

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

School Board Minutes
April 25, 2011
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 PM. No one was absent.
- II. Agenda Changes / Table File
The table file was added.
- III. Public Comment
There was none.
- IV. Approval of Minutes
On a motion by Quinnell, seconded by Stratmoen, the minutes of the April 11, 2011, Regular School Board meeting were unanimously approved.
- V. Announcements and Recognitions
 - On Tuesday, April 19, NHS seniors Ashley Malecha, Emma Strachan and Business Teacher and DECA Advisor Julie Wolner represented DECA at the Northfield City Council meeting to receive a \$550 fund raising check from Waste Management for the Northfield Youth Recycling Green Team Program.
 - Governor Dayton declared April 18-22 Minnesota Student Service and Service-Learning Week. As a Learn and Serve grantee, Sarah Swan McDonald and Jen Winterfeldt were given the opportunity to share some of the good work happening in Northfield. Tony Seidl's 3rd grade classroom at Greenvale Park made the top story on the Minnesota Department of Education's website.
 - The annual Earth Day assembly was held April 22 at Bridgewater. The students sang and read tips about reducing, reusing and recycling. The students will participate in the Great Garbage Grab on April 27 where they will try to be good to the environment by picking up trash that others have discarded. Thank you to the Green Team for leading this initiative!
 - The Learning Fair will be held on May 6th at Bridgewater. Student projects will be displayed for viewing, the student council will be serving a hot dog supper, and there will be a Book Fair and a silent auction with many great items to bid on.
 - Bridgewater student Elaina Mairie Krings in Mrs. Holden's class won 1st place in the VFW Americanism Contest. She had to draw and color the Statue of Liberty. Elaina will be presented a \$15 prize on May 11th at the VFW Women's Auxiliary Meeting.
 - This week (April 25-29) is Administrative Professional's Appreciation Week. Thank you to all of our secretaries in the district for all the work they do every day to keep our buildings running smoothly!
 - The week of May 2-6 is Teacher Appreciation Week. Northfield teachers have big hearts and work wonders with our students each and every day. Thank you Northfield teachers!
 - Arts a la Carte is from 5 to 8 PM on April 29.
 - The High School Spring Play opens on April 29.
- VI. Items for Discussion and / or Reports
 1. Sibley Elementary School Professional Learning Communities (PLC) Presentation.
Principal Scott Sannes introduced Sibley's DVD presentation of the PLC work of the third grade team, which includes Rhea Mehrkens, Missy Spitzack, Dawn Jandro, Kelly Johnson and Katie Parks. This past year during their PLC time the third grade team has been focusing on two content objectives in Sibley's Site Improvement Plan: That all students will demonstrate measurable gains in reading fluency and in math. Principal Sannes thanked Media Specialist Amy Sieve for recording and editing the presentation.

2. Proposed 2011-12 Food Service Budget.
Child Nutrition Director, Pam Haupt, presented the 2011-12 proposed food service budget. In her presentation, Pam included a review of the 2010-11 initiatives as well as program goals for next school year. At this time, an increase in meal and milk prices is being recommended. Meal prices would increase by 15 cents for both breakfast and lunch and milk would go from 45 cents to 50 cents a carton. No Board action was taken.
3. Proposed 2011-12 Non-Operating Fund Budgets.
The following proposed budgets for 2011-12 were presented by Stephanie Shawback, Director of Business Services:
 - Debt Service Fund accounts for the School District's outstanding bonded indebtedness for past building construction and major capital projects. Revenues represent property tax levies, state credits, and a minor amount of interest. Expenditures represent principal and interest payments on bonds previously sold.
 - Fiduciary or Trust Fund is used to record revenues and expenditures for trust agreements where the School Board has accepted responsibility to serve as trustee. The majority of activity within this fund is for student scholarships.
 - Proprietary or Internal Service Fund was created in 2005-06 for purposes of recording the financial transactions of the District's self-insured dental plan. Revenues represent District, Employee, and Retiree premium payments. Expenditures represent dental claims and claims processing costs.No Board action was required by the Board.
4. Review of Middle School Program Structure.
Middle School Principal Jeff Pesta shared plans for adjusting the Middle School instructional program beginning with the 2011-12 school year. Mr. Pesta reviewed the current program and provided an explanation of the structural modifications being planned that will provide greater opportunities for students while increasing the flexibility, efficiency and effectiveness of the schedule. The plan maintains opportunities for all required classes and electives while eliminating structures that negatively impact the efficient use of teaching staff.

VII. Superintendent's Report

A. Item for Individual Action

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

On a motion by Pritchard, seconded by Iverson, the Board unanimously adopted the Resolution related to the termination and non-renewal of teaching contracts of the probationary licensed teachers listed below effective at the end of the 2010-2011 school year. Voting 'yes' was Fossum, Maple, Iverson, Pritchard, Quinnell, Stratmoen and Nelson. No one voted 'no.'

<u>Name</u>	<u>Position</u>	<u>FTE</u>
Elizabeth Foster	GVP ELL	1.0
Karen Albrecht	ALC/HS Special Education	1.0

Note: The need to discontinue or reduce programs identified in the Resolution Discontinuing and Reducing Educational Programs and Positions, which was approved at the April 11, 2011, Regular School Board meeting, is no longer necessary. This is due to the additional FTE generated by the Early Retirement Incentive Plan and the ability to assign current staff to open positions within the District.

B. Items for Consent Grouping

Superintendent's Recommendation: On a motion by Stratmoen, seconded by Maple, the Board unanimously approved the following items listed under the Consent Grouping.

1. FY 2011 Annual Audit Proposal.

The School Board approved the appointment of Larson Allen to conduct the audit and prepare the annual report for a base fee of \$22,600. In addition to the base fee, the District will be billed for out-of-pocket expenses of travel and copies.

2. Gift Agreement.
The Sibley PTO has donated \$1580.00 to Sibley Elementary School to be used for the Amity Intern during the 2011-2012 school year.
3. Financial Reports – January, February and March, 2011.
The Board approved the following:
 - Paid bills totaling \$845,182.51, payroll checks totaling \$2,562,950.17 and the financial reports for January 2011. No bond payments were made in January 2011.
 - Paid bills totaling \$936,897.79, payroll checks totaling \$2,599,511.40, bond payments totaling \$4,634,998.77 and the financial reports for February 2011.
 - Paid bills totaling \$910,300.48, payroll checks totaling \$2,695,174.47 and the financial reports for March 2011. No bond payments were made in March 2011.
4. Purchase of Driver Education Vehicle.
The Board approved purchasing a Driver Education vehicle from Furlong Motors of Northfield at the cost of \$17,000.
5. Personnel Items.
 - a. Appointments*
 1. Amy Lloyd, Special Ed Educational Assistant PCA at Longfellow, 7 hours/week beginning 4/19/11 through 6/10/11, Class III, step 1, \$13.26/hr.
 2. Erik Swenson, Grade 5 Compañeros Teacher at Bridgewater, beginning 8/29/11, BA30, step 6.
 3. Gloria Ormiston, Long-Term Substitute ESL Teacher at Middle School, beginning 4/25/11 through 5/10/11, MA-3.
 4. Katherine Morris, Compañeros Teacher at Sibley, beginning 8/20/11, BA-0.
 5. Laurel Sargent, Special Ed Educational Assistant PCA at Bridgewater, 6.5 hrs./day beginning 4/21/11 through 6/10/11, Class III, step 1, \$13.26/hr.
 6. Lara Runck, Long-term Guidance Counselor at the High School, beginning 8/29/11 through 6/4/12, MA-4.
 - b. Increase/Decrease/Change in Assignment
 1. Kim Pegelow, 3.5 hrs./day Special Ed Educational Assistant PCA at the High School, increase 2.5 hrs./day to 6 hrs./day Special Ed Educational Assistant PCA at Sibley KidVentures, beginning 4/14/11, Class III, step 1, \$13.26/hr.
 2. Michael Berger, 11.5 hrs./week Site Leader at Bridgewater, increase 5 hrs./week (2.5 hrs. on Mon./Thurs. only) as Site Assistant at Sibley, for a total of 16.5 hrs./week, beginning 4/14/11, step 4, \$11.91/hr.
 3. Gretchen Lilly, Office Specialist at Middle School, decrease from 8 hrs./day, 198 days/year to 8 hrs./day, 183 days/year, beginning 7/1/11.
 4. Michael Berger, Supervisory/Special Ed Educational Assistant PCA at Bridgewater, decrease PCA hours from 4.5 hrs./day to 3.5 hrs./day beginning 4/5/11.
 5. Emily Lund, Special Ed Educational Assistant PCA at Bridgewater, increase hours from 3.25 hrs./day to 3.75 hrs./day beginning 4/19/11 through 6/10/11.
 - c. Leaves of Absence
 1. Jeanne Mahoney-Hanzlik, intermittent FMLA leave of absence beginning 4/15/11.
 2. Kelly Johnson, rescinding her .5 FTE leave of absence request for the 2011-12 school year.
 3. Melissa Spitzack, FMLA leave of absence from on or about 10/27/11 through 1/2/12.
 - d. Agreement to Extend Employee's Probationary Period was approved.

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

VIII. Items for Information

1. Spring Parent-Teacher Conferences.

	<u>2011</u>	<u>2010</u>
High School	38%	41%
Middle School	47%*	46%**
Bridgewater	90%	94%
Greenvale Park	96%	96%
Sibley	97%	99%
Area Learning Center	70%	Not Available

* 426 students had at least one parent attend a conference this spring.

** 422 students had at least one parent attend spring conferences in 2010.

IX. Future Meetings

Monday, May 9, 2011, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center

Monday, May 23, 2011, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center

X. Adjournment – On a motion by Stratmoen, seconded by Maple, the Board adjourned at 9:55 PM.

Noel Stratmoen
School Board Clerk