

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

April 13, 2020
Teleconference

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. Due to the current federal and state emergency declarations, the Minnesota directive for residents to stay at home and guidance about limiting person-to-person contact due to the COVID-19 pandemic, this meeting was conducted via video conference in accordance with Minnesota Statutes 13D.021. In addition, the school board determined that it was not feasible for at least one board member, or the superintendent to be physically present at the regular meeting location and that it was not feasible for the public to attend this meeting at the regular location. The district did make accommodations for public comment which are outlined below.

Board member attendance was taken by roll call. Anita Aase, Executive Administrative Assistant to the Superintendent and Board of Education, called the name of each board member in alphabetical order by last name and the board member responded “present” when his/her name was called. Present: Baraniak, Goerwitz, Hardy, Iverson, Pritchard, Quinnell and Stratmoen. Absent: None.

Also present at this video conference meeting was: Dr. Matt Hillmann, Superintendent; Aase; Val Mertesdorf, Director of Finance; Erin Bailey, Director of Community Education; Josh Cooper, Senior Project Manager for Knutson Construction. Observing the meeting were: Teri Knight, KYMN radio; and Sam Wilmes, reporter with the Northfield News. This meeting was recorded and access to the recording was posted to the school district website.

Board Chair Pritchard outlined the procedures for this meeting:

- Board members are asked to mute their microphone when they are not speaking.
- During the course of the meeting when a motion and a second is required, Dr. Hillmann will initiate the “unmute” for all board members.
- The agenda item being discussed will be displayed on the screen.
- At the start of each discussion Chair Pritchard will call on each board member in alphabetical order by last name for any questions or comments. If you don’t wish to speak you are welcome to pass.
- There will be one round of questioning for board members. If board members have a follow-up question or comment, they can consider using the Raise Hand feature in order to be recognized by the Chair.
- All votes on the Items for Individual Action will be conducted by roll call by Aase. Each board member should wait until their name is called before voting.

II. Agenda Approval/Table File

On a motion by Hardy, seconded by Goerwitz, the Board approved the agenda by roll call. Voting ‘yes’ were Baraniak, Goerwitz, Hardy, Iverson, Pritchard, Quinnell and Stratmoen. No one voted ‘no’.

III. Public Comment

To accommodate the public comment portion of our meeting, members of the public were invited via the school district website to submit feedback to the Board via email by 5:00 p.m. on April 13, 2020. All submissions that followed the district policy regarding public comment would be read by Chair Pritchard at this time. There were no public comments submitted for this Board meeting.

IV. Announcements and Recognitions

- Congratulations to Ella Holleran, who earned a gold award (top 5% in the state) for her science and engineering fair project, (WISP - Wearable, Individualized, Sensory Product - A Therapy Tool for Those with Autism & Sensory Processing Challenges) at the state science and engineering fair awards ceremony on April 1st.

- Our child nutrition staff has prepared and delivered 6,820 breakfasts and 6,929 lunches March 18 - April 10, 2020 (18 week days).
- It is with a heavy heart we share that Kristen Craft recently lost both her parents, who lived in New Jersey, due to complications associated with COVID-19. Mrs. Craft is a first grade teacher at Sibley Elementary.

V. Items for Discussion and Reports

- A. COVID-19/Distance Learning Update/District Operations. Dr. Hillmann updated the Board on the district's response to COVID-19, the distance learning plans, and general district operations.
- Due to the implementation date of distance learning, and the district's 2019-20 school calendar, teachers had approximately three paid days to prepare for distance learning.
 - District staff are working from home
 - Custodians are onsite and are cleaning buildings and disinfecting spaces using the three fogging machines owned by the District.
 - Our investments in iPads, Seesaw and Schoology have helped us prepare for distance learning. The technology services team is supporting approximately 4500 students and staff devices. Internet access is installed or scheduled to be installed for every student.
 - The District is providing child care for essential Tier I workers as directed by the Governor of the State of Minnesota. Child care is available Monday through Friday, 6:30 a.m. - 6:00 p.m., at Bridgewater Elementary. Nurses are on site. Fabric masks are provided for all staff. We want to thank and recognize those working in the child care center.
 - The child nutrition staff is providing daily breakfast and lunch at three pick up locations in the district and delivering meals on rural routes with assistance from Benjamin Bus.
 - Athletics and activities are cancelled through May 4, 2020.
 - The District has initiated a purchasing freeze on all discretionary budgets, and payroll and accounts payable continue normal operations.
 - The District continues to update families and staff via communications using Skylert, email, social media outlets and the district website.
 - Dr. Hillmann has hosted three Friday night video/teleconference family events.

VI. Consent Agenda

On a motion by Quinnell, seconded by Hardy, the Board approved the following Consent Agenda items by roll call. Voting 'yes' were Baraniak, Goerwitz, Hardy, Iverson, Pritchard, Quinnell and Stratmoen. No one voted 'no'.

A. Minutes

- Minutes of the Regular School Board meeting held on March 9, 2020

B. Gift Agreements

- \$400.00 donation from Sibley Elementary PTO for Celebrate Math Week.
- \$5,000.00 donation from College City Beverage, Inc. for Tom Blaisdell Scholarship.
- \$4,773.00 donation from St. Paul & Minnesota Foundation for TORCH Scholarship.
- \$1,000.00 donation from HomeTown Credit Union to DECA for clothing drive.
- \$1,564.90 donation from St. Paul & Minnesota Foundation for Tom Blaisdell Scholarship
- \$7,100.00 donation from Northfield Booster Club for reimbursement of various Northfield High School activity expenses.

C. Personnel Items

a) Appointments

1. Margaret Magnuson, Targeted Services Summer PLUS Site Assistant for up to 6 hours/day Mon.-Thurs. at Bridgewater, beginning 6/18/2020-8/6/2020; Step 2-\$13.56/hr.
2. Todd Ledman, 1.0 FTE Custodian at the High School, beginning 3/30/2020; Step 4 -\$18.61/hr.

b) Increase/Decrease/Change in Assignment

1. Zane Anway, Gen Ed EA for 6.75 hours/day and Crossing Guard for .25 hours/day at the Middle School, change to Gen Ed EA for 6.75 hours/day and Crossing Guard for .42 hours/day at the Middle School, effective 3/10/2020-6/6/2020.

2. Michelle Bauer, Teacher at the High School, change to 1.0 FTE PreK-12 Systems and Instructional Coach with the District, effective 7/1/2020-6/30/2021.
 3. Alisha Clarey, Teacher at Greenvale Park, change to 1.0 FTE PreK-12 Systems and Instructional Coach with the District, effective 7/1/2020-6/30/2021.
 4. Carrie Duba, MTSS/Sped Psychologist at the High School, change to 1.0 FTE PreK-12 Systems and Instructional Coach with the District, effective 7/1/2020-6/30/2021.
 5. Hope Langston, Director of Assessment Services, change to Director of Instructional Services, effective 7/1/2020. Director of Instructional Services position combines the Director of Assessment Services and the Director of Teaching & Learning positions. Salary based on the Director of Teaching & Learning position.
 6. Amanda Mahlstedt, Long Term Substitute Kindergarten Teacher at Bridgewater, beginning on 3/9/2020-5/22/2020, change the end date to the end of the 2019-2020 school year.
 7. Ellyn Sheehy, 1.0 FTE Long Term Substitute Early Childhood Special Education Teacher at Longfellow, beginning 3/16/2020-6/8/2020, change the start date to TBD.
 8. Arlene Tuma, EA for 15.25 hours/week at the NCRC, change to EA for 14 hours/week at the NCRC, effective 3/9/2020.
 9. Katrina Warner, 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.
- c) Leave of Absence
1. Sohair Abboud, EA at Longfellow, Leave for the FMLA Expansion Act, effective 4/1/2020 for up to 12 weeks.
 2. Update-Jennifer Allison, Teacher at Bridgewater, Family/Medical Leave of Absence for Childcare, effective 3/9/2020 through the end of the 2019-2020 school year.
 3. Colleen Almen, CNA II at the Middle School, leave of absence beginning 4/1/2020 until school can resume. First two weeks paid under the Emergency Paid Sick Leave Act.
 4. Brittany Braucher, CNA I at the High School, Leave for the FMLA Expansion Act, effective 4/1/2020 for up to 12 weeks.
 5. Rose Brison, CNA II at the High School, leave of absence beginning 4/1/2020 until school can resume. First two weeks paid under the Emergency Paid Sick Leave Act.
 6. Katie Dahmeh, EA at Longfellow, Leave for the FMLA Expansion Act, effective 4/1/2020 for up to 12 weeks.
 7. Rafa Estrella, Teacher at the Middle School, Family/Medical Leave of Absence for Childcare, effective on or about 4/4/2020 for ten workdays.
 8. Sara Gerdesmeier, Early Venture Site Assistant at Longfellow, leave for the FMLA Expansion Act, effective 4/1/2020 for up to 12 weeks.
 9. Lori Gunderson, CNA I at the High School, leave of absence beginning 4/1/2020 until school can resume. First two weeks paid under the Emergency Paid Sick Leave Act.
 10. Meghan Kuechenmeister, Educational Assistant at the High School, leave under the FMLA Expansion Act, beginning 4/7/2020, for up to 12 weeks.
 11. Joan Lizaola, Cultural Liaison, FMLA leave of absence beginning on 4/1/2020 for up to 12 work weeks.
 12. Hildeliza Lopez, CNA I at the Middle School, leave under the FMLA Expansion Act, effective 4/1/2020 through the end of the 2019-20 school year.
 13. Tamara Moore, CNA I at Bridgewater, leave for the FMLA Expansion Act, effective 4/1/2020 for up to 12 weeks.
 14. Jenelle Mullin, CNA III at the High School, leave for the FMLA Expansion Act, effective 4/1/2020 for up to 12 weeks.
 15. Jessica Rushton, leave of absence beginning 4/1/2020 through 4/14/2020. Paid under the Emergency Paid Sick Leave Act.
 16. Pamela Taubman, KV Site Assistant at Greenvale Park, leave for the FMLA Expansion Act, effective 4/1/2020 until school can resume. First two weeks of leave is paid under the Emergency Paid Sick Leave Act.
 17. Angie Timperley, Educational Assistant at Bridgewater, leave under the FMLA Expansion Act, effective 4/6/2020 for up to 12 weeks.
 18. Melissa Valentyn, Educational Assistant at Bridgewater, leave for the FMLA Expansion Act, effective 4/1/2020 for up to 12 weeks.
 19. Linda Wicklund, CNA I at the High School, leave of absence beginning 4/1/2020 until school can resume. First two weeks paid under the Emergency Paid Sick Leave Act.
 20. Brent Yule, Teacher at Greenvale Park, Family/Medical Leave of Absence for Childcare, effective on or about 4/27/2020 for five workdays.
- d) Retirements/Resignations/Terminations
1. Kim Cecil, Administrative Assistant at Sibley, rescinds retirement, effective 3/18/2020.

2. Shelley Hansen, School Social Worker at the ALC, retirement effective 6/8/2020.
 3. Mary Harrity-Davidson, Teacher at the Middle School, retirement effective at the end of the 2019-2020 school year.
 4. Sandra Reiman, Due Process Clerk at Bridgewater, resignation effective 3/18/2020.
- e) Administration is Recommending the Approval of the Following:
 Administration submits the following employment contracts/agreements for approval. These contracts/ agreements cover the period of July 1, 2020 through June 30, 2022.
1. Principals
 2. Non-Union Administrators

VII. Superintendent's Report

A. Items for Individual Action.

1. Longfellow Renovation Bid Approval. Josh Cooper, Senior Project Manager with Knutson Construction, presented the Board with the Longfellow renovation bid recommendations. On a motion by Iverson, seconded by Baraniak, the Board approved by roll call, contracts to be issued to the bidders presented for Longfellow renovation at a cost of \$1,043,754, as well as approval for the General Conditions fee of \$187,484, the Construction Contingency of \$15,000, the Special Inspections & Testing for WSB for \$2,570, and the Commissioning Agent for Dunham for \$6,500. Voting 'yes' were Baraniak, Goerwitz, Hardy, Iverson, Pritchard, Quinnell and Stratmoen. No one voted 'no'.
2. Proposed 2020-2021 Budget - All Funds. On a motion by Baraniak, seconded by Hardy, the Board approved by roll call, the proposed 2020-2021 budgets as presented for all funds. The annual proposed budget book for 2020-21 was presented to each board member in the board packet; the individual funds have been presented and reviewed in detail at School Board meetings over the past few months. These budgets were based on assumptions made prior to the COVID-19 pandemic and we cannot fully anticipate how these budgets will be affected by the COVID-19 pandemic. Voting 'yes' were Baraniak, Goerwitz, Hardy, Iverson, Pritchard, Quinnell and Stratmoen. No one voted 'no'. A summary of revenue and expenditure amounts are listed below.

| <u>Fund</u> | <u>Revenues</u> | <u>Expenditures</u> |
|-----------------------------------|-----------------|---------------------|
| General (includes Capital & LTFM) | \$57,860,302 | \$60,727,299 |
| Child Nutrition | \$ 2,220,244 | \$ 2,433,320 |
| Community Services | \$ 3,187,661 | \$ 3,224,378 |
| Debt Service | \$ 6,210,807 | \$ 7,264,675 |
| Internal Service | \$ 7,547,782 | \$ 8,090,343 |
| Building Construction | \$ 105,134 | \$ 8,316,866 |

3. Renaming Existing Greenvale Park. On a motion by Stratmoen, seconded by Hardy, the Board approved by roll call, Northfield Community Education Center as the new name for the current Greenvale Park Elementary School. Voting 'yes' were Baraniak, Goerwitz, Hardy, Iverson, Pritchard, Quinnell and Stratmoen. No one voted 'no'.
4. Approval of Policies. On a motion by Iverson, seconded by Baraniak, the Board approved by roll call, updates to policies 403, 405, 613, 616 and 620 initially presented at the March 9, 2020 Board meeting. These changes will be effective immediately. Voting 'yes' were Baraniak, Goerwitz, Hardy, Iverson, Pritchard, Quinnell and Stratmoen. No one voted 'no'.
5. Notice to Hold Teleconference Meetings Pursuant to Minnesota Statutes 13D.021. Due to the current federal and state emergency declarations and guidance about limiting person-to-person contact due to the COVID-19 (coronavirus) pandemic, the Board has determined that it is not feasible for at least one board member, the superintendent, or the school district's legal counsel to be physically present at the regular meeting location. In accordance with Minnesota Statutes 13D.021, members of the public are not permitted to attend meetings due to the current health pandemic. On a motion by Quinnell, seconded by

Goerwitz, the Board approved by roll call, all future meetings of the Northfield Public Schools Board of Education will be conducted in accordance with Minnesota Statutes 13D.021, Meetings by Telephone or Other Electronic Means, until further notice. Voting 'yes' were Baraniak, Goerwitz, Hardy, Iverson, Pritchard, Quinnell and Stratmoen. No one voted 'no'.

VIII. Items for Information

- A. Enrollment Report. Dr. Hillmann reviewed the April 2020 enrollment report.
- B. Construction Update #24. Superintendent Hillmann updated the Board on the District's construction projects.
- C. Kaboom! Playground Equipment. Dr. Hillmann and Director Bailey informed the Board about a \$300,000 Kaboom! grant for playground equipment to be installed at the Northfield Community Education Center.

IX. Future Meetings

- A. Monday, April 27, 2020, 7:00 p.m., Regular Board Meeting via teleconference
- B. Monday, May 11, 2020, 7:00 p.m., Regular Board Meeting
- C. Tuesday, May 26, 2020, 7:00 p.m., Regular Board Meeting

X. Adjournment

On a motion by Stratmoen, seconded by Goerwitz, the Board approved adjournment by roll call at 8:39 p.m. Voting 'yes' were Baraniak, Goerwitz, Hardy, Iverson, Pritchard, Quinnell and Stratmoen. No one voted 'no'.

Noel Stratmoen
School Board Clerk