

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

School Board Minutes
September 26, 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 p.m. Present: Bogott, 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 Bogott, seconded by Colangelo, minutes of the Regular School Board meeting held on September 12, 2016, were unanimously approved.
- V. Announcements and Recognitions
 - Congratulations to Middle School student Lupema Celis Castillo, who is one of the award recipients of a \$250-\$1000 scholarship in the Minnesota Hispanic Bar Association essay contest on the topic: Latinos in Minnesota. The following students also participated in the essay contest and are now invited to attend a meet and greet with Justice Sonia Sotomayor on October 18th. They are: Jennifer Boudreau, Citlali Valdez, Johann Rodriguez Vazquez, Angel Gomez, Litzy Conde Acosta, Anel Barojas Velazquez, Gabriel Gaspar Benitez and Esmeralda Lazaro.
- VI. Committee Reports.
Board members Hardy, Iverson and Pritchard presented their committee reports. Hardy: Human Rights Commission and District Youth Council; Iverson: Community Services Advisory Council; and Pritchard: Schools for Equity in Education. Board members will have an opportunity to present their Committee reports at the second Board meeting of each month.
- VII. Items for Discussion and / or Reports
 1. QComp Application.
Northfield Education Association Representative Ray Coudret shared the initial QComp plan. The report included the components of the application and timelines. Gina Swenson (First Grade teacher at Sibley), Kelly Hebzynski (Middle School Math teacher) and Kim Briske (Director of Technology Services) shared their personal experiences of working in previous school districts with the QComp program. The Board will be asked to consider action on the initial application at the October 10, 2016, meeting.
 2. Curriculum Review Process.
Director of Teaching and Learning Mary Grace Hanson provided the Board with an overview of the current curriculum review process.
 3. Superintendent Evaluation Subcommittee Update.
Members of the Superintendent Evaluation Subcommittee provided an update and information based on feedback from Board members at the September 12th meeting and discussion with Minnesota School Boards Association (MSBA) staff. During the Board discussion on September 12th meeting, two questions were raised: (1) Should a 360-degree evaluation be part of the Superintendent Evaluation, and (2) Are all items that are performance measures sufficiently visible to Board members in ways that Board members can provide ratings and describe evidence? After conferring with the MN School Boards Association, the subcommittee recommended that School Board members be the sole evaluators of the superintendent. To provide clarity to the nature and scope of the feedback Board members will provide, the subcommittee revised the comment portion on the form to include observations, interactions, and

overall knowledge of the performance. The subcommittee feels that Board members should be able to seek additional information related to the progress on the evaluation goals and performance measures identified. Finally, the subcommittee recommended that after one year, the Board revisit the timeline and form for the superintendent's evaluation and make adjustments accordingly.

On a motion by Stratmoen, seconded by Colangelo, the Board unanimously approved amending the agenda to include as items for individual action the Superintendent's Evaluation Process and the Superintendent's Goals for the 2016-2017 School Year.

VIII. Superintendent's Report

A. Items for Individual Action

1. QComp Letter of Intent.

On a motion by Hardy, seconded by Bogott, the Board unanimously approved authorizing the Superintendent to sign the QComp letter of intent on behalf of Northfield Public Schools.

2. Dundas Dome Rental Negotiations.

On a motion by Quinnell, seconded by Iverson, the Board unanimously approved the Superintendent and the Activities Director to negotiate a rental/lease of the Dundas Dome for a cost not to exceed \$40,500. This cost will be paid through the District's lease/levy authority.

3. Proposed 2016 Payable 2017 Property Tax Levy.

The Truth in Taxation hearing will be held during the regular School Board meeting on December 12, 2016. The Board will be asked to finalize certification of the Pay 2017 levy at that meeting. On a motion by Iverson, seconded by Bogott, the Board unanimously approved certifying to County Auditors the 2016 Payable 2017 Proposed Certified Net Tax Levy at the maximum authority amount of \$15,581,285.67.

4. Charter School Authorization Mission and Vision.

On a motion by Stratmoen, seconded by Hardy, the Board unanimously approved the District's Charter School Authorization Mission and Vision as presented.

5. Superintendent's Evaluation.

On a motion by Stratmoen, seconded by Colangelo, the Board unanimously approved the Superintendent's evaluation form as presented.

6. Superintendent's Goals.

On a motion by Colangelo, seconded by Bogott, the Board unanimously approved the Superintendent's goals for the 2016-2017 school year as presented.

B. Items for Consent Grouping

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

1. Gift Agreement.

Sibley Elementary School's PTO has donated \$6200 to be used as follows: \$5000 for classroom funding (25 teachers) and \$1200 for specialists.

2. Personnel Items.

a. Appointments.*

1. *Alyssa Anderson, Educational Assistant PCA for 7.0 hrs/day at the CVSEC-Alex beginning 9/24/2016; CVSEC Special Ed-Step 1-\$15.58/hr.
2. Taryn Atchison, Target Services program PLUS Teacher for 1.25 hrs/day beginning 9/27/2016-5/04/2017; Year 7-\$27.73/hr.

3. *Carley Benjamin, Spec Ed EA-PCA for 6.75 hrs/day Special Ed and .17 hrs/day Supervisory for a total of 6.92 hrs/day at Sibley beginning 10/3/2016-06/6/2017; Gen Ed EA, Step 1-\$14.52/hr., Spec Ed EA, Step 1-\$15.08/hr.
 4. Armando Fox, Educational Assistant-PCA for 7 hrs/day at CVSEC-SUN beginning 9/26/2016; CVSEC Special Ed, Step 4-\$16.69/hr.
 5. Daniel Hampsey, Head Custodian for 40 hrs/wk at Bridgewater beginning 10/03/2016; Step 3-\$22.29/hr.
 6. William Kruse, LTS and EA-PCA for 31.5 hrs/wk at Longfellow beginning 9/20/16-End of Leave of Absence portion on or about 12/22/2016; Special Ed, Step 1-\$15.08/hr.
 7. Stephanie Lindenfelser, TS PLUS Site Assistant for 1.5 hrs/day for four days a week (Mon.-Thur.) at GVP beginning 9/27/2016-05/04/2017; Step1-\$12.56/hr.
 8. Renee Malecha, LTS Administrative Assistant for 8 hrs/day at Greenvale Park beginning 8/15/2016-10/31/2016; LTS Office Employee rate-\$18.28/hr.
 9. Deborah Massey, LTS EL Elementary Teacher for 40 hrs/wk at Sibley beginning 10/02/2016-12/22/2016; Community Export-BA, Step 0.
 10. Morgan McCarty, SpecEd EA-PCA for 6.75 hrs/day Special Ed and .17 hrs/day Supervisory for a total of 6.92 hrs/day at Sibley beginning 9/26/2016; Special Ed, Step 1-\$15.08/hr.
 11. *George Monson, Assistant Girls Hockey Coach for 2.5 hrs/day at the High School beginning 10/31/2016-02/25/2017; Level E, Step 1.
 12. Amanda Moore, Gen Ed Teacher for 40 hrs/wk at the CVSEC-Alex beginning 09/15/2016; BA +30, Step 0.
 13. Cachina Rock, Educational Asst. – PCA CVSEC Alex for 7 hrs/day beginning 9/26/2016; CVSEC Special Ed –Step 4-\$16.69/hr.
 14. *Lisa Schuenke, Educational Assistant-PCA for 7.0 hrs/day at the CVSEC-SUN beginning 09/27/2016; CVSEC Special Ed, Step 4-\$16.69/hr.
 15. *Kateva Shavers, Office Generalist-Sped Due Process Clerk for 7.5 hrs/day at MS/GVP beginning 9/26/2016-06/07/2017; Class II Office Generalist, Step 2-\$17.03/hr.
 16. Christopher Zimmerman, CN Student Associate for 1 hr/day at Longfellow beginning 9/19/2016; CAN Student-\$9.50/hr.
 17. Community Services Fall 2016 Brochure Instructors.
 18. Sonya Ehmer, Targeted Services Plus Site Leader for 1.5 hrs/day at Bridgewater beginning 10/03/2016-5/09/2017; Step 2-\$15.66/hr.
 19. Cindy Keogh, Supervisory Educ. Asst. for 2 hrs/day at Bridgewater beginning 9/06/2016-6/06/2017; Gen Ed Step 3-\$15.19/hr.
 20. Katerina Middeldorp, Evening Club Leader for 2 hrs/day at GVP beginning 9/27/2016-5/18/2017; \$20.09/hr.
 21. Arlette Nelson, Supervisory Educ. Asst. for 2 hrs/day at Bridgewater beginning 9/06/2016-6/06/2017; Gen Ed Step 2-\$14.86/hr.
 22. Kim Norton, Supervisory Educ. Asst. for 2 hrs/day at Bridgewater beginning 9/06/2016-6/06/2017; Gen Ed Step 1-\$14.52/hr.
- b. Increase/Decrease/Change in Assignment.
1. Kristin Basinger, Spec Ed Assistant at the Middle School, add Bus EA-PCA for 5.4 hrs/wk district wide beginning 09/19/2016-06/07/2017;
 2. Kathy Beck, Spec Ed EA PCA at Greenvale Park, add Bus EA-PCA for 5.4 hrs/wk district wide beginning 09/19/2016-06/07/2017;
 3. Theresa Brake, Gen Ed EA at GVP, add Community School Club Leader for 60 minutes before school Mon., Tues., Thurs., Fri., at GVP beginning 9/20/2016-06/08/2017; \$20.49/HR.
 4. Liz Brewer, Spec Ed EA PCA at the Middle School, add Bus EA-PCA for 4.6 hrs/wk district wide beginning 09/19/2016-06/07/2017;
 5. Mary Boyum, Spec Ed EA PCA at Sibley, add Bus EA-PCA for 5.4 hrs/wk district wide beginning 09/19/2016-06/07/2017.

6. Shari Bridley, Spec Ed EA PCA at the Longfellow, add Bus EA-PCA for 3.75 hrs/wk district wide beginning 09/19/2016-06/07/2017;
7. Brandie Carlson, EA-PCA for 7 hrs/day at CVSEC-Alex, change to EA-PCA for 6.5 hrs/day at CVSEC-STEP beginning 9/20/2016.
8. Kathleen Casson, German Teacher at the HS/MS, add Senior Class Advisor at the HS for the 2016-2017 school year beginning 9/01/2016; Level J, Step 1.
9. Janet Gannon, EA at the MS, add Evening Site Assistant for 3 hrs/wk and Club Leader for 3 hrs/wk at GVP beginning 09/15/2016-05/18/2017; Evening Site Assistant Step 4, \$13.78/hr and Club Leader \$20.49/hr.
10. Jackie Groth, Spec. Ed EA for 6.75 hrs/day at Bridgewater, change to Spec. Ed/Supervisory EA for 7.25 hrs/day at Bridgewater beginning 09/06/2016.
11. Joe Jorgenson, Asst. Student Council Advisor at the HS, change to Head Student Council Advisor at the HS for the 2016-2017 school year beginning 9/01/2016; Level G, Step1.
12. Shelly Kruger, Spec Ed EA PCA at the High School, add Bus EA-PCA for 10.4 hrs/wk district wide beginning 09/19/2016-06/07/2017;
13. Tiffany Malecha, Teacher at GVP, add TS PLUS Teacher for 1.25 hrs/day for up to 4 days per week at GVP beginning 9/27/2016-5/4/2017; Year 4-\$27.73/hr.
14. Vicki Malecha, Child Nutrition Manger at Bridgewater, add Bus EA-PCA for 8.75 hrs/wk district wide beginning 09/19/2016-06/07/2017; Special Ed, Step 1, \$15.08/hr.
15. Deborah Massey, LTS EL Elementary Teacher at Sibley, add Evening Site Assistant for 3 hrs/wk and Club Leader for 3 hrs/wk at GVP beginning 09/15/2016-05/18/2017. Site Assistant Step 1, \$12.56/hr. Club Leader \$20.49/hr.
16. Cheryl Mathison, ALC Teacher at Longfellow, add ALC Night School Teacher for 3 sessions, containing 10 classes per session for 2.5 hrs each class beginning 09/28/2016-05/12/2017; Lane/Step.
17. Jacque Meyer, Spec Ed Assistant at the High School, add Bus EA-PCA for 7.1 hrs/wk district wide beginning 09/19/2016-06/07/2017;
18. Nancy Meyers, Child Nutrition Associate at the Middle School, add Bus EA-PCA for 8.75 hrs/wk district wide beginning 09/19/2016-06/07/2017; Special Ed-Step 1-\$15.08/hr.
19. Rachel Morrison, Social Worker at GVP, add TS PLUS Teacher Mon.-Thur. for 1.25 hrs/day up to 4 days per week at GVP beginning 09/27/2016-05/04/2017; Year 1-\$27.11/hr.
20. Laurie Noonan, Spec. Ed/Supervisory EA for 7.25 hrs/day at Bridgewater, change to Spec. Ed EA for 6.75 hrs/day at Bridgewater beginning 09/06/2016.
21. Deb Pack, Spec Ed Assistant at the High School, add Bus EA-PCA for 5.85 hrs/wk district wide beginning 09/19/2016-06/07/2017;
22. Deborah Rasmussen, Guidance Counselor at the HS, add Building Supervisor as needed for up to 10 hrs/wk with Community Services beginning 09/17/2016; \$15.34/hr.
23. Tony Rasmussen, KidVentures Site Assistant for 23.5 hrs/wk at Bridgewater, change to 26 hrs/wk beginning 9/19/2016;
24. Melissa Reuvers, Spec. Ed/Supervisory EA for 6.75 hrs/day at Bridgewater, change to Spec. Ed/Supervisory EA for 7 hrs/day at Bridgewater beginning 09/06/2016.
25. Pamela Rivera, Spec. Ed-PCA for 6.75 hrs/day at Bridgewater, change to Spec. Ed-PCA for 7 hrs/day at Bridgewater beginning 09/06/2016.
26. Jennifer Severson, Spec Ed EA PCA at the CVSEC STEP, add Bus EA-PCA for 14.6 hrs/wk district wide beginning 09/19/2016-06/07/2017;
27. Micah Schultz, ALC Teacher at Longfellow, add ALC Independent Study Teacher for up to 30 hrs for 2016/17 school year beginning 09/22/2016-06/08/2017; Lane/Step.
28. Josh Spitzack, Teacher at GVP, add TS PLUS Teacher Mon.-Thur. for 1.25 hrs/day up to 4 days per week at GVP beginning 09/27/2016-05/04/2017; Year 3-\$27.00/hr.
29. Robyn Spillman, Spec Ed Assistant at Greenvale Park, add Bus EA-PCA for 5 hrs/wk district wide beginning 09/19/2016-06/07/2017;
30. Mary Stanchina, Spec. Ed/Supervisory EA for 7 hrs/day at Bridgewater, change to Spec. Ed/Supervisory EA for 7.15 hrs/day at Bridgewater beginning 09/06/2016.

31. Angie Timperley, Spec. Ed-PCA for 6.75 hrs/day at Bridgewater, change to Spec. Ed-PCA for 4 hrs/day at Bridgewater beginning 09/06/2016.
 32. Gigi Tisdale, Teacher at GVP, add TS PLUS Teacher Mon.-Thur. for 1.25 hrs/day up to 4 days per week at GVP beginning 09/27/2016-05/04/2017; Year 4-\$27.73/hr.
 33. Diane Torbenson, RTI Coach at GVP, add TS PLUS Teacher Mon.-Thur. for 1.25 hrs/day up to 4 days per week at GVP beginning 09/27/2016-05/04/2017; Year 4-\$27.73/hr.
 34. Ellen Trotman, Teacher at GVP, add TS PLUS Teacher Mon.-Thur. for 1.25 hrs/day up to 4 days per week at GVP beginning 09/27/2016-05/04/2017; Year 2-\$27.11/hr.
 35. Arlene Tuma, EA Family Ed at NCRC, add Evening Site Assistant for 6 hrs/wk at GVP beginning 09/15/2016 to 05/18/2017; Step 3-\$13.09/hr.
 36. Arlene Tuma, EA Family ED at NCRC, add TS PLUS Site Assistant 1.5 hrs/day for 4 days per week (Mon.-Thur.) at GVP beginning 9/27/2016-05/04/2017; Step 3-\$13.09/hr.
 37. Michele Warden, Spec. Ed-PCA/Gen Ed EA for 10.92 hrs/day at Bridgewater, change to Spec. Ed-PCA/Gen Ed EA for 6.5 hrs/day at Bridgewater beginning 09/06/2016.
 38. Mary Wojick, Teacher at GVP, add TS PLUS Teacher Mon.-Thur. for 1.25 hrs/day up to 4 days per week at GVP beginning 09/27/2016-05/04/2017; Year 3-\$27.11/hr.
 39. Kristy Malecha, EA at GVP, add Targeted Services PLUS Club Leader for 1 hr/day for up to 4 days per week (Mon.-Thur.) beginning 9/27/2016-5/04/2017; \$20.49/hr.
 40. Deborah Massey, Community School, add Targeted Services PLUS Teacher for 1.25 hrs/day for up to 4 days per week at GVP beginning 9/27/2016; \$27.11/ hr.
 41. Ellen Mucha, Language Arts Teacher at the High School, add one additional section English at the High School beginning 9/06/2016. 1/6 overload
 42. Deb Pack, EA-PCA MM at the High School, change to EA-PCA- Job Coach at the High School.
- c. Leave of Absence Requests.
1. Noreen Cooney, Spec. Ed Social Worker at Sibley, FMLA Leave of Absence beginning 08/29/2016- Intermittent up to 60 work days.
 2. Debra James, Early Childhood Spec. Ed at Sibley, FMLA Leave of Absence beginning 10/18/2016-1/18/2017.
 3. Jeanne Mahoney-Hanzlik, Science Teacher at the HS, FMLA Leave of Absence beginning 10/17/2016-Intermittent up to 60 work days.
 4. Melissa Bernhard Recreation Coordinator FMLA Leave of Absence beginning on or about November 15, 2016 for 9 work weeks.
- d. TRA Part-Time Teacher Program
The Board authorized participation for the following teachers in the TRA Part-Time Teacher Program, whereby the teachers who qualify can personally purchase TRA service credit at no cost to the Northfield School District: Shelley Hansen, Kristen Johnson and Lisa Krueger Robb.
- e. The Board approved the following, effective July 1, 2016:
- Substitute Retired Custodian: Step 1 of Custodian Agreement
 - Substitute Nurse: Step 1 of Nurse Agreement
 - Long-term substitute Clerical/Custodian or Educational Assistant – more than 10 consecutive days for the same employee: Step 1 of Appropriate Agreement
 - Girls' Swimming & Diving Team: additional \$1,500 allocated for position, inclusive Coaching position needed. (Cindy Boyum) of salary/benefits, paid at \$14.00/hr.
- f. Resignation.
1. Vicki Turner, Early Childhood Coordinator at Longfellow resignation effective 9/30/2016.

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

** Subject to change upon Board approval of the employee agreement.

IX. Items for Information

1. Board Policy 210.1 – Charter School Authorizer Conflict of Interest, First Reading.
Superintendent Hillmann shared the rationale and components for this proposed policy that is required as part of the charter school authorization renewal action plan process.
2. Strategic Planning Process Update.
Superintendent Hillmann provided an update on the strategic planning process, recapped the September 22nd work session, and outlined the next steps in the process.
3. Every Student Succeeds Act Regional Meetings.
Board members are invited to attend a regional meeting on the Every Student Succeeds Act sponsored by the MN Department of Education.
4. National Merit Scholars Reception – Monday, October 10, 6:00 PM, Northfield High School Upper Cafeteria.
The names of the Commended Students have been announced. They are Kate Bornhauser, Eric Etzell, Jackson Hillmann, Robert Kopas, Haakon Larsen and Zachary Vanderwood. These students will be honored along with the semifinalists, Alex Gunn, Lars Ripley, Irene Stoutland and Christof Zweifel, on October 10 at 6 PM in the High School Upper Cafeteria.
5. Bus Driver Appreciation Breakfast.
School Board members are invited to Bridgewater’s annual Bus Driver Appreciation Breakfast on Friday, October 28 from 8:20 - 9:00 am in the Bridgewater Cafeteria.

X. Future Meetings

Monday, October 10, 2016, 6:00 PM, Reception for National Merit Scholars, Northfield High School Upper Cafeteria
Monday, October 10, 2016, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
Monday, October 24, 2016, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center

XI. Adjournment

On a motion by Stratmoen, seconded by Quinnell, the Board adjourned at 9:55 p.m.

Noel Stratmoen
School Board Clerk