

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

School Board Minutes

January 14, 2013

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 7:04 PM. No one was absent.
- II. Agenda Changes / Table File
The table file was added.
- III. Public Comment
Twenty-six parents, students and community members spoke about a variety of concerns with the proposed change to the school district calendar structure for the 2013-14 school year.
- IV. Approval of Minutes
On a motion by Nelson, seconded by Pritchard, minutes of the Regular School Board meeting held on December 10, 2012, were unanimously approved.
- V. Announcements and Recognitions
 - Five students participated in the first annual 2012 Winter Break Chess Tournament hosted by South Central Service Cooperative and Mankato Community Education/Recreation.
 - Nelson thanked those who have attended the recent public meetings. Nelson also recognized Stephanie Shawback for her service and wished her well in her next position.
- VI. Items for Discussion and / or Reports
 1. 2013-2014, 2014-2015, 2015-2016 School Year Balanced Calendars.
Ray Coudret's statistics students presented their Academic Calendar Survey results. Data was collected by calling phone numbers randomly chosen from list of all parents of Northfield Public School students. A total of 250 calls were made. Conclusions and recommendations from this survey favored keeping shortened weeks throughout the year and determined that with 95% confidence, the entire parent community is split (about half and half) on whether a before or after Labor Day start calendar would be most favorable.
Balanced calendar discussions have been happening for five years, primarily in the District Meet and Confer Committee. Superintendent Richardson presented a draft of a traditional 2013-14 school year calendar developed by the District Meet and Confer Committee last January, along with drafts of 2013-2014, 2014-2015, and 2015-2016 school year calendars that follow a balanced calendar strategy. The traditional and Balanced Calendar options were compared and benefits and concerns were identified. Nelson motioned and Pritchard seconded to amend the agenda to move this to an action item. Motion passed unanimously. (See Individual Action Item #1 below.)
 2. Seventh Grade Eagle Bluff Trip for 2013-2014
Middle School Principal Jeff Pesta and Community Services Director Erin Mayberry presented options for the current Seventh Grade Eagle Bluff trip and provided a recommendation to transition the 7th grade environmental learning center experience to a day trip or trips that enable virtually all students and their current teachers and supporting staff members to experience off campus team building and/or environmental education activities together. In addition, administration is recommending that the Community Services Division offer an optional residential experience at an environmental learning center to be scheduled during a break on the school calendar.

On a motion by Nelson, seconded by Pritchard, the Board unanimously approved continuing the meeting past 10 pm.

3. Preview of Technology Transformation Proposal
Matt Hillman, Director of Human Resources/Technology, provided an update on the staff meetings and public meetings that have been held over the last week. He is preparing the final key elements of the technology transformational proposal for the Board presentation at the January 28, 2013, meeting. Two more public meetings on technology transformation have been scheduled for February 2 and 4, 2013.

4. Financial Forecast and 2013-14 General Fund Budget Plan
Stephanie Shawback, Director of Business Services, presented the financial forecast and preliminary budget plan parameters and timelines for the 2013-14 school year. The District's total audited revenues for fiscal year 2011-12 were \$40 million. Total budgeted revenues for fiscal year 2012-13 are \$40.9 million. Shawback also shared 2013-14 key dates in the budget development calendar.
5. Proposed Shared District Special Education Director
Superintendent Richardson presented a proposal to modify the current position of Director of Student Services by moving to a shared Director of Special Education with the Faribault School District. This proposal includes the reassignment of Title and English Learning Programming to the current Director of Teaching and Learning, and Emergency Planning to the current Director of Building and Grounds. This would create a cost savings and create the opportunity for increased district and building support for special education programs and opportunities for coordinated trainings between the two districts. The current Director of Student Services would serve in a .5 time position role to support the change during 2013-14. The current Special Education Coordinator's position would be replaced by an Assistant Director of Special Education position in 2014-15, to mirror a similar position to the Faribault School District. Cheryl Hall would fill the Director of Special Education position.
6. Proposed Restructuring of District Office Leadership and Duties
Superintendent Richardson presented a proposal to create the position of Director of Administrative Operations while eliminating the separate Director of Human Resources/Technology and Director of Business Services positions. Matt Hillmann is recommended for this position. Serious discussion regarding this change has occurred with the District staff and the Superintendent's Cabinet. Savings from the combination of this position and the directors' positions would be used to provide additional direct support in these key District Office areas. Costs would be at or below current costs.

VII. Superintendent's Report

A. Items for Individual Action

1. 2013-2014, 2014-2015, 2015-2016 School Year Balanced Calendars.

On a motion by Nelson, seconded by Maple, the Board unanimously passed a recommendation directing administration to (1) discontinue efforts to obtain approval from the Minnesota Department of Education for a pre-Labor Day start date for the 2013-2014 school year, (2) cancel the public meetings currently scheduled to consider the pre-Labor Day start date, (3) bring to the Board a traditional calendar with a post-Labor Day start date for 2013-14, and (4) develop a process to engage the community in a conversation about how the school calendar might be improved to support improved learning for all students.

~~Nelson motioned and Maple seconded a recommendation to stop consideration of a more balanced calendar for the 2013-14 school year. The recommendation also directed administration to bring to an upcoming School Board meeting a 2013-14 school year calendar based on the traditional academic year with an after Labor Day start. In addition, the Board directed administration to cancel the three public meetings about the balanced calendar scheduled for January 15, 17 and 22, 2013. Further, the Board requested that administration develop a plan to more deeply engage the community in a discussion about what kind of academic calendar will most benefit all students in the future. Motion passed unanimously.~~

2. Seventh Grade Eagle Bluff Trip for 2013-2014

On a motion by Nelson, seconded by Pritchard, the Board unanimously approved transitioning the 7th grade environmental learning center experience to a minimum of two one-day trips (team building and environmental studies) that enable all students and their current teachers and supporting staff members to experience off-campus activities together, and that the Community Services Division offer an optional residential experience at an environmental learning center for all incoming seventh graders prior to the beginning of the 2013-14 school year.

3. Restructuring of District Office Leadership and Duties

On a motion by Fossum, seconded by Hardy, the Board unanimously approved the elimination of the positions of Director of Human Resources/Technology and the Director of Business Services and the creation of the position of Director of Administrative Services. Matt Hillmann will be assuming the Director's position and working with five departments, including Finance, Building and Grounds, Child Nutrition, Human Resources and Technology to coordinate and support those programs and ensure that resources are allocated to best serve staff, students and the community in these areas.

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4. School/Site Improvement Plans

On a motion by Fossum, seconded by Nelson, the Board unanimously approved the seven school site improvement plans for 2012-13.

B. Items for Consent Grouping

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

1. Gift Agreement.

Sibley Elementary School's PTO has donated \$10,000 to Sibley Elementary School to be used for amplifiers and leveled books.

2. Student Activity Account – Speech.

The Board approved designating up to \$400 from the Speech Team's student activity account to pay for additional coaches to work with participants. The rate of pay will be \$12 - \$14 per hour. The Speech Team intentionally fundraised so that more coaches could be secured.

3. Grant Applications to the MN State High School League Foundation.

- The Northfield Public Schools is a member of the Missota Conference. The Missota Conference is requesting a \$2,632.00 funding grant from the MN State High School League Foundation to support the MSHSL student leadership initiative, a one-day conference focusing on team building, goal setting, diversity awareness, motivation, confidence building, decision-making, communication and leadership. The Board approved this grant application.
- The Board approved Northfield High School's \$5,000.00 grant request from the MSHSL Foundation to be used as core funding for the RALIE program.

4. Personnel Items.

a. Appointments*

1. Teresa Hasse, Special Ed Educational Assistant PCA for 3.25 hrs./day at Sibley beginning 12/10/12, Class IV, step 1, \$13.26/hr.
2. Gabriel Meerts, Homebound Instructor for 2 hrs./week beginning 12/21/12, MA-6.
3. Kevin George, High School Assistant Speech Coach beginning 1/2/13 through 4/19/13, Level H, step 1 (shared position).
4. Sydney Delp, High School Assistant Speech Coach beginning 1/2/13 through 4/19/13, Level H, step 1 (shared position).
5. Melissa Bernhard, Recreation Coordinator for Community Services beginning 1/7/13, pro-rated for 2012-13 (125 days) \$23,942.50.
6. Larry Fowler, Long-Term Substitute High Social Studies Teacher at High School beginning 1/7/13 through 6/5/13, MA45-6.
7. Jason Hallen, Instructional Educational Assistant for 20 hrs./week at Middle School beginning 1/14/13 through 6/4/13, Class II, step 1, \$12.85/hr.
8. Courtney (Beumer) Gilomen, Supervisory (.33)/Special Ed Educational Assistant PCA (6.75) for 7.08 hrs./day at Sibley beginning 1/15/13, Class I, step 1, \$12.59/hr. and Class IV, step 1, \$13.26/hr.
9. Co-Curricular assignments for January.

b. Increase/Decrease/Change in Assignment

1. Marilyn Frey, Special Ed Educational Assistant PCA at Longfellow, increase .75 hrs./day beginning 1/2/13 through 6/4/13.

2. Elizabeth Valentine, EL Teacher at BW/Sibley/GVP, change to .312 FTE EL Teacher GVP/.688 FTE EL Teacher at Sibley beginning 1/2/13.
 3. Kaylin (Hreaha) Faust, Supervisory/Educational Assistant PCA at Bridgewater 6.5 hrs./day, transfer to Educational Assistant PCA at Sibley 6.5 hrs./day beginning 1/2/13.
 4. DeEtte Harris, Educational Assistant at Sibley, change to Office Specialist at Sibley for 8 hrs./day, 202 days/year, Class 3, step 1, \$13.61/hr.
 5. Elizabeth Brewer, Special Ed Educational Assistant PCA, increase from 7.58 hrs./day to 7.83 hrs./day beginning 1/9/13 through 6/3/13.
 6. John Mahal, 1.0 FTE Special Education Instructor at the High School, increase .2 FTE overload assignment beginning 1/22/13 through 6/4/13.
 7. Lisa Krueger Robb, .8 FTE EL Teacher at the High School, change from .6 FTE 2nd Semester assignment to .8 FTE EL Teacher beginning 1/22/13 through 6/5/13.
- c. Leaves of Absence
1. Deborah Wagner, Instructional Educational Assistant, leave of absence beginning 1/15/13 through 1/29/13.
 2. Mary Dee Kuklok, 1.0 FTE Special Educational Deaf/HH Teacher, FMLA leave of absence beginning 1/7/13 through 1/18/13.
 3. Sara Mikkelson, 1.0 FTE Grade 6 Teacher, FMLA intermittent leave of absence beginning 1/14/13 for up to 60 work days.
- d. Resignations/Retirement
1. Katharine Clark, Educational Assistant at Longfellow, resignation effective 1/4/13.
 2. Lindsay Nelsen, Office Specialist at Sibley, resignation effective 1/11/13.
 3. Laurel Sargent, Educational Assistant at Sibley, resignation effective 1/15/13.
 4. Stephanie Shawback, Director of Business Services, resignation effective 1/23/13.
 5. Patricia Parlin, Director of Area Learning Center, retirement effective 6/28/13.

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

VIII. Items for Information

1. Educational Assistant Recognition Week – January 13-19, 2013.
This week has been designated as Educational Assistant Recognition Week. Buildings are recognizing the contributions of educational assistants this week.
2. TIES Exceptional Teachers.
Northfield High School Social Studies Teacher Eric Sandberg and 4th grade teacher at Greenvale Park Tony Seidl were recognized as TIES Exceptional Teachers at the TIES 2012 Education Technology Conference on December 11.
3. Enrollment Report – January 2013.

IX. Future Meetings

Monday, January 28, 2013, Regular School Board Meeting, Northfield High School Media Center
Monday, February 11, 2013, Regular School Board Meeting, Northfield High School Media Center

- X. On a motion by Stratmoen, seconded by Nelson, the Board adjourned at 11:26 PM.

Noel Stratmoen
School Board Clerk