

# NORTHFIELD PUBLIC SCHOOLS

## School Board Minutes

School Board Meeting  
May 27, 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. Cirksena, Smith and Stratmoen were absent.
- II. Agenda Changes.  
The table file was added.
- III. Public Comment  
Mike Tichich asked the Board what the School District and Northfield High School are doing in the areas of drug awareness and prevention and what resources are available to parents. He also expressed concern about the speed limit on Highway 246 by Northfield Middle School and asked what the District is doing to address that issue.
- IV. Approval of Minutes  
On a motion by Hager, seconded by Hargis, the minutes of the Regular School Board meeting held on May 12, 2008, were approved.
- V. Announcements and Recognitions
  - We continue to be grateful to WINGS (Women In Northfield Giving Support) for their continued support of many of our programs. Recently, WINGS awarded \$350 to Tattered Pages at Northfield Middle School. WINGS also awarded \$2000 to help fund the service learning coordinator position for 2008-09.
  - Congratulations to all of the senior athletes who were honored at the Maroon and Gold Reception on May 18. Special congratulations to all of the MVP Award Winners, State Award recipients and to those who were chosen for the Outstanding Athlete Awards. And to Nordic Ski Coach, Dan Kust, who was named KYMN Coach of the Year.
  - The High School Girls Golf Team is Missota Conference Champions! Congratulations to them.
  - A driver for Benjamin Bus has recently published a science fiction book.
  - The work of students in the High School Honors Art program is on display at the Northfield Arts Guild.
- VI. Items for Discussion and / or Reports
  1. District Educational Program Advisory Committee (DEPAC) Goals for 2008-09.  
The chair of the District Educational Program Advisory Council (DEPAC), Judy Boehme, presented to 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 goals are as follows:  
Assessment: Build each educator's proficiency at understanding and applying assessment data through differentiated training.  
Curriculum:
    - Professional Learning Communities (PLCs) exist to meet the needs of our current students. By the 2010/11 school year, each building will have in place:
      - ✓ Teams that use data, current best practices, and common assessments.
      - ✓ Building-wide systematic interventions.
      - ✓ A building schedule that allows for more time for staff to meet during contract day.
    - The district will review research and commit to teaching keyboarding when it is most effective for students and in a manner that will assure success.

Student Support Services:

- The district will explore and implement early identification and interventions to address the mental and emotional well-being of students, birth to age 21.
- The district will immediately implement innovative strategies to close the achievement gap for English Language Learners, measure the effectiveness of those strategies and refine the interventions based on outcome data.
- The district will enhance learning, strengthen school connectedness and promote responsibility and mutual respect.

2. “Where Everyone Belongs” (WEB) Presentation.

Middle School faculty Melissa Larsen and Michelle Sickler provided the Board with information on the new WEB program that will begin operation in the fall at Northfield Middle School. The purpose of this program is to significantly increase the “connectedness” of incoming sixth graders with the middle school staff and student body.

3. Co-Curricular Handbook Eligibility Provisions.

Activities Coordinator Tom Graupmann presented to the Board the revised Academic, Chemical and Code of Responsibility provisions that have been recently updated by the Activities Advisory Committee. The Board asked how academic eligibility was checked for students who are home schooled. Also, the Board asked if the appeals process should be included, so a student and/or parent knows the steps to follow should they disagree with a decision made by the Coach or Activities Coordinator. These eligibility requirements will be acted upon by the Board at the June 9<sup>th</sup> Board meeting as part of the approval process of the student handbooks for the 2008-09 school year.

4. Proposed 2008-09 Community Services Budget.

Hannah Puczko presented the Community Services budget. No board action is required until the June 9, 2008 meeting.

5. Proposed 2008-09 Food Services Budget.

Julie Kronabetter presented the Food Services budget. The District most likely will not seek a meal price increase for next year. At this time the District is still looking at other cooperative buying programs to offset an anticipated six percent increase in food costs. No board action is required until the June 9, 2008 board meeting.

6. Proposed 2008-09 General Fund Budget.

Tom Stringer reviewed the proposed 2008-09 General Fund budget. Stable enrollment, a one percent increase in the basic General Education formula, an additional one-time one percent increase in the formula and a 3.52% overall increase in expenditures puts the District slightly ahead of the long-term financial forecast. No board action is required until the June 9, 2008 board meeting.

7. Determination of 2008 School Board Elections Filing Dates.

New legislation was signed into law on May 12 that gives school boards an option on whether to hold a primary election. After some discussion, the Board decided to pass the Resolution making the school district subject to the primary election system. The filing dates will be July 1-15. There will be four four-year positions available this year (Cirksena, Hager, Hargis and Smith), with the term of office being from January 1, 2009 through December 31, 2012. The election will be held on Tuesday, November 4.

VII. Superintendent's Report

A. Items for Individual Action

1. Resolution Establishing School District Primary Election System.

On a motion by Hager, seconded by Berthelsen, the Board unanimously approved the Resolution Establishing School District Primary Election System. Voting 'yes' were Berthelsen, Hargis, Hager and Nelson. No one voted 'no.' Cirksena, Smith and Stratmoen were absent.

2. Resolution for Placement of Tenured Licensed Staff on Unrequested Leave of Absence.

On a motion by Hargis, seconded by Berthelsen, the Board unanimously adopted the Resolution related to the placement of the following tenured teacher on unrequested leave of absence effective at the end of the 2007-08 school year: Voting 'yes' were Berthelsen, Hargis, Hager & Nelson. No one voted 'no.' Cirksena, Smith and Stratmoen were absent.

<u>Name</u>	<u>Position</u>	<u>FTE</u>
Kathleen Hofmann	FACS Teacher	0.45 FTE

This action was taken with the understanding that the following teacher will be offered a contract for the 2008-09 school year.

Kathleen Hofmann	FACS Teacher	0.2 FTE
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B. Items for Consent Grouping.

Hargis asked for clarification regarding the tenure recommendation for Burt Bemmels since he was tenured when he was a principal. On a motion by Hager, seconded by Berthelsen, the Board approved the following items listed under the Consent Grouping.

1. Data Cabling at Bridgewater and Sibley Elementary Schools.

The School Board approved the low qualified bid from Reliance Teleservice in the amount of \$92,679. The project is budgeted in the Operating Capital Fund.

2. Bid Award-Site Improvements Greenvale Park Elementary School.

The School Board approved the low qualified bid from Bituminous Roadways, Inc in the amount of \$188,328 pending approval by the City Council for a conditional use permit. The project is budgeted in the Operating Capital Fund.

3. 2008-2010 Contract with Operating Engineers.

The Board approved an agreement with the International Union of Operating Engineers, Local No. 70, for the time period July 1, 2008 through June 30, 2010.

4. Authorization to Waive the Ban of Fireworks or Ammunition on School District Property to Permit VFW Fireworks Display on July 4.

The Board granted permission for this activity and waived the ban of fireworks on school district property. The fireworks display will take place on the green space between Northfield Middle School and Bridgewater Elementary School. Director of Buildings and Grounds Kevin Larson will be coordinating the event with Dan Freeman and the sponsors.

5. Financial Reports – March 2008.

The Board approved paid bills totaling \$1,237,119.57, payroll checks totaling \$1,839,927.01, bond payments totaling \$3,596.26 and the financial reports for March 2008.

6. Grant Application / Acceptances.

The Board approved the following grant application.

- Hand in Hand Preschool, ECFE and ECIC are requesting an Americorps member from SMIF to assist in the Preschool and Family School program during the 2008-09 school year.

The Board accepted the following grants from WINGS:

- Tattered pages received \$350.
- Service Learning Coordination received \$2000.

7. Personnel Items.

a. Appointments\*\*

1. Margaret (Peggy) Fink, 0.5 Special Education Resource Room Teacher at the High School beginning with the 2008-09 school year, BA-9\*.
2. Community Services Summer Ventures Program at Longfellow, June 6, 2008 through August 22, 2008. There are no benefits with these temporary positions.
  - Ellyn Arevalo, Site Instructor, 7.0 hours/day, \$11.80/hour.
  - Jessica Harmelink, Site Instructor, for 7.0 hours/day, \$11.80/hour.

- Laura Hughitt, Site Instructor, for 7.0 hours/day, 11.80/hour
  - Thomas Johnson, Site Instructor, 8.0 hours/day, \$12.06/hour.
  - Jonathan Perkins, Site Instructor, for 7.0 hours/day, \$11.80/hour.
  - Gabrielle Smith, Site Instructor, for 7.0 hours/day, \$11.80/hour.
  - Thomas Van Wylen, Site Instructor, for 7.0 hours/day, \$11.80/hour.
  - Cassie Braun, Site Assistant, for up to 35 hours/week, \$10.50/hour.
  - John Cogan, Site Assistant, for up to 30 hours/week, \$10.50/hour.
  - Emily Hanson, Site Assistant for up 30 hours/week, \$10.50/hour.
  - Matthew Hargis, Site Assistant for up 5.25 hours/day, \$10.50/hour.
  - Daniel Sanderson, Site Assistant for up to 30 hours/week, \$10.50/hour.
- b. Increase/Decrease in Hours/Change in Assignment or Building for Staff
1. Tammie Warner, transfer from Site Assistant-Early Ventures to Site Leader-Summer Ventures beginning June 6, 2008 through August 22, 2008 & increase from 25 to 40 hours per week. She will return to Site Assistant-Early Ventures position in the fall.
- c. Leaves of Absence
1. Debra Thomforde, 0.4 from 0.7 FTE leave of absence without pay for the 2008-09 school year.
  2. Elizabeth Larson, FMLA childcare leave of absence from on or about August 30, 2008, through January 5, 2009.
- d. Retirements/Resignations
1. Lowell Bauer, Custodian Engineer, retirement effective June 30, 3008. Mr. Bauer has been with the district for 17 years.
  2. Ruth Muckey, Food Service Manager at Greenvale Park, retirement effective May 30, 2008. Ruth has been working in the school district 21 years.
  3. Sarah Tromsness, Site Assistant, resignation effective at the end of the 2007-08 school year.
  4. Cory Johnson, Educational Assistant, resignation with last day of work May 9, 2008.
  5. Heidi Rusch, Northfield Recreation Programming Intern, has declined the position.
- e. Advancement of Licensed Staff to Tenure Status 2008-2009  
Nancy Antoine, David Craft, Jeffrey Pesta, Patricia Parlin, Burt Bemmels, Stephen Beaulieu, Renae Christenson, Shelley Hansen, Debra Herman, Christopher Howard, Dwight Jilek, Jennifer Josephson, Daniel Meyers, Lori Peterson, Scott Peterson, Margaret Fink, Katie Parks
- Advancement of Licensed Staff to Third Year Probationary Status  
Kathleen Feltes, Jennifer Hall, Candace Hard, Katherine Jacques, Debra James, Kari Prestemon, Leah Sand, Darcy Seurer
- Advancement of Licensed Staff to Second Year Probationary Status  
Jacie Haroldson, Shannon Johnson, Ryan Pietsch, Patrick Riley, Katherine Seifert, Lisa Weis

\*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. July 2008 – June 2009 School Board Meeting Schedule

IX. Future Meetings

Monday, June 9, 2008, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center

Monday, June 23, 2008, 7:00 PM, Work Session, Northfield High School Media Center

Monday, July 14, 2008, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center

- X. On a motion by Hager, seconded by Berthelsen, the Board adjourned at 9:25 PM.

Katy Hargis, Clerk