

SCHOOL BOARD
INDEPENDENT SCHOOL DISTRICT No. 15
St. Francis, Minnesota
July 13, 2026
Special Meeting - 6:30 p.m.
District Office
4115 Ambassador Blvd.
St. Francis MN 55070
M I N U T E S

The special meeting was called to order by Chairperson Burr at 6:30 p.m. with the following members present: Directors, Jessica Bakken-Kleven, Jake Humphrey, Annette West and Jill Anderson. Director Chad Working and Director Rob Schoenrock were not present. Superintendent Karsten Anderson was not present.

Call to Order – Pledge of Allegiance

Motion to approve the agenda

Motion was made by Ms. Anderson, second by Ms. West to approve the agenda.
Motion carried 5-0.

Consideration of Visitors

None

Consent Agenda

Mr. Burr asked if any School Board member wanted to remove any items from the consent agenda.

Motion was made by Ms. Anderson, second by Ms. Bakken-Kleven to approve the consent agenda.

Roll Call Vote:

Ms. West: aye

Ms. Anderson: aye

Mr. Humphrey: aye

Ms. Bakken-Kleven: aye

Mr. Burr: aye

Motion carried: 5-0

A. THAT the Regular School Board Meeting Minutes of June 22, 2026 be approved as presented.

B. THAT the Routine Personnel Items be approved as presented.

NEW EMPLOYMENT

Name	Position	Replacem ent for	Site	Position Status	Days/ Year	Hrs / Day	Salar y Level	Wage	Effecti ve
Draxten, Brenda	Helper Server	Janice Kappelhoff	SFE S	CONT	171	5.5	A11, Step 6	\$18.25	09/08/2 6
Nelson, Jack	Teacher, Fifth Grade	Merena Olson	SFE S	CONT	186	8	BA/E 1	\$49,86 6	08/31/2 6
Niemi, Shelby	Teacher, Music	Amanda Mastrian	SFE S	CONT	186	8	BA/E 1	\$49,86 6	08/31/2 6
Seekon, Jennifer	Teacher, SpEd	Natalie Reardon	CCE S	CONT	186	8	MA/ C1	\$70,25 9	08/31/2 6
Smart, Sean	Assistant Coach, Volleybal l	Amanda Schoening	SFH S	CONT	60	2.5	Sched C, HH-3	\$4,046	06/15/2 6
Tulip, Katelyn	Teacher, SpEd	Self	ECS E	CONT	186	8	BA/E 2	\$57,29 4	08/31/2 6
Vangsnes s, Kaitlyn	Behavior Interventi on Assistant	Amber Newton	SFH S	CONT	172	7.25	Step 2	\$26.22	08/31/2 6
Whittemo re, Esther	Teacher, Deaf of Hard and Hearing	Contracted Services	DW	CONT	186	8	MA/ C1	\$67,86 3	08/31/2 6
INTERNAL TRANSFERS									
Name	Current Position/ Location	Curren t Days/H rs	Curren t Salary	New Position/ Location		Days/ Hrs	New Salary	Effecti ve	
LEAVES OF ABSENCE									
					Expected Duration		Most recent assignment		
Name	Position		Location		From	To		Days/ Year	Hrs/ Day
Carlson, Timothy	Head Custodian		SFMS		04/09/20 26	10/09/2026 EXTENSION		261	8

Polzin, Jennifer	Teacher	ECSE	05/19/20 26	06/30/2026 RETURN	186	8
RESIGNATION/RETIREMENTS/TERMINATIONS/DISCONTINUANCE OF POSITION						
Name	Position	Site	Reason	Effective		
Bottema, Bryan	Day Lead Custodian	ECFC	Termination-District Decision	07/09/2026		
Milles, Annabelle	Office Professional	CCES	Resignation	09/03/2026		
Patnode, Emily	Teacher	XRDS	Resignation	06/30/2026		
Spaulding, Logan	Route Specialist	TRAN	Termination-District Decision	06/30/2026		
White, Angela	Teacher	DW	Resignation	06/30/2026		

- C. THAT the Disbursements be approved as presented.
D. THAT the Acceptance of Gifts be approved as presented.
E. THAT the Extended Trip Request – Girls Tennis be approved as presented.

Information Items and Reports

Crossroads East Update

Deb Parson, Director of Student Services provided the board a status update of the Nexxus Crossroads East facility. Ms. Parson answered questions from school board members.

2027 Budget Update

Dawn Duevel, Director of Business Services provided the board a status update of the 2027 adopted budget. Ms. Duevel answered questions from school board members.

Storm Water Management System Update

Chris Lindquist, Director of Community Education provided the board a status update of the SFHS stadium storm water management issues. Mr. Lindquist answered questions from school board members.

Administrative Report

Superintendent Karsten Anderson provided an update on administrative matters. Mr. Anderson was available by phone for questions; but was not needed.

Action Items

Approval of Laundry Workers, Grounds, Custodians and Maintenance Work Agreement
Motion was made by Ms. Anderson, second by Ms. West.

Motion carried 5-0.

Approval of School Board Charge to Student Discipline Committee

Motion was made by Ms. Anderson, second by Ms. Bakken-Kleven.

Motion carried 5-0.

Approval of Updated School Board Charge to the Community Engagement Task Force

Motion was made by Ms. Anderson, second by Ms. Bakken-Kleven.

Motion carried 5-0.

Approval of Policy 533

Motion was made by Ms. Anderson, second by Ms. West.

Motion carried 5-0.

Approval of E-Learning Memo of Understanding - Teachers

Motion was made by Ms. Anderson, second by Ms. West.

Motion carried 5-0.

Upcoming Meetings and Preliminary Topics

Superintendent Anderson keeps a 12-month calendar with important issues to track throughout the year. The calendar is included in the Board packet.

School Board Member Reports

Nothing to report this meeting.

Motion to adjourn made by Ms. Anderson, second by Ms. West.

Motion carried 5-0.

Meeting was adjourned at 7:11 PM.

Rob Schoenrock, School Board Clerk