

# NORTHFIELD PUBLIC SCHOOLS

## School Board Minutes

September 23, 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: Hardy, Stratmoen, Quinnell, Baraniak and Pritchard. Absent: Goerwitz and Iverson.
- II. Approval of Agenda/Table File  
On a motion by Baraniak, seconded by Quinnell, the Board approved the Agenda.
- III. Public Comment  
There was no public comment.
- IV. Announcements and Recognitions  
There were no announcements and recognitions.
- V. Items for Discussion and Reports
  - A. District Youth Council (DYC) Update  
District Youth Council co-chairs Alice Zhang and Jack Rizzo informed the Board about the work DYC is doing and how they are organized into three subcommittees 1) diversity, 2) mental health, and 3) connecting with Administration. They are focused on MN Student Survey results, feedback for later start times at the secondary level, mental health resources at Northfield High School, and diversity..
  - B. Alternate Bus Stops Due To Poor Road Conditions  
Superintendent Hillmann explained that the district has collaborated with Benjamin Bus to create an alternate bus stop plan. This plan provides another option to keep school open while safely transporting students to school when some rural gravel roads are not yet safe enough for bus traffic. This approach was used in Spring 2019 when the freeze/thaw cycle caused a few rural bus routes to be impassable. Families will receive their alternate bus stop via postcard in October. Like all weather-related decision, Benjamin Bus will make a recommendation to the district to execute the alternate bus stop plan for specific routes, and when executed, Benjamin Bus will contact affected families via Skylert using a phone call, text message, and email. The intent is to use this alternate stop option on a limited basis and only when needed.
  - C. Studer Education Partnership Update  
Northfield Public Schools, through a generous grant from the Northfield Healthy Community Initiative, entered into a partnership with Studer Education in 2018. Studer Education provides a variety of services including leadership development, organizational diagnostic tools, and continuous improvement coaching. Superintendent Hillmann updated the Board on the progress our school district has experienced with this resource. This partnership has been well received by our leadership team and is impacting team culture and now filtering into changing each school's culture in a positive manner.
  - D. Request to Hire Additional Non-Licensed Special Education EA/PCA  
Director of Special Services Cheryl Hall proposed an increase for a non-licensed special education assistant PCA at Longfellow and Greenvale Park Elementary required to provide services to support individual student needs as determined by the (Individual Education Program Plan (IEP) until the end of the school year. These additions were requested due to the increase in new students or newly identified students beyond or projected in Spring. The total projected cost of salary and benefits is \$70,640 with approximately 55% of the salary reimbursed through special education revenue for a net cost of \$50,707. This will be an item for individual action at the next School Board meeting.

## VI. Committee Reports

Julie Pritchard provided an update on the newly formed Communication Advisory Committee. The purpose of this committee is to prioritize the district's message, engaging stakeholder groups to inspire community action in support of our vision, advancing the district's local, statewide and national image.

## VII. Consent Agenda

On a motion by Quinnell, seconded by Hardy, the Board approved the following Consent Agenda items:

A. Minutes. Minutes of the Regular School Board meeting held on September 9, 2019.

B. Gift Agreements

- \$6,000.00 From Sibley PTO for classroom and specialist funding
- \$2,550.00 from Greenvale Park PTO to cover the cost of Brain Pop subscription

C. Financial Reports

1. Financial Report - May 2019

Director of Finance Val Mertesdorf requested that the Board approve paid bills totaling \$2,428,414.07, payroll checks totaling \$3,280,712.28, a wire transfer totaling \$551,607.23 from MN Trust-Building Bond to MSDLAF-Liquid, and the financial reports for May 2019. At the end of May 2019 total cash and investments amounted to \$72,867,251.09.

2. Financial Report - June 2019

Director of Finance Val Mertesdorf requested that the Board approve paid bills totaling \$2,836,865.87, payroll checks totaling \$6,898,399.57, a wire transfer totaling \$253,914.80 from MN Trust-Building Bond to MSDLAF-Max, and the financial reports for June 2019. At the end of June 2019 total cash and investments amounted to \$71,469,373.78.

D. Personnel Items

a) Appointments

1. Logan Garry, KidVentures Site Assistant for 23.5 hours/week at Sibley, beginning 09/19/2019; Step 1-\$13.21/hr.
2. Zoe Ingersoll, General Recreation Position with Community Services, beginning 9/13/2019-05/31/2020; \$10.36/hr.
3. Julia Kallestad, KidVentures Student Site Assistant for up to 17 hours/week at Greenvale Park, beginning 09/25/2019; \$9.86/hr.
4. Matthew Meyer, Community School Site Assistant for up to 3 hours/day for 2 days/week at Greenvale Park, beginning 09/17/2019-06/05/2020; Step 1-\$13.21/hr.
5. Jacqueline Scott, KidVentures Site Assistant for up to 23.5 hours/week at Bridgewater, beginning 09/19/2019; Step 1-\$13.21/hr.
6. Rebecca Stoufis, 1.0 FTE Full Time Teacher Substitute with the District, beginning 09/10/2019; \$26.85/hr.
7. Abigail Sutcliffe, Middle School Youth Center Site Assistant for 2.5 hours/day for 4 days/week Mon.-Thurs. at the Middle School, beginning 09/23/2019-05/14/2020; Step 2-\$13.56/hr.
8. Devin Walker, Football Coach for 2.5 hours/day at the Middle School, beginning 08/21/2019; \$14.00/hr.
9. Daniel Foley, 1.0 Long Term Substitute 4<sup>th</sup> Grade Teacher at Sibley, beginning 10/21/2019-11/22/2019; MA+30, Step 15
10. Sandra Reiman, Office Generalist Class II-Due Process Clerical for 4 hours/day at Bridgewater, effective 9/23/2019-06/05/2020; Step 1-\$18.47/hr.
11. Victoria Rivera, Program Supervisor with Community Services, beginning 09/29/2019-05/31/2020; \$11.50/hr.
12. Chala Tafesa, Community School Site Assistant for up to 10 hours/week at Greenvale Park, beginning 09/26/2019-6/5/2020; Step 1-\$13.21/hr.

b) Increase/Decrease/Change in Assignment

1. Kari Adelman, Special Ed EA at Bridgewater, add Supervisory EA for .50 hours/day at Bridgewater, effective 09/03/2019.

2. Chrissy Alexander, General Ed EA for 4.5 hours/day at Greenvale Park, add Supervision for .25 hours/day at Greenvale Park, effective 09/03/2019.
3. Paul Beck, .2 FTE Band Teacher at the Middle School, change to .2 FTE Band Teacher-on going at the Middle School, effective 08/26/2019.
4. Michelle Bendett, Music Teacher at BA, Step 10 at the Middle School, additional transcripts received and changed to MA+15, step 10, effective 08/26/2019.
5. Robert Benson, General Ed EA at Sibley, add Special Ed Bus for 55 minutes/day with the District, effective 09/12/2019-06/05/2020. Step 4-\$17.10/hr.
6. Flavia Berg, Early Childhood Teacher BA+30, Step 13 at Longfellow, additional transcripts received and changed to BA+60, Step 13 (\$45.42/hr.), effective 08/26/2019.
7. Russel Boyington, KidVentures Site Assistant at Bridgewater, add Community School Site Assistant for up to 6 hours/week 2 days/week with Community Services, effective 09/17/2019-06/05/2020; Step 4-\$14.49/hr.
8. Mary Boyum, Special Ed EA at Sibley, add Special Ed EA Bus for 1.58 hours/day with the District, effective 09/09/2019-06/05/2020; Step 4-\$17.10/hr.
9. Michael Garlitz, Volunteer Coordinator with the District, add Community School Site Assistant for up to 6 hours/week at Greenvale Park, effective 09/17/2019-06/05/2020; Step 4-\$14.49/hr.
10. Michael Garlitz, Volunteer Coordinator with the District, add Targeted Services PLUS Site Assistant for up to 6 hours/week Mon.-Thurs. at Greenvale Park, effective 10/14/2019-05/06/2020; Step 4-\$14.49/hr.
11. Abbie Geiger, Special Ed EA at Sibley, add General Recreation Position with Community Services, effective 9/20/2019-05/31/2020; \$12.86/hr.
12. Emileana Graupmann, Teacher at the High School, add Building Supervisor-on going with Community Services, effective 9/18/2019; \$16.30/hr.
13. Anna Kelly, General Ed EA at Greenvale Park, add Targeted Services PLUS Teacher for up to 10 hours/week Mon.-Thurs. at Greenvale Park, effective 10/14/2019-05/06/2020; Yr. 2-\$27.11/hr.
14. Brigid McCabe, Special Ed EA for 17.75 hours/week at Head Start NCRC, add Special Ed EA in the PM for a total of 31.75 hours/week at Head Start NCRC, effective 09/12/2019-06/10/2020.
15. LaDonna Miller, Special Ed EA for 6.75 hours/day and Gen Ed EA for .50 hours/day at Greenvale Park, change to Special Ed EA for 6.75 hours/day at Greenvale Park, effective 09/03/2019.
16. LaDonna Miller, Special Ed EA At Greenvale Park, add Special Ed EA Bus for 1 hour/day with the District, effective 09/03/2019-06/05/2020; Step 4-\$17.10/hr.
17. Jacob Odell, Special Ed EA at the High School, change to 1.0 FTE Special Education Teacher Worked Based Learning at the High School, effective starting date to be determined on obtaining license-08/15/2020; BA, Step 1 (prorated)
18. Natalie Ponciano Bartolo, KidVentures Site Assistant with Community Services, add Special Ed EA PCA for 6.25 hours/day and Supervisory for .25 hours/day at Bridgewater, effective 09/16/2019-06/05/2020; Spec Ed Step 3-\$16.63/hr. and Gen Ed Step 3-\$16.05/hr.
19. Natalie Ponciano Bartolo, KidVentures Site Assistant for 26 hours/week at Bridgewater, change to KidVentures Site Assistant for 5 hours/week at Bridgewater, effective 09/16/2019.
20. Karen Roback, OW Gen Ed EA for 6.5 hours/day at the High School, change to OW Gen Ed EA for 6.75 hours/day at the High School, effective 09/03/2019.
21. Melissa Spitzack, Teacher at Sibley, add Building Supervisor-on going with Community Services, effective 9/18/2019; \$16.30/hr.
22. Christina Suhsen, Special Ed EA for 11 hours/week at Longfellow, change to Special Ed EA for 18 hours/week at Longfellow, effective 09/16/2019-06/10/2020.
23. Grace Theisen, EarlyVentures Teacher BA, Step 5 at Longfellow, additional transcripts received and changed to BA+15, Step 5, effective 08/26/2019.
24. Lisa Williams, Special Ed EA At Longfellow, add Special Ed EA Bus for 55 minutes/day with the District, effective 09/12/2019-06/05/2020; Step 4-\$17.10/hr.
25. Sohair Abboud, EA at Longfellow, add Community School Site Assistant for up to 9 hours/week at Greenvale Park, effective 09/17/2019-06/05/2020; Step 3-\$13.91/hr.
26. Stephanie Balma, BA, step 2, change to BA, Step 4, additional work history was provided, effective 08/26/2019.
27. Andria Cornell, BA, Step 7, change to BA, Step 9, additional work history was provided, effective 08/26/2019.
28. Jackie Groth (Tuma), Spec Ed EA PCA for 6.75 hours/day and Supervisory EA .50 hours/day at Bridgewater, change to Spec Ed EA PCA for 6.5 hours/day and Supervisory EA .50 hours/day at Bridgewater, effective 08/26/2019.

29. Katie Malecha, Spec Ed EA PCA for 5.75 hours/day and Supervisory EA .50 hours/day at Bridgewater, change to Spec Ed EA PCA for 6 hours/day and Supervisory EA .50 hours/day at Bridgewater, effective 09/17/2019.

c) Leave of Absence

1. Carrie Duba, Psychologist and MTSS Teacher at the High School, .05 FTE Unpaid Leave of Absence for the 2019-2020 school year, effective 8/26/2019.
2. Sarah Swan McDonald, Teacher at the High School, Family/Medical Leave of Absence, beginning approximately 10/3/2019 and continue for up to 60 days on an intermittent basis as needed.

d) Retirements/Resignations/Terminations

1. Paul Bernhard, Assistant Gymnastics Coach with the High School, resignation effective 9/10/2019.
2. Denise Halvorson, Head Speech Team Coach at the Middle School, resignation effective for the 2019-2020 school and returning for the 2020-2021 school year.
3. Jennifer Jones, Yearbook Advisor at the Middle School, resignation effective 9/9/2019.
4. Yolanda Loken, Special Ed EA at Longfellow, retirement effective 9/27/2019.

VIII. Superintendent's Report

A. Items for Individual Action

1. Proposed 2019 Payable 2020 Property Tax Levy. The amount of the preliminary levy for 2020 is \$19,954,486.89 and represents a 0.36% decrease over the previous year. There will be a new levy run on September 24 and we anticipate this will reflect a 0.20% decrease compared to the previous year's levy. On a motion by Stratmoen, seconded by Hardy, the Board approved to certify to County Auditors the 2019 Payable 2020 Preliminary Levy Limitation and Certification at the maximum authority.
2. Additional FTE for Area Learning Center (ALC). The analysis of enrollment at the ALC's seat-based and independent study program is 41% higher than at a similar time last year. The school's English Learners (EL) population has increased by 90.9% since 2017 including an additional 18% increase at the start of the 2019-20 school year. The school increased EL services going into the 2019-20 school year in anticipation of this need but the increase does not adequately respond to the demand. On a motion by Hardy, seconded by Stratmoen, the Board approved to increase a total of 0.63 FTE at the ALC to two existing part-time ALC staff members' FTE.

IX. Items for Information

- A. Construction Update #14. Dr. Hillmann provided an update on the District's construction projects.
- B. World's Best Workforce will be Monday, October 28, 2019 at 6:15 p.m. in the HS Media Center.

X. Future Meetings

- A. Monday, October 14, 2019, 7:00 PM, Regular Board Meeting, NHS Media Center
- B. Monday, October 21, 2019, 5:00 PM, Special Board Meeting, NHS Media Center
- C. Monday, October 28, 2019, 6:15 PM, World's Best Workforce Presentation, NHS Media Center
- D. Monday, October 28, 2019, 7:00 PM, Regular Board Meeting, NHS Media Center

XI. Adjournment

On a motion by Baraniak, seconded by Quinnell, the Board adjourned at 9:04 p.m.

Noel Stratmoen  
School Board Clerk