

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

October 12, 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; Daryl Kehler, Director of the Area Learning Center; and Jeff Seely, Senior Municipal Advisor with Ehlers. 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 Goerwitz, seconded by Quinnell, 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 October 12, 2020. All submissions that followed the district policy regarding public comment would be read by Chair Pritchard at this time. There were six public comments in support of Policy 809; Jessica Peterson White, 507 Washington Street, Northfield; Barbara Vaile, S. Water Street, Northfield; Jon Kerr, 1311 Cannon Valley Drive, Northfield; Bridget Draxler, 804 St. Olaf Avenue, Northfield; Mar Valdecantos, 6 Fareway Drive, Northfield; and Joan Hepburn, 1164 Highland Avenue, Northfield.

IV. Announcements and Recognitions

There were no announcements or recognitions.

V. Items for Discussion and Reports

A. Memorandum of Understanding between the ALC and Randolph & Tri-City United High Schools

Daryl Kehler, Director of the Area Learning Center, presented a memorandum of understanding to develop a framework of cooperation between the Northfield ALC, Randolph High School, and Tri-City United High School. The Board requested the District's attorney review this memorandum of understanding. This will be an item for individual action at the next board meeting.

B. Financial Update

Director of Finance Val Mertesdorf provided a financial update. Enrollment is down 67 students when compared to what was reported at our last Board meeting. One hundred percent of the decline is K-5 students, and fifty percent of that number is in Kindergarten. We assume some families have decided to keep their Kindergarten-aged children at home during this pandemic. The District's application for \$1,000,000 in Coronavirus Relief Funding has been approved and the applications for ESSER and GEAR funding have been submitted. The District's annual audit is scheduled the week of October 19, 2020.

C. Operations Update

Dr. Hillmann reported on the launch of a public dashboard on the District's website to report laboratory-positive COVID-19 cases among people in our school community. We will report the currently active cases and the cumulative cases at each building. In order to protect the anonymity of our students and staff the actual number of cases will be used if the number of cases is five or greater. The District is collecting feedback about how families and staff are feeling about the start of our school year using a "pulse" survey,

and football and volleyball seasons have been reinstated by the Minnesota State High School League albeit a shortened season.

VI. Consent Agenda

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

A. Minutes

- Minutes of the Regular School Board meeting held on September 28, 2020

B. Personnel

a) Appointments

1. Susan Bohannon, 1.0 FTE Full-Time Teacher Substitute with the District, beginning when license is processed-6/10/2021; \$27.66/hr.
2. Jennifer Hildahl, 1.0 FTE EarlyVentures Teacher at the NCEC, beginning 10/13/2020; Step 3-\$17.74/hr.
3. Beth LaCanne, Fall, Winter & Spring Recreation Position with Community Services, beginning 10/3/2020-5/31/2021; \$14.50/hr.
4. Thomas Neuger, Fall, Winter & Spring Recreation Position with Community Services, beginning 10/6/2020-5/31/2021; \$11.14/hr.
5. Martha Schultz, 1.0 FTE Long Term Substitute English Language Teacher at Greenvale Park, beginning 2/1/2021-6/10/2021; BA40, Step 2
6. Quinn Storlie, Assistant Dance Team Coach for 2 hours/day 5 days/week at the High School, beginning 11/9/2020; Level F, Step 1
7. Susan Wunderlich, Long Term Substitute Gen Ed EA-Media for 4 hours/day for 4 days/week at the High School, beginning 10/20/2020-11/20/2020.
8. Laura Kay Allen, Test Proctor for 1 day at the High School, beginning 10/14/2020-10/14/2020.
9. Andrew Bealles, KidVentures Site Assistant for up to 23.5 hours/week at Bridgewater, beginning 10/12/2020; Step 1-\$13.65/hr.
10. Ana Bravo Gaton, General Ed EA EL Program for 6.75 hours/day at the Middle School, beginning 10/19/2020-6/10/2021; Gen Ed Step 1-\$15.45/hr.
11. Lynnsey Carlsen, Supervisory EA for 2 hours/day at Bridgewater, beginning 10/12/2020; Gen Ed Step 3-\$16.17/hr.
12. Caleb Davidson, Targeted Services PLUS Teacher for up to 8 hours/week at Greenvale Park, beginning 10/15/2020-6/10/2021; Yr. 2-\$27.11/hr.
13. Timothy Drake, 1.0 FTE Technology Specialist with the District, beginning 10/26/2020; 2020-2021 Tech Specialist base salary, Step 1 - prorated for the 2020-21 school year.
14. Brent Lothert, 1.0 FTE Technology Specialist with the District, beginning 10/26/2020; 2020-2021 Tech Specialist base salary, Step 4 - prorated for the 2020-21 school year.
15. Katrina Warner, Long Term Substitute Special Ed EA PCA for 6.5 hours/day at Bridgewater, beginning 10/12/2020-12/8/2020; Spec Ed Step 3-\$16.75/hr.

b) Increase/Decrease/Change in Assignment

1. Mark Auge, 1.0 FTE Science Teacher at the High School, add AP Grading for Environmental Science for 2 students in Portage, effective 9/14/2020-6/10/2021; \$1,500 Stipend
2. Kristin Basinger, Special Ed EA PCA at the Middle School, add Special Ed EA PCA Bus for 1.25 hours/day with the District, effective 9/14/2020-6/10/2021.
3. Rachael Basinger, Special Ed EA PCA for 6.75 hours/day at the Middle School, change to Special Ed EA PCA for 6.50 hours/day at the Middle School, effective 10/1/2020.
4. Katie Bauer, Full-Time Teacher Substitute for the first semester of the 2020-2021 school year with the District, change to Full-Time Teacher Substitute for the 2020-2021 school year with the District, effective 10/5/2020-6/10/2021.
5. Laura Berdahl, Community School Coordinator for 20 hours/week with Community Education, change to Community School Coordinator for 30 hours/week with Community Education, effective 8/31/2020.
6. Allyson Bernstorff, Health Aide and General Ed EA at Sibley, add Office Generalist Class II Step 1 for .50 hours/day at Sibley, effective 10/5/2020-6/10/2021. Step 1-\$19.21/hr.
7. Stephen Cade, 1.0 FTE Spanish Teacher at the High School, add AP Grading for 7 student in Portage, effective 9/14/2020-6/10/2021; \$4,000 Stipend
8. Tracy Closson, Assistant Alpine Ski Coach at the High School, change to Head Alpine Ski Coach with the High School, effective 10/2/2020; Level D, Step 1

9. Kevin Dahle, 1.0 FTE Social Studies Teacher at the High School, add AP Grading for 4 students in Portage, effective 9/14/2020-6/10/2021; \$3,000 Stipend
10. Ryan Driscoll, Phy Ed/DAPE Teacher at Greenvale Park, add .17 FTE DAPE Teacher-Portage with the District, effective 9/28/2020-6/10/2021.
11. Denise Halvorson, 1.0 FTE French Teacher at the High School, add Grading for 10 French Language Students for Portage, effective 9/14/2020-6/10/2021; \$5,500 Stipend
12. Cara Holland, 1.0 FTE Science Teacher + an overload at the Middle School, change to 1.0 FTE Science Teacher-no overload at the Middle School, effective 10/6/2020.
13. Kristi Kortuem, Math Teacher on a leave of absence at the High School, add AP Grader for 4 students in Portage with the District, effective 10/7/2020-6/10/2021; Stipend-\$3,000
14. Heather Kuehl, Teacher at the Middle School, add Targeted Services BLAST Teacher for up to 2.5 hours/day Tues.-Thurs. at the Middle School, effective 10/19/2020-5/6/2021; Yr. 1-\$27.11/hr.
15. Jaci McKay, 1.0 FTE English/Language Arts Teacher at the High School, add AP Grading for English Literature for 2 student in Portage, effective 9/14/2020-6/10/2021; \$1,500 Stipend
16. Melvin Miller, Girls Golf Coach at the High School, add Yearbook Advisor with the High School, effective 10/1/2020.
17. Marianne Moser, Media Center EA at the High School, change to Long Term Substitute FACS Teacher at the High School, effective 10/12/2020-11/20/2020, daily teacher sub rate of pay.
18. Jody Saxton West, 1.0 FTE Science Teacher + 1st Semester overload at the High School, add AP Grading for 13 students in Portage, effective 9/14/2020-6/10/2021; \$7,000 Stipend
19. Derrick Schroeder, Special Ed EA-PCA Bus EA for 2 hours/day for 2 days/week with the District for the 2020-2021 school year, change to Special Ed EA-PCA Bus EA for 2 hours/day for 4 days/week with the District for the 2020-2021 school year, effective 10/12/2020-6/10/2021.
20. Deborah Seitz, Special Ed Teacher at the Middle School, add Student Council Advisor for 2 hours/week at the Middle School, effective 10/6/2020; Level I, Step 1
21. Michelle Steele, 1.0 FTE Phy Ed/DAPE + overload for 15 days at the Middle School, change to 1.0 FTE Phy Ed/DAPE + overload through 10/14/2020 at the Middle School, effective 10/5/2020-10/14/2020.
22. Brian Stevens, 1.0 FTE Social Studies Teacher at the High School, add AP Grading for Psychology for 15 students in Portage, effective 9/14/2020-6/10/2021; \$8,000 Stipend
23. Pilar Sullivan, Long Term Substitute Gen Ed EA for 5 hours/day at Greenvale Park, change to Long Term Substitute Gen Ed EA for 4.5 hours/day at Greenvale Park, effective 9/14/2020-6/10/2021.
24. Sarah Swan McDonald, 1.0 FTE Social Studies Teacher + 1st Semester overload at the High School, add AP Grading for Human Geography for 1 student in Portage, effective 9/14/2020-6/10/2021; \$1,000 Stipend
25. Jon Whitney, 1.0 FTE Social Studies Teacher at the High School, add AP Grading for World History for 13 student in Portage, effective 9/14/2020-6/10/2021; \$7,000 Stipend.
26. Zane Anway, General Ed EA for 6.75 hours/day at the Middle School, change to 1.0 FTE Portage Teacher, effective 9/21/2020-6/10/2021; Daily Licensed Sub Rate
27. Lynnsey Carlsen, Supervisory EA for 2 hours/day at Bridgewater, change to Special Ed EA PCA for 4 hours/day and Supervisory for 2 hours/day at Bridgewater, effective 10/12/2020; Special Ed EA Step 3-\$16.75/hr.
28. Matt Crase, EA at the Middle School, add Targeted Services BLAST Site Leader for up to 2.5 hours/day Tues. and Thurs. at the Middle School, effective 10/19/2020-5/6/2021; Step 1-\$16.85/hr.
29. Shari Karlsrud, FACS Teacher at the High School, add Head Student Council Advisor at the High School, effective 10/8/2020; Level G, Step 2
30. Jane Streitz, Special Ed EA PCA for 6.75 hours/day and Gen Ed Supervision for .5 hours/day at Greenvale Park, change to Special Ed EA PCA for 7.25 hours/day from 9/14/2020-10/7/2020. Jane will be returning to Special Ed EA PCA for 6.75 hours/day and Gen Ed Supervision for .5 hours/day at Greenvale Park, effective 10/8/2020.
31. Emy Torres, Special Ed EA PCA for 6.75 hours/day and Gen Ed Supervision for .5 hours/day at Greenvale Park, change to Special Ed EA PCA for 7.25 hours/day from 9/14/2020-10/7/2020. Emy will be returning to Special Ed EA PCA for 6.75 hours/day and Gen Ed Supervision for .5 hours/day at Greenvale Park, effective 10/8/2020.

c) Leave of Absence

1. Updated-Pam Charlton, Teacher at Bridgewater, Family/Medical Leave of Absence, effective 9/28/2020-12/3/2020.
2. Mary Magnuson, Teacher at the High School, Family/Medical Leave of Absence, effective on or about 10/6/2020 and will continue on an intermittent basis for up to 60 work days.
3. Updated-Lesly Martinez Reyes, EA at Bridgewater, Family/Medical Leave of Absence, effective 9/2/2020-12/8/2020.

4. Michelle Sonnega, Teacher at the High School, Leave of Absence, effective 9/30/2021-12/22/2021.
 5. Tyler Faust, Teacher at Bridgewater, Family/Medical Leave of Absence, effective 10/19/2020-11/24/2020.
- d) Retirements/Resignations/Terminations
1. Tresa Mazurek Special Ed EA-PCA at the Middle School, termination of employment effective 9/25/2020.
 2. Jeff St. Martin, Head Custodian at Bridgewater, retirement effective 10/19/2020.

C. Grant Application Approval

Val Mertesdorf, Director of Finance, requested School Board approval of a \$20,000 grant request from HCI. If received, the funds will provide additional literacy supports for K-5 students on the Move 5 Kids priority lists and help move five students in each class to grade level proficiency.

VII. Superintendent's Report

A. Items for Individual Action

1. Resolution Ratifying the Award of the Sale, Determining the Form and Details, Authorizing the Execution, Delivery, and Registration, and Providing for the Payment of General Obligation School Building and Alternative Facilities Refunding Bonds, Series 2020A. At a meeting held September 14, 2020, this Board determined to sell and issue approximately \$10,385,000 principal amount of general obligation refunding bonds of Independent School District #659. These bonds were sold on October 8, 2020 and the Sale Day Report was reviewed at the October 12, 2020 Board meeting. On a motion by Goerwitz, seconded by Baraniak, the Board adopted the Resolution Ratifying the Award of the Sale, Determining the Form and Details, Authorizing the Execution, Delivery, and Registration, and Providing for the Payment of General Obligation School Building and Alternative Facilities Refunding Bonds, Series 2020A. Voting 'yes' were Baraniak, Goerwitz, Hardy, Iverson, Pritchard, Quinnell and Stratmoen. No one voted 'no'.
2. Policies 809 and 809.1. On a motion by Baraniak, seconded by Iverson, the Board approved Policy 809: Naming of School District Buildings and Policy 809.1: Sponsorship of School District Owned Property. Voting 'yes' were Baraniak, Goerwitz, Hardy, Iverson, Pritchard and Stratmoen. Voting 'no' was Quinnell.
3. Pandemic Leave. On a motion by Hardy, seconded by Goerwitz, the Board approved Pandemic Leave for the 2020-21 school year. Pandemic Leave will provide each employee with an additional five days of "pandemic sick leave" during the 2020-2021 school year for an individual who has exhausted their own sick leave (including available sick leave bank days if they are a member.) An ill employee would: 1) use the 10 days of sick leave provided by the Families First Coronavirus Relief Act (FFCRA) (if available - this program is scheduled to terminate on December 31, 2020 but may be extended,) their individual sick leave days, days allowed via the sick leave bank (if they are a member), and then the five days of "pandemic sick leave." Employees who do not participate in the District sick leave bank will still have access to the "pandemic sick leave" if they have exhausted the FFCRA leave and their own sick days. This action is designed to support our employees during the COVID-19 global health pandemic. It will not create a past practice or precedent. Voting 'yes' were Baraniak, Goerwitz, Hardy, Iverson, Pritchard, Quinnell and Stratmoen. No one voted 'no'.

VIII. Items for Information

- A. Enrollment Report. Superintendent Hillmann reviewed the October 2020 enrollment report.
- B. Construction Update #34. Superintendent Hillmann updated the Board on the District's construction projects.
- C. School Bus Safety Week is October 19-23, 2020 and this year's theme is "Red Lights Mean Stop!"

IX. Future Meetings

- A. Monday, October 26, 2020, 6:15 p.m., World's Best Workforce Presentation, 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

X. Adjournment

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

Noel Stratmoen
School Board Clerk