

**NORTHFIELD PUBLIC SCHOOLS**  
**School Board Minutes**

School Board Meeting  
November 24, 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 pm. Berthelsen and Hager were absent.
- II. Agenda Changes.  
The table file was added.
- III. Public Comment  
Bob Shepley, representing the Northfield Youth Basketball Association, asked the Board to consider delaying the implementation of the increased fee structure for using school district facilities until summer. This increase in fees was not factored into the registration fee set by the NYBA at the beginning of the season and would pose a hardship for the organization if the increase in fees were to go into effect January 1, 2009, as proposed.
- IV. Approval of Minutes  
On a motion by Cirksena, seconded by Stratmoen, the minutes of the Regular School Board meeting held on November 10, 2008, were unanimously approved.
- V. Announcements and Recognitions
  - The Football team, coached by Bubba Sullivan, is playing in the Prep Bowl on Saturday, November 29 against Mankato West. This game will determine the 4AAAA State Football Champion. The StarTribune on Sunday had a very nice article about three of our football players who excel academically as well as on the football team. The article featured Robby Allen, Christian Shepley and Yujie Sun.
  - Nine swimmers from the girls swim team competed at the State Meet at the University of Minnesota this past weekend. McKenna Jones placed second in the state in the 500 freestyle and broke a school record and fifth in the state in the 200 freestyle. The girls are coached by Michelyn Baker.
  - A very successful run of "Our Town" was presented by the high school drama dept. The director was Bob Gregory-Bjorklund and involved dozens of students in the cast and crew.
- VI. Items for Discussion and / or Reports
  1. FU 2008 Audit Results.  
Bob Qualet, auditor for the Northfield School District, reviewed the results of the 2007-2008 audit. In four fiscal years, the District has moved from a \$1.3 million deficit to a \$3.3 million dollar surplus in the unreserved/undesignated general fund.
  2. School Improvement Plan Reports – High School and Area Learning Center.  
High School Principal Joel Leer and High School Teachers Jody Saxton West and Leah Sand, and Area Learning Center Director Pat Parlin presented their school's continuous improvement plan to the Board.
  3. Feasibility Report by ICS on Elementary Construction Project.  
ICS consultants Gary Benson and Patrick Overom presented their pre-design report on the proposed addition to Sibley Elementary School. The pre-design report provided a thorough assessment of this proposal with a focus on the proposed solution and how it would address space needs across all three elementary buildings and provide greater program equity for students in each building. ICS also provided an initial estimate of cost. The Board asked to see map of what each elementary building would look like after the changes are made.

Based on this report, the Board decided to hold two public hearings to present the elementary construction proposal to the community and to receive comment. The dates for the public hearings are Wednesday, December 10 and Tuesday, December 16. Both public hearings will be held in the High School Media Center beginning at 7:00 PM. The Board will decide at its December 8<sup>th</sup> meeting if they want to hold a special School Board meeting on Monday, December 22 to take action on the proposal.

VII. Superintendent's Report

A. Items for Individual Action

1. FY 2008 Audit Report.

On a motion by Hargis, seconded by Cirksena, the Board unanimously approved the 2007-2008 audit report as presented.

2. Inclusive Schools Week – December 1 - 5.

On a motion by Smith, seconded by Stratmoen, the Board unanimously approved the Inclusive Schools Proclamation.

3. School Board Policies.

On a motion by Cirksena, seconded by Hargis, the Board unanimously approved the following policies:

Policy 806 – Crisis Management

Policy 902 – Use of School Facilities and Equipment (new procedures go into effect Mar 15, 2009)

Policy 903 – Visitors to School District Buildings and Sites

B. Items for Consent Grouping.

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

1. Gift Agreements.

- Sibley Elementary School's PTO has donated \$22,500.38 to Sibley for new playground equipment.
- The Northfield Gymnastics Club has donated \$1000 to be used towards the salary for an assistant gymnastics coach for the 2008-09 school year.

2. Grant Requests.

The High School's two grant requests to the Northfield Area Foundation were approved.

- A \$5000 request to support the day-long Respect Retreat for ninth graders.
- A \$5000 request to support the coordination and facilitation of Service Learning throughout the Northfield School District.

3. Personnel Items.

a. Appointments\*\*

1. Lorraine Baker, Food Service Associate I at the High School for 3.75 hours/day, beginning November 24, 2008, entry level of the wage scale for FSA I. There are no benefits with this position.
2. Keing (Ken) Hu, Foods Service Associate I – temporary for 1.5 hours per day at the High School beginning November 24, 2008 with ending date to be determined, entry level of the wage scale for FSA I. There are no benefits with this position.
3. Caroline O'Hara, Special Ed Educational Assistant – PCA at Bridgewater for 6.5 hours per day beginning November 20, 2008, Class III-PCA, step 2 of the wage scale for Special Ed Educational Assistants-PCA.
4. Allison Thrun, EarlyVentures Site Assistant at Longfellow School for 17.5 hours per week, beginning November 24, 2008, step I of the wage scale for Site Assistant, subject to revision when negotiations for 2008-09 are completed.

5. Jennifer Valek, Administrative Support Assistant at Bridgewater beginning November 24, 2008, Class IV, step 2.
6. Claire Maier, long-term substitute 7<sup>th</sup> Grade Reading Teacher from December 1, 2008 – March 6, 2009, BA lane, step 0.
7. Co-Curricular Assignments  
Tyler Faust, Part-time Assistant Middle School Wrestling Coach (Hourly)  
Patrick Henegan, Assistant Nordic Ski Coach, shared stipend (16 days)  
Becca Carlson, Assistant Nordic Ski Coach, shared stipend (13 days)
8. Vicki Dilley, Special Ed Educational Assistant – PCA for 2.5 hours per day at the High School beginning December 10, 2008, Class III-PCA, step 1. There are no benefits with this position.

b. Increase/Decrease/Change in Position

1. Elizabeth Foster, Targeted Services Teacher for 1.25 hours per day, 2 days per week, includes prep time from November 4, 2008 through May 29, 2009, \$25.93 per hour. This is in addition to her regular teaching position.
2. Michelle Morales, Targeted Services Teacher for 1.25 hours per day, 2 days per week, includes prep time from November 4, 2008 through May 29, 2009, \$25.93 per hour. This is in addition to her regular teaching position.
3. Beth McClune, eliminate 0.5 hour per day, Class I, bus supervision beginning December 1, 2008. Ms. McClune will continue with her 6.75 Special Ed EA-PCA hours.
4. Emiliana Graupmann, 0.2 FTE long-term substitute Social Studies Teacher at the High School for the 2<sup>nd</sup> Semester of the 2008-09 school year. This is in addition to her regular 0.6 FTE position.
5. Rose Brison, temporary increase from FSA I to FSA II and increase in hours from 18.75 to 27.50 hours from October 30, 2008 through November 6, 2008.
6. Andrew Dimick, to his 6.5 Special Ed EA-PCA/0.25 Supervisory EA hours per day position, add 0.5 hour Supervisory EA on Monday, Tuesday, Wednesday from November 3, 2008 – June 3, 2009.

c. Leave of Absence

1. Heather Ims, FMLA childcare leave from on or about January 20, 2009 through on or about April 14, 2009.
2. Melissa Larson, FMLA childcare leave from on or about April 30, 2009 – June 5, 2009.
3. Marilynne Neuville, FMLA leave extended through March 6, 2009.

d. Resignation

1. Jessica Schaffer, EA at Greenvale Park, resignation with last day to be November 21, 2008.

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

4. Overnight Field Trip Request from Northfield Middle School.

The application from Northfield Middle School Principal Jeff Pesta for the 6th grade Amistades students to attend the Spanish Language Village weekend at Concordia Language Villages in Bemidji, MN January 30-February 1, 2009, was approved.

VIII. Items for Information

1. School Board Policies.

The Board Policy Review Committee presented the following policies for review and comment. Over the next two weeks, Board members and individuals may react to these policies. Discussion and final action by the School Board on these policies is scheduled for the December 8, 2008, regular School Board meeting.

Policy 620 – Credit for Off-Site Course Work

Policy 701 – Establishment, Adoption & Modification of School District Budget

Policy 702 – Accounting

Policy 703 – Annual Financial Audit

Policy 704 – Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System

Policy 705 – Investments

Policy 904 – Distribution of Materials on School District Property by Nonschool Persons

Policy 906 – Community Notification of Predatory Offenders

Also, the following policies were presented with the recommendation from the Board Policy Review Committee that they be retired.

Policy ABCA – Student Representation with Board of Education

Policy AGA – Recognition for Accomplishment

Policy BCACA – Authorizing the Payment of Claims Between Board Meetings

Policy CGD – Agreement Between the City of Northfield and ISD 659 – Operation of Community Education and Recreation

Policy GCBEA/GDBEA – Requests to Take Vacation During School Year (contractual)

Policy GDBA – Step Placement of Classified Staff (contractual)

And finally, the following policies were presented with the recommendation that they be renumbered.

Policy GBE to Policy 426 – Northfield Public Schools Employee Assistance Program

Policy DFC to Policy 721 – Grant Writing

Policy EGAA to Policy 722 – Copyright

Policy EGACA to Policy 723 – Electronic Communication

Policy EHA to Policy 724 – School District General Records Retention Schedule

IX. Future Meetings

Tuesday, December 2, 2008, 7:00 PM, Truth in Taxation Hearing,  
Northfield High School Media Center

Monday, December 8, 2008, 7:00 PM, Regular School Board Meeting,  
Northfield High School Media Center

Monday, January 12, 2009, 7:00 PM, Organizational School Board Meeting followed by Regular School Board meeting, Northfield High School Media Center

X. On a motion by Stratmoen, seconded by Smith, the Board adjourned at 10:20 PM.

Katy Hargis, Clerk