

## **NORTHFIELD PUBLIC SCHOOLS School Board Minutes**

School Board Minutes

July 9, 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. Stratmoen was absent.
- II. Agenda Changes / Table File  
The table file was added.
- III. Public Comment  
There was no one.
- IV. Approval of Minutes  
On a motion by Maple, seconded by Quinnell, minutes of the Regular School Board meeting held on June 11, 2012, were unanimously approved.
- V. Announcements and Recognitions
  - Laura Berdahl, Greenvale Park's Volunteer Coordinator/Parent Liaison, has been recognized by the Minnesota Campus Compact as a 2012 recipient of the Presidents' Community Partner Award. Laura was nominated by the ACT Center, a part of the Center for Community and Civic Engagement (CCCE), at Carleton College. The Presidents' Award gives recognition to effective community leaders in the development of campus-community partnerships. Laura has been an integral partner in the support of collaborative work between Carleton College and the Northfield School District.
  - AP Testing Results: 400 tests taken representing the highest number of tests taken. 80% of those tests were scored with 3s or above. NHS students were enrolled in 20+ AP courses.
  - Young Sculptures Tree of Knowledge piece was installed on Division Street on the Northfield Public Library property. Funding was provided by SEMAC (Southeast MN Arts Council). The project will stay in place for one year before being moved to the High School campus. Hopes are to apply for subsequent funding.
- VI. Item for Discussion and / or Reports  
There were no items for discussion or reports.
- VII. Superintendent's Report
  - A. Items for Individual Action
    1. Resolution Regarding Christopher Columbus Day.  
On a motion by Nelson, seconded by Maple, the Board unanimously 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 8, 2012, shall not be a holiday.  
Voting 'yes' was Fossum, Maple, Nelson, Pritchard, Quinnell and Iverson. No one voted 'no.'  
Stratmoen was absent.
  - B. Items for Consent Grouping  
On a motion by Pritchard, seconded by Maple, the Board unanimously approved the following items listed under the Consent Grouping.  
Pritchard highlighted the gift agreement from the Northfield Booster Club.
    1. Fiscal Year Organizational Actions.  
The School District's financial year runs from July 1 to June 30. The Board approved the following financial organizational issues:

- a) Approved authorizing the Director of Business Services 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 2012-2013.
  - b) 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 2012-2013.
  - c) Approved authorizing the Director of Business Services and the Accounting Supervisor to make appropriate wire transfers to and from District depository accounts for fiscal year 2012-2013.
2. Memberships for 2012-2013.  
Memberships in the groups listed below were renewed for the 2012-2013 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 Agreements.
- The Board accepted a \$16,664 gift from the Northfield Booster Club to be used for purchases outlined in the attached gift agreement. Please note that during the 2011-2012 school year, the Northfield Booster Club donated an additional \$19,414 to be used towards fee waivers, which already has been gifted to the School District.
  - The Board accepted a 1955 Knight Studio piano valued at \$1000 that has been donated to the Music Department at Northfield Middle School.
4. Personnel Items.
- a. Appointments\*
    1. Erin Stumo, Summer PLUS Teacher at Middle School for 3 hrs./day beginning 6/15/12 through 7/27/12, \$25.93/hr.
    2. Savannah Bird, Summer PLUS Student Site Assistant at Middle School for 5 hrs./day beginning 6/15/12 through 7/27/12, \$7.93/hr.
    3. Andrea Gates, Summer PLUS Site Assistant at Middle School for 6.5 hrs./day beginning 6/15/12 through 7/27/12, \$11.03/hr.
    4. Emily Thompson, Summer PLUS Site Assistant at Middle School for 5 hrs./day beginning 6/15/12 through 7/27/12, \$11.32/hr.
    5. John Witt, Summer PLUS Site Assistant at Middle School for 5 hrs./day beginning 6/15/12 through 7/27/12, \$11.03/hr.
    6. Matthew Berry, Summer PLUS Site Assistant at Middle School for 5 hrs./day beginning 6/18/12 through 7/27/12, \$11.03/hr.
    7. Ann Hawkins, Special Education Extended School Year Teacher for 3.5 hrs./day at Sibley beginning 6/15/12 through 7/12/12, BA-0.
    8. Gerald Johnson, 1.0 FTE Media Specialist at Bridgewater Elementary beginning 8/28/12, MA30-6.
    9. Rachel Utesch, School Nurse at Bridgewater Elementary for 7 hrs./day, beginning 8/28/12, \$22.18/hr.\*\*
    10. Jenni Roney, Instructional Educational Assistant at Sibley Elementary for 4 hrs./day beginning 9/4/12, Class II, step 1, \$12.85/hr.\*\*.
    11. Tyler Faust, Special Ed Educational Assistant PCA at Bridgewater Elementary for 6.75 hrs./day beginning 9/4/12, Class III, step 1, \$13.26/hr.\*\*.
    12. Michele Warden, Supervisory Educational Assistant at Bridgewater Elementary for 3.5 hrs./day beginning 9/4/12, Class I, step 1, \$12.59/hr.\*\*.

13. Kelli Hohm, Special Ed Educational Assistant PCA at Bridgewater Elementary for 3 hrs./day beginning 9/4/12, Class III, step 2, \$13.63/hr.\*\*.
  14. Karl Viesselman, Head Boys Track Coach at the High School beginning 3/11/13, Level A, step 5.
  15. Summer 2012 Community Services Recreation Positions beginning 5/31/12 through 8/31/12 as follows: Tory Borovsky, Justin Delgado, Julie Kildahl, Jessica Pfahning, Aaron Stets, Ellen Windschitl.
  16. Kimberly Milne, .6 FTE Chemistry Teacher at the High School beginning 8/28/12, BA-2.
  17. Dana Sonnicksen, 1.0 ESL Specialist at Greenvale Park Elementary beginning 8/28/12, BA-1.
  18. Lori Rossmiller, .2 FTE Spanish Teacher at the High School beginning 8/28/12 through 6/4/13, MA-8.
  19. Correction – Scott Stanina, 1.0 FTE English/Language Arts Teacher at the High School beginning 8/28/12 through 6/5/13, BA15-6, *not BA-6 as previously submitted.*
  20. Correction – Rachael Heisterkamp, 1.0 FTE School Psychologist at the Middle School beginning 8/28/12, MA60-0, *not MA45-0 as previously submitted.*
  21. Anne Vander Martin, Supervisory Educational Assistant 1 hr./day and Special Ed Educational Assistant PCA 2 hrs./day at Sibley Elementary School, beginning 9/4/12, Class I, step 1, \$12.59/hr. and Class IV, step 1, \$13.26/hr.
  22. Mark Thornton, Assistant Boys/Girls Track Coach beginning 3/11/13, Level F, step 4.
- b. Increase/Decrease/Change in Assignment
1. Alyssa Weber, Summer Ventures Site Assistant, increase from 16 hrs./week to 36 hrs./week beginning 6/6/12 through 8/24/12.
  2. Michelle Morales, Summer PLUS Teacher, increase from 3 hrs./day to 5.5 hrs./day beginning 6/15/12 through 7/27/12.
  3. Jacqueline Meyer, Special Ed Educational Assistant PCA for ESY, increase 1.58 hrs./day Bus PCA beginning 6/18/12 through 7/19/12.
  4. Shari Bridley, Special Ed Educational Assistant PCA for ESY, increase 1.5 hrs./day Mon.-Tues. and 1.0 hrs./day Wed.-Thurs. Bus PCA beginning 6/18/12 through 7/19/12.
  5. Mary Boyum, Special Ed Educational Assistant PCA for ESY, increase .83 hrs./day Bus PCA beginning 6/18/12 through 7/19/12.
  6. Amanda Story, Special Ed Educational Assistant PCA for ESY, increase 1.42 hrs./day Bus PCA beginning 6/18/12 through 7/19/12.
  7. Sheila Atkinson, Special Ed Educational Assistant PCA at Middle School, transfer to Special Ed Educational Assistant PCA at Bridgewater for 6.75 hrs./day beginning 9/4/12.
  8. Martha Boughton, Special Ed Educational Assistant, decrease 3.80 hrs./day to 0 hrs./day and Special Ed Educational Assistant PCA at Middle School, increase from 2.7 hrs./day to 6.75 hrs./day beginning 9/4/12.
  9. Nicole Gill, Special Ed Educational Assistant PCA at Middle School, decrease from 7 hrs./day to 6.75 hrs./day beginning 9/4/12.
  10. Clarita Kell, Instructional/Special Ed Educational Assistant PCA at Middle School, decrease PCA hours from .5 hr./day to 0 hrs./day beginning 9/4/12.
  11. Beth Kuyper, Special Ed Educational Assistant PCA at Middle School, decrease from 7 hrs./day to 6.75 hrs./day beginning 9/4/12.
  12. Sandi Miller, Instructional/Special Ed Educational Assistant PCA at Middle School, decrease PCA hours from 3.08 hrs./day to .80 hrs./day beginning 9/4/12.
  13. Jackie Moon, Special Ed Educational Assistant at Middle School for 3.28 hrs./day, decrease to 0 hrs./day beginning 9/4/12 and Special Ed Educational Assistant PCA at Middle School for 3.5 hrs./day, increase to 5.25 hrs./day beginning 9/4/12.
  14. Tammy Schwagerl, Special Ed Educational Assistant PCA at Middle School for 7 hrs./day, decrease to 6.75 hrs./day beginning 9/4/12.
  15. Christa Anderson and Lahna Tran, Summer PLUS Program Coordinators at Middle School beginning 5/15/12 through 7/31/12.
  16. Eric Sandberg, .8 FTE High School Social Studies Teacher, increase to 1.0 FTE High School Social Studies Teacher beginning 8/28/12.

17. John Sand, .8 FTE Phy Ed/Health Teacher at the High School, increase to .9 FTE Phy Ed/Health Teacher at the High School beginning 8/28/12 through 6/4/13.
  18. Amy Moeller, .5 FTE Curriculum/Staff Development Coordinator, transfer to .25 FTE English/Language Arts Teacher at the ALC/.25 FTE English/Language Arts Teacher at the High School, beginning 8/28/12.
  19. Renee Rasmussen, 1.0 FTE English Teacher at ALC, change to .75 FTE English and .25 FTE READ 180 at ALC, beginning 8/28/12.
  20. Karen Jensen, 1.33 hrs./day Supervisory/5.5 hrs./day Instructional/Media Educational Assistant at Sibley Elementary for 6.83 hrs./day, reduce Supervisory EA by 1 hr./day for a total of 5.83 hrs./day beginning 9/4/12.
  21. Carol Beumer, Special Ed Educational Assistant at the High School, decrease from 6.75 hrs./day to 6.5 hrs./day beginning 9/4/2012.
  22. Elizabeth Brewer, Special Ed Educational Assistant PCA at the High School, decrease from 6.75 hrs./day to 6.5 hrs./day beginning 9/4/12.
  23. Deb Budin, Special Ed Educational Assistant PCA at the High School, decrease from 6.75 hrs./day to 6.5 hrs./day beginning 9/4/12.
  24. Frances Garvey, Special Ed Educational Assistant PCA at the High School, decrease from 6.75 hrs./day to 6.5 hrs./day beginning 9/4/12.
  25. Laura Goodwin, Special Ed Educational Assistant PCA at the High School, decrease from 6.75 hrs./day to 6.5 hrs./day beginning 9/4/12.
  26. Cindy Huschle, Special Ed Educational Assistant PCA at the High School, decrease from 6.75 hrs./day to 6.5 hrs./day beginning 9/4/12.
  27. Susan Wunderlich, Special Ed Educational Assistant PCA at the High School, decrease from 7 hrs./day to 6.5 hrs./day beginning 9/4/12.
  28. Ray Coudret, High School Math Teacher, transfer to High School Summer School Teacher at Longfellow for 6 hrs./day (Monday-Thursday) beginning 7/9/12 through 7/26/12.
- c. Retirements/Resignations
1. Jill Heasley, High School Guidance Counselor, resignation effective the end of the 2011-12 school year.
  2. Paula Hemme, Child Nutrition Associate at Sibley, resignation effective June 2, 2012.
  3. Lisa Atkinson, Summer Weight Room Coach, resignation effective June 25, 2012.
  4. Virginia Kennedy, High School Special Education Teacher, resignation effective June 30, 2012.
- d. Increase in Substitute Pay Rates.  
The District's teacher substitute rates have not been increased since 2007 and the District's non-certified substitute rates have not been increased since 2008. The Board approved administration's recommendation to increase the substitute rates as outlined on the memorandum dated June 22, 2012 from Matt Hillmann and Molly Viesselman. These increases will make the District more competitive in recruiting and securing substitutes.
- e. Administration is recommending approval of the following.
- Agreement Between ISD 659 and Education Minnesota – Northfield Public Schools Educational Assistants, Local #6030, for the period extending July 1, 2012 to June 30, 2014.
  - Policy Covering Wages, Hours and Fringe Benefits for Child Nutrition Personnel for the period extending July 1, 2012 through June 30, 2014.
  - Personnel Policies and Practices for Coordinator of District Grounds, Coordinator of District Maintenance and District Electrician for the period extending July 1, 2012 through June 30, 2014.

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

\*\*Subject to revision when 2012-14 negotiations are completed.

#### VIII. Items for Information

1. School Board Meeting Scheduled for Monday, November 12.

The School Board Meeting that is scheduled for Monday, November 12 was moved to Tuesday, November 13 because November 12<sup>th</sup> is the legal holiday for Veterans Day. No meetings during which public business is conducted are allowed on November 12<sup>th</sup>.

This is the school board meeting where the Board must canvass the results of the November 6<sup>th</sup> election of school board members.

2. Filing Dates for Election to the School Board.

The period for filing Affidavits of Candidacy for School Board begins on Tuesday, July 31 and ends on Tuesday, August 14. The General Election will be held on Tuesday, November 6. At that election four members will be elected for terms of four years each. The Affidavits of Candidacy are available in the District Office, 1400 Division Street South, Monday through Friday, between 8 AM and 5 PM. This Notice of Filing Dates appears on the District's website and will be published in the Northfield News on July 11 and July 14.

IX. Future Meetings

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

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

X. On a motion by Quinnell, seconded by Nelson, the Board adjourned at 7:12 PM.

Noel Stratmoen  
School Board Clerk