

## **NORTHFIELD PUBLIC SCHOOLS**

### **School Board Minutes**

School Board Minutes

June 13, 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 Maple, the minutes of the May 23, 2011, Regular School Board meeting were unanimously approved.
- V. Announcements and Recognitions
  - The Board was provided a handout that showcased Sibley's Service Learning Projects for 2010-2011.
  - The Board also received a copy of an excerpt from the 2010 Annual Report of ServeMinnesota. TORCH was featured as an example of the service provided by the AmeriCorps program.
  - The Blandin Foundation has fully funded TORCH for two years by providing \$30,000 per year for 2 years.
  - The PRIMEtime collaborative has been selected as a recipient for a competitive grant through the Minnesota Office of Justice Programs. This one-year grant will run from January 1 - December 31, 2012. It will provide \$161,502 to support free out-of-school-time programming for Northfield youth at the Key, the Middle School Youth Center, the Summer PLUS program, and the school-year PLUS program at all three elementary schools. Nearly 1,000 Northfield youth participate in the PRIMEtime programming each year. The current PRIMEtime grant expires at the end of December, so the timing on this was very fortunate!
  - Congratulations to the Bridgewater and Sibley Compañeros students for their wonderful performance at El espectáculo del talento that took place on June 2nd at the NMS auditorium. Thank you to all of the Compañeros teachers for preparing the students for this event. Thank you to the Bridgewater Amity Intern Andrea Tellez Rojas for all of her work this year!
  - Roger Jenni is one of 7 reviewers of the recently released book, "Embedded Formative Assessment" by Dylan Wiliam.
  - Nelson thanked the grant writers and the funders of the grants the School District has received. The District is so appreciative of their support and generosity.
- VI. Item for Discussion and / or Reports
  1. Renewal of Operating and Capital Projects Levy Discussion.  
Dr. Richardson presented a review of the District's anticipated funding situation over the next several years and shared possible approaches that the Board can take in light of the continued flat funding from the State of Minnesota. The presentation included the impact of the current operating and capital projects levies that are set to expire at the end of the 2013-14 school year. He also shared the options available to the Board for levy renewal and how the timing and amount of the levy renewals will affect District programming. Dr. Richardson recommended that at the July 11, 2011 School Board meeting the Board discuss this issue in greater detail and determine how they want to proceed with possible renewal of the current levies. Board members were encouraged to send questions they want answered on July 11 to Dr. Richardson.
- VII. Superintendent's Report
  - A. Items for Individual Action

1. Preliminary 2011-12 Budget for All Funds.

On a motion by Maple, seconded by Iverson, the Board unanimously approved the proposed 2011-12 budgets as presented below.

<u>Fund</u>	<u>Revenue</u>	<u>Expenditures</u>
General (excludes Capital/H&S budget)	\$ 34,499,695	\$ 36,205,543
Operating Capital and Health and Safety	2,010,969	2,031,674
Food Services	1,603,501	1,603,298
Community Services	2,145,176	2,081,245
Debt Service	5,782,120	29,021,565
Trust	65,300	73,235
Internal Service	<u>4,629,975</u>	<u>4,325,142</u>
Total	\$ 50,736,736	\$75,341,702

2. Resolution Concerning Regulatory Relief for America's Schools.

On a motion by Pritchard, seconded by Fossum, the Board unanimously approved a resolution presented by the National School Boards Association and the American Association of School Administrators supporting straight regulatory relief where additional sanctions would not be imposed for the 2011-12 school year while Congress continues to work on overhauling the No Child Left Behind Act (NCLB). Voting 'yes' was Fossum, Maple, Iverson, Pritchard, Quinnell, Stratmoen and Nelson. No one voted 'no.'

3. Award of Dental and Group Health Renewals for September 1, 2011.

On a motion by Stratmoen, seconded by Iverson, the Board unanimously approved the following new rates for Health and Dental Insurances for the time period September 1, 2011 through August 31, 2012 and approved Medica as the claims administrator for the insurance plan.

Background/Assumptions: The new rates reflect the total premium amount. The amount that the District contributes for benefits is set by the collective bargaining or negotiations process. Employment contracts are on a two-year cycle. The Northfield Education Association (Teachers) contract will expire June 30, 2011. Other bargaining units have established contributions for contracts for the years ending June 30, 2012 and June 30, 2013.

a. **Health Insurance**

Additional Background: The District's Benefits Insurance Committee reviewed recent health insurance renewal proposals and made a recommendation for the District to pursue a self-funded health insurance plan. After receiving Board approval on May 23, 2011 and reviewing proposals for self insurance, the Committee recommended Medica for its claims administration. The District currently offers two coverage plans through Blue Cross Blue Shield (BCBS) including a Health Reimbursement Account. These coverage plans offered to employees would remain the same under this proposal and would maintain the same rates currently in effect for 2010-2011.

The following costs will be in place beginning September 1, 2011:

\$1,000/3,000 CMM(Comprehensive Major Medical) Plan

Single: \$ 537.50 per month

Family: \$1,456.50 per month

\$1,500/3,000 CMM with Health Reimbursement Account (HRA)

Single: \$ 534.00 per month

Family: \$1,445.00 per month

b. **Dental Insurance**

The insurance committee recommended keeping rates at current levels with no changes to plan design.

Single rates: \$38.07 per month, Family rates: \$112.21 per month

(Included in the rates are admin. fees of \$6.35 per employee per month.)

c. **Life and Long Term Disability Insurance**

In 2010 the District requested and received a three-year rate guarantee for Life and LTD Insurance. The Life rates provide an estimated savings of \$9,441 each year. The LTD rates provide an estimated savings of \$41,687 each year. These amounts remain unchanged under the rate guarantee.

Life Insurance: US Able (BCBS)

Rates Basic: \$0.11 per thousand per month (Previous rate \$0.14)

Accidental Death and Dismemberment: \$0.02 per thousand per month

Long Term Disability Insurance: Prudential

Rate: \$0.238 per hundred per year (Previous rate \$0.439)

4. Line of Credit Agreement with a Financial Institution

On a motion by Iverson, seconded by Maple, the Board unanimously approved the Resolution Authorizing the District to Enter into a Line of Credit Agreement with a Financial Institution. A Line of Credit Agreement is one tool that the District could utilize in the event there is an interruption to payments that the District would otherwise receive from the State. Voting 'yes' was Fossum, Maple, Iverson, Pritchard, Quinnell, Stratmoen and Nelson. No one voted 'no.'

B. Items for Consent Grouping

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

1. Family/Student/Co-Curricular Handbooks for 2011-2012.

Changes to the Elementary School Family Handbook, the Student Handbooks for the High School, Area Learning Center, and the Middle School and the Co-Curricular Activities Handbook for the 2011-2012 school year were approved. Since the School Board approved these handbooks, they carry the force of School Board policy.

2. Student Citizenship Handbook.

The suggested changes were approved. The distribution method of the Student Citizenship Handbook for 2011-2012 will remain the same as previous years. The youngest elementary student will receive the Handbook, which will include a page that is to be completed by a parent or guardian indicating that they have received and reviewed the Handbook with their elementary student(s). This page is to be returned to the classroom teacher. Each secondary student will receive a Handbook, which will be reviewed with secondary students at the beginning of the school year.

3. Tentative High School Overnight Trips Planned for 2011-2012.

The list of High School Overnight Trips planned for the 2011-2012 school year as detailed in the memorandum dated May 2011 from High School Principal Joel Leer were approved.

4. Middle School Overnight Student Field Trip Requests for 2011-2012.

The following Middle School overnight trips were approved:

- The annual 7th grade ELC trip to Eagle Bluff in Lanesboro from November 2-4, 2011.
- The annual SCOPE trip to Missouri to visit sites connected with the James Younger Gang. This trip will take place June 2 and 3, 2012.

5. Gift Agreements.

- The Sibley PTO has donated \$1107.39 to Sibley Elementary School to be used toward the purchase of level books from National Geographic.
- The Northfield Elementary PTO Sibley Music Boosters have donated \$16,048.22 to the School District to be used primarily for acquiring district-owned instruments for needy students.

6. Student Activity Account Transfers.  
The Board approved designating up to \$1,800 from the Dance Team student activity account and up to \$1,800 from the Softball Team student activity account into payroll accounts to pay for an additional coach to work as a JV Dance Team assistant coach and for additional softball coaches (JV and Varsity assistants). The rate of pay will be \$12 per hour. The Dance Team and Softball Team intentionally fundraised so that these coaches could be secured.
7. Agreement with the Center for Sports Medicine and Rehabilitation (CSMR) to Provide Athletic Training Services.  
An Agreement with CSMR to provide athletic training services was approved. The \$14,992.60 has been budgeted as part of the Co-Curricular budget for the 2011-2012 school year.
8. School Pictures for 2011-12 School Year.  
The Board approved the District contracting with Lifetouch Photography for the 2011-2012 school year with the option to extend for three additional years. Lifetouch will provide flexibility in package offerings, products, and pricing to be determined by the needs of each site when arranging photography services. .
9. Summer Weight Room Program.  
The Board approved hiring Mike Allen to lead the summer weight room program. This program is self-supporting.
10. Personnel Items.
  - a. Appointments\*
    1. Eric Sandberg, .8 FTE Social Studies Teacher at the High School, beginning 8/29/11, BA-0\*\*.
    2. Laura Ann Talbot Peterson, 1.0 FTE 8<sup>th</sup> Grade Math Teacher at the Middle School, beginning 8/29/11, MA15-7\*\*.
    3. Jaclyn McKay, .25 FTE Reading/Language Arts Teacher at the ALC, beginning 8/30/11 through 6/4/12, BA-1\*\*.
    4. Tina (Fritz) Holum, 1.0 FTE ESL Instructor at Greenvale Park, beginning 8/29/11, MA-5\*\*.
    5. Jamie Wiebe, 1.0 FTE Long-Term Substitute School Social Worker at Greenvale Park, beginning 8/29/11 through 6/4/12, MA-0\*\*.
    6. Erik Burton, Community Services Recreation Program Intern (job-share), beginning 5/31/11 through 8/26/11, \$13.08/hour.
    7. Katie Windschitl, Community Services Recreation Program Intern (job-share), beginning 5/31/11 through 8/26/11, \$13.08/hour.
    8. Andy Jaynes, Head Boys Basketball Coach, beginning Fall, 2012, Level A, step 1.
    9. 2011 Summer KidVentures at Longfellow – beginning May 27, 2011.  
Ventures Substitutes: Madeline Bestul, Savanah Bird, Kirsten Elwood, Brooke Harding, Whitney Sannes and Alyssa Weber
    10. 2011 Summer PLUS Program at Middle School – beginning June 20, 2011 through July 28, 2011. Summer PLUS Teachers – Monday-Thursday, 3 hours/day:  
Allison Bartron, Lindsey Downs, Robert Garcia, Stephanie Grundman, Brenda Hand, Kristi Huettl, Jessica Jessen, Joseph Jorgensen, Michelle Morales, Lisa Nelson, Brittany Rathbun, Jennifer Rauk, Amanda Schrader, Melissa Spitzack, Margaret Witt and Katherine Woodstrup
    11. 2011 Summer PLUS Program at Middle School – beginning June 20, 2011 through July 28, 2011.  
Summer PLUS Site Leads – Monday-Thursday, 6 hours/day: Kristin Basinger and Blayr Gilitiuk  
Summer PLUS Site Assistants – Monday-Thursday, 5 hours/day: Carol Beumer, Elizabeth Brewer, David Duba, Matthew Dueffert, John Hilsen, Amber Iwanski, Kamille Kirchberg, Bonnie Klamm, Sandra Miller, Joshua Moses, Arlette Nelson, Jennifer Nohava, Priscilla Perez, Evan Quinnell, Kyle Smisek, Brenda Starin, Emily Thompson, Delores Tomczik and Joshua Wood

12. 2011 Special Education Extended School Year Program Teachers at Sibley – beginning June 13, 2011 through 7/29/11.  
Anne Balluff, Dan Burns, Ann Dybvik, Shannon Flegel, Jacque Ims, Debra James, Lucy Kanaventi, Amanda Kunkel, Laurie Larson, Stephani Parlin, Debra Peters, John Schnorr, Deborah Seitz, Wendy Shampine, Dawn Sorenson and Kari Winter
  13. 2011 Special Education Extended School Year Program Educational Assistants at Sibley – beginning June 13, 2011 through 7/29/11.  
Janet Amundson, Mary Boyum, Shari Bridley, Sarah Dimick, Teresa Findlay, Marilyn Frey, Beth Kuyper, Yolanda Loken, Mandy McWilliams, Jacqueline Meyer, Ruth Morgan Malecha, Jenna Morsching, Annie Oftedahl, Tracie Roberge, Tammy Schwagerl, Peggy Sheehy, Amanda Story, Andrea Waldock and Linda Wasner
  14. 2011 Summer Recreation Staff: Baseball, Tennis, SUPER Kids, Softball, Wiggle & Giggle, Soccer, Lacrosse, Swim Lessons  
Michael Abdella, Laura Allen, Christopher Anderson, Emily Anderson, Aaron Bakke, Sidney Beaumaster, Scott Benjamin, Kaitlyn Bicek, Claire Carlson, Justin Delgado, Matthew Detjen, Jared Docken, Megan Goldstein, Katherine Hamel, Jacie Haroldson, Christopher Isom, Meredith Kunitz, Beth LaCanne, Leigh Langehough, Katie Lauer, Jens Loven-Holt, Abigail Malecha, Katherine Moors, Carly Oto, Jessica Pfahning, Tom Pfahning (Bezdichek), Hannah Pilger, Eric Pittman, Jacob Pleschourt, Allison Rodrigues, David Rogers, Whitney Sannes, Hannah Sayner, Nancy Berit Seeberg, Ellyn Sheehy, Marla Thomforde, Sarah Tiano, Evan Walser-Kuntz, John Wellman, Nelson Wolf and Anya Zach
  15. Laura Hughitt, Special Ed Educational Assistant PCA at Longfellow Summer Ventures for up to 40 hours/week, beginning June 6, 2011 through September 1, 2011, Class III, step 1, \$13.26/hour.
  16. 2011 Summer Bridges to Kindergarten Program – beginning July 25 through August 18, 2011, 15 hours/week: Kristen Cade, Stephanie Grundman, Gretchen Heil, Erin Nohava Hall, Annie Oftedahl (sub), Patricia Rogne, Amanda Schrader and Sarah Yantzer
  17. Katherine Woodstrup, .2 FTE Long-Term Substitute Art Teacher at the High School, beginning 8/30/11 through 6/4/12, BA-0\*\*.
  18. Karna Hauck, .2 FTE Long-Term Substitute Art Teacher at the High School, beginning 8/30/11 through 6/4/12, MA-10\*\*.
  19. Jessica Rezac, JV Dance Team Assistant Coach, \$12.00/hour.
- b. Increase/Decrease/Change in Assignment
1. Jodie Jordan, temporary Special Ed Educational Assistant PCA at Sibley, 6.75 hrs./day, position ending 6/10/11, effective 5/26/11 position reclassified to continuing position.
  2. Janet Gannon, Long-Term Substitute Special Ed Educational Assistant PCA at Sibley, 6.75 hours/day beginning 5/31/11 through 6/10/11, Class III, step 1, \$13.26/hour.
  3. Mary Schmitt, .7 FTE Social Studies Teacher at the High School, increase to 1.0 FTE Social Studies Teacher at the High School, beginning 8/30/11.
  4. Deb Thomforde, .7 FTE Reading Teacher at the Middle School, increase to .8 FTE Reading Teacher at the Middle School, beginning 8/31/11 through 6/4/12.
  5. Tania Will, 1.0 FTE Grade 5 Teacher at Sibley, transfer to .5 FTE Grade 5 Teacher/.5 FTE Academic Coach at Sibley Elementary, beginning 8/30/11.
  6. Mary Huberg, Longfellow Office Specialist, increase from 173 to 174 work days per year plus 4 holidays, for a total of 178 days/school year, beginning 7/1/11.
  7. Lois Kelly, .5 FTE Speech Language Assistant, position eliminated beginning 7/1/11.
  8. Sheila Atkinson, 7 hours/day Supervisory/Special Ed Educational Assistant PCA at Sibley, transfer to Special Ed Educational Assistant PCA at the Middle School, 5.75 hours/day, beginning 8/30/11.
  9. Kimberly Bauer, Parking Lot/Building Security Monitor at the High School, decrease from 8 hours/day to 4 hours 50 minutes/day, beginning 9/6/11.
  10. Collette Carras, Office Support Educational Assistant at the Middle School, decrease from 3.2 hours/day to 2.25 hours/day, beginning 9/6/11.
  11. Molly Peterson, Office Support Educational Assistant at the High School, decrease from 6.25 hours/day to 4.25 hours/day, beginning 9/6/11.

12. Michelle Tranberg, 6.75 hours/day Special Ed Educational Assistant PCA at the High School, transfer to 6.75 hours/day Special Ed Educational Assistant PCA at Sibley, beginning 9/6/11.
13. Linda Wasner, 7.25 hours/day Supervisory/Special Ed Educational Assistant PCA at Sibley, transfer to 5.75 hours/day Special Ed Educational Assistant PCA at the Middle School, beginning 9/6/11.
14. Chris Holmquist, .8 FTE Art Teacher at the High School, additional .2 FTE Long-Term Substitute Art Teacher at the High School, beginning 8/30/11 through 6/4/12.

c. Leaves of Absence

1. Erica Hubers, leave of absence beginning 6/1/11 through 6/10/11.
2. Sheila Winegardner, FMLA leave of absence beginning 5/31/11 through 6/10/11.
3. Jennifer Josephson, FMLA/Parental leave of absence amended to begin 5/31/11 through 6/4/12.

d. Resignations

1. Kari Winter, Early Childhood Special Education Teacher at Longfellow, resignation effective 6/13/11.
2. Jordan Cook, KidVentures Site Assistant, resignation effective 5/26/11.
3. Diane Lyman, Middle School Office Specialist, resignation effective 6/30/11.

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

\*\* Subject to revision when negotiations for 2011-13 are completed.

VIII. Items for Information

1. Board Policy 714, Fund Balances.

Policy 714 is a new Board policy that would bring the District into compliance with new accounting rules prescribed by the Governmental Accounting Standards Board (GASB) in GASB 54, which requires governmental entities to create new fund balance classifications. To comply with this requirement, administration submitted this policy to the Board for first reading and its approval on July 11, 2011. This fund balance policy explains each new category as defined by GASB and identifies appropriate representatives who have the authority to assign fund balance.

2. Procurement Card Manual.

The Procurement Card Manual that outlines all of the procedures, forms, and instruction on the implementation of the program was given to the Board since it was discussed at the time the Resolution was approved by the Board on March 14, 2011, that administration would provide the Board with this information to review prior to implementation.

3. Budget Reduction Process Survey Results.

District staff completed a survey that was sent out to all members of Program-Based Budget Teams as well as members of the District Budget Review Team. The results were given to the Board. They provide administration feedback on the effectiveness of the process as well suggestions for improving this process in the future.

4. End of the Year Enrollment Report.

IX. Future Meetings

Monday, July 11, 2011, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center  
Monday, August 8, 2011, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center

X. Adjournment – On a motion by Stratmoen, seconded by Fossum, the Board adjourned at 8:05 PM.

Noel Stratmoen  
School Board Clerk