

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

December 10, 2018

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 7:05 p.m. Present: Goerwitz, Hardy, Stratmoen, Quinnell, Iverson, and Pritchard. Absent: Colangelo.

- II. Agenda Changes / Table File
Table File items were added.

- III. Public Comment
No public comment.

- IV. Announcements and Recognitions
 - Robert Garcia, 4th Grade Teacher at Greenvale Park along with Tiffany Kortbein (former Greenvale Park Kindergarten teacher currently on a leave of absence) presented two sessions at the TIES 2018 Education Technology Conference in Minneapolis. Eleven members of the Northfield Public Schools staff attended the conference this year.
 - The Board acknowledged the students' excellent performance at the Traditions Choir Concert.
 - Thank you to Middle School and High School Students and Staff who were part of the Northfield Area Chamber of Commerce Winter Walk activities.

- V. Items for Discussion and Reports
 - A. SCOPE Student Presentation
Northfield High School Seniors Izzy Hessian, Logan Ledman, Diana Montero and Anna Weber, together with Earl Weinmann, Northfield Middle School Social Studies teacher, presented their SCOPE (Student Community Outreach Program Experience) project. The SCOPE program was founded in 1992 and its purpose is to get students to conduct original research and writing of a historical significance with the purpose of producing a tangible benefit for the community. The latest addition to the SCOPE program is the publication of *Eden on the Cannon*, a comprehensive history of Northfield.

 - B. Truth in Taxation Presentation for the Payable 2019 Property Tax Levy Followed by Public Comment
The amount of the proposed levy for 2019 is \$20,025,845.72 and represents a 4% increase from the prior year. Director of Finance Val Mertesdorf reviewed the levy and the current year's revised general fund budget. The public was invited to speak following the presentation. No residents spoke at the meeting.

 - C. Summary of Public Hearing Regarding the 2018-2019 World's Best Workforce Plan
Director of Teaching and Learning Mary Grace Hanson and District Assessment Coordinator Hope Langston summarized the 2018-2019 World's Best Workforce Plan. There was no community feedback received at the Public Hearing on this topic that preceded the Regular School Board meeting.

 - D. Preliminary Recommendation for Architectural, Construction Management, and Investment Services Related to the Successful November 6, 2018 Bond Referendum Election
A committee of District administrators and Board members interviewed potential architectural and construction management firms on December 5. Northfield Public Schools developed and distributed architectural, construction management, and investment services Request for Proposal (RFPs) for projects related to the successful November 6, 2018 bond referendum election from November 19 through November 30, 2018. The District was under no legal obligation to seek RFPs for these contracted services

but did so to ensure fiduciary stewardship and to secure the highest service value for our taxpayers. The committee conducted interviews with two architectural firms and three construction management firms. Investment services firms submitted their proposals directly to Director of Finance Mertesdorf. In addition to the interviews, Superintendent Hillmann conducted in-depth reference reviews of the architectural and construction management firms, including references for the specific personnel the firms had designated for our projects. All proposals were within the District's anticipated project costs for the services, and all recommended partners provided the lowest cost proposal, though the cost was not the deciding factor in the recommendations. Other factors included an emphasis on safety, community outreach, and student engagement. The committee recommended the following:

Architectural Services: Wold Architects and Engineering; St. Paul, MN; Vaughn Dierks, Principal in Charge
Construction Management Services: Knutson Construction; Rochester, MN; Tom Leimer, VP and GM
Investment Services: Prudent Man Advisors (PMA), Naperville, IL (MN office); Steve R. Pumper, VP

Board member Hardy made a motion to move this Recommendation from Discussion and Reports to an Item of Individual Action in which they would approve the recommended suppliers: Wold Architects and Engineering, Knutson Construction, and Prudent Man Advisors. Seconded by Iverson. Motion carried.

At 8:59 p.m. Board member Stratmoen made a motion for a ten-minute recess. Seconded by Hardy. Motion carried. Board Chair Pritchard called the meeting back to order at 9:10 p.m.

E. School Board Stipends

Julie Pritchard, School Board Chair, presented a recap of Board member stipends for review and discussion. This will be an item for action at the January 14, 2019 meeting.

F. Greenvale Park Campus' Name

This District has received substantial feedback about keeping the identity of Greenvale Park present in the new elementary school. Superintendent Hillmann reviewed options for the Board's consideration about the naming process for the new elementary school on the Greenvale Park campus. Three options are being considered: 1) Name the new elementary school Greenvale Park and change the name of the existing building, 2) Choose a new name for the new elementary school and keep the Greenvale Park name at the Early Childhood Center, and 3) Name the entire campus, which includes the new elementary school and the Early Childhood Center, Greenvale Park and have excellent signage. This will be an item for action at the January 14, 2019 meeting.

VI. Consent Agenda

On a motion by Stratmoen, seconded by Goerwitz, the Board approved the following Consent Agenda items:

A. Minutes. Minutes of the November 26, 2018, Regular School Board meeting.

B. Gift Agreements.

- \$1,266 donation for Greenvale Park Elementary snack drive
- \$2,000 donation for High School athletics on Give to the Max Day

C. School Resource Officer Agreement. A contract with the City of Northfield for the 2019-2021 calendar years. The District will pay the same rate as the previous contract (\$49,852 annually) prorated for the period of January 1, 2019, through June 30, 2019. Beginning July 1, 2019, the District's annual payment will increase to \$58,722, prorated for the second half of 2019. The District covers roughly half of the officer's salary/benefits and is guaranteed at least half of the officer's time.

D. Personnel Items

a) Appointments

1. Brea Cruce, Special Ed EA-PCA for 3.5 hours/day 4 days/wk and 4 hours/day for 1 day/wk at Longfellow, beginning 12/18/2018-06/07/2019; Spec Ed-Step 2-\$15.96/hr.
 2. Johnna Harmer, Special Ed EA-PCA for 7.25 hours/day at Greenvale Park, beginning 12/10/2018-12/21/2018; Spec Ed-Step 2-\$15.96/hr. Gen Ed-Step 2-\$15.38/hr.
 3. Community Service Winter 2019 Brochure Instructors. Please see attached.
 4. Amrita Bhagia, Assistant Speech Coach for 2 hours/day for 4 days/wk at the High School, beginning 12/17/2018; Level H, Step 4-50% Stipend
 5. *Christopher Gustilo, .6 FTE Business Education Teacher at the High School, beginning 01/25/2019-06/07/2019; MA, Step 1-subject to change upon further review of application materials.
 6. *Steven Harner, 1.0 FTE Industrial Technology Teacher at the High School, beginning 01/25/2019-06/07/2019; BA, Step 1-subject to change upon further review of application materials.
 7. Ruth Hoekstra, Literacy Support EA for 4 hours/day at Sibley, beginning 01/02/2019-04/19/2019; General Ed Step 4-\$16.19/hr.
 8. Gerald Johnson, 1.0 FTE Long Term Substitute Media Specialist at Bridgewater, beginning on or about 01/21/2019-on or about 04/16/2019; MA 30, Step 8
 9. *Amy Larsen, Event Worker-Swimming and Diving Scoreboard hours vary at the High School, beginning 12/6/2018.
 10. *Gary Larsen, Event Worker-Swimming and Diving Scoreboard hours vary at the High School, beginning 12/6/2018.
 11. Melissa Ousley, Music Listening Coach for 2 hours/day for 2 days/wk at the High School, beginning 12/05/2018. Level I, Step 1.
- b) Increase/Decrease/Change in Assignment
1. Flavia Berg, Early Childhood Teacher at the NCRC, add Long Term Substitute Preschool Teacher for 36 hours/wk at Longfellow, effective 04/02/2019-05/03/2019; \$28.83/hr.
 2. Noreen Cooney, School Social Worker at Sibley, add Stipend for LICSW Supervision at Sibley, effective 11/28/2018-06/07/2019; \$1,500 stipend
 3. Michael Garlitz, EA at Bridgewater, add PLUS Site Assistant for up to 1.5 hours/day Mon.-Thurs. at Greenvale Park, effective 11/28/2018-05/02/2019; Step 4-\$14.13/hr.
 4. Johnna Harmer, KidVentures Site Assistant for up to 15 hours/wk at Greenvale Park, change to KidVentures Site Assistant for up to 3.75 hours/wk at Greenvale Park, effective 12/10/2018.
 5. Johnna Harmer, Special Ed EA-PCA for 7.25 hours/day at Greenvale Park, change to Special Ed EA-PCA for 6.5 hours/day and Gen Ed for .65 hours/day at Greenvale Park, effective 12/10/2018-06/07/2019.
 6. Mallory Nysteun, Special Ed EA-PCA at Sibley, add Special Ed EA Extracurricular Activity Support for the District, effective 12/4/2018-06/07/2019. Hours will vary pending on student's activities per IEP.
 7. John Sand, Teacher at the High School, add RALIE Advisor for the High School, effective 12/4/2018; Level H, Step 1-5% Stipend.
 8. Karie Svien, Special Ed EA-PCA at the Middle School, add School Crossing Guard for .25 hours/day at the Middle School, effective 12/03/2018. Gen Ed Step 2-\$15.38/hr.
- c) Leave of Absence
1. Jamie Wiebe, Special Education Social Worker at Bridgewater, FMLA Leave of Absence, effective on 11/19/2018 and may continue on an intermittent or reduced schedule for up to 60 work days.
 2. T.J Wiebe, Teacher at the High School, FMLA Leave of Absence, effective on 11/26/2018 and may continue on an intermittent or reduced schedule for up to 60 work days.
 3. Amanda Schrader, EL Teacher at Sibley, FMLA Leave of Absence for Childcare, effective on or about 02/11/2019 through the end of the 2018-19 school year.
 4. Garrick Hoekstra, Educational Assistant at the Middle School, Leave of Absence, effective 01/02/2019-04/19/2019.
- d) Retirements/Resignations/Terminations
1. Cameron Jackson, Early Ventures Teacher with Community Services, resignation effective 11/30/2018.
 2. Cindy Keogh, Supervisory Educational Assistant at Sibley, resignation effective 12/20/2018.

e) Seniority Lists

The 2018-2019 Principals/Assistant Principals Seniority List and the 2018-2019 Teacher Seniority List.

- E. Financial Reports - July, August and September 2018. Bills totaling \$1,938,387.74, payroll checks totaling \$871,177.47, bond payments totaling \$407,796.88, and the financial reports for July 2018. Bills totaling \$2,063,241.64, payroll checks totaling \$898,999.54, and the financial reports for August 2018. Bills totaling \$1,898,376.08, payroll checks totaling \$3,076,705.42, and the financial reports for September 2018.

VII. 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 unanimously 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. Voting 'yes' was Goerwitz, Hardy, Stratmoen, Quinnell, Iverson, and Pritchard. No one voted 'no'. Motion carried.

2. World's Best Workforce 2018-2019 Annual Report.

On a motion by Iverson, seconded Stratmoen, the Board unanimously approved the 2018-2019 World's Best Workforce as presented. Motion carried.

3. Certify Final 2018 Payable 2019 Tax Levy.

On a motion by Goerwitz, seconded by Hardy, the Board unanimously certified to County Auditors the 2018 Payable 2019 Final Certified Levy Limitation and Certification Report in the amount of \$20,025,845.72. Motion carried.

4. Fiscal Year 2018-2019 General Fund Budget Revision.

On a motion by Stratmoen, seconded by Goerwitz, the Board approved revised 2018-2019 general fund budget of revenues of \$53,928,294 and expenditures of \$53,493,724. Motion carried.

5. Recommendation for Architectural, Construction Management, and Investment Services Related to the Successful November 6, 2018 Bond Referendum Election.

On a motion by Iverson, seconded by Goerwitz, the Board unanimously accepted the proposals of Wold Architect and Engineering for architect and engineering services, Knutson Construction for construction management services, and PMA for investments services, all related to projects associated with the successful November 6, 2018 Bond Referendum Election. Motion carried.

VIII. Items for Information

- A. Enrollment Report (including Updated Enrollment Options History Report). Superintendent Hillmann reviewed the December 2018 Enrollment Report and the Updated Enrollment Options History Report.

IX. Future Meetings

- A. Monday, January 14, 2019, 7:00 PM, Organizational School Board Meeting followed by Regular Board Meeting, NHS Media Center (Updated Board photo taken after meeting)
B. Monday, January 28, 2019, 7:00 PM, Regular Board Meeting, NHS Media Center
C. Monday, February 11, 2019, 7:00 PM, Regular Board Meeting, NHS Media Center

The Board acknowledged that this was Margaret Colangelo's last meeting and recognized and thanked her for her time and service to Northfield Public Schools and the Cannon Valley Special Education Cooperative, where she represented the District and served as Chair of the Board..

X. Adjournment

On a motion by Stratmoen, seconded by Quinnell, the Board adjourned at 9:50 p.m.

Noel Stratmoen
School Board Clerk