

# NORTHFIELD PUBLIC SCHOOLS

## School Board Minutes

School Board Minutes

July 11, 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 Iverson, seconded by Maple, the minutes of the June 13, 2011, Regular School Board meeting were unanimously approved.
- V. Announcements and Recognitions
  - The Board is invited to attend an open house for the Summer Plus program on July 13 from 10:30 AM until 12:30 PM.
  - Our TORCH team recently completed the College Connector Certification program - and is one of only 10 college access programs in the state to earn this certification from the Minnesota Minority Education Partnership (MMEP). Certified programs are commended for their work in and commitment to promoting college access for ALL students, including young people who are traditionally underrepresented in higher education. Teams from the selected communities worked with MMEP staff and leaders in the higher education field over a six-month period to look at their programs, identifying areas for future growth, and develop action plans. TORCH and the other nine programs were recognized by MMEP at its annual meeting in St. Paul two weeks ago. TORCH presented its college access model to elected officials and community leaders from across the state. In addition, TORCH personnel were invited to present at the "Collaborating for School Completion and Postsecondary Success" Conference hosted by the MN Dept of Ed. on June 15th, 2011 in St. Paul.
  - Superintendent Richardson reported that Director of Testing and Assessment Roger Jenni has studied the test scores data which indicate that students in the Northfield School District saw percentile gains in comparison to the previous year in Math, Reading and the composite of the two.
- VI. Item for Discussion and / or Reports
  1. Renewal of Operating and Capital Projects Levy Discussion.  
The purpose of this discussion was to provide an opportunity for Board members to review and clarify the options for the timing of the renewal of the Operating and Capital Projects Levies and the proposed level of funding requested for each levy. After careful consideration, the Board reached consensus and decided to pursue a special election on November 8, 2011, for the purpose of renewing the operating levy and increasing it to the cap of \$1584.76 per pupil for ten years, and to renew the capital projects levy at its current level of \$750,000. The Board also reached consensus on five combined polling places to provide for the election since there will be no other elections held on November 8, 2011. Administration will now prepare the needed resolutions to be presented to the Board on August 8, 2011.
- VII. Superintendent's Report
  - A. Items for Individual Action
    1. Resolution Regarding Christopher Columbus Day.  
On a motion by Quinnell, seconded by Stratmoen, the Board on a five to one vote 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 10, 2011, shall not be a holiday.  
Voting 'yes' was Maple, Iverson, Pritchard, Quinnell, Stratmoen and Nelson. Fossum voted 'no.'

2. Board Policy 714, Fund Balances.

On a motion by Pritchard, seconded by Maple, the Board unanimously approved Board Policy 714, Fund Balances, as presented. Policy 714 will 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, this policy explains each new category as defined by GASB and identifies appropriate representatives who have the authority to assign fund balance.

3. Board Policy 532 – Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Groups.

On a motion by Iverson, seconded by Pritchard, the Board unanimously approved the revisions to Board Policy 532 - Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Groups. Minnesota Laws 2009, Chapter 96, makes a number of changes to the laws and rules governing the use of "conditional procedures" with respect to special education students. These laws and rules will be replaced, effective August 1, 2011, with a "restrictive procedures law which generally addresses the restraint of special education students." It is because of the changes in laws and rules that are effective August 1<sup>st</sup> that administration requested that the Board approve the revisions to Policy 532 as presented on July 11.

B. Items for Consent Grouping

Pritchard highlighted the generous gift from Multek Flexible Circuits; Nelson noted the Booster Club's donation, which was used toward fee waivers.

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

1. Fiscal Year Organizational Actions.

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

They are as follows:

- i) Approved authorizing the Director of Business Affairs and the Accounting Supervisor to invest surplus District funds in accordance with applicable laws and with the District's Investment Policy, Policy 705, for fiscal year 2011-2012.
- 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 2011-2012.
- iii) Approved authorizing the Director of Business Affairs and the Accounting Supervisor to make appropriate wire transfers to and from District depository accounts for fiscal year 2011-2012.

2. Memberships for 2011-2012.

The School District belongs to several cooperatives, leagues and associations.

Membership in the groups listed below were renewed for the 2011-2012 school 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. Gift Agreement.

Multek Flexible Circuits has donated \$2500 to be used for transportation costs associated with the Northfield High School Science Olympiad team during the 2011-2012 school year.

4. Student Activity Account Transfer.

The Board approved designating up to \$3,153 from the Volleyball Team student activity account and supplemented by the Volleyball Association to pay for an additional Varsity assistant coach. The rate of pay will be \$12 per hour. The Volleyball Team intentionally fundraised so that this coach could be secured.

5. Student Teacher Agreement.

The Board approved the Student Teacher Agreement with Southwest Minnesota State University in Marshall, MN for the time period August 2011 through July 2014.

6. Cooperative Sponsorship.

The Board approved entering into a cooperative sponsorship with Randolph Public Schools for Boys Swimming and Diving. This sponsorship would be in effect for both the 2011-2012 and 2012-2013 Boys Swimming and Diving seasons.

7. Health and Safety Program Revenue Application.

Director of Buildings and Grounds Kevin Larson has completed the annual Revenue Application (Attachment 10) as required by the Minnesota Department of Education (MDE.) The Board certified the Revenue Application in order to submit levy data this summer. A total of \$312,250 is budgeted for Health and Safety projects during 2011-12. Project details are listed in the Proposed Budget adopted on May 23, 2011.

8. Personnel Items.

a. Appointments\*

- 1. Brittany Rathbun, Grade 2 Teacher at Bridgewater Elementary, beginning 8/29/11 through 6/4/12, BA-0.
- 2. Lori Urke, 2011 Summer PLUS Program Teacher at Middle School, beginning June 20-July 28, 2011, Monday-Thursday, 3 hours/day, \$25.93/hour.
- 3. Joshua Spitzack, 2011 Summer PLUS Program Site Assistant at Middle School, beginning June 20-July 28, 2011, Monday-Thursday, 20.5 hours/week, \$11.03/hour.
- 4. Amy Sherwood, Summer Ventures Substitute, beginning 6/22/11, \$11.03/hour.
- 5. Ellen Windschitl, Summer Recreation Staff, beginning 6/13/11 through 8/31/11, \$7.50/hour.
- 6. Samantha Dahlquist, Summer Recreation Staff, beginning 6/21/11 through 8/31/11, \$10.00/hour.
- 7. Deanna Parks, Temporary Custodian at Middle School, beginning 6/30/11 through 7/28/11, 4 hrs./day, Step 2, \$14.17/hour.
- 8. Cheryl Barnes, Special Education EBD Teacher at Middle School, beginning 8/29/11, MA-7.
- 9. \*Correction: Sara Webster, .5 FTE Speech/Language Pathologist at ECSE Longfellow, MA15-6. (*not MA-6 as previously submitted*)
- 10. Yolanda Loken, Special Ed Educational Assistant Bus PCA for Extended School Year, 7/5/11 through 7/29/11, 70 min./day, Class III, step 6, \$14.99/hr.
- 11. Jacqueline Meyer, Special Ed Educational Assistant Bus PCA for Extended School Year, 7/5/11 through 7/29/11, 90 min./day, Class III, step 6, \$14.99/hr.
- 12. Linda Wasner, Special Ed Educational Assistant Bus PCA for Extended School Year, 7/5/11 through 7/29/11, 25 min./day, Class III, step 6, \$14.99/hr.

- b. Increase/Decrease/Change in Assignment
  1. Theresa Brake, 2 hrs./day Instructional Educational Assistant / 3 hrs./day Special Ed Educational Assistant at Greenvale, decrease to 2.5 hrs./day, 4 days/week Instructional Educational Assistant, beginning 9/6/11.
  2. Erica Hubers, 6 hrs./day Special Ed Educational Assistant PCA at Bridgewater, increase to 6.5 hrs./day Special Ed Educational Assistant PCA, beginning 9/6/11.
  3. Sandra Miller, 6.75 hrs./day Instructional Educational Assistant at Middle School, transfer to 3.75 hrs./day Instructional Educational Assistant/ 3.08 hrs./day Special Ed Educational Assistant PCA at Middle School, beginning 8/30/11.
  4. Kathleen Malecha, 4.5 hrs./day Temporary Special Ed Educational Assistant PCA, transfer to 6.5 hrs./day Ongoing Special Ed Educational Assistant PCA at Bridgewater, beginning 9/6/11.
  5. Jackie Moon, 6.75 hrs./day Special Ed Educational Assistant PCA, increase to 6.78 hrs./day Special Ed Educational Assistant PCA at Middle School, beginning 8/30/11.
  6. Jenna Morsching, Volunteer Coordinator at Bridgewater and Sibley Elementary, 6.25 hrs./week, position eliminated at the end of the 2010-11 school year.
  7. Laurel Sargent, 6.5 hrs./day temporary Special Ed Educational Assistant PCA at Bridgewater, position ending 6/10/11, position reclassified to continuing position, 6.5 hrs./day Special Ed Educational Assistant PCA, beginning 9/6/11.
  8. Angie Timperley, 2.5 hrs./day temporary Special Ed Educational Assistant PCA at Bridgewater, position ending 6/10/11, position reclassified to continuing position, 2.5 hrs./day Special Ed Educational Assistant PCA, beginning 9/6/11.
  9. Debra Peters, Autism Resources Specialist, 207 days/year, decrease to 200 days/year beginning 7/1/11.
  10. Kelle Edwards, 1.25 hrs./day Supervisory / 5.75 hrs./day Special Ed Educational Assistant at Greenvale Park, changed to 1 hrs./day Instructional / 6 hrs./day Special Ed Educational Assistant beginning 4/5/11.
  11. Angie Nielsen, 2.5 hrs./day Supervisory / 4 hrs./day Special Ed Educational Assistant at Greenvale Park, changed to 1.5 hr./day Supervisory / 1 hr./day Instructional / 4 hrs./day Special Ed Educational Assistant beginning 4/5/11 through 6/10/11.
  12. Angie Nielsen, Special Ed Educational Assistant at Greenvale, 4 hrs./day, increase .5 hrs./day to 4.5 hrs./day, beginning 9/6/11 through 6/1/12.
  13. Amy Pantze, 1.5 hr./day Supervisory / 5 hrs./day Special Ed Educational Assistant at Greenvale Park, changed to 6.5 hrs./day Special Ed Educational Assistant beginning 4/5/11.
  14. Vicky Shimota, 1.25 hrs./day Supervisory / 5.5 hrs./day Special Ed Educational Assistant at Greenvale Park, changed to .5 hr./day Supervisory / .75 hr./day Instructional / 5.5 hrs./day Special Ed Educational Assistant beginning 4/5/11.
  15. Jane Streitz, .5 hr./day Supervisory / 5.75 hrs./day Special Ed Educational Assistant at Greenvale Park, changed to 6.25 hrs./day Special Ed Educational Assistant beginning 11/29/10 through 6/10/11.
  16. Aimee Gerdesmeier, 11.75 hrs./week Kid Ventures Site Assistant at Sibley, increase to 40 hrs./week Site Assistant at Summer Ventures, beginning 6/15/11 through 8/26/11.
  17. Vanessa Grave, 26 hrs./week Kid Ventures Site Leader at Bridgewater, increase to 40 hrs./week Site Leader at Summer Ventures, beginning 6/15/11 through 8/26/11.
  18. Dana Jans, 29 hrs./week Kid Ventures Site Leader at Greenvale, increase to 40 hrs./week Site Leader at Summer Ventures, beginning 6/15/11 through 8/26/11.
  19. Julia Mandsager, 1.25 hrs./week Student Site Assistant at Sibley Kid Ventures, increase to 35 hrs./week Student Site Assistant Summer Ventures, beginning 6/13/11 through 8/26/11, \$11.03/hr.
  20. Tim Komatsu, 1.25 hrs./week Student Site Assistant at Sibley Kid Ventures, increase to 35 hrs./week Student Site Assistant Summer Ventures, beginning 6/13/11 through 8/26/11, \$11.03/hr.
  21. Hope Sweet, 13 hrs./week Kid Ventures Site Assistant at Greenvale, decrease to 5 hrs./week Summer Ventures Site Assistant, beginning 6/13/11 through 8/26/11.
  22. Elizabeth Stahly, 28.75 hrs./week Kid Ventures Site Assistant at Longfellow, decrease to 20 hrs./week Summer Ventures Site Assistant, beginning 6/15/11 through 8/26/11.

23. Debbie Foley, 26 hrs./week Early Ventures Site Assistant at Longfellow, increase to 37 hrs./week Summer Ventures Site Assistant, beginning 6/15/11 through 8/26/11.
24. Michael Berger, 11.5 hrs./week Kid Ventures Site Leader at Bridgewater, increase to 40 hrs./week Summer Ventures Site Lead, beginning 6/15/11 through 8/26/11.
25. Tammie Warner, 35.5 hrs./week Ventures Site Assistant at Longfellow, decrease to 30 hrs./week Summer Ventures Site Assistant, beginning 6/15/11 through 8/26/11.
26. Angie Maas, 29 hrs./week Kid Ventures Site Leader at Sibley, increase to 40 hrs./week Summer Ventures Site Leader, beginning 6/15/11 through 7/21/11.
27. Diane Torbenson, Grade 3 Elementary Teacher at Greenvale Park, transfer to .5 FTE Elementary Academic Coach / .5 FTE Title 1 Teacher at Greenvale Park, beginning 8/30/11.

c. Retirements/Resignations

1. Sarah Yantzer, Early Childhood Preschool Teacher, resignation effective June 17, 2011.
2. Patricia Olsen, Kid Ventures Site Assistant at Bridgewater, resignation effective June 17, 2011.
3. Kari Gorr, Ventures Coordinator, resignation effective June 28, 2011.

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

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

9. Addendum to High School Overnight Trip Requests for 2011-2012.

The Board approved a request from High School Principal Joel Leer and Sarah Swan McDonald of an additional field trip to Norway during the 2011-2012 school year.

10. Gift Agreement – Booster Club.

The Board accepted a \$17,891 gift from the Northfield Booster Club to be used for purchases outlined in the gift agreement. During the 2010-2011 school year, the Northfield Booster Club donated \$13,101 to be used towards fee waivers, which already has been gifted to the School District.

VIII. Items for Information

IX. Future Meetings

Monday, August 8, 2011, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center  
Monday, August 22, 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 9:35 PM.

Noel Stratmoen  
School Board Clerk