

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

August 28, 2023

District Office Boardroom

1. Call to Order

School 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: Butler, Coleman, Goerwitz, Gonzalez-George, Miller, Nelson, and Quinnell. 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 Nelson, the board unanimously approved the agenda.

3. Public Comment

There was no public comment.

4. Announcements and Recognitions

- During the week of August 14, 145 incoming kindergarten students participated in Bridges to Kindergarten through Community Education. Bridges to Kindergarten is a free summer program held at each of the three elementary schools for one week to help ease the transition into kindergarten.
- The district held its annual staff appreciation breakfast and welcome back program at Northfield Middle School on August 28.
- The 2023 MCA results were published on August 24 by the Minnesota Department of Education. Students take MCA tests in reading and mathematics in Grades 3-8, 10 (reading), 11 (math). Students in Grades 5, 8, and 10 take the MCA science test. Northfield outperformed state proficiency rates by double digits in reading, math, and science.

5. Items for Discussion and Reports

- a. Middle School Continuous Improvement Plan. Middle School Principal Greg Gelineau presented the continuous school improvement plan for Northfield Middle School. The presentation included a progress report on the goals set for the 2022-2023 school year as well as new goals set for the 2023-2024 school year.
- b. High School Activities Department Continuous Improvement Plan. Activities Director John Mahal presented the continuous school improvement plan for the activities department. The presentation included a progress report on the goals set for the 2022-2023 school year as well as new goals set for the 2023-2024 school year.
- c. Superintendent's Areas of Focus 2023-2024. Dr. Hillmann shared a draft of his focus areas for the 2023-24 school year. This will be an item for individual action at the next school board meeting.

6. Consent Agenda

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

- a. Minutes. Minutes of the Regular School Board meeting held on August 14, 2023.
- b. Gift Agreements. Gift agreements included in the board packet.
- c. Personnel Items
 - i. Appointments
 1. Robyn Dietz, Gen Ed EA Floating Media Center EA for 6 hours/day with the District, beginning 8/28/2023. Step 2-\$17.03/hr.
 2. Ana Gallego, Special Ed EA PCA for 6.75 hours/day at Greenvale Park, beginning 8/29/2023. Step 2-\$17.03/hr. + \$2,500 PCA Stipend.
 3. Alexis Groves, 1.0 FTE Custodian at the High School, beginning 9/5/2023. Step 5-\$21.45/hr.
 4. Merri-Elisabeth Kmoch, KidVentures Site Assistant for up to 15 hours/week at Bridgewater, beginning 8/24/2023. \$14.90/hr.

5. Morgan Kylo, Licensed Building Nurse for 7 hours/day at Greenvale Park, beginning 8/28/2023. BSN/RN, Step 3-\$37.98/hr.
 6. Karen Lane, 1.0 FTE Long Term Substitute Grade 6 Teacher at the Middle School, beginning 8/28/2023-11/7/2023. MA20, Step 10
 7. Melvin Miller, Building Supervisor as needed with Community Education, beginning 9/1/2023-5/31/2024. \$18.39/hr.
 8. Kevin O'Brien, Building Supervisor for 1 hour/week with Community Education, beginning 9/6/2023-5/31/2024. \$18.39/hr.
 9. Christina Smith-Lee, Special Ed EA PCA for 3.375 hours/day at the High School, beginning 9/6/2023. Step 4-\$18.05/hr. + pro-rated Stipend.
 10. Christina Smith-Lee, Junior Class/Prom Advisor at the High School, beginning 8/23/2023. \$2,224 stipend - Subject to change upon settlement of the 2023-25 NEA agreement.
 11. Brenton Sykes, KidVentures Site Assistant for up to 15 hours/week at Spring Creek, beginning 8/28/2023. Step 1-\$14.90/hr.
 12. Ella Whitten, Special Ed EA PCA for 6.75 hours/day at Greenvale Park, beginning 8/28/2023. Step 4-\$18.05/hr. + \$2,500 PCA Stipend.
 13. Anastasia Breyer, Special Ed EA PCA for 6.75 hours/day at Bridgewater, beginning 9/11/2023. Step 2 - \$17.03/hr. + \$2,500 PCA Stipend.
 14. Danielle Donkers, Special Ed EA PCA for 6.75 hours/day at Bridgewater, beginning 8/29/2023. Step 4 - \$18.05/hr. + \$2,500 PCA Stipend.
 15. Will Downs, KidVentures Site Assistant for up to 15 hours/week at Spring Creek, beginning 8/31/2023. Student-\$14.90/hr.
 16. Isabel Fleming, KidVentures Site Assistant for up to 15 hours/week at Greenvale Park, beginning 8/24/2023. Step 1-\$14.90/hr.
 17. Nancy Fox, Building Supervisor as needed with Community Education, beginning 9/1/2023-5/31/2024. \$18.39/hr.
 18. Haley FollansbeeDeLong, Community School Site Leader for 30 hours/week at Spring Creek, beginning 9/7/2023-6/6/2024. Step 1-\$21.78/hr.
 19. Kiera Hasan, Targeted Services MSYC Site Assistant for up to 2 hours/day, Monday-Thursday at the Middle School, beginning 9/28/2023-5/16/2024. Step 2-\$15.29/hr.
 20. Seth Hansen, KidVentures Site Assistant for up to 28.5 hours/week at Greenvale Park, beginning 8/24/2023. Step 1-\$14.90/hr.
 21. Daniel Hollerung, Building Supervisor as needed with Community Education, beginning 9/1/2023-5/31/2024. \$18.39/hr.
 22. Cindy Keogh, Building Supervisor as needed with Community Education, beginning 9/1/2023-5/31/2024. \$18.39/hr.
 23. Emmalee Kmoch, 1.0 FTE Long Term Substitute Kindergarten Teacher at Bridgewater, beginning 8/22/2023-10/18/2023. MA, Step 1
 24. Betsy McLaughlin, Building Supervisor as needed with Community Education, beginning 9/1/2023-5/31/2024. \$18.39/hr.
 25. Raine Scheuble, KidVentures Site Assistant for up to 15 hours/week at Bridgewater, beginning 8/24/2023. Student - \$14.90/hr.
 26. Heather Sexauer, Instructor Lead or Swim Lead with Community Ed Recreation, beginning 10/3/2023-5/31/2024. Step 6-\$16.25/hr.
 27. Grace Swanson, Community School Site Leader for up to 30 hours/week at Bridgewater, beginning 8/30/2023-6/6/2024. Step 1, \$21.78/hr.
 28. Katherine Wagner, KidVentures Site Assistant for up to 15 hours/week at Bridgewater, beginning 8/31/2023. Student-\$14.90/hr.
 29. Camden Waters, KidVentures Site Assistant for up to 15 hours/week at Bridgewater, beginning 8/24/2023. Student-\$14.90/hr.
- ii. Increase/Decrease/Change in Assignment
1. Russel Boyington, KidVentures Site Assistant for up to 40 hours/week at Spring Creek, change to up to 10.5 hours/week at Greenvale Park, effective 8/28/2023.
 2. Connor Fitzloff, Spec Ed EA PCA at Bridgewater, add Spec Ed EA Extracurricular/Nonacademic support with the District, effective 8/24/2023-6/6/2024.
 3. Melvin Miller, Building Supervisor with Community Ed Recreation, add Site Supervisor/Scheduler with Community Ed Recreation, effective 9/1/2023-5/31/2024. Step 6 - \$16.25/hr.

4. Claudia Rodriguez, EL EA at the High School, add Yearbook Co-Advisor at the High School, effective 9/3/2023. \$1,615 stipend - Subject to change upon settlement of the 2023-25 NEA agreement.
5. Karrie VanZuilen, Special Ed EA PCA for 2.10 hours/day at the NCEC, add Special Ed EA PCA On My Own for 2.75 hours/day on Wednesday at the NCEC, effective 9/5/2023-6/6/2024.
6. Mary Boyum, Special Ed EA PCA at Spring Creek, add Special Ed BUS EA for 1.25 hours/day with the District, effective 9/5/2023-6/6/2024.
7. Elizabeth Brewer, Special Ed EA PCA at the Middle School, add Special Ed BUS EA for 2 hours/week with the District, effective 9/5/2023-6/6/2024.
8. Kathleen Casson, 1.0 FTE German Teacher at the High School, add a 1/6 overload for the 2023-2024 school year, in lieu of supervision at the High School, effective 9/5/2023-1/19/2024.
9. Peggy Christensen, Child Nutrition at Bridgewater, add Special Ed BUS EA for 18 hours/week with the District, effective 9/5/2023-6/6/2024.
10. Connor Fitzloff, Special Ed EA PCA at Bridgewater, add Special Ed BUS EA for 3.75 hours/week with the District, effective 9/5/2023-6/6/2024.
11. Allison Flannery, Special Ed EA PCA for 3.75 hours/day at Greenvale Park, change to Special Ed EA PCA for 2.75 hours/day and Gen Ed EA for 1 hour/day at Greenvale Park, effective 9/5/2023.
12. Nancy Fox, Building Supervisor with Community Ed Recreation, add Site Supervisor with Community Ed Recreation, effective 8/25/2023-5/31/2024. Step 6-\$16.25/hr.
13. Ana Gallego, Special Ed EA PCA for 6.75 hours/day at Greenvale Park, change to Special Ed EA PCA for 6.75 hours/day and Gen Ed EA for .50 hours/day at Greenvale Park, effective 9/5/2023.
14. Emileanna Graupmann, 1.0 FTE Social Studies Teacher at the High School, add a 1/6 overload for 85 days, in lieu of supervision for semester 1 only at the High School, effective 9/5/2023-1/19/2024.
15. Daniel Hollerung, Building Supervisor with Community Ed Recreation, add Site Supervisor with Community Ed Recreation, effective 8/25/2023-5/31/2024. Step 6-\$16.25/hr.
16. Cindy Keogh, Building Supervisor with Community Ed Recreation, add Site Supervisor with Community Ed Recreation, effective 8/25/2023-5/31/2024. Step 6-\$16.25/hr.
17. Shelly Kruger, Special Ed EA PCA at the High School, add Special Ed BUS EA for 1.50 hours/day with the District, effective 9/5/2023-6/6/2024.
18. Lisa Laine, Special Ed EA PCA for 5.75 hours/day and Gen Ed EA for 1.5 hours/day at Greenvale Park, change to Special Ed EA PCA for 6.75 hours/day and Gen Ed EA-supervisory for .50 hours/day at Greenvale Park, effective 9/5/2023.
19. Jill Lauritzen Kohel, 1.0 FTE Social Studies Teacher at the High School, add a 1/6 overload for 88 days, in lieu of supervision for semester 2 only at the High School, effective 1/24/2024-6/6/2024.
20. Sarah Marohl, Special Ed EA PCA for 1 hour/day and Gen Ed EA for 1 hour/day at Greenvale Park, change to Special Ed EA PCA for 2.5 hours/day and Gen Ed EA for 2 hours/day at Greenvale Park, effective 9/5/2023.
21. Becky Meyer, Special Ed EA PCA at the High School, add Special Ed BUS EA for 1.25 hours/day with the District, effective 9/5/2023-6/6/2024.
22. Nancy Meyers, Child Nutrition at the Middle School, add Special Ed BUS EA for 17.5 hours/week with the District, effective 9/5/2023-6/6/2024.
23. Ruth Morgan-Malecha, Special Ed EA PCA at the High School, add Special Ed BUS EA for 5 hours/week with the District, effective 9/5/2023-6/6/2024.
24. Deb Pack, Special Ed EA PCA at the High School, add Special Ed BUS EA for 1 hours/day with the District, effective 9/5/2023-6/6/2024.
25. Elga Reyes de Broughton, Special Ed EA PCA at Spring Creek, add Special Ed BUS EA for 1.50 hours/day with the District, effective 9/5/2023-6/6/2024.
26. Tony Rezac, Custodian at the High School, change to Custodian Lead at Spring Creek, effective 8/24/2023. Lead + .30
27. Steve Rinderknecht, Custodian 3-11p.m. at Spring Creek, change to Custodian 2-10 p.m. at the NCEC, effective 8/24/2023.
28. Alexis Sanborn, Special Ed EA PCA at the High School, add Special Ed BUS EA for 1.50 hours/day with the District, effective 9/5/2023-6/6/2024.
29. Darrell Sawyer, Social Studies Teacher at the Middle School, add Private Lesson Coach with Community Ed Recreation, effective 8/25/2023-5/31/2024. \$36/hr. per individual, \$20/hr. per individual (group up to 5)
30. Tammy Schwagerl, Special Ed EA PCA at Spring Creek, add Special Ed BUS EA for 1.25 hours/day with the District, effective 9/5/2023-6/6/2024.

31. Sarah Swan McDonald, 1.0 FTE Social Studies Teacher at the High School, add a ⅓ overload for 85 days, in lieu of prep for semester 1 only at the High School, effective 9/5/2023-1/19/2024.
 32. Rose Taylor, Special Ed EA PCA for 6.75 hours/day at Spring Creek, change to Special Ed EA PCA for 6 hours/day at Spring Creek, effective 9/5/2023-6/6/2024.
 33. Ella Whitten, Special Ed EA PCA at Greenvale Park, add Special Ed BUS EA for 6.65 hours/week with the District, effective 9/5/2023-6/6/2024.
 34. Beth Winter, Special Ed EA PCA for 3 hours/day and Gen Ed EA for 3.50 hours/day at Greenvale Park, change to Special Ed EA PCA for 3.08 hours/day and Gen Ed EA for 3.50 hours/day at Greenvale Park.
- iii. Leave of Absence
 1. Molly Ericksen, School Psychologist at Bridgewater, FMLA Leave of Absence beginning on 11/3/2003 and continuing on an intermittent basis for up to 60 work days.
 2. Arlene Gallardo, HR Generalist at the District Office, FMLA Leave of Absence beginning on 9/5/2023-approximately 10/17/2023.
 3. Jenelle Mullin, CNA III at the High School, FMLA Leave of Absence beginning on 9/5/2023-approximately 10/17/2023.
 - iv. Retirements/Resignations/Terminations
 1. Innana Antley, EarlyVentures Teacher at the NCEC, resignation effective 8/15/2023.
 2. Karn Hasse, Gen Ed EA at Spring Creek, resignation effective 8/18/2023.
 3. Mitzi Holden, CN Manager I at Greenvale Park, resignation effective 9/5/2023.
 4. Mallory Nystuen, Special Ed EA/PCA at Spring Creek, resignation effective 8/21/2023.
 5. Michelle Oaxaca, General Ed EA, and Special Ed EA/PCA at Greenvale Park, resignation effective 8/18/2023.
 - v. District Administration is Recommending the Approval of the Following Rates of Pay
 1. After conducting a market rate analysis regarding the hourly wage for driver education instructors, Administration is recommending to adjust the Community Education driver education instructors hourly rate of pay from \$29.75/hour for classroom instruction and \$25.75/hour for behind the wheel instruction to \$30/hour for both classroom and behind the wheel instruction. This change would be effective July 1, 2023.
 2. After conducting a market rate analysis regarding the hourly wage for early childhood screeners, Administration is recommending to adjust the Community Education early childhood screeners hourly rate of pay from \$22.00/hour to \$23.00/hour. This change would be effective July 1, 2023.
 3. After conducting a market rate analysis regarding the hourly wage for licensed Minnesota State High School League football officials, Administration is recommending to adjust the Northfield Public Schools' MSHSL football officials hourly rate of pay from \$70.00/hour to \$80/hour for both ninth grade and junior varsity football games. This change would be effective immediately.
 - vi. Superintendent Contract Provisions for the 2023-2024 Contract Year
Enclosed is a memorandum from School Board Chair Gonzalez-George. The memorandum includes a recommendation that Dr. Hillmann receives a 2.94% salary increase, an increase to the district's contribution towards health insurance premiums that matches the increase in the NEA agreement, and a \$2,200 increase to 403(b) matching plan for the 2023-24 contract year. This modest increase aims to value both Dr. Hillmann's incredible leadership in our district while maintaining a financially sustainable budget.

7. Items for Individual Action

- a. Sharing Our Roots Contract. On a motion by Nelson, seconded by Goerwitz, the board unanimously approved the contract with Sharing Our Roots as presented at the August 14, 2023 school board meeting.
- b. LMR Media Contract. On a motion by Goerwitz, seconded by Quinnell, the board unanimously approved the LMR Media contract as presented at the August 14, 2023 school board meeting.
- c. Grant Writer. On a motion by Coleman, seconded by Miller, the board unanimously authorized administration to negotiate a contract with Northfield Healthy Community Initiative (HCI) for no more than \$45,000 for grant writing services.
- d. Proposed Seven Period Day at Northfield Middle School. On a motion by Butler, seconded by Coleman, the board unanimously approved the proposal to maintain the middle school's seven period day beyond 2023-24 as presented at the August 14, 2023 school board meeting.

- e. Proposed 2023-2025 Agreement with the Northfield Education Association (NEA). On a motion by Butler, seconded by Goerwitz, the board unanimously approved the agreement with the Northfield Education Association for a two-years covering July 1, 2023 through June 30, 2025. The contract includes a six percent base salary increase in 2023-24 and a three percent base salary increase in 2024-25. It includes a five percent increase to the district's health insurance contribution in each year of the agreement. The NEA membership is expected to vote on ratification by August 31, 2023.
- f. Approval of Policy 448. On a motion by Nelson, seconded by Goerwitz, the board unanimously approved Policy 448 District Paid Maternity Leave as negotiated, going into effect upon the ratification of the 2023-2025 agreement by the NEA membership.
- g. Co-Curricular Adds. On a motion by Goerwitz, seconded by Butler, the board unanimously approved the Fall Play Assistant Director stipend of \$3,719.00.
- h. Resolution Reinstating a School Board Member After a Temporary Vacancy Caused by Illness or Prolonged Absence. On a motion by Coleman, seconded by Quinnell, the board unanimously approved by roll call the Resolution Reinstating a School Board Member After a Temporary Vacancy Caused by Illness or Prolonged Absence which declares that Noel Stratmoen is again a member of the school board with a term expiring the first Monday of January 2025, and declares that the appointment of Robert Coleman to serve in the absence of the aforementioned school board member is hereby terminated with immediate effect. Voting 'yes' was Butler, Coleman, Goerwitz, Gonzalez-George, Miller, Nelson, and Quinnell. No one voted 'no'.

8. Items for Information

9. Future Meetings

- a. Monday, September 11, 2023, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- b. Monday, September 25, 2023, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- c. Monday, October 9, 2023, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom

10. Adjournment

On a motion by Stratmoen, seconded by Quinnell, the board unanimously approved to adjourn at 7:49 p.m.



Amy Goerwitz
School Board Clerk