

# NORTHFIELD PUBLIC SCHOOLS

## School Board Minutes

November 23, 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. Due to the health pandemic and the extension of Governor Walz's Executive Order 20-01 COVID-19 Peacetime Emergency, and in accordance with Minnesota Statute 13D.021, which permits boards to hold a meeting by telephone conference call or other electronic means, this meeting was conducted via video conference. In addition, the school board determined that it was not feasible for at least one board member, or the superintendent to be physically present at the regular meeting location and that it was not feasible for the public to attend this meeting at the regular location. The district did make accommodations for public comment which are outlined below.

Board member attendance was taken by roll call. Anita Aase, Executive Assistant to the Superintendent and Board of Education, called the name of each board member in alphabetical order by last name and the board member responded "present" when his/her name was called. Present: Baraniak, Goerwitz, Hardy, Iverson, Pritchard, Quinnell and Stratmoen. Absent: None.

Also present at this video conference meeting was: Dr. Matt Hillmann, Superintendent; Anita Aase; Erin Bailey, Director of Community Education; Val Mertesdorf, Director of Finance; Joel Leer, Northfield High School Principal; Daryl Kehler, Director of the Area Learning Center; Earl Weinmann, Northfield Middle School Social Studies Teacher and SCOPE Coordinator; students Alannah Clarey, Charlotte Flory, Mari Hanson, Thea Hanson, Josie Hauck, Jackson Hessian, Cora McBroom, Clara Menssen, Connor Percy, and Genevieve Tassava. This meeting was live-streamed and recorded, and access to the recording was posted to the school district website.

Board Chair Pritchard outlined the procedures for this meeting:

- Board members were asked to mute their microphones when not speaking.
- During the course of the meeting when a motion and a second is required, Dr. Hillmann would initiate the "unmute" for all board members.
- At the start of each discussion Chair Pritchard said she would call on each board member in alphabetical order by last name for any questions or comments. If they didn't wish to speak, they would be welcome to pass.
- There would be one round of questioning for board members. If board members had a follow-up question or comment, they could consider using the Raise Hand feature in order to be recognized by the Chair.
- All votes on the Items for Individual Action would be conducted by roll call by Aase. Each board member was instructed to wait until their name was called before voting.

### II. Agenda Approval/Table File

On a motion by Quinnell, seconded by Goerwitz, the Board approved the agenda by roll call. Voting 'yes' were Baraniak, Goerwitz, Hardy, Iverson, Pritchard, Quinnell and Stratmoen. No one voted 'no'.

### 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 November 23, 2020. All submissions that followed the district policy regarding public comment would be read by Chair Pritchard at this time. There were no public comments.

### IV. Announcements and Recognitions

- The volleyball team won the Big 9 for the 4th consecutive year. They didn't lose a set, let alone a match. The football team won their lone playoff game 17-0 over Austin.
- Our new National Federation of High Schools network live game streaming had over 6,000 views between football and volleyball events this fall.

- The Northfield Veterans of Foreign Wars Post 4393 is proud to announce the place winners in this year's Voice of Democracy Essay and speech competition. Each student wrote an essay matched with a speech based on the theme "Is This the Country the Founders Envisioned". The members judged several excellent packets and the following NHS Students earned special acknowledgement and a cash award: 1st Place Robby Swenson, 2nd Place Lucy Boland, 3rd place Annie Frank, and 4th Place Amira Haileab.
- Chair Pritchard read a letter from DYC Co-Chair Chloe Rozga to Northfield School District Superheroes thanking everyone for all their hard work and support as we made the transition into distance learning once again.

## V. Items for Discussion and Reports

- SCOPE Presentation. SCOPE (Student Community Outreach Program Experience) began in 1992 and is designed to give students an opportunity to explore beyond the typical classroom walls, in collaboration with Carleton interns, and create a product that is a benefit to our community. The 2019-20 SCOPE students conducted original historical research and writing which culminated in the publication: *Cows, Colleges, and Discontentment: Youth Activism in Northfield*. Earl Weinmann, Alannah Clarey, Charlotte Flory, Mari Hanson, Thea Hanson, Josie Hauck, Jackson Hessian, Cora McBroom, Clara Menssen, Connor Percy, and Genevieve Tassava presented their experiences in research and in the program.
- Northfield High School Update. High School Principal Joel Leer updated the board about activities, accomplishments and challenges occurring at the high school. Staff and students have overshot expectations for compliance with COVID-19 protocols and all stakeholders, including students, parents, and staff have clearly demonstrated an awareness of what's at stake. Administration continues to move the equity lens to the forefront of teaching each day. Stress management, quarantine requirements, and staffing continue to be a challenge.
- Area Learning Center Update. Area Learning Center Director Daryl Kehler updated the board about activities, accomplishments and challenges occurring at the ALC. Both the credit threshold on the credit matrix for four year graduation and the overall attendance rate for ALC students is trending in a positive direction and they continue to monitor and adjust. Areas of concern are credit completion, community building and technology. They have focused on adapting past activities to continue building community while following COVID guidelines, and currently every student has received a Chromebook. The most significant issue is engagement during distance learning because it is not the students' preferred learning style.
- Semi-Annual Fundraising Report. In compliance with Policy 713 Student Activity Accounting, Director Mertesdorf reviewed the semi-annual fundraising report.
- Financial Update. Director Mertesdorf reported that the audited UFARS report has been submitted to MDE. Our unassigned fund balance increased more than anticipated by approximately \$1.6 million. This is attributed to the spending freeze the district initiated last spring. Director Mertesdorf is preparing a revised budget and updated financial forecast, and the auditors will present their findings at the December 14, 2020 board meeting. We are also preparing the procedures and timeline for the budget reduction process.
- Policy Committee Recommendations. Dr. Hillmann presented the policy committee's recommendations on Policies 404, 409, 413 and 415. This will be an item for individual action at the next board meeting.
- COVID-19 Response and Operations Update. Superintendent Hillmann updated the board on District operations and our COVID-19 response. He also provided a preview of the process to update the Northfield High School Raider mascot. The board was asked to affirm and initiate this process. This will be an item for individual action at the next board meeting.

Chair Pritchard asked for a motion to extend the meeting past 10:00 p.m. On a motion by Baraniak, seconded by Goerwitz, the board voted to extend the meeting past 10:00 p.m. On a roll call vote, voting 'yes' were Baraniak, Goerwitz, Hardy, Iverson, Pritchard, Quinnell and Stratmoen. No one voted 'no'.

VI. Committee Reports

- Ellen Iverson provided a committee report on the District Youth Council.
- Tom Baraniak provided a committee report on Northfield Forward.

VII. Consent Agenda

On a motion by Baraniak, seconded by Quinnell, the Board approved the consent agenda by roll call. Voting 'yes' were Baraniak, Goerwitz, Hardy, Iverson, Pritchard, Quinnell and Stratmoen. No one voted 'no'.

A. Minutes

- Minutes of the Regular School Board meeting held on November 9, 2020
- Minutes of the Special School Board meeting held on November 13, 2020

B. Gift Agreements

- \$3,369.43 from Greenvale Township to Greenvale Park Elementary School to support additional items needed in response to COVID-19.

C. Financial Report - July 2020

Director of Finance Val Mertesdorf requested that the Board approve paid bills totaling \$2,644,009.48, payroll checks totaling \$3,006,395.42, bond payments totaling \$1,013,837.51, a wire transfer totaling \$4,185,911.48 from MN Trust Bldg Bond to MSDLAF Liquid, a wire transfer totaling \$100,000.00 from Frandsen General to Frandsen Sweep, a wire transfer totaling \$150,000.00 from Frandsen Sweep to Frandsen General, and the financial reports for July 2020. At the end of July 2020 total cash and investments amounted to \$44,436,844.85.

D. Personnel

a) Appointments

1. Chelsey Oberstar, 1.0 FTE Special Ed DCD Teacher at the High School, beginning 1/25/2021. BA, Step 1-pending on obtaining a teaching license.
2. Carolyn Manderfeld, Community School Club Leader-virtual for up to 3 hours/day, 2 days/week, beginning 12/1/2020-6/10/2021. \$22.27/hr.
3. Nicole Rasmussen, Special Ed EA-PCA for 6.75 hours/day at Bridgewater, beginning 11/2/2020. Spec Ed Step 2-\$16.41/hr.
4. Katrina Warner, Special Ed EA-PCA for 6.75 hours/day at Bridgewater, beginning 12/9/2020. Spec Ed Step 3-\$16.75/hr.

b) Increase/Decrease/Change in Assignment

1. Colleen Almen, CNA II at the Middle School, change to CNA-On call with the District, effective 11/18/2020 through the return from distance learning.
2. Dorothy Cohan, Administrative Assistant at the District Office, add Event Worker at the High School, effective 10/20/2020.
3. Ilana Forsgren, CNA I for 3.75 hours/day for 5 days/week at Greenvale Park, change to 3.75 hours/day for 2 days/week at Greenvale Park, effective 11/18/2020 through the return from distance learning.
4. Briana Lanham, Long Term Substitute KidVentures Site Leader for 35 hours/week at Sibley, change to KidVentures Site Assistant for a total 28.5 hours/week at Sibley, effective 11/16/2020.
5. Elizabeth Musicant, Teacher at the High School, add Assistant Speech Coach-Hourly at the High School, effective 1/4/2021. \$18.00/hr.
6. Anna Runestad, Early Childhood Screening Substitute at the NCEC, change to Early Childhood Screener at the NCEC, effective 11/10/2020.
7. Deborah Seitz, Teacher at the Middle School, add Assistant Speech Coach-Hourly at the High School, effective 1/4/2021. \$18.00/hr.
8. Natalie Amy, 1.0 FTE Teacher +overload at the Middle School, change to 1.0 FTE Teacher at the Middle School, effective 11/23/2020.
9. Anna Bae, KidVentures Student Site Assistant for up to 15 hours/week at Bridgewater, change to KidVentures Student Site Assistant on call as needed, effective 11/23/2020.
10. Andrew Bealles, KidVentures Site Assistant for 23.5 hours/week at Bridgewater, change to KidVentures Site Assistant on call as needed, effective 12/1/2020.

11. Claire Edwards, KidVentures Site Assistant for 26 hours/week at Sibley, change to KidVentures Site Assistant on call as needed, effective 11/23/2020.
  12. Meckinzy Futhey, KidVentures Student Site Assistant for 23.5 hours/week at Sibley, change to KidVentures Student Site Assistant on call as needed, effective 11/23/2020.
  13. Julene Johnson, Gen Ed EA for 5.5 hours/day at Bridgewater, change to Gen Ed EA for 6 hours/day at Bridgewater, effective 11/6/2020.
  14. Heather Kuehl, 1.0 FTE English Teacher +overload at the Middle School, change to 1.0 FTE English Teacher at the Middle School, effective 11/23/2020.
  15. Isaac Lager, KidVentures Site Assistant for up to 15 hours/week at Greenvale Park, change to KidVentures Site Assistant on call as needed, effective 11/23/2020-12/4/2020.
  16. Briana Lanham, KidVentures Site Assistant at Sibley, add KidVentures Site Assistant at Greenvale Park, effective 12/7/2020.
  17. Peter Maus, .6 FTE Math Teacher and .2 FTE Study Hall at the Middle School, change to .6 FTE Math Teacher at the Middle School, effective 11/23/2020.
  18. Marianne Moser, Media EA at the High School, change to 1.0 FTE Long Term Substitute Class IV Administrative Assistant in the District office, effective 12/9/2020-2/5/2021. \$21.04/hr.
  19. Kevin Olson, Substitute Teacher with the District, Change to Long Term Substitute Full-Time Teacher Substitute with the District, effective 11/23/2020-12/4/2020. \$27.66/hr.
  20. Gabby Roman Pownell, KidVentures Student Site Assistant for up to 15 hours/week at Sibley, change to KidVentures Student Site Assistant on call as needed, effective 11/23/2020.
  21. Grace Schulz, Hand in Hand Preschool Teacher for 40 hours/week at the NCEC, change to Hand in Hand Preschool Teacher for 30 hours/week at the NCEC, effective 11/23/2020.
  22. Joquan Williams, KidVentures Site Assistant for 22.5 hours/week at Greenvale Park, change to KidVentures Site Assistant on call as needed, effective 12/7/2020.
  23. Lisa Williams, KidVentures Site Assistant for 8.5 hours/week at Greenvale Park, change to KidVentures Site Assistant on call as needed, effective 11/23/2020.
- c) Leave of Absence
1. Colleen Almen, CNA II at the Middle School, Leave of Absence, effective 11/18/2020-the return of distance learning.
  2. Lee Murray, EA at Bridgewater, Leave of Absence, effective 11/23/2020-the return of distance learning.
  3. Ashley Opatrny, EA at Greenvale Park, Leave of Absence effective 12/11/2020 through the end of the 2020-2021 school year.
  4. Updated-Shawna Molloy, Teacher at the High School, Family/Medical Leave of Absence, effective on 10/22/2020-1/29/2021.
  5. Cynthia Thomas, Spec Ed EA-Health Aide at the Middle and High School, Leave of Absence, effective 12/14/2020-12/22/2020.
- d) Retirements/Resignations/Terminations
1. Susan Bohannon, Full Time Substitute with the District, resignation effective 11/11/2020.
  2. Mary Magnuson, Special Ed Teacher at the High School, retirement effective 1/29/2021.
  3. Jon Moen, Technology Support Specialist with the District, retirement effective 12/31/2020.

## VIII. Superintendent's Report

### A. Items for Individual Action

1. Resolution Establishing Combined Polling Places for Multiple Precincts and Designating Hours during which the Polling Places will Remain Open for Voting for School District Elections Not Held on the Day of a Statewide Election. On a motion by Goerwitz, seconded by Iverson, the Board approved the Resolution Establishing Combined Polling Places for Multiple Precincts and Designating Hours during which the Polling Places will Remain Open for Voting for School District Elections Not Held on the Day of a Statewide Election. On a roll call vote, voting 'yes' were Baraniak, Goerwitz, Hardy, Iverson, Pritchard, Quinnell and Stratmoen. No one voted 'no'.
2. Long Term Facilities Maintenance Revised Ten Year Plan. On a motion by Goerwitz, seconded by Hardy, the Board approved a revision to the Long Term Facilities Maintenance Ten Year Expenditure Plan as presented by Director of Finance Val Mertesdorf. On a roll call vote, voting 'yes' were Baraniak, Goerwitz, Hardy, Iverson, Pritchard, Quinnell and Stratmoen. No one voted 'no'.

IX. Items for Information

- A. American Education Week. American Education Week presents everyone with an opportunity to celebrate public education and honor individuals who are making a difference in ensuring that every student receives a quality education. American Education Week was November 16-20, 2020.
- B. Enrollment Options History. Superintendent Hillmann reviewed the Enrollment Options History Report.
- C. Construction Update #37. Superintendent Hillmann updated the Board on the District's construction projects.

X. Future Meetings

- A. Monday, December 14, 2020, 7:00 p.m., Regular Board Meeting, NHS Media Center & Zoom
- B. Monday, January 11, 2021, 7:00 p.m., Organizational Board Meeting followed by the Regular Board Meeting
- C. Monday, January 25, 2020, 7:00 p.m., Regular Board Meeting

XI. Adjournment

On a motion by Quinnell, seconded by Baraniak, the Board approved adjournment by roll call at 10:18 p.m. Voting 'yes' were Baraniak, Goerwitz, Hardy, Iverson, Pritchard, Quinnell and Stratmoen. No one voted 'no'.

Noel Stratmoen  
School Board Clerk