

NORTHFIELD PUBLIC SCHOOLS
School Board Minutes

School Board Meeting
August 10, 2009
Northfield High School Media Center

- I. Call to Order.
Chairperson Kari Nelson called the regular meeting of the Board of Education of Independent School District 659 to order at 7:00 pm. Berthelsen was absent.
- II. Agenda Changes.
The table file was added.
- III. Public Comment
There was none.
- IV. Approval of Minutes
On a motion by Cirksena, seconded by Iverson, the minutes of the Regular School Board meeting held on July 13, 2009, were unanimously approved.
- V. Announcements and Recognitions
 - Maple reported that the District had several high school students participating in all state music camps this past week, and that performances would be held the weekend of February 12, 2010.
 - Quinnell reported that an all school class reunion reception would be held on Saturday, September 12 during the Defeat of Jesse James Celebration weekend. The reception will be held from 9 AM to 9:30 AM in the High School Cafeteria. NHS students will conduct tours of the high school beginning at 9:30 AM until 11:00 AM. Quinnell expressed his hope that this event may be a kick-off to the beginning of an alumni association. Depending upon the interest in an alumni association, the Board may consider appointing a liaison.
- VI. Items for Discussion and / or Reports
 1. School District Savings on Service Contracts.
Director of Business Affairs Tom Stringer reviewed cost containment and savings achieved in contract renewals in the last 18 months. The District has examined District cost centers in a strategy to reduce and slow the aggregate rate of expenditure growth. This was an update on general fund spending in selected areas and did not require board action.
 2. MCA-II Test Scores.
Superintendent Chris Richardson provided an update on the results of the most recent MCA-II tests and the Adequate Yearly Progress (AYP) status of the District and individual schools based on those results. The impact of one or more subgroups of 20 or more students on the AYP status of the entire school was reviewed as well as the requirements placed on the school or district through No Child Left Behind (NCLB).
 3. Update on Implementation of Professional Learning Communities.
The Superintendent provided an update on the implementation of Professional Learning Communities and the plans for providing appropriate supervision for those students whose parents choose to have them remain in attendance during the one hour of PLC time scheduled for each Wednesday. Modifications have been made over the summer in response to changes in transportation and availability of Educational Assistants. Nelson reinforced that the 2009-2010 school year is a pilot year for PLCs and that modifications may be made.

VII. Superintendent's Report

A. Items for Individual Action

1. School Board Policy 410 – Family and Medical Leave.
On a motion by Stratmoen, seconded by Maple, the Board unanimously approved the revisions to Policy 410 – Family and Medical Leave, as presented.
2. Board Member Resignation.
On a motion by Quinnell, seconded by Stratmoen, the Board reluctantly unanimously accepted the resignation of Diane Cirksena from the Northfield Board of Education effective August 15, 2009. Nelson thanked Diane for her years of service since January 2005.
3. Clerk Vacancy.
Stratmoen moved and Maple seconded Ellen Iverson's nomination as Clerk of the Northfield Board of Education effective August 15, 2009 through December 31, 2009. Hearing no other nominations, the Board unanimously approved Iverson as Clerk of the Northfield Board of Education from August 15, 2009 through December 31, 2009.
4. Process for Filling the Vacancy on the School Board.
The Board will need to appoint someone to serve the portion of the vacated position from September 28, 2009 through December 31, 2010. In November 2010 a special election will be held to elect someone to fill the remaining two years of the vacated position (1/1/11 through 12/31/12).

Board Chair Nelson presented her recommendation of a process to fill the vacancy on the Northfield Board of Education. She recommended an open application process. Interested individuals would complete an application with three basic questions: why do you want to serve on the School Board, applicant's experience relative to the Northfield School District; and applicant's experience working within a group or board-type setting. Applications would be due by September 15, 2009. A subcommittee of three School Board members would review the applications and make a recommendation to the full Board at its September 28th meeting. An appointment would be made at that time. Nelson asked that Board members interested in serving on the subcommittee to contact her.

On a motion by Quinnell, seconded by Stratmoen, the Board unanimously approved the process, as described, to appoint a person to fill the vacancy on the School Board created by Diane Cirksena's resignation from 9/28/09 through 12/31/10.

B. Items for Consent Grouping.

On a motion by Cirksena, seconded by Iverson, the Board unanimously approved the following items listed under the Consent Grouping.

1. Gift Agreement.
The Northfield Booster Club has donated \$18,700 to be used as outlined on the gift agreement dated July 14, 2009.
2. Grant Request.
The Board approved a grant application to the Minnesota Department of Public Safety/Office of Justice for the PRIMETIME After School/Summer Program. The current funding for this program has expired.

3. Professional Services Contracts.

The Board approved a Professional Services Contract with Beth Berry and Susan Sanderson. These are 13-month contracts beginning September 1, 2009 through August 31, 2010 to execute the TORCH grant received by the District from the Great Lakes Higher Education Guaranty Corporation.

4. Contract to Renew the Agreement with the Center for Sports Medicine and Rehabilitation (CSMR) for the Services of a Certified Athletic Trainer for Northfield High School.

The Board renewed the Agreement for the 2009-10 and 2010-11 school years with CSMR. Northfield Hospital has agreed to hold the rate for services at the 2008-09 level. The contract provides for an increase in rates for 2010-11 at 2.5%.

5. Metro Sales - District Copiers.

The new lease has two less copiers and represents a significant decrease in annual costs. The Board awarded the contract to Metro sales for a base monthly lease cost of \$2,481.20 and an estimated service cost of \$2,340.00 (based on a volume of 600,000 copies per month.) The annual estimated cost is \$58,254.40. Previous cost of the copiers was \$125,706.24 per year. The funding is part of the general operating fund and has been budgeted in the 2009-10 adopted budget.

6. Personnel Items.

a. Appointments**

1. Jacqueline Hillstrom, High School Social Studies Teacher, beginning with the 2009-10 school year, BA-0*.
2. Leslee Swenson, Third Grade Teacher at Greenvale Park Elementary, beginning with the 2009-10 school year, BA-3*.
3. Kourtney Huettl, Summer PLUS Site Assistant substitute, beginning 7/14/09 for 11 days, \$11.03/hr.
4. Steve Meierbachtol, 0.2 FTE Middle School Math Teacher, for the 2009-10 school year, MA60-17*. (*This will make his total assignment 0.6 FTE.*)
5. John Sand, 0.4 FTE High School Phy Ed Teacher, for the 2009-10 school year, BA15-0*. (*This will make his total assignment 0.85 FTE.*)
6. Karna Hauck, 0.25 FTE High School Art Teacher, beginning 9/1/09 through 1/29/10, MA-11*. (*This will make her total assignment 0.5 FTE.*)
7. Co-Curricular Assignments
 - a. Steve Cade, High School Mock Trial Coach, beginning with the 2009-10 school year, Level G (step 4), according to the NEA Agreement.
 - b. Tim Schmidt, 9th Grade Assistant Boy's Soccer Coach, beginning with the 2009-10 school year, Level F (step 1), according to the NEA Agreement.
 - c. Erin O'Neill, PT Assistant MS Girl's Soccer Coach, beginning 8/17/09, \$12.00/hour.
 - d. Jackie Hillstrom, Asst. Boys/Girls Cross Country Coach, beginning with the 2009-10 school year, Level G (step 1), according to the NEA Agreement.
 - e. Melissa Spitzack, 6th Grade Volleyball Coach (hourly), beginning 9/8/09, \$14.00/hour.
 - f. Anthony Yurek, Assistant Boys Soccer Coach, beginning with the 2009-10 school year, Level F (step 1), according to the NEA Agreement.
 - g. Allison Bartron, JV Dance Team Co-Coach, beginning with the 2009-10 school year, Level F (step 2), according to the NEA Agreement.
8. Mary Schmitt, 1.0 FTE H.S. Social Studies Teacher, from 1/29/10 through 6/14/10, BA-0*.
9. Ann Dybvik, 0.9 FTE Speech and Language Pathologist at Greenvale Park, beginning 8/31/09, MA60-10*.
10. Carolyn Duba, 0.6 FTE H.S. Psychologist, beginning 8/31/09, MA30-6*.

- b. Leave of Absence
 - 1. Victoria Shimota, Special Educational Ed Assistant, Medical Leave of Absence, beginning 9/8/09 through 11/1/09.

- c. Retirements/Resignations
 - 1. Evelyn Bushman, Accounting Technician-Accounts Payable, retirement effective September 30, 2009. Ms. Bushman has been with the district since 1988.
 - 2. Diane Von Ruden, Middle School Administrative Support Assistant, resignation effective September 9, 2009. Ms. Von Ruden has been with the district since 1995.
 - 3. Sara Pratt, Educational Speech & Language Pathologist at Greenvale Park Elementary, resignation effective 7/28/09, contingent upon hiring a suitable replacement.

- d. Change in Assignment/Additional Assignment
 - 1. Sari Zach, changing from Third Grade Teacher at Greenvale Park to First Grade Teacher at Greenvale Park, beginning with the 2009-10 school year.
 - 2. Chris Holmquist, High School Art Teacher, from .8 to 1.0 FTE for the 2009-10 school year.
 - 3. Kristin Lindholm, High School English Teacher, from .2 to .4 FTE for the 2009-10 school year.
 - 4. Dee Tomczik, Summer PLUS Site Lead, additional 6 days for Session 2 (from 25 days to 31 days), through 8/20/09.

- e. Increase/Decrease/Change in Position
 - 1. Shannon Iramina, Hand in Hand Teacher at Longfellow, decrease in hours from 40 hrs./week to 13 hrs./week, beginning 9/1/09.

*Lane placement subject to verification by Professional Growth Committee.

**Conditional offers of employment are subject to successful completion of a criminal background check.

VIII. Items for Information

There were no items for information.

IX. Future Meetings

Monday, August 24, 2009, 7:00 PM, Regular School Board meeting, Northfield High School Media Center

Monday, September 14, 2009, 7:00 PM, Regular School Board meeting, Northfield High School Media Center

X. On a motion by Stratmoen, seconded by Maple, the Board adjourned at 8:15 PM.

The Board concluded its meeting with a standing ovation for Diane Cirksena.

A closed negotiations strategy session followed in the District Office Conference Room.

Ellen Iverson, School Board Clerk