

# NORTHFIELD PUBLIC SCHOOLS

## School Board Minutes

April 22, 2019

Northfield High School Media Center

I. Call to Order

Board Vice-Chair Dr. Ellen Iverson 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, and Iverson. Absent: Pritchard.

II. Agenda Changes / Table File

Table File items were added.

III. Public Comment

There was no public comment.

IV. Announcements and Recognitions

- The School Finance Award for Financial Reporting is awarded annually by the Minnesota Department of Education, Division of School Finance, to recognize schools for meeting statutory deadlines for submission of audited fiscal financial data and reporting criteria. We are proud to announce that Northfield Public Schools, for the eighth year in a row, is a recipient of this award. Congratulations to Director of Finance Val Mertesdorf and her team for their continued focus on the District's fiscal health by being timely, accurate, and compliant with financial reporting.
- The Greenvale Park Community School joined Allina in hosting the Free Bikes for Kidz event on Saturday, April 13, at Greenvale Park Elementary School. Over 175 local children received refurbished bikes, helmets, and locks. A special thanks to the volunteers, Northfield Police Department, and Tom's Downtown Bikes.
- The 87th Annual Big 9 Music Festival Grand Finale Concert is Friday, May 3, 2019 at 7:30pm, at Albert Lea High School. The Big 9 Music Banquet precedes the Grand Finale Concert at the Wedgewood Cove Golf Course at 5:30pm.
- Sidewalk Poetry Winners were selected last week. Thank you to the judges, which included Rob Hardy and Joel Olson, for participating in this event. Congratulations to Anne Kopas, NHS graduate and former reporter for the *Northfield News*, who was one of the winners.

V. Items for Discussion and Reports

A. District Youth Council Year Recap

District Youth Council members Alice Zhang and Meera Pattanayak recapped the activities of the Council for the school year 2018-19. This year's Council formed three subcommittees. The subcommittees focused on diversity, stress/sleep management, and connecting with administration.

B. Bridgewater Addition and Renovation Update by Wold Architects and Engineers

Kristen Sachwitz, Architect and Sean Kelly, Project Manager, both with Wold Architects and Engineers, highlighted planning and construction activities regarding Bridgewater Elementary School. Input has been received by the core planning team, user groups, and law enforcement. Architects are in the construction document phase and bid out will occur May 21, 2019. During the summer months office construction will begin and move in for office staff is scheduled during MEA break in October. The remodel of the Special Education space will follow with move in scheduled during December break.

C. 2019 Winter Sports and Activities Report

Director of Student Activities Joel Olson provided a recap of the Winter 2019 student sports and activities. The number of enrolled students in grades 9 through 12 is 1372, and the total number of co-curricular participants is 1191. This equates to 86% of students participating in MSHSL activities or other competitive/performance activities. Additionally, there were numerous State Meet individual participants, academic award recipients, and coaching honors.

D. Policy Committee Recommendations - First Reading (900 Series)

The Policy Committee established a four year review cycle of all District policies: Year 1 (2018-19): 200 series, 800 series, 900 series; Year 2 (2019-20): 300 series, 400 series; Year 3 (2020-21): 100 series, 500 series; Year 4 (2021-22): 600 series, 700 series. This committee will also annually review student handbooks. Dr. Hillmann presented the committee's recommendations on Policies 903, 904, 906, 907. This will be an item for individual action at the next Board meeting.

E. Proposed 2019-2020 Non-Operating Fund Budgets

The following proposed budgets for 2019-2020 were presented by Val Mertesdorf, Director of Finance:

- Debt Service Fund accounts for the School District's outstanding bonded indebtedness for past building construction and major capital projects. Revenues represent property tax levies, state credits, and a minor amount of interest. Expenditures represent principal and interest payments on bonds previously sold. No action was required by the Board.
- Trust Fund (Scholarship Fund) is used to record revenues and expenditures for trust agreements where the school board has accepted responsibility to serve as trustee as well as annual gifts and donations for student scholarships. No action was required by the Board.

F. Proposed 2019-2020 Internal Service Fund Budget

Director of Finance Val Mertesdorf presented the proposed 2019-2020 Internal Service Fund Budget. The purpose of this fund is to record the financial transactions of the District's self-insured health and dental plan. No action was required by the Board.

VI. Committee Reports

No committee reports.

VII. Consent Agenda

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

A. Minutes. Minutes of the Regular School Board meeting held on April 8, 2019.

B. Gift Agreements

- A \$1,944.60 donation for additional Compañeros materials to Greenvale Park Elementary.
- A \$2,208.86 donation to Bridgewater Elementary: \$242.20 for 5th grade bowling bus; \$1,089.07 for Popp binding 14" punch & binder; \$77.59 for Popp binding plastic combs; \$800.00 for Kodable game access.

C. Personnel Items

a) Appointments

1. Kati Awad, Long Term Substitute Special Education EA-PCA for 6.3 hours/day at Longfellow, beginning 04/15/2019-05/25/2019; Step 1-\$15.62/hr.
2. Fall/Winter Spring Recreation Positions #2822, Effective April 16, 2019-May 31, 2019  
Emma Lederer, Lifeguard, \$10.61/hour, Class Lead \$10.50/hour, Swim Aide, \$10.11/hour.
3. \*Michelle Bendett, 1.0 FTE Grade 6-8 Choir Teacher at the Middle School, beginning 08/26/2019; MA, Step 10.
4. Rosemary Fink, AP Test Proctor at the High School, beginning 05/06/2019-05/17/2019; Licensed Sub Teacher Rate of Pay
5. Paige Haley, Head Girls Varsity Hockey Coach for 2 hours/day at the High School, beginning 10/28/2019-3/30/2019; Level A, Step 1
6. Mitzi Holden, Summer PLUS Custodian for 4 hours/day Mon.-Thurs. at Greenvale Park, beginning 06/17/2019-08/01/2019; \$16.84/hr.
7. William Kaul, Summer Seasonal Buildings and Grounds Worker from 7:00-3:30 p.m. with the District, beginning 04/29/2019-10/01/2019; \$14.50/hr.
8. Kathleen Kopseng, AP Test Proctor at the High School, beginning 05/06/2019-05/17/2019; Licensed Sub Teacher Rate of Pay

9. Daniel Medin, Targeted Services Summer BLAST Site Assistant for up to 5.5 hours/day at Greenvale Park, beginning 06/13/2019-07/25/2019; Step 1-\$12.88/hr.
  10. Brenda Niebuhr, AP Test Proctor at the High School, beginning 05/06/2019-05/17/2019; Licensed Sub Teacher Rate of Pay
  11. Correction: Jonathan Pownell, Spring Recreation with Community Services, beginning 3/12/2019-5/31/2019; Lifeguard \$10.86/hr., Class Lead \$10.50/hr., Swim Aide \$10.11/hr.
  12. \*Allison Rise, Head Varsity Dance Team Coach for 2 hours/day at the High School, beginning 10/19/2019; Level C, Step 1
  13. \*Peggy Sheldon, AP Test Proctor at the High School, beginning 05/06/2019-05/17/2019; Licensed Sub Teacher Rate of Pay
  14. \*James Stenglein, AP Test Proctor at the High School, beginning 05/06/2019-05/17/2019; Licensed Sub Teacher Rate of Pay
  15. \*James Urick, AP Test Proctor at the High School, beginning 05/06/2019-05/17/2019; Licensed Sub Teacher Rate of Pay
  16. \*Pamela Urick, AP Test Proctor at the High School, beginning 05/06/2019-05/17/2019; Licensed Sub Teacher Rate of Pay
  17. Summer Recreation Positions #2907, Effective May 24, 2019 – August 31, 2019  
MaryKatherine Deschamp – Summer Intern \$14.38/hour
- b) Increase/Decrease/Change in Assignment
1. Stephanie Balma, Early Childhood Teacher at Longfellow, add Bridges to Kindergarten Teacher at Bridgewater, effective 07/22/2019-08/23/2019; Yr. 2-\$27.11/hr.
  2. Robert Benson, Special Ed EA-PCA-temporary for 2 hours/day at Sibley, change to Special Ed EA-PCA-ongoing for 2 hours/day at Sibley, effective 04/09/2019.
  3. Lori Berg, CNA II for 5.5 hours/day at the High School, change to CNA I for 3.75 hours/day at the High School, effective 04/15/2019. \$17.58/hr.
  4. Kristen Cade, Kindergarten Teacher at Bridgewater, add Bridges to Kindergarten Teacher at Bridgewater, effective 07/22/2019-08/23/2019; Yr. 24-\$28.82/hr.
  5. Marissa Gallardo, Site Assistant at Greenvale Park, add Summer PLUS Site Assistant for up to 6 hours/day Mon.-Thurs. at Greenvale Park, effective 06/13/2019-08/01/2019; Student \$9.86/hr.
  6. Stephanie Hagberg, Kindergarten Teacher at Greenvale Park, add Bridges to Kindergarten Teacher at Greenvale Park, effective 07/22/2019-08/23/2019; Yr. 9-\$28.22/hr.
  7. Amy Hales, Special Ed EA-PCA for 8 hours/day at Bridgewater, change to Special Ed EA-PCA for 6.75 hours/day at Bridgewater, effective 04/08/2019.
  8. Gretchen Heil, Kindergarten Teacher at Sibley, add Bridges to Kindergarten Teacher at Sibley, effective 07/22/2019-08/23/2019; Yr. 12-\$28.82/hr.
  9. Mikayla Hoff, Full-Time Substitute for the District, add Summer PLUS Teacher for up to 5 hours/day Mon.-Thurs. at Greenvale Park, effective 06/13/2019-08/01/2019; Yr. 1-\$27.11/hr.
  10. Kathy Lansing, Early Childhood Screener, add Bridges to Kindergarten Teacher at Greenvale Park, effective 07/22/2019-08/23/2019; Yr. 3-\$27.11/hr.
  11. Tammy McDonough, 1.0 FTE Science Teacher at the Middle School, change to 1.0 FTE Science Teacher at the High School, effective 08/26/2019.
  12. Patricia Rogne, ECFE Teacher, Screener at the NCRC, add Bridges to Kindergarten Teacher at Sibley, effective 07/22/2019-08/23/2019; Yr. 10-\$28.22/hr.
  13. Angela Schewe, Early Childhood Teacher at Longfellow, add Bridges to Kindergarten Teacher at Bridgewater, effective 07/22/2019-08/23/2019; Yr. 6-\$27.73/hr.
  14. Amanda Sieger, 1.0 FTE First Grade Teacher at Sibley, change to 1.0 FTE ADSIS Teacher at Sibley, effective 08/26/2019.
  15. Rachel Taylor, BLAST Site Assistant at the Middle School, add Summer BLAST Site Assistant for up to 5.5 hours/day Mon.-Thurs. at the Middle School/Carleton, effective 06/13/2019-07/25/2019; Step 2-\$13.22/hr.
  16. Linda Wicklund, 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 04/04/2019-04/12/2019; \$18.58/hr.
  17. Tiffani Arnevik, EarlyVentures Teacher for 30 hours/wk at Longfellow, change to EarlyVentures Teacher for 34 hours/wk at Longfellow, effective 06/10/2019-08/23/2019.
  18. Mark Auge, Teacher at the High School, add ALC Summer School Teacher for up to 5 hours/day Mon.-Thurs. at the ALC, effective 06/10/2019-07/25/2019; Lane/Step
  19. Trisha Beacom, EarlyVentures Teacher for 40 hours/wk at Longfellow, change to EarlyVentures Teacher for 36 hours/wk at Longfellow, effective 06/10/2019-08/23/2019.
  20. Courtney Beumer (Gilomen) EarlyVentures Teacher for 38 hours/wk at Longfellow, change to EarlyVentures Teacher for 32 hours/wk at Longfellow, effective 06/10/2019-08/23/2019.

21. Haanah Braun, EarlyVentures Site Assistant for 38.75 hours/wk at Longfellow, change to EarlyVentures Site Assistant for 39.5 hours/wk at Longfellow, effective 06/10/2019-08/23/2019.
  22. Sebastian Buset, EL Educational Assistant at the High School and ALC, change to EL Educational Assistant at the High School, and the Middle School, effective 04/18/2019-06/07/2019.
  23. Anne Campbell, Teacher at the High School, add ALC Summer School Teacher for up to 5 hours/day Mon.-Thurs. at the ALC, effective 06/10/2019-07/25/2019; Lane/Step
  24. Anita Corwin, EarlyVentures Site Assistant for 40 hours/wk at Longfellow, change to EarlyVentures Site Assistant for 33.5 hours/wk at Longfellow, effective 06/10/2019-08/23/2019.
  25. Debbie Foley, EarlyVentures Assistant Teacher for 30 hours/wk at Longfellow, change to EarlyVentures Assistant Teacher for 33.25 hours/wk at Longfellow, effective 06/10/2019-08/23/2019.
  26. Sara Gerdesmeier, EarlyVentures Site Assistant for 32.5 hours/wk at Longfellow, change to EarlyVentures Site Assistant for 28 hours/wk at Longfellow, effective 06/10/2019-08/23/2019.
  27. Kristin G. Johnson, Behavior Coach for 2018-2019 only at Greenvale Park, change to Behavior Coach for 2019-2020 only at Greenvale Park, effective 08/26/2019-06/05/2020.
  28. Jill Keeley, EarlyVentures Teacher for 40 hours/wk at Longfellow, change to EarlyVentures Teacher for 35 hours/wk at Longfellow, effective 06/10/2019-08/23/2019.
  29. Jill Kohel, Teacher at the High School, add ALC Summer School Teacher for up to 5 hours/day Mon.-Thurs. at the ALC, effective 06/10/2019-07/25/2019; Lane/Step
  30. Jennifer Link, Teacher at the Middle School, add ALC Summer BLAST Teacher for up to 4.75 hours/day Mon.-Thurs. at the Middle School/Carleton, effective 06/13/2019-07/25/2019; Yr. 1-\$27.11/hr.
  31. Cheryl Mathison, Teacher at the ALC, add ALC Summer School Teacher for up to 5 hours/day Mon.-Thurs. at the ALC, effective 07/08/2019-07/25/2019; Lane/Step
  32. Curtis Mikkelson, Teacher at the Middle School, add ALC Summer School Teacher for up to 5 hours/day Mon.-Thurs. at the ALC, effective 06/10/2019-07/25/2019; Lane/Step
  33. Carol Nick, EarlyVentures Teacher for 35 hours/wk at Longfellow, change to EarlyVentures Teacher for 20 hours/wk at Longfellow, effective 06/10/2019-08/23/2019.
  34. Dustee Phenow, Teacher at Bridgewater, add Summer PLUS Teacher for up to 4 hours/week Mon.-Thurs. at Greenvale Park, effective 06/13/2019-08/01/2019; Yr. 4-\$27.73/hr.
  35. Kathy Roth, EarlyVentures Teacher for 39.75 hours/wk at Longfellow, change to EarlyVentures Teacher for 36 hours/wk at Longfellow, effective 06/10/2019-08/23/2019.
  36. Bobbi Schmidtke, EarlyVentures Site Leader for 40 hours/wk at Longfellow, change to EarlyVentures Site Leader for 32 hours/wk at Longfellow, effective 06/10/2019-08/23/2019.
  37. Katie Schuman, EarlyVentures Teacher for 40 hours/wk at Longfellow, change to EarlyVentures Teacher for 30 hours/wk at Longfellow, effective 06/10/2019-08/23/2019.
  38. Eric Swan McDonald, Teacher at the ALC/HS, add ALC Summer School Teacher for up to 5 hours/day Mon.-Thurs. at the ALC, effective 07/08/2019-07/25/2019; Lane/Step
  39. Sarah Woodcock, EarlyVentures Teacher for 38.5 hours/wk at Longfellow, change to EarlyVentures Teacher for 36 hours/wk at Longfellow, effective 06/10/2019-08/23/2019.
- c) Leave of Absence
1. Cecelia Green, CNA II Manager at the High School, Family/Medical Leave of Absence, effective 04/23/2019-05/07/2019.
  2. Peggy Mills, Community Services Site Assistant, Family/Medical Leave of Absence, effective 06/10/2019 for 3 to 4 weeks.
  3. Dawn Jandro, Teacher at Sibley, Family/Medical Leave of Absence, effective 05/24/2019-05/31/2019.
- d) Retirements/Resignations/Terminations
1. Gloria Alvarado, Special Ed EA-PCA at the Middle School, resignation effective 04/10/2019.
  2. Duane Johnson, Assistant Network Manager, retirement effective 05/31/2019.
  3. Mark Tietz, Community Services Auditorium Technician, resignation effective 04/26/2019.
  4. Tony Mathison, Head Girls Basketball Coach at the High School, resignation effective 04/22/2019.
- e) Advancement of Probationary Licensed Staff
- Advancement of Licensed Staff to Tenure Status for 2019-20  
 DuBe', Sean; Foehrkolb, Kelley; Forbord, Jamie; Hanson, Katie; Lorang, Rebecca; Navarro, Deborah; Roth, Kyle; Schock, Angela; Shepherd, Melissa; Smith, Janet; Soderlund, Amber; Stulken, Shelley; Yule, Brent
- Advancement of Licensed Staff to Third Year Probationary Status for 2019-20  
 Amy, Natalie; Baker, Ashley; Bushey, Caitlin; Docken, Whitney; Golla, Dylan; Howard, Christine; Jones, Jennifer; Kremin, Megan; Link, Jennifer; Malecha, Becky; Maney, Mary Katherine; Molloy, Shawna; Sawyer, Jamin; Serie-Amunrud, Joy; Sherry, Lynsi; Sjoberg, Caroline; Stellnar, Brynne
- Advancement of Licensed Staff to Second Year Probationary Status for 2019-20

VIII. Superintendent's Report

A. Items for Individual Action

1. Approval of One Additional Hourly Paid Lacrosse Coach. On a motion by Quinnell, seconded by Goerwitz, the Board unanimously approved one additional hourly paid lacrosse coach (shared with both the boys' and girls' programs) at a maximum expenditure of \$1,869.
2. Technology Services Student Device Lease. On a motion by Goerwitz, seconded by Quinnell, the Board unanimously approved the student device lease. This is a four-year lease for 4,200 each iPad 6th Generation with Logitech Crayon stylus and STM Dux Case, with an option to renew early after three years, and the District owns devices after the 4th payment. The estimated total expenditure is \$427,000/year: \$403,000 for device lease and \$24,000 for JAMF Management.
3. Approval of Policies (200 series, 406, 800 series). On a motion by Baraniak, seconded by Hardy, the Board unanimously approved the changes to Policies 203, 206, 208, 209, 210, 210.1, 211, 212, 214, 406, 801, 802, 805, 806, 807, and 808. These changes will be effective on July 1, 2019.
4. Change Order Limits. On a motion by Goerwitz, seconded by Stratmoen, the Board unanimously adopted change order limits for the projects associated with the successful November 6, 2018 bond referendum. These guiding principles and procedures are recommended to provide authority to individuals, groups, and/or committees to keep projects advancing efficiently and expeditiously.
5. Gymnastics Lease. On a motion by Stratmoen, seconded by Baraniak, the Board unanimously approved a one-year lease to host the Northfield High School gymnastics team for the 2019-20 season. This is a one-year lease with Farmington Gymnastics and Cheer at a cost of \$10,000/year with additional bus/transportation costs of \$20,000 annually out of the general fund.
6. Gleason Property Purchase Agreement. On a motion by Quinnell, seconded by Goerwitz, the Board unanimously approved a purchase agreement between Independent School District #659 Northfield Public Schools and Gleason Real Estate Holdings, LLLP. This purchase agreement is for 1.01 acres and 10,000 square foot building/property "The Shop" at 720 Gleason Road, Northfield at a cost of \$590,000. The District has been renting this property since 2001 and this site is used for storing the District's snow removal equipment, lawn equipment, paper, and locksmith needs.

IX. Items for Information

- A. Construction Update #6. Dr. Hillmann provided an update on the District's construction projects which included the Meet and Greet hosted by Knutson Construction on April 9, 2019, Sibley core planning team meetings are scheduled, and Greenvale Park user groups continue to meet.
- B. National Teacher Appreciation Week May 6-10, 2019 and Teacher Appreciation Day Tuesday, May 7, 2019. Dr. Hillmann noted buildings will be celebrating our teachers in various ways during these dates.

X. Future Meetings

- A. Monday, May 13, 2019, 7:00 PM, Regular Board Meeting, NHS Media Center
- B. Tuesday, May 28, 2019, 7:00 PM, Regular Board Meeting, NHS Media Center
- C. Monday, June 10, 2019, 7:00 PM, Regular Board Meeting, NHS Media Center

XI. Adjournment

On a motion by Stratmoen, seconded by Goerwitz, the Board adjourned at 9:16 p.m.

Noel Stratmoen  
School Board Clerk