

NORTHFIELD PUBLIC SCHOOLS
School Board Minutes

School Board Meeting
June 11, 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. Berthelsen and Hager were absent.
- II. Agenda Changes.
The table file was added.
- III. Public Comment.
 - Angela Dobrow is a member of the District Wellness Committee and spoke to the Board about the work of the Committee. Ms. Dobrow reported that during the 2007-08 school year, the Wellness Committee is hoping to conduct a feasibility study about a whole foods food service program. Depending upon the outcome of the feasibility study, the Committee may recommend piloting a whole foods program in one building during the 2008-2009 school year.
 - Lisa Olson reminded the Board about the large classes in the 4th grade at Greenvale Park and hoped that contingency funds would be allocated to this hot spot in the fall.
- IV. Approval of Minutes.
On a motion by Cirksena, seconded by Stratmoen, the minutes of the Regular School Board meeting held on May 29, 2007, were approved.
- V. Announcements.
 - Three NHS Track athletes competed at the State Track meet. Kasey Wellman placed 7th in the long jump and Matt Yak had an 8th place finish in the 3200 meters. Isaac Tut did not run the 400-meter dash in the finals. Although he placed fourth in his heat, he did not have one of the nine fastest times. Their coach is Troy Cohrs.
 - The girls golf team finished with their best season since 1986, with a 3rd place finish in sections and a second place in the Missota Conference. They are coached by Brian Stevens.
 - Stratmoen reported on the work of the Wind Energy Partnership Board. July 23 is the next meeting.
- VI. Items for Discussion and / or Reports
 1. District Educational Program Advisory Committee (DEPAC) Goals for 2007-08.
The chair of the District Educational Program Advisory Council (DEPAC), Nick Neeb, shared with the Board the recommended goals that were developed by this committee of citizens and staff members over the last several months. The DEPAC supports the Continuous Improvement Process by providing the Board of Education with recommended goals in curriculum and instruction, assessment of student achievement, and student services, which are then addressed, where appropriate, in building and program improvement plans. The council met monthly and completed the majority of its work in three sub committees that focused on studying and developing goals in one of these three areas. At the end of each meeting they came together to share their progress and at their last meeting reached consensus on the goals to be shared with the Board.
 2. High School LINK Crew Program Schedule Modification.
Joel Leer, High School Principal, provided information on the new LINK Crew program that will begin operation in the fall. The purpose of this program is to significantly increase the “connectedness” of incoming freshmen with the high school staff and student body. Mr. Leer shared the schedule for the first day of school that will provide time for freshmen, selected juniors and senior students and staff to meet and begin to develop positive relationships with entering freshmen. The rest of the student body would report to school mid day for an abbreviated first day of school.

VII. Superintendent's Report

A. Items for Individual Action

1. Proposed Budgets for All Funds.

<u>Fund</u>	<u>Revenue</u>	<u>Expenditures</u>
General	\$33,822,453	\$32,371,593
Operating Capital and Health and Safety	1,932,589	2,118,282
Food Service	1,729,879	1,758,083
Community Service	2,016,156	1,931,816
Construction	16,185	663,618
Debt Service	5,684,119	5,706,903
Trust	36,210	43,110
Dental	406,675	331,012
Total	\$45,644,266	\$44,924,417

Revised General Fund for 2006-07

Minor adjustments to the final Federal Title program budgets are included in this last revision to the General fund for 2006-07. The impact is an increase in revenue and expenditures of \$18,879.

<u>Fund</u>	<u>Revenue</u>	<u>Expenditures</u>
General	\$31,315,727	\$30,905,471

Superintendent's Recommendation: On a motion by Smith, seconded by Stratmoen, the Board approved the proposed 2007-08 budgets and the revised general fund budget for 2006-07 as presented above.

B. Items for Consent Grouping.

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

1. FY 2007 Annual Audit Proposal.

The School Board approved the appointment of Larson Allen to conduct the FY 2007 annual audit for a cost of \$20,700. Peterson and Company has merged with Larson Allen. This represents an increase of \$500 over last year's fee schedule. Sufficient funds have been budgeted for this audit in the 2007-08 proposed budget.

2. Contract with Professional Design Group.

The school district will have minor construction projects that will require the services of an architect. The Board approved an agreement with PDG to cover these services.

3. School Pictures for 2007-08 and 2008-09 School Years.

The School Board accepted an agreement with Hoffman's Photography to provide school pictures for the 2007-08 and 2008-09 school years at the portrait package prices and terms listed on the agreement. The prices and services offered are the result of a competitive bid. The review committee's recommendation was to stay with a local, experienced company. The contract may be renewed for two additional years if desired by the school district.

4. Capital Projects at Greenvale Park and Sibley Elementary Schools.
The Board approved the recommendation to award the installation of new gym floors at Greenvale Park and Sibley Elementary Schools to Bay West. The old floors need to be removed by an environmental company because they contain small amounts of mercury. Quotes were solicited for the removal work by our environmental consultants, Institute for Environmental Assessment (IEA.)
5. Americorps Community Partner Site.
The Early Childhood Initiative Coalition, for which we serve as the employee host and fiscal agent, and Northfield United Way are collaborating to host a fulltime Americorps Member for the 2007-08 year, September through August. The Americorps program is operated out of the Southern Minnesota Initiative Foundation in Owatonna. The two partners will share the cost of the \$1,500.00 placement fee. The Americorps member will work in direct service in various program sites including Bridges to Kindergarten, Family School, Hand in Hand Preschool, and Babies and Blankets home visiting program. The member will also provide support for the work of both the partners in terms of outreach and community organizing. The School District agrees to provide the following: a workspace, a computer, an email address, and copier access. The direct service work and the outreach and community development work will benefit several of our early childhood programs and will support the work of two of our community partners.
6. High School Overnight Trips for 2007-08.
The Board approved the overnight field trips and co-curricular overnight trips listed for the 2007-08 school year in the memorandum provided by Principal Joel Leer.
7. Family/Student Handbooks for 2007-08.
The Family Handbook for the elementary schools, the Student Handbooks for the Middle School, High School and the Area Learning Center and the Co-Curricular Activities Handbook for the 2007-2008 school year were approved by the school board. They carry the force of school board policy. (There were no changes in the handbook for NHS or the Northfield Area Learning Center.)
8. Student Citizenship Handbook.
The recommended changes to the Student Citizenship Handbook for the 2007-08 school year were approved. The distribution method of the Student Citizenship Handbook for 2007-2008 will remain the same. The youngest elementary student will receive the Handbook, which will include a page that is to be completed by a parent or guardian indicating that they have received and reviewed the Handbook with their elementary student(s). This page is to be returned to the classroom teacher. Each secondary student will receive a Handbook, which will be reviewed with secondary students at the beginning of the school year.
9. Gift Agreement.
Sibley Elementary School's PTO has donated \$1797.00 to be used towards the purchase of three Document Cameras for Sibley.
10. Personnel Items.
 - a. Appointments**
 1. Co-Curricular Assignments for 2007-08
Scott Peterson, Head Boys/Girls Cross Country Coach
Bryce Barry, Head Boys Hockey Coach
Stephen Beaulieu, Assistant Boys Hockey Coach
Ashley Lackey, Dance Team Assistant Coach (JV)
Raider Summer Strength & Speed Training Program 2007
Scott Sahli – Program Coordinator, \$7,600
Larry Sanfner – Clerical Coordinator, \$12.25/hour
Assistant Coaches – \$16.00/hour

2. 2007 Special Education Summer School Staff as recommended by Dr. Gary Lewis and the following additional Staff for Special Education Summer School:
 - Kathryn Lean – DCD Teacher
 - Cynthia Huschle – add busing to her assignment.
 - Jean Fossum – Educational Assistant
 - Emelyn Osborn – Educational Assistant
3. Mary Eide, Sign Language Interpreter for Special Education Summer School for a total of 36.0 hours beginning June 7, 2007 through August 17, 2007, \$18.55/hour. There are no benefits with the position.
4. Hannah Basinger, Temporary Site Instructor for SummerVentures at Bridgewater for 35.0 hours per week from June 6, 2007 through August 24, 2007, \$11.48/hour. There are no benefits with this position.
5. Kristin Basinger, Site Assistant for SummerVentures Plus at Bridgewater for 20.0 hours per week from June 25, 2007 through August 9, 2007, \$10.49/hour. There are no benefits with this position.
6. Angie Goss, Temporary Site Instructor for SummerVentures at Bridgewater for 35.0 hours per week from June 6, 2007 through August 24, 2007, \$11.48/hour. There are no benefits with this position.
7. Joshua Hamborg, Site Assistant SummerVentures at Bridgewater for 25-30 hours per week from June 6, 2007 through August 24, 2007, \$10.49/hour. There are no benefits with this position.
8. Emily Hanson, Student Site Assistant for SummerVentures at Bridgewater for 25-30 hours per week from June 6, 2007 through August 24, 2007, \$7.35/hour. There are no benefits with this position.
9. Shannon Johnson, Temporary Site Instructor for SummerVentures at Bridgewater for 20.0 hours per week from June 6, 2007 through August 24 2007, \$11.48/hour. There are no benefits with this position.
10. Thomas Johnson, Temporary Site Instructor for SummerVentures at Bridgewater for 35.0 hours per week from June 6, 2007 through August 24 2007, \$11.48/hour. There are no benefits with this position.
11. Bonnie Klamm, Site Assistant for SummerVentures Plus for 20.0 hours per week from June 25, 2007 through August 9, 2007, \$10.49 per hour. There are no benefits with this position.
12. Jacqueline Meyer, Site Assistant for SummerVentures Plus for 24.0 hours per week from June 25, 2007 through August 9, 2007, \$10.49/hour. There are no benefits with this position.
13. Jonathan Perkins, Site Assistant for SummerVentures Plus for 25-30 hours per week from June 6, 2007 through August 24, 2007, \$10.22 per hour. There are no benefits with this position.
14. Andrea Purcell, Temporary Site Instructor for SummerVentures at Bridgewater for 35.0 hours per week from June 6, 2007 through August 24, 2007, \$11.48/hour. There are no benefits with this position.
15. Lily Thiboutot, Site Assistant for Summer Ventures Plus at Bridgewater for 20.0 hours per week from June 25, 2007 through August 9, 2007, \$10.22/hour. There are no benefits with this position.
16. Thomas VanWylen, Site Assistant for Summer Ventures Plus at Bridgewater for 20.0 hours per week from June 25, 2007 through August 9, 2007, \$10.22/hour. There are no benefits with this position.
17. Matthew Wojick, Site Assistant for Summer Ventures at Bridgewater for 25-30 hours per week from June 6, 2007 through August 24, 2007, \$10.22/hour. There are no benefits with this position.

18. Allison Boran, Temporary Site Instructor for SummerVentures at Bridgewater for 35.0 hours per week, from June 6, 2007 through August 24, 2007, \$11.74/hour. There are no benefits with this position.
 19. Katherine Seifert, Grade 1 Spanish Teacher at Bridgewater Elementary School beginning with the 2007-08 school year, BA lane, step 2*, subject to revision when negotiations for 2007-08 have been completed.
 20. Joshua Tolle, Site Assistant for SummerVentures Plus at the Middle School for 20-23 hours per week from June 25, 2007 through August 9, 2007, \$10.22/hour. There are no benefits with this position.
 21. Jessica Gonzalez, Site Assistant for SummerVentures Plus at the Middle School for 20-23 hours per week from June 25, 2007 through August 9, 2007, \$10.22/hour. There are no benefits with this position.
 22. Gjenifer M. Stark, Site Assistant for SummerVentures Plus at the Middle School for 14-16 hours per week from June 25, 2007 through August 9, 2007, \$10.22/hour. There are no benefits with this position.
 23. Chris Ho, Temporary Site Instructor, SummerVentures-Bridgewater for 35.0 hours per week, from June 6, 2007 through August 24, 2007, \$11.74/hour. There are no benefits with this position.
- b. Summer Assignment for Non-Licensed Community Services Employees
1. Christine Belsheim, temporary increase in hours from 10.0 hrs/week to 20.0 hrs/week as Site Assistant for SummerVentures from June 6, 2007 to August 24, 2007.
 2. Michael Berger, temporary increase from 21.0 hours per week to 40.0 hours/week as Site Leader for SummerVentures from June 6, 2007 to August 24, 2007.
 3. Elizabeth Stahly, increase from 15.0 hours/week to 38.5 hours/week as a Site Assistant for SummerVentures from June 6, 2007 to August 24, 2007.
 4. Tammie Warner, transfer from Site Assistant at Longfellow to Temporary Site Leader at Bridgewater from June 6, 2007 to August 24, 2007.
 5. Nicole Petterson, transfer from Site Leader at Greenvale Park to Site Leader at SummerVentures from June 6, 2007 to August 24, 2007.
 6. Ryan Paulson, transfer from Site Leader at Sibley to Site Leader for SummerVentures at Bridgewater and increase from 21.0 hours/week to 40 hours/week from June 6, 2007 through August 24, 2007.
 7. Pamela Roberts, add Site Leader – SummerVentures Plus, and increase hours from 16.0 to 26.0 hours per week for the summer.
- c. Increase in Contract Time
1. Kiersten Bielenberg, Physical Ed/DAPE Teacher at Greenvale Park, increase from 0.2875 to 0.45 FTE beginning with the 2007-08 school year.
 2. Kristen Johnson, increase from 0.5 to 1.0 FTE, Special Ed Teacher at the High School beginning with the 2007-08 school year.
- d. Leaves of Absence
1. Anne Erickson, childcare leave of absence from on or about August 11, 2007 through October 17, 2007.
- e. Retirements/Resignations
1. Virginia Myers, Educational Assistant, retirement effective end of 2006-07 school year. Ms. Myers has been with the district since 1990.
 2. Edwin Mercado, Educational Assistant, last day of employment was May 30, 2007.
 3. Sheri Acosta, Educational Assistant, resignation effective at the end of the 2006-07 school year.

4. Mark Etzell, Adult Enrichment Coordinator, Facilities Coordinator and Auditorium Manager, resignation effective August 13, 2007. Mr. Etzell has worked for the district for 13 years.
5. Nicole Pulju, Site Assistant at Bridgewater, resignation with last day of work June 5, 2007.
6. Bonnie Fowler, Grade 6 Teacher at the Middle School, retirement effective June 7, 2007. Ms. Fowler has been with the district since 1976.
7. Sarah Bennetts, Educational Assistant, resignation effective June 6, 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. Employee Agreement with Educational Interpreters for Deaf and Hard of Hearing, July 1, 2006 through June 30, 2008 was approved.
- g. Recommendation to Balance Pay Levels for Cabinet Level Administrators. The recommendation that for the 2007-08 year to increase the salary of the Director of Community Services/Community Relations from \$84,904 to \$91,788, and for the 2008-09 year to increase the salary from \$91,788 to a salary equal to the amount paid to other Superintendent's Cabinet level non-union administrators was approved.
- h. Superintendent's Performance Incentive Pay for 2006-2007 Contract Year and Contract Provisions for the 2007-2008 Contract Year were approved.

VIII. Items for Information

1. End of Year Enrollment Report.

2. Orchestra for Next Year.

Dr. Richardson reported that the program is not changing for next year even though Paul Ousley is leaving. The District is looking for a suitable replacement.

IX. Future Meetings

Monday, July 9, 2007, 7:00 PM, Regular School Board Meeting,
Northfield High School Media Center

Monday, August 13, 2007, 7:00 PM, Regular School Board Meeting,
Northfield High School Media Center

Monday, August 27, 2007, 7:00 PM, Regular School Board Meeting,
Northfield High School Media Center

X. On a motion by Stratmoen, seconded by Smith, the Board adjourned at 8:10 PM

Katy Hargis, Clerk