
BE IT RESOLVED by the School Board of Independent School District No. 15 that the rental agreement with Minnesota Aerials Gymnastics for rental of gymnastics facility for the 2011-12 St. Francis High School Gymnastics season be approved at the rate of \$10,000.00 per season.

Motion carried.

Motion was made by Ms. Grams and seconded by Mr. Haag. Ms. Van Denburgh inquired how many students this will serve and is the contract similar to the high school contract. Mr. Saxton reported the cost is lower than the high school, and services all students. It is modeled after the behavior setting at the high school.

- F. THAT the Contract - PBR Consulting with St. Francis Middle School be approved as presented.
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 2011-12 school year in an amount not to exceed \$22,450.00 be approved.

Motion carried.

Reports

Student Report

Chair Kelly welcomed student representatives Mercedes Johnson and Jessica Volkman. Student Nate Lipinski provided assistance to the student representatives in giving the first report for 2011-2012. Homecoming is October 7, with activities being held each day of the week. Romeo and Juliet is the high school drama. Class pictures are ongoing. A tentative debate is September 24.

Superintendent Report and Communications

- Mr. Saxton reported that the behavior management system at the middle school will be analyzed.
- Welcome Back program for ISD 15 staff was August 31.
- Open houses were well attended, computer labs were open.
- Attended Schools for Equity in Education (SEE) meeting last Friday. School Board members were sent via email an article from Brad Lundell. Mr. Lundell has offered to come out to the School District to review his report.
- Attended the Cooper vs. St. Francis High School football game, the fans were very respectful.
- Minnesota School Boards Association regional meetings will be held.
- National School Boards Association spring conference will be held.
- The Ratwik, Roszak and Maloney Law Conference will be held.
- SWOOP - testing is done with every student K-5. Results are given to teachers for use earlier in the year.
- Information distributed. Mr. Lindberg met with Mr. Hahn and Ms. Kohnen regarding additional staffing. This will be reviewed after October enrollment numbers are known. The plan would be for a half-time instructor at Cedar Creek Community School (CCCS) and a half-time instructor at St. Francis Elementary School (SFES).
- The School Board will go into closed session to discuss negotiation parameters on September 26.

Dialogue Session

No one attended.

School Board Member Reports

Mr. Anderson attended ECSU meeting, Open House at St. Francis Middle School, Oak Land planning meeting, and the Welcome Back program for ISD 15 staff.

Ms. Van Denburgh constituent expressed difficulty in trying to locate staff through website. She has been told that some members of the American Indian committee have been reviewing the books.

Mr. Haag attended CCCS Open House.

Ms. Grams attended East Bethel Community School Open House. She recommended that School Board members attend the Law Seminar.

Mr. Vogel attended open houses and witnessed the students' excitement.

Mr. Grams attended Welcome Back program for ISD 15 staff. He acknowledged the great turnout at the football game.

Ms. Kelly attended Oak Land, SEE meetings, and Welcome Back program for ISD 15 staff.

Administrative Report

Mr. Saxton reported discussion at the cabinet level with electronic School Board packets. Information will be given to the School Board.

Old Business

Annual Report on Curriculum, Instruction and Student Achievement for ISD No. 15 2010-11

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

BE IT RESOLVED by the School Board of Independent School District No. 15 that the Annual Report on Curriculum, Instruction and Student Achievement for 2010-11, upon review, is accepted and shall be distributed to the residents of ISD No. 15.

Motion carried.

The meeting was adjourned at 8:03 p.m.

Joseph D. Haag, School Board 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:

EMPLOYMENT:

CLASSIFIED
NON-CLASSIFIED

LEAVES OF ABSENCE:

CLASSIFIED
NON-CLASSIFIED

KING, DIANE, Office Professional, Maintenance, Medical LOA effective 9.14.11.

RESIGNATIONS/TERMINATIONS/DISCONTINUANCE OF POSITION:

CLASSIFIED
NON-CLASSIFIED

MOTION:

SECOND:

09/26/11

PREPARED 9/22/2011

SCHOOL BOARD DATE: 9/26/2011

BE IT RESOLVED by the School Board of Independent School District No. 15 that these disbursements as presented, including payroll liabilities and excluding net payroll, be allowed and charged to funds as follows:

Fund No.	Description	Amount
01	General	\$ 1,732,910.74
02	Food Service	\$ 66,196.08
04	Community Services	\$ 53,088.16
06	Construction	\$
07	Debt Redemption	\$
09	Trust and Agency	\$ 1,121.12
47	OPEB Debt Service	
	TOTAL DISTRICT	\$ 1,852,716.10

The amounts above include P-card transactions for August, 2011;
checks processed for 9/20/11 payroll withholdings;
all checks processed between 9/13/11 and 9/22/11
and all Accounts payable items processed between 9/13/11 and 9/22/11.

MOTION:

SECOND:

September 26, 2011

P-Card	142,655.12
Check Register	697,115.01
VISA	55,391.38
Vendor Disbursement list for 9/26/2011	957,554.59
Total Disbursements	\$1,852,716.10

IV. D. APPROVAL OF EXTENDED TRIP – THE CRIER, LANCE YEARBOOK, AND SFHS TODAY

BE IT RESOLVED by the School Board of Independent School District No. 15 that the The Crier, the Lance Yearbook, and SFHS Today extended trip to Minneapolis, MN November 17 – 20, 2011 be approved as requested.

MOTION:

SECOND:

09/26/11

IV. E. APPROVAL OF EXTENDED TRIP – GIRLS HOCKEY

BE IT RESOLVED by the School Board of Independent School District No. 15 that the High School Girls Hockey program for an extended trip, November 4 - November 5, 2011 be approved as requested.

MOTION:

SECOND:

09/26/11

IV. F. APPROVAL OF EXTENDED TRIP – HIGH SCHOOL FOOTBALL

BE IT RESOLVED by the School Board of Independent School District No. 15 that the extended trip proposal for the High School Football team Lock In October 7 – 8, 2011 be approved as requested.

MOTION:

SECOND:

09/26/11

IV. G. APPROVAL OF EXTENDED TRIP – STUDENT CONGRESS

BE IT RESOLVED by the School Board of Independent School District No. 15 that the Student Congress extended trip to Duluth, MN October 14-15, 2011 be approved as requested.

MOTION:

SECOND:

09/26/11

IV. H. APPROVAL OF EXTENDED TRIP – STUDENT CONGRESS

BE IT RESOLVED by the School Board of Independent School District No. 15 that the Student Congress extended trip to Duluth, MN March 8-10, 2012 be approved as requested.

MOTION:

SECOND:

09/26/11

IV. I. 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):

\$1,792.34, Target Corp., to SFMS to be used at principal's discretion

\$3,586.38, Target – Take Charge of Education, to CCCS to be used at principal's discretion

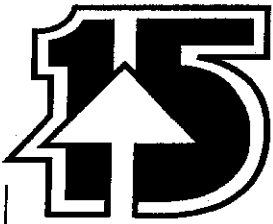
\$250.00, Peoples Bank of Commerce, scholarship for applicants that have an interest in business or finance. Preference will be given to students who have demonstrated leadership skills, who are involved in extra curricular activities and have received relevant honors

\$269.44, St. Francis Grid Club, thigh pads for football

MOTION:

SECOND:

09/26/11



GIFT CONTRIBUTION FORM

Date 9/9/11

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

The Target Corp.
would like to contribute \$ 1,792.34 to Independent School District 15. We request that the
contribution be used for the following purposes: at principal's discretion

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: 2357073
Name: Target Take Charge of Education
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: 9/12/11
Building principal signature: [Signature]

School Board approval date: 9-26-11



GIFT CONTRIBUTION FORM

Date 9-12-11

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

The Target - Take Charge of Education
would like to contribute \$ 3,586.38 to Independent School District 15. We request that the
contribution be used for the following purposes:

Principal's Discretion

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: 2342467

Name: Target - Take Charge of Education

Street address: Mail Stop 5CF - PO Box 59214

City/State/Zip: Mpls. MN 59214

Officer of contributing organization: Gregg Steinhafel

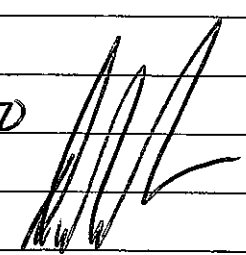
Office Use Only

Requester: _____

Revenue code: 01-404-000-000-096-000

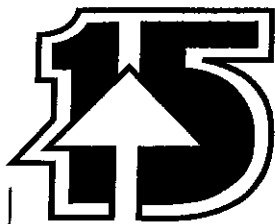
Expenditure code: 01-404-203-000-401-000

Thank you letter sent by building. Date: 9-12-11

Building principal signature: _____ 

School Board approval date: 9-26-11

White - Board Minutes Canary - Business Office Pink - Contributor Gold - Originating Building



GIFT CONTRIBUTION FORM

37

Date February 11, 2011

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

The Peoples Bank of Commerce

would like to contribute \$ 250.00 to Independent School District 15. We request that the

contribution be used for the following purposes: Applicants must have an interest in business or finance. Preference will be given to students who have demonstrated leadership skills, who are involved in extracurricular activities and have received relevant honors. Please submit a 100 word essay on your future endeavors.

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

Sincerely, NA

Check number: _____

Name: Peoples Bank of Commerce

Street address: 234 E 1st AVE

City/State/Zip: Cambridge, mn 55008

Officer of contributing organization: Ally A. Kelly

Office Use Only

Requester: SFHS Scholarship Program

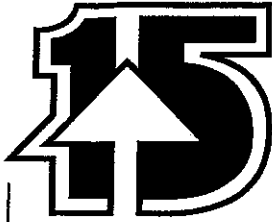
Revenue code: 09 000 000 000 096 800

Expenditure code: 09 005 960 000 898 000

Thank you letter sent by building. Date: 2-15-11

Building principal signature: [Signature]

School Board approval date: 9-26-11



GIFT CONTRIBUTION FORM

Date 8/30/11


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

The St. Francis Grid Club

would like to contribute \$ 269.44 to Independent School District 15. We request that the contribution be used for the following purposes: Thigh pads for football.

Team Sporting Goods - Inv# AAG006497-AH02

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: 2504

Name: St. Francis Grid Club

Street address: PO Box 387

City/State/Zip: St Francis, MN 55070

Officer of contributing organization: Aggie Quasabant

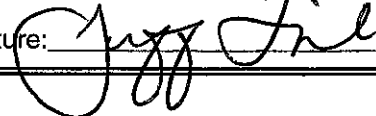
Office Use Only

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: 8-30-11

Building principal signature:  Paul Neubeck

School Board approval date: 9-26-11

VI. A. PROPOSED 2011 PAYABLE 2012 PROPERTY TAX LEVY

BE IT RESOLVED by the School Board of Independent School District No.15 that the Proposed Property Tax Levy for 2011 payable 2012 be certified to the County Auditor as follows:

All Levy Areas - \$ Maximum

Background: The District has received a preliminary copy of the proposed 2011 payable 2012 Property Tax Levy Limitations, which were prepared by the Minnesota Department of Education. Levy Limitations are developed for each school district by the Department based on the application of various funding formulas contained in State Statutes. As the Department of Education is still working on the levy reports, a copy of the levy limitation report and an analysis of that data will be provided for your information and review at the school board meeting.

Statute requires the School Board to certify its preliminary tax levy to the County Auditor by September 30, 2011. The county can grant a one week extension of this deadline. Due to the state shut down, the Minnesota Department of Education has asked all counties to grant this extension.

The resolution contains the recommendation for a "Maximum" levy certification. By certifying the "Maximum", the County Auditor can amend the amounts calculated on the initial levy limitation and certification report as corrected or updated by the Minnesota Department of Education.

The School Board may in its final certification of the tax levy make changes in the levy categories but may not exceed the amount of the proposed levy limitation.

MOTION:

SECOND:

09/26/11

VI. B. CLOSED SESSION – NEGOTIATION PARAMETERS

BE IT RESOLVED by the School Board of Independent School District No. 15 that a closed session be conducted for the purpose of discussing labor negotiation strategies under subd. 1 (b) of the Open Meetings Law, Minnesota Statutes Chapter 13D.03

Closed Session: Motion by _____, second by _____.
Vote:

Time:

Resume Open Meeting: Motion by _____: I move that the open meeting be resumed, second by _____.
Vote:

Time:

MOTION:

SECOND:

09/26/11