

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

September 28, 2020

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: Baraniak, Goerwitz, Hardy, Iverson, Pritchard, Quinnell and Stratmoen. In accordance with Governor Walz's Stay Safe Plan, this meeting was set up in accordance with the plan's social distancing guidelines. In addition, all those present wore face coverings the duration of the meeting. Present at this meeting was Dr. Matt Hillmann, Superintendent and Anita Aase, Executive Administrative Assistant. Present via video conference was Erin Bailey, Director of Community Education; Val Mertesdorf, Director of Finance; and District Youth Council Co-Chairs Michael Malecha and Chloe Rozga. Observing the meeting in-person was Sam Wilmes, a reporter with the Northfield News. This meeting was live-streamed and recorded, and access to the recording was posted to the school district website.

II. Agenda Approval/Table File

On a motion by Quinnell, seconded by Goerwitz, the Board approved the agenda.

III. Public Comment

To accommodate the public comment portion of our meeting, members of the public were invited via the school district website to submit feedback to the Board via email by 5:00 p.m. on September 28, 2020. All submissions that followed the district policy regarding public comment would be read by Chair Pritchard at this time. There were eight public comments in support of Policy 809; Betsy Allister, 4433 320th Street West, Northfield; Michael, Kristi, Henry and Franklin Pursell, 907 Winona Street, Northfield; Peter and Jane Beck Nelson, 905 Ivanhoe Street, Northfield; Kristin O'Connell, Jonathan Cooper, Eliza O'Cooper and Rowan O'Cooper, 818 College Street, Northfield; Andrea Mazzariello, 306 6th Street East, Northfield; Sam Steinberg, 409 Highland Avenue, Northfield; Emily Mohl, 1700 Archibald Street, Northfield; and Marja Steinberg, 409 Highland Avenue, Northfield.

IV. Announcements and Recognitions

- Congratulations to Northfield High School art teacher Katherine Norrie and the artists whose work was published on the cover and throughout the current issue of the Minnesota School Board Association Journal.
- KYMN has an election guide available on its website.

V. Items for Discussion and Reports

A. District Youth Council Update

District Youth Council (DYC) co-chairs Michael Malecha and Chloe Rozga provided a recap of the 2019-20 school year and highlighted the core focus of the 2020-2021 school year which encompasses connections and communications, equity and inclusion, and wellbeing.

B. Policy Committee Recommendations

Dr. Hillmann presented the policy committee's recommendations on adopting two new policies: Policy 809 Naming of School Buildings or Facilities and Policy 810 Sponsorship of School Facilities, Equipment, or Materials. The Board suggested several changes to these policies and both will be edited. This will be an item for individual action at the next Board meeting, and if passed, will require both Sibley Elementary School and Longfellow to be renamed within one year.

C. Operations Update

Superintendent Hillmann updated the Board on operations for the 2020-21 school year. The District held family conferences for students in Pre-Kindergarten through 12th grade and we connected with 2,237 families (roughly 89%). The feedback from both families and staff suggests it would be helpful to continue this practice annually. Initial reports and observations indicate the District's COVID-19 planning and

protocols are working well and will continue to be refined. The elementary schools use the in-person model, while the ALC, Middle School and High School use the hybrid model. There are approximately 600 students enrolled in the all-the-time-online program called Portage.

The District is proposing we offer an additional five days of pandemic leave for district employees who have exhausted the Families First Coronavirus Relief Act emergency leave, their sick leave, and have used their allotment from the districtwide sick leave bank. This proposal will be an item for individual action at the next Board meeting.

VI. Consent Agenda

On a motion by Iverson, seconded by Goerwitz, the Board approved the following Consent Agenda.

A. Minutes

- Minutes of the Regular School Board meeting held on September 14, 2020

B. Gift Agreements

- \$11,000.00 from Bridgewater Booster Club: \$15 per student for classroom teachers, as well as funds for specialists and special education teachers

C. Financial Reports

1. Financial Report - April 2020

Director of Finance Val Mertesdorf requested that the Board approve paid bills totaling \$1,712,796.62, payroll checks totaling \$3,278,603.18, a wire transfer totaling \$3,963,458.11 from MN TRUST Bldg Bond to MSDLAF Liquid, a wire transfer totaling \$50,000.00 from Frandsen General to Frandsen Sweep, a wire transfer totaling \$200,000.00 from Frandsen Sweep to Frandsen General, and the financial reports for April 2020. At the end of April 2020 total cash and investments amounted to \$48,925,229.43.

2. Financial Report - May 2020

Director of Finance Val Mertesdorf requested that the Board approve paid bills totaling \$1,374,093.00, payroll checks totaling \$3,287,614.80, a wire transfer totaling \$4,117,873.74 from MN TRUST Bldg Bond to MSDLAF Liquid, a wire transfer totaling \$50,000.00 from Frandsen General to Frandsen Sweep, a wire transfer totaling \$150,000.00 from Frandsen Sweep to Frandsen General, and the financial reports for May 2020. At the end of May 2020 total cash and investments amounted to \$51,015,287.76.

D. Personnel

a) Appointments

1. Caroline Ash, Fall, Winter & Spring Recreation Position with Community Services, beginning 9/19/2020-5/31/2021; Program Supervisor \$10.64/hr.
2. Anna Bae, KidVentures Student Site Assistant for up to 15 hours/week at Bridgewater, beginning 9/17/2020; \$10.00/hr.
3. Theresa Bauman, 1.0 FTE Long Term Substitute First Grade Teacher at Bridgewater, beginning 9/28/2020-12/2/2020; MA, Step 10
4. Abigail Borene, Fall, Winter & Spring Recreation Position for 3 hours/day on Saturday's with Community Services, beginning 9/19/2020-5/31/2021; \$11.00/hr.
5. Isaac Lager, KidVentures Site Assistant for 15 hours/week at the Elementary Schools, beginning 9/21/2020; Step 1-\$13.65/hr.
6. Gabriela Roman-Pownell, KidVentures Student Site Assistant for up to 15 hours/week at Bridgewater, beginning 9/21/2020; \$10.00/hr.
7. Deesa Staats, Child Nutrition Associate I for 3.25 hours/day at Bridgewater, beginning 9/25/2020; \$18.81/hr.
8. Community Services Fall 2020 Brochure Instructors, See attached.
9. Katherine Bauer, 1.0 FTE Full-Time Teacher Substitute with the District, beginning 10/5/2020-1/28/2021; \$27.66/hr.
10. Alexander Bornhauser, 9th Grade Volleyball Coach for 2 hours/day at the High School, beginning 9/28/2020; Level E, Step 1

11. Sean Finger, Assistant Boys Basketball Coach for 2 hours/day for 3 days/week at the High School, beginning approximately 12/1/2020, Level E, Step 1.
 12. Kristin Nesseth, Girls Tennis Coach for 2 hours/day at the Middle School, beginning 9/28/2020-10/31/2020; Leve I, Step 1.
- b) Increase/Decrease/Change in Assignment
1. Kristin Basinger, Special Ed EA-PCA, scheduled hours are 7:45-3:00 p.m. at the Middle School, change scheduled hours are 7:30-2:45 p.m., effective 9/21/2020.
 2. Steve Beaulieu, 1.0 FTE Portage Coach, add an overload for the 1st semester with Portage, effective 9/14/2020-1/28/2021.
 3. Robert Benson, Gen Ed EA for 4 hours/day and Special Ed EA-PCA for 2.92 hours/day at Sibley, change to General Ed EA for 6.75 hours/day with Portage, effective 8/31/2020-6/10/2021.
 4. Falvia Berg, ECFE Teacher for 10 hours/week at the NCEC, change to ECFE Teacher for 5.5 hours/week and add Early Childhood Screener for up to 8 hours/month at the NCEC, effective 9/14/2020.
 5. Mary Boyum, Special Ed EA-PCA at Sibley, add Special Ed EA-PCA Bus EA for approximately 1 hour/day with the District, effective 9/14/2020-6/10/2021.
 6. Carrie Duba, K-12 Instructional Coach with the District, add an overload for 1st semester with Portage, effective 9/14/2020-1/28/2021.
 7. Ellen Haefner, Parent Educator for 27 hours/week at the NCEC, change to Parent Educator for 21 hours/week and add Parent Coaching and Home Visits up to 5 hours/month with the NCEC, effective 9/14/2020.
 8. Jeanne Hanzlik, .60 FTE MTSS Odysseyware at the High School, add .40 FTE Instructional Coach with Portage, effective 9/17/2020-6/10/2021.
 9. Kristin Johnson, 1.0 FTE Behavior Coach at Greenvale Park, will continue for the 2020-2021 school year, effective 8/31/2020-6/10/2021.
 10. Kathie Kreft, CNA and EarlyVentures Sub, add ECFE and School Readiness Sub as needed, effective 9/17/2020.
 11. Richelle Kruger, Special Ed EA-PCA at the High School, add Special Ed EA-PCA Bus EA for approximately 1.5 hours/day with the District, effective 9/14/2020-6/10/2021.
 12. Jennifer Lompart, ESL Teacher at the High School, add Homebound Instruction for up to 5 hours/week with the District, effective 9/21/2020-6/10/2021.
 13. Beth McClune, Special Ed EA-PCA at the Middle School, add Special Ed EA-PCA Bus EA for approximately 4 hours/week with the District, effective 9/14/2020-6/10/2021.
 14. Jacqueline Meyer, Special Ed EA-PCA at the High School, add Special Ed EA-PCA Bus EA for approximately .83 hours/day M, T, Th, F with the District, effective 9/14/2020-6/10/2021.
 15. Rebecca Meyer, Special Ed EA-PCA at the High School, add Special Ed EA-PCA Bus EA for approximately 1.33 hours/day M, T, Th, F with the District, effective 9/21/2020-6/10/2021.
 16. Nancy Meyers, Child Nutrition Associate III at the Middle School, add Special Ed EA-PCA Bus EA for approximately 2.42 hours/day with the District, effective 9/21/2020-6/10/2021.
 17. Rebecca Meyers, ECFE Teacher at the NCEC, add Spanish Early Childhood Screener for up to 35 hours/year at the NCEC, effective 9/20/2020.
 18. Sara Mikkelson, 1.0 FTE Portage Coach, add an overload for 1st semester with Portage, effective 9/14/2020-1/28/2021.
 19. Amy Moeller, 1.0 FTE Portage Coach, add an overload for 1st semester with Portage, effective 9/14/2020-1/28/2021.
 20. Beth Momberg, Special Ed EA-PCA at the NCEC, add Special Ed EA-PCA Bus EA for approximately 1.17 hours/day M, T, Th, F and .50 hours/day on Wednesdays with the District, effective 9/14/2020-6/10/2021.
 21. Ellen Mucha, 1.0 FTE Portage Coach, add an overload for 1st semester with Portage, effective 9/14/2020-1/28/2021.
 22. Debra Pack, Special Ed EA-PCA at the High School, add Special Ed EA-PCA Bus EA for approximately 1.67 hours/day M, T, Th, F and .67 hours/day on Wednesday with the District, effective 9/14/2020-6/10/2021.
 23. Patricia Rogne, ECFE Teacher/Screener for 25 hours/week at the NCEC, change to ECFE Teacher/Screener for 16.5 hours/week at the NCEC, effective 9/14/2020.
 24. Derrick Schroeder, Special Ed EA-PCA Bus EA with the District for the 2019-2020 school year, change to Special Ed EA-PCA Bus EA for 2 hours/day for 2 days/week with the District for the 2020-2021 school year, effective 9/8/2020-6/10/2021.
 25. Deborah Seitz, 1.0 FTE Special Ed Teacher at the Middle School, change to .5 FTE Special Ed Teacher at the Middle School and .5 FTE Special Ed Teacher with Portage, effective 9/28/2020-6/10/2021.
 26. Robyn Spillman, Special Ed EA-PCA at Greenvale Park, add Special Ed EA-PCA Bus EA for approximately 1.17 hours/day M, T, Th, F with the District, effective 9/21/2020-6/10/2021.

27. Cynthia Thomas, EarlyVentures Teacher at step 1 at the NCEC, change to EarlyVentures Teacher at step 3 at the NCEC, effective 9/3/2020.
 28. Dee Tomczik, General Ed EA for 6.50 hours/day at Bridgewater, change to General Ed EA for 3 hours/day and Health Aide-Special Ed for 4 hours/day at Bridgewater, effective 9/15/2020.
 29. Amanda Tracy, 1.0 FTE Portage Coach, add an overload for 1st semester with Portage, effective 9/14/2020-1/28/2021.
 30. Karrie VanZuilen, Special Ed EA-PCA at the NCEC, add Special Ed EA-PCA Bus EA for approximately 1 hour/day M, W, F with the District, effective 9/18/2020-6/10/2021.
 31. Lisa Williams, EA at the NCEC, add KidVentures Site Assistant for 1.5 hours/day M, T, Th, F and 2.5 hours/day on Wednesday at Greenvale Park, effective 9/21/2020. Step 4-\$14.98/hr.
 32. Anna Kelly, Media EA at Greenvale Park, add Targeted Services PLUS Teacher for up to 13.5 hours/week for up to 4 days/week at Greenvale Park, effective 9/29/2020-6/10/2021; Yr. 3-\$27.11/hr.
 33. Jenny Link, Special Ed Teacher at the Middle School, add Targeted Services BLAST Teacher for up to 2.5 hours/day Tuesday and Thursday at the Middle School, effective 10/19/2020-5/6/2021; Yr. 4-\$27.73/hr.
 34. Christina Suhsen, Special Ed EA-PCA for 3.20 hours/day with Head Start, change to Special Ed EA-PCA for 4.5 hours/day for 4 days/week with Head Start, effective 9/8/2020-6/10/2021.
 35. Cynthia Thomas, EarlyVentures Teacher at the NCEC, change to Health Aide-Spec Ed EA-PCA for 7 hours/day at the Middle School and High School, effective approximately 10/5/2020-6/10/2021; Step 4-\$17.31/hr.
- c) Leave of Absence
1. Shari Karlsrud, Teacher at the High School, Family/Medical Leave of Absence, effective 10/12/2020-11/20/2020.
 2. Jennifer Lompart, ESL Teacher at the High School, Family/Medical Leave of Absence, effective 9/15/2020 and continue on an intermittent basis through 12/22/2020.
 3. Shawna Molloy, Teacher at the High School, Family/Medical Leave of Absence, effective 9/28/2020 for an intermittent basis for up to 60 work days.
 4. Nicole Papke, Teacher at Greenvale Park, .20 FTE Leave of Absence for the 2020-2021 school year, effective 9/28/2020 through 6/10/2021.
- d) Retirements/Resignations/Terminations
1. LauraAnn Talbot Peterson, declined Student Council Advisor at the Middle School, effective 9/15/2020.

VII. Superintendent's Report

A. Items for Individual Action

1. Resolution Regarding Transportation for Extracurricular and Co-Curricular Activities. On a motion by Hardy, seconded by Baraniak, the Board approved the Resolution Regarding Transportation for Extracurricular and Co-Curricular Activities which allows families to select an alternative to District-provided transportation for off campus activities due to the COVID-19 pandemic and social distancing guidance from the Minnesota Department of Health and the Centers for Disease Control and Prevention.

During debate, on a secondary motion by Goerwitz, seconded by Iverson, the term of this Resolution was identified as the 2020-21 school year only. The secondary motion carried.

Voting 'yes' were Baraniak, Goerwitz, Hardy, Iverson, Pritchard, Quinnell and Stratmoen. No one voted 'no'.
2. Approval of Gymnastics Lease. On a motion by Goerwitz, seconded by Hardy, the Board approved a lease agreement with the Northfield Gymnastics Club. This lease agreement shall commence on the date of the signing of the lease and continue through September 30, 2021. The parties reserve the right to negotiate extensions to the contract. The annual lease payment shall be \$12,500.00 per year to be paid in four installments of \$3,125.00 by November 1, December 1, January 1 and February 1.
3. Proposed 2020 Payable 2021 Property Tax Levy. On a motion by Stratmoen, seconded by Goerwitz, the Board approved to certify to County Auditors the 2020 Payable 2021 Preliminary Levy Limitation and Certification at the maximum authority of \$20,436,460.54 which represents a 2.25% increase over last year.

VIII. Items for Information

- A. Construction Update #33. Superintendent Hillmann updated the Board on the District's construction projects.
- B. The National School Lunch Program serves nearly 30 million children every school day. President John F. Kennedy created National School Lunch Week (NSLW) in 1962 to promote the importance of a healthy school lunch in a child's life and the impact it has inside and outside of the classroom. The COVID-19 pandemic has without a doubt shown just how incredibly important school meals are for students and their families. Minnesota celebrates "National School Lunch Week" October 12-16, 2020.

IX. Future Meetings

- A. Monday, October 12, 2020, 7:00 p.m., Regular Board Meeting, NHS Media Center and Zoom
- B. Monday, October 26, 2020, 7:00 p.m., Regular Board Meeting, NHS Media Center and Zoom
- C. Monday, November 9, 2020, 7:00 p.m., Regular Board Meeting, NHS Media Center and Zoom
- D. Friday, November 13, 2020, 1:00 p.m., Special Board Meeting via Zoom

X. Adjournment

On a motion by Stratmoen, seconded by Quinnell, the Board adjourned at 9:23 p.m.

Noel Stratmoen
School Board Clerk