

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

March 13, 2023

District Office Boardroom

Board Member Ben Miller participated remotely from Gaithersburg Marriott Washingtonian Center, 9751 Washingtonian Blvd, Gaithersburg, MD 20878 | Lobby

1. Call to Order

Board Chair Claudia Gonzalez-George called the Regular meeting of the Northfield Board of Education of Independent School District No. 659 to order at 6:00 p.m. Board member attendance was taken by roll call. Present: Butler, Coleman, Goerwitz, Gonzalez-George, Miller, Nelson and Quinnell. Absent: None. This meeting was open to the public, live-streamed and recorded, and access to the recording was posted to the school district website.

2. Agenda Approval/Table File

On a motion by Quinnell, seconded by Goerwitz, the board approved the agenda by roll call. Voting 'yes' was Butler, Coleman, Goerwitz, Gonzalez-George, Miller, Nelson and Quinnell. No one voted 'no'.

3. Public Comment

There were two public comments.

4. Announcements and Recognitions

There were no announcements.

5. Items for Discussion and Reports

At 6:21 p.m. we had technical difficulty and IT needed to reboot the system used to broadcast the meeting. On a motion by Goerwitz, seconded by Nelson, the board approved by roll call to recess. Voting 'yes' was Butler, Coleman, Goerwitz, Gonzalez-George, Miller, Nelson and Quinnell. No one voted 'no'. The board reconvened at 6:26 p.m.

- a. Proposed Priority-Based Budget Reductions. The board continued analyzing the budget reduction proposals for FY2023-24. Northfield Middle School Principal Greg Gelineau reviewed the impact of a six period day at the middle school. The board received information regarding transportation and bussing, and Northfield High School FTE reductions.
- b. Proposed 2023-24 Debt Service Fund. Director of Finance Mertesdorf presented the 2023-2024 Debt Service Fund Budget. The board will be asked to adopt the budget at the May 22, 2023 board meeting.
- c. Prairie Creek Charter School Site Visit. Superintendent Hillmann provided a brief report regarding the March 6, 2023 Prairie Creek Charter School site visit.
- d. District Handbooks and Approval Process. Superintendent Hillmann informed the board we are looking at a new way to present, update, and process building handbooks to avoid duplication and to have information vertically aligned. Materials in the building handbooks are informative, policy related, or provide building specific administrative guidelines. The Student Citizenship Handbook is the district's discipline policy and the board will always be asked to approve this handbook.
- e. Policy Committee Recommendations. Dr. Hillmann presented the policy committee's recommendations to policies 203 and 902. The board will be asked to approve these policies at the next meeting.
- f. Superintendent Operations & Strategic Plan Update. Superintendent Hillmann provided an update about district operations including YouthBank awards and the competitive successes of high school winter activities.

6. Consent Agenda

On a motion by Quinnell, seconded by Coleman, the board approved the consent agenda items by roll call. Voting 'yes' was Butler, Coleman, Goerwitz, Gonzalez-George, Miller, Nelson and Quinnell. No one voted 'no'.

a. Minutes

- Minutes of the Regular School Board meeting held on February 27, 2023

b. Gift Agreements

- \$10,576.00 from Greenvale Park PTO to purchase outdoor benches and picnic tables
- \$1,000.00 from Jesus Huerta Amores for the Greenvale Park Elementary Angel Fund
- \$1,000.00 from Barbara Holmes for Philanthropic Education Organization (PEO) Scholarship Chapter N

c. Overnight Field Trip

Northfield High School head coach Mel Miller requested board approval for a girls golf team overnight trip for the 2022-2023 school year.

d. Financial Report

Financial Report - November 2022. Director of Finance Mertesdorf requested the board approve paid bills totaling \$2,314,184.38, payroll checks totaling \$3,553,901.80, 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 2022. At the end of November 2022 total cash and investments amounted to \$25,426,770.53.

e. Personnel Items

i. Appointments

1. Emma Freedman, Community School Coordinator for 30 hours/week at Bridgewater, beginning 3/27/2023-5/26/2023. Pro-rated community school coordinator pay.
2. Barry Hayes, Long Term Substitute Assistant Girls Golf Coach for 2 hours/day for 12 days at the High School, beginning 3/20/2023-4/4/2023. \$71.26/day
3. Heidi Melnychuk, Special Ed EA PCA for 6.75 hours/day at the High School, beginning 3/9/2023-6/9/2023. Step 4-\$17.70/hr. + prorated PCN stipend
4. Jeniffer Rosas Bermudez, Community School Club Leader for up to 3 hours/day Monday-Thursday at Bridgewater, beginning 3/15/2023-5/25/2023; \$23.65/hr.
5. Suzy Running, KidVentures Site Assistant for up to 15 hours/week at Spring Creek, beginning 3/6/2023-6/9/2023. Step 1-\$14.50/hr.
6. Margaret Witt, .45 FTE EL Teacher at Bridgewater and Spring Creek, beginning 3/6/2023-6/9/2023. MA, Step 10.
7. Dominic DiMaggio, Program Assistant with Community Ed Recreation, beginning 2/24/2023-5/31/2023. \$10.59/hr.
8. Samantha Asplund, Community School After School Site Assistant for 11 hours/week at Bridgewater, beginning 3/21/2023-5/25/2023. Step 1-\$14.50/hr.

ii. Increase/Decrease/Change in Assignment

1. Jennifer Antoine, Spec Ed EA PCA for 13.50 hours/week at the NCEC, add Spec Ed EA PCA at Open Door Preschool for a total of 28 hours/week, effective 3/6/2023-3/24/2023.
2. Quinn Line, KidVentures Site Assistant Substitute, add KidVentures Site Assistant for 8.5 hours/week at Spring Creek, effective 3/6/2023.
3. Michelle Murphy, CNA I for 3.75 hours/day at the High School, change to CNA II for 5.5 hours/day at the High School, effective 4/5/2023. \$22.59/hr.
4. Michelle Oaxaca, Community School Site Leader for 21 hours/week at Greenvale Park, change to Community School Site Leader for up to 30 hours/week at Greenvale Park, effective 2/27/2023-5/25/2023.

5. Teri Quamme, Spec Ed EA PCA at the Middle School, change to Spec Ed EA PCA at the High School, effective 3/6/2023-6/9/2023.
6. Haley Sawatzke, Community School Club Leader for 10 hours/week at Greenvale Park, change to Community School Club Leader for up to 15 hours/week at Greenvale Park, effective 2/27/2023-5/25/2023.
7. Rebecca Stoufis, Special Ed Teacher at the High School, add an $\frac{1}{2}$ overload in lieu of prep at the High School, effective 3/6/2023-4/8/2023.
8. Shelley Stulken, Teacher at Spring Creek, add Homebound Instructor for 1 hour/day and 1 hour of prep per 5 hours of service, at Spring Creek, effective 3/6/2023. Lane/step
9. Samantha Becker, 9th Grade Assistant Softball Coach at the High School, change to .5 9th Grade Assistant Coach and .5 Assistant Girls Softball Coach at the High School, effective 3/13/2023. \$4,570
10. Adriana Bermudez, Gen Ed EA at the NCEC, add Spanish Screener as needed at the NCEC, effective 3/10/2023.
11. Correction: Margaret Diviney-Fearing, Long Term Substitute Special Ed EA PCA for 16.5 hours/week at the NCEC, change to Long Term Substitute Special Ed EA PCA for 18 hours/week at the NCEC, effective 2/27/2023.
12. Mary Franz, 9th Grade Assistant Softball Coach at the High School, change to .5 9th Grade Assistant Coach and .5 Assistant Girls Softball Coach at the High School, effective 3/13/2023. \$4,570
13. Elise Goodfellow, KidVentures Student Site Assistant at Greenvale Park, \$10.59/hour, change to KidVentures Student Site Assistant at Greenvale Park, effective 3/16/2023. \$14.50/hr.
14. Graciela Guerrero, Spec Ed EA at the NCEC, add Spanish Screener as needed at the NCEC, effective 3/10/2023.
15. Ann Jerdee, Girls Golf Coach at the Middle School, change to .5 Head Girls Golf Coach and .5 Assistant Girls Golf Coach at the Middle School, effective 3/10/2023. \$2,793
16. Jamie Jerdee, Boys Golf Coach at the Middle School, change to .5 Head Boys Golf Coach and .5 Assistant Boys Golf Coach at the Middle School, effective 3/10/2023. \$2,793
17. Ryan Pietsch, Boys Golf Coach at the Middle School, change to .5 Head Boys Golf Coach and .5 Assistant Boys Golf Coach at the Middle School, effective 3/10/2023. \$2,793
18. Sara Pratt, Assistant Director of Special Education, change to Director of Special Services, beginning 7/1/2023. Salary based on Non-Union Administrators Agreement (Step 1).

iii. Leave of Absence

1. Susan Eidenschink, Spec Ed EA at the High School, FMLA beginning 3/6/2023-4/14/2023.
2. Amy Boecker, Educational Assistant/PCA at NCEC, medical leave of absence beginning 4/19/23 for up to six weeks.

iv. Retirements/Resignations/Terminations

1. Tricia Christopherson, Early Childhood Screener with the District, resignation effective 03/1/2023.
2. Jake Kromschroeder, Custodian Engineer at the High School, resignation effective 3/10/2023.
3. SueAnn Lepinski, CNA II at the High School, resignation effective 2/23/2023.
4. Grace Farwell, Community School Club Leader at Bridgewater, resignation effective 3/10/2023.
5. Jim Hoffman, Head Custodian at the High School, resignation effective 3/24/2023.
6. Lisa Nelson, Title I teacher at Greenvale Park Elementary (currently on leave), retirement effective 8/31/2023.
7. Pam Toepper, CNA at the High School, resignation effective 3/24/2023.

7. Items for Individual Action

- a. Modification of 2022-2023 Superintendent Focus Areas, On a motion by Butler, seconded by Nelson, the board approved by roll call a modified completion date of the redesign of the district's student handbooks and presentation to the board from March 30, 2023 to June 30, 2023. Voting 'yes' was Butler, Coleman, Goerwitz, Gonzalez-George, Miller, Nelson and Quinnell. No one voted 'no'.

8. Items for Information

- a. Enrollment Report. Superintendent Hillmann reviewed the March 2023 enrollment report.

9. Future Meetings

- a. Thursday, March 16, 2023, 6:00 p.m., Public Meeting, Northfield Middle School
- b. Thursday, March 23, 2023, 6:00 p.m., Public Meeting, Northfield Middle School
- c. Monday, April 10, 2023, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- d. Monday, April 24, 2023, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom

10. Adjournment

On a motion by Quinnell, seconded by Butler, the board approved adjournment by roll call at 8:48 p.m. Voting 'yes' was Butler, Coleman, Goerwitz, Gonzalez-George, Miller, Nelson and Quinnell. No one voted 'no'.



Amy Goerwitz
School Board Clerk