

# NORTHFIELD PUBLIC SCHOOLS

## School Board Minutes

April 27, 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; and Erin Bailey, Director of Community Education. Observing the meeting were: Teri Knight, KYMN radio; Sam Wilmes, reporter with the Northfield News, and members from the District Youth Council. This meeting was live streamed and recorded, and access to the recording was posted to the school district website.

Board Chair Pritchard outlined the procedures for this meeting:

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

### II. Agenda Approval/Table File

On a motion by Quinnell, seconded by Hardy, 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 27, 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

- Dr. Hillmann encouraged school board members to watch the District’s social media sites where we continue to post impressive happenings with distance learning, for example, the video highlighting Arts ala Carte.

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, distance learning plans, and general district operations.
- By order of the Governor of the State of Minnesota, distance learning was extended to the end of this academic school year, and there will be no distance learning on Friday, May 1, or Monday, May 4. These days have been set aside for planning and training purposes.
  - The District continues to provide free child care for essential Tier I workers and to provide daily breakfast and lunch at three pickup locations in the district and to deliver meals on rural routes with assistance from Benjamin Bus.
  - Family and licensed staff survey results were shared with the Board.
  - The high school administrative staff is collecting feedback from parents and students, and will announce the plan for senior graduation by May 5.
  - Based on discussions with parents, students and other superintendents, the administration is researching the possibility of ending the current academic year one week early. This would allow staff and administrators time for a deep dive and reflection regarding distance learning. A calendar change for the 2019-2020 academic school year may be brought to the school board as an item for individual action at the next meeting.
- B. Cannon Valley Special Education Cooperative (CVSEC) Update. Dr. Hillmann informed the Board that CVSEC Executive Director Lynn Krominga has resigned and a search for her replacement has begun. There is consideration being given to consolidating buildings for the cooperative with a new lease. This will be an item for discussion and reports at the next board meeting and an item for individual action at the May 26, 2020 board meeting.
- C. Stormwater Maintenance Agreement for Greenvale Park Elementary. Superintendent Hillmann reviewed the stormwater maintenance agreement for Greenvale Park Elementary School. This will be an item for individual action at the next board meeting.
- D. Financial Update. Director of Finance Val Mertesdorf provided a financial update to the Board which included refunds issued for all scheduled field trips and spring activities which were cancelled. Additionally, a portion of high school parking permit fees were refunded to families. The high school choir trip was cancelled and we continue to work with the travel agency that booked the trip to secure reimbursement.
- E. Policy Committee Recommendations. Dr. Hillmann presented the policy committee's recommendations on Policies 414, 419 and 421. This will be an item for individual action at the next Board meeting.

VI. Consent Agenda

On a motion by Goerwitz, seconded by Baraniak, 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 April 13, 2020
- B. Gift Agreements
- \$1,000.00 from Multek Flexible Circuits to Northfield High School for Robotics.
  - \$2,000.00 from Carol Henry Step Up Scholarship Fund of the Capital Group American Funds for Step Up Scholarship.
  - 372ea Girl Scout cookie packages worth \$1,860.00 donated to Northfield Public Schools families from Girl Scout Troop #27353 to be included with meal distributions at Sibley, Greenvale Park, Northfield High School and on bus routes.
- C. Personnel Items
- a) Appointments

1. Rico Bohren, 1.0 FTE Assistant Principal at the High School, beginning 7/01/2020; \$120,610 base salary, step 1 (2020-21) \$120
  2. Nancy Veverka, 1.0 FTE Assistant Principal at the High School, beginning 7/01/2020; \$120,610 base + Step 4 - \$6,500 = \$127, 110 salary for 2020-21
  3. William Kaul, Summer Seasonal Buildings and Grounds Worker for 8 hours/day Mon.-Thurs. with the District, beginning 5/1/2020 -approximately 10/15/2020; Step 5-\$15.50/hr.
  4. Elle Kingsley, Assistant Girls Soccer Coach for 2 hours/day at the High School, beginning 8/17/2020. Level F, Step 1.
  5. Marckileine Legros, 1.0 FTE School Counselor at the High School, beginning 8/25/2020.
- b) Increase/Decrease/Change in Assignment
1. Lisa Battaglia, .60 ADSIS/.40 MTSS Interventionist at the High School, change to 1.0 FTE MTSS at the High School, effective 8/31/2020.
  2. Andrew Bealles, KidVentures Site Assistant Substitute, change to KidVentures Site Assistant for up to 40 hours/week at Bridgewater, effective 4/6/2020-9/4/2020; Step 1-\$13.21/hr.
  3. Mairin Born, 1.0 FTE Kindergarten Teacher at Sibley, change to 1.0 FTE Grade 1 Companeros Teacher at Sibley, effective 8/31/2020.
  4. Kimbra Dimick, 1.0 FTE Fourth Grade Teacher at Greenvale Park, change to 1.0 FTE Grade Three Teacher at Greenvale Park, effective 8/31/2020.
  5. Elizabeth Evanson, KidVentures Site Assistant Substitute, change to KidVentures Site Assistant for up to 40 hours/week at Bridgewater, effective 4/6/2020-9/4/2020; Step 1-\$13.21/hr.
  6. Becky Gainey, 1.0 FTE Instructional Coach at Sibley, change to 1.0 FTE ADSIS Teacher at Sibley, effective 08/31/2020.
  7. Paige Haley, 1.0 FTE Fourth Grade Teacher at Bridgewater, change to 1.0 FTE First Grade Teacher at Bridgewater, effective 8/31/2020.
  8. Inger Hanson, 1.0 FTE Instructional Coach at Bridgewater, change to 1.0 FTE EL Teacher at the ALC, effective 08/31/2020.
  9. Karna Hauck, Art Teacher at the High School and the ALC, Change to 1.0 FTE Art Teacher at the High School, effective 8/31/2020.
  10. Ann Hehr, 1.0 FTE Media Specialist at Sibley, change to 1.0 FTE Kindergarten Teacher at Sibley, effective 08/31/2020.
  11. Kelly Johnson, 1.0 FTE Third Grade Companeros Teacher at Sibley, change to 1.0 FTE Science Teacher at Greenvale Park, effective 08/31/2020.
  12. Kris Johnson, 1.0 FTE Second Grade Teacher at Greenvale Park, change to 1.0 FTE First Grade Teacher at Greenvale Park, effective 08/31/2020.
  13. Kristin G. Johnson, 1.0 FTE Behavior Coach-2019-20 only at Greenvale Park, change to 1.0 FTE Behavior Coach-2020-21 only at Greenvale Park, effective 08/31/2020.
  14. Jenny Jones, 1.0 FTE EL Teacher at the Middle School, change to 1.0 FTE EL Teacher at Greenvale Park, effective 08/31/2020.
  15. Karen Lane, 1.0 FTE Elementary Instructional Coach at Bridgewater, change to 1.0 FTE Fourth Grade Teacher at Bridgewater, effective 08/31/2020.
  16. Betsy McLaughlin, 1 year LOA, change to 1.0 FTE Fourth Grade Teacher at Greenvale Park, effective 8/31/2020.
  17. Amanda Miller, 1.0 FTE Media Specialist at Greenvale Park, change to 1.0 FTE FACS Teacher at the Middle School, effective 08/31/2020.
  18. Sofie Nelson, KidVentures Site Assistant Substitute, change to KidVentures Site Assistant for up to 40 hours/week at Bridgewater, effective 4/6/2020-9/4/2020; Step 2-\$13.56/hr.
  19. Jacob Odell, 1.0 FTE Special Ed Teacher-2019-20 only at the High School, change to 1.0 FTE Special Ed Teacher-2020-21 only at the High School, effective 8/31/2020-6/10/2021.
  20. Allison Otte, 1.0 FTE Kindergarten Teacher at Sibley, voluntary reduction to .5 FTE beginning with 2020-2021 school year.
  21. Allison Otte, 1.0 FTE Kindergarten Teacher at Sibley, change to .50 FTE Elementary Reading Coach Achievement/Integration at Sibley/Bridgewater/Greenvale Park, effective 08/31/2020.
  22. Dustee Phenow, 1.0 FTE Media Specialist at Bridgewater, change to 1.0 FTE Science Specialist at Bridgewater, effective 7/1/2020.
  23. Heather Ryden, 1.0 FTE Instructional Coach at Greenvale Park, change to 1.0 FTE Sixth Grade Teacher at the Middle School, effective 08/31/2020.
  24. Anita Sasse, 1.0 FTE First Grade Companeros Teacher at Sibley, change to 1.0 FTE Third Grade Companeros Teacher at Sibley, effective 08/31/2020.

25. Mackenzie Schewe, KidVentures Site Assistant Substitute, change to KidVentures Site Assistant for up to 40 hours/week at Bridgewater, effective 4/6/2020-9/4/2020; Step 2-\$13.56/hr.
  26. Amanda Sieger, 1.0 FTE ADSIS Teacher at Sibley, change to 1.0 FTE Kindergarten Teacher at Sibley, effective 08/31/2020.
  27. Remy Soulak, KidVentures Site Assistant Substitute, change to KidVentures Site Assistant for up to 40 hours/week at Bridgewater, effective 4/6/2020-9/4/2020; Step 1-\$13.21/hr.
  28. Diane Torbenson, 1.0 FTE Instructional Coach at Greenvale Park, change to 1.0 FTE ADSIS Teacher at Greenvale Park, effective 08/31/2020.
  29. Ellen Trotman, 1.0 FTE EL Teacher at Greenvale Park, change to 1.0 FTE EL Teacher at the Middle School, effective 08/31/2020.
  30. Tania Will, 1.0 FTE Instructional Coach at Sibley, change to 1.0 FTE Science Teacher at Sibley, effective 08/31/2020.
  31. Doug Davis, .6 FTE 1.0 FTE Phy-Ed Teacher at the High School, change to .8 FTE Phy-Ed Teacher and .2 FTE DAPE Teacher at the High School, effective 8/31/2020.
  32. Kristi Korteum, .6 FTE ADSIS / .4 FTE Math teacher at the High School, change to ongoing, effective 8/31/2020.
  33. Amy Moeller, .4 FTE English Teacher Contracted and .2 FTE Long Term Substitute English Teacher for 2019-20 school year only at the High School, change to .4 FTE English Teacher Contracted and .2 FTE Long Term Substitute English Teacher for 2020-21 school year only at the High School, effective 8/31/2020 - 6/10/2021.
  34. Karen Nelson, .8 FTE FACS Teacher at the High School, change to 1.0 FTE FACS Teacher at the High School, effective 8/31/2020.
  35. Katherine Norrie, .8 FTE Art Teacher at the High School, add .2 FTE Art Teacher at the High School, effective 8/31/2020-6/10/2021.
  36. John Sand, Phy Ed Teacher at the High School, add an overload for the second semester, effective 2/1/2021 - 6/5/2021.
  37. Leah Sand, PE/Health/DAPE Teacher at the High School, add an overload for Phy Ed first semester, 8/31/2020 - 1/28/2021, and change to .6 FTE Phy Ed and .4 FTE Health teacher for the second semester, effective 8/31/2020-6/10/2021.
  38. Jody Saxton West, 1.0 FTE Science Teacher at the High School, add an overload for first semester only, effective 8/31/2020-1/28/2021.
  39. Brynne Stellner, .6 FTE Academy Teacher / .4 FTE English Teacher at the High School, change to 1.0 FTE English Teacher at the High School, effective 8/31/2020..
  40. Sarah Swan McDonald, 1.0 FTE Social Studies Teacher at the High School, add an overload for first semester only, effective 8/31/2020-1/28/2021.
  41. Jonathan Thompson, .4 FTE contracted Social Studies Teacher at the High School, Add .6 FTE Long Term Substitute Social Studies Teacher at the High School, effective 8/31/2020-6/10/2021.
  42. Theresa Wilson, .6 FTE Business Teacher at the High School, add .2 FTE Business Teacher at the High School, effective 8/31/2020-6/10/2021.
- c) Leave of Absence
1. Ilana Forsgren, CNA I at Greenvale Park, leave under the FMLA Expansion Act, effective 4/01/2020 for up to 12 weeks.
  2. Teresa Morris, Educational Assistant at Sibley, leave under the FMLA Expansion Act, effective 4/20/2020 for up to 12 weeks.
  3. Sara Redetzke, Educational Assistant at the Middle School, leave under the FMLA Expansion Act, effective 4/12/2020 for up to 12 weeks.
  4. Victoria Voegele, Educational Assistant at Sibley, leave under the FMLA Expansion Act, effective 4/01/2020 for up to 12 weeks.
  5. Ruben Alvarez, Grade 5 Companeros Teacher at Greenvale Park, unpaid leave of absence for the 2020-2021 school year.
  6. Matthew Berg-Wall, EL Specialist at Greenvale Park, Leave of Absence effective 2/1/2021 - 6/10/2021.
  7. Rhea Mehrkens, Teacher at the Middle School, Leave of Absence effective for the 2020-2021 school year.
  8. Ellen Mucha, Teacher at the High School, .4 FTE Leave of Absence, effective for the 2020-2021 school year.
  9. Jacie Myers, Teacher at Greenvale Park, Leave of Absence, effective for the 2020-2021 school year.
- d) Retirements/Resignations/Terminations
1. Erin Fruci, Math Teacher at the Middle School, resignation effective at the end of the 2019-2020 school year.
  2. Debra Herman, Teacher at Sibley, retirement effective at the end of the 2019-2020 school year.
  3. Holly Olmscheid, Math Teacher at the High School, resignation effective at the end of the 2019-2020 school year.

4. Dan Taylor, Teacher at the High School, resignation effective at the end of the 2019-2020 school year.
  5. Neivis Martinez, Custodian at the Middle School, retirement effective 4/23/2020.
- e) Advancement of Probationary Licensed Staff
- Advancement of Licensed Staff to Tenure Status for 2020-2021  
 Amy, Natalie; Bendett, Michelle; Benhart, Ashley; Borup, Melissa (.50 FTE ALC); Burton, Erik (.60 FTE HS); Bushy, Caitlin; Dayneko, Jacob; Docken, Whitney; Golla, Dylan; Howard, Christine; Jones, Jennifer; Kremin, Megan; Link, Jennifer; Malecha, Becky; Maney, Mary Katherine; Molloy, Shawna; Muniak, Ed; Otte, Molly; Sawyer, Jamin; Serie-Amunrud, Joy; Sherry, Lynsi; Sjoberg, Caroline; Stellner, Brynne; Veltri, Alicia; Waters, Katherine; Wilson, Theresa
- Advancement of Licensed Staff to Third Year Probationary Status for 2020-2021  
 Bloom, Sarah; Gross, Lydia; Haley, Paige; Johnson, Kristin; Lynch, Angela; Medin, Kimberly; Rolling, Rachel; Thompson, Jon; Wilson, Kathleen
- Advancement of Licensed Staff to Second Year Probationary Status for 2020-2021  
 Holland, Cara; Leaphart, Ada; Mathews, Makenzie; Musicant, Elizabeth; Sherman, Michael; Toure-Keita, Maimouna
- f) 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. Confidential Employees
  2. Grounds Coordinator, Maintenance Coordinator, Master Electrician, and Assistant Groundskeeper
  3. Head Custodians
  4. Technology Employees
  5. Certified Occupational Therapy Assistants/Speech Language Assistant

VII. Superintendent's Report

A. Items for Individual Action.

1. Resolution for Termination and Non-Renewal of Probationary Licensed Staff. On a motion by Quinnell, seconded by Iverson, the Board adopted the Resolution for Termination and Non-Renewal of Probationary Licensed Staff effective at the close of the current 2019-2020 school year. Voting 'yes' were Baraniak, Goerwitz, Hardy, Iverson, Pritchard, Quinnell and Stratmoen. No one voted 'no'.

<u>Name</u>	<u>FTE</u>	<u>Position</u>
Bauman, Theresa	.50	Elementary Reading Coach
Dahnert, Jennifer	1.00	Special Education
Draeger, Lindsey	1.00	Middle School FACS
Fatze, Christopher	1.00	Special Education
Hoff, Mikayla	1.00	Elementary Education
Peterson, Betsy	1.00	ADSIS
Polzin, Ashly	1.00	Elementary Education
Russell, Deborah	1.00	Elementary Education
Rydberg, Terry	.65	Visual Art

VIII. Items for Information

- A. Construction Update #25. Superintendent Hillmann updated the Board on the District's construction projects.
- B. National Teacher Appreciation Week May 4-8, 2020 and Teacher Appreciation Day Tuesday, May 5, 2020. We are grateful for our outstanding Northfield teachers all of the time and especially during these unusual pandemic circumstances.
- C. Q&A with MSBA. MSBA is hosting two question and answer sessions for school board members, superintendents and administrative assistants. The sessions are scheduled at 7:00 p.m. on Wednesday, April 29 and at 12 noon on Thursday, April 30, 2020.

IX. Future Meetings

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

C. Monday, June 8, 2020, 7:00 p.m., Regular Board Meeting

X. Adjournment

On a motion by Stratmoen, seconded by Baraniak, the Board approved adjournment by roll call at 8:42 p.m. Voting 'yes' were Baraniak, Goerwitz, Hardy, Iverson, Pritchard, Quinnell and Stratmoen. No one voted 'no'.

Noel Stratmoen  
School Board Clerk