

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

School Board Minutes
April 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 7:00 PM. Present: Bogott, Colangelo, Hardy, Iverson, Pritchard, Quinnell and Stratmoen.
- II. Agenda Changes / Table File
The table file was added.
- III. Public Comment
There was none.
- IV. Approval of Minutes
On a motion by Quinnell, seconded by Bogott, minutes of the Regular School Board meeting held on April 11, 2016, were unanimously approved.
- V. Announcements and Recognitions
 - Sibley Elementary School's student council, under the direction of Becki Haar and Nancy Fox, raised almost \$3,000 for the Ronald McDonald House. \$700 came from the Northfield VFW and Auxiliary. The goal was to purchase 50 pillows for the Minneapolis house. The company, "My Pillow" heard about the fundraiser and offered their pillows at a discounted price. It now appears that Sibley will be able to send pillows to three Ronald McDonald Houses in the Twin Cities and possibly one in Rochester.
 - Board Chair Pritchard thanked Ellis Lysne for his 14 years of service as the man behind the camera taping School Board meetings. Ellis is retiring.
- VI. Items for Discussion and / or Reports
 1. Caseload/Workload for Special Education Teachers.
Director of Special Services Cheryl Hall shared the work done by staff and administrators in reviewing the current caseload/workload of special education staff. The report included potential modifications in teaching and clerical staff numbers and assignments to address identified needs as required by State Statute and School Board Policy 427. A recommendation will be brought to the Board on May 9.
 2. Secondary Music Staffing.
High School Principal Joel Leer and Middle School Principal Greg Gelineau shared information about adjustments in secondary music staffing that will provide a 1.0 FTE full time band, orchestra, and chorus teacher at both the Middle School and the High School beginning in the Fall of 2016. This does not result in any decrease or increase in total FTE in secondary music, but increases efficiency and optimizes scheduling by eliminating instructors traveling between two buildings.
 3. Board Discipline Policies and Student Citizenship Handbook – Recommended Changes.
School Principal Joel Leer shared the recommended changes to Board policies and the Student Citizenship Handbook that reflect discussions that occurred at Board work sessions in January and February. The recommended changes have been reviewed by the District administrative team, secondary level assistant principals, and secondary teaching staff. The Board provided Principal Leer with several additional modifications. When those changes have been made, the District Youth Council will be asked to review all of the documents for clarity.
 4. Potential Addition of Positive Attention and Learning Support.
Greenvale Park Principal Dave Craft and Middle School Assistant Principal Michael O'Keefe shared the concept of implementing direct support and intervention for regular education students in each elementary building who are in crisis or experiencing significant disruptive behavior. The proposed role of these staff members will also be to collaboratively support building staff and other students impacted

by these behaviors and provide training to staff and parents on approaches they can use to support more positive replacement behaviors. The Board asked the elementary principals to bring forward a specific proposal, including a job description and the financial impact, for their consideration.

5. Proposed 2016-2017 Non-Operating Fund Budgets.

The following proposed budgets for 2016-17 were presented by Val Mertesdorf, Director of Finance:

- Debt Service Fund accounts for the School District's outstanding bonded indebtedness for past building construction and major capital projects. Revenues represent property tax levies, state credits, and a minor amount of interest. Expenditures represent principal and interest payments on bonds previously sold.
- Fiduciary or Trust Fund is used to record revenues and expenditures for trust agreements where the school board has accepted responsibility to serve as trustee, as well as annual gifts and donations for student scholarships. The majority of activity within this fund is for student scholarships. Currently, Northfield High School awards approximately 85 scholarships from 50 donors. The District is the fiscal host for about 50% of the scholarships.

No action was required by the Board.

6. Proposed 2016-2017 Community Services Budget.

The proposed Community Services budget for 2016-17 was presented by Val Mertesdorf, Director of Finance. The FY 16 proposed preliminary budget was developed with input from each program coordinator. The Community Services Advisory Council approved the preliminary budget at its meeting on March 29, 2016, and recommends this budget to the School Board. The budget reflects revenues of \$2,461,248 and expenditures of \$2,428,655.

No action was required by the Board at this meeting.

VII. Superintendent's Report

A. Items for Individual Action

1. Reductions and/or Modifications in World Languages Classes.

On a motion by Iverson, seconded by Bogott, the Board unanimously approved discontinuing Chinese 1 during the 2016-2017 school year and allocating the 0.2 FTE assigned to the Chinese language program for one section of a combined Chinese 2/3 course.

On a motion by Iverson, seconded by Stratmoen, the Board unanimously approved dissolving the Spanish 6 curriculum and replacing it with AP Spanish Literature for the 2016-2017 school year.

2. Resolution Proposing to Place Tenured Licensed Staff on Unrequested Leave of Absence.

On a motion by Colangelo, seconded by Stratmoen, the Board unanimously adopted the Resolution related to the proposed placement of the following tenured teacher on unrequested leave of absence effective at the end of the 2015-2016 school year.

<u>Name</u>	<u>Position</u>	<u>FTE</u>
Lori Rossmiller	Spanish Teacher	0.2

This action was taken with the understanding that the following teacher will be offered a contract for the 2016-17 school year.

Lori Rossmiller	Spanish Teacher	0.8
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Voting 'yes' was Bogott, Hardy, Iverson, Colangelo, Quinnell, Stratmoen and Pritchard. No one voted 'no.'

3. Contract Between Northfield Public Schools and Prairie Creek Community School.

On a motion by Hardy, seconded by Iverson, the Board unanimously approved the five-year Contract Between Northfield Public Schools and Prairie Creek Community School. This new five-year contract will take effect July 1, 2016.

4. Revised School Board Policy 721 – Grant Writing.
On a motion by Iverson, seconded by Colangelo, the Board unanimously approved revised School Board Policy 721 – Grant Writing.

B. Items for Consent Grouping

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

1. Financial Reports – March 2016.
The Board approved paid bills totaling \$1,527,172.44, payroll checks totaling \$2,754,612.49 and the financial reports for March 2016. There were no bond payments made in March 2016.
2. Personnel Items.
 - a. Appointments.*
 1. Deirdre Andrlé, Special Education Educational Assistant-PCA (SpecEd EA-PCA) for 7 hours/day at the Cannon Valley Special Education Cooperative (Northfield site) beginning 08/29/2016; Step 1, \$13.98/hour. **
 2. Kelcey Aspelund, Special Education Educational Assistant-PCA (SpecEd EA-PCA) for 7 hours/day at the Cannon Valley Special Education Cooperative (Faribault site) beginning 08/29/2016; Step 3, \$14.86/hour. **
 3. Margaret Blakeman, CS Recreation Staff beginning 04/25/2016 – 05/31/2016 (Soccer Supervisor \$10.00/hour).
 4. Lauren Briscoe, Special Education Educational Assistant-PCA (SpecEd EA-PCA) for 7 hours/day at the Cannon Valley Special Education Cooperative (Faribault site) beginning 08/29/2016; Step 2, \$14.51/hour. **
 5. Corrine Carnevale, 1.0 FTE EBD Teacher at the Cannon Valley Special Education Cooperative (Faribault site) beginning 08/29/2016; BA+30, Step 0.
 6. Tricia R. Christopherson, .50 FTE Grade 2 Companeros Classroom Teacher at Sibley Elementary beginning 08/29/2016 – 06/06/2017; BA, Step 6.
 7. Nina deBoer, Special Education Educational Assistant-PCA (SpecEd EA-PCA) for 7 hours/day at the Cannon Valley Special Education Cooperative Sun Program (Northfield site) beginning 08/29/2016; Step 6, \$15.95/hour. **
 8. Cheryl Dueffert, 1.0 FTE Long-Term Substitute Second Grade Teacher at Greenvale Park Elementary beginning 08/29/2016 – 02/06/2017; MA30, Step 14.
 9. John Harris, Activities Event Worker beginning 04/25/2016.
 10. Arielle Hugel, Temporary Targeted Services Summer BLAST Site Assistant at the Middle School/Carleton College for up to 6 hours/day (M-Th) beginning 06/16/2016 – 08/04/2016; \$12.19/hour.
 11. Kristi Kortuem, 1.0 FTE Math Teacher at the High School beginning 08/29/2016; MA, Step 14.
 12. Joanna Lynch, Temporary Targeted Services Summer BLAST Site Assistant at the Middle School/Carleton College for up to 6 hours/day (M-Th) beginning 06/16/2016 – 08/04/2016; \$12.19/hour.
 13. Betsy McLaughlin, .5 FTE Long-Term Substitute Second Grade Teacher at Greenvale Park Elementary beginning 08/29/2016 – 06/06/2017; MA, Step 5.
 14. Sean Meagher, CS Recreation Staff beginning 03/29/2016 – 05/31/2016 (Lifeguard, \$9.50/hour; Swim Instructor \$9.00/hour).
 15. Claudia Perez, Temporary Targeted Services Summer PLUS Site Assistant at Bridgewater for up to 6 hours/day beginning 06/16/2016 – 08/04/2016; \$12.19/hour.
 16. Amy Randall, 1.0 FTE Speech Language Pathologist at Bridgewater/Districtwide beginning 08/29/2016; MA, Step 10.
 17. Kathleen Roth, Special Education Educational Assistant-PCA (SpecEd EA-PCA) for 6.5 hours/day at the Cannon Valley Special Education Cooperative STEP Program (Alexander Learning Academy-Faribault site) beginning 08/29/2016; Step 1, \$13.98/hour. **
 18. Jocelyn Scheiber, Special Education Educational Assistant-PCA (SpecEd EA-PCA) for 6.5 hours/day at the Cannon Valley Special Education Cooperative STEP Program (Faribault site) beginning 08/29/2016; Step 2, \$14.51/hour. **

19. Lauren Scherfenberg, Special Education Educational Assistant-PCA (SpecEd EA-PCA) for 7 hours/day at the Cannon Valley Special Education Cooperative (Faribault site) beginning 08/29/2016; Step 2, \$14.51/hour. **
 20. Neil Smith, 1.0 FTE EBD Teacher at the Cannon Valley Special Education Cooperative (Faribault site) beginning 08/29/2016; MA, Step 13.
 21. Katrina Warner, Temporary Targeted Services Summer PLUS Site Assistant at Bridgewater for up to 6 hours/day beginning 06/16/2016 – 08/04/2016; \$12.19/hour.
 22. Patrick Wigent, Temporary Targeted Services Summer BLAST Site Assistant at the Middle School/Carleton College for up to 6 hours/day (M-Th) beginning 06/16/2016 – 08/04/2016; \$12.19/hour.
 23. Community Services Summer 2016 Brochure Instructors – as provided by Community Services.
 24. Kayla Ballstadt, Temporary Child Nutrition Associate I for 3.75 hours/day at the Middle School beginning 04/27/2016 – 06/07/2016; \$15.52/hour.
 25. Mishia Edwards, Special Education Educational Assistant-PCA (SpecEd EA-PCA) for 7 hours/day at the CVSEC Sun Program (Northfield site) beginning 08/29/2016; Step 1, \$13.98/hour. **
 26. Branden McGarrity, Temporary Summer BLAST Site Assistant at the Middle School/Carleton College for up to 6 hours/day beginning 06/16/2016 – 08/04/2016; \$12.19/hour.
 27. Lillian Schneyer, Temporary Summer BLAST Site Assistant at the Middle School/Carleton College for up to 6 hours/day beginning 06/16/2016 – 08/04/2016; \$12.19/hour.
 28. Temporary Seasonal/Summer Maintenance Workers (Building & Grounds) for 8 hours/day beginning approximately 05/16/2016 – 08/31/2016:
 - a. Bjorn Bade, \$11.25/hour
 - b. Megan Christopherson, \$10.75/hour
 - c. Evan Johnson, \$10.00/hour
 - d. William Kaul, \$14.00/hour
 - e. Caymon Koch, \$10.25/hour
 - f. Adam Rodgers, \$10.25/hour
- b. Increase/Decrease/Change in Assignment.
1. Correction: Katrina Meehan, 1.0 FTE Science Teacher at the Middle School, change to 1.1 FTE Science Teacher at the Middle School beginning 09/21/2015 – 01/29/2016 (date change).
 2. Carrin Baker, CS Recreation Staff (Aquatics), change from \$9.00/\$9.50/hour to \$10.00/hour beginning 03/29/2016 – 05/31/2016.
 3. Sandra Bouillez, Child Nutrition Associate I for 3.75 hours/day at GVP, change to Child Nutrition Associate I for 3.75 hours/day at the High School beginning 04/25/2016.
 4. Justina David, SpecEd EA-PCA at the HS for 6.75 hours/day, change to SpecEd EA-PCA for 6.5 hours/day at the Cannon Valley Special Education Cooperative STEP Program (Faribault site) beginning 08/29/2016; Step 3, \$14.86/hour. **
 5. Stephanie Garcia, TS PLUS Student Site Assistant at GVP, add Temporary Targeted Services Summer PLUS Site Assistant for up to 6 hours/day (M-Th) at Bridgewater beginning 06/16/2016 – 08/04/2016; \$12.19/hour.
 6. Pamela Hanson, GenEd EA at the High School, add Targeted Services Summer BLAST Teacher at the Middle School for up to 2 hours/day beginning 06/16/2016 – 08/04/2016; Year 1, \$27.11/hour.
 7. Mitzi Holden, Child Nutrition Manager at GVP, add Temporary Summer Custodian at BW/District for 6.5 hours/day (M-Th) beginning 06/20/2016 – 08/04/2016; Step 1, \$15.22/hour
 8. Anna Kelly, Community Evening School Club Leader at GVP, change to Targeted Services Summer PLUS Club Leader/Site Assistant at Bridgewater for up to 2 hours/day (M-Th) beginning 06/16/2016 – 08/04/2016; Club Leader \$19.50/hour; Site Assistant Step 1, \$12.19/hour.

9. Tammy McDonough, Science Teacher at the Middle School, add Targeted Services BLAST Teacher at the Middle School beginning 04/15/2016 – 05/26/2016; Year 1, \$27.11/hour.
 10. Ellen Mucha, English/Language Arts Teacher at the High School, add Middle School Track Assistant Coach at the Middle School beginning 03/29/2016 – 05/27/2016; Level I, Step 3
 11. Kim Norton, GenEd EA at Bridgewater, change to Temporary Targeted Services Summer PLUS Site Assistant at Bridgewater for up to 6 hours/day (M-Th) beginning 06/16/2016 – 08/04/2016; \$12.19/hour.
 12. Jennifer Severson, SpecEd EA-PCA/Bus EA-PCA at Bridgewater for 7.5 hours/day, change to SpecEd EA-PCA for 6.5 hours/day at the Cannon Valley Special Education Cooperative STEP Program (Faribault site) beginning 08/29/2016; Step 3, \$14.86/hour. **
 13. Brigitte Tisdale, Title I Teacher at GVP, add Targeted Services Summer PLUS Teacher at BW/MS for up to 2 hours/day beginning 06/16/2016 – 08/04/2016; Year 3, \$27.11/hour.
 14. Ellen Trotman, 1.0 FTE EL Teacher at Greenvale Park, add Targeted Services PLUS Teacher at BW for up to 3 hours/day (M-Th) beginning 06/16/2016 – 08/04/2016; Year 1, \$27.11/hour.
 15. Sandra Wadle, Child Nutrition Associate I for 3 hours/day at GVP, increase to 3.75 hours/day at GVP beginning 04/25/2016.
 16. Nicholas Mertesdorf, Educational Assistant at the High School, add Summer Maintenance Worker for the District Building & Grounds for 8 hours/day beginning 06/20/2016 – 08/31/2016; \$10.00/hour.
 17. David Piper, Special Education Teacher at Northfield Middle School, add Summer Maintenance Worker for the District Building & Grounds for 8 hours/day beginning 06/13/2016 – 08/31/2016; \$13.75/hour.
 18. Eric Swan McDonald, .5 FTE Science Teacher at the ALC, change to .7 FTE Science Teacher at the ALC and .3 FTE Science Teacher at the High School (1.0 FTE) beginning 08/29/2016.
 19. Bridges to Kindergarten Support beginning 07/25/2016 – 08/20/2016 for up to 15 hours/week:
 - a) Kristen Cade, B2K Teacher at Bridgewater Elementary – Year 21, \$28.82/hour
 - b) Gretchen Heil, B2K Teacher at Sibley Elementary – Year 9, \$28.22/hour
 - c) Patricia Rogne, B2K Teacher at Sibley Elementary – Year 8, \$28.22/hour
 - d) Angie Schewe, B2K Teacher at Bridgewater Elementary – Year 5, \$27.73/hour
 - e) Lahna Tran, B2K Teacher at Bridgewater Elementary – Year 13, \$28.82/hour.
 - f) Ellen Trotman, B2K Teacher at Greenvale Park Elementary – Year 2, \$27.11/hour
 - g) Maren Wacholz, B2K Teacher & B2K Substitute at Greenvale Park Elementary – Year 1, \$27.11/hour
- c. Leave of Absence.
1. Ann Ackerman, Family/Medical Leave of Absence beginning 08/29/2016 – 11/18/2016, with a return to work date of 11/21/2016.
- d. Resignations.
1. Mary Jo Arndt, ECFE Parent Educator, resignation effective 07/29/2016.
 2. Sandra Fjelde, District Workstation Specialist, resignation effective 04/27/2016.
 3. Karen Lane, TS Summer PLUS Teacher, resignation effective 04/17/2016. (Karen will continue in her 2nd grade teaching position at Bridgewater.
 4. Lindsay Mehrhoff, Educational Assistant at Sibley, resignation effective 04/29/2016.
 5. Alison Perry, Educational Assistant at the Middle School, resignation effective 04/25/2016.
- e. Superintendent of Schools Contract
The Board unanimously approved the contract with Dr. Matthew J. Hillmann as Superintendent of Schools beginning July 1, 2016, as presented.

* Conditional offers of employment are subject to successful completion of a criminal background check and pre-work screening (if applicable)

**Hourly rate of pay is subject to change upon settlement of 2016-2018 EA employee agreement

VIII. Items for Information

1. Retirement Celebrations for Dr. Richardson.

Community and School District Staff:

Tuesday, May 31 – 5 to 8 PM; Program at 6 PM, Weitz Center (3rd St E)

School District Staff:

Wednesday, June 1 – 3:30 to 5 PM; Program at 4 PM, Northfield High School Upper Cafeteria

IX. Future Meetings

Monday, May 9, 2016, 7:00 PM Regular School Board Meeting, Northfield High School Media Center

Monday, May 23, 2016, 7:00 PM Regular School Board Meeting, Northfield High School Media Center

X. Adjournment

On a motion by Stratmoen, seconded by Quinnell, the Board adjourned at 10:00 PM.

Noel Stratmoen
School Board Clerk