

NORTHFIELD PUBLIC SCHOOLS
School Board Minutes

School Board Meeting
May 12, 2008
Northfield High School Media Center

- I. Call to Order.
Chairperson Kari Nelson called the regular meeting of the Board of Education of Independent School District 659 to order at 7:05 p.m. Hargis 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 Stratmoen, seconded by Hager, the minutes of the Regular School Board meeting held on April 28, 2008, were approved.
- V. Announcements and Recognitions
 - Thanks to the efforts of Dawn O’Neill, Greenvale Park Art Specialist, Greenvale Park was awarded a Grace Whittier Fund Grant for a visiting local visual artist residence for some Greenvale Park School grade levels next school year.
 - Stratmoen reported that the High School play, “Holiday” was excellent. He also gave the Board an update on Gary Dahl. Mr. Dahl and Dick Scott were selected as this year’s Distinguished Alumni.
 - Nelson reminded the community that there are many end-of-the-year activities coming up. She also commented on the new format for presenting academic awards and scholarships. These events have been combined into one event.
- VI. Items for Discussion and / or Reports
 1. Proposed 2008-09 Operating Capital and Health and Safety Budgets.
The Operating Capital and Health & Safety Budget were presented by Director of Business Affairs Tom Stringer. These budgets are part of the District’s General Fund. The District separates the fund for internal management purposes. The year-end audit will show separate reserves for both Operating Capital and Health & Safety. Hager asked if a School Board member could be a member of the Capital Committee. Richardson reported that it could be considered. No Board action was required.
- VII. Superintendent's Report
 - A. Items for Individual Action
There were no items for individual action.
 - 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 2008 Annual Audit Proposal
The School Board approved the appointment of Larson Allen to conduct the audit and prepare the annual report for a base fee of \$21,900 and an additional fee of \$1,200 for the Risk Assessment Standards.
 2. Grant Acceptance.
 - WINGS (Women in Northfield Giving Support) has approved grant requests for \$2000 for transportation for the Family School family literacy program and \$4000 for the Early Childhood Family Education Outreach Project.

- Greenvale Park has been awarded a \$1000 Grace Whittier Fund grant for a visiting local visual artist(s) residence for some Greenvale Park School grade levels for the 2008-2009 school year.

3. Personnel Items.

a. Appointments**

1. Michelle Morales, English as a Second Language Teacher, beginning with the 2008-09 school year, MA lane*, step 5.
2. Ruben Alvarez, Jr., English as a Second Language Teacher, beginning with the 2008-09 school year, BA lane*, step 0, pending the granting of an ESL license from the Minnesota Board of Teaching.

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

1. Lori Mullen, Summer Food Service position for 4.0-5.0 hours per day, beginning June 11, 2008 through August 21, 2008.
2. Arlette Nelson, Summer Food Service position for 4.0-5.0 hours per day, beginning June 11, 2008 through August 21, 2008.
3. Betty Kline, transfer from Custodian at the Middle School to Custodian at the High School effective April 21, 2008.
4. Dana Jans, Supervisory Educational Assistant at Longfellow for 5.25 hours per week beginning May 9, 2008 through June 6, 2008, Class I, step 1. This is addition to her Site Leader position.
5. Christina Trump, long-term substitute Site Leader at Longfellow School beginning May 7, 2008 through approximately September 2, 2008, at an hourly rate of \$13.08. Ms. Trump will return to her Site Assistant position following this assignment.
6. Joshua Holm, Special Ed Educational Assistant, decrease from 7.25 to 6.5 hours/day beginning April 7, 2008 through June 5, 2008, for a coaching assignment.
7. Cory Johnson, Special Ed Educational Assistant, increase from 7.0 to 7.25 hours/day beginning April 7, 2008 through June 5, 2008, for afternoon Safety Patrol.
8. Sarah Murtinger, Custodian, change location from BW/GVP/MS to the Middle School, effective May 12, 2008.
9. Theresa Brake, Educational Assistant at Greenvale Park, add 3.0 hours per week as a Supervisory Educational Assistant (funded by a grant) from May 8, 2008 through May 30, 2008.

c. Leaves of Absence Requests Granted for 2008-09

1. Linda Kovach, 0.3 leave of absence without pay for the 2008-09 school year.
2. Dana Holden, 0.5 leave of absence without pay for the 2008-09 school year.

d. Resignations

1. Darrin Corbin, Mail Delivery/Auxiliary Custodian, resignation effective March 28, 2008.
2. Robert Honerman, School Psychologist, resignation effective at the end of the 2007-2008 school year.
3. Carlos Rada, Jr., Educational Assistant, resignation with last day of work May 2, 2008.

*Lane placement subject to verification by Professional Growth Committee.

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

VIII. Items for Information

1. Contingency Fund Initial Allocation.

After several meetings with building principals, it was determined to allocate part of the 3.0 FTE of staff for the 2008-09 school year. These allocations are based upon class size data indicating that the current staffing allocations for each building would not provide reasonable class sizes in three buildings as follows:

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- 1.0 FTE to GVP 5th grade to address single class of 37 students in Companeros at that level by splitting into two classes
- 1.0 FTE to BW 4th grade to address two classes of 36 and 35 students in Companeros by splitting into three classes
- 0.2 FTE to HS to add 1 section of Spanish 2 (4 to 5 sections) and reduce average class sizes from 38.5 to 30.8
- 0.2 FTE to HS to add 1 section of Geometry (3 to 4 sections) and reduce average class sizes from 41.3 to 31.0

In order to address additional needs at the elementary and secondary level later this summer or during the 2008-09 school year, 0.6 FTE will be maintained.

2. Enrollment Report – May 2008.
3. Proposed Statement to Northfield City Planning Commission.
Berthelsen presented a draft of a statement to the Planning Commission concerning annexation to create a business park. A variety of perspectives on this issue was discussed. The Board did not take any action on the draft letter.
4. Use of Health and Safety Budget. Hager inquired about if H&S dollars could be used to provide more safety measures around the intersection of Division Street and Jefferson Parkway, such as a fence down Hwy 246, which would prevent students from crossing Hwy 246, or leasing a police officer between 7 and 8 AM. Richardson and Stringer will need to investigate whether Health and Safety dollars can be used in this manner.
5. A School Board Work Session to discuss space issues will be held either on June 9 following the regularly scheduled Board meeting or on Monday, June 23 at 7 PM. A definite date will be set at the May 27 meeting.

IX. Future Meetings

Tuesday, May 27, 2008, 7:00 PM, Regular School Board Meeting,
Northfield High School Media Center
Saturday, May 31, 2008, 5:30 PM, Graduation, Memorial Field
Monday, June 9, 2008, 7:00 PM, Regular School Board Meeting,
Northfield High School Media Center

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

Katy Hargis, Clerk