

# NORTHFIELD PUBLIC SCHOOLS

## School Board Minutes

School Board Minutes

August 25, 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. Maple and Nelson were 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 Pritchard, seconded by Fossum, minutes of the Regular School Board meeting held on August 11, 2014, were unanimously approved.
- V. Announcements and Recognitions
  - PRIMETIME is being recognized nationally. Northfield was invited by the National League of Cities to participate in its first “Advanced-level Leadership Academy on Afterschool System Building.” Representatives from Northfield’s PRIMETIME network will go to Washington, DC, in December to meet with representatives from 14 other cities to discuss the best-practices and model work that these 15 communities are doing to build citywide afterschool systems.
  - Twenty-six new teachers attended new teacher workshops on August 20 and 21. They were very successful!
  - Pritchard recognized and thanked the work of Operation Backpack. For the past 23 years, this volunteer organization has provided backpacks filled with school supplies to families in need of assistance. In 2013, they provided 561 children in grades K-9 with backpacks. This group works in collaboration with the Community Action Center. They rely on both individual donations as well as local businesses that have partnered with them to provide financial support.
- VI. Items for Discussion and / or Reports
  1. State of the District – Celebrations and Challenges.  
Superintendent Richardson presented an overview of the programs and activities completed during the 2013-14 school year as well as looked ahead to the challenges that the District faces in 2014-15.
  2. School Board Work Session Follow-up / Community Engagement.  
The Board reviewed the document, “A Summary of District Enrollment/Demographic Study and District Master Facilities Plan Work To Date – August 25, 2014,” which was included in the Table File. This document provided the basis for the discussion that followed.  
After briefly reviewing the work at the June 9<sup>th</sup> and July 14<sup>th</sup> School Board meetings and the August 20<sup>th</sup> Board Work Session, Superintendent Richardson highlighted the following proposed objective for the District Master Facilities Plan: “This work effort will strive to ensure that the buildings and grounds of the Northfield Public Schools will be well maintained, efficiently operated and effectively support the educational programs and services desired by the community.” When meeting and talking with staff and the community, the 3 elements of this objective will be emphasized: (1) stewardship and maintenance of existing space, (2) efficiency of operation, and (3) effectively supporting educational programs.  
Dr. Richardson asked the Board for feedback on this objective. Does it capture the essence of what the District hopes to accomplish with a Master Facilities Plan?  
What follows is the Board’s response:
    - We need to be careful and deliberate and not rush ahead. Balancing the “wish” list against the “punch” list will be a challenge.

- ATS&R stated that the District is operating from a position of strength. The District needs to maintain that position of strength, but it will be a balancing act that could lead to a conflict in priorities.
- The District needs to study the trends. How do we come up with consistency between the buildings? Each building has strengths and weaknesses. Ideally, a building needs to be flexible and able to adapt to the times over its life cycle.
- We need to be mindful of equity, but not get bogged down in it.
- Hopefully common sense and practicality will prevail through this process.
- “Effectively supporting educational programs” is a key element. Resources should follow the need. We do not want our buildings to hinder us to operate effectively. Superintendent Richardson gave an example of how a building can hinder flexible learning.

Board members provided additional feedback from the first 3 sessions:

- Even though Hazel Reinhardt gave us good enrollment projections, we cannot see what the future will be in terms of special education.
- Discussion will be needed regarding athletic facilities. As we think about adding athletic programs, what is the ripple effect on facilities?
- How do we anticipate the potential effect of online learning and the possibility of pre-kindergarten for four-year-olds?
- Professional development will be needed so that the faculty knows how to teach effectively in innovative spaces. “Buildings don’t come with an instruction manual.”
- It was helpful to see the cost of deferred maintenance and the shortfall.
- Everything should be treated as a whole; not separately. The potential is there to avoid deferred maintenance while improving the educational experience. One thing will impact something else.

Next steps:

Superintendent Richardson asked for feedback on the suggestion that ATS&R make a presentation at the September 22<sup>nd</sup> Board meeting outlining the variety of approaches that districts have used to address the kinds of needs that have been identified in the Board’s prior discussions about educational adequacy and 21<sup>st</sup> century learning spaces. This suggested path of presenting a range of ways the District could choose to proceed would help stakeholders to consider a broad array of options while limiting unproductive discussions.

The Board was in favor of moving forward with ATS&R attending the September 22<sup>nd</sup> Board meeting and presenting overall themes or approaches for Northfield to consider as they think about how best to approach the identified needs.

Superintendent Richardson and Director of Administrative Services Matt Hillmann then presented the approach that the District would use to solicit feedback from a broad range of people, including students through the District Youth Council, beginning in October through November.

Building level meetings would invite all stakeholders to learn about what is being discussed in developing the District Master Facilities Plan and then weigh in on big picture elements and broad concepts. The approach would include a short summary of enrollment demographics, deferred maintenance, educational adequacy issues and 21<sup>st</sup> century learning approaches followed by an opportunity in small groups to brainstorm and reach some consensus on answers to the following questions about their building:

- What works for your building?
- What doesn’t work for your building?
- What would you like to see in your building?

Using all of the data collected from the Board, administrators and building level meetings with staff, parents and students, ATS&R would be prepared to complete the final steps of the District Master Facilities Process. These include:

- ATS&R develops preliminary District Master Facilities Plan reviewed by administrators.
- ATS&R presents District Master Facilities Plan for Board review and approval.
- Board determines additional actions and community outreach required.

The Board indicated a willingness to pursue these steps with the understanding that it was vitally important to take the time to gather community input and develop a plan that would provide us clear direction for the long term.

3. Summary of Superintendent's Evaluation.  
School Board Chair Ellen Iverson summarized the Superintendent's evaluation that was recently completed. Dr. Richardson's continued leadership for the District resulted in an impressive list of accomplishments. Board members gave Superintendent Richardson an exceptional review.

VII. Superintendent's Report

A. Items for Individual Action

1. Finalization of Employee Discharge.

On June 21, 2014, an employee of the District received written notice of his proposed discharge and written notice of the right to request a hearing within 60 calendar days to challenge the proposed discharge. The employee did not request a hearing within the 60-day period. As a result, the employee is deemed to have waived the right to a hearing to contest the proposed discharge or to otherwise seek reinstatement. On a motion by Stratmoen, seconded by Pritchard, the Board unanimously approved finalizing the employee's discharge effective at the end of the business day on August 20, 2014.

B. Items for Consent Grouping

On a motion by Fossum, seconded by Hardy, the Board unanimously approved the Consent Grouping.

1. Personnel Items.

- a. Appointments\*

1. Ashley Flom, 1.0 FTE SLD Teacher at the Middle School beginning 08/25/2014; BA, Step 5.
2. Marilyn Frey, Special Education EA-PCA at the Middle School for 4 hours/day for 3 days/week beginning 08/25/2014; Sped, Step 2, \$14.25/hour.
3. Esmee Hintze – Correction: Assistant Volleyball Coach (B), change from Level F, Step 1 to Level E, Step 1, beginning 08/11/2014 – 11/08/2014.
4. Tyler Hudson, Special Education EA-PCA at the Middle School for 6.5 hours/day beginning 08/25/2014; Sped, Step 2, \$14.25/hour.
5. Angela Kruse, 1.0 FTE Long-Term Substitute Speech Pathologist beginning 9/2/2014 – 06/05/2015 (change end date from 12/19/2014 to 6/5/2015); MA, Step 2.
6. Karl Viesselman, Assistant Football Coach at the High School beginning 08/11/2014 – 11/22/2014; Level E, Step 6.
7. Ruth Amerman, Site Lead for Summer Blast at the Middle School for 5.5 hours/day beginning 08/04/2014 – 08/07/2014; Step 1, \$13.88/hour.
8. Thomas Dickerson, 7<sup>th</sup> Grade Football Coach at the Middle School beginning 08/25/2014 – 10/15/2014; \$12.00/hour.
9. Lexi Dotterweich, SpecEd Education Assistant-PCA (Sign Fluent) for 6.75 hours/day at Sibley Elementary beginning 08/25/2014 – 06/05/2015; SpecEd, Step 2, \$14.25/hour.
10. Hermes Lanza, Special Education EA-PCA with Headstart for 7 hours/week beginning 08/25/2014; SpecEd Step 1, \$13.73/hour.
11. Brittany Laue, SpecEd Education Assistant-PCA for 3.85 hours/day (4 days), and 4.25 hours/day (1 day) Longfellow beginning 08/25/2014 – 06/05/2015; SpecEd, Step 1, \$13.73/hour.
12. Erin Maher, SpecEd Educational Assistant-PCA for 6.5 hours/day at the Middle School beginning 09/02/2014; SpecEd, Step 1, \$13.73/hour.
13. Jed McGuire, Weight Room Assistant (Fall Season) at the High School beginning 09/02/2014 – 11/14/2014; Level K, Step 1.
14. Jeff Wendt, 6<sup>th</sup> Grade Boys Soccer Coach at the Middle School beginning 09/02/2014 – 10/15/2014; Level J, Step 2.
15. Abraham Zamora, SpecEd Education Assistant-PCA for 6.5 hours/day at the High School beginning 08/25/2014; SpecEd, Step 3, \$14.58/hour.
16. Event Workers – Activities: Doug Antoine, Patrick Bougie, Mark Ensrud, Mark Etzell, Kent Pederson, Larry Sanftner, Lucas Skrove, Cheryl Strike and Donna VanderHoof.

- b. Increase/Decrease/Change in Assignment

1. Shari Bridley, Special Education EA-PCA at the High School for 6.75 hours/day, change to EA-PCA at Longfellow for 6.15 hours/day beginning 08/25/2014.

2. Joe Jorgensen, 7<sup>th</sup> Grade Football Coach at the Middle School, change to 8<sup>th</sup> Grade Football Coach (hourly) at the Middle School beginning 08/18/2014.
3. Rhonda Stanley, Educational Assistant (Class I, II, III) for 6.0 hours/day at Greenvale Park, change to General Ed EA for 6.0 hours/day at Greenvale Park beginning 08/25/2014.
4. Shannon Flegel, .8 FTE Occupational Therapy at Longfellow/Greenvale Park, change to 1.0 FTE Occupational Therapy at Longfellow/Greenvale Park beginning 08/25/2014.
5. Lisa Kruger Robb, .6 FTE ESL Teacher at the High School, change to .8 FTE ESL Teacher at the High School beginning 08/25/2014 – 06/05/2015 (2014-15 school year).
6. Stephanie Mahal, .8 FTE Occupational Therapy at Sibley/Middle School, change to 1.0 FTE Occupational Therapy at Sibley, Middle School, High School and Bridgewater beginning 08/25/2014.

c. Leave of Absence

1. Lisa Hovden, Family/Medical Leave of Absence beginning on or about 12/7/2014 and continuing for 40 work days.

d. Resignations

1. Amy Atkinson, Education Assistant at Greenvale Park, resignation effective 8/25/2014.
2. Melanie Cork, Kid Ventures Site Assistant, resignation effective 8/28/2014.
3. Kathryn Stordahl, Special Education EA-PCA at Longfellow, resignation effective 08/11/2014.
4. Dawn Swanson, KidVentures Site Assistant at Sibley Elementary, resignation effective 09/05/2014. Dawn will continue in the substitute capacity for KidVentures.

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

VIII. Items for Information

1. Workshop Schedule – A reminder.

The schedule for the staff pre-school workshops being held August 25, 26, 27 and 28 was provided to the Board as information. Superintendent Richardson highlighted several activities.

IX. Future Meetings

Monday, September 8, 2014, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center  
Monday, September 22, 2014, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center

X. On a motion by Stratmoen, seconded by Fossum, the Board adjourned at 9:45 PM.

Noel Stratmoen  
School Board Clerk