

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

School Board Minutes
January 11, 2016
Northfield High School Media Center

- I. Call to Order.
Board Chair Julie Pritchard called the Regular meeting of the Northfield Board of Education of Independent School District 659 to order at 7:08 PM. Present: Colangelo, Hardy, Iverson, Maple, Pritchard, Quinnell and Stratmoen.
- II. Agenda Changes / Table File
The table file was added.
- III. Public Comment
Several students, parents and community members encouraged the Board to review the district's discipline policy and procedures and to consider discipline on a case-by-case basis. Others asked that the Board reconsider the district's zero tolerance policy and asked the Board to gather all the facts in order to make a well-informed decision.
- IV. Approval of Minutes
On a motion by Iverson, seconded by Quinnell, minutes of the Regular School Board meeting held on December 14, 2015, were unanimously approved.
- V. Announcements and Recognitions
 - Hardy announced that the Martin Luther King, Jr. Community Celebration is on Monday, January 18 at 7 PM at Emmaus Church. The speaker will be Sara Small, St. Olaf College. Susan Sanderson is the 2016 recipient of the Human Rights Award. The event is sponsored by the Human Rights Commission.
- VI. Items for Discussion and / or Reports
 1. Implementation of "Why We Play" Program Progress Report.
Director of Student Activities Tom Graupmann provided an update on the "Why We Play" program. The "Why We Play" program is a movement and it has taken our state by storm. In Northfield, the program is a work in progress. There will always be new students, new parents and new coaches. Board members expressed their desire to see the program move to all activities, not just athletics.
 2. Update on Cannon Valley Special Education Cooperative (CVSEC).
Superintendent Richardson provided the most current timeline of the preparations to open the new CVSEC cooperative in Northfield and Faribault beginning in the fall of 2016. The CVSEC Board will meet for the first time in late January to begin approving by-laws and policies, 5 year building leases, determining staffing needs and authorizing staff recruitment efforts. The Board asked that the CVSEC Board make periodic reports to the Northfield School Board.
 3. School Board Member's Employment.
The Board discussed Board Member Margaret Colangelo's possible employment as a substitute teacher in the Northfield School District in accordance with the stipulations stated in Minn. Stat. §123B.195. Colangelo clarified that her employment would be as a short call sub, which limits her substitute teaching to no longer than 15 consecutive days. The Board discussed the concept of a board member being an employee and their concern about conflict of interest. The Board decided to delay action until the Board's January 25, 2016 Board meeting. (Note: On January 13, 2016, Ms. Colangelo sent an email message to School Board members and Superintendent Richardson stating that she is withdrawing her request to sub in the Northfield Public Schools. Her request will be honored and no action will be taken at the Board's January 25, 2016 meeting.)
- VII. Superintendent's Report
 - A. Items for Individual Action
 1. Site Improvement Plans.

Iverson commended staff on their ambitious plans and fantastic strategies. She appreciated the hard work that went into the preparation of the plans.

On a motion by Iverson, seconded by Maple, the Board unanimously approved the seven site improvement plans submitted by building or program staffs for the 2015-16 school year.

2. Board Member Resignation.

Board members offered their personal thanks to Anne Maple for her exemplary service on the School Board since 2008. Then, on a motion by Stratmoen, seconded by Iverson, the Board regrettably unanimously accepted the resignation of Anne Maple from the Northfield Board of Education effective January 12, 2016.

3. Process for Filling the Vacancy on the School Board when there is Less than One Year Left in the Term.

Superintendent Richardson reviewed the statutory requirements for filling a vacancy on the School Board when there is less than one year left in the term.

Board Chair Julie Pritchard then presented her recommended process for filling the vacancy on the Northfield Board of Education created by Anne Maple's resignation. Pritchard recommended an open application process. Interested individuals will complete an application with three basic questions: why do you want to serve on the School Board; what is your experience relative to the Northfield School District; and what is your experience working within a group or board-type setting.

Timeline:

- January 12, 2016: Vacancy, process for filling the vacancy and application posted on the District's website. Local media alerted.
- February 1, 2016: Applications due.
- February 2-8, 2016: A subcommittee of three School Board members will review the applications and make a recommendation to the full Board at its February 8, 2016 meeting. Board Chair Pritchard asked that Board members interested in serving on the subcommittee contact her.
- February 8, 2016: Prior to the February 8, 2016, Regular School Board meeting, a public hearing will be held to hear public testimony from persons residing in the Northfield School District relating to the qualifications of prospective appointees to fill the School Board vacancy.
- February 8, 2016: At the Regular School Board meeting, the Board will appoint a person to serve out the remainder of Anne Maple's term, February 8, 2016 – December 31, 2016.

On a motion by Colangelo, seconded by Hardy the Board unanimously approved the process for filling the vacancy on the Northfield Board of Education as presented.

B. Items for Consent Grouping

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

1. Grant Application to the MN State High School League (MSHSL) Foundation.

The Board approved a \$5,000.00 grant request to the MSHSL Foundation to be used as core funding for the RALIE and Life of an Athlete (LOA) programs.

2. Financial Reports – November 2015.

The Board approved paid bills totaling \$1,060,412.48, payroll checks totaling \$2,680,304.76 and the financial reports for November 2015. No bond payments were made in November 2015.

3. Personnel Items.

a. Appointments.*

1. Mary Bleckwehl, Long-Term Substitute First Grade Teacher at Bridgewater beginning on or about 02/01/2016 – 04/01/2016; MA60, Step 6.

2. Zaret Calderon, Community School Evening Site Assistant at Greenvale Park for 3.5 hours/day (T, Th) beginning 01/12/2016 – 06/08/2016; Step 1, \$12.19/hour.
 3. Justina David, Special Education Educational Assistant (SpecEd EA-PCA) at the High School for 6.75 hours/day beginning 01/04/2016 – 06/08/2016; Step 3, \$14.86/hour.
 4. Rachel Engrem, Special Education Educational Assistant (SpecEd EA-PCA) at Bridgewater for 6.75 hours/day beginning 01/12/2016 – 06/08/2016; Step 2, \$14.51/hour.
 5. Thomas Gallagher, CS Recreation Staff (Aquatics Instructor \$9.00/hour; Aquatics Supervisor \$10.00/hour, Lifeguard \$9.50/hour) beginning 01/05/2016 – 05/31/2016.
 6. Michelle Morales, Long-Term Substitute EL Teacher at the Middle School beginning 01/04/2016 – 01/13/2016; MA+15, Step 8.
 7. Michelle Morales, Long-Term Substitute First Grade Companeros Teacher at Bridgewater beginning 01/14/2016 – 03/28/2016; MA+15, Step 8.
 8. Mark Welinski, Community Services Recreation (Elementary Tennis) beginning 01/05/2016 – 05/31/2016; \$10.25/hour.
 9. Christof Zweifel, Community Services Recreation (Tennis Supervisor) beginning 01/05/2016 – 05/31/2016; \$10.00/hour.
 10. District Activities – Event Workers:
 - Rachel Cruz, beginning 01/05/2016.
 - Matthew Damhof, beginning 01/04/2016.
 - Anya Fairchild, beginning 01/04/2016.
 - Daniel Pawelk, beginning 01/06/2016.
 - Erik Sorensen, beginning 01/06/2016
 - John Watkins, beginning 01/04/2016.
 11. Christina Schwietz, PLUS Club Leader at Greenvale Park Elementary for up to 4 hours/week beginning 01/14/2016 – 05/18/2016; \$19.50/hour.
- b. Increase/Decrease/Change in Assignment.
1. Lynette Galchutt, Hand in Hand Preschool Teacher at Longfellow for 26 hours/week, increase to 32 hours/week beginning 09/01/2015.
 2. Kelly Hebzynski, Math Teacher at the Middle School, add Assistant Speech Coach at the Middle School beginning 12/15/2015; Level L, Step 1.
 3. Mara Hessian, GenEd EA-Supv. at Bridgewater for 6.5 hours/day through 10/31/2015, extended through 12/04/2015. Change to SpecEd EA-PCA for 3.17 hours/day/GenEd EA-Supv for 3.33 hours/day (6.5 hours/day) beginning 12/08/2015 – 12/16/2015; SpecEd EA-PCA Step 1 \$13.98/hour; GenEd EA-Supv. Step 1 \$13.46/hour.
 4. Mara Hessian, SpecEdEA-PCA/GenEd EA (6.5 hours/day) at Bridgewater; change to SpecEd EA-PCA for 6.75 hours/day at Bridgewater beginning 12/21/2015 – 06/08/2016; SpecEd EA-PCA, Step 1, \$13.98/hour.
 5. Kathy Lansing, General Education Educational Assistant at Longfellow, change to General Education Educational Assistant at Longfellow/NCRC for up to 8 hours/week beginning 12/15/2015.
 6. Darrell Sawyer, Social Studies Teacher at the Middle School, add Assistant Girls Softball Coach (9th Grade) at the High School beginning 03/14/2016 – 06/10/2016; Level F, Step 6.
 7. Jennifer Severson, SpecEd EA-PCA (5.55 hours/day), Bus EA-PCA AM (1 hour/day), Bus EA-PCA PM (1.45 hours/day) beginning 11/09/2015 – 12/18/2015 (8.0 hours/day); change to SpecEd EA-PCA for 5.5 hours/day at Bridgewater, Bus EA-PCA at MSAB for 2 hours/day (7.5 hours/day total); SpecEd EA-PCA Step 2 \$14.51/hour. Bus EA for 2 hours/day will end 06/08/2016 and Jennifer is eligible to return to 6.75 hours/day for the 2016-17 school year.
 8. Pilar Sullivan, ECFE General Education Educational Assistant at LF/NCRC (up to 30 hours/week); change to SpecEd EA-PCA for 5.6 hours/day (28 hours/week) at Longfellow beginning 01/04/2016; SpecEd EA-PCA Step 2, \$14.51/hour.
 9. Trent Swartwoudt, Community Services Lifeguard, add General Recreation Staff beginning 01/04/2016 – 05/31/2016; \$9.00/hour.
 10. Cindy Keogh, KidVentures Site Assistant at Bridgewater (23.5 hours/week); GenEd EA-Supv. at BW (10 hours/week); add CS Recreation Supervision up to 4 hours/week beginning 01/10/2016 – 05/31/2016; \$14.75/hour.

11. Jed McGuire, Assistant Boys Baseball Coach (Hourly), change to Assistant Boys Baseball Coach (9th Grade) at the High School beginning 03/21/2016 – 06/17/2016; Level F, Step 2.
12. Diane Torbenson, RTI Coach at GVP, add Targeted Services PLUS Teacher at GVP for 1.25 hours/day (M-Th) beginning 01/11/2016 – 05/18/2016; Year 3, \$27.11/hour.

c. Leave of Absence.

1. Sarah Duchene, Family/Medical Leave of Absence beginning on or about 04/04/2016 continuing through 06/02/2016 with a return to work date on 06/03/2016.
2. Donna Hall, Family/Medical Leave of Absence beginning 01/20/2016 – 02/24/2016.
3. Cindy Samuelson, Family/Medical Leave of Absence beginning 01/04/2016 for up to 52.50 work days on an intermittent basis.

d. Resignation.

1. Kimbra Dimick, Assistant Boys Golf Coach, resignation effective 01/07/2016.

e. School Board Member's Employment.

This item was moved to Item #3 under Items for Discussion and / or Reports.

4. Student Activity Account – Softball Team.

The Board approved designating up to \$1000 (includes salary and any benefits) from the Softball Team's student activity account to pay for an additional coach. The rate of pay will be \$14 per hour. The Softball Team fundraised so that this coach could be secured.

This would be for the 2015-2016 school year only.

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

VIII. Items for Information

1. Hwy 246 Update.

Superintendent Richardson provided an update on an information request from the Minnesota Department of Transportation and a discussion between City and School District representatives concerning the Division Street School Zone and crossing project. While decisions have not been finalized, the discussion provides greater clarity to a number of issues, such as speed limits, proposed crossings and crossing guards, and future busing for walking area students that need to be addressed as this project moves forward.

2. Enrollment Report – January 2016.

3. Closed Negotiation Strategy Session to follow January 25, 2016 Board meeting.

4. Educational Assistant Recognition Week – January 11-15, 2016.

This week has been designated as Educational Assistant Recognition Week. Educational Assistants provide services in multiple settings within schools, including support for instruction and individual students, student activities, and numerous tasks that contribute to educational success. The support and services provided by educational assistants are integral to improving student achievement and increasing the effectiveness of Minnesota schools. Buildings are recognizing the contributions of educational assistants this week.

5. Special School Board Meeting, Thursday, January 14, 2016, 7:00 PM, High School Media Center to consider and take action on the administrative recommendation to expel a student.

IX. Future Meetings

Monday, January 25, 2016, 7 PM, Regular School Board Meeting, Northfield High School Media Center
Monday, February 8, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center

X. On a motion by Quinnell, seconded by Maple, the Board adjourned at 9:50 PM.

Noel Stratmoen
School Board Clerk