

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

School Board Meeting
December 13, 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 7:30 PM. Maple and Berthelsen were 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 November 22, 2010, were unanimously approved.
- V. Announcements and Recognitions.
 - Prior to the start of the Board meeting, the Board hosted a reception and recognition ceremony for thirteen NHS students honored as National Merit Commended Scholars or Semi-Finalists.
 - Greg Sumner and Mark Thornton were among this year's *Outstanding Teachers* award winners at the TIES Technology Conference in Minneapolis. They were honored at a ceremony on December 7 at the conference. Greg Sumner is an Occupational Therapist and Assistive Technology Specialist with the District. Mark Thornton teaches Social Studies at Northfield High School. Congratulations to Mark and Greg on their accomplishments and well-deserved honors!
 - All six schools were given flags donated by the American Legion and flown over Afghanistan on Veteran's Day by Major Jeff Peterson, an instructor pilot with Air Training Command in Afghanistan whose four children attend Northfield Public Schools. Each of the flags was raised at separate ceremonies on December 10. Students recited the Pledge of Allegiance, while four trumpeters played the Star Spangled Banner at the high school and a choir sang it at the middle school.
 - The Sibley Elementary Student Council collected toys for the Northfield CAC's Christmas Sharing Program. Sibley students and families generously donated over 90 new toys for those in need.
 - At the KidVentures school age care site at Bridgewater, ten families and 1 local business donated care packages to soldiers stationed in the Middle East. Packages were shipped last week and the children are waiting to hear back from the soldiers.
 - Congratulations to the 5th and 6th grade bands on a wonderful concert on December 6. Dr. Jenni, Mr. Beck and Mr. Freier did a wonderful job of leading the groups.
 - This is Mike Berthelsen's last Board meeting. Mike was appointed to the Board in August 2005 when Jean Boardman resigned. He was then elected to the Board for a four-year term in November 2006. Mike's ability to articulate a disciplined framework for decision-making is what Board Chair Nelson has most appreciated about Mike. He will be missed. It was regrettable that he was unable to attend the meeting.
 - Thank you to the custodial staff who did an amazing job removing the 17-inches of snow in the parking lots and on the sidewalks of our buildings over the weekend.
- VI. Items for Discussion and / or Reports
 1. Truth-in-Taxation Presentation for the 2011 Property Tax Levy followed by Public Comment.
Director of Business Affairs Stephanie Shawback reviewed the levy and the current year's budget. The amount of the levy for 2011 is \$14,321,118.18 and represents a 1.95% decrease from the prior year. The final property tax levy for 2011 has remained unchanged from the proposed levy set in September.
Board Chair Nelson opened up the session for public comment. There was no public comment.
 2. School/Site Improvement Plan Reports – High School, Area Learning Center and Middle School.
The final three plans were presented to the School Board. High School Principal Joel Leer and Wellness Teacher Leah Sand presented the High School's Annual Progress Report and School

Improvement Plan; Patricia Parlin presented the Area Learning Center's plan and presenting the School Improvement Plan for the Middle School was Principal Jeff Pesta. Middle School Media Specialist and NEA Teacher of the Year Amy Sieve and sixth grade parent and member of the Site Council Kathleen Vondrasak were introduced.

VII. Superintendent's Report

A. Items for Individual Action

1. Certify Final 2010 Payable 2011 Tax Levy.
On a motion by Stratmoen, seconded by Iverson, the Board unanimously certified to County Auditors the 2010 Payable 2011 Final Certified Net Tax Levy in the amount of \$14,321,118.18.
2. Budget Calendar.
On a motion by Pritchard, seconded by Quinnell, the Board unanimously approved the budget calendar for 2011-2012 as presented.
3. School / Site Improvement Plans.
On a motion by Iverson, seconded by Stratmoen, the Board unanimously approved the seven site improvement plans submitted by building or program staffs for the 2010-11 school year.
4. Closed Session for the Preliminary Consideration of Allegations or Charges Against An Employee.
On a motion by Pritchard, seconded by Iverson, the Board unanimously approved going into a closed session for the Preliminary Consideration of Allegations or Charges Against an Employee.

B. Items for Consent Grouping

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

1. Grant Requests.
Submission of the following grant requests was approved:
 - A \$200 grant request to Southern Minnesota Initiative Foundation to purchase the boardmaker plus application to have on Hand in Hand Preschool's Young Explorer computer.
 - A \$400 grant request to the Statewide Health Improvement Program to purchase supplies to aid in movement exercises in the Hand in Hand Preschool classrooms.
 - \$1437.44 from Statewide Health Improvement Program for ECFE's Nutrition and Exercise Initiative. If received, the money will be used to purchase four scooters and nutrition kits.
2. Community Services Advisory Council Appointment.
The Board appointed Elizabeth Schott to complete the Community Services Advisory Council term through June 2011 that was vacated by Sarah Forster.
3. Growing Up Healthy City of Northfield Link Center Agreement.
The Board approved the Agreement with the City of Northfield and Growing Up Healthy (a multi-agency grant-funded coalition) establishing the Northfield Public Schools as the fiscal agent for Growing Up Healthy (GUH) in order for GUH to provide the services needed by the City of Northfield and the other entities and organizations comprising GUH. This Agreement is for the time period January 1, 2011 through December 31, 2013.
4. Personnel Items.
 - a. Appointments*
 1. Dianne Peterson, Special Ed Educational Assistant Bus PCA, beginning 12/6/10 through 6/10/11, Class III, step 1, \$13.26/hr.
 2. Jodie Jordan, Special Ed Educational Assistant PCA, beginning 12/9/10 through 6/10/11, Class III, step 1, \$13.26/hr.
 3. Kathleen Lockner, Special Ed Educational Assistant PCA, beginning 12/10/10 through 2/25/11, Class III, step 1, \$13.26/hr.
 4. Beth Boland, Special Ed Educational Assistant PCA, beginning 12/10/10 through 6/10/11, Class III, step 1, \$13.26/hr.
 5. Paula Skaggs, HS Assistant Speech Coach (split position with Austin Bly), Level J, step 1, \$764.50.

6. Austin Bly, HS Assistant Speech Coach (split position with Paula Skaggs), Level J, step 1, \$764.50.
 7. Dan Meyers, Weight Room Assistant (split with Meadors, Marks & Allen), Level K, step 4, \$323.36.
 8. Larry Meadors, Weight Room Assistant (split with Meyers, Marks & Allen), Level K, step 3, \$275.24.
 9. Laura Marks, Weight Room Assistant (split with Meyers, Meadors & Allen), Level K, step 3, \$519.12.
 10. Mike Allen, Weight Room Assistant (split with Meyers, Meadors & Marks), Level K, step 1, \$222.48.
 11. Scott Peterson, 6th Grade Basketball Coach Session II, Level J, step 1.
 12. Co-Curricular Assignments for December.
 13. Community Services Instructors for Winter/Spring 2011.
 14. Mark Zeise, Long-Term Substitute 8th Grade Geo-Science Teacher, beginning 12/17/10 through 6/13/11, MA-6.
 15. Diane Wiese, Long-Term Substitute Preschool Autism Instructor, beginning 1/3/11 through 2/11/11, BA-6.
 16. Jane Dolan, Long-Term Substitute Language Arts Teacher, beginning on or about 2/22/11 for twelve work weeks, BA60-0.
 17. Michael Lessard, PLUS Student Site Assistant, beginning 12/13/10 through 4/28/11, \$7.93/hr.
- b. Increase/Decrease/Change in Assignment
1. Kristin Basinger, PLUS Site Assistant, increase from 3.75 hrs./week to 5 hrs./week, beginning 11/15/10 through 4/28/11.
 2. Kasha Kluczny, Special Ed Teacher at Bridgewater, transfer to .5 FTE Special Ed Teacher at Bridgewater/.5 FTE Teacher at Sibley, beginning 11/29/10.
 3. Bonnie Sellers, Child Nutrition Associate I, increase job share position from 3.5 hrs./day to 3.75 hrs./day, beginning 11/18/10.
 4. Darline Rech, Child Nutrition Associate I, increase job share position from 3.5 hrs./day to 3.75 hrs./day, beginning 11/18/10.
 5. Cindy Moe, Child Nutrition Associate I at Bridgewater, 3 hrs./day, transfer to Greenvale, 3 hrs./day, beginning 12/13/10.
 6. Rose Brison, Child Nutrition Associate II at H.S. 5.75 hrs./day, increase to 6.25 hrs./day, beginning 12/1/10.
 7. Kristin Basinger, Special Ed Educational Assistant PCA, 6.75 hrs./day, decrease to 6.5 hrs./days beginning 12/1/10.
 8. Bonnie Johnson, transfer to 6.5 hrs./day Special Ed Educational Assistant/.5 hrs./day Supervisory.
 9. Sharon Hup, increase to 5.25 hrs./day Special Ed Educational Assistant.
 10. Linda Wasner, .25 hr./day Supervisory/6.75 hrs./day Special Ed Educational Assistant PCA, increase to .5 hrs./day Supervisory/6.75 hrs./day Special Ed Educational Assistant PCA, beginning 12/10/10.
 11. Linda Carey, .25 hr./day Supervisory/6.75 hrs./day Special Ed Educational Assistant PCA, decrease to 6.75 hrs./day Special Ed Educational Assistant PCA, beginning 12/10/10.
 12. Deborah Budin, 6.5 hrs./day Special Ed Educational Assistant, increase to 6.75 hrs./day beginning 1/3/11.
 13. Carol Beumer, 6.5 hrs./day Special Ed Educational Assistant, increase to 6.75 hrs./day beginning 1/3/11.
 14. Jenna Morsching, 7 hrs./week Volunteer Coordinator at Sibley and BW, decrease to 3.5 hrs./week at BW/2.75 hrs./week at Sibley and add 6.75 hrs./day Special Ed Educational Assistant PCA, beginning 1/3/11 through 6/10/11, Class III, step 1, \$13.26/hr.
- c. Leaves of Absence
1. Donna Hall, FMLA leave of absence from 11/29/10 through 1/4/11.
 2. Katie Valek, requesting unpaid leave of absence beginning 1/31/11 through 5/20/11.
 3. Ron Zoromski, intermittent FMLA leave of absence from 12/10/10 through 2/18/11.
 4. Lahna Tran, FMLA childcare leave of absence from on or about 4/6/11 through 6/13/11.

- d. Resignations
 - 1. Kelly Foster, Child Nutrition Associate I, 1 hr./day, position being eliminated effective 11/12/10.
 - 2. Theresa Olson, Child Nutrition Associate I, 3 hrs./day, position being eliminated effective 12/10/10.
 - 3. Beth Trevis, Child Nutrition Associate II, 4.25 hrs./day, position being eliminated effective 12/10/10.
 - 4. Kayla Sather, Child Nutrition Associate I, resignation effective 11/19/10.
 - 5. Caroline O'Hara, Special Ed Educational Assistant PCA, resignation effective 12/3/10.
 - 6. Martha Waddell, Special Ed Educational Assistant PCA/Bus PCA, resignation effective 12/30/10.
 - 7. Brenda Ohaks, Supervisory/Special Ed Educational Assistant, resignation effective 1/19/11.
 - 8. Martha Swedin, Office Specialist, resignation effective 12/3/10.
 - 9. Jenna Morsching, Special Ed Educational Assistant PCA, resignation effective 12/17/10.
 - 10. Trudy Lamb, Special Education Teacher at Bridgewater, resignation effective 3/31/11.
 - e. The Board approved the 2010-11 Teacher Seniority List and the 2010-11 Principals/Assistant Principals Seniority List, as presented.
 - f. The Board approved the Master Agreement between ISD 659 and the Northfield Principals' Association for the time period 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. Fall Parent-Teacher Conferences.

	<u>2010</u>	<u>2009</u>
Greenvale Park	95%	95%
Sibley	99%	99%
Bridgewater	98%	94%
*Middle School	52%	77%
High School	51%	55%
Area Learning Center	84%	N/A

* As part of the Middle School's Conference format improvements, the way parent participation is counted was changed. Previously, volunteers greeted parents and had them sign-in upon arrival. Since there are two nights of conferences, many parents came for part of both nights or multiple parents came to visit teachers. This fall, the Middle School aimed to measure the percentage of the student body that was represented by one or more parent visits. This has changed the numbers by a surprising margin.

2. Enrollment Report – December 1.

IX. Future Meetings

- Monday, January 10, 7:00 PM, Organizational School Board Meeting followed by the Regular School Board meeting, Northfield High School Media Center
- Monday, January 24, 2011, 7:00 PM, Regular School Board meeting, Northfield High School Media Center

The Board moved to the District Office Conference Room and went into a closed session at 9:31 PM to discuss preliminary allegations against an employee. Present at the closed session were: Kari Nelson, Noel Stratmoen, Ellen Iverson, Jeff Quinnell, Julie Pritchard, Matt Hillmann, Nancy Antoine and Chris Richardson.

On a motion by Quinnell, seconded by Stratmoen, the Board unanimously approved returning to the regular meeting at 9:55 PM. Then on a motion by Stratmoen, seconded by Iverson, the Board unanimously approved amending the agenda to accept an employee's resignation per the agreement.

On a motion by Pritchard, seconded by Stratmoen, the Board unanimously accepted an employee's resignation per the agreement.

X. On a motion by Pritchard, seconded by Iverson the Board adjourned at 9:56 PM.