

NORTHFIELD PUBLIC SCHOOLS
School Board Minutes

School Board Meeting
August 25, 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 7:00 p.m. Hargis and Smith were absent.
- II. Agenda Changes.
The table file was added.
- III. Public Comment
There was none.
- IV. Approval of Minutes
Nelson thanked Stratmoen for chairing the August 11th meeting. Then, on a motion by Berthelsen, seconded by Cirksena, the minutes of the Regular School Board meeting held on August 11, 2008, were approved.
- V. Announcements and Recognitions
Nelson thanked the custodial staff, teachers and administrators for their work in getting everything ready for school to start. She also welcomed new staff to the District.
- VI. Items for Discussion and / or Reports
 1. DARE Program at Sibley Elementary School.
Sibley Elementary Principal Scott Sannes, Police Chief Mark Taylor, and Officer Paul Haider gave a brief introduction to the DARE program at Sibley. Four fifth-grade graduates (now sixth graders) read their DARE graduation essays to the School Board. They were Erin Hahn, Meg Etzell, Noah Heil and Mason Lindenfelser. Scott Sannes asked for Board approval to move ahead with the DARE program during the 2008-09 school year at Sibley. Nelson suggested following up with the DARE graduates as they move through the middle school for additional retrospective feedback on the program. Superintendent Richardson said that possible expansion plans to Greenvale Park and Bridgewater Elementary Schools will be on the September 8, 2008, School Board agenda.
- VII. Superintendent's Report
 - A. Items for Individual Action
 1. School Board Policies.
On a motion by Stratmoen, seconded by Cirksena, the Board approved Policy 515 – Protection and Privacy of Pupil Records and Policy 706 – Acceptance of Gifts, as presented.
 2. Resolution Regarding Christopher Columbus Day.
On a motion by Berthelsen, seconded by Stratmoen, the Board unanimously adopted the following resolution: WHEREAS, Minnesota Statutes, Section 645.44, Subdivision 5, and Minnesota Statutes 120.42 gives the district an option of determining whether Christopher Columbus Day shall be a holiday, then BE IT RESOLVED, that Christopher Columbus Day on October 13, 2008, shall not be a holiday. Voting 'yes' was Berthelsen, Cirksena, Hager, Stratmoen and Nelson. No one voted 'no.' Hargis and Smith were absent.
 - B. Items for Consent Grouping.
On a motion by Hager, seconded by Cirksena, the Board approved the following items listed under the Consent Grouping. Nelson thanked Director of Business Affairs Tom Stringer and Superintendent Richardson for being proactive in searching for ways to save money, such as

the cooperative purchasing agreement with the State of Minnesota. Nelson also thanked 1st National Bank for its generous contribution and the community as a whole for its support of the public schools.

1. Cooperative Purchasing Venture.

The Board approved the Cooperative Purchasing Agreement, which will allow the District, as a member, to purchase goods and services under contracts established by the State of Minnesota. The state contracts will prove most beneficial when purchasing standard commodities and big-ticket items. There is no cost this year to join.

2. Gift Agreement.

The School Board approved a gift agreement with First National Bank in the amount of \$12,000, which will be used to purchase 2 High School gymnasium scoreboards, including shot clocks. Payment will be in two installments. The first installment will be immediately and the second, on January 2, 2009.

3. Personnel Items.

a. Appointments**

1. Stephanie Ianfolla Balvin, long-term substitute teacher at Greenvale Park for the 2008-09 school year, BA-2*.
2. Allison Bartron, 0.5 long-term substitute Kindergarten Teacher at Sibley School for the 2008-09 school year, BA-0*.
3. Alison Hudson, Special Ed Educational Assistant - PCA at the High School for 7.0 hours per day beginning September 2, 2008, Class III - PCA, step 1.
4. Troy Deden, Special Educational Assistant at the High School for 7.0 hours per day beginning September 2, 2008, Class III – PCA, step 1.
5. Peggy Sheehy, Educational Assistant for 5.0 hours per day at Sibley beginning September 2, 2008. Her assignment is 1.0 hour Supervisory (Class I), 1.5 hours Instructional (Class II), 2.5 hours Special Ed - PCA (Class III - PCA), pro-rated benefits.
6. Co-Curricular Assignments for 2008-09
 - Lucinda Laabs, 2008-09 Northfield Booster Club Concessions Manager, \$1,500.00.
 - Phill Tukiendorf, Assistant Girls Swim Coach – Diving.
 - Jan Christensen, one extra class (English) every other day, one supervision daily for 1st Quarter.
 - Dana Engstrom, one extra class every other day, one supervision daily for 1st Quarter.
 - Regina McDonald, one extra class (Math) all year with supervision, in addition to the Middle School Activities assignment.
7. Brandi Doll, Grade 2 Companeros Teacher at Bridgewater Elementary School for the 2008-09 school year (contingency monies), BA lane, step 0*.
8. Anthony (Tony) Seidl, Grade 3 Companeros Teacher at Greenvale Park for the 2008-09 school year (contingency monies), BA lane, step 0*.
9. Erica Buechner, long-term substitute Counselor at the Middle School from August 25, 2008 through October 3, 2008, MA lane, step 0*. There are no benefits with this position
10. Lowell Bauer, Temporary Custodian at the High School from August 25, 2008 through on or about September 19, 2008, step 2 of the wage scale for custodians. There are no benefits with this position.
11. Sarah Krieglner Duchene, 0.5 Title I Teacher at Bridgewater beginning with the 2008-09 school year, BA lane, step 3. This is in addition to her 0.5 long-term substitute Grade 4 Teacher position for 2008-09.
12. Fall 2008 Community Services Instructors.

- b. Increase or Decrease in Hours/Change in Position for 2008-09
 1. Shannon Flegel, voluntary reduction in FTE from 1.0 to 0.8 FTE beginning with the 2008-09 school year.
 2. Ann Schmidt, transfer from FSA I position at the NCRC to FSA III position at the High School for 4.0 hours per day beginning September 2, 2008. This is in addition to her FSA II High School position for 3.5 hours per day.
 3. Diane Wendt, ECFE Educational Assistant Class I & II, decrease from 16.0 to 13.0 hours per week for the 2008-09 school year.
 4. Debra Thomforde, 1.0 FTE Reading Teacher for 1st Quarter. She will have one supervision daily and will continue in her role as a .1 FTE Reading Interventions Specialist. Her total assignment for quarter one is 1.1 FTE. Ms. Thomforde will return to her .3 FTE assignment 2nd Quarter.
 5. Peggy Sheehy, Educational Assistant for 5.0 hours per day at Sibley. Corrected assignment is 1.5 hour Supervisory (Class I), 1.0 hours Instructional (Class II), 2.5 hours Special Ed - PCA (Class III - PCA).
 6. Dorothy Steffens, Special Ed Educational Assistant - Job Coach for 6.0 hours per day, transferred from Bridgewater to the High School.
 7. Kristen Cade, Grade 4 Teacher at Bridgewater, MA lane step 13.
 8. Hong Gao Dice, 0.4 Chinese Teacher, community expert licensure renewed for 2008-09.
 9. Michelle Morales, ESL Teacher, transfer from Bridgewater/Greenvale Park to Greenvale Park.
- c. Resignations
 1. Jake Salmon, Assistant Girls Swim Coach – Diving, resignation effective August 13, 2008.
 2. Kathy Lansing, Special Ed Educational Assistant at Sibley School, resignation effective August 14, 2008.
 3. Dawn Knutson, long-term substitute teacher and Educational Assistant, resignation effective August 15, 2008.
 4. Max Denton, Auditorium Technician, resignation effective September 1, 2008.
 5. Valerie Rossow, ESL Teacher, resignation effective August 22, 2008.
- d. 2008-2010 Agreements: The Board of Education approved the following agreements for the time period July 1, 2008 through June 30, 2010.
 - i. Technology Employees
 - ii. District Maintenance and District Electrician
 - iii. Confidential Employees
 - iv. Nurses
- e. Leave of Absence
 1. Marilynn Neuville, FMLA leave from August 26, 2008 through November 6, 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. Review of School Start Times

Administration was asked to review the decision to place Bridgewater in a second tier of routes that puts the start time 30–35 minutes later than Sibley and Greenvale Park to see if there was a possibility of changing the start and dismissal times at Bridgewater. Chuck Corliss of The Center for Efficient School Operations reviewed the decision and concluded that between \$150,000 and \$180,000 would be needed to have all of the

elementary schools operate at the same time. Nelson encouraged the Bridgewater administration to explore structuring specialist time and perhaps the daily schedule differently.

2. Workshop Schedule on Wednesday, August 27.
School Board members were invited to attend the Professional Learning Communities workshop on Wednesday, August 27. The lunch break is an all employee picnic hosted by the Superintendent's Cabinet.
3. School Board Candidate Forums.
There will be two opportunities for community members to become familiar with the School Board candidates. The first is Tuesday, October 21 at 7 PM in the Middle School Cafeteria. A "Candidates for School Board Walk-About" is being sponsored by the League of Women Voters in collaboration with AAUW and Community Services. The second is on Tuesday, October 28 from 6:45 to 8:45 PM at Bridgewater Elementary School. It is being sponsored by the Bridgewater, Greenvale Park and Sibley PTOs and the Middle School and High School PACs. Childcare is being provided.
4. Public Notice Concerning the District Being Identified as "In Need of Improvement."
Superintendent Richardson distributed to the Board in the table file a copy of the letter he wrote to parents and guardians. This letter is required and will be distributed to parents/guardians of all enrolled students in the first building newsletters and on the District's website.
5. Projected Elementary Enrollment as of August 25, 2008.
Superintendent Richardson distributed to Board members the projected elementary enrollment provided to him by the elementary principals as of 8/25/08.

IX. Future Meetings

Mon, Sept 8, 2008, 7:00 PM, Regular School Board Meeting, NHS Media Center
Mon, Sept 22, 2008, 7:00 PM, Regular School Board Meeting, NHS Media Center
Mon, Oct 13, 2008, 7:00 PM, Regular School Board Meeting, NHS Media Center
Tues, Oct 21, 2008, 7:00 PM, Candidates for School Board Walk-About, NMS Cafeteria
Mon, Oct 27, 2008, 7:00 PM, Regular School Board Meeting, NHS Media Center
Tues, Oct 28, 2008, 6:45 to 8:45 PM, School Board Candidate Forum, Bridgewater Elementary

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

Katy Hargis, Clerk