

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

School Board Meeting  
May 29, 2007  
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.  
The table file was added.
- III. Public Comment.  
There was none.
- IV. Approval of Minutes.  
On a motion by Cirksena, seconded by Smith, the minutes of the Regular School Board meeting held on May 14, 2007, were approved.
- V. Announcements.
  - WINGS (Women in Northfield Giving Support) has awarded The Tattered Pages money for the 2007-08 school year to be used for "maintenance of and additions to the Tattered Pages book collection". Tattered Pages is a project of Middle School Media Specialist, Amy Sieve. The award is in the amount of \$103.00.
  - Community Services has received three grants to support the Summer Ventures Plus expanded program for children and youth: WINGS (Women in Northfield Giving Support) \$4,500; Grace Whittier Fund, \$5,950; and Northfield United Way for \$39,500. We also received funding from Northfield United Way for:  
Bridges to Kindergarten school readiness program: \$15,000  
Family School family literacy program: \$9,500.  
We are extremely grateful to the community funding partners who so generously support these programs for children, youth and families.
- VI. Items for Discussion and / or Reports
  1. Criteria and Process for Accessing Staffing Contingency Fund.  
At the April 9 meeting of the Board of Education, the School Board approved the establishment of a \$150,000 District contingency fund to provide staffing support on a yearly basis to the buildings and classrooms demonstrating the greatest need due to class size and other quantifiable variables describing need. At this Board meeting, the principals presented to the Board the two-step process that will be used for accessing this staffing contingency fund. These two steps will insure fairness and consistency across the District. Research and documentation will be required as part of the first step. Building principals will need to provide information on the current and average class size at the grade or department level as well as classroom composition data. Special needs or circumstances within the classroom will also be considered. The second step is more "hands-on" as a way to compare the classroom requesting contingency funds to other classrooms across the District. If an elementary classroom is requesting funds, all three elementary principals will study the data and visit the classroom if school has started. At the middle or high school, the secondary principals will study the data. Then, the requesting principal will present the case for contingency funds to the principals and superintendent. If accepted, a recommendation for approval will be sent to the Board of Education.
  2. Proposed Budgets for FY 2007-08.  
Tom Stringer reviewed the proposed 2007-08 General Fund and Food Service budget. Stable enrollment, a modest two percent increase in the basic General Education formula and final

adjustments to revenues and expenditures leave the District on-track with the School Board's long-term financial plan. The District will be out of debt by June 30, 2008. Proposed for the 2007-08 school year are a five-cent increase in student lunches and a ten-cent increase in adult lunches. No board action was required at this meeting regarding proposed budgets. The comprehensive budget (all funds) will be adopted at the June 11, 2007 meeting.

3. Easement to the City of Northfield.

The School District is in the process of providing written easements to the City of Northfield as required in the development agreement signed by the Board in 2002 for the Middle School property. A separate request was received to provide an easement to a new Montessori school located on property adjacent to the Middle School tennis courts. The proposal is that the School District will include that private request in the final easements provided to the City. Tom Stringer explained the current status of the easement requirement and proposal for final consideration. No Board action was required at this meeting.

VII. Superintendent's Report

A. Items for Individual Action

1. Job Opportunities Building Zone (JOBZ) Modification Request by the City of Northfield.

On a motion by Hager, seconded by Stratmoen, the Board approved the request by the City of Northfield that 2.07 acres be moved from the JOBZ site that is referred to as the MDC/Gleason site to the property that is proposed by Strobel-Werner Partnership for the expansion at 1200 Highway #3 South.

B. Items for Consent Grouping.

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

1. OPEB Study.

The Board approved a consultant agreement to perform actuarial services to ready the District for the future OPEB (Other Post Employment Benefits) accounting requirements. The Actuarial Consulting team is Hildi Inc and will charge a fee of \$6,300.

2. Financial Reports - April 2007.

The Board approved paid bills totaling \$1,251,576.88, payroll checks totaling \$1,730,004.06 and the financial reports for April 2007. There were no bond payments in April 2007.

3. Modification to Policy 501 - School Weapons.

While reviewing the Student Citizenship Handbook for the 2007-08 school year, administrators became aware of a language discrepancy between Policy 501 and the "Weapons" category in the Student Citizenship Handbook. The Board approved modifying the language in Policy 501 to align with the consequences outlined in the Student Citizenship Handbook.

4. Personnel Items.

a. Appointments\*\*

1. Nancy Antoine, Bridgewater Elementary School Principal, 47 weeks, beginning July 1, 2007, at an annual salary of \$93,083.
2. Jeffrey Pesta, Middle School Principal, beginning July 1, 2007, 47 weeks, beginning July 1, 2007, at an annual salary of \$98,085.
3. Anne Erickson, 1.0 Elementary Teacher at Sibley School beginning with the 2007-08 school year, BA-1\*, subject to revision when negotiations for 2007-08 have been completed.

4. Margaret S. Witt, 1.0 Elementary Teacher at Sibley School beginning with the 2007-08 school year, MA-8\*, subject to revision when negotiations for 2007-08 have been completed.
5. Stephen Beaulieu, Mathematics Teacher, .6 Middle School/.4 High School, beginning with the 2007-08 school year, BA-6\*, subject to revision when negotiations for 2007-08 have been completed.
6. Julie Biwer-Bekhechi, .8 High School Spanish/.2 Middle School Spanish, long-term substitute for the 2007-08 school year, BA30-15\*, subject to revision when negotiations for 2007-08 have been completed.
7. Elizabeth Ziemann, 0.4 FTE long-term substitute Elementary Spanish Teacher at Bridgewater Elementary School, for the 2007-08 school year, MA-7\*, subject to revision when negotiations for 2007-08 have been completed, pro-rated benefits.
8. Kathleen Feltes, First Grade Teacher at Bridgewater Elementary School, beginning with the 2007-08 school year, MA-6\*, subject to revision when negotiations for 2007-08 have been completed.
9. Arlette Nelson, Summer Food Service Position for 4.0 hours per day, beginning June 11, 2007 through August 23, 2007, at an hourly rate of \$12.25.
10. Lori Mullen, Summer Food Service Position for 4.0 hours per day, beginning June 11, 2007 through August 23, 2007, at an hourly rate of \$12.25.
11. Debra Herman, Special Education Teacher at Sibley School, increase from 0.5 to 1.0 FTE beginning with the 2007-08 school year, BA-4\*, subject to revision when negotiations for 2007-08 have been completed.
12. Jane Jirik, long-term substitute Special Education Teacher at the High School for the 2007-08 school year, BA-6\*, subject to revision when negotiations for 2007-08 have been completed.
13. Ann Hehr, .5 Media Specialist, contingent on approval of a variance, beginning with the 2007-08 school year, BA-6\*, subject to revision when negotiations for 2007-08 have been completed. This is in addition to her .5 Kindergarten Teacher position.
14. Darcy Seurer, Social Studies Teacher at the ALC, increase from .375 to .75 FTE beginning with the 2007-08 school year, BA-0\*, subject to revision when negotiations for 2007-08 have been completed.
15. 2007 Targeted Services Elementary Summer School – 3.0 hours/day, June 25 – August 9, 2007, \$25.93/hour.  
Jennifer Hall, Kristi Huettl, Susy Cowles, Sheri Senn, Molly Eroglu.  
Anne Jarzyna – Summer Ventures Plus, \$25.93/hour.
16. 2007 Targeted Services Middle School Summer School – 3.0 hours/day, June 25 – August 9, 2007, \$25.93/hour.  
Lisa Hovden, Amy Sieve, Joanne Clites
17. 2007 High School Summer School – 4.0 hours/day, June 13 – July 3, 2007, hourly rate based on lane/step of the salary grid for teachers.  
Darcy Seurer, Paul Eddy, Jason Testin, Judith Boehme
18. Dan Meyers, Mathematics Teacher at the Middle School beginning with the 2007-08 school year, BA-4\*, subject to revision when negotiations for 2007-08 have been completed.
19. Erin Green, Summer Maintenance Worker, from May 29, 2007 through August 31, 2007, \$9.00/hour.
20. Candace Hard, Special Education Teacher at the Middle School, beginning with the 2007-08 school year, BA-2\*, subject to revision when negotiations for 2007-08 have been completed.
21. Scott Peterson, Social Studies Teacher at the High School, beginning with the 2007-08 school year, BA15-4\*, subject to revision when negotiations for 2007-08 have been completed.

22. Jennifer Winterfeld, Summer Recreation Intern for Community Services beginning May 20, 2007, through August 21, 2007, at an hourly rate of \$13.08. There are no benefits with this position.
- b. Changes in Assignment for Non-Licensed Staff for 2006-07
  1. Cindy Keogh, Educational Assistant at Greenvale Park, reduce from 7.5 hours/day to 7.0 hours/day beginning May 14, 2007 through June 5, 2007.
- c. Leaves of Absence
  1. Victoria Langer, FMLA leave from April 16, 2007 through April 23, 2007.
  2. Cindy Keogh, leave of absence without pay beginning May 21, 2007, through June 5, 2007.
  3. Amy Pfefferle, rescind 0.5 FTE leave of absence for 2007-08. Ms. Pfefferle will return to a full-time position.
- d. Payment of Game Officials (Lower Levels - middle school and sub-varsity) and Part-time Coaches (Hourly) beginning with the 2007-08 school year.  
Game Officials (middle school and sub-varsity): Football, \$42; Soccer, \$45; Volleyball, \$40; Basketball, \$53; Wrestling, \$46; Baseball, \$50; Softball, \$46.  
Part-time Coaches (hourly): Non-High School Graduate, \$10/hr; High School Graduate, \$12/hr; Teaching License, \$14/hr.
- e. Resignations
  1. Katie Lewis, resignation from Kid Ventures site assistant at Greenvale Park effective June 5, 2007.
  2. Marilyn Hruza, Food Service Associate I at the High School, resignation with last day of work May 9, 2007.
  3. Mia Parisian, KidVentures, resignation with last day of work May 18, 2007.
  4. Nicole Pulju, resignation from afternoon position at Sibley KidVentures effective April 2, 2007. Ms. Pulju will continue her morning KidVentures position at Bridgewater.
  5. Jeffrey Roland, Greenvale Park Principal, resignation effective June 30, 2007.

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

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

- f. Advancement of Probationary Licensed Staff Beginning with the 2007-08 School Year.  
**Advancement of Licensed Staff to Tenure Status**  
Christa Anderson, Deborah Bakke, Daniel Burns, Tina Dokken, Anne Erickson, Shannon Flegel, Rebecca Glassing, Kristen Harstad, Lisa Hovden, Laurie Larson, Joel Leer, David Lynch, Mary Momberg, Debra Peters, Daniel Riesgraf, Amanda Schrader, Brian Stevens, Margaret Witt, Elizabeth Ziemann.  
  
**Advancement of Licensed Staff to Third Year Probationary Status**  
Rena Christenson, Debra Herman, Robert Honerman, Christopher Howard, Dwight Jilek, Jennifer Josephson, Rebecca Klamert, Zachary Pelletier, Bruno Theisen.  
  
**Advancement of Licensed Staff to Second Year Probationary Status**  
Kathleen Feltes, Jennifer Hall, Katherine Jacques, Debra James, Kari Prestemon, Leah Sand, Darcy Seurer, Angela Wittenwyler.

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5. Bids for Dairy Supplies for the 2007-08 School Year.  
The Board approved calling for these bids under the guidelines outlined.

VIII. Items for Information

1. July 2007 - June 2008 School Board Meeting Schedule.  
The Board decided not to meet on Monday, March 24, 2008, which is during spring break.
2. Legislative Session Wrap-Up provided by Superintendent Richardson.

IX. Future Meetings

Saturday, June 2, 2007, 5:30 PM, Graduation, Memorial Field  
Monday, June 11, 2007, 7:00 PM, Regular School Board Meeting,  
Northfield High School Media Center  
Monday, July 9, 2007, 7:00 PM, Regular School Board Meeting,  
Northfield High School Media Center

- X. On a motion by Stratmoen, seconded by Hager, the Board adjourned at 9:00 PM

Katy Hargis, Clerk