

# School Board Minutes

School Board Minutes

May 13, 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 7:00 PM. No one 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 Fossum, seconded by Hardy, the minutes of the Regular School Board meeting held on April 22, 2013, were unanimously approved.
- V. Announcements and Recognitions
  - The end of the year celebration for the PLUS program was held on April 25<sup>th</sup>. Over 250 students and their parents attended.
  - Several NHS music students will be participating in the 2013-2014 All-State Music Ensembles. They will participate in a 1-week camp in August and at the annual MMEA Midwinter Clinic in February 2014. Congratulations to the following students!  

<b><u>All-State Orchestra:</u></b>	<b><u>All-State Choir:</u></b>
Ian Iverson, Double Bass	Abigail Goerdt – Soprano I
<b><u>All-State Band:</u></b>	Sasha Middeldorp – Soprano II
Miles Broske – Clarinet	Amber Barksdale – Alto II
Emily Swanson – Bass Clarinet	Scout Gregerson – Alto II
William Beimers – French Horn	Steven Pfahning – Tenor II
Jonathan Van Roekel – French Horn	Nathan Berthelsen - Baritone
Ryan Walser-Kuntz – Trombone	
  - Bridgewater Elementary School students Alivia Kortuem, Elliot Ness, and Griff Dahle will have their artwork featured on digital billboards in the Twin Cities for the next month. They are three of twenty-six students whose artwork was selected to be featured on the billboards as part of the 2013 Flint Hills International Children's Festival, presented by the Ordway, in St. Paul. Kortuem, Ness and Dahle's artwork was submitted by Bridgewater's art teacher Kate Woodstrup.
  - The Minnesota Association of Secondary School Principals (MASSP) has recognized the Northfield Middle School TEAM UP project as a 2013 Star of Innovation Award Winner. TEAM UP is an acronym for Teaching English Language Learners Action Model to Unite Professionals. The team members Ruben Alvarez, Krista Betcher, Katrina Meehan, Chris O'Neill, and Sarah Van den Akker are completing their third year of a project to model best practices for their peers and create an inclusive school culture. As evidence of their progress, well over 300 students, families, and guests participated in the Cinco de Mayo Fiesta that they hosted on May 6th.
  - The National League of Cities has released a new report on "Municipal Leadership for Children and Families in Small and Mid-Sized Cities". Northfield's PRIMETIME out-of-school-time collaborative is one of the 40 initiatives profiled in this national report.
  - The Northfield Area United Way has provided a \$26,000 award for PRIMETIME, \$15,000 to support TORCH and \$10,000 to support the contract the school district has with Sarah Shippey from OMADA.
  - The Eat, Talk, Connect Challenge is a school-community program that started in February to encourage families to connect by eating five meals together each week for three months. "Meals together" means when all or most family members in the same household sit down anywhere together to eat a meal - breakfast, lunch or dinner. The winner of a participation award in Northfield is Sibley Elementary School for the highest percentage of participating students. Each winning school will be receiving up to \$500 to put on a family outreach event of their choosing at their school.

- Board member Pritchard thanked the community for its support of the Prom activities. She thanked Terry and Julie Heilman who for years have opened Jesse James Lanes to provide a safe and fun after-Prom party. The Prom Committee Chairs Joan Spaulding and Kim Bardwell who harnessed the energies of many parents to provide food and prizes for the party and the After Prom Committee: Kathy Edwards, Shelly and Dave Buffington, Wendy Cloak and Ellen Iverson. She also thanked the local businesses who generously donated gifts and in-kind support and the staff at the high school for chaperoning the dance. And a thank you to Rice County Chemical Health Coalition's Enforcement Team, Rice County Attorney Paul Beaumaster, Northfield's Mayor's Youth Task Force on Youth Alcohol and Drug Use, Rice County Safe Roads Coalition and Rice County MADD for sponsoring the mailing that went to parents in the District with important tips for helping kids have a safe Prom.

VI. Items for Discussion and / or Reports

1. Proposed 2013-14 Budgets.

The following proposed budgets for 2013-14 were presented by Val Mertesdorf, Director of Finance:

- Internal Service Fund accounts for the School District's self-funded Health and Dental Programs. Revenues represent premiums paid by the District and employees. Expenditures represent actual claims cost and administrative expenses to run the program. Due to a large balance in the dental fund, a 50% reduction in the dental premium is being recommended to help offset the approximate 8% increase in the health insurance premium. The increase in the health insurance premium is a result of large claims and costs associated with the Affordable Care Act.
- Capital Budget is used to account for the revenue and expenditures of the District's Operating Capital, Health & Safety, Lease Levy, Capital Projects Levy and Deferred Maintenance projects. The Capital Budget is a portion of the General Fund budget that will be presented at the May 28, 2013, Board Meeting.

No action was required by the Board.

2. Community Services Preliminary FY 14 Budget.

Director of Community Services Erin Mayberry presented the FY 14 proposed preliminary budget. It has been developed with the input from each program coordinator. The Community Services Advisory Council approved the preliminary budget at their April 30<sup>th</sup> meeting and recommends this budget to the School Board. The budget reflects revenues of \$1,892,965 and expenditures of \$1,872,468. Pritchard asked when the facility use fees will be evaluated. Mayberry responded that they are evaluated every 3 to 4 years and will probably be evaluated in the next 2 years.

3. Evaluation Process Update.

Director of Administrative Services Matt Hillmann updated the Board about the District's participation in the Minnesota Department of Education pilot principal evaluation project. He was then joined by NEA President Mark Thornton and together they spoke about the District's progress toward meeting the requirements for the State's teacher evaluation system that is expected to go into effect beginning with the 2014-15 school year.

4. Results of Calendar Discussion and Next Steps.

Mary Hanson, Director of Teaching and Learning, and Superintendent Richardson reviewed the Calendar Conversation process conducted in three sessions held in March and April. They provided information about the agenda, process and results of each meeting and copies of all of the documents created as part of each evening's small group activities with community participants and posted on the school calendar website. Dr. Richardson also shared the results of the Seven Calendar Concepts Online Straw Poll that was conducted between May 8<sup>th</sup> and May 13<sup>th</sup>. The straw poll asked participants to indicate which of the calendar options they felt merited more consideration. Straw poll results were posted on the website from approximately 475 participants.

Board Chair Ellen Iverson then led a discussion during which each Board member expressed their thoughts on what they learned from the Community Conversations and how they felt the Board should

respond. Individual Board opinions ranged from maintaining the current calendar format for the foreseeable future to implementing a year round calendar with shorter breaks throughout the school year.

Based on the diverse perspectives shared during the discussion, the Board added an agenda item under "Items for Individual Action." See item 2 under Superintendent's Report – Items for Individual Action.

VII. Superintendent's Report

A. Items for Individual Action

1. School Bus Transportation Contract with Benjamin Bus Inc. 2013-2017.

On a motion by Pritchard, seconded by Stratmoen, the Board unanimously approved the School Bus Transportation Contract with Benjamin Bus Inc for 2013-2017 as presented. The agreement includes no increase to regular routes or field trips for the first three years and a three percent increase to regular routes and field trips for the last year of the agreement. Rates for other transportation, such as special education routes, will increase two percent in each of the first three years of the agreement with a three percent increase in the final year of the agreement.

2. Calendar Discussion Next Steps.

Nelson moved and Maple seconded to include a discussion item on the School Board's May 28, 2013, meeting agenda to develop the focus of a work session where the Board could reflect on issues related to student learning arising from the community calendar conversations.

Nelson then moved to amend the motion, seconded by Pritchard, to include "setting a date". The Board approved on a six to one vote to amend the motion. Voting 'yes' was Maple, Nelson, Pritchard, Hardy, Stratmoen and Iverson. Fossum voted 'no.'

The Board then approved on a six to one vote to include a discussion item on the School Board's May 28<sup>th</sup> meeting agenda to develop the focus of and set a date for a work session where the Board could reflect on issues related to student learning arising from the community calendar conversations. Voting 'yes' was Maple, Nelson, Pritchard, Hardy, Stratmoen and Iverson. Fossum voted 'no.'

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. Student Activity Account Transfers.

The Board approved:

- Designating up to \$1,000 from the Girls Golf Team's student activity account to pay for an additional golf coach. The rate of pay will be \$14 per hour. The Girls Golf Team intentionally fundraised so that this coach could be secured. This would be for the 2012-2013 school year only.
- Designating \$2000 from the Robotics Team's student activity account to pay for Steve Taggart's work with the participants. The Robotics team intentionally fundraised so that Steve Taggart could receive a stipend.

2. Financial Reports – January, February and March 2013.

The Board approved the following:

- Paid bills totaling \$1,515,268.02, payroll checks totaling \$2,293,913.74, debt service payments totaling \$4,866,512.13 and the financial reports for January 2013.
- Paid bills totaling \$1,142,897.07, payroll checks totaling \$2,307,818.99, debt service payments totaling \$15,000 and the financial reports for February 2013.
- Paid bills totaling \$1,489,740.85, payroll checks totaling \$2,278,976.21, debt service payments totaling \$4,055.00 and the financial reports for March 2013.

3. Personnel Items.

a. Appointments\*

1. Laura McManus, 1.0 FTE Elementary Teacher-Companeros Program at Sibley Elementary beginning 8/26/2013, MA-7.
2. Melissa Taucher, 1.0 FTE Early Childhood Special Education Teacher at Longfellow beginning 7/1/2013, MA-30, Step 6.
3. William Kaul, Summer Grounds/Maintenance Technician for the district beginning 5/1/2013 through 10/31/2013, \$12.25/hour.
4. Anne Jerdee, 1.0 FTE English-8 Teacher at the Middle School beginning 8/26/2013, MA6.
5. Geoffrey Staab, 1.0 FTE Mathematics Instructor at Longfellow/ALC beginning 8/26/2013, MA-45, Step 10.
6. Anita Sasse, 1.0 FTE First Grade Teacher-Companeros Program at Sibley Elementary beginning 8/26/2013, BA-0.
7. Matthew Bettinger, Summer Maintenance Worker for Building & Grounds beginning 5/13/2013, \$9.75/hour.
8. Jeffrey Fowler, Summer Maintenance Worker for Building & Grounds beginning 5/13/2013, \$9.75/hour.
9. Nikole Webster, Summer Maintenance Worker for Building & Grounds beginning 5/13/2013, \$9.00/hour.
10. Maren Wacholz, 1.0 FTE Elementary Teacher-Kindergarten at Sibley Elementary beginning 8/26/2013, BA-4
11. Stefanie Berkopce, 1.0 FTE Instrumental Teacher at the Middle School and Sibley Elementary beginning 8/26/2013, BA-0.
12. Jared Stowe, Summer Maintenance Worker for Building & Grounds beginning 5/14/2013, \$12.00/hour.
13. Megan Christophersen, Summer Maintenance Worker for Building & Grounds beginning 6/3/2013, \$9.00/hour.

b. Increase/Decrease/Change in Assignment

1. Sheila Bird, Office Specialist III at Longfellow/ALC (202 days) change to Administrative Support Assistant – Class IV (220 days) at Longfellow/ALC beginning 7/1/2013.
2. Jacque Meyer, Special Ed PCA at the High School for 8.0 hours/day, change to Special Ed PCA at EPIC for 6.75 hours/day.
3. Angie Timperley, Special Education Educational Assistant at Bridgewater for 4 hours/day, change to Special Education Educational Assistant at Bridgewater for 5 hours/day beginning 4/29/2013 through 6/4/2013.
4. Steve Taggart, 1.0 FTE Industrial Technology Teacher at the High School change to .8 FTE Industrial Technology Teacher at the Middle School beginning 8/26/2013.
5. Amanda Tracy, .8 FTE Spanish teacher at the high school, voluntary reduction to .2 FTE Spanish teacher at the high school beginning September 1, 2013.
6. Katherine Norrie, 1.0 FTE Visual Art Teacher at the high school, voluntary reduction to .8 FTE Visual Art teacher beginning 8/26/2013.
7. *Correction* - Kevin Dahle – .8 FTE Long Term Substitute Social Studies Teacher at the High School beginning 5/21/2013 through 6/4/2013, MA-14.
8. *Correction* - Karl Tise – .8 FTE Long Term Substitute Social Studies Teacher at the High School beginning 5/1/2013 through 5/20/2013.
9. Janet Larimore-Rockne, 1.0 FTE 4<sup>th</sup> Grade Companeros at Bridgewater, voluntary reduction to .75 FTE Title Teacher at Bridgewater beginning 8/26/2013.
10. Rustianna Mechura, Middle School Youth Center (MSYC) Site Assistant at the Middle School extended hours 10 hours/week through 5/23/2013.

c. Leaves of Absence

1. Katie Parks, 1.0 FTE leave of absence for the 2013-2014 school year.
2. Jennifer Josephson, 1.0 FTE leave of absence for the 2013-2014 school year.
3. Amanda Heinritz, 1.0 FTE leave of absence from the HS FACS for the 2013-2014 school year to serve as a 1.0 FTE Media Specialist at Greenvale Park Elementary School.
4. Rebecca Glassing, .3 FTE leave of absence for the 2013-2014 school year.

5. Kevin Dahle, leave of absence beginning February 1, 2014 through the end of the 2013-14 school year.
6. James Murray, FMLA Leave of Absence beginning 5/29/2013 through 8/20/2013.
7. Rebecca Glassing, Medical Leave of Absence beginning 5/13/2013 to the end of the 2012-13 school year.

d. Resignation

1. Lee Thorson, High School Guidance Office Specialist, resignation effective June 5, 2013.

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

VIII. Items for Information

1. Enrollment Report – May 2013.
2. Superintendent Richardson provided a legislative update as the legislature approaches the end of the session.

IX. Future Meetings

**Tuesday**, May 28, 2013, Regular School Board Meeting, Northfield High School Media Center  
Monday, June 10, 2013, Regular School Board Meeting, Northfield High School Media Center

- X. On a motion by Stratmoen, seconded by Nelson, the Board adjourned at 10:00 PM.

Noel Stratmoen  
School Board Clerk