

# NORTHFIELD PUBLIC SCHOOLS

## School Board Minutes

December 13, 2021

District Office Boardroom

1. Call to Order

Board Chair Julie Pritchard called the Regular meeting of the Northfield Board of Education of Independent School District No. 659 to order at 7:00 p.m. Present: Baraniak, Butler, Gonzalez-George, Goerwitz, Pritchard, Quinnell and Stratmoen. Absent: None. This meeting was open to the public, live-streamed and recorded, and access to the recording was posted to the school district website.

2. Agenda Approval/Table File

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

3. Public Comment

There was public comment.

4. Announcements and Recognitions

We thank Carleton College for their partnership with Kyle Eastman and the Northfield High School choirs for hosting the Traditions concerts in Skinner Memorial Chapel this past weekend.

5. Items for Discussion and Reports

- a. Truth in Taxation Presentation for the Payable 2022 Property Tax Levy Followed by Public Comment. The amount of the proposed levy for 2022 is \$20,009,247.48 and represents a 1.50% decrease from the prior year. Director of Finance Val Mertesdorf reviewed the levy, the current year's revised general fund budget, and an updated financial forecast. The public was invited to speak about the presentation. There was no public comment.
- b. FY2021 Audit Results and Presentation. Craig Popenhagen presented the results of the 2020-21 fiscal year audit. His comments focused on the executive audit summary. The auditors issued a clean opinion on financial statements with no comments, and issued what is known as a "clean" audit report with no findings in the internal controls, financial reporting, or preparation of the audit papers. They tested the Special Education and Coronavirus Relief Funds and there were no compliance issues noted in their review of the federal programs. The Board of Education commended Director Mertesdorf and the finance office staff for their excellent work.
- c. Superintendent Operations and COVID-19 Update. Dr. Hillmann provided an update about district operations and COVID-19. We are having preliminary discussions with Wold Architects and Knutson Construction regarding the future of the high school facility.

Superintendent Hillmann reviewed the district's COVID-19 dashboard numbers and reported the number of Rice County COVID-19 cases decreased slightly from last week. An initial draft of the COVID-19 safety protocols exit criteria was presented to the board. The school influenza-like illness rate, the K-12 immunity rate (vaccinations plus the number of COVID-19 infections in the last 90 days), and the seven day case rate/100,000 county residents for three consecutive weeks, are all factors that are considered in this exit strategy. A second draft of the COVID-19 safety protocols exit criteria will be reviewed at the next board meeting.

Director Mertesdorf provided an update on the federal Coronavirus Relief Funds. To date, the district has received \$6,540,620.26 and expended \$2,151,841.70.

6. Consent Agenda

On a motion by Goerwitz, seconded by Stratmoen, the board approved the consent agenda.

a. Minutes

Minutes of the Regular School Board meeting held on November 22, 2021

b. Gift Agreements

- \$1,000.00 from Greenvale Park Elementary PTO to Greenvale Park Elementary to purchase items for STEAM
- \$2,014.10 from Pat Lamb and Ele Hansen Charitable Fund of Northfield Shares for two individual Pat Lamb and Ele Hansen scholarships
- \$1,500.00 from Ben and Debra Miller to the NHS nordic team
- \$6,500.00 from Northfield Booster Club, Inc. for the Hudl software

c. Financial Reports

Financial Report - July 2021. Director Mertesdorf requested the board approve paid bills totaling \$2,499,852.94, payroll checks totaling \$3,358,777.89, bond payments totaling \$1,150,901.04, a wire transfer totaling \$400,000.00 from Frandsen General to Frandsen Sweep, a wire transfer totaling \$400,000.00 from Frandsen Sweep to Frandsen General, and the financial reports for July 2021. At the end of July 2021 total cash and investments amounted to \$28,117,777.30.

Financial Report - August 2021. Director Mertesdorf requested the board approve paid bills totaling \$2,054,624.13, payroll checks totaling \$3,189,056.05, a wire transfer totaling \$300,000.00 from Frandsen General to Frandsen Sweep, a wire transfer totaling \$300,000.00 from Frandsen Sweep to Frandsen General, and the financial reports for August 2021. At the end of August 2021 total cash and investments amounted to \$27,910,930.42.

Financial Report - September 2021. Director Mertesdorf requested the board approve paid bills totaling \$2,910,867.20, payroll checks totaling \$3,453,210.59, a wire transfer totaling \$300,000.00 from Frandsen General to Frandsen Sweep, a wire transfer totaling \$300,000.00 from Frandsen Sweep to Frandsen General, and the financial reports for September 2021. At the end of September 2021 total cash and investments amounted to \$27,757,403.21.

d. Personnel Items

i. Appointments

1. Kristine Farmer, ECSE Due Process Clerical (Class II) for 4 hours/day at the NCEC, beginning 12/16/2021; Class II Step 5-\$21.16/hr.
2. Jeff Heckroth, Event Worker at the High School, beginning 12/6/2021.
3. Megan Latterner, 1.0 FTE Early Childhood Special Education Teacher at the NCEC, beginning 12/3/2021-6/9/2022; BA, Step 2
4. Jeremy Mork, .58 Assistant Wrestling Coach at the High School, beginning 12/3/2021; Level 1, .58 FTE, Step 1
5. Dawn O'Neill, 1.0 FTE Long Term Substitute Art Teacher at Greenvale Park, beginning 04/4/2022-6/9/2022; Daily Sub Rate
6. Theologia Pitsavas, Speech Judge as needed at the High School, beginning 12/13/2021; \$14.00/hr.
7. Jean Lee Ritter, 1.0 FTE Custodian at the Middle School, beginning 12/14/2021; Step 2-\$18.81/hr.
8. Tamara Wunderlich, Child Nutrition Associate I, for 3.75 hours/day at the Middle School, beginning 12/3/2021; \$19.28/hr.
9. Mark Buhrandt, Building Supervisor with Community Education, beginning 12/17/2021; \$17.41/hr.
10. Chris Graupmann, Building Supervisor with Community Education, beginning 12/17/2021; \$17.41/hr.
11. Christopher Kauffeld, Behind the Wheel Instructor with Community Education, beginning 12/15/2021; \$25.75/hr.

ii. Increase/Decrease/Change in Assignment

1. Anna Bravo Gatton, Gen Ed EL EA for 7 hours/day at the Middle School, change to Gen Ed EL EA for 2.5 hours/day at Bridgewater and 4.25 hours/day at the Middle School, effective 11/23/2021.

2. Matt Detjen, .8 Assistant Boys Swim Coach at the High School, change to 1.0 Assistant Boys Swim Coach at the High School, effective 12/1/2021.
  3. Sydney Larson, Teacher at the High School, add Assistant Student Council Advisor at the High School, effective 12/6/2021; Level 2, 4% \$1991.00/yr.
  4. Correction: Averie Line, Substitute EA with the District, change to Special Ed EA PCA for 10 hours/week Mon.-Wed. at the NCEC, effective 11/23/2021-6/10/2022; Step 1-\$16.17/hr.
  5. Jenelle Mullin, CNA III for 7 hours/day at the High School, change to CN Manager II for 8 hours/day at the High School, effective 12/06/2021-12/22/2021; \$24.99/hr.
  6. Elizabeth Musicant, Teacher at the High School, add Speech Judge at the High School, effective 12/8/2021; \$18.00/hr.
  7. Eva Reineke, Assistant Nordic Coach-Hourly at the High School, change to .5 Assistant Nordic Coach at the High School, effective 12/1/2021.
  8. Alexis Sanborn, Special Ed EA Bus for 1.33 hours/day Friday afternoons only with the District, add Spec Ed EA Bus Mon.-Thurs. afternoons for 1.33 hours/day with the District, effective 11/15/2021-6/10/2022.
  9. Karl Stromley, Gen Ed EA at the Middle School, add Special Ed EA Extracurricular Nonacademic Support as needed with the District, effective 12/8/2021-6/10/2022.
  10. Deb Wagner, Coach with the District, add Gen Ed EA for 6.5 hours/day at Bridgewater, effective 9/9/2021-6/9/2022.
  11. Tyler Balow, .3 Winter Weight Room Assistant at the High School, change to .33 Winter Weight Room Assistant at the High School, effective 12/8/2021.
  12. Tom Dickerson, .3 Winter Weight Room Assistant at the High School, change to .33 Winter Weight Room Assistant at the High School, effective 12/8/2021.
  13. Kari Engle, Long Term Substitute Teacher at the daily substitute rate at Bridgewater, change to Long Term Substitute Teacher at Lane/Step pay at Bridgewater, effective 12/8/2021-1/27/2022; BA, Step 1
  14. Mallory Nysteun, Special Ed EA at Spring Creek, add Special Ed EA Extracurricular Nonacademic Support as needed with the District, effective 12/13/2021-6/10/2022.
  15. Bubba Sullivan, .3 Winter Weight Room Assistant at the High School, change to .33 Winter Weight Room Assistant at the High School, effective 12/8/2021.
- iii. Leave of Absence
1. Mara Hessian, EA at Bridgewater, Family/Medical Leave of Absence, effective 11/17/2021 continuing on an intermittent basis for up to 60 work days.
  2. Updated: Amber Soderlund, Teacher at Spring Creek, Family/Medical Leave of Absence, effective 12/6/2021-4/1/2022.
  3. Pilar Sullivan, EA at the NCEC, Family/Medical Leave of Absence, effective 1/4/2022-1/18/2022.
- iv. Retirements/Resignations/Terminations
1. Sebastian Buset, Head Girls Soccer Coach at the High School, resignation effective 12/6/2021.
  2. Kristen Harstad, Teacher at Spring Creek, retirement effective 6/9/2022.
  3. Angela Johannsen, EA PCA at the High School, termination effective 12/13/2021.
- v. Seniority Lists
- The board is requested to approve the 2021-2022 Principal/Assistant Principals Seniority List and the 2021-2022 Teacher Seniority List.
- vi. Recommended Changes for Substitute Rate of Pay
- Administration recommends the board approve the increases to substitute pay effective January 3, 2022.

## 7. Items for Individual Action

- a. FY2021 Audit. On a motion by Baraniak, seconded by Stratmoen, the board approved the 2020-2021 audit as presented.
- b. Certify Final 2021 Payable 2022 Tax Levy. On a motion by Butler, seconded by Goerwitz, the board certified to County Auditors the 2021 Payable 2022 Final Certified Levy Limitation and Certification Report in the amount of \$20,009,247.48 which represents a 1.50% decrease from the prior year.
- c. Fiscal Year 2021-2022 General Fund Budget Revision. On a motion by Goerwitz, seconded by Butler, the board approved the revised 2021-22 general fund budget. The adopted general fund revenue and expenditure budget for FY22 was \$57,741,045 and \$59,892,883 respectively. The recommended revised budget for FY22 is revenues of \$58,488,013 and expenditures of \$61,030,394. The major factors contributing to these changes include the final audited data from FY21, coronavirus relief funding, enrollment data, COVID protocol expenses, and increased health insurance premiums.

- d. School Resource Officer Agreement. On a motion by Quinnell, seconded by Stratmoen, the board approved the School Resource Officer agreement with the City of Northfield for the 2022-2024 calendar years. The district shall pay the City of Northfield the sum of \$29,361 for the period of January 1, 2022, through June 30, 2022. The district shall pay the City of Northfield the sum of \$32,003 for the period of July 1, 2022 through December 31, 2022. The district shall pay the City of Northfield the sum of \$64,006 each year as consideration for the city's provision of the school resource officer for the calendar years of 2023 and 2024, with two equal payments of \$32,003 annually on or before June 1 and December 1, respectively, of each year. The initial payment being made on June 1, 2022 and the final payment on December 1, 2024. Voting 'yes' was Baraniak, Butler, Goerwitz, Pritchard, Quinnell and Stratmoen. Voting 'no' was Gonzalez-George.
- e. Start Time for School Board Meetings. On a motion by Baraniak, seconded by Gonzalez-George, the board approved to begin regular board meetings at 6:00 p.m. instead of 7:00 p.m. and to modify Policy 203 Operation of the School Board Bylaws that regular school board meetings are adjourned at or before 9:00 p.m., whenever possible, instead of 10:00 p.m. beginning in January 2022.
- f. Five-Year Strategic Plan. On a motion by Baraniak, seconded by Gonzalez-George, the board approved the 2027 Five-Year Strategic Plan as presented. Voting 'yes' was Baraniak, Butler, Gonzalez-George, Goerwitz, Pritchard and Stratmoen. Voting 'no' was Quinnell.
- g. Additional Educational Assistant Support for the 2021-22 school year. On a motion by Stratmoen, seconded by Gonzalez-George, the board approved the additional educational assistant positions as presented for the remainder of the 2021-22 school year. This includes an addition of a 6.5 hours per day educational assistant at Bridgewater Elementary, primarily to support Grade 5 students and an additional 1.0 hour per day of educational assistant time at each elementary school to support students in Grade 1. The anticipated cost will be \$47,554.82. Federal relief funds will be used to pay for these positions.

8. Items for Information

- a. Enrollment Report. Superintendent Hillmann reviewed the December 2021 enrollment report.

9. Future Meetings

- a. Monday, January 10, 2022, 6:00 p.m., Organizational Board Meeting followed by the Regular Board Meeting, Northfield DO Boardroom
- b. Monday, January 24, 2022, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- c. Monday, February 14, 2022, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom

10. Adjournment

On a motion by Stratmoen, seconded by Goerwitz, the board adjourned at 9:39 p.m.

Noel Stratmoen  
School Board Clerk