

# NORTHFIELD PUBLIC SCHOOLS

## School Board Minutes

School Board Meeting  
April 26, 2010  
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 was absent.
- II. Agenda Changes.  
The table file was added.
- III. Public Comment  
There was none.
- IV. Approval of Minutes  
On a motion by Iverson, seconded by Quinnell, the minutes of the Regular School Board meeting held on April 12, 2010, were unanimously approved.
- V. Announcements and Recognitions
  - Congratulations to the Area Learning Center's Soy Scent Candle Project for being selected by Healthy Community Initiative as the recipient of April's Making A Difference award. To date, the Soy Scent Candle Project has contributed approximately \$14,000 to the Community Action Center to purchase food for families in the community. Cheryl Mathison is the ALC's Business Teacher.
  - The Northfield Raider Speech team had an amazing showing at the Section 1AA Speech Tournament held April 15 at Northfield High School. The Raiders placed third in team sweeps, qualified 12 entries for Section Finals, and qualified five entries to compete at State.
  - Our Student Services Department has received a \$15,000 grant from the MN Department of Education to provide training to parents in understanding the special education process in general, and focusing on development of the IEP as an instruction intervention so that parents can be a more active participant in developing their child's individual education plan.
  - Northfield Middle School students under the direction of Anne Jarvis presented Seussical, the Musical on April 23<sup>rd</sup> and 24<sup>th</sup>.
  - Northfield High School students had a successful Arts a la Carte on Friday, April 23.
  - Stratmoen attended the Missota Conference Music Festival in Farmington on April 16.
- VI. Items for Discussion and / or Reports
  1. Bridgewater Elementary School's Professional Learning Communities Report.  
This DVD presentation showed a first grade PLC at Bridgewater in action. It was the last informational report on the implementation of Professional Learning Communities (PLCs) in the Northfield Public Schools. Bridgewater Principal Nancy Antoine and first grade teachers Pam Charlton and Karen Lane were present to answer questions.
  2. Proposed 2010-2011 Food Service Budget.  
Food Service Director, Pam Haupt, presented the 2010-11 proposed food service budget. Although the financials are not entirely complete, at this time an increase in meal prices is not being recommended. Conservative increases in operating costs and a slight decrease in food costs will support keeping the current meal prices the same. In her presentation, Pam included new developments in the farm-to-school initiative, additional fresh fruit and vegetable offerings and comments from the recent student focus groups.
  3. Safe Routes to School.  
Director of Business Affairs Tom Stringer and City Engineer Katy Gehler-Hess presented information and answered questions regarding the safe routes to school initiative. Since 2008, a Safe Routes to School Committee made up of City of Northfield, School District (Dave Craft,

Jeff Pesta and Tom Stringer) and Non-Motorized Task Force members have been working with a grant award from MnDOT. A key component of the \$30,000 grant went to conduct a study of the barriers to K-8 students walking and biking to school. The study was first made available and presented to the City Council for adoption in February. There is full recognition that actual funds for major projects do not exist, and that acceptance of the report does not commit funds for projects. Progress has already begun on some of the needs: police enforcement has been stepped up at the intersection of Division Street (MN Hwy 246) and Jefferson Parkway during morning school arrival times; a MnDOT-certified study of the intersection is on the City's CIP for 2010; and some changes have been made in school crossing guard assignments.

4. Professional Learning Communities Survey Results.

A variety of feedback concerning Professional Learning Communities (PLCs) was shared with the Board. These included:

- The random sample PLC survey of K-12 parents completed and analyzed by High School Probability and Statistics classes taught by Ray Coudret. Students presented to the Board another perspective on the opinions of parents concerning both the logistical choices of day, time and transportation options as well as their beliefs about PLCs.
- Administrative summary results of the 527 Parent and 270 Staff PLC Surveys completed online through March 26, 2010. The following are key findings:
  1. Most parents get their information about PLCs from the PLC section of the school newsletter. The next most frequent source is their child's teacher or administrator.
  2. Parents and staff strongly prefer Wednesday for the PLC day.
  3. Parents and staff are almost equally divided about whether PLCs should continue with secondary schools coming one hour late and elementary schools leaving one hour early, change to all students coming one hour late, or change to all students leaving one hour early on the PLC day. By a small percentage, parents prefer an early release for all students. By a large percentage, staff members prefer a late start for all students. An early release for all students followed by PLCs is complicated by 65% of High School and 76% of Middle School students being involved in co-curricular activities and no teaching staff being available for targeted services programs after school.
  4. Parents are divided in their feelings about whether bus transportation should run when classes actually begin and end or continue to run on the same schedule as every other day so that transportation arrives one hour before school starts or leaves one hour after school ends on the PLC day. The largest percentage of parents believes that bus transportation should run when classes actually begin and end with no supervised activities provided during the PLC time. Staff members strongly believe that bus transportation should run when classes actually begin and end with no supervised activities provided during the PLC time.
  5. Parents who supported PLCs indicated that they provided teachers needed time for collaboration and planning and supported improved achievement for students. Some parents reported positive changes in instruction and curriculum to address identified student needs while others appreciated consistent late starts or early releases. Parents who did not support PLCs shared educational concerns about lost instructional time, the desire for teachers to complete PLC time outside the student day, and a belief that they saw no evidence of the positive impact of PLCs on their children. They also shared logistical concerns about the quality of supervision in the before and after school programs, the desire for having both elementary and secondary PLCs at the same time, and the wish that buses would run on a shortened schedule. Parents who were neutral often told us they thought PLCs were important for staff but questioned the evidence or loss of instructional time or shared one of the logistical concerns about supervision or scheduling.

Other feedback shared with the Board:

- Board Member Ellen Iverson’s summary of summary results of the Parent and Staff PLC Surveys completed online through March 26, 2010. This summary, using a qualitative software program (Nvivo), reviews the narrative information provided in the two opinion questions and provides a second perspective on the data gained about the major themes reflected in the responses.
- The compilation of information gathered from PLC teams across the District concerning their work on PLCs during the 2009-2010 school year.

5. Professional Learning Communities Recommendation for 2010-2011 School Year.

The administrative recommendation for Professional Learning Communities was presented. Administration believes the following PLC proposal for the 2010-11 school year provides the best opportunity to continue successful PLCs in an environment where they can be sustained long term:

1. Maintain Wednesday for the PLC day.
2. Move to a one-hour late start for all students K-12 so that both elementary and secondary staff work in their PLCs each Wednesday morning.
3. Buses will run one hour late each Wednesday so as to arrive at each building shortly before school starts
4. Since there will be no early bus transportation, there will be no supervised activities for students except those that are currently provided through the Kid Ventures program.

This recommendation reflects serious consideration of the feedback provided by parents and staff members as well as the realities of student and staff needs. The Board was asked to consider the proposal for two weeks and then discuss and act on the recommendation at the May 10, 2010 School Board meeting.

6. Proposed 2010-2011 Operating Capital / Health and Safety Budgets.

Business Director, Tom Stringer, presented to the Board the 2010-11 proposed operating capital / health and safety budget. These budgets are part of the District’s General Fund, but require separate accounting and fund balance reserves.

VII. Superintendent's Report

A. Items for Individual Action

1. Resolution for Termination and Non-Renewal of Probationary Licensed Staff.

On a motion by Stratmoen, seconded by Pritchard, the Board unanimously adopted the Resolution related to the termination and non-renewal of teaching contracts of the following probationary licensed teachers effective at the end of the 2009-2010 school year. Voting ‘yes’ was Maple, Iverson, Pritchard, Quinnell, Stratmoen and Nelson. No one voted ‘no.’ Berthelsen was absent.

| <u>Name</u>            | <u>Position</u>      | <u>FTE</u> |
|------------------------|----------------------|------------|
| Renee Rasmussen        | ALC English          | 1.0        |
| Sarah Kriegler DuChene | BW Grade 4 LTS       | .5         |
| Sarah Kriegler DuChene | BW Title I           | .5         |
| Amy Haslett-Marroquin  | BW Grade 2/3         | 1.0        |
| Kathleen Lockner       | BW Grade2/3          | 1.0        |
| Rebekah Patterson      | BW Title I           | .3         |
| Kelly Stanton-Nutt     | BW Art               | .45        |
| Katherine Woodstrup    | BW Art               | .3         |
| Anne Morrissey         | GVP Grade 3          | 1.0        |
| Sarita Rabe            | GVP Grade 1          | 1.0        |
| Matthew Drugg          | HS Special Education | 1.0        |

|                      |                          |     |
|----------------------|--------------------------|-----|
| Jacqueline Hillstrom | HS Social Studies        | 1.0 |
| Lori Holm            | HS Special Education LTS | .5  |
| Mary Schmitt         | HS Social Studies LTS    | 1.0 |
| Heidi Sheen          | MS/HS ESL                | 1.0 |
| Allison Bartron      | Sibley Grade 1           | 1.0 |
| Marna Phinney        | Sibley Grade 2 LTS       | 1.0 |

2. Resolution Proposing to Place Tenured Licensed Staff on Unrequested Leave of Absence.

On a motion by Iverson, seconded by Maple, the Board unanimously adopted the Resolution related to the proposed placement of the following tenured teacher on unrequested leave of absence effective at the end of the 2009-2010 school year. Voting 'yes' was Maple, Iverson, Pritchard, Quinnell, Startmoen and Nelson. No one voted 'no.' Berthelsen was absent.

| <u>Name</u>  | <u>Position</u>       | <u>FTE</u> |
|--------------|-----------------------|------------|
| Julie Wolner | HS Business Education | .1         |

This action was taken with the understanding that the following teacher will be offered a contract for the 2010-11 school year.

|              |                       |    |
|--------------|-----------------------|----|
| Julie Wolner | HS Business Education | .9 |
|--------------|-----------------------|----|

B. Items for Consent Grouping.

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

1. Sibley Construction – Change Order No. 4.

The following items are included in Change Order No. 4:

|   |       |                 |
|---|-------|-----------------|
| RFP No. 21 Construct smoke curtain for Room#134                   | ADD   | \$ 803.25       |
| RFP No. 22 Add flooring to existing areas listed.                 | ADD   | 7,528.50        |
| RFP No. 23 Re-locate electrical recepticals due to HVAC conflicts | ADD   | 4,497.90        |
| RFP No. 24 Add two starters and starter control wiring            | ADD   | 853.65          |
| RFP No. 27 Revise LP gas train                                    | ADD   | 622.26          |
| RFP No. 29 Change Ivory device plates to metal                    | ADD   | <u>530.42</u>   |
|   | TOTAL | ADD \$14,835.98 |

Approximately \$45,753.00 remains in the contingency budget.

2. Personnel Items.

a. Appointments\*\*

- Margaret Goldade, Early Childhood Special Education Teacher, beginning 8/30/10, BA60-0.
- Marisela Casper Sanchez, Kindergarten Teacher at Greenvale Park, beginning 8/30/10, BA30-1.
- Mairin Born, 2<sup>nd</sup> Grade Compañeros Teacher at Bridgewater, beginning 8/30/10, BA-6.
- Kris DeVries, Long-Term Substitute Guidance Counselor at the High School, from on or about 4/27/10 through 6/14/10, MA-1.
- Anne Morrissey, Compañeros Teacher at Greenvale Park, beginning 8/30/10 through 6/13/11, BA-2.
- Wendy Shampine, Long-Term Substitute Special Education Teacher at Greenvale Park, beginning 4/29/10 through 6/14/10, BA-4.
- Cheryl Barnes, Long-Term Substitute Grade 6 Teacher, beginning 3/22/10 through 6/14/10, BA60-7.
- William Kaul, Summer Maintenance & Grounds, beginning 4/19/10, \$9.25/hr.
- Erika Velasquez, Student Site Assistant at Greenvale Park, beginning 4/12/10 through 4/29/10, \$7.93/hr.
- Allison Bartron, Dance Team Assistant Coach (Winter), beginning 10/25/10, Level F, step 3.
- Troy Maas, Temporary Custodian, beginning 4/12/10 through 6/18/10, \$14.17/hr.

12. Brianna Berg, Head Alpine Ski Coach, Level D, step 1.
  13. Madelynn Rappe, Dance Team Assistant Coach, Level F, step 1.
  - b. Return from Leave of Absence 2010-11
    1. Rhea Mehrkens, return to 1.0 FTE beginning 2010-11 school year.
  - c. Increase/Decrease/Change in Assignment
    1. Kathryn Budig, 3.75 hrs./day Food Service I at Greenvale Park, transfer to 4.0 hrs./day Food Service II at the High School, effective 4/15/10, \$14.50/hr.
    2. Kayla Sather, 3.0 hrs./day Food Service I at the High School, increase to 3.75 hrs./day, effective 4/15/10, \$13.55/hr.
    3. Lorraine Baker, 3.75 hrs./day Food Service I at the High School, transfer to 5.75 hrs./day Food Service II, effective 4/15/10, \$14.50/hr.
    4. Clarice Grabau, Long Term Substitute Middle School Youth Center Site Lead, position extended from 4/6/10 through 5/13/10.
    5. Carrie Duba, .6 FTE School Psychologist at the High School, transfer to 1.0 FTE School Psychologist, beginning 8/31/10.
    6. Charmane Olson, KidVentures Site Assistant at Bridgewater, decrease from 21 hrs./week to 13.5 hrs./week, effective 4/20/10.
    7. Nhung Bui, PLUS Site Assistant at Greenvale Park, transfer to PLUS Site Lead at Greenvale, effective 4/12/10 through 4/29/10, \$14.03/hr.
    8. Betty Kline, Custodian Engineer without stipend, to Custodian Engineer with stipend at Sibley, effective 4/20/10, \$19.67/hr.
  - d. Retirements/Resignations/Terminations
    1. Regina Hassanally, Middle School Youth Center Site Lead, resignation effective 4/19/10.
    2. Pamela Nerhus, Media Specialist, retirement effective 6/14/10.
    3. Claire Ernst, Student Site Assistant, termination effective 4/20/10.
    4. Hannah Edwards, Art Teacher at Sibley Elementary, resignation effective 6/14/10.
    5. Felipe Velazquez, PLUS Site Lead at Greenvale Park, resignation effective 4/5/10.
- \*\*Conditional offers of employment are subject to successful completion of a criminal background check.

VIII. Items for Information

1. Spring Parent-Teacher Conferences.

|                | <u>2010</u> | <u>2009</u> |
|----------------|-------------|-------------|
| High School    | 41%         | 52%         |
| Middle School  | 46.4% **    | 45% *       |
| Bridgewater    | 93.7%       | 96%         |
| Greenvale Park | 96%         | 98%         |
| Sibley         | 98.8%       | 98%         |

\* Note that the 2<sup>nd</sup> day of middle school conferences in 2009 had to be rescheduled due to a snow storm.

\*\* In 2010, the Middle School evaluated and redesigned parent conference formats to best serve the community. During the two spring sessions, faculty members were encouraged to explore using scheduled appointments and student-led or student-attended conferences. This intentionally reduced the number of parents seen, although all parents were offered the opportunity to request an appointment. A high rate of return was achieved with a conference evaluation that will assist in planning for next year.

IX. Future Meetings

Monday, May 10, 2010, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center

Monday, May 24, 2010, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center

X. Adjournment.

On a motion by Stratmoen, seconded by Quinnell, the Board adjourned at 9:55 PM.