

NORTHFIELD PUBLIC SCHOOLS School Board Minutes

School Board Minutes

January 23, 2012

Northfield High School Media Center

- I. Call to Order.
Board Chair Ellen Iverson called the Regular meeting of the Northfield Board of Education to order at 7:00 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 Maple, seconded by Pritchard, minutes of the Organizational School Board meeting and the Regular School Board meeting held on January 9, 2012, were unanimously approved.
- V. Announcements and Recognitions
 - Four students from Northfield Middle School and one student from Northfield High School will participate in the 2012 Minnesota String and Orchestra Teacher's Association (MNSOTA) Middle Level Honors Orchestra. This select group of string players from across the state earn an invitation to play in the Honors Orchestra (grades 7-9) based on an audition recording of their playing. Of the entries made by Northfield Public Schools, Lily Dunlop (violin), Nick Dempsey (viola alternate), Cameron Gray (cello), Jane Ludwig (cello), Molly Smith (violin) and Nicholas Pelletier (bass) were chosen. The MNSOTA Middle Level Honors Orchestra will perform on Saturday, February 18 at 11:15a.m. in the Minneapolis Convention Center in conjunction with the annual Minnesota Music Educators Association Midwinter Clinic.
 - Welcomed Allison Roorda, Faribault Daily News and Northfield News reporter, who will be covering the School District.
 - Richardson, Iverson and Stratmoen went to the legislative breakfast on January 21st hosted by District 25 Legislators. The Legislators provided information about what they saw as being key issues during the upcoming legislative session and provided an opportunity for attendees to share school district concerns.
 - Pritchard thanked NHS Social Studies Teacher Sarah Swan McDonald for showcasing service learning projects last week and thanked HCI for its sponsorship and financial support. This was a great opportunity for the community to see what service learning projects are all about.
 - Iverson noted that the twelve NHS students who attended the peace conference "Build Bridges Not Walls" in Drammen, Norway in October presented what they learned at the conference at John's Lutheran Church on January 9. NHS Teacher Sarah Swan McDonald organized this trip.
 - Iverson highlighted the art exhibit at Carleton's Weitz Center for Creativity. NMS Art Teacher John Bade and Chair of the Carleton Psychology Department Dr. Neil Lutsky have collaborated to prepare digital art using the techniques of artist Chris Jordan.
- VI. Item for Discussion and / or Reports
 1. Professional Learning Communities Presentation – Greenvale Park Elementary School.
Greenvale Park Principal Dave Craft introduced Mary Wojick, Physical Education Teacher at Greenvale Park. He then showed a DVD of the Elementary Physical Education PLC in action. The presentation illustrated the collaboration between the elementary physical education teachers and how the PLC process can be used effectively across the disciplines.
 2. Presentation of Financial Forecast and 2012-13 General Fund Budget Recommendations.
Stephanie Shawback, Director of Business Services, presented the financial forecast and administrative budget recommendations for the 2012-13 school year. The presentation included discussion of the current financial situation of the State and District as well as assumptions used for development of the five year financial forecast and the administrative recommendations for a 2012-13 budget plan.

VII. Superintendent's Report

A. Items for Individual Action

1. Administrative General Fund Budget Recommendations.

On a motion by Maple, seconded by Nelson, the Board approved the proposed administrative recommended budget plan and budget development calendar for the 2012-13 school year as presented by the administration.

2. Pay Equity Report.

Fossum pulled the Pay Equity report from the consent grouping. Superintendent Richardson and Director of Human Resources Matt Hillmann clarified the process and the material presented. Then, on a motion by Nelson, seconded by Quinnell, the Board unanimously approved the Pay Equity Report.

B. Items for Consent Grouping

On a motion by Stratmoen, seconded by Pritchard, the Board unanimously approved the following items listed under the Consent Grouping, except the Pay Equity Report (see item #2 under Items for Individual Action above.)

1. Pay Equity Report.

State statute requires the District to complete a pay equity study and pay equity report every three years. This study looks at all employee groups and job classifications and determines if male and female dominated employee groups are receiving equitable pay based on their established pay equity points. Pay Equity points are determined based on a review of job descriptions and a determination of the level of responsibility and types of work that each employee is asked to perform. The District is in compliance for this reporting period. The last Pay Equity Report was approved in January 2009.

2. Financial Reports – October, November, and December 2011.

The Board approved the following:

- Paid bills totaling \$685,203.32, payroll checks totaling \$2,612,747.89 and the financial reports for October 2011. No bond payments were made in October 2011.
- Paid bills totaling \$856,529.73, payroll checks totaling \$2,783,853.36 and the financial reports for November 2011. No bond payments were made in November 2011.
- Paid bills totaling \$926,135.22, payroll checks totaling \$2,656,898.51 and the financial reports for December 2011. No bond payments were made in December 2011.

3. Grant Acceptance

The Board accepted a \$3000 grant from the Northfield Area Foundation, which will be used to help fund a Youth Frontiers Courage Retreat for 7th graders on March 6, 2012.

4. Personnel Items.

a. Appointments*

1. James Lohse, 1.0 FTE Long-Term Substitute French Teacher at the High School, beginning 1/24/12 through 2/29/12, MA-2.
2. Cathy Malecha, PLUS Site Assistant at Greenvale Park for 1.5 hours/day (Monday-Thursday) beginning 1/24/12 through 4/26/12, Step 1, \$11.03/hr.
3. Elizabeth Gephart, Supervisory Educational Assistant at Bridgewater Elementary for 2 hours/day beginning 1/17/12 through 6/1/12, Class I, Step 1, \$12.59/hr.
4. Karl Viesselman, Assistant Boys/Girls Track Coach, beginning 3/12/12, Level F, step 2.
5. Co-Curricular Assignments for February.
6. Mark Harder, Head Custodian at the High School, beginning 1/26/12, Step 3, \$19.57/hr.
7. Stephanie Rezac, ECFE Teacher at NCRC, beginning 1/25/12 through 5/25/12, \$23.65/hr.

b. Increase/Decrease/Change in Assignment

1. Deborah Seitz, 1.0 FTE Special Education Teacher at Bridgewater, additional 6.25 hours/week as Homebound Instructor beginning 1/9/12 through approximately 2/10/12.
2. Shelia Atkinson, Special Ed Educational Assistant PCA at Middle School, additional 1.33 hours/day Special Ed Educational Assistant Bus PCA beginning 1/12/12 through 6/1/12.

3. Kim Rohr, 1.0 FTE Speech Language Teacher at Bridgewater, overload assignment (no case management period) beginning 11/15/11 through 6/1/12.
 4. Darcy Seurer, 1.0 FTE Social Studies Teacher at ALC, additional 3 hours/week Independent Study Teacher at ALC beginning 1/12/12 through 5/17/12.
 5. Tyler Faust, Special Ed Educational Assistant PCA at Bridgewater for 3 hours/day, increase to 3.83 hours/day beginning 1/17/12 through 6/1/12.
 6. MaryDee Kuklok, 1.0 Teacher for Deaf and Hard of Hearing, overload assignment beginning 10/10/11 through 2/2/12.
 7. Betsy McMenemy, ECFE Parent Educator, adding assignment as Early Childhood Teacher beginning 1/30/12.
 8. Katharine Clark, ECFE Educational Assistant at NCRC, increase as Early Childhood Teacher, one class/week beginning 1/31/12 through 3/31/12, \$20.00/hour.
- c. Leave of Absence
1. Denise Halvorson, FMLA leave of absence beginning 1/11/11 through 2/29/12.
- d. Resignation
1. Michelle Ozmun, Child Nutrition Associate I at Bridgewater, resignation effective 1/25/12.

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

VIII. Items for Information

1. School Board Committee Appointments.
The list of School Board Committee Appointments for 2012 was given to the Board.
2. Closed Negotiation Strategy Session to Follow February 13, 2012 Regular School Board Meeting.
3. 2012-2013 and 2013-2014 School Year Calendars.
A copy of the 2012-13 and 2013-2014 School Year calendars, as recommended by the District Meet and Confer Committee, which met on January 19, 2012, was given to the Board. The Board will take action on the proposed 2012-2013 and 2013-2014 school year calendars at its meeting on February 13, 2012. Iverson noted that the spring break on each calendar aligns with Carleton and St. Olaf breaks. Board members were also asked to note that teacher work days have been added at the end of the quarters and to look at winter break.

IX. Future Meetings

Monday, February 13, 2012, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
Monday, February 27 2012, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center

- X. On a motion by Quinnell, seconded by Maple, the Board adjourned at 8:30 PM.

Noel Stratmoen
School Board Clerk