

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

August 8, 2022

District Office Boardroom

1. Call to Order

Board Chair Claudia Gonzalez-George called the Regular meeting of the Northfield Board of Education of Independent School District No. 659 to order at 6:00 p.m. Present: Baraniak, Butler, Goerwitz, Gonzalez-George, 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 Goerwitz, seconded by Quinnell, the board unanimously approved the agenda.

3. Public Comment

There was no public comment.

4. Announcements and Recognitions

- Our community experienced the heartbreaking death of Melanie Valencia, a 9th grade student last week as a result of injuries sustained in a bicycle/vehicle accident. Melanie was a vibrant young person who made a difference for so many others. She was a great friend and loved playing soccer. Dr. Hillmann asked all present and those watching the live stream to hold Melanie's family, the Northfield High School girls soccer team, and our entire student body in their hearts as they continue processing this tragedy.
- Forty-eight incoming seventh grade students had a successful trip to Eagle Bluff July 20-22. This trip dovetails with learning the students receive at Northfield Middle School.
- NHS fall sports begin August 15. Families are reminded to register their athlete this week and be sure they have a current physical on file. The fall sport parent meeting is Thursday, August 18 at 6:00 in the NHS Gym.

5. Items for Discussion and Reports

- a. Community Education Continuous Improvement Plan. Director of Community Education Erin Bailey presented the continuous school improvement plan for Community Education. The presentation included a progress report on the goals set for the 2021-2022 school year as well as new goals set for the 2022-2023 school year.
- b. Area Learning Center (ALC) and Portage Continuous Improvement Plans. Daryl Kehler, Director of the ALC and Portage Online, presented the continuous school improvement plans for the ALC and Portage Online. The presentations included progress reports on the goals set for the 2021-2022 school year as well as new goals set for the 2022-2023 school year.
- c. Northfield High School Facility Planning Update. Dr. Hillmann and Director Mertesdorf provided an update on the facility process, including updates on the voter survey with Morris-Leatherman and initial discussions with potential collaborators regarding athletic facilities. We are going to target MEA break as the time frame for completion of the voter survey and receive the survey data. A local business champion has come forward and is going to help coordinate a potential collaboration of public and private partners, as well as the City of Northfield, for investment in improved athletic facilities. The board must adopt a formal resolution on or before December 2, 2022 to include a bond question on the February 14, 2023 ballot.
- d. Policy Committee Recommendations. Dr. Hillmann presented recommended updates to policy 203, 414, 428 and 502. This will be an item for individual action at the next board meeting.

- e. Superintendent's Focus Areas. Superintendent Hillmann shared a draft of his proposed focus areas for 2022-2023. This will be an item for individual action at the next board meeting.
- f. Superintendent Operations & Strategic Plan Update. Dr. Hillmann provided an update about district operations and examples of work underway to achieve the district's vision, strategic commitments, and benchmarks. Superintendent Hillmann's update included a briefing about MDE's back-to-school conference, the booth the district hosted at the City's Crazy Daze celebration, and the selection of Becca Bang as the new assistant principal at Northfield High School.

6. Consent Agenda

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

- a. Minutes
 - Minutes of the Regular School Board meeting held on July 11, 2022
 - Minutes of the Special School Board meeting held on August 1, 2022
- b. Gift Agreements
 - \$1,000.00 from CFS Foundation for the backpack food program
 - \$1,000.00 from Land O'Lakes Foundation for the backpack food program
- c. Financial Reports
Financial Report - January 2022. Director of Finance Val Mertesdorf requested the board approve paid bills totaling \$1,171,702.00, payroll checks totaling \$3,888,129.49, bond payments totaling \$4,684,115.63, a wire transfer totaling \$350,000.00 from Frandsen General to Frandsen Sweep, a wire transfer totaling \$700,000.00 from Frandsen Sweep to Frandsen General, and the financial reports for January 2022. At the end of January 2022 total cash and investments amounted to \$20,470,268.93.
- d. Overnight Field Trips
 Activities Director Bubba Sullivan requested board approval for overnight field trips for high school boys and girls cross country, high school nordic ski team, and high school varsity volleyball for the 2022-23 school year.
- e. Personnel Items
 - i. Appointments
 1. Michael Allen, 6th Grade Football Coach for 2 hours/day at the Middle School, beginning 8/15/2022; Step 10, \$2,031.
 2. Ella Andrew, Targeted Services Summer PLUS Site Assistant for up to 6 hours/day Mon.-Thurs. at Greenvale Park, beginning 7/18/2022-8/11/2022; Step 1-\$14.50/hr.
 3. Rebecca Bang, 1.0 FTE Assistant Principal at the High School, beginning 7/15/2022; \$124,614 - Step 1 (subject to change on settlement of new principal agreement)
 4. Elaine Boda, Special Ed EA PCA for 6.75 hours/day at Greenvale Park, beginning 8/30/2022; Step 4-\$17.70/hr. plus \$2,500 PCA stipend.
 5. Rikki Drewitz, Special Ed EA PCA for 6.75 hours/day at the Middle School, beginning 8/30/2022; Step 1 - \$16.33/hr. + \$2,500 PCA stipend
 6. Cecelia Green, 1.0 FTE Long Term Substitute Family and Consumer Science Teacher at the High School, beginning 8/23/2022; Tier 1 - BA, Step 6 - \$57,664 - contingent upon obtaining a Tier 1 license in FACS.
 7. Michele Knutson, Gen Ed EA for 6.75 hours/day at the High School, beginning 8/30/2022.
 8. Gail Kohl, .2 FTE Long Term Substitute Fifth Grade Teacher at Bridgewater, beginning 8/29/2022-6/9/2022; MA, Step 10
 9. Terri Line, Gen Ed EA-Bridges to Kindergarten for 44 hours/total with Community Education, beginning 8/8/2022-8/19/2022; Step 1-\$16.33/hour.
 10. Jennifer Quinnell, Child Nutrition Associate I for 3 hours/day at the Middle School, beginning 8/22/2022; CNA I-\$20.05/hr.
 11. Brent Rauk, Summer Recreation Program Assistant with Community Education, beginning 7/14/2022-8/31/2022; \$14.50/hr.
 12. Ian Rhoades, 1.0 FTE English/Language Arts Teacher at the High School beginning 8/25/2022; MA, Step 10
 13. Andrew Richardson, 1.0 FTE Industrial Technology Teacher at the High School beginning 8/25/2022; MA40, Step 10

14. Karen Rodriguez Rojas, Office Specialist Class III - Secondary Attendance Liaison for 4 hours/day at the Middle/High School, beginning 9/6/2022-6/9/2023; Class III Step 1-\$21.22/hr.
 15. Rebekka Schrank, 1.0 FTE Fourth Grade Teacher at Spring Creek, beginning 8/22/2022; MA, Step 2
 11. Calvin Sneed, 7th Grade Football Coach at the Middle School, beginning 8/15/2022; \$2,539.
 12. Garret Swenson, Summer KidVentures Site Assistant for up to 40 hours/week at Spring Creek, beginning 7/18/2022-9/2/2022; Step 2-\$14.88/hr.
 13. William Todd, Special Ed EA PCA for 6.75 hours/day at the Middle School, beginning 8/30/2022. Step 1-\$16.33/hr. + \$2,500 PCA Stipend
 14. Nicole Torkelson, 1.0 FTE Special Ed Resource Room Teacher at the High School, beginning 8/25/2022; BA, Step 1
 15. Sarah Smith, Special Ed EA PCA for 6.75 hours/day at Greenvale Park, beginning 8/30/2022; Step 1-\$16.33/hr. + \$2,500 PCA Stipend.
 16. Joshua Stalsberg, 1.0 FTE Custodian at the Middle School, beginning 8/22/2022; Step 1-\$19.00/hr.
- ii. Increase/Decrease/Change in Assignment
1. Danielle Amundson, Teacher at Greenvale Park, add Gen Ed Teacher Mentor at Greenvale Park, effective 8/1/2022-6/9/2023; \$750 Stipend
 2. Janet Amundson, EA at the Middle School, add Special Ed EA Bridges to Kindergarten at Greenvale Park, effective 8/15/2022-8/19/2022.
 3. Joy Serie-Amunrud, Social Worker at Greenvale Park, add EBD BEST Project Participant for up to 40 hours at Greenvale Park, effective 7/11/2022-6/30/2023.
 4. Mark Auge, Teacher at the High School, add 6th grade Football Coach at the Middle School, effective 8/15/2022. \$2,031
 5. Paula Baragary, Teacher at Spring Creek, add Gen Ed Teacher Mentor at Spring Creek, effective 8/1/2022-6/9/2023; \$750 Stipend
 6. Michelle Bauer, PreK-12 Instructional Coach with the District, add 10 work days outside of teacher school year in each fiscal year, effective 7/1/2022.
 7. Kathy Beck, Spec Ed EA for 6.75 hours/day and Supervisory EA for .25 hours/day at Spring Creek, change to Special Ed EA for 6.50 hours/day and Supervisory EA for .25 hours/day at Spring Creek, effective 8/29/2022.
 8. Adriana Bermudez, EA at the NCEC, add Bridges to Kindergarten EA for a total of 24 hours, at Greenvale Park, effective 8/8/2022-8/19/2022.
 9. Allyson Bernstorff, EA Supervisory for 3 hours/day, Health Aide for 2 hours/day, and Admin Support for 2 hours/day at Spring Creek, change to EA Supervisory for 2 hours/day, Spec Ed EA for 3.38 hours/day, and Admin assistant Class II for 1.50 hours/day at Spring Creek, effective 8/29/2022.
 10. Anne Campbell, Special Ed Teacher at the High School, add EBD BEST Project Participant for up to 40 hours at the High School, effective 7/11/2022-6/30/2023.
 11. Kathleen Casson, .1 MS German/.9 HS German, change to 1.0 German Teacher at the High School, effective 8/25/2022.
 12. Margaret Christensen, CNA at the Middle School, add ESY Bus EA for up to 2 hours/day with the District, effective 7/11/2022-8/4/2022.
 13. Tyla Christiansen (Patrick), EA at Bridgewater, add EBD BEST Project Participant for up to 40 hours at Bridgewater, effective 7/11/2022-6/30/2023.
 14. Alisha Clarey, PreK-12 Instructional Coach with the District, add 10 work days outside of teacher school year in each fiscal year, effective 7/1/2022.
 15. Danielle Crase, Special Ed Teacher at the High School, add Junior Class Advisor at the High School, effective 8/25/2022; \$2,244 stipend
 16. Matthew Crase, Special Ed Teacher at the High School, add EBD BEST Project Participant for up to 40 hours at the High School, effective 7/11/2022-6/30/2023.
 17. Carrie Duba, PreK-12 Instructional Coach with the District, add 10 work days outside of teacher school year in each fiscal year, effective 7/1/2022.
 18. Kelle Edwards, EA at the High School, add Senior Class Advisor at the High School, effective 9/5/2022.
 19. Jan Ensrud, Teacher at the Middle School, add Gen Ed Teacher Mentor at the Middle School, effective 8/1/2022-6/9/2023; \$750 Stipend
 20. Tyler Faust, Special Ed Teacher at Bridgewater, add EBD BEST Project Participant for up to 40 hours at Bridgewater, effective 7/11/2022-6/30/2023.
 21. Jamie Forbord, Special Ed Teacher at the High School, add Special Ed Teacher Mentor at the High School, effective 8/22/2022-6/9/2023; \$750 Stipend
 22. Greg Fredrickson, Custodian at the High School, change to Substitute Custodian with the District, effective 7/21/2022.
 23. Joseph Greenwood, Custodian Engineer w/out license, change to Custodian Engineer with license, effective 6/22/2022.

24. DeEtte Harris, Kindergarten EA for 2 hours/day at Spring Creek, change to Kindergarten EA for 1.5 hours/day at Spring Creek, effective 8/29/2022-6/9/2023.
25. Julene Johnson, Media EA for 5.5 hours/day and Supervisory for 2 hours/day at Bridgewater, change to Long Term Substitute Media EA for 8 hours/day at the High School, effective 9/6/2022-6/9/2023.
26. Roanne Johnson, Special Ed Teacher at Bridgewater, add Special Ed Teacher Mentor at Bridgewater, effective 8/22/2022-6/9/2023; \$750 Stipend
27. Jill Kohel, .6 Social Studies/.4 English Teacher at the High School, add an English class overload in lieu of her supervision for the 2022-2023 school year at the High School, effective 8/25/2022-6/9/2023.
28. Annie Kruse, Early Childhood Coordinator at the NCEC, add Special Ed Teacher Mentor at the NCEC, effective 8/22/2022-6/9/2023. \$750 stipend
29. Ashley Larish, Long Term Substitute Media Center EA at the High School, change to Office Specialist Class III at the High School, effective 8/1/2022; Class III, Step 3-\$22.07/hr.
30. Kristy Malecha, EA at Greenvale Park, add ESY EA/Targeted Services PLUS for up to 7 hours/day at Greenvale Park, effective 7/18/2022-8/11/2022.
31. McKenzie Mikulski, Special Ed Teacher at Greenvale Park, add EBD BEST Project Participant for up to 40 hours at Greenvale Park, effective 7/11/2022-6/30/2023.
32. Marianne Moser, Administrative Support Assistant - Class IV at the NCEC, change to 1.0 FTE Enrichment Coordinator at the NCEC, effective 8/22/2022.
33. Ellen Mucha, .2 ADSIS Reading/.8 MTSS at the High School, change to 1.0 FTE MTSS Teacher at the High School, effective 8/31/2022.
34. Sophia Nevin, EA at the NCEC, add Special Ed EA Bridges to Kindergarten at Spring Creek/Greenvale Park, effective 8/15/2022-8/19/2022.
35. Sean O'Brien, Assistant Football Coach at the Middle School, change to Head Football Coach at the Middle School, effective 8/15/2022.
36. Danielle Olson, Social Worker at Bridgewater, add EBD BEST Project Participant for up to 40 hours at Bridgewater, effective 7/11/2022-6/30/2023.
37. April Ostermann, Grade 5 Teacher at Spring Creek, add Mentor Teacher - Companeros at Spring Creek, effective 8/1/2022-6/9/2023. \$750 stipend
38. Kelli Otting, Special Ed Teacher at Spring Creek, add Special Ed Teacher Mentor at Spring Creek, effective 8/22/2022-6/9/2023; \$750 Stipend
39. Alyssa Parsons, EA at the High School, add EBD BEST Project Participant for up to 40 hours at the High School, effective 7/11/2022-6/30/2023.
40. Natalie Ponciano Bartolo, EA at Bridgewater, add EBD BEST Project Participant for up to 40 hours at Bridgewater, effective 7/11/2022-6/30/2023.
41. Kari Prestemon, Social Worker at the High School, add EBD BEST Project Participant for up to 40 hours at the High School, effective 7/11/2022-6/30/2023.
42. Teri Quamme, EA at the Middle School, add EBD BEST Project Participant for up to 40 hours at the Middle School, effective 7/11/2022-6/30/2023.
43. Nicole Rasmussen, EA at Bridgewater, add EBD BEST Project Participant for up to 40 hours at Bridgewater, effective 7/11/2022-6/30/2023.
44. Andrea Redder, EA at the NCEC, add Bridges to Kindergarten EA for a total of 40.25 hours with the District, effective 8/8/2022-8/19/2022.
45. Sara Redetzke, EA at the Middle School, add EBD BEST Project Participant for up to 40 hours at the Middle School, effective 7/11/2022-6/30/2023.
46. Andrew Richardson, Teacher at the High School, add Summer PLUS/BLAST Sub for up to 6 hours/day as needed at Greenvale Park/High School, effective 7/25/2022-8/12/2022.
47. Lee Ritter, Night Custodian at the Middle School, change to Substitute Custodian with the District, effective 8/8/2022.
48. Sydney Rogers, Teacher at Bridgewater, add Bridges to Kindergarten Teacher for 40 hours at Bridgewater, effective 8/8/2022-8/19/2022.
49. Deborah Russell, 1st Grade Teacher at Greenvale Park, add Mentor Teacher - Companeros at Greenvale Park, effective 8/1/2022-6/9/2023. \$750 stipend
50. Leah Sand, 1.0 FTE Phy-Ed Teacher at the High School, change to .9 Phy-Ed Teacher/.1 Health Teacher at the High School, effective 8/25/2022-6/9/2023.
51. Michael Sherman, Special Ed Teacher at the Middle School, add EBD BEST Project Participant for up to 40 hours at the Middle School, effective 7/11/2022-6/30/2023.
52. Janet Smith, Teacher at the High School, add Gen Ed Teacher Mentor at the High School, effective 8/1/2022-6/9/2023; \$750 Stipend
53. Janet Smith, Assistant Cross Country Coach at the High School, change to Head Boys Cross Country Coach at the High School, effective 8/15/2022. Head 12% \$6,093

54. Scott Stanina, 1.0 FTE English Teacher at the High School, add an overload for ADSIS reading in lieu of supervision, at the High School, effective 8/31/2022-6/9/2023.
 55. Heather Stanton Ims, Social Worker at the Middle School, add EBD BEST Project Participant for up to 40 hours at the Middle School, effective 7/11/2022-6/30/2023.
 56. Jane Streitz, EA at Greenvale Park, add EBD BEST Project Participant for up to 40 hours at Greenvale Park, effective 7/11/2022-6/30/2023.
 57. Sarah Swan McDonald, Teacher at the High School, add Gen Ed Teacher Mentor at the High School, effective 8/1/2022-6/9/2023; \$750 Stipend
 58. Erik Swenson, Grade 4 Teacher at Bridgewater, add Mentor Teacher - Companeros at Bridgewater, effective 8/1/2022-6/9/2023. \$750 stipend
 59. Lori Taylor, .6 ADSIS/.4 Spanish at the High School, change to .4 ADSIS/.2 MTSS/.4 Spanish at the High School, effective 8/25/2022-6/9/2023.
 60. Emy Torres, EA at Greenvale Park, add EBD BEST Project Participant for up to 40 hours at Greenvale Park, effective 7/11/2022-6/30/2023.
 61. Lahna Tran, Teacher at Bridgewater, add Gen Ed Teacher Mentor at Bridgewater, effective 8/1/2022-6/9/2023; \$750 Stipend
 62. Cydney Ulvestad, EA at Greenvale Park, add EBD BEST Project Participant for up to 40 hours at Greenvale Park, effective 7/11/2022-6/30/2023.
 63. Lori Warner, Occupational Therapist, add EBD BEST Project Participant for up to 40 hours at Greenvale Park, effective 7/11/2022-6/30/2023.
 64. Megan Zwolenski, EA at Greenvale Park, change to Community School Coordinator at Spring Creek, effective 8/10/2022.
 65. Craig Cardinal, Part-Time Assistant Cross Country Coach at the High School, change to Assistant Cross Country Coach at the High School, effective 8/15/2022.
 66. Maria Richert, Assistant Cross Country Coach - 40% stipend at the High School, change to Assistant Cross Country Coach - 100% stipend at the High School, effective 8/15/2022.
 67. Elizabeth Valentine, EL Teacher at Spring Creek, change to EL Teacher at Greenvale Park, effective 8/8/2022.
 68. Beth Winter, EA Kindergarten-Lunch Supervision for 5.5 hours/day at Greenvale Park, add Special Ed EA PCA for 1 hour/day at Greenvale Park, effective 9/6/2022-6/9/2023.
- iii. Leave of Absence
1. Kim Slegers, Teacher at the High School, Leave of Absence beginning 8/25/2022-1/24/2023.
- iv. Retirements/Resignations/Terminations
1. Sohair Abboud, EA at the NCEC, resignation effective 7/20/2022.
 2. Kim Bauer, Parking Lot and Building Security Monitor at the High School, resignation effective 8/3/2022.
 3. Carley Benjamin, EA at Spring Creek, resignation effective 8/1/2022.
 4. Kayla Christmas, EA at Greenvale Park, resignation effective 7/21/2022.
 5. Greg Fredrickson, Custodian at the High School, resignation effective 7/21/2022. Will continue as a sub.
 6. JoAnn Gilbert, CNA I at the High School, resignation effective 7/22/2022.
 7. Kathleen Mellstrom, EA at the High School, retirement effective 8/1/2022.
 8. Jacalyn Moon, EA at the Middle School, retirement effective 6/9/2022.
 9. Ron Oeltjenbruns, Head Custodian at the Middle School, retirement effective 9/30/2022.
 10. Lee Ritter, Custodian at the Middle School, resignation effective 8/5/2022. Will continue as a sub.
 11. Jenni Roney, Enrichment and Project ABLE Coordinator with Community Education, resignation effective 8/12/2022.
 12. Bailey Shimota, EA at the Middle School, resignation effective 7/19/2022.
 13. Anne Vander Martin, EA at Spring Creek, resignation effective 8/19/2022.
 14. Kristin Wilson, CNA at the High School, resignation effective 7/20/2022.
 15. Tyler Balow, Assistant Cross Country Coach at the High School, resignation effective 8/4/2022.
 16. Jamie Jerdee, Football Coach at the High School, resignation effective 8/4/2022. Will continue as a golf coach.
 17. Robert Matthies, Custodian at the High School, retirement effective 10/3/2022.
 18. Landon Shroyer, Assistant Football Coach at the High School, resignation effective 8/2/2022.
 19. Deb Wagner, Volleyball Coach at the Middle School, resignation effective 8/8/2022.
- v. District Administration is Recommending the Approval of the Following
- District Administration submits the following employment agreements for approval.
1. Community Education & Other Coordinators for the period July 1, 2022 through June 30, 2024.
 2. Substitute rates of pay for the 2022-23 school year.

7. Items for Individual Action

- a. Policy Committee Recommendations. On a motion by Pritchard, seconded by Baraniak, the board unanimously approved the recommended updates to policies 527, 614, 711 and 712.
- b. Resolution Relating to the Election of School Board Members and Calling the School Board Election. On a motion by Butler, seconded by Baraniak, the board unanimously adopted by roll call vote, the resolution regarding the school board election to be held on Tuesday, November 8, 2022. This resolution is the board authorization necessary to formally establish this year's election process. The adoption of this resolution will meet the requirements necessary to comply with the election process. Ballots for school board election will be included in the general election ballots prepared by the county auditors. The official canvass of the election results will be scheduled as an agenda item for the Regular board meeting on Monday, November 14, 2022. Voting 'yes' was Baraniak, Butler, Goerwitz, Gonzalez-George, Pritchard, Quinnell and Stratmoen. No one voted 'no'.
- c. Capital Project Levy. On a motion by Pritchard, seconded by Butler, the board unanimously approved to direct administration to prepare official ballot language that will propose the renewal and expansion of the capital projects levy and authorizes the administration to submit the required Review and Comment document to the Minnesota Department of Education.

8. Items for Information

- a. Filing for School Board is August 2–16, 2022 in the District Office. An affidavit of candidacy must be filed in the office of the school district clerk and the \$2 filing fee paid prior to 5:00 o'clock p.m. on August 16, 2022.
- b. Staff Breakfast and Program We will welcome back staff for the 2022-23 school year on Monday, August 29, 7:00 a.m.–10:10 a.m. at Northfield Middle School. The board is invited to join us.

9. Future Meetings

- a. Monday, August 22, 2022, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- b. Monday, September 12, 2022, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- c. Monday, September 26, 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 8:37 p.m.

Noel Stratmoen
School Board Clerk