

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

School Board Meeting
July 14, 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 7:03 p.m. Hager was absent.
- II. Agenda Changes.
The table file was added.
- III. Public Comment
There was none.
- IV. Approval of Minutes
On a motion by Smith, seconded by Cirksena, the minutes of the Regular School Board meeting held on June 9, 2008, were approved.
- V. Announcements and Recognitions
 - Cirksena reported that she attended the graduation reception for TORCH students and commended Beth Berry and her team for the excellent work they perform with these students.
 - Nelson thanked the custodial staff for the work they do to get the schools ready for the fall.
- VI. Items for Discussion and / or Reports
 1. Legislative Session Wrap-Up.
Representative David Bly and Senator Kevin Dahle summarized the 2008 legislative session highlighting education-related issues. They acknowledged that funding for school districts continues to be inadequate.
 2. Co-Curricular Program Update.
Activities Director Tom Graupmann reported on the co-curricular programs, both academic and athletic, available to middle and high school aged students. Participation is very high – 73.5% of all students take part in some activity.
- VII. Superintendent's Report
 - A. Items for Individual Action
 1. Resolution for Placement of Tenured License Staff on Unrequested Leave of Absence.
On a motion by Cirksena, seconded by Berthelsen, the Board unanimously adopted the Resolution placing Art Teacher Angela Ekern on unrequested leave of absence effective at the end of the 2007-2008 school year. This action was taken with the understanding that Ms. Ekern will be offered a 0.7 FTE (0.7 LOA) contract for the 2008-09 school year. Voting 'yes' was Berthelsen, Hargis, Cirksena, Smith, Stratmoen and Nelson. No one voted 'no.' Hager was absent.
 - B. Items for Consent Grouping.
On a motion by Smith, seconded by Stratmoen, the Board approved the following items listed under the Consent Grouping.
 1. Fiscal Year Organization Actions.
The following financial organizational issues were approved.
 - Authorized the Director of Business Affairs and the District Accountant to invest surplus District funds in accordance with applicable laws and with the District's Investment Policy, DG, for fiscal year 2008-2009.

- Approved designating Bremer Bank, Wells Fargo Bank, N.A., PMA/LaSalle Bank, Valley Bank Dundas, Ambac Securities Inc., U.S. Bank Minnesota and the Minnesota School District Liquid Asset Fund as official bank depositories provided they maintain adequate pledged collateral as required by law per District procedure DG-R, for fiscal year 2008-2009.
- Approved authorizing the Director of Business Affairs and the District Accountant to make appropriate wire transfers to and from District depository accounts for fiscal year 2008-2009.

2. Memberships for 2008-2009.

Memberships in the groups listed below were renewed for the 2008-2009 school year.

- a. Minnesota State High School League.
- b. Minnesota Association of School Administrators.
- c. Schools for Equity in Education.
- d. Southeast Service Cooperative.
- e. Region V Computer Services Cooperative.
- f. Rice County Family Services Collaborative.
- g. Minnesota School Boards Association.
- h. Healthy Community Initiative.

3. Health and Safety Program Certification.

The annual written report referred to by the Minnesota Department of Education as "Attachment 99" was approved.

A total of \$123,050 is budgeted for Health and Safety projects during 2008-09. The Health and Safety Certification also requires submission of a five-year capital facilities plan. A copy of the updated capital needs plan prepared by Kevin Larson was distributed to the Board of Education.

4. Milk and Dairy Bids for 2008-2009.

The contract with Hastings CO-OP Creamery Co for 2008-09 was renewed. Last year the award was initially made to Hastings CO-OP Creamery and included up to four 1-year options. The vendor has met our delivery and equipment requirements for 2007-08 and is a provider of milk free of artificially injected rBGH (recombinant Bovine Growth Hormone.) The contract pricing will remain on an escalator basis based on June 2007 milk prices. The budget for milk and dairy products for 2008-09 is \$119,506.

5. Middle School Overnight Field Trips.

The following overnight trips were approved:

- The annual 7th grade ELC trip to Eagle Bluff in Lanesboro from October 29 – 31, 2008.
- The annual SCOPE trip to Missouri to visit sites connected with the James Younger Gang. This trip will take place June 6 and 7, 2009.

6. Financial Reports for April, May and June 2008.

The Board approved:

- Paid bills totaling \$1,348,965.87, payroll checks totaling \$1,804,412.12 and the financial reports for April 2008. No Bond payments were made in April.
- Paid bills totaling \$1,318,802.07, payroll checks totaling \$1,864,440.96 and the financial reports for May 2008. No Bond payments were made in May.
- Paid bills totaling \$1,956,597.02, payroll checks totaling \$4,350,462.31 and the financial reports for June 2008. No Bond payments were made in June.

7. Grant Request.

Community Services has submitted a \$483,279 grant request to the United States Department of Justice, the Office of Juvenile Justice and Delinquency Prevention, to strengthen the current Connected Kids Mentoring Program. The grant request was approved.

8. Gift Agreements.

- The Bridgewater Elementary School PTO has donated \$28,294.67 to Bridgewater to be used as detailed on the enclosed gift agreement dated June 11, 2008.
- The Northfield Booster Club has donated \$31,142 to be used for purchases as outlined in the gift agreement dated July 14, 2008. This amount is in addition to \$11,740 that has already been given to the District by the Booster Club for fee waivers during the 2007-2008 school year.

9. Personnel Items.

A. Appointments**

1. Cecelia Green, Food Service Manager I at Greenvale Park Elementary School for 7.5 hours per day beginning August 12, 2008, hourly rate per policy subject to revision when negotiations for 2008-09 are completed.
2. 2008 Special Ed Extended School Year Staff.
3. 2008-09 Co-Curricular Assignments
 - Jacie Haroldson, Assistant Girls Tennis Coach
 - Rhea Mehrkens, Part-time Assistant Cross Country Coach
 - Nicole Krenzel 6th-8th Grade Girls Tennis Assistant Coach
 - Alison Hudson, Part-time Middle School Soccer Coach (Hourly)
4. Flavia Berg, ECFE Early Childhood Teacher, up to 12.0 hours/week, 8/25/08-12/19/08 and 4/7/09-6/17/09.
5. Heather Ryden, 0.5 FTE long-term substitute Teacher on Special Assignment for Curriculum & Staff Development, plus 0.5 TOSA stipend. This is in addition to her 0.5 regular assignment and TOSA stipend.
6. Renee Rasmussen, 1.0 FTE long-term substitute Language Arts Teacher at the ALC for the 2008-09 school year, BA-1.
7. Renee Marlenee, Building Nurse at the High School for 7.0 hours per day, beginning Fall 2008, at an hourly rate \$20.90 subject to revision when negotiations for 2008-10 are completed.
8. 2008 Elementary Summer PLUS Program – 12.0 hours/week, June 23 – July 31, 2008.
Teachers: Janet Larimore-Rockne, Joan Lewis-Osborne, Lori Urke, Jane Jeffrey, Amy Sieve
Site Assistant: Leah Metz
9. 2008 Summer Music Program
 - Roger Jenni, Band Instructor, hours subject to enrollment, at an hourly rate based on lane and step.
 - Paul Beck, Band Instructor, hours subject to enrollment, at an hourly rate based on lane and step.
 - Mary Williams, Band Instructor, hours subject to enrollment, at an hourly rate based on lane and step.
 - Ethan Freier, Band Instructor, hours subject to enrollment, at an hourly rate based on lane and step.
10. 2008 Bridges to Kindergarten Program
Lisa Nelson, will teach one week of the three-week program, hourly rate based on years in Northfield.
11. 2008 Raider Summer Strength and Speed Training Program
 - Scott Sahli, Program Coordinator, stipend of \$7,904
 - Larry Sanfner, Clerical Coordinator, \$12.50/hour

- Assistant Coaches, \$16.50/hour
 - 12. Kory Larson, Summer Maintenance Worker for Technology, from June 17, 2008 – approximately July 17, 2008, for 40-60 hours as the project allows. \$9.25/hour.
 - 13. Joan Lewis-Osborne, Social Studies Teacher, 1.0 FTE for 1st Semester, 1.0 FTE long-term substitute for 2nd Semester, BA-1.
 - 14. Kristin Lindholm, 0.2 FTE Language Arts Teacher at the High School beginning with the 2008-09 school year, , 0.2 FTE long-term substitute Language Arts Teacher at the High School for the 2008-09 school year, MA-8.
 - 15. Julie Biwer-Bekhechi, Spanish Teacher, 0.8 FTE High School/.02 Middle School, long-term substitute for the 2008-09 school year, BA30-15.
 - 16. Sarah Martens, 1.0 FTE Spanish Teacher at the High School beginning with the 2008-09 school year, BA45-4.
 - 17. Matthew Drugg, 1.0 FTE long-term substitute Special Ed Teacher (EBD) at the High School for the 2008-09 school year, pending granting of a variance, BA-1*.
 - 18. Stacy Lehmann, Custodian for the Summer Plus Program at the Middle School for 32.0 hours per week, from June 24, 2009 – August 4, 2008, \$13.39/hour.
 - 19. Additional Staff for Summer Plus Program
 - Thaddeus Hinnenkamp, Site Assistant, 5.0 hours per day, Monday-Thursday, from July 7, 2008 – July 31, 2008, \$10.50/hr.
 - Matthew Berry, Site Assistant, 5.0 hours per day, Monday-Thursday, from July 7, 2008 – July 31, 2008, \$10.50/hr.
 - Troy Deden, Site Assistant, 5.0 hours per day, Monday-Thursday, from July 7, 2008 – July 31, 2008, \$10.50/hr.
 - Yajaira Casillas, Site Assistant, 5.0 hours per day, Monday-Thursday, from July 7, 2008 – July 31, 2008, \$10.50/hr.
 - 20. Polly Ness, Grade 3 Companeros Teacher at Greenvale Park for the 2008-09 school year, BA-6*.
 - 21. Karna Hauck, 0.05 FTE long-term substitute for the 2008-09 school year, MA-11. This is in addition to her .3 regular position. Her assignment will be .25 at the ALC all year, and .2 at the High School for 1st semester (.1 for the year) for a total of 0.35 FTE.
 - 22. Christopher Holmquist, 0.2 FTE long-term substitute for the 2008-09 school year, BA-8. This is in addition to his 0.8 regular position.
 - 23. Kiersten Bielenberg, Adaptive Phy Ed at the ALC, 0.25 FTE long-term substitute for the 1st semester of 2008-09, MA-10. This is in addition to her 0.45 regular position.
 - 24. Mary Harrity-Davidson, Physical Ed Teacher at Greenvale Park, 0.1 FTE long-term substitute for the 2008-09 school year, BA30-15. This is in addition to her 0.8 regular position.
 - 25. Lahna Tran, 2008 Plus Program Coordinator, 3.5 hours/day, M-Th, June 1, 2008 - August 8, 2008, \$26.62/hour.
 - 26. Christa Anderson, 2008 Plus Program Coordinator, 3.5 hours/day, M-Th, June 1, 2008 - August 8, 2008, \$26.52/hour.
 - 27. Gjenifer Stark, long-term substitute Middle School Youth Center Site Leader from July 7, 2008 through approximately September 4, 2008, \$13.08/hour subject to revision when negotiations for 2008-09 are completed.
 - 28. Kathleen Lockner, long-term substitute .5 Kindergarten Teacher at Sibley School for the 2008-09 school year, MA-7.
- b. Leaves of Absence
- Kristen Johnson, decrease leave of absence from 0.5 to 0.25 for the 2008-09 school year.
 - Lisa Weis, decrease leave of absence from 0.5 to 0.25 for the 2008-09 school year.
 - Angela Ekern, increase leave of absence from 0.3 to 0.7 for the 2008-09 school year.
 - Jennifer Streefland, FMLA childcare leave of absence from August 26, 2008 through October 3, 2008.

- c. Retirements/Resignations
 - Kathleen Hoffman, FACS Teacher, resignation effective end of 2007-08 school year.
 - Amy Kinney, Site Assistant, last day of work was June 5, 2008. Will sub for the summer.
 - Emily Marks, Site Assistant, last day of work was June 5, 2008.
 - Terri Geffert, Grade 2 Teacher at Bridgewater, resignation effective at the end of the 2007-08 school year. Ms. Geffert has taught in Northfield Schools for 13 years.

- d. Building Transfers
 - Jenny Lamont, from Middle School to Greenvale Park
 - Trudy Lamb, from Middle School to Bridgewater
 - Mary Harrity-Davidson, from Middle School/Greenvale to Middle School/High School
 - Ruth McCarty, from High School to High School/ALC
 - Diane Frederick, from High School to Middle School
 - Mary Magnuson, from Greenvale Park to High School
 - Deb Seitz, from Greenvale Park to Middle School
 - Barb Ekstrand, from Bridgewater/Greenvale to Sibley/Middle School
 - Kiwi Bielenberg, from Greenvale Park to Greenvale Park/ALC
 - Ashley Northrup, new hire assigned to Bridgewater/Greenvale Park
 - Melissa Morales, new hire assigned to Bridgewater/Greenvale Park
 - Kasha Kluczny, new hire, assigned to Bridgewater
 - Huy Bui, Special Ed Educational Assistant, transferred from Greenvale Park to Bridgewater
 - Julia Johnson, Special Ed Educational Assistant, transferred from Greenvale Park to Bridgewater
 - Dorothy Steffens, Special Ed Educational Assistant, transferred from Greenvale Park to Bridgewater
 - Coleen DeWall, Special Ed Educational Assistant, transferred from Sibley to Middle School
 - Kim Tousignant, Special Ed Educational Assistant, transferred from Sibley to Middle School

- e. Educational Assistant Assignments for 2008-09.

- f. Contract with the Center for Human Resources for Employee Assistance Program from July 1, 2008 – June 30, 2009.

- g. Policy Covering Wages, Hours and Fringe Benefits for Food Service Personnel for the period extending July 1, 2008 to June 30, 2010.

*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. Estate of Myrtle A. Houston.

In correspondence from Attorney John Ophaug, the District learned that the estate of Myrtle Houston had included the District in her trust distribution. The amount of \$41,550.41 has been placed in a separate account within the District's trust accounts.

The distribution stipulates that the funds support an environmental education program in the Northfield Schools, with an emphasis toward providing support at the elementary school level. Part of the support may be directed toward, but not limited to, the 5th grade environmental learning program with an emphasis toward providing scholarships for needy children to participate in this program. Because of the broad language providing support for environmental education in general, we feel that these funds

can also be used in support of the Middle School environmental education program and other environmental education programming K-12.

2. End of the Year Enrollment Report.

3. School Board Candidate Filing Update.

As of Thursday, July 10, Rob Hardy, Anne Maple, Kevin Budig, Ellen R. Iverson and Katy Hargis have filed for the School Board election on November 4. Diane Cirksena filed on Friday, July 12, and Peter Millin and Jeff Quinnell filed on Tuesday, July 15. There are four vacancies. Individuals have until 5 PM on Tuesday, July 15 to file in the District Office.

IX. Future Meetings

Monday, August 11, 2008, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center

Monday, August 25, 2008, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center

X. On a motion by Stratmoen, seconded by Hargis, the Board adjourned at 8:28 PM.

Katy Hargis, Clerk