

School Board Minutes

School Board Minutes

June 10, 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. Maple 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 Nelson, seconded by Pritchard, the minutes of the Regular School Board meeting held on May 28, 2013, were unanimously approved.
- V. Announcements and Recognitions
 - Proceeds from Soy Scent Candles and Soaps, part of the Northfield Public Schools Area Learning Center Small Business Class, provided \$635.99 to support 1,068 healthy snacks served in the pilot implementation of the after school snack program at the Greenvale Park PLUS program serving grades Kindergarten through 5.
 - Accelerate Northfield has had great results this school year. Since implementing an iPad tracking system in January, Accelerate Northfield has recorded over 34,000 tutor contacts, nearly 5,000 volunteer visits, and more than 5,400 volunteer hours. Of those contacts, over 15,000 were conducted by Accelerate Northfield.
 - Pritchard thanked parent volunteers, teachers and high school staff and administrators for the great senior lock-in that was held on May 30. Also, thank you to Paula Seeberg, HCI, the National Guard, the Quarterback Club, Rare Pair, McLane, Malt-O-Meal and the Northfield Booster Club whose generous donations made this event possible.
- VI. Items for Discussion and / or Reports
 1. Presentation by Superintendent Richardson on the Legislative Session.
Superintendent Richardson provided an overview of the E-12 Education Omnibus Bill including both the financial and policy impacts for the 2013-15 biennium and the effects that the bill will have on the Northfield Public Schools.
- VII. Superintendent's Report
 - A. Items for Individual Action
 1. Proposed 2013-2014 Budget For All Funds.
On a motion by Pritchard, seconded by Hardy, the Board unanimously approved the proposed 2013-14 budgets as presented for all funds.

| <u>Fund</u> | <u>Revenues</u> | <u>Expenditures</u> |
|--------------------|------------------|---------------------|
| General | \$ 41,658,619 | \$ 41,381,110 |
| Child Nutrition | 1,766,483 | 1,913,059 |
| Community Services | 2,186,265 | 2,179,932 |
| Debt Service * | 6,019,934 | 15,748,328 |
| Trust | 51,050 | 51,950 |
| Internal Service | <u>5,796,449</u> | <u>5,768,822</u> |
| Total | \$ 57,478,800 | \$ 67,043,201 |

* Higher expenditures due to payoff of advance refunding bonds, revenue received in FY13.

2. Revision to Policy 441 – Use of Technology and Telecommunications Systems by Employees and Revision to Policy 524-2 Use of Technology and Telecommunications Systems by Students.
On a motion by Nelson, seconded by Stratmoen, the Board unanimously approved the revision to Policy 441 – Use of Technology and Telecommunications Systems by Employees as presented and Policy 524-2 Use of Technology and Telecommunications Systems by Employees as presented.

B. Items for Consent Grouping

On a motion by Fossum, seconded by Stratmoen, the Board unanimously approved the following items listed under the Consent Grouping, except item 5, number 5, under 3a – Personnel Appointments. Then on a motion by Pritchard, seconded by Fossum, item 5, number 5, under 3a – Personnel Appointments was approved with an abstention by Nelson.

1. Family / Student / Co-Curricular Handbooks for 2013-2014.
The changes to the Elementary School Family Handbook, the Student Handbooks for the High School, Area Learning Center and the Middle School, and the Co-Curricular Activities Handbook for the 2013-2014 school year were approved as presented. These handbooks carry the force of School Board policy.
2. Student Citizenship Handbook.
The changes that were recommended to the 2013-2014 Student Citizenship Handbook were approved. The youngest elementary student will receive the Handbook, which will include a page that is to be completed by a parent or guardian indicating that they have received and reviewed the Handbook with their elementary student(s). This page is to be returned to the classroom teacher. Each secondary student will have the Handbook on their iPad, which will be reviewed with secondary students at the beginning of the school year.
3. Personnel Items.
 - a. Appointments*
 1. Eric Klein, Summer Plus Program Teacher at the Middle School beginning 6/13/2013 through 7/25/2013 for 3 hours/day, Mon-Thurs., 9:30-12:30 p.m., BA-Step 1 - \$25.93/hour.
 2. Grady McGovern, .75 FTE Elementary Art Teacher at Sibley Elementary, beginning 8/26/2013, MA-Step 6.
 3. Heidi Muller Peterson, .4 FTE Life Science Teacher at the Middle School, beginning 8/26/2013 through 6/6/2014; BA-Step 6.
 4. Douglas Seymour, Assistant Boys Soccer Coach (JV) at the High School, beginning 8/12/2013 through 10/31/2013; Level F, Step 1.
 5. Summer Plus Site Assistants at the Middle School beginning 6/13/2013 through 7/25/2013, Mon-Thurs., 5 hours/day, 10:00 a.m.-3:00 p.m.:
 1. Cristian Lozado Hernandez – Step 2, \$11.43/hour
 2. Kamille Kirchberg – Step 1 - \$11.14/hour
 3. Mauricio Lozada – Step 1 - \$11.14/hour
 4. Amanda Malecha – Step 2 - \$11.43/hour.
 5. Franklin Meyer – Step 1 - \$11.14/hour
 6. Carly Oto – Step 1 - \$11.14/hour
 7. Rachel Smetana – Step 2 - \$11.43/hour.
 6. Summer Weight Room Coaches at the high school beginning 6/10/2013-8/8/2013:
 1. Dan Meyers – Weight Lifting Clinician - \$18.75/hour
 2. John Sand - Core Strength Clinician - \$18.75/hour
 3. Eric Sandberg – Assistant Coach - \$16.75/hour
 4. Travis (TJ) Wiebe – Assistant Coach – \$16.75/hour
 5. Bob (Bubba) Sullivan – Assistant Coach - \$16.75/hour
 6. Larry Sanftner – Clerical Coordinator - \$12.75/hour
 7. Michael Allen – Program Coordinator - \$4,800 Stipend

7. Community Services Summer Recreation Positions:
 1. Michael Abdella, Tennis Instructor beginning 6/5/2013 through 8/31/2013 - \$11.25/hour; Managerial Duties - \$750 stipend.
 2. Ryan Abdella, Tennis Instructor beginning 6/5/2013 through 8/31/2013 - \$7.50/hour.
 3. Emily Anderson, Water Safety Instructor beginning 6/17/2013 through 8/31/2013 - \$8.25/hour
 4. Katherine Arneson, Tennis Instructor beginning 6/5/2013 through 8/31/2013 - \$7.50/hour.
 5. Mari Arneson, Tennis Instructor beginning 6/5/2013 through 8/31/2013 - \$7.50/hour.
 6. William Beimers, Lifeguard beginning 6/17/2013 through 8/31/2013 - \$8.00/hour.
 7. Sonia Berdahl, Lifeguard beginning 6/17/2013 through 8/31/2013 - \$8.25/hour.
 8. William Bestul, Track beginning 6/3/2013 through 8/31/2013 - \$7.50/hour.
 9. Caitlin Bonde, Softball beginning 6/10/2013 through 8/31/2013 - \$7.50/hour
 10. Nick Bornhauser, Baseball beginning 6/10/2013 through 8/31/2013 - \$7.50/hour.
 11. Tory Borovsky, Tennis Instructor beginning 6/5/2013 through 8/31/2013 - \$10.00/hour.
 12. Kayla Burt, Lacrosse instructor beginning 6/11/2013 through 8/31/2013 - \$10.00/hour.
 13. Allison Clark, WSI & Lifeguard beginning 6/17/2013 through 8/31/2013 - \$8.25/hour.
 14. Anne DeSutter, Track & Super Kids beginning 6/10/2013 through 8/31/2013 - \$7.50/hour.
 15. Allison Erickson, Softball beginning 6/10/2013 through 8/31/2013 - \$10.00/hour.
 16. Claire Fink, Super Kids beginning 6/7/2013 through 8/31/2013 - \$7.50/hour
 17. Bronte Karvel-Fuller, Water Safety Instructor beginning 6/17/2013 through 8/31/2013 - \$10.00/hour.
 18. David Kreis, Baseball beginning 6/10/2013 through 8/31/2013 - \$7.50/hour.
 19. Amber Krenske, Softball & Super Kids beginning 6/10/2013 through 8/31/2013 - \$7.50/hour.
 20. Beth LaCanne, Tennis Instructor beginning 6/5/2013 through 8/31/2013 - \$16.75/hour.
 21. Sara Ludwig, Track Instructor beginning 6/5/2013 through 8/31/2013 - \$7.50/hour.
 22. Kirsten Mace, SuperKids, Wiggle & Giggle beginning 6/7/2013-8/31/2013 - \$7.50/hour.
 23. Easton Martin, Baseball beginning 6/10/2013 through 8/31/2013 - \$7.50/hour.
 24. Alexander Morsching, Baseball beginning 6/10/2013 through 8/31/2013 - \$7.50/hour.
 25. Chantel Novak, Lifeguard beginning 6/17/2013 through 8/31/2013 - \$8.00/hour.
 26. Mitchell Peterson, Super Kids, GO FAR, & Swimming Aide beginning 6/7/2013 through 8/31/2013 - \$7.50/hour.
 27. Jaqueline Radke, Water Safety Instructor - \$10.00/hour
 28. Katie Roster, Soccer & Super Kids beginning 6/10/2013 through 8/31/2013 - \$7.50/hour.
 29. Nancy Seeberg, Tennis Instructor beginning 6/5/2013 through 8/31/2013 - \$10.50/hour.
 30. Ellen Sheehy, Super Kids beginning 6/7/2013 through 8/31/2013 - \$7.50/hour.

31. Anna Showers, SuperKids beginning 6/7/2013 through 8/31/2013 - \$10.00/hour.
 32. Marla Thomforde, Water Safety Instructor/Lifeguard beginning 6/17/2013 through 8/31/2013 - \$8.50/hour.
 33. Ryan Walser-Kuntz, Tennis beginning 6/5/2013 through 8/31/2013 - \$7.50/hour.
 34. Magen Willgohs, SuperKids beginning 6/7/2013 through 8/31/2013 - \$7.50/hour.
 35. Maren Zach, Lifeguard beginning 6/17/2013 through 8/31/2013 - \$8.00/hour.
 8. Scott Abdella, Summer Recreation Tennis Instructor beginning 6/3/2013-8/31/2013, \$7.50/hour.
 9. Darren Lofquist, Assistant Girls Swimming & Diving Coach at the Middle School beginning 8/12/2013-11/16/2013 – Level E, Step 1.
 10. Laura Marks, Summer Weight Room Weight Lifting Clinician beginning 6/10/2013-8/9/2013, \$18.75/hour.
 11. Joseph Muszel, District Office Accounting Generalist beginning 7/15/2013, Class IV, Step 2 - \$17.35/hour.
 12. Avery Nelson, Summer Recreation Soccer Instructor beginning 6/17/2013-8/31/2013, \$7.50/hour.
 13. Kendrick Paulson, Assistant Volleyball Coach-B at the High School beginning 8/12/2013-11/09/2013 – Level E, Step 1.
 14. Jack Peters, Summer Recreation Lacrosse Instructor beginning 6/11/2013-8/31/2013, \$7.50/hour.
 15. Anna Pownell, Summer Recreation Swim Aide beginning 6/10/2013-8/31/2013, \$7.50/hour.
 16. Sarah Pownell, Summer Recreation Swim Aide beginning 6/10/2013-8/31/2013, \$7.50 hour.
 17. Eric Sandberg, Assistant Girls Softball Coach-9th Grade beginning 3/10/2014-6/6/2014 – Level F, Step 2.
 18. Gunnar West, Summer Recreation Swim Aide beginning 6/10/2013-8/31/2013, \$7.50/hour.
- b. Increase/Decrease/Change in Assignment
1. Ruben Alvarez, Teacher at the Middle School, summer change to Summer PLUS Program Teacher at the Middle School beginning 6/13/2013--7/25/2013 for 3 hours/day, Mon.-Thurs., Step 5 - \$26.52/hour
 2. Kristin Basinger, Educational Assistant at Bridgewater, summer change to Summer PLUS Site Leader at the Middle School beginning 6/13/2013--7/25/2013 for 6 hours/day, Mon-Thurs., Step 4 - \$15.04/hour.
 3. Michael Berger, Class 3 Educational Assistant-Job Coach at the High School for 6.5 hours/day, change to Class 4 PCA-EBD at the Middle School for 6.75 hours/day beginning 2013-14 school-year.
 4. Mary Boyum, EA-PCA at Sibley for 6.95 hours/day, change to EA at Sibley for 6.92 hours/day (6.75 EA-PCA, .17 Supervisory) beginning 2013-14 school year.
 5. Elizabeth Brewer, Educational Assistant at the High School, summer change to Summer PLUS Site Assistant at the Middle School beginning 6/13/2013--7/25/2013 for 5 hours/day, Mon-Thurs.; Step 2 - \$11.43/hour.
 6. Paul Eddy, Math Teacher at the High School, summer change to High School Summer School Teacher at Longfellow beginning 7/1/2013--7/18/2013, Mon-Thurs. 8:00-2:00 p.m./24 hours/week.
 7. Kaylin Faust, EA-PCA at Sibley for 7 hours/day, change to EA at Sibley for 6.92 hours/day, (6.75 EA-PCA, .17 Supervisory) beginning 2013-14 school year.
 8. Melanie Feldhake, EA-PCA at Sibley for 6.95 hours/day, change to EA at Sibley for 5.16 hours/day, (4.83 EA-PCA; .33 Supervisory) beginning 2013-14 school year.
 9. Janet Gannon, Instructional EA at the Middle School, summer change to Special Education PCA Summer Plus at the Middle School 5 hours/day, Mon.-Thurs., beginning 6/17/2013 -- 7/25/2013.

10. Roberto Garcia, Elementary Teacher at Greenvale Park, summer change to Summer PLUS Program Teacher at the Middle School beginning 6/13/2013--7/25/2013, Step 3 - \$25.93/hour.
11. Amanda George, Greeter at Bridgewater, Summer extension to Greeter at Longfellow beginning 6/5/2013-- 8/23/2013, Monday-Friday 6:00 a.m.-12:00 noon.
12. Tasha Jasper, Educational Assistant at Sibley for 6.95 hours/day, change to EA at Sibley for 6.92 hours/day, (6.75-EA; .17 Supervisory) beginning 9/3/2013.
13. Karen Jensen, EA at Sibley for 5.83 hours/day, change to EA at Sibley for 7.25 hours/day (5.5 EA Media; 1.75 Supervisory) beginning 9/3/2013.
14. Jessica Jessen, Elementary Teacher at Greenvale Park, summer change to Summer PLUS Program Teacher at the Middle School beginning 6/13/2013--7/25/2013 for 3 hours/day, Mon-Thurs., Step 3-\$25.93/hour.
15. Bonnie Johnson, EA-PCA at Sibley for 7.08 hours/day, change to EA at Sibley for 6.43 hours/day (5.10 EA-PCA; 1.33 Supervisory) beginning 9/3/2013.
16. Jane Johnson, EA-PCA at Sibley for 6.95 hours/day, change to EA at Sibley for 7.08 hours/day (6.75 EA-PCA; .33 Supervisory), beginning 9/3/2013.
17. Bonnie Klamm, Educational Assistant at Sibley for 6.95 hours/day, change to EA-PCA at Sibley for 6.83 hours/day (6.5 EA-PCA; .33 Supervisory), beginning 9/3/2013.
18. Dolly Larsen, EA-PCA at Sibley for 7.08 hours/day, change to EA at Sibley for 6.92 hours/day (6.75 EA PCA; .17 Supervisory), beginning 9/3/2013.
19. Sue Leidner, EA-PCA at Sibley for 5.0 hours/day, change to EA at Sibley for 21 hours/week, beginning 9/3/2013.
20. Darren Lofquist, Elementary Teacher at Bridgewater, summer change to Summer PLUS Program Teacher at the Middle School beginning 6/13/2013--7/25/2013 for 3 hours/day, Mon-Thurs., Step 2-\$25.93/hour.
21. Tresa Mazurek, EA-PCA at Sibley for 7.08 hours/day, change to EA at Sibley for 6.75 hours/day (6.50 EA-PCA, .25 Supervisory), beginning 9/3/2013.
22. Rustianna Mechura, Child Nutrition/Site Assistant at Bridgewater/MSYC, summer change to Summer PLUS Site Assistant at the Middle School beginning 6/13/2013--7/25/2013 for 5 hours/day, Mon-Thurs.; Step 1-\$11.14/Hour.
23. Troy Mechura, Greeter at Longfellow, Summer extension to Greeter at Longfellow beginning 6/5/2013 through 8/23/2013, Monday-Friday 12:00-6:00 p.m.
24. Michelle Morales, EL Teacher at Greenvale Park, summer change to Summer PLUS Program Teacher at the Middle School beginning 6/13/2013--7/25/2013 for 3 hours/day, Mon-Thurs., Step 5-\$25.93/hour.
25. Darla Neufeldt, EA PCA at Sibley for 6.75 hours/day, change to EA at Sibley for 7.08 hours/day (6.75 EA-PCA; .33 Supervisory), beginning 9/3/2013.
26. Em Osborne, Educational Assistant at Sibley for 7.08 hours/day, change to EA at Sibley for 6.92 hours/day (6.75 EA-PCA; .17 Supervisory), beginning 9/3/2013.
27. Sara Route, Site Leader at MSYC, summer change to Summer PLUS Site Assistant at the Middle School beginning 6/13/2013--7/25/2013 for 5 hours/day, Mon-Thurs.; Step 1-\$11.14/hour.
28. Katy Schuerman, Elementary Teacher at Sibley, summer change to Summer PLUS Program Teacher at the Middle School beginning 6/13/2013--7/25/2013 for 3 hours/day, Mon-Thurs., Step 2-\$25.93/hour.
29. Melissa Spitzack, Elementary Teacher at Sibley, summer change to Summer PLUS Program Teacher at the Middle School beginning 6/13/2013--7/25/2013 for 3 hours/day, Mon-Thurs., Step 2- \$25.93/hour.
30. Mary Stanchina, EA at Sibley for 5.70 hours/day, change to EA at Sibley for 6.67 hours/day (6.5 EA-PCA; .17 Supervisory), beginning 9/3/2013.
31. Dee Tomczik, Educational Assistant at Bridgewater, summer change to Summer PLUS Site Assistant at the Middle School beginning 6/13/2013--7/25/2013 for 5 hours/day, Mon-Thurs.; Step 4-\$12.03/hour.
32. Lily Trelstad, Companeros Teacher at Greenvale Park, summer change to Summer PLUS Program Teacher at the Middle School beginning 6/13/2013--7/25/2013, Mon-Thurs. for 4 hours/day; Step 1-\$25.93/hour.

33. Anne Vandermartin, EA at Sibley for 3.5 hours/day, change to EA at Sibley for 6.92 hours/day (6.75 EA-PCA; .17 Supervisory), beginning 9/3/2013.
34. Lori Witt Macrae, EA at Sibley for 7.08 hours/day, change to EA at Sibley for 7.17 hours/day (6.5 Special Educ. EA; .67 Supervisory), beginning 9/3/2013.
35. Margaret Witt, Elementary Teacher at Sibley, summer change to Summer PLUS Program Teacher at the Middle School beginning 6/13/2013--7/25/2013 for 3 hours/day, Mon-Thurs.; Step 3-\$25.93/hour.
36. Katherine Woodstrup, Elementary Teacher at Bridgewater, summer change to Summer PLUS Program Teacher at the Middle School beginning 6/13/2013--7/25/2013 for 3 hours/day, Mon-Thurs., Step 3-\$25.93/hour.

c. Leave of Absence

1. Nicole Gill, Educational Assistant at the Middle School, Leave of Absence beginning August 26, 2013 through January 3, 2014.

d. Retirements/Resignations

1. Linda Carey, Educational Assistant at Sibley, retirement effective 6/4/2013.
2. Tyler Faust, Educational Assistant at Bridgewater, resignation effective 6/5/2013.
3. Aleta Kolan – Girls Swimming & Diving Assistant Coach, resignation effective 5/31/2013.
4. Janet Mathews, St. Dominic School Nurse, retirement effective end of the 2012-13 school year.
5. Leah Sand, Assistant Girls Softball Coach, resignation effective 6/4/2013.
6. Eric Sandberg, 10th Grade Softball Coach at the High School, resignation effective 6/4/2013.
7. Doug Seymour, Assistant Boys Soccer Coach, resignation effective 5/31/2013.
8. Soraya Dangor, Instructional Educational Assistant at the Middle School, resignation effective June 4, 2013.

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

4. Cooperative Sponsorship.

The Board approved the decision of the MN State High School League to allow the participation of one student from Randolph Schools on Northfield's Boys Swimming and Diving Team and to allow the coop to remain in Class A.

5. Gift Agreement.

A \$1000 gift has been received from the Pat Lamb and Ele Hansen Foundation Fund of the Minnesota Community Foundation. The gift will be used to grant scholarships for field trips or other fees that students are unable to pay.

VIII. Items for Information

1. Update on First Council of Champions Meeting (the Northfield Promise).

Chair Ellen Iverson and Superintendent Richardson provided an overview of the Northfield Promise initiative and how the Northfield Public Schools will be collaborating with other community partners to support academic and social-emotional success for all of the students in our school district.

2. End of the Year Enrollment Report.

3. School Board Work Session following the July 8th Regular School Board Meeting.

IX. Future Meetings

Monday, July 8, 2013, Regular School Board Meeting followed by work session, Northfield High School Media Center
Monday, August 12, 2013, Regular School Board Meeting, Northfield High School Media Center

X. On a motion by Stratmoen, seconded by Nelson, the Board adjourned at 8:35.

Noel Stratmoen
School Board Clerk