

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

July 11, 2022

District Office Boardroom

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. Present: Baraniak, Goerwitz, Gonzalez-George, Pritchard, Quinnell and Stratmoen. Absent: Butler. 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 unanimously approved the agenda.

3. Public Comment

There was no public comment.

4. Announcements and Recognitions

- Khia Brown, MCEA Region 5 Representative, presented the Minnesota Community Education Association Project Award to Flavia Berg, Ellen Haefner, and Director of Community Education Erin Bailey for the ECFE outdoor classroom.
- The district was notified we will be receiving a \$6,000 donation from Dakota Electric Cooperative and those funds will be allocated to the high school technology and engineering department. The district is grateful to Dakota Electric for their generous donation.
- We welcomed Shane Baier who assumed his role as the new high school principal on July 1, 2022.

5. Items for Discussion and Reports

- a. Review Northfield High School Facility Task Force Findings. The board discussed the next steps with the Northfield High School facility task force findings. Dr. Hillmann, Director of Finance Val Mertesdorf, and Sal Bagley from Wold Architects and Engineers were available to facilitate and support the board's discussion. The board agreed to hold a special meeting at 6:00 p.m. on Monday, August 1, 2022 to finalize the next steps in the process.
- b. Policy Committee Recommendations. Dr. Hillmann presented the policy committee's recommended updates to policies 527, 614, 711 and 712. The policy committee also reviewed policies 528, 530, 533, 540, 558 and 560, and found no substantive updates. This will be an item for individual action at the next regular board meeting.
- c. Annual Fundraising Report. Director Mertesdorf reviewed the fundraising report as required by Policy 713 Student Activity Accounting. The board suggested the activities department begin using district social media to help promote students' fundraising efforts.
- d. Activity Fees. Director Mertesdorf provided information about the proposed activity fee increase authorized during the budget prioritization process. Students who qualify for free and reduced lunch will continue to receive a discounted activity fee.

Goerwitz made a motion to move this to an item for individual action. Seconded by Pritchard. Motion carried.

- e. Financial Forecast. Director Mertesdorf provided an updated financial forecast. While this update is unusual for the July meeting, it is being provided as the next step of implementing the district's five year strategic plan.

It is intended to provide the latest projections of the district's revenue and expenditures given the volatile economic climate. The finance department is working on some guidelines and opportunities to share with district personnel to assist with decision making and stewardship.

- f. Summary of Superintendent's Performance Appraisal Chair Gonzalez-George shared her summary of the superintendent's annual performance appraisal. All seven board members completed the annual performance appraisal for the period July 1, 2021–June 30, 2022. The evaluation covers all facets of the superintendent's job responsibilities. Board members provided numeric ratings on 1-5 scale (1=low, 5=high) for 45 job responsibilities organized around eight major topics. In addition to completing the numeric ratings, board members provided additional comments. Dr. Hillmann received an outstanding appraisal achieving an overall rating of 4.93/5.00.
- g. Superintendent Operations & Strategic Plan Update. Dr. Hillmann provided an update about district operations and examples of work underway to achieve the district's vision, strategic commitments, and benchmarks. The district won a competitive MTSS grant that will bring \$237,000 per year for two years to support developing systems that help every student achieve the district's strategic plan benchmarks. The district is using a "work team" approach to empower staff members to solve complex issues facing the district.

6. Consent Agenda

On a motion by Stratmoen, seconded by Goerwitz, the board unanimously approved the consent agenda.

- a. Minutes
 - Minutes of the Regular School Board meeting held on June 13, 2022
 - Minutes of the Special School Board meeting held on June 27, 2022
- b. Gift Agreements
 - \$1,445.27 from Northfield Fine Arts Booster for art supplies at Spring Creek Elementary
 - \$1,782.00 from Northfield Booster Club, Inc. for boys swim and dive bags and banner
 - \$2,500.00 from Brian Porter for girls swim activity
- c. Fiscal Year Organization Actions. The school district's financial year runs from July 1 to June 30. Each year at the first school board meeting in July, financial organizational issues must be approved. They are as follows:
 - i. Motion to approve authorizing the Director of Finance to invest surplus district funds in accordance with applicable laws and with the district's Policy 705 Investments, for fiscal year 2022-2023.
 - ii. Motion to approve designating 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 2022-2023.
 - iii. Motion to approve authorizing the Director of Finance to make appropriate wire transfers to and from district depository accounts for fiscal year 2022-2023.
- d. Memberships for 2022-2023. The school district belongs to several cooperatives, leagues and associations. Membership in the groups listed below should be renewed for the 2022-2023 school year.
 - i. Minnesota State High School League. The designated Northfield High School representative is Activities Director Bubba Sullivan and the designated school board representative is Board Chair Claudia Gonzalez-George.
 - ii. Minnesota Association of School Administrators.
 - iii. Minnesota Association of Charter School Authorizers.
 - iv. Schools for Equity in Education.
 - v. Southeast Service Cooperative.
 - vi. Region V Computer Services Cooperative.
 - vii. Rice County Family Services Collaborative.
 - viii. Minnesota School Boards Association.

ix. Healthy Community Initiative.

e. Mileage Reimbursement Rate

The mileage reimbursement rate for use of private automobiles on school district business will be 62.5 cents per mile effective July 1, 2022. This is the new mileage rate established by the Internal Revenue Service.

f. Personnel Items

i. Appointments

1. Noah Bachmeier, 1.0 FTE Long Term Substitute Social Studies Teacher at the High School, beginning 8/24/2022-6/9/2023; BA, Step 1
2. Luke Redetzke, Summer Recreation Lifeguard with Community Education, beginning 6/20/2022-8/31/2022; \$10.39/hr.
3. Miriam Rogers, 1.0 FTE Long Term Substitute English/Language Arts Teacher at the High School, beginning 8/24/2022-6/9/2023; MA30, Step 10
4. Paula Seeberg, 1.0 FTE Long Term Substitute Second Grade Teacher at Greenvale Park, beginning 8/25/2022-11/28/2022; MA40, Step 10
5. Emma Torstenson, Summer Recreation Program Assistant with Community Education, beginning 6/21/2022-8/31/2022; \$10.50/hr.
6. Margaret Witt, Summer ESY Teacher for 3.5 hours/day at Greenvale Park, beginning 6/23/2022-8/4/2022; MA, Step 10.
7. Andrew Bealles, Summer KidVentures Site Assistant for up to 40 hours/week at Spring Creek, beginning 7/11/2022-9/2/2022; Step 2, \$14.88/hr.
8. Andrea Peterson, 1.0 FTE Fourth Grade Teacher at Bridgewater, beginning 8/25/2022; MA, Step 6
9. Katherine Waters, 1.0 FTE Early Childhood Special Education Teacher at the NCEC, beginning 7/1/2022; BA10, Step 4.
10. Jessica Weber, 1.0 FTE Special Education Teacher with Portage, beginning 8/25/2022-6/9/2023; MA, Step 2.

ii. Increase/Decrease/Change in Assignment

1. Kari Adelman, Special Ed EA PCA at Bridgewater, add Special Ed EA PCA, Extended school year for up to 3.5 hours/day at Greenvale Park, effective 6/23/2022 - 8/4/2022.
2. Paula Baragary, Teacher at Spring Creek, add Eagle Bluff Coordinator with Community Education, effective 6/22/2022-9/30/2022; \$1,000 Stipend.
3. Adriana Bermudez, ECFE EA for 16.5 hours/week at NCEC, change to Hand in Hand Gen Ed EA for 40 hours/week at the NCEC, effective 8/25/2022.
4. Adriana Bermudez, ECFE EA at the NCEC, add Special Ed EA PCA, Extended school year for up to 3.5 hours/day at the NCEC, effective 6/23/2022 - 8/4/2022.
5. Russel Boyington, Lunch Supervision for 2.5 hours/day for the 21-22 school year only at Greenvale Park, change to Lunch Supervision for 2.5 hours/day for the 22-23 school year only at Greenvale Park, effective 8/29/2022-6/9/2023.
6. Ana Bravo Gatton, EL EA for 6.75 hours/day at the Middle School, change to EL EA for 6.75 hours/day and Supervisory EA for .25 hours/day at the Middle School, effective 8/29/2022.
7. Elizabeth Brewer, Special Ed EA ESY for 3.5 hours/day at the High School, add Special Ed EA PCA, Extended school year for an additional 4 hours/day at the High School, effective 7/11/2022 - 8/11/2022.
8. Lupema Celis Castillo, Special Ed EA for 5.38 hours/day at Greenvale Park, change to Special Ed EA for 6.75 hours/day and Supervisory EA for .50 hours/day at Greenvale Park, effective 8/29/2022.
9. Thomas Dickerson, Special Ed Teacher at the High School, add Special Ed Teacher, Extended school year for up to 4 hours/day with the District, effective 6/13/2022 - 8/4/2022.
10. Anna Edwards, Special Ed EA PCA at Spring Creek, add Special Ed EA PCA, Extended school year for up to 3.5 hours/day at Greenvale Park, effective 6/23/2022 - 8/4/2022.
11. Diane Frederick, Special Ed Teacher at the Middle School, add Special Ed Teacher, Extended school year for up to 6 hours/day at the Middle School, effective 6/23/2022 - 8/18/2022.
12. Janet Gannon, WILL Program EA for 6.75 hours/day and Supervisory EA for .25 hours/day at the Middle School, change to WILL Program EA for 6.75 hours/day at the Middle School, effective 8/29/2022.
13. Emma Hodapp, Special Ed EA PCA at Spring Creek, add Special Ed EA PCA, Extended school year for up to 3.5 hours/day at Spring Creek, effective 6/23/2022 - 8/4/2022.
14. Jennifer Jones, EL Teacher Greenvale Park, change to Community School Coordinator at Bridgewater, effective 8/1/2022.

15. Leanne King, Special Ed EA PCA at Spring Creek, add Special Ed EA PCA, Extended school year for up to 3.5 hours/day at Greenvale Park, effective 6/28/2022 - 8/4/2022.
16. Kristi Kortuem, .5 Head Girls Swim Coach at the High School, add .5 Assistant Girls Swim Coach at the High School, effective 8/15/2022; .5 Stipend \$2,285.
17. Heather Kuehl, Teacher at the Middle School, add Targeted Services Summer BLAST Teacher for up to 6 hours/day Mon.-Thurs. at the High School, effective 6/14/2022-8/11/2022; Lane/step.
18. Beth Kuyper, Special Ed EA at the Middle School, change to Special Ed EA PCA at the High School, effective 8/29/2022.
19. Marie Kylo, Child Nutrition Manager I for 7 hours/day at Bridgewater, change to Child Nutrition Manager I for 7.5 hours/day at Bridgewater, effective 9/6/2022.
20. Ashley Larish, Long Term Substitute Media Center EA at the High School for the 2021-2022 school year only, change to Long Term Substitute Media Center EA for 7.25 hours/day M/T/TH/F and 6.25 hours/day on Wed. at the High School for the 2022-2023 school year only, effective 8/31/2022-6/9/2023.
21. Lori Malecha, Child Nutrition Manager I for 7 hours/day at Spring Creek, change to Child Nutrition Manager I for 7.5 hours/day at Spring Creek, effective 9/6/2022.
22. Sarah Marohl, Kindergarten EA for 2 hours/day, Health Aide for 2 hours/day and Supervisory for .25 hours/day at Greenvale Park, change to Kindergarten EA for 2 hours/day, Nurse Lunch Coverage for .50 hours/day, Special Ed EA for 2 hours/day and Supervisory for .50 hours/day at Greenvale Park, effective 8/29/2022.
23. Beth McClune, Special Ed EA ESY for 3.5 hours/day at the Middle School, add Special Ed EA PCA, Extended school year for an additional 4 hours/day at the High School, effective 7/11/2022 - 8/4/2022.
24. Beth Momberg, Special Ed EA PCA at the NCEC, add Special Ed EA PCA, Extended school year for up to 3.5 hours/day at the NCEC, effective 6/23/2022 - 8/4/2022.
25. Sophia Nevin, Special Ed EA PCA at the NCEC, add Special Ed EA PCA, Extended school year for up to 3.5 hours/day at Spring Creek, effective 6/23/2022 - 8/4/2022.
26. Ashley Northrup, School Psychologist at the NCEC, add School Psychologist, Extended School Year with the District, effective 7/1/2022-8/23/2022.
27. Sean O'Brien, .6 Social Studies .4 EL Teacher at the High School, change to 1.0 FTE Social Studies Teacher at the High School, effective 8/25/2022.
28. Michael O'Keefe, Assistant Principal at the Middle School, add Eagle Bluff Chaperone with Community Education, effective 7/20/2022-7/22/2022; Stipend \$500.
29. Chris O'Neill, Teacher at the Middle School, add Eagle Bluff Coordinator with Community Education, effective 6/22/2022-9/30/2022; Stipend \$1000.
30. Ashley Opatrny, Special Ed Teacher at Greenvale Park, add Special Ed Teacher, Extended school year for up to 3.5 hours/day at Greenvale Park, effective 6/23/2022 - 8/4/2022.
31. Brian Porter, .5 Head Girls Swim Coach at the High School, add .5 Assistant Girls Swim Coach at the High School, effective 8/15/2022. .5 Stipend \$2,285.
32. Brynn Puppe, Targeted Services Summer PLUS Site Assistant at Greenvale Park, add Community School Summer Site Assistant for up to 7 hours/day at Greenvale Park, effective 6/27/2022-7/15/2022; Step 4-\$15.48/hr.
33. Andrea Redder, General Ed EA at the NCEC, add Special Ed EA PCA, Extended school year for up to 3.5 hours/day at the NCEC, effective 6/23/2022 - 8/4/2022.
34. Luke Redetzke, Lifeguard with Community Ed Recreation, add Program Supervisor at \$10.64/hr. and Program Assistant at \$10.33/hr. with Community Ed Recreation, effective 6/20/2022-8/31/2022.
35. Katie Remy, Spec Ed EA for 6.75 hours/day and Supervisory EA for .25 hours/day at the Middle School, change to Special Ed EA for 6.75 hours/day at the Middle School, effective 8/29/2022.
36. Jamin Sawyer, Physical Therapist with the District, add Physical Therapist, Extended School Year for up to 40 hours with the District, effective 6/23/2022-8/4/2022.
37. John Schnorr, Speech Language Pathologist at the NCEC, add Speech Language Pathologist, Extended School Year for up to 40 hours with the District, effective 6/23/2022-8/4/2022.
38. Bailey Shimota, Spec Ed EA for 6.75 hours/day and Supervisory EA for .25 hours/day at the Middle School, change to Special Ed EA for 6.75 hours/day at the Middle School, effective 8/29/2022.
39. Donna Torgeson, Special Ed EA ESY for 3.5 hours/day at the Middle School, add Special Ed EA PCA, Extended school year for an additional 4 hours/day at the High School, effective 6/23/2022 - 8/4/2022.
40. Donna Torgeson, Spec Ed EA for 6.75 hours/day and Supervisory EA for .25 hours/day at the Middle School, change to Special Ed EA for 6.75 hours/day at the Middle School, effective 8/29/2022.
41. Heather Tousignant, Special Ed EA PCA at Spring Creek, add Special Ed EA PCA, Extended school year for up to 7.5 hours/day at Greenvale Park, effective 6/23/2022 - 8/4/2022.
42. Michele Warden, Gen Ed EA for 3 hours/day, Special Ed EA for 3.38 hours/day at Bridgewater, change to Gen Ed EA for 3 hours/day, and Special Ed EA for 4.5 hours/day at Bridgewater, effective 8/29/2022.

43. Lori Warner, Occupational Therapist/Assistive Technology Specialist with the District, add Occupational Therapist/Assistive Technology Specialist, Extended School Year for up to 40 hours with the District, effective 6/23/2022-8/4/2022.
44. Brisa Zubia, Office Generalist for Community School, change to Community School Coordinator at Greenvale Park, effective 7/6/2022.
45. Amelia Becker, Targeted Services Site Assistant Sub, add Targeted Services BLAST Site Assistant for up to 6 hours/day Mon.-Thurs. at the High School, effective 7/7/2022-8/11/2022; Step 1-\$14.50/hr.
46. Correction: Adriana Bermudez, EA/Health Aide at the NCEC, change to EarlyVentures Assistant Teacher for up to 40 hours/week at the NCEC, effective 6/10/2022-9/2/2022. Step 2-\$17.07/hr.
47. Lynnsey Carlsen, Gen Ed EA for 2 hours/day and Special Ed for 4 hours/day at Bridgewater, change to Spec Ed EA for 6.75 hours/day at Bridgewater, effective 8/29/2022.
48. Nicholas Connor, .6 ADSIS/.4 Math Teacher at the High School, change to 1.0 FTE Math Teacher at the High School, effective 8/25/2022.
49. Danielle Crase, Special Ed Teacher at the High School, add Junior Class Advisor at the High School, effective 8/25/2022; Stipend \$2,244.
50. Kelle Edwards, Special Ed EA at the High School, add Senior Class Advisor at the High School, effective 9/5/2022. Stipend \$2,244.
51. Joseph Greenwood, Custodian Engineer w/out a license at the High School, change to Custodian Engineer with license, effective 6/22/2022.
52. Mara Hessian, Spec Ed EA for 6.92 hours/day at Bridgewater, change to Spec Ed EA for 6.75 hours/day at Bridgewater, effective 8/29/2022.
53. Julene Johnson, Kindergarten EA for 2 hours/day, Lunchroom Supervisory for 2 hours/day and Media for 3.5 hours/day at Bridgewater, change to Lunchroom Supervisory for 2 hours/day and Media for 5.5 hours/day at Bridgewater, effective 8/29/2022.
54. Jill Kohel, .6 Social Studies/ .4 English Teacher at the High School, add an English overload in lieu of supervision for the 2022-2023 school year, effective 8/25/2022-6/9/2023.
55. Kristi Kortuem, Math Teacher at the Middle School, change to .6 ADSIS Math/.4 Math Teacher at the High School, effective 8/25/2022.
56. Angela Lynch, Spec Ed Teacher Teacher Visually Impaired with the District, add .5 Spec Ed Resource Teacher at the ALC, effective 8/25/2022.
57. Jonathan Thompson, .4 FTE Social Studies Teacher at the High School, change to 1.0 FTE Social Studies Teacher at the High School, effective 8/25/2022.

iii. Leave of Absence

iv. Retirements/Resignations/Terminations

1. Cindy Boyum, Assistant Swim Coach at the High School, resignation effective 6/17/2022.
2. Tiffany Donkers, EarlyVentures Teacher at the NCEC, resignation effective 7/1/2022.
3. Chris Jackson, 7th Grade Football Assistant Coach at the Middle School, resignation effective 6/23/2022.
4. Kristi Kortuem, Math League Coach at the Middle School, resignation effective 6/16/2022.
5. Shawna Molloy, Special Education Teacher at the High School, resignation effective 6/15/2022.
6. Ashley Northrup, School Psychologist with the District, resignation effective 8/23/2022.
7. Sue Reuvers, Community School Summer Site Assistant at Greenvale Park, declined the position.
8. Nancy Veverka, Assistant Principal at the High School, resignation effective 6/30/2022.
9. Christina Suhsen, Special Ed EA at the NCEC, resignation effective 6/23/2022.

v. District Administration is Recommending the Approval of the Following:

District Administration submits the following employment agreements for approval. These agreements cover the period of July 1, 2022 through June 30, 2024.

1. Educational Assistants for the period July 1, 2022 through June 30, 2024.

7. Items for Individual Action

- a. Policy Committee Recommendations. On a motion by Goerwitz, seconded by Pritchard, the board unanimously approved the Coaches, Early Childhood Family Education, Hand In Hand, High School, KidVentures and Portage Secondary Handbooks for the school year 2022-23.
- b. Request to Hire an Additional Non-Licensed Special Education Staff. On a motion by Baraniak, seconded by Goerwitz, the board unanimously approved the request to hire one Child Specific Special Educational Assistant/Personal Care Assistant (EA/PCA) 6.75 hours per day at a projected cost of salary and benefits of \$31,000.00, with approximately 55% of the salary reimbursed through special education revenue for a net cost of \$22,606.00.

- c. Resolution Regarding Conducting School Business on the Federal Christopher Columbus Holiday. On a motion by Pritchard, seconded by Quinnell, the board unanimously approved by roll call vote, the following resolution regarding Columbus Day. Voting 'yes' was Baraniak, Goerwitz, Gonzalez-George, Pritchard, Quinnell and Stratmoen. No one voted 'no'. Absent: Butler.

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 10, 2022, shall not be a holiday.

- d. Resolution Designation of Identified Official with Authority for the MDE External User Access Recertification System. On a motion by Goerwitz, seconded by Baraniak, the board unanimously approved by roll call vote, the resolution to authorize Dr. Matthew Hillmann to act as the Identified Official with Authority (IOwA) and Christine Neset to act as the IOwA to add and remove names only for Northfield Public Schools 0659-01. Voting 'yes' was Baraniak, Goerwitz, Gonzalez-George, Pritchard, Quinnell and Stratmoen. No one voted 'no'. Absent: Butler.
- e. Activity Fees. On a motion by Quinnell, seconded by Baraniak, the board unanimously approved the activity fee increase authorized during the budget prioritization process and discussed at this meeting.

8. Items for Information

- a. Filing for School Board is August 2–16, 2022 in the District Office. An affidavit of candidacy must be filed in the office of the school district clerk and the \$2 filing fee paid prior to 5:00 o'clock p.m. on August 16, 2022.

9. Future Meetings

- a. Monday, August 1, 2022, 6:00 p.m., Special Board Meeting, Northfield DO Boardroom
- b. Monday, August 8, 2022, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- c. Monday, August 22, 2022, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- d. Monday, September 12, 2022, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom

10. Adjournment

On a motion by Stratmoen, seconded by Goerwitz, the board adjourned at 8:43 p.m.

Noel Stratmoen
School Board Clerk