

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

School Board Meeting
November 22, 2010
Northfield High School Media Center

- I. Call to Order.
Board Chair Kari Nelson called the regular meeting of the Northfield Board of Education to order at 7:07 PM. No one was absent.
- II. Agenda Changes.
The table file was added.
- III. Public Comment.
Community member Deb Falenschek wanted to bring attention to the School Board and the community the problem of cyber bullying and sexting. There are issues that have been brought to her attention that are going on in the schools. She has spoken with Superintendent Richardson and is hoping that this issue will be addressed and followed up on with appropriate discipline.
- IV. Approval of Minutes.
On a motion by Quinnell, seconded by Iverson, the minutes of the Regular School Board meeting held on November 8, 2010, were unanimously approved.
- V. Announcements and Recognitions.
 - Chair Nelson noted that this is the last meeting with Director of Business Affairs Tom Stringer. She thanked him for his service and wished him well in his next endeavor.
 - We are pleased to announce that Northfield High School has five National Merit Semi-Finalists. They are Atticus Christensen, Merrill Lutsky, Lily O'Hara-Brantner, Haley Ryan and Lauren Wustenberg. And seven commended scholars: John Breckenridge, Connor Fink, Samuel Kennedy, Allison Oberto, Kai Olstad, Elena Ondich and Courtney Terry. Congratulations to these students and their parents.
 - The fifth grade class at Sibley Elementary School elected to participate in the Feed My Starving Children food packing as a service learning experience. Sibley Elementary also collected change in a one week time period for the Feed My Starving Children organization and raised \$1,900.00.
 - Congratulations to third grade teacher Tony Seidl and Greenvale Park on being awarded a \$1000 grant for their entry in the National Education Association's Green Across America grant program sponsored by Target.
 - Thank you to the Bridgewater Staff for the Veteran's Day assembly honoring the veterans who have and those who continue to serve our country making it a great place to live.
 - The Girls on The Run Program held their 5K run on November 20 with girls from Bridgewater participating.
- VI. Items for Discussion and / or Reports
 1. Professional Learning Communities – Northfield Middle School.
The DVD presentation by the Middle School – *PLCs In Action* – was the third in a series of monthly informational reports to the School Board on Professional Learning Communities in the Northfield Public Schools. The presentation documented what happens during the PLC hour each Wednesday at the Middle School and showed the connection between the PLC and what takes place in the classroom. Representing the TEAM UP PLC from Team 6A were Chris O'Neill, Sarah Van Den Akker and Ruben Alvarez. Rose Turnacliff spoke about how the flex study hall works and its impact on students. Middle School Media Specialist Amy Sieve produced the DVD.
 2. Prairie Creek Community School Annual Report.
Caroline Jones, Director of Prairie Creek Community School, presented a review of Prairie Creek's eighth year of operation as a charter school under the sponsorship of the Northfield Public Schools and an overview of this current school year. With the addition to their building, Prairie Creek has added 58 children resulting in a total enrollment of 180 students. Prairie Creek's charter with the Northfield Public Schools expires at the end of the 2010-2011 school year, so the evaluation process will begin after January 1.

3. FY 2010 Audit Report.
LarsonAllen LLP: CPAs, an independent audit firm, issued a clean, unqualified audit report for 2009-10. This is the highest opinion that can be issued. Comments from Mike Ward, principal with LarsonAllen, focused on the Comprehensive Annual Financial Report and the Schedule of Federal Awards.
4. School/Site Improvement Plan Reports – Greenvale Park Elementary School and Community Services.
Principal Dave Craft presented Greenvale Park's School Improvement Plan and Community Services Director Hannah Puczko presented their site continuous improvement plan to the Board.
5. Enrollment Projection and Budget Development.
Director of Business Affairs Stephanie Shawback and Tom Stringer reviewed the enrollment assumptions that drive the 2011-12 budget development and five-year financial forecast. The enrollment model shows history and trends for the K-12 population. It uses a traditional cohort survival technique that measures the historical trend/growth of each grade from one year to the next based on consistent October 1 counts. The model projects a relatively 'flat' enrollment ranging from 3683 students in 2011-2012 to 3609 students in 2014-2015. October 1, 2010 K-12 enrollment without the Area Learning Center was 3717 students. In addition, the calendar for developing the 2011-12 budget was reviewed.

VII. Superintendent's Report

A. Items for Individual Action

1. FY 2010 Audit.
On a motion by Stratmoen, seconded by Maple, the Board unanimously accepted the 2009-2010 audit report as presented.
2. Board Policy 514 – Bullying Prohibition.
On a motion by Iverson, seconded by Pritchard, the Board unanimously approved the revisions to Board Policy 514 – Bullying Prohibition, as presented. Superintendent Richardson defined bullying. "Sexting" is not addressed in the bullying policy, but through the harassment policy.

B. Items for Consent Grouping

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

1. Financial Reports – July, August and September 2010.
The Board approved the following:
 - Paid bills totaling \$1,335,126.78, payroll checks totaling \$565,835.72, bond payments totaling \$1,275,448.77 and the financial reports for July 2010.
 - Paid bills totaling \$1,341,672.97, payroll checks totaling \$521,132.30 and the financial reports for August 2010. No bond payments were made in August 2010.
 - Paid bills totaling \$2,098,971.41, payroll checks totaling \$1,964,871.88 and the financial reports for September 2010. No bond payments were made in September 2010.
2. Contract for Supplemental Educational Services.
The Board approved the Contract for Supplemental Educational Services (SES) with Minnesota Learning Centers (Sylvan).
3. Gift Agreements.
 - The Sibley PTO is gifting \$15,076.86 to Sibley Elementary School. These funds are to be used to help pay for the purchase and installation of additional playground equipment at Sibley.
 - Knecht's Nurseries and Landscaping has donated twelve trees valued at \$4800.

4. Student Activity Account Transfer.

The Board approved transferring up to \$3,153 from the Gymnastics student activity account into a payroll account to pay for LeAnne Fricke to work as a spotter/assistant gymnastics coach. The rate of pay will be \$12 per hour.

5. Personnel Items.

a. Appointments*

1. Frances Garvey, Special Ed Educational Assistant PCA at the High School, 6.75 hrs./day beginning 11/17/10, Class III, step 1, \$13.26/hr.
2. Brittany Rathbun, Long-term Substitute Grade 2 Teacher at Bridgewater, beginning on or about 12/9/10 for twelve work weeks, BA-0.
3. Caroline O'Hara, Special Ed Educational Assistant PCA at Bridgewater, 3 hrs./day beginning 11/15/10 through 6/10/11, Class III, step 3, \$13.84/hr.
4. Gloria Serrano, PLUS Student Site Assistant, 8 hrs./week, beginning 11/15/10 through 4/28/11, \$7.93/hr.
5. Paul Bernhard, Assistant Girls Gymnastics Coach, beginning 11/15/10, Level E, step 5.
6. Anne Jarvis, Middle School Math League Advisor, Level J, step 1.
7. Tyler Faust, Middle School Wrestling Coach (1 week), Level H, step 1.
8. Erik Beumer, 9th Grade PT Boys Basketball Coach, \$12.00/hr.

b. Increase/Decrease/Change in Assignment

1. LaDonna Miller, 2.5 hrs./day Special Ed Educational Assistant, increase to 6.75 hrs./day, beginning 11/16/10 through 6/10/11.
2. Kelle Edwards, 2.5 hrs./day Special Ed Educational Assistant, increase to 6.75 hrs./day, beginning 11/16/10 through 6/10/11.
3. Cheryl Mathison, increase 3 hrs./week Independent Study at the ALC, beginning 9/13/10 through 5/23/11.
4. Toni Easterson, Mentoring Grant LINK, up to 6 hrs./week at Bridgewater, beginning 10/27/10 through 6/10/11, \$13.05/hr.
5. Toni Easterson, Mentoring Grant LINK, increase from 6 hrs./week to 10 hrs./week at Bridgewater, beginning 11/27/10 through 6/10/11, \$13.05/hr.
6. LaDonna Miller, 6.75 hrs./day Special Ed Educational Assistant, additional .25 hrs./day Supervisory Educational Assistant, beginning 11/19/10 through 6/10/11, Class I, step 1, \$12.59/hr.
7. Kelle Edwards, 6.75 hrs./day Special Ed Educational Assistant, additional .25 hrs./day Supervisory Educational Assistant, beginning 11/19/10 through 6/10/11, Class I, step 1, \$12.59/hr.
8. Elizabeth Brewer, 6.5 hrs./day Special Ed Educational Assistant, transfer to 6.75 hrs./day Special Ed Educational Assistant PCA, beginning 11/22/10, Class III, step 3, \$13.84/hr.
9. Christopher Groth, 4.75 hrs./day Special Ed Educational Assistant PCA + 80 min./day Bus PCA, increase to 5.25 hrs./day Special Ed Educational Assistant PCA + an additional 80 min./day Bus PCA, beginning 11/18/10 through 6/10/11.
10. Angie Nielsen, 3 hrs./day Special Ed EA/1.5 hrs./day Supervisory Educational Assistant, transfer to 4 hrs./day Special Ed EA/.5 hr./day Supervisory Educational Assistant, beginning 11/11/10.
11. Vicky Shimota, 4.5 hrs./day Special Ed EA/2.25 hrs./day Supervisory Educational Assistant, transfer to 5.5 hrs./day special Ed EA/1.25 hrs./day Supervisory Educational Assistant, beginning 11/11/10.

c. Leaves of Absence

1. Tom McKown, FMLA Leave of Absence beginning 11/15/10 through 12/3/10.
2. Linda Kovach, FMLA Leave of Absence beginning 11/15/10 through 11/26/10.
3. Julia Daly, leave of absence beginning 11/16/10 through 12/28/10.
4. Jessica Grisim, leave of absence beginning 11/17/10 through 12/1/10.
5. Susan Wunderlich, Special Ed Educational Assistant PCA, leave of absence from 10/15/10 through 11/10/10.

d. Resignations/Retirement

1. Jerilyn Wiederholt, Site Assistant KidVentures, resignation effective 11/24/10.
2. Sarah Knoll, Long-term Substitute Grade 4 Teacher, resignation effective 12/3/10.
3. Kimberly Medin, Special Ed Educational Assistant PCA, resignation effective 12/17/10.
4. Yoshiko Soltis, Accounting Supervisor, retirement effective 12/31/10.
5. BobbiJo Polzin, Special Ed Educational Assistant PCA, resignation effective 11/12/10.
6. Rebecca Closson, Special Ed Educational Assistant PCA, resignation effective 11/8/10.
7. Sharon Johnson, Special Ed Educational Assistant PCA, resignation effective 11/21/10.

e. The Board approved the following:

- Personnel Policies and Practices for Other Staff (Parking Lot and Building Security Monitor, Greenvale Park Parent Liaison, Middle School Student Life Specialist and the Elementary Volunteer Coordinator) for the period extending July 1, 2010 through June 30, 2012.
- Personnel Policies and Practices for Certified Occupational Therapy Assistants/Speech Language Assistant for the period extending July 1, 2010 through June 30, 2012.
- Working Conditions and Fringe Benefits of Educational Interpreters for Deaf and Hard of Hearing for the period extending July 1, 2010 through June 30, 2012.

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

VIII. Items for Information

1. Reception for National Merit Scholars.

The date selected for the reception for the National Merit Scholars and their families is Monday, December 13 right before the School Board meeting. The reception will begin at 6:30 PM with the Board meeting beginning at 7:30 PM.

IX. Future Meetings

Monday, December 13, 2010, 6:30 PM, Reception for National Merit Scholars, Lower Cafeteria, Northfield High School

Monday, December 13, 2010, 7:30 PM, **(Note change in start time)** Truth in Taxation Hearing followed by the Regular School Board meeting, Northfield High School Media Center

Monday, January 10, 7:00 PM, Organizational School Board Meeting followed by the Regular School Board meeting, Northfield High School Media Center

X. On a motion by Quinnell, seconded by Berthelsen, the Board adjourned at 9:35 PM.

Ellen Iverson, School Board Clerk