

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

School Board Meeting  
July 12, 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. No one was absent.
- II. Agenda Changes.  
The table file was added.
- III. Public Comment  
There was none.
- IV. Approval of Minutes  
On a motion by Quinnell, seconded by Maple, the minutes of the Regular School Board meeting held on June 14, 2010, were unanimously approved.
- V. Announcements and Recognitions
  - The TORCH program was awarded a grant of \$69,000 from Great Lakes Higher Education Guaranty Corporation to support the high school TORCH program. This is our second year of funding from Great Lakes and we are very grateful for their commitment to TORCH.
  - The Northfield Public Schools has been recognized by the United States Environmental Protection Agency as an Energy Star Leader because we have significantly reduced our greenhouse gas emissions by 10% in 2010. We have received a certificate for each of our buildings to display.
  - Filing for School Board begins Tuesday, August 3 and continues through Tuesday, August 17. Affidavits for candidacy will be available in the District Office and the filing fee is \$2. The general election will be held on November 2<sup>nd</sup> and at that election, 3 people will be elected to the School Board for a term of four years each and one person will be elected to the School Board for a term of two years. Candidates will need to declare which position they are filing for – the four year term or the two-year term.
- VI. Items for Discussion and / or Reports
  1. Wellness Committee Report.  
Human Resources Supervisor Molly Viesselman provided an overview of the work of the Wellness Committee during the last three years, specifically focusing on funding, programs and the benefits to the staff of these programs.
  2. YMCA/School Facilities Update – Work Session Options.  
The update on the study of secondary space needs from ICS Consulting, Inc was presented and how it may impact the potential collaboration between the YMCA and the School District. The Board asked for additional information about the following:
    1. The District's exit strategy if the YMCA leaves or is unable to sustain itself financially.
    2. Identification of spaces in the High School which could be available to the YMCA at certain times.
    3. Feasibility of Field House construction (focus on where it could go and making sure that site options for the YMCA would not infringe on any future Field House plans).
    4. Identification of what facilities problems can be solved.
    5. Final recommendation or "proof of concept" if review clearly indicates this could work and be mutually beneficial.
    6. Identification of possible parameters for district negotiations with YMCA that the Board could use as a starting point for directions to the Superintendent.

The Board would like the YMCA to provide:

1. Examples of typical leases with school districts in other communities.
2. YMCA Business Plan, specifically the performa for membership, revenue and operating cost projections.
3. Reinforcing mission of inclusion of all religious philosophies.

Thursday, July 29 at 7 PM in the High School Media Center was identified as the date for a Board work session to discuss the YMCA proposal.

## VII. Superintendent's Report

### A. Items for Individual Action

#### 1. Resolution Regarding Christopher Columbus Day.

On a motion by Stratmoen, seconded by Berthelsen, the Board approved the following Resolution Regarding Columbus Day.

WHEREAS, Minnesota Statutes, Section 645.44, Subdivision 5, and Minnesota Statutes, 120A.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 11, 2010, shall not be a holiday. Voting 'yes' was Berthelsen, Maple, Iverson, Pritchard, Quinnell, Stratmoen and Nelson. No one voted 'no.'

### B. Items for Consent Grouping.

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

#### 1. Fiscal Year Organization Actions.

The School District's financial year runs from July 1 to June 30. The following financial organizational issues were approved.

- i) Approved authorizing 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, Policy 705, for fiscal year 2010-2011.
- ii) Approved designating Bremer Bank, Wells Fargo Bank, N.A., PMA/Associated Bank, Frandsen Bank & Trust Dundas, 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 procedures to Policy 705 - Investments, for fiscal year 2010-2011.
- iii) 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 2010-2011.

#### 2. Memberships for 2010-2011.

Membership in the groups listed below were renewed for the 2010-2011 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. Financial Reports – May 2010.

The Board approved paid bills totaling \$1,493,478.10, payroll checks totaling \$2,003,589.36 and the financial reports for May 2010. No bond payments were made in May 2010.

4. Middle School Overnight Student Field Trip Requests for 2010-2011.  
The Board approved the following Middle School overnight trips:
  - The annual 7th grade ELC trip to Eagle Bluff in Lanesboro from November 3–5, 2010.
  - The sixth grade Amistades Team’s trip to a Spanish immersion program at “The Forest” near Stillwater May 10-11, 2011.
  - The annual SCOPE trip to Missouri to visit sites connected with the James Younger Gang. This trip will take place June 11 and 12, 2011.
  
5. Health and Safety Program Revenue Application.  
The annual Revenue Application (Attachment 10) as required by the Minnesota Department of Education (MDE) has been completed. The Revenue Application was certified by the Board. A total of \$201,602 is budgeted for Health and Safety projects during 2010-11.
  
6. Professional Service Agreement with OMADA, Inc.  
The School Board renewed the “Professional Service Agreement with OMADA, Inc” in the amount of \$30,000 to provide chemical health intervention and prevention services for the 2010-11 school year. Services are provided at the Northfield Area Learning Center, Northfield High School, and Northfield Middle School.
  
7. Community Services Advisory Council Appointees.  
The Board appointed the following people to the Community Services Advisory Council for the 2010-2013 term:
  - Anita Fisher Egge, 1118 Elm Street, Northfield
  - Noemi Gracia Trevino, 801 Catalina Way, Farmington
  - Jodi Iverson, 38 Jefferson Drive, Northfield
  
8. Addendum to High School Overnight Trip Requests for 2010-2011.  
The Board approved two additional overnight field trips for the 2010-2011 school year as outlined in the memorandum from High School Principal Joel Leer dated June 2010.
  
9. Addendum to Co-Curricular Trips for 2010-2011.  
The Board approved the following co-curricular overnight field trip: Boys Soccer – August 21 and August 22 – Grand Rapids, MN.
  
10. Personnel Items.
  - a. Appointments\*\*
    1. \*Correction: Paul Bernhard, Physical Education Teacher at Bridgewater, beginning 8/30/10, MA, step 5. (*not MA, step 4*)
    2. Liv Thompson, Summer PLUS Site Assistant – Mon.-Thurs., 6.5 hrs./day, June 21-July 29, 2010.
    3. Derrick Jacobs, Summer PLUS Site Assistant – Mon.-Thurs., 5 hrs./day, June 21-July 29, 2010.
    4. Karen Albrecht, 1.0 FTE Special Education Teacher at High School/ALC, beginning 8/30/2010, BA-0. (*0.5 FTE of this position is a one-year only position, ending 6/13/11*)
    5. Ryan Driscoll, 1.0 FTE Physical Education Teacher at Greenvale Park, beginning 8/30/10, BA-5.
    6. Shari Karlsrud, .4 FTE FACS Teacher at High School, beginning 8/30/10, MA-0.
    7. Jessica Fraser, 1.0 FTE Long-term Substitute English Teacher at High School, beginning 8/30/10 through 11/8/10, BA-6.
    8. Bridget Blatzheim, .45 FTE Art Instructor at High School/ALC, beginning 8/30/10, BA-0.
    9. Jaclyn McKay, .6 FTE English Teacher at High School, beginning 8/30/10, BA-1.

10. Teresa Matanich, Long-Term Substitute 4<sup>th</sup> Grade Teacher at Sibley, beginning 8/30/10 through 1/28/11, MA-6.
  11. Teresa Morris, Instructional Educational Assistant at Sibley, 4 hrs./day, beginning 9/7/10, \$14.16/hour\*.
  12. Lucinda Laabs, Summer Food Service Associate II, 5.75 hrs./day, from 6/14/10 through 8/20/10, \$14.00/hr.
  13. Arlette Nelson, Summer Food Service Associate II, 3.75 hrs./day, from 6/21/10 through 8/20/10, \$14.00/hr.
  14. Pam Palmquist, Speech/Language Pathologist for Special Education ESY, from 7/6/10 through 7/29/10.
  15. Ashley Northrup, School Psychologist for Special Education ESY, from 7/6/10 through 7/29/10.
  16. Sarah Kriegler DuChene, Grade 2 Teacher at Bridgewater Elementary, beginning 8/31/10, BA15-4.
  17. Laura McManus, Grade 1 Long-Term Substitute at Bridgewater Elementary, beginning on or about 10/26/10 through 12/17/10, MA-7.
- b. Increase/Decrease/Change in Assignment
1. Christa Anderson, Summer PLUS Co-Coordinator, up to 6 hrs./day, beginning 4/1/10 through 6/17/10.
  2. Lahna Tran, Summer PLUS Co-Coordinator, up to 6 hrs./day, beginning 4/1/10 through 8/5/10.
  3. Christa Anderson, Summer PLUS Co-Coordinator, up to 3 hrs./day, beginning 6/21/10 through 8/5/10.
  4. Deanne Schmidt, Summer PLUS Site Assistant, increase from 5 hrs./day to 6.5 hrs./day, beginning 6/21/10 through 7/29/10.
  5. William Bird, Summer PLUS Site Assistant, increase from 2.5 hrs./day to 6.5 hrs./day, beginning 6/21/10 through 7/29/10.
  6. Blayr Gilitiuk, Summer PLUS Site Assistant, increase from 2.5 hrs./day to 6.5 hrs./day, beginning 6/21/10 through 7/29/10.
  7. Joan Lizaola, Summer PLUS Liaison, Monday-Thursdays, 3 hrs./day, beginning 6/21/10 through 7/29/10.
  8. Deb Edge, 6.75 hrs./day Special Ed Educational Assistant PCA at Sibley, transfer to Middle School for 6.75 hrs./day Special Ed Educational Assistant PCA and .25 hrs./day Bus PCA, from 9/7/10 through 6/10/11.
  9. Deb Thomforde, .7 FTE Reading Teacher at Middle School, increase to .8 FTE Reading Teacher at Middle School, beginning 8/30/10 through 6/13/11.
  10. Rose Turnacliff, .6 FTE Language Arts/.4 FTE Long-Term Substitute Language Arts Teacher at Middle School, increase to 1.0 FTE Language Arts Teacher at Middle School, beginning with the 2010-11 school year.
  11. Nancy Kluver, Curriculum Administrative Assistant at Longfellow, change from 200 days/year to 174 days/year, (same number of contract hours – 1,000 hrs.), beginning with the 2010-11 school year.
  12. Leif Bade, Community Services Water Safety Instructor 2 hrs./day, additional 6 hrs./day Summer Maintenance and Grounds, \$9.00/hr.
  13. Bradley Skapyak, transfer from Substitute Custodian to Temporary Custodian, beginning 6/21/10 through 8/3/10, \$14.17/hr.
  14. Gary Lewis, Director of Student Services, additional 15 days beyond the 230 day contract (dependent on grant or other funding arrangements), beginning 7/1/10, at a per diem rate.

- c. Change in Building Locations for 2010-11
  1. Nicole Gill, Special Ed Educational Assistant PCA at the High School, transfer to Middle School, beginning 9/7/10 through 6/10/11.
  2. Mary Harranty-Davidson, Physical Education Teacher at Middle School/Greenvale Park, transfer to Middle School, beginning 8/31/10.
  3. Lisa Nelson, 2<sup>nd</sup> Grade Teacher at Bridgewater Elementary, transfer to 2<sup>nd</sup> Grade Teacher at Greenvale Park Elementary, beginning 8/31/10.
  4. John Mahal, Special Education EBD Teacher at Middle School, transfer to Special Education EBD Teacher at the High School, beginning 8/31/10.
  5. John Sand, Physical Education Teacher at High School/Middle School/ALC, transfer to .9 FTE Physical Education Teacher at the High School, beginning 8/31/10.
  
- d. Retirements/Resignations
  1. Luke Peterson, Summer Maintenance and Grounds, resignation effective 6/28/10.

\*Subject to revision when negotiations for 2010-11 are completed.

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

11. Grant from SpEd Forms.

The Board accepted a \$10,200 grant from SpEd Forms to support the efforts of Dr. Gary Lewis in making improvements and enhancements to the special education due process forms and software utilized by our School District. The grant will be paid to the District by no later than August 15, 2010. This grant arrangement will continue each school year until such a time as it is terminated in writing prior to July 1 of that school year by either party.

12. Police Liaison Officer Agreement.

The Police Liaison Officer Agreement with the City of Northfield is a 3-year agreement beginning January 1, 2010 and continuing to December 31, 2012. The School District will pay the City \$42,000 for 2010 and \$46,100 each year for the remaining two years of the Agreement (2011 and 2012).

13. Gift Agreement.

The Board accepted a \$22,041 gift from the Northfield Booster Club to be used for purchases outlined in the attached gift agreement.

VIII. Items for Information

1. End of the School Year Enrollment Comparison to Projections.

2. Call for Nominations to the MSBA Delegate Assembly for Area Three.

The Board reviewed the information from the MN School Boards Association. No Board member was interested in being a Delegate.

IX. Future Meetings

Monday, August 9, 2010, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center

Monday, August 23, 2010, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center

X. Adjournment.

On a motion by Quinnell, seconded by Berthelsen, the Board adjourned at 8:10 PM.