

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

School Board Meeting  
February 14, 2005  
Northfield High School Media Center

- I. Call to Order.  
Chairperson Kari Nelson called the meeting of the Board of Education of Independent School District 659 to order at 7:00 p.m. No one was absent.
- II. Agenda Changes.  
There were none.
- III. Public Comment.  
No one addressed the Board.
- IV. Approval of Minutes.  
On a motion by Stratmoen, seconded by Boardman, the minutes of the Regular School Board meeting held on January 24, 2005, were approved.
- V. Announcements.
  - The Board extended their deepest sympathy to the family and friends of Jeff Amerman, Middle School Girls Soccer Coach.
  - National No Name-Calling Week was recognized at the Middle School January 25th through the 28th. The purpose of the week was to address name-calling and bullying that occurs in school. There were several activities that were aimed at increasing awareness of bullying in school.
  - The middle school Science Olympiad Team recently competed in the regional event and qualified for the state meet that will be held in early March.
  - The annual spelling bee was held on February 3rd. Dan Melstrom, Coleman Durkin, Josette West and Zack Boling-Green will represent Northfield at the Regional Bee in March.
  - The Music Listening Team, under the direction of Karen Madsen, took first place at the Region competition on Friday, Jan. 21.
  - Congratulations to the boys' swim team for winning the Missota Conference Co-Champions title! This is the first Missota Conference title since 1995.
  - Congratulations to the Northfield Raider Speech Team for winning first place at the New Prague Invitational.
  - Congratulations to the Hiliners for their second place win at their sections meet.
- VI. Items for Discussion and/or Reports
  1. Teacher Mentoring Program.  
Mentor teachers Connie Nelson (elementary), Lu Lindstrom (middle school) and Kim Slegers (high school) spoke to the Board about the service they are providing new teachers in the District through the teacher mentoring program. Building a trusting relationship with new teachers and providing a support network are two critical elements of the program. All three spoke about the value of the program especially as it relates to one of the District's recently adopted key strategies - *We will hire and retain highly qualified educators and provide them with ongoing support and training to deliver high quality instruction that meets the unique needs of all learners.*

2. Governor's Budget Proposal.

Superintendent Richardson reported on the state of school district funding. He also addressed several of the claims currently being made about school funding and taxes and provided an overview of the Governor's proposal and its potential impact on our School District's revenue for the next biennium.

3. Budget Reduction Process Update.

The School Board was provided an update on the work of the five budget reduction teams. The budget reduction teams have been meeting weekly and are on target to complete their 10% reduction packages and 1% and 2% restoration packages by February 25. On March 1 each Budget Team Leader will present their team's packages to the Budget Review Committee with the Board of Education and Superintendent Richardson sitting in as process observers. The Budget Review Committee will rank the restoration packages and give that ranking to the Superintendent and School Board.

VII. Superintendent's Report

A. Items for Individual Action

1. Middle School Construction Change Order.

On a motion by Hargis, seconded by Hager, the Board accepted change order #25 in the amount of \$60,040.45 resulting in a current contract amount of \$27,267,294.39 for the Middle School Bid Package #2 building construction contract with Adolfsen and Peterson, Inc.

2. Bids on Johnson Controls Health and Safety Projects.

On a motion by Stratmoen, seconded by Cirksena, the Board accepted the low qualifying bid and entered into a contract with Cool Air Mechanical in the amount of \$291,700 to provide HVAC mechanical ventilation and piping construction services for Sibley and Greenvale Park.

On a motion by Stratmoen, seconded by Boardman, the Board accepted the low qualifying bid and entered into a contract with Retrofit Company in the amount of \$43,900 to provide electrical construction services for Sibley and Greenvale Park.

3. Budget Calendar.

On a motion by Hager, seconded by Cirksena, the Board approved the budget calendar for FY 2006 as modified. Added to the Budget Calendar was a public hearing on March 15, 2005, regarding the budget reduction proposals and a Special School Board Meeting on April 4, 2005, to act on the budget reduction proposals.

4. Resolution Requiring the Administration to Make Recommendations Regarding Programming and Staffing for Next Year.

On a motion by Stratmoen, seconded by Hargis, the Board authorized the administration to make recommendations for additions and reductions in program and for adding or discontinuing positions.

5. Community Relations Services.

On a motion by Smith, seconded by Stratmoen, the Board authorized the community education division to provide communication and community relations services through the remainder of the 2004-05 school year.

6. Board Policies.

On a motion by Hager, seconded by Boardman, the Board approved the following School Board Policies as presented:

- Policy 306 - Administrator Code of Ethics
- Policy 310 - Recruitment and Selection of Principals
- Policy 401 - Equal Employment Opportunity
- Policy 402 - Disability Nondiscrimination Policy
- Policy 403 - Dismissal of Employees
- Policy 404 - Employment Background Checks

B. Items for Consent Grouping.

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

1. Service Agreement with Corporate Health System.

The Board approved the service agreement with Corporate Health System. This agreement is the result of the recommendations of the Benefits Task Force. It consolidates administration services for the Flexible Benefits Plan and benefit continuation for COBRA and retiree insurance programs. In addition, it provides for Corporate Health Systems to become the Agent of Record for the District's benefits.

2. School Pictures for 2005-2006 and 2006-2007 School Years.

The Board of Education accepted the agreement with Hoffman's Photography to provide for school pictures for the 2005-2006 and 2006-2007 school years at the portrait package prices and terms listed.

3. Teaching American History Summer Workshop Contract.

The Board approved a workshop contract with Teachers' Curriculum Institute to provide a seminar this summer for high school and middle school teachers as part of the Teaching American History grant.

4. Cultural Liaison for Project Friendship.

The Board approved the Agreement with Project Friendship to enter into a shared arrangement whereby Joan Lizaola, Liaison for Minority Issues, will provide additional services as the Cultural Liaison for Project Friendship during the 2004-2005 school year. Project Friendship will provide \$1975 for the additional services.

5. Overnight Trip Proposal.

The Board approved Business Teacher Eric Roesler's overnight trip request. He will bring 5 students to the state DECA conference in downtown Minneapolis March 6-8.

6. District Maintenance Building Lease Agreement.

The Board approved the extension of this lease through January 31, 2007, at a cost of \$5,000 per month. The funding is provided through a separate levy for lease space in the capital budget.

7. Contract with Institute for Environmental Assessment.

The Board approved the renewal of the contract for asbestos design, management and monitoring for potential work required in conjunction with projects at Northfield High School, Longfellow and Greenvale Park.

8. Personnel Items.

a. Appointments\*

1. Stella Gilbertson, long-term substitute Grade 2 Teacher at Greenvale Park from January 25, 2005, through June 3, 2005, (90 days), BA lane, step 0.
2. Jacqueline Meyer, ALC Home Visitor, for up to 8 hours per week. The Wings Grant funds this position. Ms. Meyer will be paid at her current hourly rate.
3. Nichole Mahlstedt, Student Services Secretary at Longfellow School, beginning February 21, 2005, Class IV, step 1.
4. Danielle Pedretti, Early Childhood Pre-School Teacher, 12.0 hours per week, beginning January 31, 2005 through May 19, 2005, contingent upon the district's ability to obtain a variance. BA lane, step 0.
5. Co-Curricular Assignments  
Mark Auge/David Von Ruden, Assistant Boys Baseball Coach, split stipend.  
Michael Allen, Assistant Boys Baseball Coach  
Tim Larsen, Assistant Boys and Girls Track Coach

b. Leaves of Absence

1. Mary Bleckwehl, extension of leave of absence without pay through February 28, 2005.
2. Jennifer Lompart, childcare leave from on or about April 13, 2005, through June 3, 2005.
3. Laura McManus, leave of absence without pay for the 2005-06 school year.

c. Retirement/Resignations

1. Christine Ellison, Grade 4 Teacher at Greenvale Park, retirement effective at the end of the 2004-05 school year. Ms. Ellison has been with the district for 33 years.
2. Ted Peterson, Speech and Language Pathologist at Bridgewater, retirement effective at the end of the 2004-05 school year. Mr. Peterson has been with the district for 26 years.
3. Kathleen Holden, Early Childhood Special Education Teacher at Longfellow School, retirement effective at the end of the 2004-05 school year. Ms. Holden has been with the district for 19 years.
4. Mandy Ryan, Kidventures Site Leader and ECFE Educational Assistant. Her last day of work is February 11, 2005.

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

VIII. Items for Information.

1. 2005-2006 School Year Calendar.

Following solicitation from a broad range of affected parties, the district's Meet and Confer committee met on February 1, 2005, and is recommending the adoption of their proposed 2005-2006 school year calendar. A copy of the proposed calendar for the 2005-2006 school year was given to Board members. The Board will act on the recommendation of the Meet and Confer meeting at the February 28, 2005, school board meeting.

2. Board Policies.

The Board Policy Review Committee met and presented the following policies for review and comment:

- Policy 405 - Veteran's Preference; Hiring
- Policy 406 - Public and Private Personnel Data
- Policy 407 - Employee Right to Know - Exposure to Hazardous Substances
- Policy 408 - Subpoena of a School District Employee
- Policy 409 - Employee Publications, Instructional Materials, Inventions and Creations
- Policy 410 - Family and Medical Leave Policy
- Policy 412 - Expense Reimbursement
- Policy 413 - Harassment and Violence
- Policy 414 - Mandated Reporting of Child Neglect or Physical or Sexual Abuse
- Policy 415 - Mandated Reporting of Maltreatment of Vulnerable Adults
- Policy 417 - Chemical Use/Abuse
- Policy 418 - Drug-Free Workplace/Drug-Free Schools
- Policy 419 - Tobacco-Free Environment
- Policy 421 - Gifts to Employees
- Policy 423 - Employee-Student Relationships

Over the next two weeks, Board members and individuals were invited to react to these policies. Discussion and final action by the School Board on these policies is scheduled for the February 28, 2005, regular School Board meeting.

3. End of Second Quarter / End of First Semester Enrollment Report.

4. Legislative Platforms.

Director of Student Services Dr. Gary Lewis provided the School Board with the 2005 Legislative Platform/Position Statements for two organizations - the Minnesota Council for Exception Children (MNCEC) and Minnesota Administrators for Special Education (MASE).

5. Grant Received.

The grant request submitted by Sibley Elementary School Teacher Dan Foley to Best Buy in the amount of \$2,500 was approved. The funds will be used to purchase handheld computers.

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IX. Future Meetings

Monday, February 28, 2005, 7:00 PM, Regular School Board Meeting,  
Northfield High School Media Center

Tuesday, March 1, 2005, 4 PM - 9 PM, Budget Review Committee,  
Northfield Community Resource Center, SS 104/106

Monday, March 14, 2005, 7:00 PM, Regular School Board Meeting,  
Northfield High School Media Center

X. Adjournment

On a motion by Stratmoen, seconded by Smith, the Board adjourned at 9:25 pm.

Jean Boardman, Clerk