

# NORTHFIELD PUBLIC SCHOOLS

## School Board Minutes

School Board Minutes  
January 25, 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 7:04 PM. Present: Colangelo, Hardy, Iverson, Pritchard, Quinnell and Stratmoen.
  
- 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 Colangelo, minutes of the Organizational and Regular School Board meetings held on January 11, 2016, and the minutes of the Special School Board meeting held on January 14, 2016, were unanimously approved.
  
- V. Announcements and Recognitions
  - Emmaus Church in Northfield made an \$800 donation to the Greenvale Park Community School. The donation will be used towards community meals and other ways to provide food or snacks at programming.
  - At the Community Celebration of Dr. Martin Luther King, Susan Sanderson, our middle school TORCH Coordinator, was presented with the 2016 Northfield Human Rights award for her "personal and professional dedication to being a passionate advocate and champion for youth in the community".
  - Three students from Northfield Middle School and two students from Northfield High School have been invited to participate in the 2016 Minnesota String and Orchestra Teacher's Association (MNSOTA) Middle Level Honors Orchestra. Of the entries made by Northfield Public Schools, Kit Geissler (bass), Mikhail Geissler (violin), Linnea Larson (violin), Annika Richardson (violin) & Makayla Thomas (cello) were chosen. The MNSOTA Middle Level Honors Orchestra will perform on Saturday, February 13 at 11:00 a.m. in the Minneapolis Convention Center.
  - District Grounds Coordinator Tracy Closson was elected Vice President of the MN Park and Sports Turf Managers Assn.
  - Northfield Middle School hosted its 32nd annual spelling bee competition on January 21. Congratulations to Third place winner - Ava Becken, grade 6; Second Place winner - Christopher Frago, grade 8, and NMS Champion Piper Mohring, grade 7. All three of these students will be advancing to the Regional Spelling Bee on February 9. Amy Sieve is the Spelling Bee Advisor.
  - Congratulations to the Middle School's Math League team that earned 1st Place in the Wasiojo North Division! Four students placed in the top ten: Arlie Lee came in 8th place, Aydn Math & Owen Riley tied for 2nd place, and Jack Rizzo placed 1st over-all in the division! Math League's advisor is Anne Jarvis.
  - Our Music Listening team is advancing to State. Team #1 (advancing to state on Feb. 5, 2016) seniors Noah Klein, Cecilia Kryzda, and Oliver Hunter received 92/100-second highest score in the state! Only one team from each school participating may advance to state, so even though Northfield teams finished 2nd, 3rd, and 4th at the Regional Competition, they cannot advance to state. Team #2 - seniors Alison Langston, Sebastian Lawler, and junior Sean Meagher. Team #3 - juniors Rose Mibus, Chloe Schweitz and Libby Barth. Team #4 - juniors Mica Johnson, Alaina Falck, and sophomore Elisabeth Peterson.
    - \* After winning Gold Key awards through the 2016 Minnesota Scholastic Art Awards (MSAA) competition, work by Ben Wang, Lauren Wieber, Katie Brust and Noah Schomburg will now be entered into the national competition. If their work is selected, it will be on display for everyone in New York City to see. A total of eight Northfield High School students won awards for their pieces of artwork in the state competition. NHS art teachers Katherine Norrie and Karna Hauck selected work from 11 students. Of those 11, eight received at least one of the three available awards. NHS students received five Gold Keys, one Silver Key and five Honorable Mentions.

- On January 8, 60 NHS DECA students competed at the district competition in St. Paul. Of these students, 24 qualified for the DECA State competition in March. Many took first, second, or third in their events.
- Stratmoen thanked the Board for their hard work on a difficult issue during his absence January 13-21.
- Sympathy was extended to the family and friends of Kathryn Lean, a Special Education Teacher in the District for twenty-one years, who passed away January 22.

VI. Items for Discussion and / or Reports

1. Prairie Creek Community School and Arcadia Charter School Annual Report.

Simon Tyler, Director of Prairie Creek Community School, and Patrick Exner, Director of Arcadia, made a joint presentation of the programs being provided in their two charter schools. Simon presented a review of Prairie Creek's thirteenth year of operation as a charter school under the sponsorship of the Northfield Public Schools, and an overview of this year's initiatives. Fourth/Fifth grade teacher, Michelle Martin, spoke about the "progressive" curriculum unit, *The Game of Village*, that will be in progress May 2 – June 7. Prairie Creek has 9 classrooms serving 181 students in grades K-5. Patrick reviewed Arcadia's program and presented their 2014-2015 Annual Report. Teacher Tammy Prichard highlighted Arcadia's May term and the variety of learning experiences available to students. Arcadia's presentation concluded with a video written, directed and photographed by students. Arcadia is in its twelfth year of operation and serves 126 students in grades 6-12. These reviews and written reports fulfill state requirements for annual reporting as well as our District's request that each charter school authorized by the Northfield Public Schools present an annual report to the School Board.

2. Financial Forecast and 2016-17 General Fund Budget Plan

Director of Finance Val Mertesdorf presented the financial forecast and preliminary budget plan parameters and timeline for the 2016-17 school year. The financial forecast is based on information the District already knows along with a set of assumptions for the next several years, such as enrollment and the amount of state aid provided by the legislature. The financial projections show revenue to increase by 2.4% and expenditures to increase by 4.8%. The District plans to use a portion of the unassigned fund balance to cover this deficit. The last few years the District has been building the fund balance to protect the District's programs from continued unpredictable state funding. The District's stewardship allows deficit spending for two years, providing adequate time to consider and enact budget adjustments. The forecast is really a tool for awareness and information sharing to guide the decision-making process.

3. Process for Reviewing School District Discipline Policies and Procedures.

Superintendent Richardson presented a proposed process for establishing clarity for the administration concerning the Board's expectations for implementing School Board discipline policies and procedures detailed in the Student Citizenship Handbook. The initial step in this proposed process would be a School Board work session with district and building administrators to review current discipline policies and the Student Citizenship Handbook and discuss School Board desired changes in how discipline offenses will be handled. The work session discussion will be used by administrators to draft modifications to discipline policies and procedures and the Student Citizenship Handbook that will be presented to the School Board at a subsequent School Board meeting. (The date of the School Board work session is Monday, February 1.)

VII. Superintendent's Report

A. Items for Individual Action

There were no items for individual action.

B. Items for Consent Grouping

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

1. Grant Application to the Statewide Health Improvement Program (SHIP).

The Board approved a \$2,999 grant request from Community Services and the Greenvale Park Community School to the Statewide Health Improvement Program (SHIP) to purchase an additional cooler for food storage for healthy snacks for the after school and evening participants, as well as purchase additional signage to help families understand the Carleton College Food Recovery Network and the food that is available.

2. Gift Agreement.  
Sibley PTO has donated \$7000 (Walk-A-Thon funds) to be used at Sibley for leveled books and book sets (\$6000) and iPad apps (\$1000).
3. Designation of MN State High School League's (MSHSL) Member School's Representative.  
The MSHSL Constitution requires that "...each member school shall designate two representatives who are authorized to vote for the member school..." "One of the designated representatives shall be a member of the school's governing board and the other shall be an administrator or full-time faculty member of the member school." The Board approved Activities Director Tom Graupmann as the Designated School Representative and Board member Jeff Quinnell as the Designated School Board Representative.
4. Personnel Items.
  - a. Appointments.\*
    1. Amber Brezina, Targeted Services PLUS Club Leader at GVP for up to 4 hours/week (M-Th) beginning 01/19/2016 – 05/18/2016; \$19.50/hour.
    2. Marty F. Johnson, Assistant Middle School Boys Tennis Coach at the Middle School beginning 03/29/2016 – 05/28/2016; Level I, Step 1.
    3. Anthony Seidl, Community Services Eagle Bluff Coordinator at CS beginning 02/01/2016 – 09/01/2016; \$1500 Stipend.
    4. Cheyenne Thomas-McCarty, Child Nutrition Student Associate at Longfellow/ALC for 1 hour/day beginning 02/02/2016; \$9.00/hour.
    5. Deborah Wagner, GenEd EA-Media Center at the Middle School for 2 hours/day beginning 01/25/2016 - 06/08/2016; Step 3, \$14.31/hour.
    6. Community Services Recreation Staff:
      - a) Vanessa Dimick, Basketball staff beginning 01/23/2016 – 05/31/2016; \$9.25/hour.
      - b) Anya Stromme, Basketball staff beginning 01/23/2016 – 05/31/2016; \$9.25/hour.
      - c) Ella Stromme, Basketball supervisor beginning 01/23/2016 – 05/31/2016; \$10.00/hour.
      - d) Ted Deitz: Basketball Supervisor - \$10.25/hour - beginning 02/06/2016 – 05/31/2016.
      - e) Jorgen Salverson: Basketball Staff - \$9.25/hour - beginning 02/06/2016 – 05/31/2016.
    7. Amber Helgemo, Middle School Youth Center (MSYC) Site Assistant at the Middle School for 2.5 hours/day (M-Th) beginning 01/26/2016 – 05/26/2016; Step 1, \$12.19/hour.
  - b. Increase/Decrease/Change in Assignment.
    1. Ruben Alvarez, 1.0 FTE EL Teacher at the Middle School, change to .9 FTE EL/.1 FTE Spanish Teacher at the Middle School beginning 09/01/2015 – 06/08/2016.
    2. Robert Garcia, 1.0 FTE 4<sup>th</sup> Grade Teacher at GVP, add Assistant Boys Baseball Coach (hourly) at the High School beginning 03/21/2016 – 06/17/2016; \$18.00/hour.
    3. Michael Humann, Evening Custodian at the High School, change to Evening Custodian at the Middle School beginning 02/15/2016.
    4. Kathy Wiertsema Miller, 1.0 FTE High School Guidance Counselor at the High School, add Language Arts Teacher at the High School to teach one class/day beginning 02/02/2016 – 06/08/2016 (overload).
    5. Pilar Sullivan, Special Education Educational Assistant-PCA (SpecEd EA-PCA) at Longfellow for 28 hours/week, change to SpecEd EA-PCA at Longfellow for 31.5 hours/week (6.3 hours/day) beginning 01/04/2016; Step 2, \$14.51/hour.
  - c. Resignations / Retirement.
    1. Jessica Rose, Child Nutrition Student Associate at Longfellow, resignation effective 01/22/2016. Jessica will continue to work as a Substitute Student Child Nutrition Associate.
    2. Katrina Warner, EarlyVentures Teacher at Longfellow, resignation effective 01/29/2016. Katrina will continue as a substitute with the EarlyVentures program.

3. Flavia Berg, Early Childhood Teacher, retirement effective 11/25/2015.

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

VIII. Items for Information

1. School Board Committee Appointments.

The list of School Board Committee appointments for 2016 was given to the Board.

2. School Board Policy 808 – Key Access Control.

The proposed Policy 808 will govern the issuance, surrender and replacement of both metal keys and identification badges, which function as electronic keys. It also directs administrators to create procedures to accompany the policy. The Board will take action on this policy at its February 8, 2016 meeting.

3. Time of Public Hearing on Monday, February 8, 2016 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.

The Public Hearing will begin at 6:30 PM on Monday, February 8, 2016 in the High School Media Center.

4. Subcommittee of School Board to review applications to fill the School Board vacancy.

Board members Margaret Colangelo, Jeff Quinnell, and Board Chair Julie Pritchard will serve on the subcommittee to review the applications to fill the School Board vacancy. The subcommittee will meet on Thursday, February 4 at 10 AM in the District Office Conference Room.

IX. Future Meetings

Monday, February 8, 2016, 6:30 PM, Public Hearing, Northfield High School Media Center

Monday, February 8, 2016, following the public hearing, Regular School Board Meeting, Northfield High School Media Center

Monday, February 22, 2016, 7:00 PM Regular School Board Meeting, Northfield High School Media Center

X. On a motion by Stratmoen, seconded by Iverson, the Board adjourned at 9:23 PM to a closed negotiation strategy session in the District Office Conference Room.

Noel Stratmoen  
School Board Clerk