

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

February 12, 2024
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 6:00p.m. Present: Butler, Goerwitz, Gonzalez-George, Nelson, Quinnell and Stratmoen. Absent: Miller. 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 unanimously approved the agenda.

3. Public Comment

There were public comments.

4. Announcements and Recognitions

- The Minnesota School Boards Association and the Northfield Board of Education congratulate Corey Butler for completing the MSBA Leadership Development Program, which Corey successfully completed by attending the Leadership Workshop Series - Phase I, II, III, and IV.
- Northfield Public Schools benefits every day from the leadership and vision of our school board members. February is Minnesota School Board Recognition Month, and we thank our dedicated school board members who devote hours of their time each week to provide leadership for our school district!
- We are proud of Northfield Middle School students Charles Schmelzer, Olivia Stebbins, and Cale Schramm. These students represented the district at the Regional Spelling Bee in Rochester. We are impressed with their accomplishments!
- Congratulations to our Hiliner Dance Jazz team, coached by Jasmin Kotek, as they have qualified for the state tournament for the first time in 17 years! They will have a chance to dance at the Target Center this Friday for a state championship.
- Congratulations to our Raider girls hockey team, coached by Paige Haley, for a thrilling win on Saturday over Owatonna. They advance to the Section Championship game vs. Lakeville South on Thursday at 7:30 p.m.
- Seniors Sonia Brunelle and Jackson Hessian have advanced to Finalist Standing in the National Merit Scholarship Program. In March the National Merit Scholarship Corporation (NMSC) will begin notifying scholarship winners by email with confidential notification sent to each recipient's high schools.

5. Items for Discussion and Reports

- a. Proposed 2024-2025 Operating Capital and Long-Term Facilities Maintenance Budget. Val Mertesdorf, Director of Finance, presented the 2024-2025 Operating Capital Budget and Long-Term Facilities Maintenance Plan. Justin Raabolle, Director of Buildings & Grounds, was available for questions. This will be an item for individual action at the next board meeting.
- b. Long-Term Facilities Maintenance Ten Year Plan. Director Raabolle and Director Mertesdorf reviewed the Long-Term Facilities Maintenance ten year plan. In addition, the Indoor Air Quality Management Plan is part of the ten year plan and must be reviewed annually. This will be an item for individual action at the next board meeting.
- c. Arcadia and Prairie Creek Site Visits. Superintendent Hillmann and Director Daryl Kehler visited Prairie Creek Charter School on Jan. 29, 2024, and Arcadia Charter School on Feb. 2, 2024. Dr. Hillmann provided a brief report regarding both visits.
- d. Policy Committee Recommendation. Dr. Hillmann presented the policy committee's recommendation to sunset policy 310. This will be an item for individual action at the next board meeting.
- e. Superintendent Focus Areas Quarterly Report. Superintendent Hillmann presented a quarterly progress report on the superintendent's 2023-24 focus areas.

- f. Legislative Session Preview. Superintendent Hillmann previewed the 2024 Minnesota Legislature's session and briefly reviewed the Minnesota School Boards Association and the Minnesota Association of School Administrators platforms.
- g. Potential 2024 Northfield High School Bond Referendum Update and Potential Tax Impact. Superintendent Hillmann reviewed what has occurred thus far regarding the potential 2024 bond referendum to address facility problems at Northfield High School. The Jan. 29, 2024, public meeting presentation slide deck was included in the board packet. Tax impact tables for the six potential referendum options were reviewed. The tax impact document was prepared by Ehlers, Inc. and Jeff Seeley from Ehlers was available via Zoom to answer questions.

6. Consent Agenda

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

- a. Minutes. Minutes of the Regular School Board meeting held on January 22, 2024.
- b. Gift Agreements. Gift agreements included in the board packet.
- c. Financial Reports.
Financial Report - October 2023. Director of Finance Mertesdorf requested the board approve paid bills totaling \$3,014,797.53, payroll checks totaling \$3,700,702.69, a wire transfer totaling \$500,000.00 from Frandsen General to Frandsen Sweep, a wire transfer totaling \$250,000.00 from Frandsen Sweep to Frandsen General, and the financial reports for October 2023. At the end of October 2023 total cash and investments amounted to \$26,213,680.20.
Financial Report - November 2023. Director of Finance Mertesdorf requested the board approve paid bills totaling \$2,843,544.76, payroll checks totaling \$3,744,088.75, 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 November 2023. At the end of November 2023, the total cash and investments amounted to \$26,315,148.34.
- d. Grant Applications.
TORCH Director Tessa Kiesow requested school board approval for \$309,331 over five years from the Minnesota Department of Education for the Grow Your Own Grant - Pathway for Secondary Students. Each year, recruitment and outreach about the TORCH program will begin in the summer and continue throughout the school year. TORCH will host all club meetings and disseminate information about service-learning opportunities available in the community. College visits will bring students to colleges that offer teacher preparation programs. Ongoing academic advising and tutoring will be provided to all club members to support their academic and on-time high school graduation success. This will provide a pipeline of potential secondary students to enter the field of education and be supported by the Grow Your Own - Post Secondary Grant.

Director of Community Education Erin Bailey requested school board approval for \$34,000 (for each year of this two-year grant) from Rice County Family Services Collaborative. This grant would allow for the continued expansion of wrap-around services for youth and families at each of the three community school sites in Northfield (Greenvale Park Elementary, Spring Creek Elementary, and Bridgewater Elementary) from July 1, 2024 to June 30, 2026.

- e. Overnight Field Trip. High School Principal Shane Baier and Theresa Wilson, High School Business Education Teacher, requested board approval to take four high school students to the Business Professionals of America state competition March 14-16, 2024.
- f. Personnel Items
 - i. Appointments
 - 1. Neina Abdulai, Target Services MSYC Club Leader for 8 hours/week at the Middle School, beginning 2/5/2024-5/16/2024. \$24.30/hr.
 - 2. Lucy Chambers, Community School Site Assistant for up to 12 hours/week at Greenvale Park, beginning 2/7/2024-5/18/2024. Step 1-\$14.90/hr.

3. Lucy Chambers, Community School Club Leader for up to 12 hours/week at Greenvale Park, beginning 2/7/2024-5/18/2024. \$24.30/hr.
 4. Tammy Donahue, Child Nutrition Associate I for 3.25 hours/day at Spring Creek, beginning 2/15/2024. \$20.84/hr.
 5. Elizabeth Eaker, 1.0 FTE Long Term Substitute Elementary Music Teacher at Greenvale Park, beginning 4/20/2024-6/6/2024. MA, Step 6
 6. Jacob Fox, Instructor Assistant with Community Ed Recreation, beginning 2/10/2024-5/31/2024. Step 1-\$14.00/hr.
 7. Tyler Hupton, Instructor Assistant with Community Ed Recreation, beginning 2/10/2024-5/31/2024. Step 1-\$14.00/hr.
 8. Savannah Metcalf, Lifeguard with Community Ed Recreation, beginning 2/24/2024-5/31/2024. Step 1-\$14.00/hr.
 9. Kayden Oakland, Instructor Assistant with Community Ed Recreation, beginning 2/10/2024-5/31/2024. Step 2-\$14.25/hr.
 10. Zachariah Simmons, Instructor Lead with Community Ed Recreation, beginning 2/10/2024-5/31/2024. Step 6-\$16.25/hr.
 11. Sarah Wolter, .3 Assistant Girls Golf Coach at the High School, beginning 3/18/2024. \$1,291.80.
 12. Carolee Closmore, Special Ed EA PCA for 3.60 hrs/day at the NCEC, beginning 2/26/2024-6/6/2024. Step 4-\$18.06/hr. plus prorated PCA Stipend.
- ii. Increase/Decrease/Change in Assignment
1. Laura Albers, Building Supervisor with Community Ed Recreation, change to ongoing effective 1/23/2024.
 2. Scott Broughton, Assistant Track Coach at the Middle School, change to Head Track Coach at the Middle School, effective 4/1/2024. \$3,230
 3. Jan Ensrud, English Teacher at the Middle School, add Targeted Services MSYC Teacher for up to 8 hours/week at the Middle School, effective 1/29/2024-5/16/2024. \$40.00/hr.
 4. Naomi Golden, Science Teacher at the High School, add Community School Teacher for up to 2 hours/week at Spring Creek, effective 1/24/2024-5/16/2024. \$40.00/hr.
 5. Alexis Groves, Custodian at the High School, change to Custodian at the High School and Greenvale Park, effective 2/6/2024.
 6. Daniel Hollerung, Building Supervisor with Community Ed Recreation, change to ongoing effective 1/23/2024.
 7. Erna Janssens, Building Supervisor with Community Ed Recreation, change to ongoing effective 1/23/2024.
 8. Cindy Keogh, Building Supervisor with Community Ed Recreation, change to ongoing effective 1/23/2024.
 9. Kristi Korteum, Building Supervisor with Community Ed Recreation, change to ongoing effective 1/23/2024.
 10. Adam Kreig, Custodian at Spring Creek, change to Custodian Lead at Spring Creek, effective 12/27/2023. Current rate plus \$.30.
 11. Sara Lahti, Building Supervisor with Community Ed Recreation, change to ongoing effective 1/23/2024.
 12. Betsy McLaughlin, Building Supervisor with Community Ed Recreation, change to ongoing effective 1/23/2024.
 13. Savannah Metcalf, Lifeguard with Community Ed Recreation, add Instructor Lead and Instructor Assistant with Community Ed Recreation, effective 2/24/2024-5/31/2024. Lead Step 1-\$15.00/hr. Assistant Step 1-\$14.00/hr.
 14. Melvin Miller, Building Supervisor with Community Ed Recreation, change to ongoing effective 1/23/2024.
 15. Kimberly Norton, Special Ed EA for 35 hours/week at Bridgewater/NCEC, change to Special Ed EA for 31.5 hours/week at NCEC, effective 1/29/2024.
 16. Kevin O'Brien, Building Supervisor with Community Ed Recreation, change to ongoing effective 1/23/2024.
 17. Johan Ponciano, Special Ed EA PCA for 33.75 hours/week at the High School, change to Special Ed EA PCA for 31.33 hours/week at the High School, effective 9/4/2023-6/6/2024.
 18. Tony Rezac, Custodian at the Middle School, hours changing from 3:00 p.m.-11:00 p.m. to 11:00 a.m.-7:00 p.m., effective 2/5/2024.

19. Steve Rinderknecht, Custodian at the NCEC, change to Substitute Custodian with the District, effective 3/4/2024.
20. Zachariah Simmons, Instructor Lead with Community Ed Recreation, add Instructor Assistant with Community Ed Recreation, effective 2/10/2024-5/31/2024. Step 6-\$15.25/hr.
21. Melissa Spitzack, Building Supervisor with Community Ed Recreation, change to ongoing effective 1/23/2024.
22. Bubba Sullivan, English Teacher at the High School, add Assistant Softball Coach at the High School, effective 1/22/2024. \$4,306-Stipend
23. Erik Swenson, Grade 2 Companeros Teacher at Bridgewater, add Head Boys Tennis Coach at the High School, effective 1/24/2024. \$6,459-stipend
24. John Watkins, Building Supervisor with Community Ed Recreation, change to ongoing effective 1/23/2024.
25. Ashley Flom, Special Ed Resource Teacher at the Middle School, add Special Education MCA Test Coordination and Planning with the District, effective 2/12/2024-6/6/2024.
26. Amy Hales, Special Ed EA at the Middle School, add Assistant Track and Field Coach at the Middle School, effective 4/1/2024. \$2,691 stipend.
27. Kristi Kortuem, Co-Head Girls Swim and Dive Coach at the High School, change to Head Girls Swim and Dive Coach at the High School, effective 8/12/2024. \$7,207 stipend
28. Jenny Link, Special Ed Teacher at the Middle School, add Special Education MCA Test Coordination and Planning with the District, effective 2/12/2024-6/6/2024.
29. Brian Porter, Co-Head Girls Swim and Dive Coach at the High School, change to Assistant Girls Swim and Dive Coach at the High School, effective 8/12/2024. \$4,990 stipend
30. Angela Schock, Grade 6 Mathematics Teacher at the Middle School, add Assistant Track and Field Coach at the Middle School, effective 4/1/2024. \$2,691 stipend.

iii. Leave of Absence

1. Paige Haley, Kindergarten Teacher at Bridgewater, FMLA Leave of Absence beginning on or about 6/2/2024 for 12 work weeks.
2. Jenny Link, Special Ed Teacher at the Middle School, FMLA Leave of Absence beginning 3/20/2024 and continue through approximately 3/31/2024.
3. Sean O'Brien, Social Studies Teacher at the High School, FMLA Leave of Absence beginning on or about 4/1/2024 and continue through approximately 4/12/2024.
4. Mark Snare, Custodian at Greenvale Park, Leave of Absence through 7/15/2024.

iv. Retirements/Resignations/Terminations

1. Martha Donahoe, Office Specialist at the NCEC, retirement effective 4/15/2024.
2. Brian Link, Custodian at the Middle School, termination of employment effective 1/31/24.
3. Natalie Morales, Child Nutrition Associate I at Spring Creek, resignation effective 2/16/2024.
4. Mark Welinski, Assistant Boy's Tennis Coach at the High School, resignation effective 1/24/2024.
5. Mary Beth Youngblut, Teacher at Greenvale Park, retirement effective at the end of the 2023-2024 school year.
6. Savannah Metcalf, Lifeguard with Community Education Recreation, declined the position effective 2/12/2024.

7. Items for Individual Action

- a. Resolution Requiring Administration to Make Recommendations Regarding Programming and Staffing for Next Year. On a motion by Gonzalez-George, seconded by Butler, the board unanimously authorized the administration to make recommendations for additions and reductions in programs and for adding or discontinuing positions. On a roll call vote, voting 'yes' was Butler, Goerwitz, Gonzalez-George, Nelson, Quinnell, and Stratmoen. No one voted 'no'.

8. Items for Information

- a. Enrollment Report. Superintendent Hillmann reviewed the February 2024 enrollment report.

9. Future Meetings and Work Session

- a. Monday, February 26, 2024, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- b. Tuesday, March 5, 2024, 4:00 p.m., Board Work Session, Northfield DO Boardroom
- c. Monday, March 11, 2024, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- d. Monday, March 18, 2024, 5:00 p.m., Board Workshop, Northfield DO Boardroom

On a motion by Gonzalez-George, seconded by Goerwitz, the board unanimously moved to recess for ten minutes. The board reconvened after a ten minute recess.

10. Closed Session: Labor Negotiations Strategy (Minnesota Statute 13D.03)

On a motion by Butler, seconded by Goerwitz, the board unanimously moved to close the meeting as permitted by Minnesota Statute 13D.03 to discuss labor negotiations.

11. Adjournment

On a motion by Quinnell, seconded by Nelson, the board unanimously approved to adjourn the closed session at 8:31 p.m.

On a motion by Stratmoen, seconded by Quinnell, the board unanimously approved to adjourn the regular board meeting at 8:31p.m.



Amy Goerwitz
School Board Clerk