

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

School Board Minutes

July 10, 2017

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: Colangelo, Hardy, Iverson, Pritchard Quinnell and Stratmoen. Goerwitz 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 Colangelo, minutes of the Regular School Board meeting held on June 12, 2017, were unanimously approved.
- V. Announcements and Recognitions
 - Superintendent Hillmann announced that the School District will be having a table at Crazy Daze on July 27th that will be staffed by administrators.
- VI. Items for Discussion and / or Reports
 1. SEL/Peer Helper Update.
Northfield High School School Psychologist Carrie Duba presented a plan to incorporate a “Peer Helpers” program during the 2017-18 school year as part of the District’s overall Social/Emotional Learning curriculum implementation.
 2. Northfield Middle School and Northfield High School Improvement Plans.
Northfield Middle School and Northfield High School principals Greg Gelineau and Joel Leer presented their continuous school improvement plan to the Board. There will be school improvement plan presentations at each Board meeting through the first Board meeting in September.
- VII. Superintendent's Report
 - A. Items for Individual Action
 1. School Bus Transportation Contract with Benjamin Bus Inc. 2017 - 2019.
On a motion by Quinnell, seconded by Stratmoen, the Board unanimously approved the School Bus Transportation Contract with Benjamin Bus Inc. for 2017-2019 as presented.
 2. Long-Term Facilities Maintenance and Ten-Year Plan.
On a motion by Colangelo, seconded by Iverson, the Board unanimously approved the Long-Term Facilities Maintenance Ten-Year Plan as presented.
 3. FY 2017 Audit Engagement Letter.
On a motion by Stratmoen, seconded by Hardy, the Board unanimously approved the 2016-2017 Engagement Letter from CliftonLarsonAllen, LLP in the amount of \$23,300 plus expenses.
 4. Resolution Regarding Christopher Columbus Day.
On a motion by Colangelo, seconded by Quinnell, the Board unanimously approved the following Resolution Regarding Columbus Day.
WHEREAS, Minnesota Statutes, Section 645.44, Subdivision 5, and Minnesota Statutes, 120A.42 gives the district an option of determining whether Christopher Columbus Day shall be a holiday, then
BE IT RESOLVED, that Christopher Columbus Day on October 9, 2017, shall not be a holiday.

Voting 'yes' was Colangelo, Hardy, Iverson, Pritchard Quinnell and Stratmoen. No one voted 'no.' Goerwitz was absent.

B. Items for Consent Grouping

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

Superintendent Hillmann highlighted the retirements of Activities Director Tom Graupmann and Administrative Assistant at Greenvale Park Donna Hall.

1. Fiscal Year Organization Actions.

The School District's financial year runs from July 1 to June 30. The following financial organizational issues were approved.

- a) Authorized the Director of Finance to invest surplus district funds in accordance with applicable laws and with the district's Investment Policy, Policy 705, for fiscal year 2017-2018.
- b) Approved designating Wells Fargo Bank, N.A., PMA/Associated Bank, Frandsen Bank & Trust Dundas, U.S. Bank Minnesota and the Minnesota School District Liquid Asset Fund as official bank depositories provided they maintain adequate pledged collateral as required by law per district procedures to Policy 705 - Investments, for fiscal year 2017-2018.
- c) Approved authorizing the Director of Finance to make appropriate wire transfers to and from district depository accounts for fiscal year 2017-2018.

2. Memberships for 2017-2018.

The school district belongs to several cooperatives, leagues and associations. Membership in the groups listed below were renewed for the 2017-2018 school year.

- a. Minnesota State High School League. The designated Northfield High School Representative is Activities Director Tom Graupmann and the designated School Board Representative is Board Member Jeff Quinnell.
- b. Minnesota Association of School Administrators.
- c. Minnesota Association of Charter School Authorizers.
- d. Schools for Equity in Education.
- e. Southeast Service Cooperative.
- f. Region V Computer Services Cooperative.
- g. Rice County Family Services Collaborative.
- h. Minnesota School Boards Association.
- i. Healthy Community Initiative.

3. Athletic Training Services.

The Board approved the Agreement between Northfield Hospital and Clinics and Northfield High School to provide athletic training services to high school sport participants. This agreement will be in effect for the 2017-2018 and 2018-2019 school years. The only change from previous agreements is the hourly rate. There has been a 3.4% increase; from \$29 to \$30 per hour.

4. Financial Reports -- April and May 2017.

The Board approved the following:

- Paid bills totaling \$1,552,656.84, payroll checks totaling \$3,013,428.78 and the financial reports for April 2017. There were no bond payments made in April 2017.
- Paid bills totaling \$1,427,632.96, payroll checks totaling \$3,146,723.06 and the financial reports for May 2017. There were no bond payments made in May 2017.

5. Gift Agreement.

The Board approved a gift agreement with Northfield Booster Club in the amount of \$11,983 to be used to purchase a variety of items, as listed on the Gift Agreement. Also, an additional \$12,776 was gifted to the School District to cover athletic fee waivers for the 2016-2017 school year.

6. Personnel Items.

a. Appointments

1. Lacy Knutson, Dance Team Assistant Coach JV at the High School, beginning 10/16/2017-02/17/2018; Level F, Step 2.
2. **Gloria Sterud, 1.0 FTE Long Term Substitute 2nd Grade Teacher at Bridgewater, beginning 08/28/2017-12/20/2017; MA, step 6.
3. Brendan Aug, Summer Recreation with Community Services, beginning 07/03/2017-08/31/2017; Lifeguard \$10.00/hr. Swim Aide \$9.50/hr. Class Lead \$10.50/hr.
4. Samuel Carlson, Summer Recreation with Community Services, beginning 06/28/2017-08/31/2017; Soccer Coach \$9.50/hr.
5. Derek Docken, Special Ed Educational Assistant for 7hrs./day at Sibley, beginning 09/05/2017; Spec Ed, Step 1-\$15.31/hr.
6. Kristen Geissler, 1.0 FTE Special Ed Teacher-SLD, EBD, ASD at the Middle School, beginning 08/28/2017; MA+45, Step 1.
7. Bonnie Johnson, General Education EA-Media Center for 5.5hrs./day at Sibley, beginning 09/05/2017; General Education, Step 4-\$15.87/hr.
8. Jennifer Lehmann, 1.0 FTE Special Ed ASD Teacher at the Middle School, beginning 08/28/2017; MA, Step 2.
9. Mark Mercurio, Assistant Wrestling Coach at the High School, beginning 11/20/2017-03/03/2018; Level E, Step 6 Full Stipend.
10. Lauren Moravchik, Summer Recreation with Community Services, beginning 07/10/2017-08/31/2017. Lifeguard \$10.00/hr., Swim Aide \$9.50/hr. Class Lead \$10.50/hr.
11. Ricky Wilmes, Custodian at Greenvale Park and Sibley Elementary, beginning 07/03/2017; Step 3-\$17.07/hr.

b. Increase/Decrease/Change in Assignment

1. Kathleen Casson, German Teacher at the High School and Middle School, add an additional class for an overload, 5 classes at the High School and 1 class at the Middle School, effective 09/05/2017-06/07/2018.
2. Jessica Enge, Special Ed EA-PCA at Longfellow, change to Long Term Substitute ECSE Teacher at Longfellow, effective 08/28/2017-10/26/2017.
3. Sarah Erny-Moyer, Special Ed EA PCA at Greenvale Park for 5.0 hrs./day plus Supervisory EA for .25hrs./day; change to Special Ed EA PCA for 6.0 hrs./day plus supervisory EA for .25 hrs./day, effective 8/30/17.
4. Molly Gehrke, Softball Coach with Community Services, change rate of pay to \$9.75/hrs. effective 06/22/2017.
5. Amy Hales, EA at Bridgewater, add Extended School Year Special Ed EA PCA at Sibley, effective 07/06/2017-08/03/2017.
6. Rachel Hoffelt, Math Teacher at the High School, add one additional section of math for an overload, at the High School effective 09/05/2017-06/07/2018.
7. Roanne Johnson, Special Education EBD Teacher at Greenvale Park, add an overload for EBD at Greenvale Park, effective 02/01/2017-05/08/2017.
8. Joni Karl, .8 FTE Math Teacher at the High School, change to 1.0 FTE Math Teacher at the High School, effective 09/05/2017-Ongoing.
9. Kelly Luiten, Volunteer Coordinator at the Middle School, add Targeted Services PLUS Site Assistant for up to 5.75hrs/day at Greenvale Park, effective 06/19/2017-08/03/2017.
10. Jacob Odell, Educational Assistant at the High School, add Camp FRIENDS Coordinator with Community Services, effective 06/26/2017-09/01/2017.
11. Susan Puppe, Special Ed Assistant PCA at Sibley, change to Special Education Teacher SLD at Sibley, effective 08/28/2017.
12. Sherry Schwaab, Third Grade Teacher at Bridgewater, change to Second Grade Teacher at Bridgewater, effective 06/26/2017.
13. Karl Viesselman, Math Teacher at the High School, add one additional section of math for an overload at the High School, effective 09/05/2017-06/07/2018.

14. Kathleen Beck, Extended School Year Sped EA/PCA at Sibley, add Extended School Year Bus EA/PCA for a total of 4.45hrs./day at Sibley, effective 07/10/2017-08/03/2017.
 15. Shari Bridley, Extended School Year Sped EA/PCA at Longfellow, add Extended School Year Bus EA/PCA for a total of 5.83hrs./day at Longfellow, effective 07/10/2017-08/03/2017.
 16. Martha Donahoe, Office Generalist for 4hrs./day at Longfellow, add Office Specialist (Class III) for 4hrs./day at Longfellow, effective 08/23/2017; Step 4-\$19.24/hr.
 17. Shelly Kruger, Extended School Year Sped EA/PCA at the Middle School, add Extended School Year Sped Bus EA/PCA for a total of 4.83hrs./day at the Middle School, effective 07/7/2017-08/03/2017.
 18. Beth Kuyper, Extended School Year Sped EA/PCA at the Middle School, add Extended School Year Sped Bus EA/PCA for a total of 4.42hrs./day at the Middle School, effective 07/10/2017-08/03/2017.
 19. Yolanda Loken, Extended School Year Sped EA/PCA at Longfellow, add Extended School Year Sped Bus EA/PCA for up to 5.33hrs./day at Longfellow, effective 07/10/2017-08/03/2017.
 20. Jeannie Mahoney Hanzlik, Science Teacher at the High School, add an overload for the 2017-18 School Year, effective 08/28/2017-06/07/2018.
 21. Carolyn Manderfeld, Extended School Year Sped EA/PCA at the Middle School, add Extended School Year Sped Bus EA/PCA for up to 4.46hrs./day at the Middle School, effective 07/7/2017-08/03/2017.
 22. Beth McClune, Extended School Year Sped EA/PCA at Sibley, add Extended School Year Sped Bus EA/PCA for a total of 4.45hrs./day at Sibley, effective 07/6/2017-08/03/2017.
 23. Jackie Meyer, Extended School Year Sped EA/PCA at the Middle School, add Extended School Year Sped Bus EA/PCA for a total of 5.25hrs./day at the Middle School, effective 07/10/2017-08/03/2017.
 24. Jackie Moon, Extended School Year Sped EA/PCA at the Middle School, add Extended School Year Sped Bus EA/PCA for a total of 5.25hrs./day at the Middle School, effective 07/10/2017-08/03/2017.
 25. Deb Pack, Extended School Year Sped EA/PCA DCDMM at Sibley, add Bus EA/PCA for a total of 4.5hrs./day at Sibley, effective 07/10/2017-08/03/2017.
 26. Katie Rimmey, Extended School Year Sped EA/PCA at Sibley, add Extended School Year Bus EA/PCA for a total of 4.33hrs./day at Sibley, effective 07/10/2017-08/03/2017.
 27. Mark Welinski, Junior Team Tennis Instructor with Community Services, add Tennis with Community Services, effective 07/06/2017-08/31/2017; \$10.50/hr.
- c. Leave of Absence Request Approved.
1. Jessica Enge, Special Education Educational Assistant PCA at Longfellow, request for an unpaid leave of absence for the 2017-18 school year.
- d. Retirements/Resignations
1. Erin Collins, Long Term Substitute Elementary Music Teacher, declined position 06/23/2017.
 2. Tom Graupmann, Activities Director at the High School, retirement effective 01/01/2018.
 3. Wyatt Grosse, Summer Recreation with Community Services, declined position 05/31/2017.
 4. Donna Hall, Administrative Assistant at Greenvale Park, retirement effective 06/30/2017.
 5. Kari Heid, EarlyVentures Teacher at Longfellow, resignation effective 07/11/2017.
 6. Mark Johnson, Head Boys Tennis Coach, resignation effective 6/21/2017.
 7. Len Kallsen, Assistant Football Coach, resignation effective 01/14/2017.
 8. Kimberly McMillan, Educational Assistant at the High School, resignation effective 06/06/2017.
 9. Margaret (Maggie) Molter, Head JV Girls Soccer Coach, resignation effective 4/6/2017.
 10. Bethany Rohde, Preschool Teacher with Hand in Hand, resignation effective 07/05/2017.

11. Anthony Seidl, Second Grade Teacher at Bridgewater, resignation effective 07/01/2017.
12. Mark Thacher, Assistant Nordic Ski Coach, resignation effective 06/14/2017.
13. Cori Yamry, Volleyball Coach, resignation effective 06/12/2017.

* 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.

VIII. Items for Information

1. Referendum Update.

Superintendent Hillmann provided a brief update on preparations for the November 7, 2017, referendum. There will be a special School Board meeting on Monday, July 24, 2017, at 7 PM in the High School Media Center to consider a Resolution Combining Polling Places.

IX. Future Meetings

Monday, July 24, 2017, Special School Board meeting, 7:00 PM, Northfield High School Media Center
Monday, August 14, 2017, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
Monday, August 28, 2017, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center

X. Adjournment

On a motion by Stratmoen, seconded by Colangelo, the Board adjourned into a Closed Negotiation Strategy Session at 8:45 p.m.

Noel Stratmoen
School Board Clerk