

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

August 26, 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 Baraniak, seconded by Iverson, the Board unanimously approved the Agenda.
- III. Public Comment
Meleah Follen, Youth Engagement Director for Northfield Healthy Initiative, along with Northfield High School students Jack Rizzo, Ryan Malecha, and Grace Muth presented Director of Finance Val Mertesdorf with the August 2019 “Making A Difference Award” for going above and beyond in helping with Northfield YouthBank.
- IV. Announcements and Recognitions
Superintendent Hillmann highlighted the awards presented at the Back-to-School Breakfast and Staff Appreciation Program held on August 26. He reviewed the program highlights and the implicit bias workshop training facilitated by Equity Alliance MN.
- V. Items for Discussion and Reports
 - A. Sibley Elementary Continuous School Improvement Plan Presentation
Sibley Principal Scott Sannes 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. Greenvale Park Elementary Continuous School Improvement Plan Presentation
Greenvale Park Elementary School Principal Sam Richardson 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. Superintendent’s 2019-2020 Goals
Superintendent Hillmann shared a draft of his proposed goals for 2019-2020. The Board asked Dr. Hillmann to consider adding construction projects and related communication to the community as an additional goal. This will be an item for individual action at the next board meeting.
- VI. Consent Agenda
On a motion by Quinnell, seconded by Goerwitz, the Board unanimously approved the following Consent Agenda items:
 - A. Minutes. Minutes of the Regular School Board meeting held on August 12, 2019.
 - B. Gift Agreement. A \$1,930.00 for Angel Funds use by Child Nutrition.
 - C. Financial Reports
 1. Financial Report - February 2019
Director of Finance Val Mertesdorf requested that the Board approve paid bills totaling \$1,544,434.87, payroll checks totaling \$3,154,053.91, a wire transfer totaling \$9.23 from MN Trust Bond Refunding to MN Trust Oper, and the financial reports for February 2019. At the end of February 2019 total cash and investments amounted to \$64,729,335.05.

2. Financial Report - March 2019

Director of Finance Val Mertesdorf requested that the Board approve paid bills totaling \$979,707.50, payroll checks totaling \$3,142,859.08, a wire transfer totaling \$139,337.26 from MN Trust Bldg Bond to MSDLAF Max, and the financial reports for March 2019. At the end of March 2019 total cash and investments amounted to \$66,637,582.82.

3. Financial Report - April 2019

Director of Finance Val Mertesdorf requested that the Board approve paid bills totaling \$2,406,744.22, payroll checks totaling \$3,093,526.85, and the financial reports for April 2019. At the end of April 2019 total cash and investments amounted to \$67,181,206.49.

D. Personnel Items

a) Appointments

1. James Anderson, Event Worker at the High School, beginning 8/22/2019.
2. Jennifer Dahnert, 1.0 FTE Special Ed Resource Room Teacher at Bridgewater, beginning 8/26/2019; MA+15, Step 6
3. Jacob Dayneko, 1.0 FTE Industrial Technology Teacher at the High School, beginning 8/26/2019; BA+60, Step 15
4. Sarah Grier, 9th Grade Volleyball Coach for 2 hours/day at the High School, beginning 8/15/2019; Level E, Step 1
5. Mikayla Hoff, 1.0 FTE 2nd Grade Teacher at Bridgewater, beginning 8/26/2019; BA, Step 3
6. Ellen Mader, Community School Coordinator for 40 hours/wk for 43 weeks/yr. at Greenvale Park, beginning 9/3/2019; \$38,008 Step 1
7. Heidi Melnychuk, Special Ed EA-PCA for 6.75 hours/day at the High School, beginning 08/26/2019; Spec Ed Step 3-\$16.63/hr.
8. Kathryn Ness, Yearbook Advisor at the High School, beginning 8/26/2019; Level C, Step 3
9. Ashly Polzin, 1.0 FTE 5th Grade Teacher at Bridgewater, beginning 08/26/2019; BA, Step 5
10. Sarah VanSickle, 1.0 FTE Youth Development Coordinator with Community Services, beginning 9/16/2019; \$59,226-Step 1 Prorated.
11. Madison Warner, Child Nutrition Student Associate for approximately 1 hour/day at the ALC/Longfellow, beginning 9/3/2019; \$9.86/hr.
12. Adria Dahlke, 1.0 FTE EarlyVentures Teacher at Longfellow, beginning 09/03/2019; Step 4-\$17.70/hr.
13. Makenna Nelson, KidVentures Student Site Assistant for 16.25 hours/week at Sibley, beginning 09/04/2019; \$9.86/hr.
14. Karissa Olsen, Special Ed EA-PCA for 6.75 hours/day and General Ed for .33 hours/day at Sibley, beginning 08/26/2019; Special Ed-Step 3-\$16.63/hr. and Gen Ed-Step 3-\$16.05/hr.
15. Natalie Ponciano Bartolo, KidVentures Site Assistant for 26 hours/week at Bridgewater, beginning 09/3/2019; Step 1-\$13.21/hr.
16. Melanie Roy, .8 FTE Licensed School Psychologist at the High School, beginning 08/26/2019; MA+60, Step 10
17. Garret Swenson, KidVentures Student Site Assistant for up to 15 hours/week at Bridgewater/Sibley, beginning 09/03/2019; \$9.86/hr.

b) Increase/Decrease/Change in Assignment

1. Dr. Laura Kay Allen, Interim Principal at the High School, add Interim Assistant Principal at the High School, effective 01/09/2020-06/08/2020; \$592.31/Per contract day.
2. Carol Beumer, Special Ed EA-PCA for 6.75 hours/day at the High School, change to Special Ed EA-PCA for 6.25 hours/day and General Ed EA-FLEX for .50 hours/day at the High School, effective 09/03/2019-06/08/2020.
3. Margaret Christensen, Child Nutrition Associate I for 3.25 hours/day at Bridgewater, change to Child Nutrition Associate III for 6.5 hours/day at Bridgewater, effective 08/13/2019-10/20/2019; \$22.27/hr.
4. Lianne Deanovic, Special Ed EA-PCA for 6.75 hours/day at the High School, change to Special Ed EA-PCA for 6.25 hours/day and General Ed EA-FLEX for .50 hours/day at the High School, effective 09/03/2019-06/08/2020.
5. Lindsey Dietiker, Child Nutrition Associate I for 3.5 hours/day at Sibley, change to Child Nutrition Associate III for 6.5 hours/day at Sibley, effective 08/13/2019; \$21.02/hr.
6. Susan Eidenschink, Special Ed EA-PCA for 6.75 hours/day at the High School, change to Special Ed EA-PCA for 6.25 hours/day and General Ed EA-FLEX for .50 hours/day at the High School, effective 09/03/2019-06/08/2020.

7. Marilyn Frey, Special Ed EA-PCA for 6.75 hours/day at the High School, change to Special Ed EA-PCA for 6.25 hours/day and General Ed EA-FLEX for .50 hours/day at the High School, effective 09/03/2019-06/08/2020.
8. Allison Grabow Rise, Head Dance Coach at the High School, add Event Worker with the High School, effective 08/15/2019.
9. Karen Lane, 2nd Grade Teacher at Bridgewater, change to Instructional Coach at Bridgewater, effective 08/26/2019.
10. Daniel Lewis, Assistant Soccer Coach at the Middle School, change to Soccer Coach at the Middle School, effective 08/26/2019; Level H, Step 4
11. Jody Mathews, Child Nutrition Associate I for 3 hours/day at Sibley, change to Child Nutrition Associate I for 3.25 hours/day at Sibley, effective 08/13/2019.
12. Angela Schewe, School Readiness Teacher at Longfellow, change to EarlyVentures Teacher for 37.75 hours/wk at Longfellow, effective 08/19/2019; Step 6
13. Angie Schock, Teacher at the Middle School, add Volleyball Coach at the Middle School, effective 08/26/2019; Level H, Step 1
14. Teresa Swenson, Teacher Substitute for the District, add Volleyball Coach at the Middle School, effective 08/26/2019-10/30/2019; Level H, Step 2
15. Brent Yule, .20 Assistant Football Coach at the High School, change to 1.0 Assistant Football Coach at the High School, effective 08/15/2019.
16. Margaret Colangelo, Special Ed EA-PCA for 5.75 hours/day at the High School, change to Special Ed EA-PCA for 5.25 hours/day and General Ed EA-FLEX for .50 hours/day at the High School, effective 09/04/2019-06/08/2020.
17. Brittany Ellerbusch, First Grade Teacher at Bridgewater, change to Second Grade Teacher at Bridgewater, effective 08/21/2019.
18. Frances Garvey, Special Ed EA-PCA for 6.75 hours/day at the High School, change to Special Ed EA-PCA for 6.25 hours/day and General Ed EA-FLEX for .50 hours/day at the High School, effective 09/04/2019-06/08/2020.
19. Laura Goodwin, Special Ed EA-PCA for 6.75 hours/day at the High School, change to Special Ed EA-PCA for 6.25 hours/day and General Ed EA-FLEX for .50 hours/day at the High School, effective 09/04/2019-06/08/2020.
20. Mikayla Hoff, Second Grade Teacher at Bridgewater, change to First Grade Teacher at Bridgewater, effective 08/21/2019.
21. Shelly Kruger, Special Ed EA-PCA for 6.75 hours/day at the High School, change to Special Ed EA-PCA for 6.25 hours/day and General Ed EA-FLEX for .50 hours/day at the High School, effective 09/04/2019-06/08/2020.
22. Meghan Kuechenmeister, Special Ed EA-PCA for 6.75 hours/day at the High School, change to Special Ed EA-PCA for 6.25 hours/day and General Ed EA-FLEX for .50 hours/day at the High School, effective 09/04/2019-06/08/2020.
23. Kimberly Luke, Special Ed EA-PCA for 6.75 hours/day at the High School, change to Special Ed EA-PCA for 6.25 hours/day and General Ed EA-FLEX for .50 hours/day at the High School, effective 09/04/2019-06/08/2020.
24. Kathy Mellstrom, Special Ed EA-PCA for 6.75 hours/day at the High School, change to Special Ed EA-PCA for 6.25 hours/day and General Ed EA-FLEX for .50 hours/day at the High School, effective 09/04/2019-06/08/2020.
25. Nick Mertesdorf, Special Ed EA-PCA for 6.75 hours/day at the High School, change to Special Ed EA-PCA for 6.25 hours/day and General Ed EA-FLEX for .50 hours/day at the High School, effective 09/04/2019-06/08/2020.
26. Jacqueline Meyer, Special Ed EA-PCA for 6.75 hours/day at the High School, change to Special Ed EA-PCA for 6.25 hours/day and General Ed EA-FLEX for .50 hours/day at the High School, effective 09/04/2019-06/08/2020.
27. Rebecca Meyer, Special Ed EA-PCA for 6.75 hours/day at the High School, change to Special Ed EA-PCA for 6.25 hours/day and General Ed EA-FLEX for .50 hours/day at the High School, effective 09/04/2019-06/08/2020.
28. Marilyn Morgan-Malecha, Special Ed EA-PCA for 6.75 hours/day at the High School, change to Special Ed EA-PCA for 6.25 hours/day and General Ed EA-FLEX for .50 hours/day at the High School, effective 09/04/2019-06/08/2020.
29. Jacob Odell, Special Ed EA-PCA for 6.75 hours/day at the High School, change to Special Ed EA-PCA for 6.25 hours/day and General Ed EA-FLEX for .50 hours/day at the High School, effective 09/04/2019-06/08/2020.
30. Debra Pack, Special Ed EA-PCA for 6.75 hours/day at the High School, change to Special Ed EA-PCA for 6.25 hours/day and General Ed EA-FLEX for .50 hours/day at the High School, effective 09/04/2019-06/08/2020.

31. Tammy Schwagerl, Special Ed EA-PCA for 6.75 hours/day at the High School, change to Special Ed EA-PCA for 6.25 hours/day and General Ed EA-FLEX for .50 hours/day at the High School, effective 09/04/2019-06/08/2020.
 32. Linda Wasner, Special Ed EA-PCA for 6.75 hours/day at the High School, change to Special Ed EA-PCA for 6.25 hours/day and General Ed EA-FLEX for .50 hours/day at the High School, effective 09/04/2019-06/08/2020.
 33. Jessica Webber VanZuilen, Special Ed EA-PCA for 6.55 hours/day at the High School, change to Special Ed EA-PCA for 6.05 hours/day and General Ed EA-FLEX for .50 hours/day at the High School, effective 09/04/2019-06/08/2020.
 34. Susan Wunderlich, Special Ed EA-PCA for 6.75 hours/day at the High School, change to Special Ed EA-PCA for 6.25 hours/day and General Ed EA-FLEX for .50 hours/day at the High School, effective 09/04/2019-06/08/2020.
- c) Leave of Absence
1. Dorothy Cohan, Administrative Assistant at the District Office, Family/Medical Leave of Absence for Childcare effective 08/06/2019-10/11/2019.
 2. Ryan Pietsch, Teacher at Sibley, Family/Medical Leave of Absence for Childcare, effective 10/24/2019 for two weeks.
 3. Carrie Rice, Special Ed Teacher at Greenvale Park, Family/Medical Leave of Absence, effective 08/26/2019 for up to 60 work days on an intermittent basis.
- d) Retirements/Resignations/Terminations
1. Andrew Bealles, KidVentures Site Assistant with Community Services, resignation effective 08/22/2019.
 2. Mackenzie Glassing, KidVentures Site Assistant with Community Services, resignation effective 08/23/2019.
 3. Joseph Jorgensen, Special Ed Teacher at the High School, resignation effective 08/20/2019.
 4. Sofie Nelson, KidVentures Site Assistant with Community Services, resignation effective 08/30/2019.
 5. Linda Oto, Youth Development Coordinator with Community Services, retirement effective 09/13/2019.
 6. Mackenzie Schewe, KidVentures Site Assistant with Community Services, resignation effective 08/30/2019.
 7. Megan Wheelock, Special Education Teacher at Bridgewater, resignation effective 7/17/2019.
- e) Superintendent Contract Provisions for the 2019-2020 Contract Year
- School Board Chair Pritchard provided a memorandum which included a recommendation for a total compensation package increase of 1.4%. This increase matches the average dollar increase members of the Northfield Education Association will receive as part of their 2019-2021 contract. The package includes:
- A salary increase of 1.27%
 - \$250.00 increase to the district's 403B match to reach the allowed maximum
 - In 2018 Dr. Hillmann was accepted into the AASA National Superintendent Certification Program. He is currently in the second year of this two-year program. The significant personal and professional development Dr. Hillmann will gain from this program will serve the district well. The total \$6,000 cost of this program is being covered by the district in the amount of \$3,000 each year. This is the second and final year of the program.

VII. Superintendent's Report

A. Items for Individual Action

1. 2019-2020 e-Learning Plan. On a motion by Iverson, seconded by Goerwitz, the Board unanimously approved the 2019-2020 e-Learning Plan as presented.
2. Policy 713 Student Activity Accounting. On a motion by Baraniak, seconded by Goerwitz, the Board unanimously adopted Policy 713 in accordance with the Resolution Regarding Board Control of Extracurricular Activities that was adopted by this school board on June 10, 2019, and Minn. Stat. § 123B.49, Subd. 2, which requires school boards to take charge of, control over, and account for all student activity funds that relate to curricular and cocurricular activities. This policy sets forth the parameters of control and accountability for student activity funds.
3. Change Order Approval. On a motion by Iverson, seconded by Quinnell, based on the New Greenvale Park Elementary bid package results and approval, and our contract with Knutson Construction, the Board unanimously approved the General Conditions fee and the Construction Contingency fee be increased to \$2,155,874.

4. Proposed 2019-2021 Agreement with the Northfield Education Association (NEA). On a motion by Iverson, seconded by Goerwitz, the Board approved the 2019-2021 Master Agreement with the Northfield Education Association as negotiated.

VIII. Items for Information

- A. Construction Update #12. Dr. Hillmann provided an update on the District's construction projects.
- B. New Greenvale Park Groundbreaking Ceremony. The groundbreaking ceremony for the New Greenvale Park Elementary School is scheduled at 6:00 PM on Tuesday, September 10, 2019 at Greenvale Park Elementary School.

IX. Future Meetings

- A. Monday, September 9, 2019, 7:00 PM, Regular Board Meeting, NHS Media Center
- B. Monday, September 23, 2019, 7:00 PM, Regular Board Meeting, NHS Media Center
- C. Monday, October 14, 2019, 7:00 PM, Regular Board Meeting, NHS Media Center

X. Adjournment

On a motion by Stratmoen, seconded by Goerwitz, the Board adjourned at 8:48 p.m.

Noel Stratmoen
School Board Clerk