



# St. Michael Albertville Independent School District 885

## School Board Minutes

District Office Board Room -- Middle School West (Door A)

Dr. Ann-Marie Foucault, Superintendent of Schools

Drew Scherber, Chair | Kari Dwinnell, Treasurer | Gayle Weber, Vice-Chair

Jeff Lindquist, Director | Jennifer Peyerl, Clerk | Hollee Saville, Director

"Excellence  
is Our  
Tradition"

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**December 4, 2017**

The St. Michael-Albertville School Board held a Regular Meeting in the District Office Board Room -- Middle School West (Door A) at 7:00PM.

### Board Members

Present: D. Scherber, K. Dwinnell, G. Weber, J. Lindquist, J. Peyerl, H. Saville

Absent: None

### Staff

Superintendent Foucault, J. Aanerud, B. Driver, J. McDonald, A. Merfeld, W. Hoistad, V. Verbrugge, D. Birk, J. Kelly, C. Lahr, Recording Secretary H. Sroka

#### 1. Call to Order

Chair Scherber called the meeting to order with The Pledge of Allegiance. All members were present.

#### 2. Approval of Agenda Items

Dwinnell/Peyerl. Motion to approve agenda items as presented. Motion carried unanimously.

#### 3. Student and Staff Recognition

#### 4. Visitors

Persons not on the agenda wishing to address the school board (five minutes per individual)

#### 5. Reports

##### A. Truth in Taxation Hearing

Dr. Foucault presented the Truth in Taxation report, which included information on school funding, property tax levies and budgets, actual FY 2017 budget and estimated FY 2018 budget, the district's proposed tax levy for taxes payable in 2018, and the reasons why taxes increased. Highlights from the report include: The overall levy which includes all funds increased \$1,071,605 to \$13,565,782 or 8.6%.

In comparison to last year, the general education levy increased \$350,537 or 8.1%, community education increased \$20,026 or 6.5%, and debt service increased \$701,043 or 8.9%. An overall individual property tax increase of 8.6% is the result of an increase in the changes in value of individual properties, changes in the total value of all property in the district, shifts in state funding, and increased enrollment. Dr. Foucault stated the levy is primarily formula driven by state statute and impacted by enrollment, census, and equalization aid. The 2018 taxes provide revenue for the 2018-2019 school fiscal year. The budget will be adopted in June 2018. The presentation was available for Board review and placed on the district website. Dr. Foucault and the Board welcomed and heard from community members with questions on the levy and budget.

## B. Audit Report

Janel Bitzan, representative from berganKDV reported on the district's audit for FY 2017. Ms. Bitzan shared the auditors found a *material weakness* in lack of segregation of accounting duties, which is due to a limited number of district office staff. This is a yearly finding for the district. A *significant deficiency* in the preparation of financial statements, offsite cash collections, journal entry approval and documentation, and community education revenue. Recommendations were made for additional staff review and assistance in the processes of financial documentation, hiring additional staff for offsite cash collections, coding community education classes to reconcile participation with revenue, and establishing a billing structure for community education fees. Ms. Bitzan reported the following:

- \* With actual revenues at \$58,394,312 the budget produced a positive variance of \$1,628,125 or 2.9%. This is due to an increase in student enrollment and higher than anticipated special education revenue. Other revenues were over budget due to budgeting conservatively for student activities.
- \* Actual expenditures were over budget by \$671,190 or 1.2%. This is due to various projects such as improvements to the nurse's office at MW and modifications to special education classrooms at ME.
- \* The fund balance increased by \$1,204,439 from \$15,688,467 to \$16,892,906, which is 2.9 months of operating expenditures. District policy requires a General Fund balance equal to 1.5 months of operating expenditures.
- \* The unassigned fund balance increased from \$12,714,533 to \$13,934,239.
- \* The unrestricted fund balance as a percentage of unrestricted expenditures is 30.3%. In FY 2016, it was 30.7% compared to the state average of 20.7%. This statistic is often used to evaluate the financial health of a school district.
- \* The food service fund finished the year with a 44.4% fund balance, which is a very healthy \$1,285,664. Revenues increased 5.8% due to increased meals served because of an increase in student enrollment. Expenditures increased 6% due to increased kitchen staff and increased food costs due to the additional meals served.
- \* Revenues exceeded expenditures by \$140,815 in the Community Service Fund. This resulted in an increase in the fund balance by 7.0%.

The berganKDV Communications Letter Report and Financial Statements Report was available for Board review. Ms. Bitzan handed out the Audited Financial Statements to board members for review during her presentation. Dr. Foucault, Director Verbrugge, and Ms. Bitzan were available for questions from the Board.

Saville/Peyerl. Motion to accept the FY 2017 District's Audit. Motion carried unanimously.

## **6. Old Business**

## **7. New Business**

### **A. Action on Certifying Levy Payable 2018**

Dr. Foucault asked the Board to take action on Certifying the Levy Payable 2018. The overall levy increased by 8.6%. In comparison to last year, the general education levy increased \$350,537 or 8.1%, community education increased \$20,026 or 6.5%, and debt service increased \$701,043 or 8.9%. In a home with a market value of \$200,000 this is an increase of \$68/year. Dr. Foucault recommended the board certify the Proposed Levy Payable for 2018 in the amount of \$13,565,782 for a 8.6% change of \$1,071,605.

Weber/Lindquist. Motion to certify the Levy Payable 2018 for 8.6%, \$1,071,605. Aye: D. Scherber, K. Dwinnell, G. Weber, J. Lindquist, J. Peyerl. Nay: H. Saville. Motion carried.

### **B. Action on Memorandum of Understanding Concerning Midday Routes**

Dr. Foucault asked the Board to take action on a Memorandum of Understanding with the bus company addressing billing rates for midday routes. Director Wayne Hoistad shared with the Board the modified rates for varying routes involving Bright Beginnings and/or ECSE. An agreement was made for a three tier Type III van with a billing rate of \$100 per vehicle/route for the 2017-2018 school year. The MOU was available for the Board review.

Saville/Peyer. Motion to approve Memorandum of Understanding for midday routes. Motion carried unanimously.

### **C. Discussion on STMA Foundation**

Dr. Foucault asked the Board to consider forming a foundation, which would be a 501(c)(3) that focuses on scholarships. Many districts have started 501(c)(3) foundations. A foundation would increase transparency about the distribution process and protect the district and its employees. It would also permit businesses and private individuals to make taxable deductions. Dr. Foucault has met with representatives from Buffalo and Monticello Districts to get information about their foundations and visited with high school counselors about this possibility to form the STMA Foundation. Attorney Nathan Allen of Gries, Lenhardt, and Allen will set up the 501(c)(3) pro bono and will report to the board at the February 5 meeting.

Board consensus to move forward with the STMA Foundation.

## **8. Consent Agenda**

Lindquist/Weber. Motion to approve consent agenda as presented. Motion carried unanimously.

### **A. Approval of Previous Minutes**

1. November 20, 2017 Regular Meeting Minutes

## **B. Claims and Accounts**

Payroll	\$ 1,783,179.42
General Fund	\$ 567,555.60
Food Service	\$ 249,242.94
Community Service	\$ 17,873.60
Building Fund	\$ 41,891.51
Debt Redemption	
Trust Fund	
Agency Fund	\$754.07
Total	\$ 2,660,497.14

## **C. Treasurer's Report**

### **D. 2017-2019 Director Employment Contracts**

1. Barthel, Maryellen (CE) -- Director of Community Education, effective 07-01-2017 to 06-30-2019
2. Birk, Douglas (DO) -- Director of Administrative Services, effective 07-01-2017 to 06-30-2019
3. Cornell, Keith (HS) -- Director of Activities, effective 07-01-2017 to 06-30-2019
4. Helgeson, Delores (DO) -- Director of Food Service, effective 07-01-2017 to 06-30-2019
5. Hoistad, Wayne (DO) -- Director of Technology and Transportation, effective 07-01-2017 to 06-30-2019
6. Johnson, Teri (DO) -- Director of Teaching and Learning, effective 07-01-2017 to 06-30-2019
7. Larkin, Amy (DO) -- Manager of Special Services, effective 07-01-2017 to 06-30-2019
8. Verbrugge, Virginia (DO) -- Director of Finance, effective 07-01-2017 to 06-30-2019
9. Zerwas, Terry (DO) -- Director of Buildings and Grounds, effective 07-01-2017 to 06-30-2019

### **E. 2017-2019 Coordinator Employment Contract**

1. Barten, Jonah (DO) -- Testing and Assessment/MARSS Coordinator, effective 07-01-2017 to 06-30-2019
2. Becker, Lisa (CE) -- Kids Play Coordinator, effective 07-01-2017 to 06-30-2019
3. Bjork, Lisa (ALP) -- Knights Academy Coordinator, effective 07-01-2017 to 06-30-2019

4. Black, Lynn (CE) -- Assistant Kids Play Coordinator, effective 07-01-2017 to 06-30-2019
5. Chrobak, Sandra (DO) -- Accounts Payable Coordinator, effective 07-01-2017 to 06-30-2019
6. Dehmer, Heidi (CE) -- Youth and Adult Enrichment Coordinator, effective 07-01-2017 to 06-30-2019
7. Erickson, Nathan (HS) -- Assistant Activity Center Coordinator, effective 07-01-2017 to 06-30-2019
8. Guertin, John (DO) -- Technology Services Coordinator, effective 07-01-2017 to 06-30-2019
9. Helgestad, Jane (CE) -- Early Childhood/Bright Beginnings Coordinator, effective 07-01-2017 to 06-30-2019
10. Holmgren, Matt (DO) -- Network/Server Coordinator, effective 07-01-2017 to 06-30-2019
11. Kragness, Chad (DO) -- Technical Support Specialist, effective 07-01-2017 to 06-30-2019
12. LaDuke, Kristin (DO) -- Technical Support Specialist, effective 07-01-2017 to 06-30-2019
13. Ledahl, Sharilyn (DO) -- Curriculum Coordinator, effective 07-01-2017 to 06-30-2019
14. Legatt, Lindy (CE) -- Health Coordinator, effective 07-01-2017 to 06-30-2019
15. Moore, Marie (CE) -- Aquatics and Facilities Coordinator, effective 07-01-2017 to 06-30-2019
16. Nordmann, Emily (DO) -- Benefits Coordinator, effective 07-01-2017 to 06-30-2019
17. Reineke, Traci (DO) -- Accountant, effective 07-01-2017 to 06-30-2019
18. Ronning, Kimberly (DO) -- Food Service Coordinator, effective 07-01-2017 to 06-30-2019
19. Satrang, Marilyn (DO) -- Payroll Coordinator, effective 07-01-2017 to 06-30-2019
20. Sroka, Heather (DO) -- Administrative Assistant to the Superintendent, effective 07-01-2017 to 06-30-2019
21. Swanson-Valerius, Rita (DO) -- Technical Support Specialist, effective 07-01-2017 to 06-30-2019
22. Thompson, Jennifer (DO) -- Technology Services Coordinator, effective 07-01-2017 to 06-30-2019

**F. Trip Requests**

**G. Resignations, Retirements, Terminations and Layoffs**

1. Bebo, Jeff (HS) -- Assistant Girls Basketball Coach, resignation, effective 11-17-2017
2. Strait, Heather (MW) -- Middle School Track Coach, resignation, effective 11-16-17

3. Venaas, Matthew (MW) -- Middle School Track Coach, resignation, effective 11-17-2017

#### **H. 2017-2018 Change of Assignments**

1. Lehn, Emily (CE) -- ECFE Paraprofessional, change in assignment hours from 4 days per week / 2.375 hours per day to 4 days per week / 5.5 hours per day, effective 09-18-2017
2. Schoen, Keri (BW) -- Cook's Helper, change in building assignment, 5 days per week / 3 hours a day from Middle School West to Big Woods Elementary

#### **I. 2017-2018 Certified Staff Employment**

1. Westom, Elizabeth (ME) -- Language Arts Grade 6 Teacher - Long Term Substitute, replacing Debra Middleton, 1.0 FTE, BA Step 1, effective 12-04-2017 to on or about 12-22-2017

#### **J. 2017-2018 Coordinator Employment**

#### **K. 2017-2018 Support Staff Employment**

1. Bolstad, Stacy (ME) -- Special Education ASD Paraprofessional, replacing Amy Minnerath Peterson, 5 days per week / 6.5 hours per day, effective 11-20-2017
2. Gallagher, Grace (ME) -- Special Education ASD Paraprofessional, replacing April Kalal, 5 days per week / 6.5 hours per day, effective 11-30-2017
3. Gimpl, Bret (SE) -- Night Lead Custodian, replacing Craig Foster, 5 days per week / 8 hours per day, effective 11-20-2017
4. Hart, Marjory (HS) -- Special Education LD Paraprofessional - Long Term Substitute, replacing Gretchen Swee, 5 days per week / 6.5 hours per day, effective 12-04-2017 to on or about 01-02-2018
5. Lyon, McKenzie (SE) -- ECSE Paraprofessional, replacing Autumn Wolden, 4 days per week / 2.5 hours per day, effective 11-21-2017
6. Lyon, McKenzie (SE) -- Special Education Transportation Paraprofessional, replacing Autumn Wolden, 4 days per week (M-Th) / 1.25 hours per day, effective 11-21-2017
7. Olsen, Shari (HS) -- Supervision Paraprofessional, new position, 5 days per week / 1.25 hours per day, effective 11-03-2017
8. Schneider, Audrey (MW) -- Special Education Paraprofessional - Extracurricular Student Support, new position, 4 days per week (M-Th) / average 3.625 hours per week, effective 11-13-2017
9. Schuette, Trista (CE) -- Early Childhood Paraprofessional, replacing Lisa Bissen, 4 days per week / 3.25 to 3.5 hours per day, effective 12-04-2017
10. Stewart, Jennifer (AP) -- Special Education Paraprofessional, new position, 5 days per week / 6.25 hours per day, effective 11-30-2017
11. Suchy, Jody (MW) -- Special Education Paraprofessional - Extracurricular Student Support, new position, 4 days per week (M-Th) / average 3.625 hours per week, effective 11-13-2017

12. Syverson, Sydney (CE) -- Early Childhood Paraprofessional, replacing Lisa Bissen and Kristen Leonard, 5 days per week / 5 hours per day, effective 12-11-2017
13. Valerius, Alayna (BW) -- Kids Play Paraprofessional, replacing Susanna Holt, 5 days per week / 3.75 hours per day, effective 11-28-2017

**L. 2017-2018 Coaches and Extracurricular Staff Employment**

1. Devine, Melanie (HS) -- Assistant Speech Coach, new position, effective 11-13-2017
2. Fish, Sean (HS) -- Assistant Boys Hockey Coach, new position, effective 11-13-2017
3. Grygelko, Joe (HS) -- Assistant Wrestling Coach, new position, effective 11-20-2017
4. Johnson, Jason (HS) -- Assistant Boys Hockey Coach, new position, effective 11-13-2017
5. Lahr, Stephanie (HS) -- Assistant Girls Basketball Coach, replacing Jeff Bebo, effective 11-20-2017
6. Monahan, Ben (HS) -- Assistant Boys Hockey Coach, new position, effective 11-13-2017
7. Oseth, Jeff (HS) -- 10th Grade Boys Basketball Coach, new position, effective 11-20-2017
8. Schlangen, Erika (ME) -- Middle School Boys Basketball Coach, replacing Kevin Solum, effective 01-02-2018
9. Siemieniak, Joseph (HS) -- Assistant 1 Act Play Director, new position, effective 12-4-2017
10. Simpson, Slade (HS) -- 2/3 Weightlifting Coach, replacing Keith Cornell, effective 11-27-2017
11. Zopfi, Ronald (HS) -- 9th Grade Boys Basketball Coach, new position, effective 11-20-2017

**M. Leave of Absence**

1. Current, Jean (Don's Bus Serv) -- Transportation Paraprofessional, Medical - Employee Medical Leave (Non-FMLA), effective 11-22-2017 to on or about 01-01-2018

**9. Donations**

**A. Resolution Acceptance of Gifts**

**Member Peyerl introduced the following resolution and moved its adoption:**

WHEREAS School Board Policy 706 establishes guidelines for the acceptance of gifts to the District; and

WHEREAS, Minnesota Statute 465.03 states the School Board may accept a gift, grant, or devise of real or personal property only by the adoption of a resolution approved by two-thirds of its members;

THEREFORE, BE IT RESOLVED, by the ISD 885 School Board to gratefully accept the following gifts:

1. **Elite Commercial Cleaners donated \$1,000.00 to STMA High School for GPS Watches for girls golf.**

**The motion for the adoption of the foregoing resolution was duly seconded by Member Saville and upon vote being taken thereon, the following voted in favor thereof: Scherber, Lindquist, Saville, Weber, Peyerl, Dwinnell. And the following voted against the same: None. Whereupon the resolution was declared passed.**

**10. Information Items**

**11. Future Meeting Dates**

Monday, December 4, 2017 -- Regular Meeting (*one meeting in December*)

Tuesday, January 2, 2018 -- Regular Meeting (Reorganizational)

Thursday-Friday, January 11-12, 2018 – MSBA Leadership Conference

Tuesday, January 16, 2018 -- Regular Meeting

Monday, January 29, 2018 -- Joint Governance Meeting

Monday, February 5, 2018 -- Regular Meeting

Tuesday, February 20, 2018 -- Regular Meeting

**12. Adjourn**

Peyerl/Dwinnell. Motion to adjourn regular meeting at 8:55 p.m. Motion carried unanimously.

//Jennifer Peyerl

School Board Clerk