

School Board Minutes

School Board Minutes

August 12, 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. Hardy and Nelson were 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, the minutes of the Regular School Board meeting held on July 8, 2013, were unanimously approved, as were the minutes of the Special School Board meeting held on August 1, 2013, with a correction stating that Anne Maple was absent from the Special School Board meeting on August 1, 2013.
- V. Announcements and Recognitions
 - Ford is once again coming to Northfield High School. Dokmo Ford, Northfield High School and the Northfield Booster Club will host a Ford fundraising event at Memorial Field on Thursday, August 22. Ford will make a \$20 donation to the Northfield Booster Club for each person who takes a short test drive at the event. The Booster Club directly supports Northfield Middle School and Northfield High School athletics.
 - Greenvale Park and Bridgewater Elementary Schools have received \$4000 grants for Fuel Up to Play 60. With these funds, Greenvale Park will be purchasing a Cold Pan Serving Counter, fitness equipment, marking paint, cones and paper for artwork. Bridgewater will be purchasing physical education equipment.
 - The article in the 2013 Portraits edition published July 31 in the Northfield News about Joe Jorgenson, the coordinator of the work-based learning program, was picked up by the National Council of Exceptional Children as their lead news story on August 2.
 - Kathryn Schmidt, an Americorps Promise Fellow with the TORCH program, put together a Zumba event outside the Weitz Center that raised \$700 for the Northfield Youth Sports Collaborative. The Northfield Youth Sports Collaborative offers scholarships for kids in the Northfield community to participate in youth sports teams.
- VI. Items for Discussion and / or Reports
 1. Location Equity Revenue and Board-Approved Referendum Revenue.
Director of Administrative Services Matt Hillmann reviewed these two new revenue programs created by the legislature in the last session. Location Equity Revenue will increase district revenue by \$424 per student. The Board-Approved Referendum Revenue is a \$300 board approved levy converted or new for five years and is renewable.
 2. P-Card Program Review and Expansion.
Director of Administrative Services Matt Hillman reported on the procurement card program authorized by the Board in 2011. The rebate projected for September 1, 2012 – August 31, 2013 is approximately \$5,000. The district is paying its biggest vendors with the card. The district would have paid these vendors anyway and not received any return. The district is looking to expand the program to other departments.
- VII. Superintendent's Report
 - A. Items for Individual Action
There were no items for Individual Action.

B. Items for Consent Grouping

Item #1, Northfield Swim Club Agreement, was removed from the Consent Grouping. Then on a motion by Stratmoen, seconded by Maple, the Board approved the Northfield Swim Club Agreement with Fossum abstaining.

On a motion by Stratmoen, seconded by Maple, the Board unanimously approved the remaining items (items 2-5) under the Consent Grouping.

1. Northfield Swim Club Agreement.

The School Board approved the agreement with the Northfield Swim Club for the 2013-14 year. It is effective July 1, 2013 through June 30, 2014. This is the eighth year that the Swim Club has received a long term contract for their facility usage for their programs' regularly scheduled practices. Fossum abstained.

2. School Resource Officer Agreement.

The Board approved the contract renewal with the City of Northfield for the 2013-2015 calendar years. The contract provides for a 2% increase for the 2013 calendar year and an additional 2% increase that would be maintained for the 2014 and 2015 calendar years and reflects approximately 50% of the total costs of the School Resource Officer's yearly salary and benefits.

3. Cooperative Sponsorship.

The Board approved dissolving the cooperative agreements that Northfield High School has with Arcadia Charter School in Girls Basketball and Girls Volleyball, and then approved new cooperatives with Arcadia and EdVisions Off-Campus School in Girls Basketball and Girls Volleyball.

4. Financial Reports – April, May and June 2013.

The Board approved the following:

- Paid bills totaling \$1,114,658.09, payroll checks totaling \$2,269,035.15 and the financial reports for April 2013.
- Paid bills totaling \$1,554,653.74, payroll checks totaling \$2,307,057.44 and the financial reports for May 2013.
- Paid bills totaling \$1,590,991.49, payroll checks totaling \$5,515,711.61 and the financial reports for June 2013.

5. Personnel Items.

a. Appointments*

1. Sadie Bartelt, Summer PLUS Student Site Assistant at the Middle School for 2.5 hours/day beginning 07/01/2013 – 7/25/2013; \$8.09/hour.
2. Stephen Cade, Middle School Girls Soccer Coach beginning 9/3/2013 – 10/11/2013; Level H, Step 2.
3. Andrea Duron, Early Ventures Site Assistant at Longfellow-CS beginning 8/22/2013; Step 1, \$11.25/hour.
4. Corbin Gett, Summer Rec/CS Lacrosse Instructor beginning 8/6/2013 - 8/31/2013; \$10.00/hour.
5. Hillary Graves, Building Nurse at St. Dominics and Prairie Creak Health Services for 14 hours/week, beginning Fall 2013; \$22.62/hour.
6. Gao Hong, .4 FTE Chinese Teacher at the High School beginning 8/26/2013 - 6/4/2014; BA Step 12.
7. Michael Humann, Evening Custodian at the High School beginning 7/16/2013; Step 3, \$14.79/hour.
8. Lori King, Parent Educator at the NCRC/ECFE beginning 8/26/2013; Year 1, \$24.36/hour.
9. Anna Malecha, Early Ventures Site Assistant at Longfellow-CS beginning 8/22/2013; Step 1, \$11.25/hour.
10. Craig Manderfeld, Long Term Substitute Custodian at the Middle School beginning 8/12/2013 for 6-10 weeks, Monday-Friday 3:00-11:00 p.m.; \$14.45/hour.
11. Dan Meyers, Strength Training Coach-Fall and Winter at the High School beginning 8/12/2013 – 11/15/2013; Level I, Step 1.

12. Margaret Podominick, 1.0 FTE Long Term Substitute Kindergarten Teacher at Sibley Elementary beginning on or before November 18, 2013 through the end of the 2013-2014 school year; MA Step 6.
 13. Andria Schwalbe, .5 FTE Early Childhood Teacher at Longfellow/NCRC, ECFE/Hand in Hand beginning 8/25/2013; Year 1, \$24.36/hour.
 14. Geoffrey Staab, 8th Grade Football Coach at the Middle School beginning 8/26/2013 – 10/11/2013; \$14.00/hour.
 15. Michelle Steele, 6-8th Grade Girls Tennis Coach beginning 9/3/2013 – 10/11/2013; Level I, Step 5.
 16. Gina Swenson, First Grade Teacher at Sibley beginning 8/26/2013; MA Step 6.
 17. Mauricio Lozada, Instructional Educational Assistant at the Middle School for 33.75 hours/week beginning 8/26/2013; Class 2, Step 1, \$12.98/hour.
- b. Increase/Decrease/Change in Assignment
1. Kristin Basinger, Site Lead Summer PLUS, add August Pool Summer PLUS Site Lead Supervision for 6 days, beginning 7/30/2013 – 8/15/2013.
 2. Lisa Battaglia, 1.0 FTE Special Education Teacher at the High School, change to .8 FTE Special Ed Teacher and .2 FTE Reading Teacher at the High School beginning 8/26/2013.
 3. Kimberly Bauer, High School Parking Lot/Security, continue 8 hours/day, 5 days/week (40 hours/week) beginning 9/3/2013 through 6/6/2014.
 4. Julie Biwer-Bekhechi, Spanish Teacher at the Middle School, current contract .4 FTE, increase continuing contract to .5 FTE at the Middle School beginning 8/26/2013 – 6/6/2014.
 5. Elizabeth Brewer, Class 4 Special Ed PCA-MMMI at the Middle School, change to Class 4 Special Ed PCA-EBD at the Middle School beginning 8/26/2013.
 6. Matt Dueffert, Site Assistant Summer PLUS, add August Pool Summer PLUS Site Lead Supervision for 6 days, beginning 7/30/2013 – 8/15/2013.
 7. Jeff Fowler, Seasonal Worker in the district, change to Long-Term Substitute/District Driver beginning 8/7/2013 for 6-10 weeks.
 8. Christopher Howard, Spanish Teacher at the Middle School, add .2 FTE overload assignment for the 2013-2014 school year, beginning 8/26/2013 – 6/6/2014.
 9. Kamille Kirchberg, Site Assistant Summer PLUS, add August Pool Summer PLUS Site Lead Supervision for 6 days, beginning 7/30/2013 – 8/15/2013.
 10. Ruth Morgan Malecha, PCA at the Middle School, change to PCA at the High School beginning 9/3/2013.
 11. Kathleen Mellstrom, Class 4 Special Ed PCA-EBD at the Middle School, change to Class 4 Special Ed PCA-MMMI at the Middle School beginning 8/26/2013.
 12. Michelle Morales, Kindergarten teacher at Greenvale Park, add one week ELL Bridges-2-Kindergarten teacher at Greenvale Park beginning July 29, 2013 through August 25, 2013.
 13. Annie Oftedahl, ECSE at Longfellow, add one week ELL Bridges-2-Kindergarten Teacher at Greenvale Park beginning July 29, 2013 through August 25, 2013.
 14. Patsy Ophaug, .5 FTE Special Ed Instructor at the Middle School, change to .6 FTE Special Ed Instructor at the Middle School, beginning 8/26/2013.
 15. Amy Pfefferle, All Day Kindergarten Teacher at Sibley, change to Grade 2 Teacher at Sibley beginning 8/26/2013.
 16. Eric Sandberg, Assistant Girls Softball Coach-9th - Level F, Step 2, change to Level F, Step 3 beginning 3/10/2014-6/6/2014.
 17. Peggy Sheehy, Special Ed PCA/EA at Longfellow, change to ECFE EA at the NCRC beginning 8/26/2013, Class 1, Step 4, \$13.58/hour.
 18. Dee Tomczik, Site Assistant Summer PLUS, add August Pool Summer PLUS Site Lead Supervision for 6 days, beginning 7/30/2013 – 8/15/2013.
 19. Judy Vitito, Grade 1 Teacher at Sibley, change to Grade 4 Teacher at Sibley beginning 8/26/2013.
 20. Julie Wolner, Business & Media at the High School, change to .5 FTE Business at the High School, .1 FTE Business at the Middle School, and .4 FTE Media at the High School for Semester 1; and .9 FTE Business at the High School and .1 FTE Business at the Middle School for Semester 2.

21. Kate Woodstrup, Art Teacher at Bridgewater, add one week ELL Bridges-2-Kindergarten Teacher at Greenvale Park beginning July 29, 2013 through August 25, 2013.
22. Tim Biegert, 1.0 FTE Industrial Tech Teacher at the Middle School, change to .7 FTE Ind. Tech Teacher and .1 FTE Health Teacher at the High School, and .2 FTE Health Teacher at the ALC beginning 8/26/2013 – 6/6/2014.
23. Amy Moeller, .5 FTE Language Arts Teacher at the High School, change to .2 FTE English at the HS and .25 FTE English at the ALC for Semester 1; and to .4 FTE English at the HS and .25 FTE English at the ALC for Semester 2, beginning 8/26/2013 - 6/6/2014.
24. John Sand, .9 FTE PE Teacher at the High School, change to 1.0 FTE PE Teacher at the High School beginning 8/26/2013 – 6/6/2014.
25. Leah Sand, 1.0 FTE PE Teacher at the High School, change to .9 FTE PE Teacher and .2 FTE Reading Teacher at the High School beginning 8/26/2013 – 6/6/2014.
26. Erik Swenson, 5th Grade Compañeros Teacher at Bridgewater, change to 4th Grade Compañeros Teacher at Bridgewater, beginning 8/26/2013.
27. Carina Zick, Educational Assistant-PCA/Supervisory at Sibley, change to EA-PCA at Sibley for 6.5 hours/day beginning 8/26/2013.

c. Leaves of Absence

1. Tammie Warner, FMLA Leave of Absence beginning 8/2/2013 through 8/16/2013.
2. Reggie McDonald, Leave of Absence for the 2013-14 school year – leave request will be granted subject to finding a suitable replacement.

d. Retirements / Resignations

1. Michael Berger, Educational Assistant at the Middle School, resignation effective 7/8/2013.
2. Michael Berger, SummerVentures Instructor, resignation effective 8/12/2013.
3. Andrea Eichmann, Assistant Volleyball Coach, resignation effective 8/2/2013.
4. Bonnie Johnson, Educational Assistant at Sibley Elementary, resignation effective 8/7/2013.
5. Jane Johnson, Education Assistant-PCA at Sibley Elementary, resignation effective 8/2/2013.
6. David Kamis, Middle School & ALC Art Teacher, retirement effective 8/5/2013.
7. Dan Kust, Nordic Ski Coach, resignation effective 7/31/2013.
8. Anthony LaRoy, Assistant Auditorium Technician, resignation effective 8/16/2013.
9. Jen Quinnell, KidVentures Site Assistant at CS, resignation effective 8/29/2013.
10. Dan Rohr, Middle School Boys Soccer Coach, resignation effective 7/16/2013.
11. Jenni Roney, Instructional Educational Assistant at Sibley, resignation effective 7/11/2013.
12. Leslee Swenson, Third Grade Teacher at Greenvale Park, resignation effective 7/26/2013.
13. Nhung Bui, Educational Assistant at the Middle School, resignation effective 8/8/2013.

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

** Subject to revision when negotiations for 2013-15 are completed.

VIII. Items for Information

1. Workshop Schedule.

The schedule for the staff pre-school workshops to be held on August 26, 27, 28 and 29 was discussed, including the “Ready, Set, Go” day on August 27, which will consist of meeting the teacher, visiting the room, and assessments.

IX. Future Meetings

Monday, August 26, 2013, Regular School Board Meeting, Northfield High School Media Center

Monday, September 9, 2013, Regular School Board Meeting, Northfield High School Media Center

X. On a motion by Stratmoen, seconded by Fossum, the Board adjourned at 7:36 PM.

Noel Stratmoen
School Board Clerk