

School Board Minutes

School Board Minutes

September 9, 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 none.
- IV. Approval of Minutes
On a motion by Maple, seconded by Stratmoen, the minutes of the Regular School Board meeting held on August 26, 2013, were unanimously approved.
- V. Announcements and Recognitions
 - Northfield Middle School hosted its 6th annual WEB orientation day for incoming 6th graders on August 29. The average participation during the first five years has been 95%. This year, 285 new 6th graders participated setting a new record of 97% attendance.
 - The Northfield Education Association approved the 2013-2015 Agreement with Independent School District #659 last Tuesday. The NEA ratified the Agreement that the Board approved at its August 26 meeting.
 - Iverson complemented the custodial staff for getting the buildings in shape for the opening of school.
- VI. Items for Discussion and / or Reports
 1. Update on Building Security, Construction Projects and Johnson Controls Contract.
Paul Bell, Director of Buildings and Grounds, provided the Board with an update on the security upgrades that have been completed at several buildings over the summer as well as the additional work to be completed. He also provided an update on other construction projects completed during the 2013 summer break. Finally, Mr. Bell reviewed the long-term contract with Johnson Controls that will be concluding at the end of the 2013-14 school year. This contract provided for oversight of the major modification and updating of the District's Heating/Ventilation/Air Conditioning (HVAC) system in multiple buildings over several years as well as the ongoing monitoring of these systems for efficiency and function.
 2. Initial Discussion of Revisiting the District Strategic Plan.
Board Chair Ellen Iverson led a discussion of the possibilities of revisiting the District Strategic Plan during the 2013-14 school year. Overall, Board members feel that the existing strategic plan has enduring value and is still relevant. Several Board members had a hard time imagining how the Board would come up with something different. The current strategic plan provides the overarching mission, beliefs and core strategies while the school or site improvement plans and Professional Learning Communities provide the specific goals and action plans that support increased student achievement and enhanced school climate.

Even though this strategic plan has been in existence for ten years, the Board doesn't have a strong need or desire to start over, unless the District receives some direction from the State. The current strategic plan works very well, operationally, for the District. The Board views the goal setting done by the District Educational Program Advisory Committee (DEPAC) as one of the vehicles for aligning District operations with community interests. The Board may want to have a work session in the future to reflect on this more, but there doesn't seem to be an immediate urgency to do so.
- VII. Superintendent's Report
 - A. Items for Individual Action
There were no action items.

B. Items for Consent Grouping

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

1. Personnel Items.

a. Appointments*

1. Norine Bell, Supervisory Educational Assistant/Building Greeter at the High School beginning 9/9/2013 – 6/6/2014 for 5 hours/day – Class I, Step 1, \$12.59/hour.
2. Erin Carson, .90 FTE Social Studies Teacher at the High School beginning 8/28/2013 – 6/6/2014. MA60, Step 6.
3. Mary Coyne, 1.0 FTE School Psychologist at Bridgewater/Special Ed. beginning 9/4/2013 – MA 30, Step 6.
4. Michelle Gaertner, 6th Grade Assistant Volleyball Coach at the Middle School beginning 9/3/2013 – 10/11/2013; \$14.00/hour.
5. Rich Guggisberg, Assistant Football 9th Grade Coach (hourly) beginning 8/29/2013 - 11/1/2013; \$14.00/hour.
6. Dean Huschle, Educational Assistant-Supervisory/Building Greeter at Longfellow for 6 hours/day beginning 9/5/2013 – 10/18/2013 – Class I, Step 1, \$12.59/hour.
7. Jessica Neubauer, Early Ventures Site Assistant at Longfellow/Community Services for 8 hours/day beginning 9/9/2013 – Step 3, \$11.84/hour.
8. Ross Robinson, Community Services WSI Instructor \$10.00/hour, Lifeguard \$8.00/hour beginning 9/4/2013 – 6/1/2014.
9. Community Services Instructors in the Brochure for Fall 2013 were approved.
10. Community Services Flag Football Coaches beginning 9/10/2013 – 4/1/2014; \$9.00/hour: Bryan Aviles, Kade Cronin, Theodore Deitz, Coleman Foley, Guenther (Jake) Geranol, Keenan Gladd-Brown, Nicholas Golberg, Ryan Iverson, Keegan Kelly, Samuel Kuss, Spencer Malick, Brice Peterson, Magnus Schlyer, Justin Schmid, John Stone, Tyler Vajdic, Oliver West, Stephen Womack, and Colten Yahn.
11. Jill Bohlen, Special Ed PCA/Supervisory 7.08 hours/day at Sibley beginning 9/9/2013; Class IV-Step 1 \$13.49/hour (6.75 hours/day); Class I-Step 1 \$12.59/hour (.33 hours/day) beginning 9/9/2013.
12. Heather Kuehl, .40 FTE English Teacher at the Middle School beginning 9/6/2013 – 6/6/2014 – BA, Step 1.
13. Scott Stanina, Yearbook Assistant at the High School beginning 9/6/2013 – 6/6/2014; \$14.00/hour.

b. Increase/Decrease/Change in Assignment

1. Sheila Atkinson, Special Ed PCA at Bridgewater, add Special Ed Bus PCA at BW Mon.-Friday for .92 hours/day beginning 9/3/2013 – 6/6/2014.
2. Kristin Basinger, Special Ed PCA at Bridgewater, add Special Ed Bus PCA at BW Mon.-Friday for 1.42 hours/day beginning 9/3/2013 – 6/6/2014.
3. Laura Berdahl, Parent Liaison at Greenvale Park for 3.2 hours/day, change to Parent Liaison at GVP for 5.2 hours/day beginning 8/26/2013 (26 hours/week).
4. Kiwi Bielenberg, DAPE & POHI Teacher at the High School, change to .25 FTE Dape at Sibley, .2 FTE DAPE at the Middle School and .55 FTE POHI district wide beginning 9/3/2013.
5. Mary Boyum, Special Ed PCA 6.75 hours/day, Supervisory .17 hours/day at Sibley, change to PCA 6.53 hours/day, plus Special Ed Bus PCA at Sibley for 1.42 hours/day (total 7.95 hours/day) beginning 9/3/2013 – 6/6/2014.
6. Elizabeth Brewer, Special Ed PCA at the Middle School, add Special Ed Bus PCA at the MS Mon.-Friday 1.17 hours/day beginning 9/3/2013 – 6/6/2014.
7. Shari Bridley, Special Ed PCA at Longfellow, add Special Ed Bus PCA at LF Mon.-Friday for 1.25 hours/day beginning 9/3/2013 – 6/6/2014.
8. Mark Johnson, 1.0 FTE PE Teacher at the Middle School, add .2 FTE overload lifetime sports section at the Middle School (1.2 FTE) beginning 8/26/2013 – 6/6/2014.
9. Shelly Kruger, Special Ed PCA at the High School, add Special Ed Bus PCA at Sibley Mon.-Friday for .67 hours/day beginning 9/3/2013 – 6/6/2014.

10. Lindsay Mehrhoff, Correction to Special Ed PCA/Supv. EA 6.92 hours/day at Sibley beginning 8/26/2013; Class I, Step 1 \$12.59/hour (.17 hours/day), Class IV, Step 1 \$13.49/hour (6.75 hours/day).
 11. Jackie Meyer, Special Ed PCA at the High School, add Special Ed Bus PCA at the HS Mon.-Friday for .83 hours/day beginning 9/3/2013 – 6/6/2014.
 12. Marilynn Neuville, 1.0 FTE English Teacher at the middle school, voluntary reduction to .60 FTE English Teacher at the middle school beginning 8/27/2013.
 13. Amy Pantze, PCA at Greenvale Park for 4.0 hours/day, change to PCA 6.5 hours/day and Supervisory .50 hours/day (7.0 hours/day total) beginning 8/26/2013.
 14. Molly Peterson, Special Ed PCA at the Middle School, add Special Ed Bus PCA at the MS Mon.-Friday for 1.42 hours/day beginning 9/3/2013 – 6/6/2014.
 15. Rhonda Stanley, Resource Room EA at Greenvale Park for 2.25 hours/day, change to Resource Room EA at GVP for 3.5 hours/day beginning 8/26/2013.
 16. Brian Stevens, .8 FTE Social Studies Teacher at the High School, change to 1.0 FTE Social Studies Teacher at the High School beginning 8/28/2013 for the 2013-2014 school year.
 17. Jane Streitz, PCA/Resource Room EA at Greenvale Park for 6.5 hours/day, change to PCA at GVP for 6.25 hours/day beginning 8/26/2013.
 18. Andrea Waldock, Special Ed PCA at Head Start, add SPED Bus PCA at Longfellow Mon.-Thurs. for 2.25 hours/day beginning 9/3/2013 – 6/6/2014.
 19. Sara Webster, .5 FTE Speech Language Pathologist at Longfellow, add .2 FTE Speech Language Pathologist at Sibley for a total of .7 FTE beginning 9/3/2013 – 6/6/2014.
 20. Angela Callahan, SummerVentures Site Leader at Greenvale Park for 40 hours/week, change to KidVentures Site Leader at GVP for 29.5 hours/week beginning 9/3/2013.
 21. Elliott Courchaine, SummerVentures Site Assistant at Greenvale Park for 27.5 hours/week, change to KidVentures Site Assistant at Sibley, Bridgewater & GVP for 12 hours/week beginning 9/3/2013.
 22. Julie Erickson, SummerVentures Site Assistant at Greenvale Park for 27.5 hours/week, change to EarlyVentures Site Assistant at Longfellow for 40 hours/week beginning 8/26/2013.
 23. Angie Frawley, Early Ventures Site Assistant at Longfellow for 32 hours/week, change to EarlyVentures Site Assistant at LF for 40 hours/week beginning 8/26/2013.
 24. Tyler Grave, SummerVentures Student Site Assistant at Greenvale Park for 16.5 hours/week, change to KidVentures Student Site Assistant at Sibley, Bridgewater and GVP for 12 hours/week beginning 9/3/2013.
 25. Vanessa Grave, SummerVentures Site Leader at Greenvale Park for 40 hours/week, change to KidVentures Site Leader at Bridgewater for 29.5 hours/week beginning 9/3/2013.
 26. Reece Line, SummerVentures Student Site Assistant at Greenvale Park for 27.5 hours week, change to KidVentures Student Site Assistant at Sibley for 12 hours/week beginning 9/3/2013.
 27. Nicole Miner, SummerVentures Site Assistant at Greenvale Park for 35 hours/week, change to KidVentures Site Assistant at Bridgewater for 21.5 hours/week beginning 9/3/2013.
 28. Sue Nelson, Special Ed PCA at Longfellow, change to 5.75 hours/day Monday-Thursday, and 4.75 hours/day on Fridays beginning 9/4/2013 – 6/6/2014.
 29. Brianna Spittle, SummerVentures Site Assistant at Greenvale Park for 27.5 hours/week, change to EarlyVentures Site Assistant at Longfellow for 40 hours/week beginning 8/26/2013.
 30. Anne VanderMartin, EA-PCA/Supervisory at Sibley for 6.92 hours/day, change to EA-PCA at Sibley for 6.50 hours/day, and Supervisory for .17 hours/day (6.67 hours/day) beginning 9/6/2013.
 31. Tammy Warner, EarlyVentures Site Assistant at Longfellow for 30 hours/week, change to EarlyVentures Site Assistant at Longfellow for 40 hours/week beginning 8/26/2013.
- c. Leaves of Absence
1. Vicky Shimota, Leave of Absence from August 26, 2013 through October 8, 2013.
 2. Hillary Graves, Building Nurse at St. Dominic School & Prairie Creek Community School, Childcare Leave of Absence beginning on or around 11/11/2013 extending for 12 weeks.

- d. Resignations
 1. Katherine Barnes, 9th Grade Girls Basketball Coach, resignation effective 8/28/2013.
 2. Candace Thielen, Special Education PCA at Sibley Elementary, resignation effective 8/28/2013.
 3. Adam Danielson, Assistant Boys Basketball Coach at the High School, resignation effective 9/9/2013.
 4. Paul Eddy, 9th Grade Boys Basketball Coach, resignation effective 9/6/2013.
 5. Josh Maus, 9th Grade B-Team Boys Basketball Coach and 9th Grade Baseball Coach, resignation effective 9/6/2013.
 6. Rolf Tollefson, Supervisory EA at Greenvale Park, resignation effective 9/6/2013.
- e. TRA Part-Time Teacher Program
The Board authorized Amy Moeller to participate in the TRA Part-Time Teacher Program, whereby the teachers who qualify can personally purchase TRA service credit at no cost to the Northfield School District.
- f. Superintendent Contract Provisions for the 2013-2014 Contract Year of the Three Year 2013-2016 Superintendent's Contract
The Board approved the following Superintendent contract provisions for the 2013-2014 contract year, in accordance with the following contract addendum:
 - A one and one-half percent (1.5%) increase in the annual salary;
 - An additional \$2,700 contribution to the Superintendent's elected annuity.

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

2. Additional Co-Curricular Overnight Trip.

The Board approved an overnight trip to Brainerd on November 8 and 9 for the Girls Hockey Team.

VIII. Items for Information

1. Draft of Annual Report on Curriculum, Instruction and Student Achievement.

A draft of the 2012-2013 Annual Report was distributed to the Board. New requirements detailed in the 2013 Education Omnibus Bill call for adding additional elements to the annual report document. This report will be provided in a web-based online format. The community will be notified when it is available on the website.

2. Northfield Area Chamber of Commerce and TORCH Advisory Group Appointments.

School Board member Julie Pritchard has agreed to represent the Northfield Board of Education on the Board of Directors of the Northfield Area Chamber of Commerce. Board member Rob Hardy will replace Julie as the liaison to the TORCH Advisory Group. These appointments by Board Chair Ellen Iverson are effective immediately.

IX. Future Meetings

Monday, September 23, 2013, Regular School Board Meeting, Northfield High School Media Center
Monday, October 14, 2013, Regular School Board Meeting, Northfield High School Media Center

X. On a motion by Nelson, seconded by Maple, the Board adjourned at 8:43 PM.

Noel Stratmoen
School Board Clerk