

SCHOOL BOARD  
INDEPENDENT SCHOOL DISTRICT No. 15  
St. Francis, Minnesota  
August 24, 2026  
Regular Meeting - 6:30 p.m.  
District Office  
4115 Ambassador Blvd.  
St. Francis MN 55070  
M I N U T E S

The regular meeting was called to order by Board Chair Burr at 6:30 p.m. with the following members present: Directors, Rob Schoenrock, Chad Working, Annette West, Jessica Bakken-Kleven, and Jill Anderson. Superintendent Karsten Anderson was present. Director Jake Humphrey 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 6-0.

**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 Mr. Schoenrock to approve the consent agenda.

Roll Call Vote:

Ms. West: aye

Ms. Anderson: aye

Mr. Schoenrock: aye

Mr. Working: aye

Mr. Burr: aye

Ms. Bakken-Kleven: aye

Motion carried: 6-0.

- A. THAT the Regular School Board Meeting Minutes of August 10, 2026 be approved as presented.
- B. THAT the Routine Personnel Items be approved as presented.

| NEW EMPLOYMENT     |                                 |                  |                |                       |           |           |                    |           |           |
|--------------------|---------------------------------|------------------|----------------|-----------------------|-----------|-----------|--------------------|-----------|-----------|
| Name               | Position                        | Replacement for  | Site           | Position Status       | Days/Year | Hrs / Day | Salary Level       | Wage      | Effective |
| Ballejo, Amanda    | Behavior Intervention Assistant | Abigail Hanson   | SFLC           | CONT                  | 172       | 7.25      | Step 1             | \$27.02   | 8/31/26   |
| Bauer, MacKenzie   | Teacher, Music                  | Nancy Porter     | CCES           | CONT                  | 186       | 8         | BA/E2              | \$57,294  | 8/31/26   |
| Black-Asmus, Anna  | Teacher, SpEd                   | Josh Young       | SFMS           | CONT                  | 186       | 8         | MA/C4              | \$92,810  | 8/31/26   |
| Borg, Tammy        | Educational Assistant, SpEd     | Amy Green        | SFES           | CONT                  | 171       | 6.5       | Level III, Step 14 | \$20.61   | 9/8/26    |
| Hildenbrand, Kate  | Teacher, First Grade            | Briana Anderson  | SFES           | CONT                  | 186       | 8         | BA/E1              | \$49,866  | 8/31/26   |
| Jensen, Nicholas   | Teacher, SpEd                   | Self             | CCES           | CONT                  | 186       | 8         | BA/E2              | \$57,294  | 8/31/26   |
| Le May, Amanda     | Teacher, Kindergarten           | Kathi Green      | CCES           | CONT                  | 186       | 8         | MA/E3              | \$65,978  | 8/31/26   |
| Palm, Madeline     | Office Professional             | Annabelle Milles | CCES           | CONT                  | 202       | 8         | B22, Step 8        | \$22.52   | 8/10/26   |
| Reich, Kayla       | Educational Assistant, SpEd     | Myla Douglas     | SFES           | CONT                  | 171       | 6.5       | Level III, Step 11 | \$19.52   | 9/08/26   |
| Sherman, Ben       | Bus Driver                      | Steven Fleming   | TRAN           | CONT                  | 171       | 6         | Step 4             | \$24.71   | 9/8/26    |
| Smith, Savanna     | Teacher, SpEd                   | Self             | SFLC           | CONT                  | 186       | 8         | BA/E1              | \$49,866  | 8/31/26   |
| Stenberg, Breaunna | Assistant Dance Coach           | Cassie Tope      | SFHS           | CONT                  | 60        | 2.5       | Sched C, H-1       | \$3,227   | 6/15/26   |
| INTERNAL TRANSFERS |                                 |                  |                |                       |           |           |                    |           |           |
| Name               | Current Position/Location       | Current Days/Hrs | Current Salary | New Position/Location |           | Days/Hrs  | New Salary         | Effective |           |
| Whitney,           | Behavior                        | 172/7.1          | \$26.7         | Teacher,              |           | 186/8     | \$52,265           | 8/31/2    |           |

|                                                                        |                       |                 |                                |                          |                       |                               |   |
|------------------------------------------------------------------------|-----------------------|-----------------|--------------------------------|--------------------------|-----------------------|-------------------------------|---|
| Robert                                                                 | Intervention/SF<br>HS | 5               | 6                              | Business/SFHS            |                       |                               | 6 |
| <b>LEAVES OF ABSENCE</b>                                               |                       |                 |                                |                          |                       |                               |   |
|                                                                        |                       |                 |                                | <b>Expected Duration</b> |                       | <b>Most recent assignment</b> |   |
| <b>Name</b>                                                            | <b>Position</b>       | <b>Location</b> | <b>From</b>                    | <b>To</b>                | <b>Days/<br/>Year</b> | <b>Hrs/<br/>Day</b>           |   |
| Ashton,<br>Kendra                                                      | Teacher               | EBES            | 04/20/2<br>026                 | 06/04/2026<br>RETURN     | 186                   | 8                             |   |
| Ashton,<br>Kendra                                                      | Teacher               | EBES            | 09/08/2<br>026                 | 11/30/2026               | 186                   | 8                             |   |
| Burnham,<br>Maria                                                      | Teacher               | EBES            | 09/01/2<br>026                 | 11/24/2026               | 186                   | 8                             |   |
| Hoffman,<br>Haley                                                      | Teacher               | SFMS            | 05/08/2<br>026                 | 8/31/2026<br>RETURN      | 186                   | 8                             |   |
| Hoffman,<br>Haley                                                      | Teacher               | SFMS            | 09/01/2<br>026                 | 11/06/2026               | 186                   | 8                             |   |
| Schoening,<br>Amanda                                                   | Teacher               | SFHS            | 09/08/2<br>026                 | 11/30/2026               | 186                   | 8                             |   |
| Sherrill,<br>Katie                                                     | Teacher               | SFES            | 08/31/2<br>026                 | 12/01/2026               | 186                   | 8                             |   |
| <b>RESIGNATION/RETIREMENTS/TERMINATIONS/DISCONTINUANCE OF POSITION</b> |                       |                 |                                |                          |                       |                               |   |
| <b>Name</b>                                                            | <b>Position</b>       | <b>Site</b>     | <b>Reason</b>                  | <b>Effective</b>         |                       |                               |   |
| Gierke,<br>Anna                                                        | Educational Assistant | SFMS            | Resignation                    | 06/03/2026               |                       |                               |   |
| McElwee,<br>Cassie                                                     | Educational Assistant | CCES            | End of Temporary<br>Assignment | 06/03/2026               |                       |                               |   |
| Plzak,<br>Benjamin                                                     | Educational Assistant | SFHS            | Resignation                    | 08/10/2026               |                       |                               |   |
| Rolland,<br>Steven                                                     | School Bus Driver     | TRAN            | Resignation                    | 08/31/2026               |                       |                               |   |
| Witikko,<br>Xaiver                                                     | Teacher               | SFHS            | Resignation                    | 07/28/2026               |                       |                               |   |

### Information Items and Reports

*First Reading Policies: 402, 423, 509, 521, 524, 613, 621, 709, 721, and 722*

Brandon Nelson, Director of Human Resources provided the board with updated district policies. Action will be taken at a subsequent board meeting.

### *Facilities Update*

Chris Lindquist, Director of Community Education along with Michael Hart from PMA

provided the board with an update on facility projects and requests. Mr. Lindquist and Mr. Hart answered questions from board members.

#### *Administrative Report*

Superintendent Karsten Anderson provided an update on administrative matters. Mr. Anderson answered questions from school board members.

#### **Action Items**

##### *Lease Levy and Reimbursement Resolution*

Motion was made by Ms. Anderson, second by Mr. Schoenrock

Roll Call Vote:

Ms. West: aye

Ms. Anderson: aye

Mr. Schoenrock: aye

Mr. Working: aye

Ms. Bakken-Kleven: aye

Mr. Burr: aye

Motion carried: 6-0

##### *Reimbursement Resolution on the Abatement Bond*

Motion was made by Ms. Anderson, second by Mr. Schoenrock

Roll Call Vote:

Ms. West: nay

Ms. Anderson: aye

Mr. Schoenrock: aye

Mr. Working: aye

Ms. Bakken-Kleven: aye

Mr. Burr: aye

Motion carried: 5-1.

#### **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**

Reports were provided by Directors Schoenrock, Working, Anderson, West, Bakken-Kleven, and Chair Burr.

Chair Burr called for a five-minute recess at 7:17 PM

#### **Closed session –Superintendent Evaluation**

**As permitted by MN Statute 13D.05 subdivision 3(a); a meeting may be closed as permitted for the purpose of evaluation the performance of Superintendent Karsten Anderson.**

Motion to close the meeting made by: Mr. Working

Second by: Ms. Anderson

Vote: 6-0

Time: 7:30 PM

**Resume Open Meeting**

Motion made by: Ms. Anderson

Second by: Ms. West

Vote: 6-0

Time: 8:34 PM

Motion to adjourn made by Ms. Anderson, second by Mr. Working.

Motion carried 6-0.

**Meeting was adjourned at 8:35 PM.**

---

Rob Schoenrock, School Board Clerk