

# NORTHFIELD PUBLIC SCHOOLS

## School Board Minutes

School Board Minutes

June 9, 2014

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 Nelson, seconded by Maple, minutes of the Regular School Board meeting held on May 27, 2014, were unanimously approved.
- V. Announcements and Recognitions
  - There are seven student athletes who have or will be competing in State Tournaments this spring. At the State Girls track and field meet those competing were: Abby Stets, Anna Pfefferle, Alexis Kiefer, Emma Rezac, Mya Jirik, and Kaia Bierman. And at the State Girls Golf meet, NHS senior, Ashley Houser.
  - The School District has received formal word that the Community School project at Greenvale Park Elementary was selected as one of the State of Minnesota's "21st Century Community Learning Center" grant recipients. Pending adequate progress in meeting the grant's key goals and continued federal appropriations, this grant will provide over \$92,000/year in funding for up to 5 years to support expanded out-of-school-time programming to the children and families at Greenvale Park Elementary.
  - NHS graduate Josh Wood was featured in the spring edition of Hamline College's magazine. In the article Josh references the impact TORCH had on his life and future success.
- VI. Items for Discussion and / or Reports
  1. Professional Learning Communities Presentation.  
Director of Teaching and Learning Mary Hanson began by presenting facts about Professional Learning Communities followed by RtI Coaches Rebecca Gainey and Diane Torbenson presenting on the three joint PLCs held this year that involved teachers at all three elementary schools. Middle School teacher Rose Turnacliff and High School teacher Ellen Mucha then presented the work completed by the English Language Arts PLCs.
  2. Demographic and Housing Unit Study.  
Hazel Reinhardt, of Hazel Reinhardt Consulting Services, presented the results of comprehensive enrollment projections and housing unit projections studies that was conducted at the request of the school district. Information from the complete report and the PowerPoint presentation provided both summary data as well as detailed analysis of various projection models. The results of these studies informed the Board about district and school enrollment trends over the next five to ten years. The data from these studies will also be used to aid in the completion of the District Facilities Study that will be shared with the Board in the near future.
- VII. Superintendent's Report
  - A. Items for Individual Action
    1. Proposed 2014-2015 Budget – All Funds.  
On a motion by Pritchard, seconded by Fossum, the Board unanimously approved the proposed 2014-15 budgets as presented for all funds.

<u>Fund</u>	<u>Revenues</u>	<u>Expenditures</u>
General (including Oper. Cap/H & S)	\$43,828,390	\$44,212,695
Child Nutrition	1,794,200	1,884,631
Community Services	1,997,058	1,976,395
Debt Service	5,661,437	5,330,129
Trust	59,755	68,180
Internal Service	<u>6,074,035</u>	<u>5,827,239</u>
<b>Total</b>	<b>\$59,414,875</b>	<b>\$59,299,269</b>

2. FY 2014 Audit Engagement Letter.  
 On a motion by Stratmoen, seconded by Maple, the Board accepted the 2013-14 Engagement Letter from CliftonLarsonAllen, LLP.
  
  3. Resolution Establishing Dates for Filing Affidavits of Candidacy.  
 On a motion by Pritchard, seconded by Fossum, the Board unanimously approved the resolution establishing dates for filing affidavits of candidacy for school board beginning July 29, 2014, and ending August 12, 2014. Voting 'yes' was Fossum, Maple, Pritchard, Nelson, Hardy, Stratmoen and Iverson. No one voted 'no.'
- B. Items for Consent Grouping
- Item number 5, "Addendum to Northfield Swim Club Agreement," was removed from the Consent Grouping at the request of Fossum. On a motion by Pritchard, seconded by Maple, the "Addendum to the Northfield Swim Club Agreement" was approved with Fossum abstaining. On a motion by Nelson, seconded by Maple, the Board unanimously approved the remaining items on the Consent Grouping.
1. Family / Student / Co-Curricular Handbooks for 2014-2015.  
 The Board approved the recommended 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 2014-2015 school year. These handbooks carry the force of School Board policy.
  
  2. Student Citizenship Handbook.  
 The Board approved the changes that administration recommended to the 2014-2015 Student Citizenship Handbook. The distribution method of the Student Citizenship Handbook for 2014-2015 will remain the same as previous years. 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 receive the Handbook as an app on their iPad, which will be reviewed with secondary students at the beginning of the school year.
  
  3. School Board Policy 807 – Health and Safety.  
 The Board approved Policy 807 – Health and Safety.
  
  4. Personnel Items.
    - a. Appointments\*
      1. Dustee Armstrong, .5 FTE 4<sup>th</sup> Grade Teacher at Bridgewater beginning 08/25/2014 – 06/05/2015; BA, Step 0.
      2. Joni Karl, .4 FTE Math Teacher at the High School beginning 08/25/2014 – 06/05/2015; MA, Step 2.
      3. Bambijo Allison Sweeney, 1.0 FTE Grade 5 Teacher at Sibley Elementary beginning 08/25/2014; MA45, Step 6.
      4. Community Services Summer Recreation Positions:
        - Michael Abdella, Junior Team Tennis Supervisor beginning 05/28/2014 – 08/31/2014; \$1,700 Summer Program Stipend.

- Ryan Abdella, Junior Team Tennis Supervisor beginning 05/28/2014 – 08/31/2014; \$1,700 Summer Program Stipend.
  - Laurin Allin, Ultimate Instructor beginning 05/28/2014 – 08/31/2014; \$7.50/hour.
  - Emily Anderson, Water Safety Instructor beginning 05/28/2014 – 08/31/2014; \$10.50/hour.
  - Kate Arneson, Junior Team Tennis \$10.00/hour; CS Tennis Instructor \$7.75/hour beginning 05/28/2014 – 08/31/2014.
  - Nick Bornhauser, Baseball Supervisor beginning 05/28/2014 – 08/31/2014; \$10.25/hour.
  - Kayla Burt, Lacrosse Supervisor \$10.25/hour; Softball Instructor \$7.75/hour beginning 05/28/2014 – 08/31/2014.
  - Matthew Christensen, Junior Team Tennis Instructor beginning 05/31/2014 – 08/31/2014; \$10.50/hour.
  - William Clark, Lifeguard & Swim Aid beginning 05/31/2014 – 08/31/2014; \$8.00/hour.
  - Savannah Dimick, Track Instructor beginning 05/28/2014 – 08/31/2014; \$7.75/hour.
  - Benjamin R. Ertl, Soccer Staff beginning 05/28/2014 – 08/31/2014; \$7.50/hour.
  - Tyler Faust, Pickleball Supervisor beginning 06/12/2014 – 08/07/2014; \$10.00/hour.
  - Micahela Johnson, Lifeguard and Swim Aid beginning 05/31/2014 – 08/31/2014; \$8.00/hour.
  - Bronte Karvel-Fuller, Water Safety Instructor beginning 05/28/2014 – 08/31/2014; \$10.25/hour.
  - Kevin Kowalewski, Junior Team Tennis Instructor beginning 05/28/2014 – 08/31/2014; \$10.00/hour.
  - David Kreis, Ultimate Supervisor beginning 05/28/2014 – 08/31/2014; \$10.00/hour.
  - Beth LaCanne, Tennis Supervisor beginning 05/31/2014 – 08/31/2014; \$17.00/hour.
  - Sara Ludewig, GO FAR Supervisor \$10.00/hour; Track & SUPER Kids Instructor \$7.75/hour beginning 05/28/2014 – 08/31/2014.
  - Easton Martin, Baseball Instructor beginning 05/28/2014 – 08/31/2014; \$7.75/hour.
  - Gabbie Noack, Tennis Instructor beginning 05/31/2014 – 08/31/2014; \$7.50/hour.
  - Benjamin Papke, Lacrosse Supervisor \$10.00/hour; Soccer Instructor \$7.50/hour beginning 05/31/2014 -08/31/2014.
  - Mitchell Peterson, SUPER Kids Instructor, Swimming Lessons Instructor beginning 05/31/2014 – 08/31/2014; \$7.75/hour.
  - Billy Roecklein, Baseball Instructor beginning 05/31/2014 – 08/31/2014; \$7.50/hour.
  - Nancy Seeberg, Tennis Supervisor beginning 05/28/2014 – 08/31/2014; \$10.75/hour.
  - Samantha Sharpe, Lifeguard & Swim Aid beginning 05/31/2014 – 08/31/2014; \$8.00/hour.
  - Anna Showers, SUPER Kids Supervisor beginning 05/28/2014 – 08/31/2014; \$10.25/hour.
  - Alison Simison, Tennis Instructor beginning 05/28/2014 – 08/31/2014; \$7.50/hour.
  - Abby Stets, Soccer Instructor beginning 05/28/2014 – 08/31/2014; \$7.50/hour.
  - Claire Vasilis, Softball Supervisor \$10.00/hour, Track Instructor & Soccer Substitute \$7.75/hour beginning 05/28/2014 – 08/31/2014.
  - Mark Welinski, Junior Team Tennis Instructor beginning 06/09/2014 – 08/31/2014; \$10.50/hour.
  - Rachel Will, Tennis Instructor beginning 05/31/2014 – 08/31/2014; \$7.50/hour.
  - Michael Zell, Tennis Instructor beginning 06/09/2014 – 08/31/2014; \$7.75/hour.
5. Summer Weight Room Coaches – beginning 06/11/2014 – 08/08/2014:
- Lyndsey Callahan, \$14.75/hour.
  - Kyle Eastman, \$18.75/hour.
  - Cole Jirik, \$14.75/hour.
  - Laura Marks, \$18.75/hour.
  - Sam Maus, \$14.75/hour.
  - Jed McGuire, \$14.75/hour.

- Dan Meyers, \$4,800 Stipend.
  - Steven Pfahning, \$14.75/hour.
  - Larry Sanftner, \$14.75/hour.
  - Lindsay Schacht, \$14.75/hour.
  - Bob (Bubba) Sullivan, \$18.75/hour.
  - Travis Wiebe, \$18.75/hour.
6. Michael Garlitz, Accelerate Northfield Coordinator for the district for 360 hours/year, beginning 08/18/2014; \$13.67/hour, subject to change upon settlement of 2014-16 agreement.
  7. Laura Hakala, .6 FTE English Learner Teacher at the Middle School beginning 08/25/2014 – 06/05/2015; BA, Step 4.
- b. Increase/Decrease/Change in Assignment
1. Mairin Born, Grade 2 Companion Teacher at Bridgewater, change to Kindergarten Teacher at Sibley beginning 08/25/2014.
  2. Shari Bridley, Special Education EA-PCA Class IV at Longfellow, change to EA-PCA Class IV at Longfellow Monday-Thursday for 6.5 hours/day beginning 09/02/2014 – 06/05/2015.
  3. Tyler Grave, KidVentures Student Site Assistant, change to KidVentures Site Assistant beginning 06/02/2014 – 06/09/2014.
  4. Alissa Jorgenson, Auditorium Tech/EA Class I at CS/HS, change to Auditorium Tech/Office Generalist (Class II) at CS/High School beginning 07/01/2014.
  5. Monique Kolb, Enrichment Coordinator with Community Services for 48 weeks, change to Enrichment Coordinator for 52 weeks, including Project ABLE program coordination beginning 07/01/2014.
  6. MaryDee Kuklok, Special Education Teacher at Bridgewater/High School, add Summer Special Education Teacher DHH at Longfellow once/week for 60 minutes for up to 16 sessions beginning 06/10/2014 – 08/30/2014.
  7. Yolanda Loken, Special Education EA-PCA (Class IV) for at Longfellow, change to EA-PCA (Class IV) at Longfellow for 24.25 hours/week beginning 09/02/2014 – 06/05/2015.
  8. Curt Mikkelson, MS Social Studies Teacher, add High School Summer School Teacher at the High School for 5 hours/day, Monday-Thursday, beginning 06/10/2014 – 06/30/2014, plus 2 additional hours of prep time.
  9. Susan Nelson, Special Education EA-PCA at Longfellow for 5.5 hours/day, change to EA Class I for .5 hours/day, and EA-PCA Class IV for 6.25 hours/day (6.75 hours/day total) at Bridgewater beginning 09/02/2014 – 06/05/2015.
  10. Susan Puppe, Education Assistant (Class II) at Sibley Elementary for 3 hours/day, change to end date from 6/6/2014 to on-going position.
  11. Karen Robach, Special Education EA-PCA (Class IV) at the Middle School for 4 hours/day, change to EA-PCA (Class IV) at the High School for 6.5 hours/day beginning the week of 08/25/2014.
  12. Geoffrey Staab, 1.0 FTE Math Teacher at the ALC, change to 1.0 FTE Math Teacher at the High School, beginning 08/25/2014 – 06/06/2015.
  13. Kathryn Stordahl, Special Education EA-PCA (Class IV) at Longfellow, change to EA-PCA (Class IV) at Longfellow for 30.75 hours/week beginning 09/02/2014 – 06/05/2015.
  14. Shannon Tassava, Education Assistant-PCA at Sibley Elementary, change end date from 6/6/2014 to on-going position beginning 05/30/2014.
  15. Andrea Waldock, Special Education EA-PCA at Longfellow, change to EA Class I for .5 hours/day, and EA-PCA Class IV for 6.25 hours/day (6.75 hours/day total) at Bridgewater beginning 09/02/2014 – 06/05/2015.
  16. Dylar Warner, KidVentures Student Site Assistant, change to KidVentures Site Assistant beginning 06/02/2014 – 06/09/2014.
  17. Shari Bridley, Special Education PCA at Longfellow, change to Special Education PCA at the High School for 6.75 hours/day beginning 08/25/2014.

18. Jennifer Deplazes, Special Education EA-PCA (Class IV) at Bridgewater for 6.5 hours/day, change end date to on-going position. Change to Special Education EA-PCA (Class IV) at Bridgewater for 6.75 hours/day beginning 08/25/2014.
19. Cecilia Green, Child Nutrition Manager at the High School, summer change to Child Nutrition Summer Lead at Sibley beginning 06/09/2014 – 08/21/2014.
20. Vicky Malecha, Child Nutrition Associate 2 at the High School, summer change to Child Nutrition Summer position for 3 hours/day at Sibley and the Middle School beginning 06/09/2014 – 08/15/2014.
21. Lori Mullen, Child Nutrition Associate 3 at the High School, summer change to Child Nutrition Summer position for 3.75 hours/day beginning 06/09/2014 – 08/15/2014.
22. Patrick Riley, Chemistry Teacher at the High School, overload class for 2<sup>nd</sup> semester of the 2013-14 school year beginning 01/28/2014 – 06/06/2014.

c. Leave of Absence

1. Geoffrey Staab, 1.0 FTE ALC Math Teacher, Leave of Absence for the 2014-2015 school year to serve as a 1.0 FTE Math Teacher at the High School for the 2014-15 school year.

d. Resignations / Retirement

1. Alison Kopp, Education Assistant at the High School, resignation effective 06/06/2014.
2. Lacey Neuman Bissonnette, Ventures Site Lead, resignation effective 5/28/2014.
3. Alisha Traeder, Ventures Site Assistant, resignation effective 06/20/2014.
4. Taylor Traeder, Education Assistant and Coach, resignation effective 5/28/2014.
5. Linda Wilson, Education Assistant at GVP, retirement effective and the end of the 2013-14 school year.
6. Anna Braun, Special Education Teacher at the Middle School, resignation effective 6/9/2014.

e. The Board approved the following:

- Policy covering wages, working conditions and fringe benefits of Head Custodians for the period extending July 1, 2014 through June 30, 2016.
- Policy covering wages, working conditions and fringe benefits of the Custodians for the period extending July 1, 2014 through June 30, 2016.
- Policy covering wages, hours and fringe benefits for Child Nutrition Personnel for the period extending July 1, 2014 through June 30, 2016.
- Policy covering wages, hours and fringe benefits for Non-Union Administrators (Cabinet) for the period extending July 1, 2014 through June 30, 2016.
- Policy covering wages, hours and fringe benefits for Non-Union Administrators (Director) for the period extending July 1, 2014 through June 30, 2016.

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

5. Addendum to Northfield Swim Club Agreement.

The Board approved an addendum to the Northfield Swim Club Agreement that is in effect through June 30, 2014. The Addendum extends the current agreement through August 31, 2014, which will allow for all activities by the Swim Club to fall within an annual agreement (September through August).

6. Long Term Contract with Canvas Church.

The School Board approved the long term contract with Canvas Church. This contract is for the time period July 1, 2014 to June 30, 2015.

VIII. Items for Information

1. Revised School Board Policy 514 – Bullying Prohibition.

The Board was given Revised School Board Policy 514 – Bullying Prohibition. This is the Bullying Prohibition Policy being recommended by the Minnesota School Boards Association following action during this past legislative session. A copy of the District's current Bullying Prohibition

policy was also given to the Board. The Board will be asked to act on the revised Board Policy 514 at its next meeting on July 14, 2014.

2. Discontinue AdvancED (formerly North Central Association) Membership and Accreditation.

A request from High School Principal Joel Leer to Superintendent Richardson for Northfield High School to be allowed to discontinue membership in and accreditation by AdvancED effective July 1, 2014, was approved by the Board.

3. Appointment to District Youth Council.

At the April 14, 2014, Regular School Board meeting the Board approved the formation of the District Youth Council (DYC). The proposal by the students for a DYC included a School Board member “to regularly attend meetings of the DYC and offer guidance and counsel as necessary to fulfill the Board’s mission of providing a youth voice in the affairs of IDS #659.” Board Chair Iverson appointed Board member Rob Hardy to be the Board liaison to the District Youth Council.

IX. Future Meetings

Monday, July 14, 2014, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center  
Monday, August 11, 2014, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center

X. On a motion by Stratmoen, seconded by Pritchard, the Board adjourned to a Closed Negotiation Strategy Session at 9:23 PM

Noel Stratmoen  
School Board Clerk