

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

School Board Minutes
August 10, 2015
Northfield High School Media Center

- I. Call to Order.
Board Chair Julie Pritchard 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 public comment.
- IV. Approval of Minutes
On a motion by Quinnell, seconded by Maple, minutes of the Regular School Board meeting held on July 13, 2015 were unanimously approved.
- V. Announcements and Recognitions
 - Forty-eight incoming seventh grade students had a successful trip to Eagle Bluff July 27-29. While at Eagle Bluff, the Northfield students won two awards: The Eagle Bluff Environmental Learning Center Eagle Eye Award for excellence in conserving our natural resources and the Golden Clean Plate Award for minimizing food waste to 1 pound 10 ounces while in residence at Eagle Bluff. Community Services thanks the following district staff and parent chaperones for assisting with the trip. Northfield School district staff included Tony Seidl, Rhea Mehrkens and Kimbra Dimick. Parent chaperones included Kari Gilomen, Mark Snyker and John Blundred.
 - Two new administrators were introduced: Jim Kulseth, Director of Buildings and Grounds, and Michael O'Keefe, Northfield Middle School Assistant Principal.
- VI. Items for Discussion and / or Reports
 1. Long Term Facilities Maintenance Revenue and Ten-Year Plan.
Director of Administrative Services Matt Hillmann highlighted procedures associated with the new Long Term Facilities Maintenance Revenue legislation (sometime referred to as the Alternative Facilities Levy or Revenue). Long Term Facilities Maintenance Revenue essentially replaces and expands funding for projects previously paid for with Deferred Maintenance and Health and Safety revenue. Part of the procedures include submitting a draft ten year long-term facilities plan to the Department of Education by August 15th that details estimated eligible expenditures by UFARS finance codes. The approval of the final plan for submission to the Minnesota Department of Education will be sought at the August 24th board meeting.
 2. Northfield Public Schools Charter School Authorizer Renewal Update.
Superintendent Richardson began his presentation by providing historical background information on charter schools followed by what has been completed so far in the district's authorizer renewal process, what is left to be done, and what will happen after the renewal application has been submitted.
 3. Southeast Minnesota Special Education Cooperative (SEMSEC) Update.
Superintendent Richardson provided a detailed overview of the current status of SEMSEC: what has been completed, what has currently stopped progress and what happens if two districts refuse to move forward with the Coop.

At the conclusion of the discussion, on a motion by Iverson, seconded by Colangelo, the Board unanimously approved adding an Item for Individual Action to the agenda to provide administration with authority to move forward with securing a location for SEMSEC if all five school districts make a commitment to continue.

VII. Superintendent's Report

A. Items for Individual Action

1. Southeast MN Special Education Cooperative.

On a motion by Iverson, seconded by Quinnell, the Board unanimously authorized non-refundable earnest money in the amount of \$40,000 to secure the Letter of Intent for the SEMSEC site contingent on a commitment to move forward with SEMSEC by the other four districts.

B. Items for Consent Grouping

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

1. Financial Reports – June 2015.

The Board approved paid bills totaling \$1,738,408.97, payroll checks totaling \$5,588,461.78 and the financial reports for June 2015. There were no bond payments made in June 2015.

2. Northfield Swim Club Agreement.

The School Board approved the agreement with the Northfield Swim Club. This Agreement is for the time period September 1, 2015 to August 31, 2016. Changes include: (1) removal of the 10% cost reduction on the energy fee; and (2) clarification of the school district's weather closing impact on evening rental.

3. Personnel Items.

a. Appointments*

1. Jennifer Allison, 1.0 FTE Long-Term Substitute First Grade Teacher at BW beginning 08/26/2015 – 06/08/2015; BA, Step 3. **
2. Raquel Becker, Assistant Volleyball Coach (B) at the High School beginning 08/17/2015 – 11/14/2015; Level E, Step 1.
3. Kelly Hebzynski, 1.0 FTE Math Teacher at the Middle School beginning 08/26/2015; MA, Step 6. **
4. Dana Jans, Child Nutrition Associate I at the High School for 3 hours/day beginning 09/02/2015; \$15.52/hour.
5. Anne Klawiter, ESY Teacher at Sibley beginning 07/06/2015 – 07/30/2015; MA30, Step 6.
6. Andy Kornkven, Activities Event Worker beginning 08/10/2015.
7. Maggie Molter, Assistant Girls Soccer Coach at the High School beginning 08/17/2015 – 11/05/2015; Level F, Step 1.
8. Michael O'Keefe, Assistant Principal at the Middle School beginning 08/03/2015; Step 1, \$97,567.00/year.
9. Eric Pittman, Assistant Football Coach at the High School beginning 08/10/2015 – 11/14/2015; Level E, Step 1.
10. Jodie Rud, 1.0 FTE Long-Term Substitute Third Grade Teacher at Sibley beginning 08/26/2015 – 06/08/2016; BA, Step 0. **
11. Frank Spaeth, Assistant Girls Soccer Coach at the High School beginning 08/17/2015 – 11/05/2015; Level F, Step 3.
12. Correction: Bridget L. Timerson, 1.0 FTE Third Grade Teacher at GVP beginning 08/26/2015; BA, Step 3.**
13. Sarah Van Sickle, .4 FTE (Semester 1); .6 FTE (Semester 2) Business Teacher at the HS beginning 08/26/2015; MA, Step 2. **
14. Karin Bartlett, Child Nutrition Associate I at Sibley Elementary for 3 hours/day beginning 09/02/2015; \$15.52/hour.
15. Anne Campbell, 1.0 FTE Special Education Teacher (2/3 EBD) at the High School beginning 08/26/2015; BA, Step 0. **
16. Danielle Crase, 1.0 FTE Long-Term Substitute Special Education Resource Teacher at the High School beginning 08/26/2015 – 06/08/2015; BA, Step 0. **
17. Correction: Marcy Korynta, .6 FTE School Psychologist at the High School beginning 08/26/2015 – 06/08/2015; MA60, Step 10.**

18. Robert A. Sullivan, Assistant Football Coach at the High School beginning 08/10/2015 – 11/14/2015, Level E, Step 7 (25% of total salary – shared with Mike Allen).

b. Increase/Decrease/Change in Assignment

1. Lisa Battaglia, .6 FTE Special Education Resource Teacher/.4 Gen Ed Teacher at the HS, change to 1.0 MTSS Teacher at the HS beginning 08/31/2015.
2. Briana Bulfer 1.0 FTE Fourth Grade Teacher at GVP, change to 1.0 Second Grade Teacher at GVP beginning 08/31/2015.
3. Kimbra Dimick, 1.0 FTE Fifth Grade Teacher at GVP, change to 1.0 Fourth Grade Teacher at GVP beginning 08/31/2015.
4. Carrie Duba, 1.0 FTE School Psychologist at the High School; change to .4 FTE School Psychologist/.6 MTSS School Psychologist at the High School beginning 08/31/2015.
5. Michael Garlitz, Accelerate Northfield Volunteer Coordinator, add Temporary TS Summer PLUS Site Assistant for 5.5 hours/day (M-Th) \$11.67/hour; Club Leader for 1.75 hours/day as needed \$18.68/hour beginning 06/22/2015 – 08/06/2015.
6. Margaret Huber, Targeted Services Summer PLUS Teacher at GVP for 3 hours/day, add TS Summer PLUS Teacher at GVP for additional 1.75 hours/day (4.75 hours/day M-Th) beginning 06/23/2015 – 08/06/2015; Year 1, \$27.11/hour.
7. Lily Landry, 1.0 FTE Third Grade Companeros Teacher at GVP, change to 1.0 FTE First Grade Companeros Teacher at GVP beginning 08/31/2015.
8. Erik Lundstrom, CS Recreation Swim Aide, change to CS Recreation WSI/Lifeguard; \$10.00/hour.
9. Correction: Jacob Odell, Camp FRIENDS Staff at CS beginning 07/22/2015 – 08/20/2015; change from \$13.75/hour to \$13.73/hour.
10. Anna Rubin, Second Grade Teacher at Bridgewater, add TS Summer PLUS Teacher at GVP for up to 4.75 hours/day (M-Th) beginning 06/23/2015 – 08/06/2015; Year 1, \$27.11/hour.
11. Lindsay Schacht, PT Assistant Volleyball Coach, change to Assistant Volleyball Coach (9th) at the High School beginning 08/17/2015; Level E, Step 3.
12. Kathryn Schmidt, Community School Coordinator, add TS Summer PLUS Club Leader for 1.75 hours/day (M-Th) beginning 06/22/2015 – 08/06/2015; \$18.68/hour.
13. Micah Schultz, 1.0 Social Studies Teacher at the ALC, add TS Summer BLAST Teacher at the Middle School for 5 hours/day (M-Th) beginning 06/23/2015 – 08/06/2015; Year 1, \$27.11/hour.
14. Kaitlyn Sevilla, Targeted Services Summer BLAST Teacher at MS for 3 hours/day (M-Th); TS Club Leader Assistant for 2 hours/day (M-Th), change to TS BLAST Teacher for 5 hours/day (M-Th) beginning 06/23/2015 – 08/06/2015; Year 1, \$27.11/hour.
15. Justin Wagner, Assistant JV Volleyball Coach, change to PT Assistant Volleyball Coach (hourly) at the High School beginning 08/17/2015; \$12.00/hour.
16. Targeted Services Summer PLUS Program (M-Th) beginning 06/15/2015 – 08/06/2015:
 - a. Robert Garcia, TS Summer PLUS Teacher at Greenvale Park for 4.75 hours/day (M-Th); Reading Rockets Teacher (M-Th) as needed; Year 5, \$27.73/hour.
 - b. Gina Swenson, TS Summer PLUS Teacher at Greenvale Park for 4.75 hours/day (M-Th); Reading Rockets Teacher (M-Th) as needed; Year 2, \$27.11/hour.
17. Extended School Year (ESY) Bus EA-PCA beginning 07/06/2015 – 07/30/2015:
 - a. Shari Bridley, ESY SpecEd EA-PCA at Sibley for 3.5 hours/day (M-Th), add Bus EA-PCA at Sibley for .92 hours/day (7:50-8:45 am).
 - b. Shelly Kruger, ESY SpecEd EA-PCA at the HS for 3.5 hours/day (M-Th), add Bus EA-PCA at the High School for 1.75 hours/day (10:45-12:30 pm).
 - c. Jacqueline Meyer, ESY SpecEd EA-PCA at the HS for 3.5 hours/day (M-Th), add Bus EA-PCA at the High School for .92 hours/day (6:50-7:45 am).
 - d. Melissa Reuvers, ESY SpecEd EA-PCA at Sibley for 3.5 hours/day (M-Th), add Bus EA-PCA at Sibley for .92 hours/day (7:50-8:45 am) and for .75 hours/day (11:45-12:30 pm).
 - e. Jennifer Severson, ESY SpecEd EA-PCA at Sibley for 3.5 hours/day (M-Th), add Bus EA-PCA at Sibley for .92 hours/day (7:50-8:45 am)

18. Special Education Educational Assistants (SpecEd EA) changes beginning 09/01/2015:
 - a. Janet Amundson, EA-PCA at the Middle School for 6.5 hours/day, change to 6.75 hours/day.
 - b. Sheila Atkinson, EA-PCA at Bridgewater for 6.5 hours/day, change to 6.75 hours/day.
 - c. Kristin Basinger, EA-PCA at the Middle School for 6.5 hours/day, change to 6.75 hours/day.
 - d. Carol Beumer, EA-PCA at the High School for 6.5 hours/day, change to 6.75 hours/day.
 - e. Shari Bridley, EA-PCA at Longfellow for 6.15 hours/day, change to 7 hours/day.
 - f. Deb Budin, EA at the High School for 6.5 hours/day, change to 6.75 hours/day.
 - g. Teresa Findlay, EA at the Middle School for 6.5 hours/day, change to 6.75 hours/day.
 - h. Fran Garvey, EA-PCA at the High School for 6.5 hours/day, change to 6.75 hours/day.
 - i. Laura Goodwin, EA-PCA at the High School for 6.5 hours/day, change to 6.75 hours/day.
 - j. Tyler Hudson, EA-PCA at the Middle School for 6.5 hours/day, change to 6.75 hours/day.
 - k. Cindy Huschle, EA-PCA at the High School for 6.5 hours/day, change to 6.75 hours/day.
 - l. Brittney Laue, EA-PCA at Longfellow for 5.8 hours/day, change to 7 hours/day.
 - m. Yolanda Loken, EA-PCA at Longfellow for 6.15 hours/day, change to 5.7 hours/day.
 - n. Jackie Moon, EA-PCA at the Middle School for 6.5 hours/day, change to 6.75 hours/day.
 - o. Susan Nelson, EA-PCA at Sibley for 6.5 hours/day, change to EA at Bridgewater for 6.75 hours/day.
 - p. Laurie Noonan, EA at Bridgewater for 6.5 hours/day, change to 6.75 hours/day.
 - q. Karen Roback, EA-PCA at the High School for 6.5 hours/day, change to 6.75 hours/day.
 - r. Lindsay Schacht, EA-PCA at Bridgewater for 6.75 hours/day, change to EA at Longfellow for 5.6 hours/day.
 - s. Angie Timperly, SpecEd EA for 2.08 hours/day/EA-PCA for 2.67 hours/day (4.75 hours/day) at Bridgewater, change to SpecEd EA-PCA for 6.75 hours/day.
 - t. Michelle Warden, SpecEd EA 1.5 hours/day/GenEd EA 5 hours/day (6.5 hours/day) at Bridgewater, change to SpecEd EA-PCA for 6.75 hours/day.
 - u. Linda Wasner, EA-PCA at the High School for 6.5 hours/day, change to 6.75 hours/day.
 19. Mike Allen, Assistant 9th Grade Football Coach (hourly) at the High School, change to Assistant Football coach at the High School beginning 08/10/2015; Level E, Step 7. (75% of salary shared with Robert A. Sullivan)
 20. Len Kallsen, 9th Grade Football Coach (hourly) at the High School beginning 08/10/2015; \$12.00/hour.
 21. Geoff Staab, Assistant 9th Grade Football Coach (hourly) at the High School, change to 9th Grade Football Coach at the High School beginning 08/10/2015; Level F, Step 2.
- c. Leave of Absence.
1. Jim Murray, Family/Medical Leave of Absence beginning 08/10/2015 – 09/25/2015 with an expected return to work date of 09/28/2015.
 2. Alison Perry, Unpaid Leave of Absence beginning 09/16/2015 – 11/11/2015.
- d. Resignations.
1. Rachelle Balfé, declined .4 FTE FACS position at the high school.
 2. Tami Brings, EarlyVentures Site Leader at Longfellow, resignation effective 08/26/2015.
 3. Peter Maus, Head Varsity Baseball Coach at the High School, resignation effective 07/09/2015.
 4. Elizabeth McMenomy, ECFE Teacher/Parent Educator, resignation effective 06/30/2015.

5. Cori Oian, 9th Grade Volleyball Coach at the High School, resignation effective 03/16/2015.
 6. Ashley Tix (Mrozinski), Child Nutrition Manager at Greenvale Park, resignation effective 08/03/2015.
 7. Molly Peterson, Educational Assistant at the High School, resignation effective 08/31/2015.
 8. Tina Weierke, Office Specialist at the Middle School, resignation effective 07/31/2015.
 9. Mike Allen, 9th Grade Football Coach at the High School, resignation from 9th Grade Football coaching position effective 8/9/2015.
 10. Karla MacDougal, Early Ventures Site Assistant, resignation effective 08/26/2015.
 11. Geri Schlecht, Science Teacher at the ALC/High School, retirement effective 8/24/2015.
- e. Gameworkers / Officials / Coaches Hourly Pay.
The Board approved the hourly pay for Game workers / Officials / and Coaches as outlined in a memorandum from Activities Director Tom Graupmann to Director of Finance Val Mertensdorf dated July 14, 2015.
- f. Community Services Recreation Department Payroll Scale.
The School Board approved the revised Community Services Recreation payroll scale since minimum wage increased August 1.

* Conditional offers of employment are subject to successful completion of a criminal background check.
**Salary is subject to revision upon settlement of the 2015-17 NEA Master Agreement.

VIII. Items for Information

1. Policy 428 – District Sick Leave Allowance Bank – First Reading.

The proposed District Sick Leave Allowance Bank policy is intended to replace contract language identified in four different employee contracts. This proposed policy would allow all eligible district employees to participate in one District Sick Leave Allowance Bank regardless of their position or employee contract/agreement. The language in this proposed policy is virtually identical to the language currently in the District's Master Agreement with the Northfield Education Association (NEA) and could only be modified by mutual agreement with the NEA. The NEA has been an active partner in this process, encouraging the District to move to an approach inclusive of all district employees as part of a sick leave bank. All three other bargaining units that currently have sick leave bank language have indicated agreement as well. The Board will be asked to approve this policy at its August 24th Board meeting.

IX. Future Meetings

Monday, August 24, 2015, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
Monday, September 14, 2015, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center

X. On a motion by Stratmoen, seconded by Maple, the Board adjourned at 8:40 PM.

Noel Stratmoen
School Board Clerk