NORTHFIELD PUBLIC SCHOOLS
School Board Minutes

September 12, 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, 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 Goerwitz, seconded by Quinnell, the board unanimously approved the agenda.

3. Public Comment
   There was no public comment.

4. Announcements and Recognitions
   - The “Greenvale Park Community School Report to the Community” was completed last month. The report details the results of the eighth year of community school programming at Greenvale Park. The report has been shared with Greenvale Park families, all families with preschool children living in the Greenvale Park attendance boundaries, and community partners.
   - At the last board meeting we discussed adding a work session for the purpose of analyzing pre-survey results. Members should have received an email from Anita with two optional meeting dates, Sept. 20 or Sept. 29, beginning at 5:00 p.m. Please email Anita and let her know which meeting date you prefer for this work session.
   - Family conferences: 2,673 students had a parent attend the family conferences held on Aug. 31 and Sept. 1. Elementary schools ranged from 86%-97.50% attendance and the middle school had 74% attendance. The high school had 25% of parents attend, the ALC 20%, and 98% of NCEC families participated. 100% of Portage parents attended the family conferences.
   - The Northfield Race and Ethnic Equity Coalition of which Northfield Public Schools is a founding member are sharing positive messages about inclusion with the community through the “You Belong Here” and “Everyone Means Everyone” poster campaign. Forty-six posters were shared with the Northfield Chamber of Commerce for distribution throughout the business community and each Northfield district building will receive at least one “you belong here” poster to welcome their families.

5. Items for Discussion and Reports
   a. Data Summit Recap. PreK-12 Systems and Instructional Coach Carrie Duba and student leaders Alejandra Casper Sanchez, Maddie Bussmann, and Connor Percy provided a recap of the youth data summit held in May 2022. The students reviewed the agenda and the data, and shared their proposals resulting from their findings.
   b. High School Activities Department Continuous Improvement Plan. Activities Director Bubba Sullivan presented to the board the continuous school improvement plan for the activities department. The presentation included a progress report on the goals set for the 2021-2022 school year as well as new goals set for the 2022-2023 school year.
   c. High School Continuous Improvement Plans. High School Principal Shane Baier and Assistant Principals Becca Bang and Rico Bohren presented to the board the continuous school improvement plan for the high school. The presentation included progress reports on the goals set for the 2021-2022 school year as well as new goals set for the 2022-2023 school year.
d. **Instructional Services Update.** Director of Instructional Services Hope Langston provided an update on the Instructional Services Department and the work being done to support the areas of district operations, a recap of spring and summer work teams, and the department’s key priorities for the 2022-23 school year.

Goerwitz left the meeting at 7:21 p.m. and returned at 7:27 p.m.

e. **Special Services Request.** Cheryl Hall, Director of Special Services, requested the school board consider approval of the following change in funding special education staff using a cost neutral approach. At this time we have five unfilled educational assistant (EA) positions at the high school and would like to use the funding of up to three EA positions in exchange for a 1.0 FTE licensed special education resource teacher for the high school. The shortage of EAs has impacted the ability to meet all of the services and accommodations required on student individual education program plans (IEP). The high school caseloads, especially in the category of Emotional Behavior Disorders (EBD), has increased due to the number of students transitioning from the middle school and new enrollments. The current special education caseload for our setting II/III is at 18 with 1.5 FTE. K-12 students who receive direct special education instruction and services more than 60% and up to 99% of the instructional day, the maximum caseload limits in MN Rule for EBD is ten students with one EA, or 12 students with two EAs.

The additional resource teacher would allow the reassignment of caseloads across the resource sections and allow 0.5 FTE of our current EBD teacher to shift and support the setting II/III program to bring our caseloads into compliance. The additional 1.0 FTE will allow the necessary flexibility to meet the instruction and accommodations for students.

On a motion by Pritchard, seconded by Butler, the board unanimously approved to move this to an item for individual action at tonight’s meeting.

f. **Policy Committee Recommendations.** Superintendent Hillmann presented the policy committee’s recommendations on policies 104, 610.1, 612 and 619. This will be an item for individual action at the next board meeting.

g. **Northfield High School Facility Plan Voter Survey Update.** Dr. Hillmann provided an update on the planned voter survey with Morris-Leatherman. We are on schedule to launch a 35-40 question voter stratified sample survey with the goal of reaching 400 voters representing the district’s demographics.

h. **Superintendent’s State of the District.** Superintendent Hillmann presented an overview of the programs and activities completed during the 2021-2022 school year, as well as the opportunities and challenges the district faces in 2022-2023. Dr. Hillmann will share this presentation at the Chamber of Commerce luncheon on Sept. 21.

6. **Consent Agenda**

The incorrect minutes were included in the memorandum and board packet and therefore pulled from the consent grouping. On a motion by Quinnell, seconded by Pritchard, the board unanimously approved the consent agenda.

a. **Gift Agreements**
   - $1,500.00 from Cardinal CG Company for Cardinal CG scholarships
   - $3,463.60 from Northfield Raider Touchdown Club for NMS football jerseys
   - $4,600.00 from Spring Creek PTO for classroom teachers
   - $3,370.00 from Greenvale Park PTO for teacher supplies

b. **Personnel Items**
   i. **Appointments**
1. Kelsie Arch, Special Ed EA PCA for 4 hours/day at the NCEC, beginning 8/29/2022; EA step 3 - $17.05/hr. + $1,875 PCA Stipend
2. Jair Ascencio Puga, Assistant Boys Soccer Coach for 2.5 hours/day at the High School, beginning 9/1/2022; $4,570
3. Giovanni Green, Program Assistant with Community Ed Recreation, beginning 9/12/2022-5/31/2023; $11.50/hr.
4. Lexi Halvorson, Head Girls Lacrosse Coach for 2.5 hours/day at the High School, beginning 4/3/2023; $6,093 + step 10
5. Daniel Hanegraaf, 1.0 FTE Custodian Engineer at Greenvale Park, beginning 9/15/2022; Engineer with license, step 5 - $26.71/hr.
7. Sophia Nevin, Special Ed EA PCA for 18.5 hours/week at the NCEC, beginning 8/29/2022; EA step 1 - $16.33/hr. + $1,875 PCA Stipend
9. Elga Reyes de Broughton, Special Ed EA PCA for 7 hours/day at Spring Creek, beginning 9/6/2022; EA step 4 - $17.70/hr. + $2,500 PCA Stipend
10. Lorenzo Riley Combs, Program Assistant with Community Ed Recreation, beginning 9/12/2022-5/31/2023; $11.50/hr.
11. Phillip Switzer, Child Nutrition Student Associate for up to 1 hour/day at the ALC, beginning 9/6/2022; $10.33/hr.
12. Deonta Thomas, Program Assistant with Community Ed Recreation, beginning 9/12/2022-5/31/2023; $11.50/hr.

ii. Increase/Decrease/Change in Assignment
1. Charlie Alvarez, 1.0 FTE Grade 3 Companeros Teacher at Greenvale Park, change to .96 FTE Grade 3 Companeros Teacher at Greenvale Park, effective 8/25/2022-6/9/2023.
3. Lucy Archibald, .5 FTE Building Nurse at Bridgewater, change to 1.0 FTE Building Nurse at Bridgewater, effective 8/23/2022.
4. Anna Bae, KidVentures Site Assistant for up to 40 hours/week at Bridgewater, change to KidVentures Site Assistant Substitute at the Elementary Schools, effective 8/29/2022.
5. Theresa Bauman, .50 FTE Reading Corps Internal Coach with the District, add .1 FTE Math Corps Internal Coach at Spring Creek, effective 8/25/2022-6/9/2023.
6. Josie Beacom, KidVentures Site Assistant for up to 40 hours/week at Spring Creek, change to KidVentures Site Assistant at Greenvale Park for a total of 23.5 hours/week, effective 9/5/2022.
7. Trish Beacom, EarlyVentures Teacher for up to 40 hours/week at the NCEC, change to EarlyVentures Teacher for 40 hours/week at the NCEC, effective 8/29/2022.
8. Adriana Bermudez, Special Ed EA for 3.3 hours/day at the NCEC, change to General Ed EA for 7.25 hours/day with Hand in Hand preschool, add General Ed EA for 2 hours/week for ECFE at the NCEC, effective 9/6/2022.
10. Russel Boyington, KidVentures Site Assistant for up to 40 hours/week at Spring Creek, change to KidVentures Site Assistant at Bridgewater for a total of 23.5 hours/week, effective 9/5/2022.
11. Mary Boyum, Special Ed EA PCA at Spring Creek, add Special Ed EA PCA Bus EA for approximately 1.83 hours/day with the District, effective 9/6/2022-6/9/2023.
12. Elizabeth Brewer, Special Ed EA PCA at the Middle School, add Special Ed EA PCA Bus EA for approximately 1 hour/day with the District, effective 9/6/2022-6/9/2023.
13. Pam Charlton, Teacher at Bridgewater, add Literacy Lead at Bridgewater, effective 8/25/2022; $750 stipend.
14. Margaret Christiansen, CNA at the Middle School, add Special Ed EA PCA Bus EA for approximately 3.75 hours/day with the District, effective 9/6/2022-6/9/2023.
15. Anita Corwin, EarlyVentures Site Assistant for up to 40 hours/week at the NCEC, change to EarlyVentures Site Assistant for 37.5 hours/week at the NCEC, effective 8/29/2022.
17. Claire Edwards, KidVentures Site Assistant for up to 40 hours/week at Spring Creek, change to KidVentures Site Assistant at Bridgewater for a total of 24.75 hours/week, effective 9/5/2022.
20. Aimee Gerdesmeier, KidVentures Site Leader for up to 40 hours/week at Spring Creek, change to KidVentures Site Leader for 35 hours/week at Spring Creek, effective 9/5/2022.
21. Sara Gerdesmeier, EarlyVentures Site Assistant for 22.5 hours/week at the NCEC, change to EarlyVentures Site Assistant for 36.25 hours/week at the NCEC, effective 8/29/2022.
22. Mackie Glassing, KidVentures Site Assistant for up to 40 hours/week at Spring Creek, change to KidVentures Site Assistant Substitute at the Elementary Schools, effective 9/5/2022.
23. Mariah Grisim, KidVentures Site Assistant for up to 40 hours/week at Spring Creek, change to EarlyVentures Teacher for 25 hours/week at the NCEC and KidVentures Site Assistant for 15 hours/week at Bridgewater for a total of 40 hours/week, effective 8/25/2022.
24. Graciela Guerrero, Special Ed EA PCA for 3.60 hours/day at the NCEC, change to Special Ed EA PCA for 6.30 hours/day at the NCEC, effective 8/30/2022.
25. Rich Guggisberg, Teacher at Spring Creek, add Event Work at the High School, effective 8/30/2022.
27. Inger Hanson, EL Teacher at the ALC, change to EL Teacher at the ALC and Greenvale Park, effective 8/25/2022.
28. Grace Higgins, KidVentures Site Assistant for up to 40 hours/week at Spring Creek, change to KidVentures Site Assistant Substitute at the Elementary Schools, effective 8/29/2022.
29. Jill Keeley, EarlyVentures Teacher for up to 40 hours/week at the NCEC, change to EarlyVentures Teacher for 40 hours/week at the NCEC, effective 8/29/2022.
30. Marcy Korynta, 1.0 FTE School Psychologist at the Middle School, add an overload section of MTSS in lieu of prep at the Middle School, effective 9/6/2022-6/9/2023.
31. Shelly Kruger, Special Ed EA PCA at the High School, add Special Ed EA PCA Bus EA for approximately 1.50 hours/day with the District, effective 9/6/2022-6/9/2023.
32. Briana Lanham, KidVentures Site Assistant for up to 40 hours/week at Spring Creek, change to KidVentures Site Assistant for 28.5 hours/week at Spring Creek, effective 9/5/2022.
33. Alissa Lien, KidVentures Site Assistant for up to 40 hours/week at Spring Creek, change to KidVentures Site Assistant Substitute at the Elementary Schools, effective 9/5/2022.
34. Averie Line, Special Ed EA PCA for 2 hours/day at the NCEC, change to Special Ed EA PCA for 3.50 hours/day at the NCEC, effective 8/30/2022.
35. Catherine Lovrien, WILL Program Teacher for 2021-22 school year only at the Middle School, change to WILL Program Teacher-ongoing at the Middle School, effective 8/25/2022.
36. Becky Malecha, Teacher at Spring Creek, add Math Lead at Spring Creek, effective 8/25/2022; $750 stipend
37. Joanna McLees, Special Ed EA PCA for 6.30 hours/day at the NCEC, change to Special Ed EA PCA for 7.20 hours/day at the NCEC, effective 8/30/2022.
38. Tonya Merritt (Skluzaeck), KidVentures Site Leader for up to 40 hours/week at Spring Creek, change to KidVentures Site Leader for 35 hours/week at Bridgewater, effective 9/5/2022.
40. Nancy Meyers, Child Nutrition Associate at the Middle School, add Special Ed EA PCA Bus EA for approximately 4 hours/day with the District, effective 9/6/2022-6/9/2023.
41. Peggy Mills, KidVentures Site Assistant on call as needed at Spring Creek, change to KidVentures Site Assistant for 23.5 hours/week at Spring Creek, effective 8/25/2022.
42. Beth Momberg, Special Ed EA PCA for 6.30 hours/day at the NCEC, change to Special Ed EA PCA for 6.80 hours/day at the NCEC, effective 8/30/2022.
44. Lacey Neuman Bissonnette, KidVentures Site Leader on call as needed at Greenvale Park, change to KidVentures Site Leader for 35 hours/week at Greenvale Park, effective 8/25/2022.
46. Nicole Rasmussen, Special Ed EA PCA at Bridgewater, add Special Ed EA PCA Bus EA for approximately 1 hour/day with the District, effective 9/6/2022-6/9/2023.
47. Brent Rauk, Teacher at the Middle School, add Event Worker at the High School, effective 8/30/2022.
48. Andrea Redder, Special Ed EA PCA at the NCEC, add Special Ed EA PCA Bus EA for approximately 1.5 hours/day with the District, effective 9/6/2022-6/9/2023.
49. Andrea Redder, Special Ed EA for 15 hours/week at the NCEC, change to Special Ed EA for 17.5 hours/week, add Hand in Hand extended daycare EA - wrap around care for 5 hours/week at the NCEC, effective 9/6/2022.
50. Kelli Rehbein, EarlyVentures Teacher for up to 40 hours/week at the NCEC, change to EarlyVentures Teacher for 40 hours/week at the NCEC, effective 8/29/2022.
51. Elga Reyes de Broughton, Special Ed EA PCA at Spring Creek, add Special Ed EA PCA Bus EA for approximately 1.25 hours/day with the District, effective 9/6/2022-6/9/2023.
52. Alexis Sanborn, Special Ed EA PCA at the High School, add Special Ed EA PCA Bus EA for approximately .83 hours/day with the District, effective 9/6/2022-6/9/2023.
53. Leah Sand, Teacher at the High School, add Event Work at the High School, effective 8/30/2022.
54. Leah Sand, Teacher at the High School, add Assistant Girls Basketball Coach at the High School, effective 11/15/2022; $5,078 + Step 7.
55. Mackenzie Schewe, KidVentures Site Assistant for up to 40 hours/week at Spring Creek, change to KidVentures Site Assistant Substitute and EarlyVentures Assistant Teacher Substitute at the Elementary Schools, effective 9/5/2022.
56. Bobbi Schmidtke, EarlyVentures Site Leader for up to 40 hours/week at the NCEC, change to EarlyVentures Site Leader for 40 hours/week at the NCEC, effective 8/29/2022.
57. Tammy Schwagerl, Special Ed EA PCA at the High School, add Special Ed EA PCA Bus EA for approximately .50 hours/day with the District, effective 9/6/2022-6/9/2023.
58. Amanda Sieger, Teacher at Spring Creek, add Literacy Lead at Spring Creek, effective 8/25/2022; $750 stipend.
59. Jenny Streefland, School Counselor at the Middle School, add MSYC Teacher for up to 6 hours/week Mon.-Thurs. at the Middle School, effective 10/3/2022-5/25/2023. Step 4-$15.91/hr.
60. Diane Torbenson, Teacher at Greenvale Park, add Literacy Lead at Greenvale Park, effective 8/25/2022. $750 stipend.
61. Karrie VanZuilen, Special Ed EA PCA for 3.60 hours/day at the NCEC, change to Special Ed EA PCA for 2.40 hours/day at the NCEC, effective 8/30/2022.
63. Lisa Williams, KidVentures Site Assistant on call as needed at Greenvale Park, change to KidVentures Site Assistant for 8.5 hours/week at Greenvale Park, effective 9/5/2022.
64. Liz Winter, EarlyVentures Teacher for 10 hours/week at the NCEC, change to EarlyVentures Teacher for 40 hours/week at the NCEC, effective 8/29/2022.
65. Noah Bachmeier, Teacher at the High School, add Head Olympic Weight Lifting Coach for 2 hours/day at the High School, effective 11/1/2022. $6,903 + Step 6
66. Nives Bakic, EA at the Middle School, add MSYC Site Assistant for up to 8 hours/week Mon.-Thurs. at the Middle School, effective 10/3/2022-5/25/2023. Step 4-$15.91/hr.
67. Rachael Basinger, Special Ed EA for 6.75 hours/day at the Middle School, change to Special Ed EA for 6.5 hours/day at the Middle School, effective 9/6/2022.
68. Russel Boyington, EA at Greenvale Park, add Community School Club Leader for up to 3 hours/week Tuesdays and Thursdays at Greenvale Park, effective 9/29/2022-5/26/2023. $23.65/hr.
69. Nancy Fox, Teacher at Spring Creek, add Building Supervisor with Community Ed Recreation, effective 9/9/2022-8/31/2023. $17.89/hr.
70. Janet Gannon, General Ed EA for 6.75 hours/day at the Middle School, change to Special Ed EA for 7 hours/day at the Middle School, effective 9/6/2022.
71. Anna Kelly, Teacher at Greenvale Park, add Community School Club Leader for up to 10 hours/week Tuesdays and Thursdays at Greenvale Park, effective 9/29/2022-5/26/2023. $23.65/hr.
72. Lisa Kruger Robb, Teacher at the High School, add Co-Advisor of yearbook at the High School, effective 9/8/2022. $1,523.50 50% stipend
73. Correction: Marie Kyllo, Child Nutrition Manager I for 7 hours/day at Bridgewater, change to Child Nutrition Manager I for 7.5 hours/day at Bridgewater, effective 8/29/2022.
74. Correction: 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 8/29/2022.
75. Sophia Nevin, Special Ed EA PCA for 18.5 hours/week at the NCEC, add General Ed EA-Wrap-around care for 1.50 hours/day at the NCEC, effective 9/6/2022-6/8/2023.
76. Andrea Redder, Special Ed EA PCA-Bus for 1.5 hours/day on Fridays with the District, add Special Ed EA PCA Bus EA for an additional 1.5 hours/day to total approximately 3 hours/day on Fridays with the District, effective 9/19/2022-6/9/2023.
77. Kerry Sexton, Night Custodian at the High School, change to Night Custodian Engineer w/o a license at the Middle School, effective 9/19/2022.
78. Kara Simmons, 1.0 Yearbook Advisor at the High School, change to Co-Advisor of yearbook at the High School, effective 9/8/2022. $2,519 + step 2 50% stipend.
79. Melissa Spitzack, Teacher at Spring Creek, add Building Supervisor with Community Ed Recreation, effective 9/9/2022-8/31/2023. $17.89/hr.

iii. Leave of Absence
2. Rachel Kettwick, ALC Teacher, Family/Medical Leave of Absence beginning on or about 2/11/2023 through the end of 2022-2023 school year.
3. Lynsi Sherry, Psychologist at Greenvale Park, Family/Medical Leave of Absence, beginning on or about 1/17/2023 for 9 weeks.

iv. Retirements/Resignations/Terminations
2. Ian Klotz, Assistant Boys Varsity Lacrosse Coach at the High School, resignation effective 8/24/2022.
3. Nica Patterson, St. Dominic Nurse, resignation effective 9/2/2022.
5. Cory Callahan, Head Weight Lifting Coach at the High School, resignation effective 9/8/2022.

7. Items for Individual Action
   a. Special Services Request. On a motion by Goerwitz, seconded by Stratmoen, the board unanimously approved the hiring of a 1.0 FTE licensed special education resource teacher for the high school.

8. Items for Information
   a. Capital Projects Levy Referendum Website and Public Meetings. The district has launched its capital projects levy informational campaign website at: https://northfieldschools.org/cpl. Public meetings have been scheduled for Sept. 22 and Oct. 6. Both meetings will be held in the district office gymnasium from 6:00 p.m. - 7:15 p.m. Attendees should enter the district office at Door No. 5.

9. Future Meetings
   a. Monday, September 26, 2022, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
   b. Monday, October 10, 2022, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
   c. Monday, October 24, 2022, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom

10. Adjournment
    On a motion by Stratmoen, seconded by Butler, the board adjourned at 8:16 p.m.

Noel Stratmoen
School Board Clerk