

# NORTHFIELD PUBLIC SCHOOLS

## School Board Minutes

March 9, 2020

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: Goerwitz, Hardy, Stratmoen, Quinnell, Baraniak, Iverson and Pritchard.

### II. Agenda Approval/Table File

On a motion by Goerwitz, seconded by Quinnell, the Board approved the agenda.

### III. Public Comment

There was a public comment made by MaryBeth Youngblut, 1304 Lia Drive, regarding the elimination of the elementary media specialist positions. There was a public comment made by Brendan Otte, 708 Grundhoefer Court, regarding the elimination of the elementary media specialist positions.

### IV. Announcements and Recognitions

- Allie Hoffert, an 8th grade student at Northfield Middle School, is the Southeast Minnesota Spelling Bee Champion. Allie advances to the 93rd annual Scripps National Spelling Bee from May 24 – May 29, 2020 in Washington, D.C.
- DECA had 33 Competitors and 8 advanced to finals (which means they were top 12 in their events) and 2 were top testers. Carter Schmidt was selected to be the social media intern at State, quite an honor as he was one of two for the entire conference; Gracie Svien made it to Nationals in her role play and was top 8 in her integrated marketing campaign paper; Grace McDonald was first place in her sales demonstration; Grace McDonald and Greta Foster were top eight in their team role play; Ella Schmidt was top eight in her employment interview; Max Gorden Mercer and Grace Neuger were top testers.
- Three Northfield Middle School choir students have been selected for the 4-5-6 ACDA-MN State Honor Choir. They will come together with students from around the state for rehearsal and an evening concert on Saturday, May 2 in Mahtomedi, MN. Congratulations Max Boardman, Isaac Schleif, and Krisha Schwartz.
- Thank you to the District Youth Council for hosting a brunch with school board members and Dr. Hillmann on March 7. We are hopeful this can become an annual event.

### V. Items for Discussion and Reports

#### A. Proposed 2020-2021 Construction Fund Budget

Director of Finance Val Mertesdorf presented the 2020-2021 Proposed Construction Fund Budget. The building construction fund is a separate fund used to record all operations of the district's building construction funded by the sale of bonds. We anticipate expenditures of approximately \$30,117,282 for the current year and will spend the remainder of the fund balance plus interest earnings anticipated to be \$8,316,866 during 2020-2021 to finalize all district projects. The Board will be asked to adopt the budget at the April 13, 2020 Board meeting.

#### B. Proposed 2020-2021 General Fund Budget

Director Mertesdorf presented the 2020-2021 Proposed General Fund Budget. Included in the Board materials were the assumptions and parameters for revenues and expenditures used to develop the budget. The budget reflects revenues of \$57,435,302, expenditures of \$60,302,299, and a deficit of \$2,866,997. The Board will be asked to adopt the budget at the April 13, 2020 Board meeting.

#### C. Northfield High School Mascot Logo

Superintendent Hillmann facilitated a discussion about the recent request to consider a refresh of the Northfield Raiders' mascot logo. We acknowledge that the current Northfield Raiders' mascot logo is not representative of a growing number of Northfield High School students, that alumni and Northfield High

School students may feel connected to the current mascot logo, and that it is not uncommon to refresh or update logos. We acknowledge the Board's authority to accept or reject a new mascot logo, and we understand the transition to a new mascot logo would occur over time. There was consensus among Board members that Superintendent Hillmann direct the Northfield High School administrative team, in collaboration with the District Youth Council, to discuss parameters and process, and to proceed with a refresh of the mascot logo for the Board's consideration.

D. Renaming Existing Greenvale Park

Director of Community Services Erin Bailey provided the Board with the survey results on the renaming of the current Greenvale Park Elementary School for its transition to a district-wide early childhood and community education center. The two top choices for the Board's consideration are Northfield Community Education Center and Northfield Community Learning Center. This will be an item for individual action at the next Board meeting.

E. Employee Engagement Survey Results

The Employee Engagement Survey is administered to all employees to assess perceptions about immediate supervisors supporting a best place to work environment, perceptions of executive leadership supporting a best place to work environment, and perceptions about communication practices. Collecting these data allow leaders to recognize the good work that many in the organization accomplish every day and to identify gaps in performance that should be addressed. Dr. Hillmann reviewed the results of the 2019-20 employee engagement survey and the next steps in this process.

F. Policy Committee Recommendations

Dr. Hillmann presented the policy committee's recommendations on Policies 403, 405, 613, 616 and 620. This will be an item for individual action at the next Board meeting.

G. Elementary Science Specialists

Superintendent Hillmann shared the plan to replace the elementary school media curriculum, currently taught as a specialist class, with a science specialist for the 2020-2021 school year. The new state science standards are being phased in starting in 2020-2021. This plan transfers the FTE at each elementary school from a 1.0 FTE media specialist to a 1.0 FTE science specialist. Northfield elementary schools provide specialized instruction in four areas: art, music, physical education, and media. These classes provide preparation time for general education classroom teachers. There are state standards associated with art, music, and physical education. There are no state standards for media. While media classes have been good for students, the critical need for high-quality science instruction takes a greater priority. This will also release general education classroom teachers from needing to worry about preparing, teaching, and assessing science content.

VI. Consent Agenda

On a motion by Baraniak, seconded by Goerwitz, the Board approved the following Consent Agenda items:

A. Minutes

- Minutes of the Regular School Board meeting held on February 24, 2020
- Minutes of the Special School Board meeting held on February 27, 2020

B. Gift Agreements

- \$5,286.71 donation from Greenvale Park Elementary PTO to purchase supplies/materials as staff requests
- \$4,776.00 donation from Northfield Sertoma for classroom amplification systems: one for Longfellow and three for Sibley Elementary

C. Financial Reports

1. Financial Report - July 2019

- Director of Finance Val Mertesdorf requested that the Board approve paid bills totaling \$4,112,822.22, payroll checks totaling \$1,167,864.63, bond payments totaling \$1,193,430.23, a wire transfer totaling \$3,000,000.00 from MSDLAF Liquid to MSDLAF Max, a wire transfer totaling \$380,901.15 from MN Trust Bldg Bond to MSDLAF AP Max, a wire transfer totaling \$1,250,000.00 from Frandsen General to Frandsen Sweep, and the financial reports for July 2019. At the end of July 2019 total cash and investments amounted to \$67,777,268.12.
2. Financial Report - August 2019  
Director of Finance Val Mertesdorf requested that the Board approve paid bills totaling \$2,510,655.25, payroll checks totaling \$967,083.64, a wire transfer totaling \$750,000.00 from MSDLAF Max to MSDLAF Liquid, a wire transfer totaling \$1,000,000.00 from MSDLAF Max to MSDLAF Liquid, a wire transfer totaling \$800,000.00 from Frandsen General to Frandsen Sweep, a wire transfer totaling \$400,000.00 from Frandsen Sweep to Frandsen General, and the financial reports for August 2019. At the end of August 2019 total cash and investments amounted to \$70,352,547.77.
  3. Financial Report - September 2019  
Director of Finance Val Mertesdorf requested that the Board approve paid bills totaling \$2,108,331.67, payroll checks totaling \$3,224,322.28, a wire transfer totaling \$583,689.95 from MSDLAF Max to MSDLAF Max (in/out), a wire transfer totaling \$583,689.95 from MN Trust Bldg Bond to MSDLAF Liquid, a wire transfer totaling \$900,000.00 from Frandsen General to Frandsen Sweep, a wire transfer totaling \$500,000.00 from Frandsen Sweep to Frandsen General, and the financial reports for September 2019. At the end of September 2019 total cash and investments amounted to \$70,074,461.97.
  4. Financial Report - October 2019  
Director of Finance Val Mertesdorf requested that the Board approve paid bills totaling \$2,459,261.67, payroll checks totaling \$3,478,340.68, a wire transfer totaling \$300,000.00 from Frandsen General to Frandsen Sweep, a wire transfer totaling \$400,000.00 from Frandsen Sweep to Frandsen General, and the financial reports for October 2019. At the end of October 2019 total cash and investments amounted to \$71,817,243.55.
  5. Financial Report - November 2019  
Director of Finance Val Mertesdorf requested that the Board approve paid bills totaling \$2,118,442.05, payroll checks totaling \$3,395,785.59, a wire transfer totaling \$350,000.00 from Frandsen General to Frandsen Sweep, a wire transfer totaling \$400,000.00 from Frandsen Sweep to Frandsen General, and the financial reports for November 2019. At the end of November 2019 total cash and investments amounted to \$71,241,321.92.
  6. Financial Report - December 2019  
Director of Finance Val Mertesdorf requested that the Board approve paid bills totaling \$1,612,344.28, payroll checks totaling \$3,308,708.04, a wire transfer totaling \$1,000,000.00 from MSDLAF Max to MSDLAF Liquid, a wire transfer totaling \$750,000.00 from MSDLAF Max to MSDLAF Liquid, a wire transfer totaling \$1,120,207.13 from MSDLAF Max to MSDLAF Liquid, a wire transfer totaling \$4,000,000.00 to MSDLAF Liquid (from MN TRUST posted 1/2/2020), a wire transfer totaling \$300,000.00 from Frandsen General to Frandsen Sweep, a wire transfer totaling \$400,000.00 from Frandsen Sweep to Frandsen General, and the financial reports for December 2019. At the end of December 2019 total cash and investments amounted to \$63,252,250.59.

D. Personnel Items

a) Appointments

1. Sydney Graff, Student Event Worker at the Middle School, beginning 3/4/2020. \$10.00/hr.
2. Aila Hakala, Student Event Worker-Drama Show for 4 weeks at the Middle School, beginning 2/20/2020-4/1/2020; Student \$10.00/hr.
3. Isabella Lee, Student Event Worker at the Middle School, beginning 3/4/2020. \$10.00/hr.

4. Steven Rinderknecht, 1.0 FTE Custodian at the High School and Bridgewater, beginning 3/9/2020; Step 5, \$19.01/hr.
  5. Marissa Gallardo, Targeted Services PLUS Site Assistant for up to 6 hours/day at Bridgewater, beginning 6/18/2020-8/6/2020; Step 3-\$13.91/hr.
  6. Averie Line, General Ed EA Instructional for 7 hours/day at Longfellow, beginning 3/16/2020-6/8/2020; Gen Ed Step 1-\$15.34/hr.
  7. Ellyn Sheehy, 1.0 FTE Long Term Substitute Early Childhood Special Education Teacher at Longfellow, beginning 3/16/2020-6/8/2020; BA, Step 1-pending obtaining a Tier 1 license
- b) Increase/Decrease/Change in Assignment
1. John (Hal) Eckhart, 1.0 FTE Custodian-Tuesday-Saturday at the High School, change to 1.0 FTE Custodian-Monday-Friday at the High School, effective 3/2/2020.
  2. Cece Green, Child Nutrition Manager II at the High School, add Child Nutrition Summer Lead for up to 6 hours/day at Bridgewater, effective 6/8/2020-8/19/2020; \$22.22/hr.
  3. Joe Greenwood, 1.0 FTE Custodian Monday-Friday 3-11 p.m. at Greenvale and Sibley, change to 1.0 FTE Custodian Engineer w/out License Monday-Friday 9 a.m. – 5:30 p.m. at the High School, effective 3/2/2020.
  4. Melanie Klein, Special Ed Teacher at Sibley, add Special Ed Teacher Homebound Teacher for 12 hours/week at the Middle School, effective 2/26/2020-6/5/2020.
  5. Lesly Martinez Reyes, Special Ed EA PCA at Bridgewater and Special Ed EA PCA Bus with the District, change to Special Ed EA PCA at Bridgewater only, effective 3/4/2020.
  6. Cheryl Mathison, Teacher at the ALC, add ALC Boundary Waters Teacher for up to 40 hours Monday-Friday, effective 6/8/2020-6/12/2020.
  7. Brigid McCabe, Special Ed EA PCA for 30 hours/week Monday-Thursday at the NCRC Head Start, change to Special Ed EA PCA ECFE for 31.75 hours/week adding Fridays, effective 2/28/2020-5/15/2020.
  8. Beth McClune, Special Ed EA PCA for 6.75 hours/day, Special Ed EA Morning Bus Route for 1.08 hours/day and Special Ed EA Afternoon Bus Route for .63 hours/day at the Middle School, change to Special Ed EA PCA for 6.58 hours/day, Special Ed EA Morning Bus Route for 1.17 hours/day and Special Ed EA Afternoon Bus Route for .63 hours/day at the Middle School, effective 3/2/2020-6/5/2020.
  9. Beth Momberg, Special Ed EA PCA at Longfellow, add Special Ed EA PCA Bus for 1 hour/day with the District, effective 3/2/2020-6/5/2020.
  10. Karen Murphy, 1.0 FTE Custodian at the High School, change to 1.0 FTE Custodian at Greenvale Park and Sibley, effective 3/2/2020.
  11. Johan Ponciano, Special Ed EA PCA at the High School, add Special Ed EA PCA Bus for.92 hours/day with the District, effective 3/9/2020-6/5/2020.
  12. Eric Swan McDonald, Teacher at the ALC, add ALC Boundary Waters Teacher for up to 40 hours Monday-Friday, effective 6/8/2020-6/12/2020.
  13. Sheila Atkinson, EA at Bridgewater, add Targeted Services Summer PLUS Site Assistant for up to 6 hours/day Mon.-Thurs. at Bridgewater, effective 6/18/2020-8/6/2020; Step 4-\$14.49/hr.
  14. Rachael Basinger, EA at the Middle School, add Targeted Services Summer PLUS Site Assistant for up to 6 hours/day Mon.-Thurs. at Bridgewater, effective 6/18/2020-8/6/2020; Step 3-\$13.91/hr.
  15. Elizabeth Brewer, EA at the Middle School, add Targeted Services Summer PLUS Site Assistant for up to 6 hours/day Mon.-Thurs. at Bridgewater, effective 6/18/2020-8/6/2020; Step 4-\$14.49/hr.
  16. Kelle Edwards, EA at Greenvale Park, add Targeted Services Summer PLUS Site Assistant for up to 6 hours/day Mon.-Thurs. at Bridgewater, effective 6/18/2020-8/6/2020; Step 4-\$14.49/hr.
  17. Janet Gannon, EA at the Middle School, add Targeted Services Summer PLUS Site Assistant for up to 6 hours/day Mon.-Thurs. at Bridgewater, effective 6/18/2020-8/6/2020; Step 4-\$14.49/hr.
  18. Michael Garlitz, Accelerate Northfield with the District, add Targeted Services Summer PLUS Site Assistant for up to 6 hours/day Mon.-Thurs. at Bridgewater, effective 6/18/2020-8/6/2020; Step 4-\$14.49/hr.
  19. Jackie Groth, EA at Bridgewater, add Targeted Services Summer PLUS Site Assistant for up to 6 hours/day Mon.-Thurs. at Bridgewater, effective 6/18/2020-8/6/2020; Step 4-\$14.49/hr.
  20. Robbin Hedberg, EA at the Middle School, add Targeted Services Summer PLUS Site Assistant for up to 6 hours/day Mon.-Thurs. at Bridgewater, effective 6/18/2020-8/6/2020; Step 3-\$13.91/hr.
  21. Jaylen Heller, Targeted Services PLUS Site Assistant at Greenvale Park, add Targeted Services Summer PLUS Site Assistant for up to 6 hours/day Mon.-Thurs. at Bridgewater, effective 6/18/2020-8/6/2020; Step 2-\$13.56/hr.
  22. Mitzi Holden, Child Nutrition Manager I at Greenvale Park, add Targeted Services Summer PLUS Site Assistant for up to 6 hours/day Mon.-Thurs. at Bridgewater, effective 6/18/2020-8/6/2020; Step 4-\$14.49/hr.
  23. Matthew Meyer, Community School Site Assistant at Greenvale Park, add Targeted Services Summer PLUS Site Assistant for up to 6 hours/day Mon.-Thurs. at Bridgewater, effective 6/18/2020-8/6/2020; Step 1-\$13.21/hr.

24. Matti Prayfrock, Targeted Services PLUS Site Assistant at Greenvale Park, add Targeted Services Summer PLUS Site Assistant for up to 6 hours/day Mon.-Thurs. at Bridgewater, effective 6/18/2020-8/6/2020; Step 4-\$14.49/hr.
  25. Karen Rodriguez, Targeted Services Site Assistant at Greenvale Park, add Special Ed EA PCA for 6.75 hours/day at the Middle School, effective 3/31/2020-6/5/2020; Spec Ed Step 1-\$15.93/hr.
  26. Ann Schmidt, CNA II and CNA III at the High School, add Summer Child Nutrition Associate for up to 4 hours/day at Bridgewater, effective 6/8/2020-8/6/2020; \$18.34/hr.
  27. Robyn Spillman, EA at the Middle School, add Targeted Services Summer PLUS Site Assistant for up to 6 hours/day Mon.-Thurs. at Bridgewater, effective 6/18/2020-8/6/2020; Step 4-\$14.49/hr.
  28. Kim Slegers, Assistant Track Coach at the High School, Level F-Step 4, change to Assistant Track Coach at the High School, Level F-Step 11, effective 3/5/2020.
  29. Jenny Streefland, Guidance Counselor at the Middle School, add Targeted Services BLAST Teacher for up to 4 hours/week at the Middle School, effective 3/9/2020-5/28/2020; Yr. 1-\$27.11/hr.
  30. Karie Svien, EA at the Middle School, add Targeted Services Summer PLUS Site Assistant for up to 6 hours/day Mon.-Thurs. at Bridgewater, effective 6/18/2020-8/6/2020; Step 2-\$13.56/hr.
  31. Cori Yamry, Guidance Counselor at the Middle School, add Targeted Services BLAST Teacher for up to 4 hours/week at the Middle School, effective 3/9/2020-5/28/2020; Yr. 1-\$27.11/hr.
- c) Leave of Absence
1. Val Mertesdorf, Director of Finance, Family/Medical Leave of Absence due to Childcare, effective on or about 4/24/2020-8/7/2020.
  2. Erica Trebelhorn, Art Specialist at Sibley, Family/Medical Leave of Absence due to Childcare, effective on or about 9/1/2020-11/6/2020.
  3. Amanda Sieger, ADSIS Teacher at Sibley, Family/Medical Leave of Absence, effective 3/2/2020 for up to 60 workdays on an intermittent schedule.
- d) Retirements/Resignations/Terminations
1. Stacie Banks, Early Childhood Special Ed Teacher at Longfellow, resignation effective 6/5/2020.
  2. Monika Burkhead, Student Council Advisor at the Middle School, resignation effective at the end of the 2019-2020 school year.
  3. Heather Kuehl, Student Council Advisor at the Middle School, resignation effective at the end of the 2019-2020 school year.
  4. Nancy Kluver, Administrative Assistant at Longfellow, retirement effective 6/30/2020.
- E. Co-Curricular Overnight Trips for 2019-2020  
 Director of Student Activities Joel Olson requested approval for a co-curricular trip for the 2019-2020 school year.
- F. Grant Application Approvals
1. Erin Bailey, Community Services Director, requested School Board approval of a \$20,000.00 grant request from Women In Northfield Giving Support (WINGS). In partnership with the Minnesota Children's Museum, the Community Services Division is working to transform the current Greenvale Park Elementary School media center into an indoor learning lab. This will expand and enhance our Early Childhood Family Education, Hand in Hand Preschool and Early Ventures Childcare Center programming. If received, this grant will serve 500+ children (unduplicated count) on an annual basis.
  2. Director Bailey requested School Board approval of a \$38,300.00 grant request from Northfield United Way. PRIMEtime provides low-income and at-risk Northfield children with free mentoring, tutoring, skill-building workshops, and cultural enrichment programs after school and over the summer. The target population includes children at risk of academic failure and low-income youth receiving free/reduced price lunches. If received, this grant will provide after school and summer enrichment to over 850 Northfield youth July 1, 2020 - June 30, 2021.

## VII. Superintendent's Report

### A. Items for Individual Action.

1. 2019-2020 Community Services Revised Budget. On a motion by Iverson, seconded by Quinnell, the Board approved the 2019-2020 Community Services Revised Budget, initially presented at the February 24, 2020 Board meeting, which reflects revenues of \$3,057,249 and expenditures of \$3,167,954.
2. Approval of Policies. On a motion by Baraniak, seconded by Iverson, the Board approved changes to policies 516, 524.2, 615, 703, 721 and 802 initially presented at the February 24, 2020 Board meeting and recommended by the Policy Committee.
3. Proposed 2021-2022 School Year Calendar. On a motion by Baraniak, seconded by Hardy, the Board approved the proposed 2021-2022 school year calendar.

VIII. Items for Information

- A. Legislative Update. Superintendent Hillmann and Chair Pritchard reviewed SEE Day at the Capitol and the legislative priorities. Three board members, five District Youth Council members, and Dr. Hillmann attended this event.
- B. COVID-19 Preparations. Dr. Hillmann updated the Board on the district's preparations and communications regarding the COVID-19 virus.
- C. Enrollment Report. Dr. Hillmann reviewed the March 2020 enrollment report.
- D. Construction Update #23. Superintendent Hillmann provided an update on the District's construction projects and the Board viewed the new Greenvale Park Elementary simulation walk-through video that is posted on the District's website.
- E. CVSEC Lease Update. Superintendent Hillmann provided an update on the Cannon Valley Special Education Cooperative leases. As the Cooperative continues to grow and mature they are looking to consolidate into one site location.

IX. Future Meetings

- A. Monday, April 13, 2020, 7:00 p.m., Regular Board Meeting, NHS Media Center
- B. Monday, April 27, 2020, 7:00 p.m., Regular Board Meeting, NHS Media Center

X. Adjournment

On a motion by Stratmoen, seconded by Goerwitz, the Board adjourned at 9:49 p.m.

Noel Stratmoen  
School Board Clerk