

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

July 8, 2019

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

- II. Approval of Agenda/Table File
On a motion by Quinnell, seconded by Goerwitz, the Board unanimously approved the Agenda.

- III. Public Comment
There was no public comment.

- IV. Announcements and Recognitions
 - We have been notified that our 21st Century Grant application has been approved! This provides up to six years of funding to support the Greenvale Park Community School. We are excited to continue and expand the great work that is happening at the Community School! Thank you to Erin Bailey and her team for the work they have done to secure these funds.
 - The Achievement and Integration Program application has been approved by the State of Minnesota and we are now moving forward with plans for this new funding. Thank you to Mary Grace Hanson for her work in completing and submitting the application.

- V. Items for Discussion and Reports
 - A. ALC Continuous School Improvement Plan Presentation
Area Learning Center Director Daryl Kehler presented the continuous school improvement plan to the Board. The presentation included a progress report on the goals set for the 2018-2019 school year as well as new goals set for the 2019-2020 School year.

 - B. Middle School Continuous School Improvement Plan Presentation
Middle School Principal Greg Gelineau presented the continuous school improvement plan to the Board. The presentation included a progress report on the goals set for the 2018-2019 school year as well as new goals set for the 2019-2020 School year.

 - C. Summary of Superintendent's Performance Appraisal
School Board Chair Julie Pritchard shared her summary of the Superintendent's performance appraisal. Board members gave Dr. Hillmann a very strong performance rating across all key areas. His overall average score was 4.97 on a 5-point scale across the 50 areas. Board members cited Dr. Hillmann's exceptional work this year administering all aspects of the District's November 2018 bond referendum, his outstanding management of the District's bond projects, and his strength of leadership and commitment to the District's mission and strategic plan. The Board expressed their high level of confidence in his ability to continue to move the District forward.

 - D. Policy 902
Erin Bailey, Director of Community Services, presented the Policy Committee's recommendation for changes to Policy 902 at the May 28, 2019 Board meeting. Additional information was requested regarding fees. Ms. Bailey surveyed the Big 9 conference schools to assess rental and service fees that cover maintenance, operations and staffing of facilities, and presented recommendations to the fee structure. Upon approval, the recommended changes to this policy will be effective immediately and the changes to the fee structure will be effective July 1, 2020. This will be an item for individual action at the next Board meeting.

VI. Consent Agenda

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

- A. Minutes. Minutes of the Regular School Board meeting held on June 10, 2019.
- B. Gift Agreements.
- \$1,000.00 for the Backpack Food Program at Longfellow
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- C. Additional Co-Curricular Overnight Trips for 2019-2020. Co-curricular overnight trips for the 2019-2020 school year requested by Earl Weinmann and Joel Olson.
- D. Athletic Training Services 2019-2021. The agreement between Northfield Hospital and Clinics Rehabilitation Services and Northfield High School to provide athletic training services to high school sport participants. The High School will remit to NH+C an annual fee \$28,018.08 for school year 2019-2020, and \$28,438.38 for school year 2020-2021. When there are off-site contracted events that overlap contracted events at the High School, and NH+C can provide additional athletic trainers, the hourly rate remains unchanged at \$30 per hour.
- E. Fiscal Year Organization Actions. The School District's financial year runs from July 1 to June 30. The following financial organizational issues were approved.
1. Authorized the Director of Finance to invest surplus district funds in accordance with applicable laws and with the district's Investment Policy, Policy 705, for fiscal year 2019-2020.
 2. Approved designating Wells Fargo Bank, N.A., PMA/Associated Bank, Frandsen Bank & Trust Dundas, U.S. Bank Minnesota and the Minnesota School District Liquid Asset Fund as official bank depositories provided they maintain adequate pledged collateral as required by law per district procedures to Policy 705 - Investments, for fiscal year 2019-2020.
 3. Authorized the Director of Finance to make appropriate wire transfers to and from district depository accounts for fiscal year 2019-2020.
- F. Memberships for 2019-2020. The School District belongs to several cooperatives, leagues and associations. Membership in the groups listed below were renewed for the 2019-2020 school year.
1. Minnesota State High School League. The designated Northfield High School Representative is Activities Director Joel Olson and the designated School Board Representative is Board Member Julie Pritchard.
 2. Minnesota Association of School Administrators.
 3. Minnesota Association of Charter School Authorizers.
 4. Schools for Equity in Education.
 5. Southeast Service Cooperative.
 6. Region V Computer Services Cooperative.
 7. Rice County Family Services Collaborative.
 8. Minnesota School Boards Association.
 9. Healthy Community Initiative.
- G. Recreation Agreement 2019-2022. The Board approved the agreement between the City of Northfield and Northfield Public Schools in the operation of a community education and recreation program (Program). The City shall pay the School District for the purpose of providing the Program and the Program shall include, but not be limited to, opportunities for leisure, recreation, enrichment and other activities that promote the health, safety and welfare of the community. The Program shall support the learning and participation of adults and children in the community through access to community recreational programs and activities offered through the School District on behalf of the City. The City shall pay to the School District a designated sum for each fiscal year during which the Agreement is in effect, for fiscal years 2019-20, 2020-21, and 2021-22.
- H. Personnel Items

a) Appointments

1. Debbie Erickson, Child Nutrition Associate I for 3 hours/day at the High School, beginning 8/22/2019; \$18.34/hr.
2. Kari Black, Special Ed Extended School Year Bus EA for 3.5 hours/day for 16 days at the Middle School, beginning 06/27/2019-08/01/2019; Step 3-\$16.30/hr.
3. Steven Harner, 1.0 FTE Industrial Technology Teacher at the High School, beginning 08/26/2019-06/05/2020; BA, Step 8
4. Ed Muniak, 1.0 FTE 8th Grade Science Teacher at the Middle School, beginning 08/26/2019; MA, Step 15
5. Elizabeth Musicant, .6 FTE Foreign Language-German Teacher at the Middle/High School, beginning 08/26/2019; MA, Step 6
6. Shauna Pankow, Summer Aquatics Instructor with Community Services, beginning 06/27/2019-08/31/2019; \$9.86/hr. Swim Aide, \$10.50/hr. Class Lead
7. Matthew Roy, 1.0 FTE Technology Assistant Network Manager with the District, beginning 07/01/2019; \$69,546 + Step 3, \$1,500 = \$71,046.00
8. Deborah Russell, 1.0 FTE Long Term Substitute 5th Grade Compañeros Spanish Immersion Teacher at Greenvale Park, beginning 08/26/2019-06/05/2020; MA, Step 2
9. Jan Otteson, Summer Recreation Position with Community Services, beginning 06/20/2019-08/31/2019; WSI \$12.36/hr. and Lifeguard \$11.36/hr.
10. Summer Recreation Positions #2908, Effective June 25, 2019 – August 31, 2019
Laura DeGroot, Summer Weightlifting Coach \$30/hour
Larry Sanftner, Summer Weightlifting Coach \$15.75/hour
Cory Callahan, Summer Weightlifting Coach \$30/hour
11. Alison Kopseng, Targeted Services Summer PLUS Teacher for up to 2 hours/day at Greenvale Park, beginning 06/19/2019-08/01/2019; Yr. 2-\$27.11/hr.
12. Jeanne Mahoney-Hanzlik, .6 FTE MTSS Interventionist at the High School, beginning 08/26/2019-06/08/2020; MA+15, Step 15.
13. Beth Momberg, Special Ed EA-PCA for 6.75 hours/day at Longfellow/ALC, beginning 08/26/2019; Spec Ed Step 4-\$17.10/hr.
14. Sandra Thiele, 1.0 FTE Long Term Substitute EL Teacher at the Middle School, beginning 08/26/2019-12/20/2019; BA+60, Step 1.
15. Kathleen Wilson, 1.0 FTE Mathematics Teacher at the High School, beginning 08/26/2019; BA+60, Step 15.

b) Increase/Decrease/Change in Assignment

1. Amy Allin, 1.0 FTE Science Teacher at the Middle School, add an overload, effective 08/26/2019-06/05/2020.
2. Stacie Banks, Early Childhood Special Ed Teacher at Longfellow, add Early Ventures Teacher for up to 30 hours/week at Longfellow, effective 06/10/2019-08/23/2019. Step 6
3. Paula Baragary, Teacher at Sibley, add Eagle Bluff Coordinator with Community Services, effective 06/19/2019-09/30/2019; \$1,000
4. Jane Ehlers, Building Nurse at Sibley, add Building Nurse Extended School Year Summer BLAST for up to 20 hours with the District, effective 06/14/2019-08/16/2019; Nurse Rate
5. Lisa Hovden, 1.0 FTE Social Studies Teacher at the Middle School, add an overload, effective 08/26/2019-06/05/2020.
6. Ann Jerdee, 1.0 FTE English Teacher at the Middle School, add an overload, effective 08/26/2019-06/05/2020.
7. Jill Kohel, .4 FTE Academy/.4 FTE English/.2 FTE Social Studies Teacher at the High School, change to .6 FTE Academy/.4 FTE English Teacher at the High School, effective 08/26/2019.
8. Kristi Kortuem, 1.0 FTE Math Teacher at High School, change to .4 FTE Math Teacher and .6 FTE ADSIS Teacher at the High School, effective 08/26/2019-06/08/2020.
9. Megan Kremin, Special Ed Teacher at Longfellow, add Special Ed Teacher Extended School Year for up to 80 hours at Longfellow, effective 06/10/2019-08/16/2019.
10. Heather Kuehl, 1.0 FTE English Teacher at the Middle School, add an overload, effective 08/26/2019-06/05/2020.
11. Margaret Magnuson, Summer PLUS Site Assistant Substitute, change to Summer PLUS Site Assistant for up to 4 hours/day at Greenvale Park, effective 06/19/2019-08/01/2019; Step 1-\$12.88/hr.
12. Morgan McCarty, Special Ed EA-PCA at Sibley, add Special Ed EA-PCA Extended School Year for 3.5 hours/day for 16 days at the Middle School, effective 06/27/2019-08/01/2019.
13. Curt Mikkelson, 1.0 FTE Geography Teacher at the Middle School, add an overload, effective 08/26/2019-06/05/2020.

14. Amy Moeller, .4 FTE English Teacher at the High School, change to .6 FTE English Teacher at the High School for 2019-2020 school year only, effective 08/26/2019-06/08/2020.
 15. Karen Nelson, .8 FTE FACS Teacher at the High School, change to 1.0 FTE FACS Teacher for the first semester and .8 FTE FACS Teacher and .2 FTE MTSS Teacher for the second semester, effective 08/26/2019-06/08/2020.
 16. Kimberly Norton, Special Ed EA-PCA at Longfellow, add Special Ed EA-PCA Extended School Year for 3.5 hours/day at Longfellow, effective 06/27/2019-08/01/2019.
 17. Chris O'Neil, Teacher at the Middle School, add Eagle Bluff Coordinator with Community Services, effective 06/19/2019-09/30/2019; \$1,000
 18. Dan Riesgraf, 1.0 FTE Health Teacher at the Middle School, add an overload every other day, effective 08/26/2019-06/05/2020.
 19. Leah Sand, .6 FTE PE/.2 FTE Health/.2 FTE DAPE Teacher at the High School, change to .8 FTE PE/.2 FTE DAPE for first semester and .6 FTE PE/.2 FTE Health/.2 FTE DAPE for second semester, effective 08/26/2019-06/08/2020.
 20. Brynne Stellner, .4 FTE Academy/.6 FTE English Teacher at the High School, change to .6 FTE Academy/.4 FTE English Teacher at the High School, effective 08/26/2019.
 21. Steve Taggart, 1.0 FTE Industrial Technology Teacher at the Middle School, add an overload, effective 08/26/2019-06/05/2020.
 22. Jonathan Thompson, .4 FTE Social Studies Teacher at the High School, add .4 FTE LTS Social Studies and .2 FTE MTSS Teacher for first semester and 1.0 FTE Social Studies Teacher for the second semester for the 2019-2020 school year, effective 08/26/2019-06/08/2020.
 23. Lisa Weis, 1.0 FTE Health Teacher at the Middle School, add an overload every other day, effective 08/26/2019-06/05/2020.
 24. Jon Whitney, .6 FTE Social Studies/.4 FTE LTS Social Studies Teacher at the High School, change to 1.0 FTE Social Studies Teacher at the High School, effective 08/26/2019.
 25. Travis Wiebe, .4 FTE Academy/.6 FTE Science Teacher at the High School, change to .6 FTE Academy/.4 FTE Science Teacher at the High School, effective 08/26/2019.
 26. Mark Woitalla, Teacher at the High School, add an overload (Experimental Summer Course) at the High School, effective 08/26/2019-01/24/2020.
 27. Tyler Balow, 1.0 Assistant Cross Country Coach-Level G, Step 2 at the High School, change to PT Assistant Cross Country Coach-Level I, Step 3 at the High School, effective 08/12/2019.
 28. Nancy Meyers, CNA at the Middle School, add Extended School Year Special Ed EA-PCA Bus for up to 2 bus routes daily with the District, effective 7/8/2019-8/1/2019.
 29. Lauren Moravchik, Lifeguard with Community Services at \$10.25/hr., change to Lifeguard with Community Services at \$10.86/hr., effective 07/3/2019-08/31/2019.
 30. Darrell Sawyer, Teacher at the Middle School, add Summer PLUS Teacher for up to 2 hours/day at Greenvale Park, effective 06/20/2019-08/01/2019; Yr. 3-\$27.11/hr.
 31. Janet Smith, PT Assistant Cross Country Coach-Level I, Step 5 at the High School, change to 1.0 Assistant Cross Country Coach-Level G, Step 5 at the High School, effective 08/12/2019.
- c) Leave of Absence
1. Stephani Carlson, Special Ed Teacher at Greenvale Park, Family/Medical Leave of Absence for Childcare, effective on or about 11/6/2019 for 12 work weeks.
- d) Retirements/Resignations/Terminations
1. Dan Meyers, Teacher at the Middle School, resignation effective 06/14/2019.
 2. Melissa Reuvers, declined position for Summer KidVentures, effective 06/07/2019.
 3. Patrick Riley, Cross Country Coach at the High School, resignation effective 06/26/2019.
 4. Sara Medin, Educational Assistant at Sibley, resignation effective 7/2/2019.
 5. Pamela Rivera, Educational Assistant at Bridgewater, resignation effective 7/2/2019.

VII. Superintendent's Report

A. Items for Individual Action

1. Approval of Bid for Sale of iPads. The district received a total of 17 bids for the purchase of our retired iPad Mini and iPad Air devices. Based on the subjectivity and wide range of possible payment for the graded bids, the district recommended the as-is option, which guaranteed the full payment for all devices. On a motion by Stratmoen, seconded by Baraniak, the Board unanimously approved the district's recommendation to award the bid to Dimex, the highest as-is bidder, for a total payment of \$312,265 for 4,100 iPads. This bid is guaranteed and does not have fees for chargers not returned or cosmetic damage to devices. The actual

number of iPads collected for sale will be approximately 4,000 devices. Actual payment to the district will be adjusted in accordance with the exact number of devices sold. Approximately \$172,000 of the funds generated through the sale of retired iPads will be used to pay the final lease payment of the devices being sold. Another portion of the funds will be used to support supplemental technology needs for students, including iPad keyboards and Chromebooks for student use at school. Remaining funds will be assigned to the general fund.

2. Approval of 2019-2020 School Calendar. On a motion by Goerwitz, seconded by Baraniak, the Board unanimously approved an update to the 2019-2020 school year calendar to reflect the use of e-Learning days.
3. Resolution Regarding Christopher Columbus Day. On a motion by Goerwitz, seconded by Iverson, the Board unanimously approved the following Resolution Regarding Columbus Day.
WHEREAS, Minnesota Statutes, Section 645.44, Subdivision 5, and Minnesota Statutes, 120A.42 gives the district an option of determining whether Christopher Columbus Day shall be a holiday, then
BE IT RESOLVED, that Christopher Columbus Day on October 14, 2019, shall not be a holiday.
Voting 'yes' was Goerwitz, Stratmoen, Quinnell, Baraniak, Iverson, and Pritchard. No one voted 'no.'
Hardy was absent. Motion carried.
4. Approval of Middle School Activities Coordinator Stipend. On a motion by Quinnell, seconded by Goerwitz, the Board unanimously approved the removal of managing Northfield Middle School student athletics and activity programs from the middle school assistant principal job description for the 2019-20 school year and provided a stipend of \$5,000 for another staff member to perform the duties.
5. Approval of 0.60 FTE English Learners Teachers. On a motion by Baraniak, seconded by Iverson, the Board unanimously authorized administrators to hire up to an additional 0.60 FTE English Learner teacher for the 2019-20 school year to support the growing numbers and the complexity of students who qualify and/or would benefit from EL services. The estimated cost is \$50,000.

VIII. Items for Information

- A. Spring 2019 Athletics and Activities Update. Dr. Hillmann reviewed the Spring 2019 athletics and activities report prepared by Activities Director Joel Olson.
- B. Construction Update #10. Dr. Hillmann provided an update on the District's construction projects which included construction activity has begun at Bridgewater Elementary, the repurposing of the baseball diamond and expanding the community garden at Greenvale Park, the city site plan submission for Greenvale Park, and the bid opening for the new Greenvale Park Elementary is scheduled Monday, August 5, 2019 at 1:00pm.

IX. Future Meetings

- A. Monday, August 12, 2019, 7:00 PM, Regular Board Meeting, NHS Media Center
- B. Monday, August 26, 2019, 7:00 PM, Regular Board Meeting, NHS Media Center
- C. Monday, September 9, 2019, 7:00 PM, Regular Board Meeting, NHS Media Center

X. Adjournment

On a motion by Stratmoen, seconded by Quinnell, the Board adjourned at 8:56 p.m.

Noel Stratmoen
School Board Clerk