

NORTHFIELD PUBLIC SCHOOLS
School Board Minutes

School Board Meeting
December 10, 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 7:30 p.m. following the reception for the National Merit Scholars. Smith was absent.
- II. Agenda Changes.
The table file was added.
- III. Public Comment.
There was no one.
- IV. Approval of Minutes.
On a motion by Berthelsen, seconded by Hargis, the minutes of the Regular School Board meeting held on November 26, 2007, were approved. On a motion by Cirksena, seconded by Stratmoen, the minutes of the Truth in Taxation Hearing on December 4, 2007, were approved.
- V. Announcements and Recognitions.
 - Greenvale Park Elementary School and eXtreme Youth Zone were recognized and received Green Team Awards for their outstanding recycling education activities at the December 3rd Northfield City Council meeting. The \$1255.05 they received will benefit the Greenvale Park music, physical education, art and media programs.
 - Tattered Pages is planning a First Annual Holiday Gift Buying Extravaganza for the 14th of December, from 4-7 pm. High School Honor Society students will provide free gift wrapping services.
 - Northfield was recognized as a Community of Promise and applauded for the collaborative efforts between youth and adults at the Minnesota Summit on Youth Development sponsored by the Minnesota Alliance with Youth and the MN Department of Education. The Northfield Skateboard Coalition was one of three groups to receive the Red Wagon Award from the Governor and the Lt Governor.
 - Larry Saftner, Community Services Building Supervisor, recreation program gym supervisor and kicking coach for the Raiders football team, was part of a team that presented a workshop on Adults with Disabilities at the National Community Education Association conference in Minneapolis last week.
 - The Board of Directors of the Minnesota School Boards Association (MSBA) selected Northfield Middle School Teacher Jackie Magnuson as their choice for President-Elect of MSBA.
- VI. Items for Discussion and / or Reports
 1. Service Learning.
Northfield High School teacher Sarah Swan McDonald described the concept of youth service learning. The school district, with the support of the 5th Bridge organization, WINGS, and a state of Minnesota Learn and Serve grant, has expanded its focus on implementing youth service learning in the K-12 program. The Board requested a list of service learning projects.
 2. FY 2007 Audit Report.
Bob Qualset, auditor for the Northfield School District, reviewed the audit figures for the 2006-2007 school year. The results show that the District has achieved step one of the long-term financial plan, which is the elimination of statutory operating debt. However, the auditor reminded the Board of the need to rebuild the fund balance to provide enough dollars to fund between one and two months of operation. The auditor also reviewed with the Board the financial schedule and explained the

implementation of the new Statement of Auditing Standards 112 that now requires auditors to report findings to management and the governing body differently than in the past.

VII. Superintendent's Report

A. Items for Individual Action

1. Fund Balance Designations.

On a motion by Hager, seconded by Stratmoen, the Board passed the following resolution: RESOLVED, that the School Board of Independent School District No. 659 designate \$200,000 of the general unreserved fund balance to cover potential, unbilled special education costs and \$374,466 to meet future unfunded liabilities for retiree benefits costs. Voting 'yes' was Berthelsen, Hargis, Hager, Cirksena, Stratmoen and Nelson. No one voted 'no'. Smith was absent.

2. FY 2007 Audit Report.

On a motion by Hager, seconded by Cirksena, the Board approved the 2007 audit report as presented.

3. School Improvement Plans.

On a motion by Cirksena, seconded by Stratmoen, the Board approved the seven site improvement plans submitted by building or program staffs for the 2007-2008 school year.

4. Certify Final 2007 Payable 2008 Tax Levy.

On a motion by Hager, seconded by Berthelsen, the Board certified to County Auditors the 2007 Payable 2008 Final Certified Net Tax Levy in the amount of \$13,848,503.68.

5. Schools for Equity in Education 2008 Legislative Platform.

On a motion by Berthelsen, seconded by Cirksena, the Board endorsed the 2008 Legislative Platform of Schools for Equity in Education.

6. School Board Policies.

On a motion by Hargis, seconded by Stratmoen, the Board approved the following policies.

Policy 655	School Volunteers
Policy 607	Organization of Grade Levels
Policy 608	Instructional Services - Special Education
Policy 609	Religion

7. Resolution Authorizing Execution of Agreement.

On a motion by Berthelsen, seconded by Hager, the Board approved the following Resolution.

Be it resolved that the Northfield Public Schools will enter into a cooperative agreement with the Office of Justice Programs in the Minnesota Department of Public Safety. The Director of Business Affairs and the Chairperson of the Northfield Board of Education are hereby authorized to execute such agreements and amendments, as are necessary, to implement the project on behalf of the Northfield Public Schools. Voting 'yes' was Berthelsen, Hargis, Hager, Cirksena, Stratmoen and Nelson. No one voted 'no.' Smith was absent.

B. Items for Consent Grouping.

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

1. Gift Agreement.

Sibley PTO has donated \$5,085 to be used to purchase special supplies by Sibley teachers.

2. Personnel Items.

a. Appointments**

1. Nicole Krenzel, Instructional Educational Assistant at the Middle School ALC for 6.0 hours/day beginning December 4, 2007, Class II, step 1, pro-rated benefits.
2. Targeted Services Instructors
 - Elizabeth Valentine: 2.5 hours per week (includes prep time), Tuesdays & Thursdays at Greenvale Park, at an hourly rate of \$25.93, for the period extending from November 29, 2007 through May 22, 2008.
 - Amanda Schrader: 2.5 hours per week (includes prep time), Mondays and Wednesdays at Bridgewater Elementary at an hourly rate of \$26.52, for the period extending from November 29, 2007 through May 22, 2008.
 - Tricia Christopherson: 5.0 hours per week (includes prep time), Mondays – Thursday, at Greenvale Park and Bridgewater Elementary at an hourly rate of \$25.93, for the period extending from November 29, 2007 through May 22, 2008.
 - Brenda Crissinger: 2.5 hours per week (includes prep time), Mondays and Wednesdays at Bridgewater Elementary at an hourly rate of \$25.93, for the period extending from November 29, 2007 through May 22, 2008.
 - Eric Cameron: 2.5 hours per week (includes prep time), Tuesday-Thursday at Greenvale Park Elementary at an hourly rate of \$25.93 for the period extending from December 6, 2007 through May 22, 2008.
 - Darcy Seurer: ALC Independent Study for 3.5 hours per week (included prep time), Thursdays, beginning November 29, 2007 through May 24, 2008, at an hourly rate of \$25.93.
3. Co-Curricular Assignments
 - Leah Sand, transfer from 9th PT Assistant Softball Coach (Hourly) to Assistant Girls Softball Coach – 9th Grade
 - Brent Rauk, Assistant Girls Softball Coach
 - Mark Auge, transfer from 9th Grade Assistant Boys Baseball Coach to Assistant Boys Baseball Coach for JV.
 - Sarah Swan McDonald, Director and Administrator of the Learn and Serve America grant, up to \$1600.00 (\$800 to be paid in December 2007 and \$800 to be paid in May 2008.)
4. Laura Little, Food Service Associate I temporary position for 3.0 hours per day at the Middle School beginning January 10, 2008 through June 5, 2008, entry level of \$12.27 per hour. There are no benefits with this position.
5. Max Denton, Community Services Auditorium Technician for 17.0 hours/week beginning December 20, 2007, at an hourly rate of \$18.00. There are no benefits with this position.
6. Susan Leidner, long-term substitute Special Ed Educational Assistant – PCA, 6.75 hours per day, Greenvale Park from November 28, 2007 through on or about December 19, 2007, Class III, step 1. There are no benefits with this position.
7. Gretchen Heil, long-term substitute elementary teacher from on or about March 31, 2008 through June 5, 2008, BA-0. There are no benefits with this position.

b. Increase/Decrease in Hours/Change in Assignment for Staff

1. Sarah Kriegler DuChene, add 2.0 hours per day as a Supervisory Educational Assistant at Bridgewater Beginning October 8, 2007, through June 5, 2008. This is in addition to her .5 Title Teacher position.
2. Dee Tomczik, increase from 3.0 to 4.0 hours per day as a Supervisory Educational Assistant at Bridgewater beginning October 8, 2007, through June 5, 2007. This is in addition to her 2.0 Instructional hours for a total of 6.0 hours per day.
3. Martha Waddell, Special Ed Educational Assistant, increase from 7.35 to 7.6 hrs/day. This additional increase is for busing effective November 19, 2007.

- c. Leaves of Absence
 - 1. Dana Pemrick, FMLA - childcare leave from on or about March 31, 2008 – through June 5, 2008.
 - 2. Renee Christenson, FMLA – childcare leave from on or about February 28, 2007 through April 25, 2008.
 - 3. Kari Winter, FMLA - childcare leave from on or about February 16, 2008 through June 5, 2008.
 - 4. Kathy Wiertsema-Miller, FMLA leave from November 26, 2007 through approximately December 13, 2007.

- d. Resignations/Position Declined
 - 1. Flavia Berg, Early Childhood Teacher, resignation effective December 20, 2007.
 - 2. Brent Rauk, resignation from Assistant Boys Baseball Coach
 - 3. Jennifer Jenkins, has declined the position of Administrative Support Assistant at Bridgewater School.
 - 4. Paula Hemme, Food Service Associate III, resignation effective January 1, 2008.

*Lane placement subject to verification by the Professional Growth Committee

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

VIII. Items for Information

- 1. Crisis Management Plan.
The Crisis Management Plan provides direction for the District and individual buildings in responding to a wide variety of crisis situations including a pandemic flu epidemic.

- 2. District Educational Program Advisory Committee Goals.
The Board was given a copy of the information presented to DEPAC last month on how the 2006-07 DEPAC goals were addressed by the District and buildings during the 2006-07 school year. DEPAC members appreciated knowing about how their recommendations have been implemented by the school district.

- 3. Enrollment Report - December 1, 2007.

- 4. School Board Policies.
The Board Policy Review Committee presented the following policies for review and comment. Discussion and final action by the School Board on these policies is scheduled for the January 14, 2008, regular School Board meeting.

Policy 610	Field Trips
Policy 610.1	School Assembly Programs
Policy 611	Home Schooling
Policy 613	Graduation Requirements

- 5. Contingency Fund Staffing Update.
The Superintendent's Cabinet reviewed and approved requests for 0.45 FTE total subject to additional principal observation of the classrooms that were completed on Monday. This means that we will expend 2.91 FTE of the available 3.0 FTE for this school year and have positively impacted class sizes for several hundred students across the district.

- 6. Update on Cost Associated with Ice Arena Use.
Director of Business Affairs Tom Stringer reported on the City of Northfield's strategy to fund the necessary improvements at the ice arena by asking frequent users of the arena to make a capital investment.

IX. Future Meetings

Monday, January 14, 2008, 7:00 PM, Organizational School Board Meeting,
Northfield High School Media Center

Monday, January 14, 2008, Regular School Board Meeting to immediately follow the Organizational
School Board Meeting, Northfield High School Media Center

Monday, January 28, 2008, 7:00 PM, Regular School Board Meeting,
Northfield High School Media Center

X. Adjournment

On a motion by Stratmoen, seconded by Cirksena, the Board adjourned at 9:15 PM.

Katy Hargis, Clerk