

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

August 23, 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-Goerge, Goerwitz, Pritchard and Stratmoen. Absent: Quinnell. 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 Stratmoen, the board approved the agenda.

3. Public Comment

There was public comment from Dr. Felicity Enders, Dr. Jane Runzheimer, Dr. Ben Flannery, Lindsey Briskie, Jessica Leibrock, Dr. Kyle Hoffert, Kevin Christopherson, Dr. Sarah Meerts, Travis Smith, and Michelle Martin regarding required masking inside school district buildings.

4. Announcements and Recognitions

There were no announcements or recognitions.

5. Items for Discussion and Reports

- a. Elementary Schools' Improvement Plan. Elementary Principals Nancy Antoine, Scott Sannes and Sam Richardson presented the continuous school improvement plan for the elementary schools. The presentation included a progress report on the 2020-2021 goals: students did demonstrate learning growth, postcards were sent to every student, staff demonstrated strong use of online tools, employee and student resiliency, and community support. The goals set for the 2021-2022 school year include 80% of students will meet district standards for skills as measured by district developed common assessments, 80% of students will attain 90% accuracy on district developed quarterly common assessments of timed math fact fluency, social and emotional learning, family engagement, employee engagement, anti-racism, partnerships and stewardship.
- b. Area Learning Center (ALC) and Portage Improvement Plans. Daryl Kehler, Director of the ALC and Portage, presented the continuous school improvement plan for the ALC and Portage. The ALC progress report on the 2020-2021 goals included students entering the ALC from NHS will be at or above the credit threshold on the credit matrix for four year graduation, consistent attendance of 90%, in-person interactions and positive relationships. The ALC goals set for the 2021-2022 school year include family engagement, employee engagement, anti-racism, learner outcomes, stewardship and partnerships.

The Portage program did not have strategic improvement goals for 2020-2021. The 2021-2022 will serve as a baseline data year as this is the first year of the program. In 2020-2021 attendance was not the most valuable metric as attendance did not equate to engagement and there was a lot of movement in and out of both elementary and secondary programming. The Portage goals set for the 2021-2022 school year include family engagement, employee engagement, anti-racism, learner outcomes and stewardship.

- c. Superintendent Operations and COVID-19 Update. Dr. Hillmann reported there continues to be an increase in COVID-19 infections in Rice County. The district's face mask procedures will be similar to last year and the district has prepared procedures to our safety measures and we have received Minnesota State High School League (MSHSL) guidance. The latest analysis shows just over half of the district's students ages 12-to-17 have been vaccinated. The Minnesota Department of Education has announced a COVID-19 testing program for schools during the 2021-2022 school year with a focus on unvaccinated students. The district will not be requiring COVID testing.

The district was selected for a pilot new teacher mentoring program, Educators Leading the Profession, in partnership with Education Minnesota. This program will support up to 14 teachers and utilize three of our own staff as building mentors. Northfield Public Schools is one of three districts selected for the pilot program.

Northfield Public Schools welcomed Cole Nelson, our new Director of Buildings and Grounds.

6. Consent Agenda

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

a. Minutes

- Minutes of the Regular School Board meeting held on August 9, 2021

b. Personnel

i. Appointments

1. Michelle Anderson, Special Ed EA-PCA for 6.75 hours/day and Supervisory for .50 hours/day at Greenvale Park, beginning 8/30/2021; Spec Ed- Step 4-\$17.52/hr.; Gen Ed-Step 4-\$16.92/hr.
2. Jennifer Eggum, Child Nutrition Associate I for 3.75 hours/day at the Middle School, beginning 8/30/2021; \$19.28/hr.
3. Liam Fisher, Auditorium Technician for up to 728 annual hours with Community Education, beginning 8/25/2021; \$24.28/hr.
4. Michael Garlitz, Bridges to Kindergarten Special Ed EA for 3.5 hours/day at Spring Creek, beginning 8/23/2021-8/27/2021; Step 4-\$17.52/hr.
5. Anna Hruby, 1.0 FTE Elementary Teacher at Spring Creek, beginning 8/30/2021-6/9/2022; BA, Step 3
6. Tammy Iszler-Johnson, .5 FTE Licensed Occupational Therapist at Bridgewater, beginning 8/30/2021; BA, Step 11
7. Mackenzie Kodada, 1.0 FTE Long Term Substitute Kindergarten Teacher at Spring Creek, beginning 8/30/2021-12/22/2021; BA, Step 1
8. Sarah Krummel, 1.0 FTE Long Term Substitute Fourth Grade Teacher at Spring Creek, beginning 8/30/2021-6/9/2022; BA, Step 3
9. Beth Morrell, Assistant Girls Swim/Dive Coach for 2 hours/day at the High School, beginning 8/16/2021; Level E, Step 1 - 30% stipend
10. Ashley Opatrny, Bridges to Kindergarten Special Ed EA for 3.5 hours/day at Spring Creek, beginning 8/23/2021-8/27/2021; Step 4-\$17.52/hr.
11. Heidi Peterson, Bridges to Kindergarten Special Ed EA for 3.5 hours/day at Greenvale Park, beginning 8/23/2021-8/27/2021; Step 4-\$17.52/hr.
12. Kelli Rehbein, EarlyVentures Teacher for 40 hours/week at the NCEC, beginning 8/26/2021; Step 4
13. Megan Roe, EarlyVentures Teacher for 40 hours/week at the NCEC, beginning 8/26/2021; Step 2
14. Rebecca Stoufis, 1.0 FTE Portage Special Ed LD/EBD Teacher with the District, beginning 8/30/2021; BA, Step 3.
15. Megan Zwolenski, Special Ed EA PCA for 6.75 hours/day at Greenvale Park, beginning 8/30/2021; Spec Ed-Step 1-\$16.17/hr.
16. Correction: Claire Anderson, 1.0 FTE MTSS Reading Teacher at the Middle School, beginning 8/30/2021; MA, Step 9.
17. Brittany Braucher, Child Nutrition Associate II for 7.6 hours/day at the Middle School, beginning 8/30/2021; CNA II \$20.28/hr.
18. Bonnie Eliason, Child Nutrition Associate I for 3 hours/day at the High School, beginning 8/30/2021; \$19.28/hr.
19. Alexis Finger, KidVentures Student Site Assistant at Bridgewater, beginning 8/26/2021; \$10.08/hr.
20. John Harris, Summer Recreation Position with Community Education, beginning 8/25/2021-8/31/2021; \$11.75/hr.
21. Grace Higgins, KidVentures Student Site Assistant at Greenvale Park, beginning 8/30/2021; \$10.08/hr.
22. Leslie Hayden, Football Coach for 7th and 8th Grade at the Middle School, beginning 8/30/2021-10/29/2021; Level H, Step 1.
23. Chris Jackson, Football Coach for 7th and 8th Grade at the Middle School, beginning 8/30/2021-10/29/2021; Level H, Step 1.
24. Correction: Sarah Krummel, 1.0 FTE Long Term Substitute Fourth Grade Teacher at Spring Creek, beginning 8/30/2021-6/9/2022; BA, Step 4.

25. Ashley Larish, Gen Ed EA-Supervisory for 6.75 hours/day at the High School, beginning 8/30/2021-6/9/2022; Step 3-\$16.29/hr.
 26. Megan Latterner, 1.0 FTE Long Term Substitute Early Childhood Teacher at the NCEC, beginning 8/25/2021-11/23/2021; BA, Step 2.
 27. Sean O'Brien, .60 FTE Social Studies Teacher at the High School, beginning 8/30/2021; MA, Step 5.
 28. Sean O'Brien, .40 FTE English Learner Teacher at the High School, beginning 8/30/2021; MA, Step 5.
 29. Sean O'Brien, Grade 7th/8th Football Coach at the Middle School, beginning 8/30/2021; Level H, Step 3.
 30. Steven Ryan, Life Coach for 7 hours/day for 173 Student Contact days with the District, beginning 8/30/2021-6/9/2022; \$32.00/hr.
 31. Joquan Williams, KidVentures Site Assistant at Bridgewater, beginning 8/30/2021; Step 3-\$14.85/hr.
 32. Brisa Zubia, 1.0 FTE Office Specialist Class III Community School at Greenvale Park, beginning 8/30/2021; Class III Step 3-\$21.52/hr. + \$.50/hr. Spanish Speaking Stipend.
- ii. Increase/Decrease/Change in Assignment
1. Alexandra Bornhauser, 9th Grade Volleyball Coach at the High School, change to JV Volleyball Coach at the High School, effective 8/16/2021. Level E, Step 5
 2. Martha Donahoe, .5 FTE Office Specialist (Class III) and .5 FTE Due Process Clerical at NCEC, change to 1.0 FTE Office Specialist (Class III) with Community Education at the NCEC, effective 8/30/2021.
 3. Lindsey Downs, First Grade Teacher at Spring Creek, change to Literacy Support Specialist at Spring Creek for the 2021-22 school year, effective 8/30/2021-6/9/2022.
 4. Kelle Edwards, Special Ed EA-PCA at Greenvale Park, change to Special Ed EA-PCA for 6.75 hours/day at the High School, effective 8/30/2021.
 5. Rafael Estrella, Art Teacher at the Middle School, add an overload for Art in lieu of supervision for the 2021-2022 school year, effective 9/9/2021-6/10/2022.
 6. Becki Haar, Teacher at Spring Creek, change to Portage Elementary Teacher with the District, effective 8/30/2021-6/9/2022.
 7. Katie Hanson, Special Ed Teacher at the High School, add Special Ed New Teacher Mentor at the High School, effective 8/20/2021-6/30/2022. \$750 Stipend
 8. Anna Hershberger, Gen Ed EA-Media for 5.5 hours/day at Greenvale Park, change to Gen Ed EA-Media for 5.47 hours/day at Greenvale Park, effective 8/30/2021.
 9. Kristi Kortuem, Math League Advisor at the High School, change to Math League Advisor at the Middle School, effective 8/30/2021; Level J, Step 2
 10. Chris Howard, Spanish Teacher at the Middle School, add an overload in lieu of supervision for the 2021-2022 school year, effective 8/30/2021-6/10/2022.
 11. Annie Kruse, Special Ed Teacher at the NCEC, add Special Ed New Teacher Mentor at the NCEC, effective 8/16/2021-6/30/2022. \$750 Stipend
 12. Sydney Larson, Teacher at the High School, add 1.0 9th Grade Assistant Volleyball Coach at the High School, effective 8/16/2021. Level E, Step 1
 13. Jennifer Link, Special Ed Teacher at the Middle School, add Special Ed New Teacher Mentor at the Middle School, effective 8/16/2021-6/30/2022. \$750 Stipend
 14. Armando Martinez Rosas, Night Engineer without license at Spring Creek, change to Night Engineer with license at Spring Creek, effective 8/9/2021; Step 5-\$25.84/hr.
 15. Amy Moeller, .4 FTE English Teacher at the High School, add .1 AP Test Coordinator at the High School, effective 8/31/2021-6/9/2022.
 16. Kelli Otting, Special Ed Teacher at Spring Creek, add Special Ed New Teacher Mentor at Spring Creek, effective 8/16/2021-6/30/2022. \$750 Stipend
 17. Natalie Ponciano Bartolo, Special Ed EA-PCA at Bridgewater, add Bridges to Kindergarten Special Ed EA PCA at Bridgewater, effective 8/23/2021-8/27/2021.
 18. Nicole Rasmussen,, Special Ed EA-PCA at Bridgewater, add Bridges to Kindergarten Special Ed EA PCA at Bridgewater, effective 8/23/2021-8/27/2021.
 19. Brent Rauk, MTSS Math Teacher at the Middle School, add 7th and 8th Grade Football Coach-hourly for 2 hours/day at the Middle School, effective 8/23/2021. \$18.00/hr.
 20. Jessica Rushton, Special Ed EA PCA at Spring Creek, change to Special Ed EA PCA with Portage, effective 8/30/2021.
 21. Grace Schultz, Early Childhood Teacher-Hand in Hand for 30 hours/week at the NCEC, change to Early Childhood Teacher-Hand in Hand for 40 hours/week at the NCEC, effective 8/30/2021.
 22. Bernard Selwan, Math League Advisor at the Middle School, change to Math League Advisor at the High School, effective 8/30/2021-6/10/2022; Level H, Step 2
 23. Janet Smith, Teacher at the High School, add General Ed Teacher Mentor at the High School, effective 8/30/2021-6/9/2022. \$750 stipend.

24. Christina Suhsen, Special Ed EA-PCA at the NCEC, add Bridges to Kindergarten Special Ed EA PCA at Greenvale Park, effective 8/23/2021-8/27/2021.
 25. Amy Tacheny, 5th Grade Contemporary Teacher at Greenvale Park, change to 5th Grade Companeros Teacher at Greenvale Park, effective 8/30/2021.
 26. Cynthia Thomas, EA PCA/Health Aide at the Middle School/High School for the 2020-2021 school year, position extended for the 2021-2022 school year, effective 8/30/2021-6/9/2022.
 27. Alicia Veltri, Special Education Teacher at Greenvale Park, add Special Ed New Teacher Mentor at Greenvale Park, effective 8/20/2021-6/30/2022. \$750 Stipend
 28. Lisa Weis, Teacher at the Middle School, add overload in lieu of supervision - 87 days for the 2021-2022 school year, effective 8/30/2021-6/10/2022.
 29. TJ Wiebe, 9th Grade Football Coach at the High School, change to 1.0 Assistant Coach at the High School, effective 8/16/2021; Level E
 30. Megan Zwolenski, Special Ed EA PCA at Greenvale Park, add Supervisory .5 FTE/day at Greenvale Park, effective 8/30/2021; Gen Ed Step 1-\$15.57/hr.
 31. Katie Bauer, Administrative Assistant at the ALC, add Secondary Portage Content Tutor, effective 9/7/2021-6/9/2022; Stipend \$10,500/year.
 32. Michelle Bauer, Instructional Coach with the District, add Secondary Portage Content Tutor, effective 9/7/2021-6/9/2022; Stipend \$10,500/year.
 33. Cindy Boyum, .90 Assistant Girls Swim/Dive Coach at the High School, change to .60 Assistant Girls Swim/Dive Coach at the High School, effective 8/18/2021.
 34. Matthew Detjen, Assistant Boys Swim/Dive Coach at the High School, add .80 Assistant Girls Swim/Dive Coach at the High School, effective 8/18/2021.
 35. Kelly Foster, Gen Ed EA 9th Grade Academy at the High School, change to Gen Ed EA MTSS/9th Grade Academic Support at the High School, effective 9/9/2021.
 36. Jackie Groth (Tuma), Summer PLUS Site Assistant at Greenvale Park, change to Club Leader for up to 6 hours/day at Greenvale Park, effective 8/16/2021-8/19/2021; \$23.01/hr.
 37. Lisa Hovden, Teacher at the Middle School, add Secondary Portage Content Tutor, effective 9/9/2021-6/9/2022; Stipend \$10,500/year.
 38. Anna Kelly, Gen ED EA-Media at the High School, change to Long Term Substitute Second Grade Teacher at Greenvale Park, effective 8/30/2021-6/9/2022; BA, Step 1
 39. Kimberly Luke, Special Ed EA PCA-Job Coach at the High School, change to Special Ed EA PCA with Portage, effective 8/30/2021.
 40. Beth Morrell, .30 Assistant Girls Swim/Dive Coach at the Middle School, change to .60 Assistant Girls Swim/Dive Coach at the High School, effective 8/18/2021; Level E, Step 1
- iii. Leave of Absence
1. Ana Bravo Gatton, Educational Assistant at the Middle School, childcare leave of absence beginning on or about 9/21/2021 for 8 weeks.
 2. Caitlin David, Special Ed Teacher at Bridgewater, Family/Medical Leave of Absence beginning on or about 11/19/2021 for 12 work weeks.
 3. Stephanie DeAdder, Administrative Support Assistant at the District Office, Family/Medical Leave of Absence beginning 8/11/2021 and continuing on an intermittent basis for up to 60 work days.
 4. Updated: Kaci DeGroot, EarlyVentures Teacher at the NCEC, Family/Medical Leave of Absence, effective on or about 6/14/2021-9/25/2021.
 5. Anna Kelly, Gen Ed EA-Media at the High School, Leave of Absence due to accepting a different position with the district for the 2021-2022 school year, effective 8/27/2021.
- iv. Retirements/Resignations/Terminations
1. Chrissy Alexander, EA at Greenvale Park, resignation effective 8/11/2021.
 2. Chrissy Alexander, Assistant Volleyball Coach at the High School, resignation effective 8/15/2021.
 3. Tammy Cravalho, Custodian at Greenvale Park, termination effective 8/10/2021.
 4. Martha Donahoe, Due Process Clerk at the NCEC, resigned due to accepting another position with the district, effective 8/27/2021.
 5. Robert Garcia, Football Coach at the Middle School, resignation effective 8/18/2021.
 6. Rebecca Meyers, Preschool Teacher at the NCEC, resignation effective 8/9/2021.
 7. Isaiah Schwab, Summer Maintenance Crew with the District, resignation effective 8/20/2021.
 8. Brianna Theis, EA at the High School, resignation effective 8/24/2021.
 9. Erik Burton, Teacher at the High School, resignation effective 8/3/2021.
 10. Karissa Olsen, EA at Spring Creek, resignation effective 8/18/2021.
 11. Steve Ryan, EA at the High School, resignation due to accepting a different position with the District, effective 8/18/2021.

12. Karie Svien, EA at the Middle School, resigned effective 8/23/2021.

v. Superintendent Contract Provisions for the 2021-2022 Contract Year

Enclosed was a memorandum from School Board Chair Pritchard. The memorandum included a recommendation that Dr. Hillmann's compensation package reflect a 1.7% increase for the 2021-22 contract year. This modest increase, while not commensurate with Dr. Hillmann's outstanding job performance, aligned with our mutual understanding of the district's ongoing financial challenges. The package includes a 1.58% salary increase and an increase to the district's contribution towards health insurance premiums that matches the increase in the NEA agreement.

iv. District Administration is Recommending the Approval of the Following Employment Contracts:

1. Northfield Education Association (Teachers) for the period July 1, 2021 through June 30, 2023.

The district recommended approval of the 2021-23 master agreement with the Northfield Education Association. The agreement includes a two percent base salary increase in each year of the agreement and a five percent increase to the district contribution for health insurance in each year of the agreement. It also includes compression of the salary schedule from 15 steps to 10 steps.

2. Superintendent of Schools Contract Enclosed was the Superintendent's contract for the period July 1, 2022 through June 30, 2025. It was the recommendation of the Board of Education of ISD No. 659 to enter into a contract with Dr. Matthew J. Hillmann as Superintendent of Northfield Public Schools ISD No. 659 for the years 2022 - 2025.

7. Items for Individual Action

- a. Procedures Supporting 2021-2022 COVID-19 Safety Protocols. On a motion by Baraniak, seconded by Goerwitz, the board approved the procedures supporting 2021-2022 COVID-19 safety protocols. This included a set of procedures designed to support the safety protocols adopted by resolution at the August 9, 2021 school board meeting. There are two sets of procedures: one governs the use of face coverings and the other governs Minnesota State High School League (MSHSL) interscholastic activities.
- b. 2021-2022 Portage Handbooks. On a motion by Goerwitz, seconded by Stratmoen, the board approved the 2021-2022 Elementary and Secondary Portage handbooks as presented.
- c. Superintendent's Goals. On a motion by Baraniak, seconded by Butler, the board approved Superintendent Hillmann's proposed goals for the 2021-2022 school year as presented.
- c. Bid for District MacBooks. On a motion by Butler, seconded by Goerwitz, the board approved the Tech to School bid for the district's previously leased MacBook Pro and MacBook Air laptops. The bid from Tech to School had the highest guaranteed minimum purchase price for our equipment, the highest maximum purchase price (assuming no deductions for condition), and the highest estimated purchase price for our equipment on a graded scale that assumes some deductions for the condition of the laptops. Tech to School will purchase our equipment with a minimum guaranteed buyout amount of \$140,000.00.

8. Items for Information

- a. e-Learning Plan. Superintendent Hillmann provided an update and overview of the district's e-Learning plan for the 2021-2022 school year. A teacher work team will be assembled to review our e-Learning plan and update it if necessary.

9. Future Meetings

- a. Monday, September 13, 2021, 7:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- b. Monday, September 27, 2021, 7:00 p.m., Regular Board Meeting, Northfield DO Boardroom

10. Adjournment

On a motion by Stratmoen, seconded by Baraniak, the board adjourned at 9:28 p.m.

Noel Stratmoen
School Board Clerk

