

NORTHFIELD PUBLIC SCHOOLS
School Board Minutes

School Board Meeting
December 8, 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.
- II. Agenda Changes.
The table file was added.
- III. Public Comment
There was none
- IV. Approval of Minutes
On a motion by Hargis, seconded by Cirksena, the minutes of the Regular School Board meeting held on November 24, 2008, were unanimously approved. Then, on a motion by Stratmoen, seconded by Smith, the minutes of the Truth in Taxation Hearing held on December 2, 2008 were unanimously approved.
- V. Announcements and Recognitions
 - Girls hockey, coached by Brent Bielenberg, is off to their best start ever. Four wins and no losses!
 - Superintendent Richardson thanked outgoing Board members Paul Hager, Katy Hargis and Wendy Smith for their years of service to the students in the District. Their terms expire December 31, 2008.
- VI. Items for Discussion and / or Reports
 1. School Improvement Plan Report – Northfield Middle School.
Middle School Principal Jeff Pesta, Media Specialist Amy Sieve and parent Becky Johnson presented the Middle School's continuous improvement plan to the Board. Cirksena asked if in the spring, a 6th grade teacher could present to the Board the kind of data they are using.
 2. Discuss Need for December 22nd Special School Board meeting.
After a brief presentation and recommendation by Superintendent Dr. Chris Richardson, on a motion by Stratmoen, seconded by Cirksena, the Board unanimously approved holding a special school board meeting on Monday, December 22, 2008, at 7:00 PM in the High School Media Center to take action on the elementary construction proposal.
- VII. Superintendent's Report
 - A. Items for Individual Action
 1. School Board Policies.
On a motion by Hager, seconded by Berthelsen, the Board unanimously approved the following policies:
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

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

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)

On a motion by Berthelsen, seconded by Stratmoen, the Board unanimously approved renumbering the following policies:

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

2. School Improvement Plans.

On a motion by Smith, seconded by Cirksena, the Board unanimously approved the seven site improvement plans submitted by building or program staffs for the 2008-09 school year.

3. Certify Final 2008 Payable 2009 Tax Levy.

On a motion by Berthelsen, seconded by Cirksena, the Board unanimously certified to County Auditors the 2008 Payable 2009 Final Certified Net Tax Levy in the amount of \$14,366,599.07.

B. Items for Consent Grouping.

Hargis asked for clarification regarding item d under Personnel items.

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

1. Financial Reports for September and October 2008.

The Board approved:

- Paid bills totaling \$1,875,199.15, payroll checks totaling \$1,897,217.00 and the financial reports for September 2008. No bond payments were made in September 2008.
- Paid bills totaling \$1,649,809.89, payroll checks totaling \$1,971,389.55, Bond fee payments totaling \$402.50 and the financial reports for October 2008.

2. Personnel Items.

a. Appointments**

1. Angela Blake, PLUS Program Site Assistant at Greenvale Park for 1.5 hours per day, 2 days/week, beginning December 8, 2008 through May 29, 2009. There are no benefits with this position.
2. Co-Curricular Assignments
 - Earl Weinmann, Middle School Advisor for SCOPE, Jr. Posse, Jr. Curators, Museum (.075 based on lane/step)
 - Corrine Oian, Middle School Play/Musical (50% stipend)
 - Deborah Seitz, Middle School Play/Musical (50% stipend)
 - Krista Betcher, Middle School Science Olympiad Advisor (50% stipend)
 - Anne Jarvis, Middle School Science Olympiad Advisor (50% stipend)
 - Denise Halvorson, Middle School Speech Advisor
 - Laurie Sadowski, change Cheer Team Coach to 60% stipend
 - Renee Malecha, Cheer Team Coach (40% stipend)

Abby Benson, Assistant Nordic Ski Coach (shared stipend: 8 days)
Dan Meyers, High School Weight Room Assistant (Winter Season) 25 days of assignment
Tom Sola, High School Weight Room Assistant (Winter Season) 24 days of assignment
Larry Meadors, High School Weight Room Assistant (Winter Season) 13 days of assignment
David Beck, High School Weight Room Assistant (Winter Season) 22 days of assignment

- b. Increase/Decrease/Change in Position
 1. Nhung Bui, transfer from 6.5 hrs/day Special Ed Educational Assistant-PCA position to a 6.5 hrs/day Special Ed Educational Assistant position effective December 1, 2008.
 2. Nhung Bui, PLUS Program Site Assistant at Greenvale Park for 2.0 hours, T/Th, and 0.75 hr/day on M/W for a total of 5.5 hours per week, December 1, 2008 – May 29, 2009, step 1 of the wage scale for Site Assistants, subject to revision when negotiations for 2008-09 are completed. This is in addition to her EA position at the Middle School.
 3. Theresa Brake, PLUS Program Site Assistant at Greenvale Park for 0.75 hr, 4 days per week for a total of 3.0 hours per week, December 1, 2008 – May 29, 2009, step 3 of the wage scale for Site Assistants, subject to revision when negotiations for 2008-09 are completed. This is in addition to her EA position at Greenvale Park.
 4. Theresa Findlay, add 0.25 hrs/day Supervisory Educational Assistant for bus supervision beginning December 1, 2008. This is in addition to her Special Ed Educational Assistant position.
 5. Sandra Miller, transfer from 6.5 hours per day Special Ed EA position to a 6.75 Special Ed EA-PCA position at the Middle School beginning December 1, 2008.
 6. Susan Nelson, Special Ed Educational Assistant – PCA at Longfellow School, increase from 16.25 to 32.25 hours per week from December 1, 2008 through June 5, 2009.
 7. Renee Rasmussen, Targeted Services Teacher for 1.25 hours per day, 2 days per week, includes prep time from November 18, 2008 through May 29, 2009, \$25.93 per hour. This is in addition to her regular teaching position.
 8. Angela Nielsen, increase from 2.5 to 5.5 hours per day Special Ed Educational Assistant at Greenvale Park. Supervisory EA hours remain at 1.5 for a total of 7.0 hours per day.
- c. Resignations / Request for Release from Contract
 1. Gjenifer Stark, PLUS Program Site Leader, resignation effective November 25, 2008.
 2. Brenda Crissinger, granted release from contract effective December 19, 2008 or anytime prior to the beginning of the second semester pending finding a suitable replacement.
- d. Independent Consultant Contract between Northfield Public Schools and Independent Consultant, Judy Caroon, at a daily rate of \$406.00 per day for approximately fourteen (14) days in December 2008 and January 2009 to serve as interim Food Service Director.
- e. 2008-2010 Agreement: The Board approved the agreement with Community Services Staff for the time period July 1, 2008 through June 30, 2010.

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

VIII. Items for Information

1. Enrollment Report – December 1, 2008.

2. School Board Policies.

The Board Policy Review Committee presented Policy 707 – Transportation of Public School Students for review and comment. Discussion and final action by the School Board on this policy is scheduled for the January 12, 2009, regular School Board meeting. Also, the following policies were suggested for retirement by the Board Policy Review Committee because they are either covered in the Co-Curricular Activities Handbook, which is approved each year by the School Board, or are outdated.

Policy IGDH – Waiver of Liability by Participants in Extra Curricular Athletic Activities

Policy IGDJ – Co-Curricular Athletic Philosophy

Policy IGDJA – Northfield Middle School Athletics

Policy IGDJC – Cancellation of a Sport Schedule

Policy IHB – Class Size

IX. Future Meetings

Wednesday, December 10, 2008, 7:00 PM, Public Hearing, Northfield High School Media Center

Tuesday, December 16, 2008, 7:00 PM, Public Hearing, 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

Monday, January 26, 2009, 7:00 PM, Regular School Board meeting, Northfield High School Media Center

Board Chair Kari Nelson thanked Paul Hager, Katy Hargis and Wendy Smith for serving on the school board.

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

Kari Nelson, School Board Chair