

**NORTHFIELD PUBLIC SCHOOLS**  
**School Board Minutes**

School Board Meeting  
September 27, 2004  
Northfield High School Cafeteria Annex

- I. Call to Order.  
Chairperson Noel Stratmoen called the meeting of the Board of Education of Independent School District 659 to order at 7:30 p.m. No one was absent.
- II. Agenda Changes.  
The table file was added.
- III. Public Comment.  
There was none.
- IV. Approval of Minutes.  
On a motion by Boardman, seconded by Nelson, minutes of the School Board meeting held on September 13, 2004, were approved.
- V. Announcements.
  - Congratulations to Director of Buildings and Grounds Don Warhol, who was named "Minnesota Plant Manager of the Year" by the Minnesota Association of School Maintenance Supervisors.
- VI. Celebration - New Piano!  
High School Vocal Music Teacher Ryan Connolly invited School Board members to a public 'thank you' event on Monday evening, October 11 for the new Baldwin piano. More than 125 community members and businesses donated over \$25,000, which made the purchase of the piano possible. This special celebration will begin at 6:30 PM in the High School Cafeteria and then move to the music rooms where the Concert Choir will perform at 7:15.
- VII. Items for Discussion and Reports.
  1. Federal Programs Update.  
The school district's Local Educational Agency representative and Greenvale Park Elementary School Principal Julie Nielsen and members of the federal programs team provided an overview of the district's federal title programs. They shared the core activities provided in each program and the current federal budget allocation that funds these activities in our district.
  2. Annual Report on Curriculum, Instruction and Student Performance.  
Communications Coordinator Rebecca Bazan presented a draft of the 2003-2004 Annual Report on Curriculum, Instruction and Student Performance, which includes curriculum goals, graduation requirements, learning initiatives, and Northfield Measures of Academic Progress (MAP) test results compared to state averages. It also includes information about several educational programs initiated in 2003-2004 and testing and assessment schedules for the 2004-2005 school year. The Annual Report will be mailed to residents in the Northfield School District in mid-October.

3. School Board Policies.

Superintendent Richardson discussed with the Board the possibility of establishing a Board policy review standing committee to assist with future policy modifications and revisions. The Board agreed that this would be a helpful committee. Wolle, Boardman and Nelson expressed an interest in being on this committee.

VIII. Superintendent's Report.

A. Items for Individual Action

1. Policies 603, 616, 648, 649, 650, 651, 652 - Curriculum Improvement Process and Staff and Community Involvement.

On a motion by Boardman, seconded by Zakrajsek, the Board approved the following policies.

- Policy 603 - Curriculum Development, Implementation and Delivery
- Policy 616 - School District System Accountability
- Policy 648 - Instructional Programs
- Policy 649 - Dissemination of Information about Required Instructional Programs
- Policy 650 - Community Involvement in Education Program Development: Site Councils
- Policy 651 - Community-School Involvement in Setting Goals, Evaluating Progress and Planning Improvements in the Instructional Program: District Educational Program Advisory Council
- Policy 652 - Instructional Materials Selection and Production

2. Policy 558 Nonresident Open Enrollment.

On a motion by Smith, seconded by Nelson, the Board approved Policy 558, Nonresident Open Enrollment, as presented.

3. 2004 Payable 2005 Proposed Total Certified Tax Levy.

On a motion by Wolle, seconded by Boardman, the Board approved certifying to County Auditors/Treasurers a 2004 payable 2005 total tax levy in the amount of \$8,731,671 or the maximum amount as determined by the Minnesota Department of Education.

4. Financial Reports - June 2004.

On a motion by Smith, seconded by Dahl, the Board approved paid bills totaling \$3,313,569.36, payroll checks totaling \$4,120,001.69, and the financial reports for June 2004.

5. Financial Reports - July 2004.

On a motion by Dahl, seconded by Smith, the Board approved paid bills totaling \$1,956,944.17, payroll checks totaling \$404,441.38, bond payments totaling \$1,481,543.14 and the financial reports for July 2004.

6. Closed Session.

On a motion by Zakrajsek, seconded by Nelson the Board approved a closed session immediately following the September 27, 2004, Regular School Board meeting in the District Office Conference Room to discuss private personnel data.

B. Items for Consent Grouping.

On a motion by Wolle, seconded by Dahl, the Board approved the following items listed under the Consent Grouping.

1. Professional Service Agreement with Omada, Inc.

The Board of Education approved a "Professional Service Agreement with Omada, Inc" in the amount of \$15,000 to provide chemical health education, consultation and prevention services at Northfield High School. The fee will come from Safe and Drug-Free Schools funds.

2. Dental Renewal.

The School Board accepted Mutual of Omaha's proposal to provide Group Dental Insurance for an 11-month period from October 1, 2004, to August 30, 2005. During this period, Mutual of Omaha will provide coverage for our eligible employees at the following rates:

Employee only	\$ 38.07/month
Family	\$112.21/month

3. Overnight Student Field Trip Request.

A trip to the Boundary Waters Canoe Area beginning May 31st through June 3rd for seven ALC students and Cheryl Mathison and Eric McDonald was approved. This trip is the culmination of a quarter long integrated curriculum class incorporating English, Science, History, Physical Education and Work Seminar.

4. Personnel Issues.

a. Appointments\*

- (1) Gretchen Colby, Middle School Youth Center Lead Assistant, 3.0 hours per day, 4 days/week, effective September 7, 2004, \$12.00 per hour. There are no benefits with this position.
- (2) Michael Berger, School Session ASU Program Assistant at Bridgewater School, 3.5 hours per day, beginning September 1, 2004, \$9.30 per hour subject to revision when negotiations for 2004-05 are completed. There are no benefits with this position.
- (3) Tammie Warner, School Session ASU Program Assistant at Sibley for up to 3.25 hours per day, beginning September 22, 2004, Step 1 of the 2003-04 wage scale subject to revision when negotiations for 2004-05 are completed. There are no benefits with this position.
- (4) Hollis Ellingboe, School Session ASU Program Assistant at Sibley for up to 3.5 hours per day, beginning September 20, 2004, Step 2 of the 2003-04 wage scale subject to revision when negotiations for 2004-05 are completed. There are no benefits with this position.
- (5) Kerry Grau, School Session ASU Program Assistant at Bridgewater for up to 2.0 hours per day, beginning September 20, 2004, Step 1 of the 2003-04 wage scale subject to revision when negotiations for 2004-05 are completed. There are no benefits with this position.
- (6) Cheryl Breckenridge, School Session ASU Program Assistant at Bridgewater for up to 3.5 hours per day, beginning September 20, 2004, Step 1 of the

2003-04 wage scale subject to revision when negotiations for 2004-05 are completed. There are no benefits with this position.

- (7) Katie McLeish, School Session ASU Program Assistant at Bridgewater for up to 3.25 hours per day, beginning September 22, 2004, Step 1 of the 2003-04 wage scale subject to revision when negotiations for 2004-05 are completed. There are no benefits with this position.
- (8) Sarah (Mandy) Ryan, Supervisory Educational Assistant for ECFE at Longfellow School for up to 12 hours per week beginning September 20, 2004, Class I, step 2 of the wage scale for Educational Assistants; and School Session ASU Program Assistant at Greenvale Park for 27.50 hours per week beginning September 20, 2004, Step 2 of the 2003-04 wage scale for ASU Program Assistants subject to revision when negotiation for 2004-05 are completed. There are pro-rated benefits with the ASU position.
- (9) Jean Goss, Supervisory Educational Assistant for ECFE at Longfellow school for up to 20 hours per week, beginning September 20, 2004, Class I, step 2, pro-rated benefits.
- (10) Co-Curricular Assignments for 2004-05
  - Rebecca Messer, High School Chess Club Advisor
  - Noreen Cooney, Clinical Supervision for School Social Workers, stipend of \$1,500 for 2004-05 year only.
  - Heather Ims, transfer from 6<sup>th</sup> Grade Volleyball part-time Assistant Coach (hourly) to 7<sup>th</sup> Grade Volleyball Coach (23 days of assignment)
  - Kerri Dols, 6<sup>th</sup> Grade Volleyball part-time Assistant Coach (hourly)
  - Perrin Boyd, CAPP Coordinator, stipend \$3,750.
  - Kari Winter, .3 overload prep time, effective beginning of the 2004-05 school year.
  - Gil Ross, Concessions Manager, the stipend for 2004-05 is \$1,500. Stipend and fringes are reimbursed by the Booster Club.
  - Abbie Storlie, Assistant Girls Gymnastics Coach
  - Andy Rezac, Assistant Boys Hockey Coach
  - Jack Lloyd, Assistant Boys Hockey Coach
- (11) Jacqueline Scott, High School Food Service Dishroom/Server Position, for 3.5 hours per day beginning September 20, 2004, Level F wage scale, entry level. There are no benefits with this position.
- (12) Linda Oto, Kids' C.A.F.E. Site Supervisor (formerly FreePops Program), for 15 hours per week, beginning October 4, 2004, salary based on contract amount for Kids' C.A.F.E. Supervisor. This is in addition to her position of Volunteer Coordinator.
- (13) Colleen DeWall, Supervisory Education Assistant for Kids' C.A.F.E., 3.0 hours per week, beginning October 4, 2004, Class I, step 3. This is in addition to her regular assignment.

b. Increase in Hours

Increase of 30 minutes per day effective September 20, 2004, for the following Special Ed Educational Assistants at Sibley School: Sherri Goehring, Sheila Winegardner, LuAnn Raadt and Colleen DeWall.

c. Leave of Absence

- (1) MariaClara Kell, unpaid leave of absence beginning Sept 20, 2004.

d. Resignations

- (1) Tracy Gunderson, Youth Center Site Supervisor. Her last day of work was September 23, 2004.
- (2) Lindsey Downs, 7<sup>th</sup> Grade Volleyball Coach
- (3) Virginia Berry, Special Ed Education Assistant. Her last day of work was September 24, 2004.

\*These conditional offers of employment are subject to successful completion of a criminal background check.

\*\*Lane placement subject to verification by the Professional Growth Committee.

e. Policies Covering Wages, Hours, and Fringe Benefits for 2004-05 and 2005-06.

The policy covering wages and benefits for Supervisors and Other Staff was approved. The amounts are within that budgeted previously by the School Board for salaries and benefits.

IX. Items for Information

1. Enrollment Report, as of September 20, 2004.
2. Questions for 2004 Legislative Candidates provided by Schools for Equity in Education and Alliance for Student Achievement.

X. Future Meetings/Events

Monday, October 11, 2004, 7:30 PM, Regular School Board Meeting,  
Northfield High School Media Center  
Monday, October 25, 2004, 7:30 PM, Regular School Board Meeting,  
Northfield High School Media Center

XI. Adjournment

On a motion by Wolle, seconded by Nelson, the Board adjourned at 9:05 pm.

Wendy Smith, Clerk