

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

July 12, 2021

District Office Boardroom

1. 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: Baraniak, Butler, Goerwitz, Gonzalez-George, Pritchard, Quinnell and Stratmoen. Absent: None. 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 approved the agenda.

3. Public Comment

There were no public comments.

4. Announcements and Recognitions

- Nika Hirsch, 10-year-old student from Greenvale Park, has been recognized with The Diana Award, established in memory of Diana, Princess of Wales, for her social action and humanitarian efforts.
- Congratulations to the following state tournament participants:
 - Golf: State Champion Nate Stevens, and Anna Nesseth
 - Track: Shelby Svien, Clara Lippert, Josie Hauck, Erica Loe, Nicole Theberath, Wendy Bollum, Adriana Fleming, Devin Jax, Martin Brice, Nathan Amundson, Sam Folland, Will Tidona, AJ Reisetter, Will Beaumaster, and Devin Jax

5. Items for Discussion and Reports

- a. School Resource Officer Annual Report. Northfield Police Chief Mark Elliott and Bart Wiese, School Resource Officer (SRO), provided their first annual report about the duties, training, and support the SRO provides to district students, staff, and community members.
- b. School Bus Transportation Contract. Director of Finance Val Mertesdorf presented school bus transportation contract options for the time frame 2021-2023. This will be an item for individual action at the next board meeting.
- c. Legislative Wrap-Up. Superintendent Hillmann and the Legislative Action Committee provided an overview of the State of Minnesota legislative session and special session which ended June 30, 2021. Included in the board packet were summaries provided by Schools for Equity in Education and Minnesota School Boards Association.
- d. Summary of Superintendent's Performance Appraisal. School Board Chair Julie Pritchard shared her summary of the superintendent's annual performance appraisal for the time period July 1, 2020 - June 30, 2021. Board members gave Dr. Hillmann a very strong performance rating across all key areas. His overall average score was 4.98 on a 5-point scale across 44 job responsibilities organized around eight major topics. Board members cited Dr. Hillmann's exceptional work in three key areas: handling of the COVID-19 pandemic, financial stewardship, and the district's equity work. The Board cited Dr. Hillmann as a kind, caring and compassionate leader but also a very humble one. His leadership is what made this year truly phenomenal. While always quick to give credit to others he rightfully deserved these accolades. This stellar annual performance appraisal was a reflection of not only his incredible work but also of his strength of leadership and the board's confidence in moving the district forward.

- e. Superintendent's Report. Dr. Hillmann provided an operations update. All state COVID-19 mandates were sunset with the expiration of the state's peacetime emergency on July 1, 2021, and county COVID numbers continue to decline. The district's summer programming is fully operational and includes the high school credit recovery program, community education programming and facility rentals, extended school year programming for special education students and K-8 summer targeted services. We currently have 29 students enrolled in the Portage Online program and will finalize initial staffing plans by July 16.

6. Consent Agenda

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

a. Minutes

- Minutes of the Regular School Board meeting held on June 14, 2021
- Minutes of the Special Closed School Board meeting held on July 7, 2021

b. Gift Agreements

- \$2,649.00 from Northfield Booster Club, Inc. for the lap timer, Freelap Pro BT824
- \$1,000.00 from Northfield Healthy Community Initiative for Cinco de Mayo scholarship

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:

1. 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 2021-2022.
2. 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 2021-2022.
3. Motion to approve authorizing the Director of Finance to make appropriate wire transfers to and from district depository accounts for fiscal year 2021-2022.

d. Memberships for 2021-2022. The school district belongs to several cooperatives, leagues and associations. Membership in the groups listed below should be renewed for the 2021-2022 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 Chair 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.

e. Personnel

i. Appointments

1. Paul Bernhard, Weight Room Assistant with Summer Community Education Recreation, beginning 6/16/2021-8/31/2021; \$20.00/hr.
2. Jules Doliscar, 1.0 FTE Licensed Occupational Therapist District Wide, beginning 8/30/2021; MA, Step 6
3. William Durfey, 1.0 FTE Industrial Technology Teacher at the High School, beginning 8/30/2021; MA+30, Step 11
4. Kari Engle, 1.0 FTE Long Term Substitute Kindergarten Teacher at Greenvale Park, beginning 8/30/2021-10/29/2021; Short call sub rate
5. Greg Fredrickson, Custodian for 4 hours/day M-F at the High School, beginning 7/6/2021; Step 4 Custodian \$19.66/hr.
6. Lindsey Fredrickson, Targeted Services Summer Club Leader for up to 6 hours/day Mon.-Thurs. at Greenvale Park, beginning 6/21/2021-8/20/2021; \$22.27/hr.

7. JoAnn Gilbert, Child Nutrition Associate I for 3.75 hours/day at the High School, beginning 8/25/2021; \$19.28/hr.
 8. Correction: Julene Johnson, Targeted Services Summer BLAST Site Assistant for up to 6 hours/day M-Th. at the Middle School, beginning 7/12/2021-8/20/2021; Step 4-\$15.48/hr.
 9. Karen Lillibridge, Summer Bridges to Kindergarten Teacher for 27 hours/total at Spring Creek, beginning 8/12/2021-8/27/2021; BA+10, Step 10
 10. Catherine Lovrien, 1.0 FTE Will Program Teacher at the Middle School, beginning 8/23/2021-6/9/2022; MA, Step 2
 11. Cole Nelson, 1.0 FTE Director of Buildings and Grounds at the District Office, beginning 7/27/2021; \$111,945/year - will be prorated, Step 1
 12. Johan Ponciano Conde, Targeted Services Summer PLUS Site Assistant for up to 6 hours/day Mon.-Thurs. at Greenvale Park, beginning 7/12/2021-8/19/2021; Step 4-\$15.48/hr.
 13. Abdulmajid Said, Targeted Services Summer PLUS Student Site Assistant for up to 6 hours/day Mon.-Thurs. at Greenvale Park, beginning 7/12/2021-8/20/2021; Student \$10.08/hr.
 14. Dianne Wolbeck, Child Nutrition Associate II for 7.25 hours/day at the High School, beginning 8/25/2021; \$20.28/hr.
 15. Carla Hoppe-Schnaith, Summer Bridges to Kindergarten Teacher for 27 hours/total at Greenvale Park, beginning 8/12/2021-8/27/2021; BA, Step 3
 16. Carla Hoppe-Schnaith, 1.0 FTE Early Childhood Teacher at the NCEC, beginning 8/23/2021; BA, Step 3
 17. Gretta Kunze, Summer Bridges to Kindergarten Teacher for 27 hours/total at Bridgewater, beginning 8/12/2021-8/27/2021; BA+10, Step 10
 18. Debra Norman, General Ed EA-Kindergarten for 2 hours/day at Greenvale Park, beginning 8/30/2021; Gen Ed, Step 2
 19. Diana Perez Guzman, Targeted Services BLAST Site Assistant for up to 6 hours/day Mon.-Thurs. at the Middle School, beginning 7/13/2021-8/20/2021; Step 3-\$14.85/hr.
 20. Liv Sorenson, Targeted Services PLUS Site Assistant for up to 6 hours/day Mon.-Thurs. at Greenvale Park, beginning 7/13/2021-8/20/2021; Step 1-\$14.11/hr.
- ii. Increase/Decrease/Change in Assignment
1. Nicholas Albright, Program Supervisor with Community Education Recreation, add Assistant-track with Community Education Recreation, effective 7/1/2021-8/31/2021; \$10.08/hr.
 2. Anthony Amys-roe, Assistant-Tennis with Community Education Recreation \$10.25/hr., add Assistant-Track with Community Education Recreation, effective 7/1/2021-8/31/2021; \$10.08/hr.
 3. Alexander Casson, Program Supervisor with Community Education Recreation \$10.89/hr., add Assistant with Community Education Recreation, effective 7/1/2021-8/31/2021; \$10.08/hr.
 4. William Durfey, 1.0 FTE Industrial Technology Teacher at the High School, change to 1.0 FTE Industrial Technology Teacher at the Middle School, effective 8/30/2021.
 5. Cara Holland, Teacher at the Middle School, add ALC Summer Science Teacher for up to 5 hours/day Mon.-Thurs. at the ALC, effective 7/9/2021-7/29/2021. Lane/step
 6. Michael Humann, Custodian Engineer W/O license at the DO/ALC, change to Custodian Engineer With license at the DO/ALC, effective 6/23/2021; Step 5 Cust. Eng. w/license \$25.14/hr.
 7. Julene Johnson, Targeted Services Summer BLAST Site Assistant at the Middle School, add Community School Site Assistant for up to 6.5 hours/day for 4 days/week at Greenvale Park, effective 6/21/2021-7/16/2021; Step 4-\$15.48/hr.
 8. Shelly Kruger, Special Ed EA PCA/Bus EA at the High School, add Special Ed EA PCA, Extracurricular and Nonacademic during Targeted Services for 2.25 hours/day at the Middle School, effective 6/19/2021-8/19/2021.
 9. Stephanie Mahal, 1.0 FTE Occupational Therapist .5 Sibley/.5 Bridgewater, change to 1.0 FTE Occupational Therapist .5 Sibley/.5 NCEC, effective 7/1/2021.
 10. Betsy Peterson, Teacher at Bridgewater, add TS Summer BLAST Teacher for up to 6 hours/day Mon.-Thurs. at the Middle School, beginning 7/1/2021-8/20/2021; Lane/step
 11. Ulrika Peterson, Targeted Services Summer PLUS Site Assistant at Greenvale Park, add Targeted Services Club Leader for up to 6 hours/day for 4 days/week at Greenvale Park, effective 7/12/2021-8/20/2021; \$23.01/hr.
 12. Bailey Sauve, Assistant-Soccer with Community Education Recreation \$10.08/hr., add Program Supervisor with Community Education Recreation, effective 7/1/2021-8/31/2021; \$10.64/hr.
 13. Brynne Stellner, Teacher at the High School, add ALC Summer School Teacher for up to 5 hours/day Mon.-Thurs. at the ALC, effective 7/9/2021-7/29/2021. Lane/step
 14. Brian Stevens, 1.0 FTE Social Studies Teacher at the High School, change to .80 FTE Social Studies Teacher at the High School, effective 8/30/2021.
 15. Steve Taggart, 1.0 FTE Industrial Technology Teacher at the Middle School, change to 1.0 FTE Industrial Technology Teacher at the High School, effective 8/30/2021.

16. Deb Wagner, EA, add TS Summer PLUS Site Assistant for up to 6 hours/day Mon.-Thurs. at Greenvale Park, beginning 7/12/2021-8/20/2021; Step 4-\$15.48/hr.
 17. Katrina Warner, Special Ed EA PCA/Bus EA at Bridgewater, add Special Ed EA PCA, Extended school year for up to 8 hours/day at Spring Creek/Greenvale Park, effective 7/12/2021 - 8/19/2021.
 18. Kari Winter, ECSE Teacher at the NCEC, change to School Readiness Preschool Teacher at the NCEC, effective 7/1/2021.
 19. Kiwi Bielenberg, Special Ed Teacher with the District, add Special Ed Teacher, ESY for up to 6 hours/day with the District, effective 6/22/2021-8/19/2021.
 20. Erik Burton, .6 FTE EL Teacher at the High School, add .4 FTE Long Term Substitute Social Studies Teacher and a ⅓ overload at the High School, effective 8/30/2021-6/9/2022.
 21. Nicholas Connor, 1.0 FTE Math Teacher at the High School, change to .6 FTE ADSIS/.4 FTE Math Teacher at the High School, effective 8/30/2021.
 22. Gabriela Nieves, Early Childhood Outreach Specialist for 206 work days at the NCEC, change to Early Childhood Outreach Specialist for 190 work days at the NCEC, effective 8/15/2021.
 23. Chelsey Oberstar, Special Ed Teacher at the High School, add Special Ed Teacher, ESY for up to 6 hours/day at the Middle School, effective 6/22/2021-8/19/2021.
 24. John Schnorr, Speech Language Pathologist at the NCEC, add Speech Language Pathologist ESY for up to 80 hours/total at the NCEC, effective 6/15/2021-8/27/2021.
 25. Jonathan Thompson, .4 FTE Social Studies Teacher at the High School, add .6 FTE Long Term Substitute Social Studies Teacher at the High School, effective 8/30/2021-6/9/2022.
 26. TJ Wiebe, Head Olympic Weightlifting Coach at the High School, Level F, Step 2, change to Assistant Olympic Weightlifting Coach at the High School, effective 7/18/2021. Level I, Step 2
- iii. Leave of Absence
1. Debbie Foley, EarlyVenture Assistant Teacher at the NCEC, Family/Medical Leave of Absence beginning 7/6/2021-8/13/2021.
- iv. Retirements/Resignations/Terminations
1. Chris Fink, Football Coach at the Middle School, resignation effective 7/1/2021.
 2. Rich Guggisberg, Assistant Softball Coach at the High School, resignation effective 6/28/2021.
 3. Jamie Larson, EarlyVenture Teacher at the NCEC, resignation effective 8/27/2021.
 4. Ryan Pietsch, Head Softball Coach at the High School, resignation effective 6/29/2021.
 5. Lily Warden, Auditorium Technician with the District, resignation effective 7/20/2021.
 6. Kari Winter, Early Childhood Special Ed Teacher at the NCEC, resigned to accept a position as an Early Childhood Readiness Preschool Teacher at the NCEC, effective 6/30/2021.
- v. Administration is Recommending the Approval of the Following:
The board is asked to approve the enclosed updated driver education rates of pay for payroll staff only. These driver education rates of pay are effective July 1, 2021.

7. Items for Individual Action

- a. Policy Committee Recommendations. On a motion by Goerwitz, seconded by Butler, the board approved policies 102, 441 and 713 as presented at the June 14, 2021 school board meeting and recommended by the Policy Committee.
- b. FY 2021 Audit Engagement Letter and HIPAA Business Associate Agreement. On a motion by Baraniak, seconded by Goerwitz, the board accepted the 2020-2021 Engagement Letter from CliftonLarsonAllen, LLP in the amount of \$23,700 plus expenses, and approval of the HIPAA Business Associate Agreement.
- c. Co-Curricular Adds or Reductions. On a motion by Quinnell, seconded by Gonzalez-George, the board approved the robotics head coach/advisor, Level H, stipend of \$2,582.00.
- d. Resolution: Designation of Identified Official with Authority for the MDE External User Access Recertification System. On a motion by Goerwitz, seconded by Stratmoen, the board approved 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 No. 659. On a roll call vote, voting 'yes' was Baraniak, Butler, Goerwitz, Gonzalez-George, Pritchard, Quinnell and Stratmoen. No one voted 'no'.

- e. Resolution Regarding Conducting School Business on the Federal Christopher Columbus Holiday. On a motion by Quinnell, seconded by Baraniak, the board 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 11, 2021, shall not be a holiday. A regular school board meeting is scheduled for Monday, October 11, 2021 which is the Federal Columbus Day holiday.

On a roll call vote, voting 'yes' was Baraniak, Butler, Goerwitz, Gonzalez-George, Pritchard, Quinnell and Stratmoen. No one voted 'no'.

- f. Set Dates, Times, and Location for Regular Board Meetings. On a motion by Baraniak, seconded by Gonzalez-George, the board approved the Schedule for School Board Meetings July 2021 - December 2022.

8. Items for Information

9. Future Meetings

- a. Monday, August 9, 2021, 7:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- b. Monday, August 23, 2021, 7:00 p.m., Regular Board Meeting, Northfield DO Boardroom

10. Adjournment

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

Noel Stratmoen
School Board Clerk