

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

March 14, 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, Gonzalez-George, Goerwitz, Pritchard, Stratmoen, 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 Quinnell, seconded by Goerwitz, the board approved the agenda.

3. Public Comment

There were no public comments.

4. Announcements and Recognitions

- The board welcomed the Global Studies students attending the meeting.
- The board congratulated Superintendent Dr. Hillmann on receiving the 2022 Minnesota Association of School Administrators Region 1 Administrator of Excellence Award.

5. Items for Discussion and Reports

- a. Facility Rental and Service Fees. Director of Community Education Erin Bailey submitted a recap and recommendation regarding the rental and service fees that cover maintenance, operations and staffing facilities. The board annually reviews the rental and service fees in compliance with Policy 902 Use of School District Facilities and Equipment Procedures. Due to the global health pandemic there have been a limited number of outside groups who have rented school district facilities in the past two years. Director Bailey recommended no increase to the current rental and service fees, and no changes to Policy 902.
- b. Proposed 2022-23 Debt Service Fund. Director of Finance Val Mertesdorf presented the 2022-2023 Debt Service Fund Budget. The board will be asked to adopt the budget at the May 9, 2022 board meeting.
- c. Proposed 2022-2023 Internal Service Fund Budget. Director Mertesdorf presented the proposed 2022-2023 Internal Service Fund Budget. The purpose of the Internal Service Fund is to record the financial transactions of the district's self-insured health and dental plan. The board will be asked to adopt the budget at the May 9, 2022 board meeting.
- d. Budget Prioritization Process. Dr. Hillmann and Director Mertesdorf provided an update on the budget prioritization process. The purpose of the budget prioritization process is to adjust Northfield Public Schools expenditures to align with reduced revenue resulting from a projected decline in enrollment of 400 students over the next ten years. Three teams will make recommendations for a budget plan that includes an expenditure reduction of \$4.5 million over two years. The board will receive a budget report at the March 28, 2022 board meeting.
- e. Superintendent Operations and COVID-19 Update. Dr. Hillmann provided an update about district operations and COVID-19 data. The COVID-19 vaccination requirement for volunteers has been removed as of March 14 and our influenza-like illness (ILI) rates have been excellent. Director of Special Services Cheryl Hall was named the 2022 Minnesota Administrators of Special Education Director of the Year. The Legislative Action Committee (LAC) has been expanded to include community members and we are educating committee members on the legislative process and school finance. Northfield Public Schools was

selected several months ago by the Minnesota Department of Education for a substantial “Grow Your Own” grant specifically to help increase the number of teachers of color in our district. The district has partnered with HCI to launch the Northfield Teaching Fellows application and process.

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 February 28, 2022.

b. Gift Agreements

There were no gift agreements.

c. Personnel Items

i. Appointments

1. Stephanie Ennis, Summer Targeted Services PLUS Teacher for up to 6 hours/day Mon.-Thurs. at Greenvale Park, beginning 7/5/2022-8/11/2022; MA, Step 2
2. Ana Gallego, Summer Targeted Services PLUS Site Assistant for up to 6 hours/day Mon.-Thurs. at Greenvale Park, beginning 7/5/2022-8/11/2022; **Step 3-\$14.85/hr.
3. Mary Hotz Zenk, Summer Targeted Services BLAST Teacher for up to 6 hours/day Mon.-Thurs. at the High School, beginning 7/5/2022-8/11/2022; BA, Step 5
4. Ian Klotz, Assistant Boys Lacrosse Coach for 2 hours/day at the High School, beginning 4/4/2022. \$3,983, Plus Step 5
5. Lauren Moravchik, Recreation Programming Summer Intern for up to 20 hours/week from 5/23/2022-6/12/2022 and 7/30/2022-8/15/2022, up to 40 hours/week from 6/13/2022-7/29/2022 with Community Education Recreation, beginning 5/23/2022-8/15/2022; \$14.38/hr.
6. Andrea Redder, Early Childhood EA Sib Care for 8 hours/day at the NCEC, beginning 3/28/2022; Gen Ed Step 4-\$16.92/hr.

ii. Increase/Decrease/Change in Assignment

1. Janet Amundson, EA at the Middle School, add Summer Targeted Services BLAST Site Assistant for up to 6.5 hours/day Mon.-Thurs. at the High School, effective 7/5/2022-8/11/2022; **Step 4-\$15.48/hr.
2. Kristin Basinger, EA at the Middle School, add Summer Targeted Services PLUS Site Assistant for up to 6 hours/day Mon.-Thurs. at Greenvale Park, effective 7/5/2022-8/11/2022; **Step 4-\$15.48/hr.
3. Rachael Basinger, EA at the Middle School, add Summer Targeted Services PLUS Site Assistant for up to 6 hours/day Mon.-Thurs. at Greenvale Park, effective 7/5/2022-8/11/2022; **Step 4-\$15.48/hr.
4. Ashley Benhart, Teacher at Spring Creek, add Summer Targeted Services PLUS Teacher for up to 7 hours/day Mon.-Thurs. at Greenvale Park, effective 6/20/2022-8/16/2022; Lane/step
5. Danielle Collins, 4th Grade Teacher with an end date of 6/9/2022 at Greenvale Park, change to 4th Grade Teacher ongoing at Greenvale Park, effective 3/14/2022.
6. Tiffany Donkers, Early Ventures Teacher for 40 hours/week at the NCEC, change to Early Ventures Teacher for 36 hours/week at the NCEC, effective 3/14/2022.
7. Kelle Edwards, EA at the High School, add Summer Targeted Services PLUS Site Assistant for up to 6 hours/day Mon.-Thurs. at Greenvale Park, effective 7/5/2022-8/11/2022; **Step 4-\$15.48/hr.
8. Ethan Freier, Band Director at the Middle School, add RRR Horn Arrangement Director at the High School, effective 3/1/2022; Stipend \$2,000
9. Janet Gannon, EA at the Middle School, add Summer Targeted Services BLAST Site Assistant for up to 6.5 hours/day Mon.-Thurs. at the High School, effective 7/5/2022-8/11/2022; **Step 4-\$15.48/hr.
10. Michael Garlitz, Accelerate Northfield Coordinator with the District, add Summer Targeted Services PLUS Site Assistant for up to 6 hours/day Mon.-Thurs. at Greenvale Park, effective 7/5/2022-8/11/2022; **Step 4-\$15.48/hr.
11. Michael Garlitz, Accelerate Northfield Coordinator with the District, add Summer Targeted Services PLUS Club Leader for up to 6.5 hours/day Mon.-Thurs. at Greenvale Park, effective 7/5/2022-8/11/2022; **\$23.01/hr.
12. Cece Green, CNA Manager II at the High School, add Summer Child Nutrition Lead for up to 6 hours/day Mon.-Thurs. at Greenvale Park, effective 6/10/2022-8/25/2022; **\$23.16/hr.
13. Jackie Groth, EA at Bridgewater, add Summer Targeted Services PLUS Site Assistant for up to 6.5 hours/day Mon.-Thurs. at Greenvale Park, effective 7/5/2022-8/11/2022; **Step 4-\$15.48/hr.

14. Denise Halvorson, Teacher at the High School, add Summer Targeted Services PLUS Teacher for up to 6.5 hours/day Mon.-Thurs. at Greenvale Park, effective 7/5/2022-8/11/2022; lane/step
15. Kelly Hebzynski, Teacher at the Middle School, add Summer Targeted Services BLAST Teacher for up to 6.5 hours/day Mon.-Thurs. at the High School, effective 7/5/2022-8/11/2022; Lane/step
16. Kristin Hummel, Teacher at Bridgewater, add Summer Targeted Services PLUS Teacher for up to 6.5 hours/day Mon.-Thurs. at Greenvale Park, effective 7/5/2022-8/11/2022; Lane/step
17. Julene Johnson, EA at Bridgewater, add Summer Targeted Services BLAST Site Assistant for up to 6.5 hours/day Mon.-Thurs. at the High School, effective 7/5/2022-8/11/2022; **Step 4-\$15.48/hr.
18. Anna Kelly, Teacher at Greenvale Park, add Summer Targeted Services PLUS Teacher for up to 6.5 hours/day Mon.-Thurs. at Greenvale Park, effective 7/5/2022-8/11/2022; Lane/step
19. Darren Loftquist, Teacher at Bridgewater, add Summer Targeted Services PLUS Teacher for up to 6.5 hours/day Mon.-Thurs. at Greenvale Park, effective 7/5/2022-8/11/2022; Lane/step
20. Catherine Lovrien, Teacher at the Middle School, add Summer Targeted Services BLAST Teacher for up to 6.5 hours/day Mon.-Thurs. at the High School, effective 7/5/2022-8/11/2022; Lane/step
21. Rebecca Meyer, EA at the High School, add Summer Targeted Services BLAST Site Assistant for up to 6.5 hours/day Mon.-Thurs. at the High School, effective 7/5/2022-8/11/2022; **Step 4-\$15.48/hr.
22. Sean O'Brien, Teacher at the High School, add .5 Assistant Track Coach at the High School, effective 3/14/2022; Level 1, Step 2 - .50 FTE
23. Ann Schmidt, CNA II and CNA III at the High School, add Summer CNA for up to 4 hours/day Mon.-Thurs. at Greenvale Park, effective 7/11/2022-8/11/2022; **\$19.28/hr.
24. Angie Schock, Teacher at the Middle School, add Summer Targeted Services BLAST Teacher for up to 6.5 hours/day Mon.-Thurs. at the High School, effective 7/5/2022-8/11/2022; Lane/step
25. Karleen Sherman, Teacher at Spring Creek, add Summer Targeted Services BLAST Teacher for up to 6.5 hours/day Mon.-Thurs. at Greenvale Park, effective 7/5/2022-8/11/2022; Lane/step
26. Michael Sherman, Teacher at the Middle School, add Summer Targeted Services BLAST Teacher for up to 6.5 hours/day Mon.-Thurs. at the High School, effective 7/5/2022-8/11/2022; Lane/step
27. Amanda Sieger, Teacher at Spring Creek, add Summer Targeted Services PLUS Teacher for up to 6.5 hours/day Mon.-Thurs. at Greenvale Park, effective 7/5/2022-8/11/2022; Lane/step
28. Scott Stanina, Teacher at the High School, add Summer Targeted Services BLAST Teacher for up to 6.5 hours/day Mon.-Thurs. at the High School, effective 7/5/2022-8/11/2022; Lane/step
29. Heather Stanton Ims, School Social Worker at the Middle School, add an overload in lieu of prep for 2 days/week (Tues. and Thurs.) effective 9/9/2021-6/9/2022 and an overload in lieu of prep for 1 day/week (Wednesday) effective 11/3/2021-6/9/2022.
30. Karl Stromley, Licensed Substitute Teacher with the District, add Summer Targeted Services BLAST Site Assistant for up to 6.5 hours/day Mon.-Thurs. at the High School, effective 7/5/2022-8/11/2022; **Step 4-\$15.48/hr.
31. Cynthia Thomas, Gen Ed EA at the High School, change to Special Ed EA PCA for 6.75 hours/day at the High School, effective 3/21/2022; Special Ed Step 4-\$17.52/hr.
32. Diane Torbenson, Teacher at Greenvale Park, add Summer Targeted Services PLUS Teacher for up to 6.5 hours/day Mon.-Thurs. at Greenvale Park, effective 7/5/2022-8/11/2022; Lane/step
33. Ellen Trotman, Teacher at the Middle School, add Summer Targeted Services BLAST Teacher Substitute for up to 6.5 hours/day Mon.-Thurs. at the High School, effective 7/5/2022-8/11/2022; Lane/step
34. Katrina Warner, EA at Bridgewater, add Summer Targeted Services PLUS Site Assistant for up to 6 hours/day Mon.-Thurs. at Bridgewater 7/5/2022-8/11/2022; **Step 4-\$15.48/hr.

iii. Leave of Absence

1. Joanne Gilbert, CNA at the High School, Updated Leave of Absence, effective 2/16/2022-3/15/2022.
2. Ada Leaphart, Teacher at Greenvale Park, Family/Medical Leave of Absence beginning on about 3/21/2022 through the end of the 2021-2022 school year.

iv. Retirements/Resignations/Terminations

1. Shari Bridley, Special Ed EA at the NCEC, resignation effective 3/25/2022.
2. Tracy Closson, Alpine Head Coach, resignation effective 3/14/2022.

7. Items for Individual Action

- a. Bid Approval for High School Office Remodel. On a motion by Baraniak, seconded by Goerwitz, the board approved the bid for the high school office remodel. The project received 22 bids covering the various work scope packages with many of them having two or more competitive bids. Of the ten (10) contracts recommended, two (2) companies are within a thirty-mile radius of the project. The total cost of construction, permits, and fees is \$1,086,641. This project will be funded using long term facilities maintenance revenue and is included in the ten year plan adopted by the board on Feb. 28, 2022. Furniture,

fixtures, and other equipment (not included in these bids) will be funded through the district's operating capital budget, also approved by the board on Feb. 28, 2022.

8. Items for Information

- a. Enrollment Report. The March 2022 enrollment report was not available and will be reviewed at the next board meeting.

9. Future Meetings

- a. Monday, March 28, 2022, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- b. Monday, April 11, 2022, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- c. Monday, April 25, 2022, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom

10. Adjournment

On a motion by Stratmoen, seconded by Baraniak, the board adjourned at 7:42 p.m.

Noel Stratmoen
School Board Clerk