

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

April 10, 2023

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: 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 Quinnell, seconded by Goerwitz, the board unanimously approved the agenda.

3. Public Comment

There were no public comments.

4. Announcements and Recognitions

- Congratulations to Daryl Kehler and the Area Learning Center staff. Their practice, *Wednesday Schedule*, has been selected for a 2023 Minnesota Promising Practices Award by the Synergy & Leadership Exchange. They are recognized for implementing practices that promote character development among students, staff, and the school community. This was accomplished with Wednesday's schedule where students sign up for experiential learning opportunities such as YouthBuild, cooking, flower arrangement, knitting, etc. The ALC will be celebrated for this achievement at the Character Recognition Awards luncheon on Tuesday, May 16 at the Saint Mary's University Center in Minneapolis.
- The board recognized Superintendent Dr. Matt Hillmann for his achievement as the 2023 Minnesota Superintendent of the Year, and one of four finalists for the 2023 National Superintendent of the Year. Chair Gonzalez-George read the comments made by Director of MASA Dr. Deb Henton at Dr. Hillmann's award ceremony. MASA is hosting a public celebration for Dr. Hillmann on Thursday, April 13, 4:00 p.m. - 6:30 p.m. at Northfield Middle School.

5. Items for Discussion and Reports

- a. Proposed 2023-24 Internal Service Fund Budget. Director of Finance Mertesdorf presented the 2023-2024 Internal Service Fund Budget. The board will be asked to adopt the budget at the May 22, 2023 board meeting.
- b. Policy Committee Recommendations. Dr. Hillmann presented the policy committee's recommendations on policies 209, 515.5, 706, and 809.
- c. Superintendent Operations & Strategic Plan Update. Superintendent Hillmann informed the board that Tom Graupmann was inducted into the Minnesota Interscholastic Activities Administrators Association (MnIAAA) Hall of Fame. Mr. Graupmann served as a teacher, coach, and Director of Student Activities during his 30+ year career in the district.

The number of students receiving special education services is projected to increase for the 2023-24 school year which may prompt FTE additions. Director of Special Services Cheryl Hall and Assistant Director Sara Pratt will present a more complete picture of the needs at a future board meeting.

6. Consent Agenda

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

- a. Minutes

- Minutes of the Regular School Board meeting held on March 13, 2023
- Minutes of the Special School Board meeting held on March 23, 2023

b. Gift Agreements

- \$5,000.00 for Tom Blaisdell Scholarship from College City Beverage, Inc.
- \$1,000.00 for the Nancy Pillsbury Scholarship from Pillsbury Family Charitable Fund of the Fidelity Charitable
- \$3,000.00 for the Dakota Electric Fund Scholarship from Dakota Electric Association (DCTC Foundation)
- \$2,400.00 for the Step Up Scholarships from Mary C. Henry Step Up Scholarship Fund of the Capital Group American Funds
- \$1,725.51 for Tom Blaisdell and \$1,000.00 for Skip Boyum Scholarships from Thomas Blaisdell Scholarship Fund of the Saint Paul & Minnesota Foundation
- \$5,118.54 for TORCH Scholarship from TORCH Scholarship Fund of the Saint Paul & Minnesota Foundation
- \$14,732.42 for the Lucille Duesterhoeft Scholarships from Lucille Duesterhoeft Scholarship Fund of the Saint Paul & Minnesota Foundation
- \$5,842.59 for Wayne Stickley and Jennifer Tuma Scholarships from Wayne R. Stickley and Jennifer A. Tuma Memorial Scholarship Fund of the Saint Paul & Minnesota Foundation

c. Financial Reports

Financial Report - December 2022. Director of Finance Mertesdorf requested the board approve paid bills totaling \$2,249,250.90, payroll checks totaling \$3,564,730.88, 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, \$500,000.00 from Frandsen General to MSDLAF AP Liquid, \$75,000.00 from MSDLAF Max to MSDLAF AP Liquid, \$111,062.54 from MSDLAF AP Liquid to MSDLAF Max, \$47,836.51 from MSDLAF Max to MSDLAF AP Liquid, \$3,000,000.00 from MNTrust Oper to MSDLAF AP Liquid, \$4,000,000.00 from MNTrust Oper to MSDLAF AP Liquid, \$2,352,000.00 from MNTrust Oper to MNTrust Investments, \$6,370,000.00 from MNTrust Investments to MNTrust Oper, and the financial reports for December 2022. At the end of December 2022 total cash and investments amounted to \$22,746,790.35.

Financial Report - January 2023. Director of Finance Mertesdorf requested the board approve paid bills totaling \$2,137,456.42, payroll checks totaling \$3,449,027.83, bond payments totaling \$4,938,679.38, a wire transfer totaling \$350,000.00 from Frandsen General to Frandsen Sweep, a wire transfer totaling \$750,000.00 from Frandsen Sweep to Frandsen General, a wire transfer totaling \$500,000.00 from Frandsen General to MSDLAF Liquid, and the financial reports for January 2023. At the end of January 2023 total cash and investments amounted to \$17,699,274.43.

Financial Report - February 2023. Director of Finance Mertesdorf requested the board approve paid bills totaling \$1,678,490.67, payroll checks totaling \$3,568,289.29, a wire transfer totaling \$700,000.00 from Frandsen General to Frandsen Sweep, a wire transfer totaling \$400,000.00 from Frandsen Sweep to Frandsen General, a wire transfer totaling \$308,094.98 from MNTrust - Fac Maint Bonds to MSDLAF - Liquid, and the financial reports for February 2023. At the end of February 2023 total cash and investments amounted to \$18,132,965.75.

d. Personnel Items

i. Appointments

1. Lillian Berets, Program Assistant with Community Education Recreation, beginning 4/3/2023-5/31/2023. \$10.75/hr.
2. Lindsay Boettiger, Program Assistant with Community Education Recreation, beginning 4/3/2023-5/31/2023. \$10.75/hr.
3. Maria Chace, Community School After School Site Assistant for 6.75 hours/week at Bridgewater, beginning 3/13/2023-5/25/2023. Step 2-\$14.88/hr.

4. Luis Diaz, Community School Club Leader for 8 hours/week at Bridgewater, beginning 4/6/2023-5/25/2023. \$23.65/hr.
 5. Robyn Dietz, Long Term Substitute Gen Ed EA-Media for 6.5 hours/day at Bridgewater, beginning 4/5/2023-about 5/17/2023. Step 1-\$16.33/hr.
 6. Brandon Foster, .5 Assistant Boys Lacrosse Coach at the High School, beginning 4/3/2023. 50%-\$2,031
 7. Anna Halladay, Program Supervisor with Community Education Recreation, beginning 4/3/2023-5/31/2023. \$12.14/hr.
 8. Candace Hard, 1.0 FTE Long Term Substitute Special Ed Resource Room Teacher at Bridgewater, beginning 4/1/2023-5/26/2023. BA+10, Step 10
 9. Emma Hoelscher, Community School After School Site Assistant for 4 hours/week at Bridgewater, beginning 4/5/2023-5/25/2023. Step 2-\$14.88/hr.
 10. Mark Johnson, Summer Seasonal Grounds/Custodial Technician with the District, beginning 5/1/2023-10/1/2023. \$18.00/hr.
 11. Stacey Longwich-Kleis, Assistant Softball Coach 9th Grade at the High School, beginning 3/27/2023. \$4,062
 12. Jacob Mortenson, .50 Assistant Boys Lacrosse Coach 9th Grade at the High School, beginning 4/3/2023. 50% \$2,031
 13. Zoe Morton, Program Supervisor with Community Education Recreation, beginning 4/3/2023-5/31/2023. \$11.14/hr.
 14. Christopher Rosas Bermudez, Community School Club Leader for 4 hours/week at Bridgewater, beginning 3/23/2023-5/25/2023. \$23.65/hr.
 15. Danica Sorem, Lifeguard with Community Education Recreation, beginning 4/5/2023-5/31/2023. \$10.59/hr.
 16. Grace Swanson, Long Term Substitute Special Ed EA PCA for 6.75 hours/day and Gen Ed EA for .50 hours/day at Greenvale Park and Bridgewater, beginning 4/5/2023. Step 1-\$16.33/hr. + prorated PCA stipend.
 17. Nic Zabel, Assistant Baseball Coach 9th Grade at the High School, beginning 3/20/2023. \$4,062.
 18. Caleb Davidson, Assistant Director of Special Services, beginning 7/1/2023. \$142,845 + step 1
 19. Emily Galo-Castellanos, Community School After School Site Assistant for 2 hour/day on Tuesdays at Bridgewater, beginning 4/18/2023-5/25/2023. Step 1-\$14.50/hr.
 20. Johanna Uditsky, Assistant Girls Lacrosse Coach at the High School, beginning 4/10/2023. \$4,062
- ii. Increase/Decrease/Change in Assignment
1. Charlie Alvarez, 1.0 Assistant Track Coach at the Middle School, change to ½ Assistant Track Coach at the Middle School, effective 4/5/2023. \$2,031.20
 2. Natalie Amy, Counselor at the Middle School, add .50 Head Coach and .50 Assistant Coach for Girls Golf at the Middle School, effective 4/5/2023. \$2,793
 3. Maria Chace, Community School After School Site Assistant at Bridgewater, change to Community School Club Leader at Bridgewater, effective 4/3/2023-5/25/2023. \$23.65/hr.
 4. Rikki Drewitz, EA at the Middle School, add MSYC Site Assistant for 2 hours/day Mon.-Thurs. at the Middle School, effective 3/5/23-5/26/2023. Step 1-\$14.50/hr.
 5. Marianna Estrada, Student Site Assistant at \$10.33/hr. at Bridgewater, change pay rate to \$14.50/hr. Effective 3/16/2023.
 6. Brianna Grabinger, ECFE EA for 11.5 hours/week at the NCEC, change to ECFE EA for 15.5 hours/week at the NCEC, effective 4/6/2023-5/31/2023.
 7. Cece Green, Child Nutrition Manager II at the High School, add Child Nutrition Summer Lead for up to 6 hours/day Mon.-Thurs.at Bridgewater, effective 6/12/2023-8/18/2023.
 8. Xela Gunvalson, Community School Club Leader at Bridgewater, add Assistant Girls Lacrosse Coach at the High School, effective 4/3/2023. \$4,062
 9. Cindy Keogh, LTS Special Ed EA PCA at Bridgewater through 4/24/2023, extend end date to 6/9/2023 at Bridgewater, effective 4/5/2023-6/9/2023.
 10. Lorena Ibanez Arroyo, Student Site Assistant at \$10.33/hr. at Bridgewater, change pay rate to \$14.50/hr. Effective 3/16/2023.

11. Kelly Johnson, Science Teacher at Greenvale Park, change to Grade 3 Companeros Teacher at Greenvale Park, effective 8/24/2023.
12. Margarita Rosas Marcial, Night Custodian Tues.-Sat. 3-11pm at the High School, change to Night Custodian Mon.-Fri.1-9pm at the High School, effective 4/10/2023.
13. Jenelle Mullin, Child Nutrition Associate III at the High School, add Child Nutrition Summer Associate for up to 6 hours/day Mon.-Thurs.at the Middle School, effective 7/5/2023-8/11/2023.
14. Karen Murphy, Custodian 1-9PM at the High School, change to Night Custodian Engineer w/out a license 3-11PM at the High School, effective 3/20/2023.
15. Debbie O'Meara, Administrative Assistant Technology/Instructional Services at the District Office, change to Technology Specialist with the District, effective 4/10/2023. \$63,104-step 1.
16. Lilliana Quiroga, Student Site Assistant at \$10.33/hr. at Bridgewater, change pay rate to \$14.50/hr. Effective 3/16/2023.
17. Elaine Ramirez Gomez, Student Site Assistant at \$10.33/hr. at Bridgewater, change pay rate to \$14.50/hr. Effective 3/16/2023.
18. Nicole Rasmussen, Special Ed EA for 6.75 hrs/day and Special Ed EA BUS for .75 hours/day for 4 days/week at Bridgewater, change to Special Ed EA for 6.75 hrs/day at Bridgewater, effective 3/13/2023.
19. Kyle Roth, Self-contained ECSE Teacher at the NCEC, change to Co-Teaching ECSE Teacher at the NCEC, effective 8/24/2023.
20. Ann Schmidt, Child Nutrition Associate II/III at the High School, add Child Nutrition Summer Associate for up to 5 hours/day Mon.-Thurs.at Bridgewater, effective 7/10/2023-8/10/2023.
21. Ryan Schnaith, Teacher at the Middle School, add $\frac{1}{2}$ Assistant Track Coach at the Middle School, effective 4/5/2023. \$507.80
22. Gracieuse Shunga, Student Site Assistant at \$10.33/hr. at Bridgewater, change pay rate to \$14.50/hr. Effective 3/16/2023.
23. Laura Vind, Spec Ed Teacher at the High School, change to Spec Ed Teacher at the Middle School, effective 8/24/2023.
24. Lynn Zeigler, Special Ed EA at Bridgewater, add Spec Ed EA Extracurricular/nonacademic Support with the District, effective 4/5/2023-6/9/2023.
25. Ritva Barsness, CNAIII for 7 hours/day at Greenvale Park, change to Child Nutrition Manager 1 for 8 hours/day at Greenvale Park, effective 4/5/2023-5/17/2023. \$25.58/hr.
26. Michelle Bauer, Instructional Coach at the District Office, add ALC Summer School Teacher for 5 hours/day at the ALC, effective 6/9/2023-7/27/2023.
27. Renee Burnham, English Teacher at the ALC, add ALC Summer School Teacher for 5 hours/day at the ALC, effective 6/9/2023-7/27/2023.
28. Camila Donoso, School Psychologist for the 2022-2023 school year, change to School Psychologist ongoing, effective 8/24/2023.
29. Cara Holland, Teacher at the MS, add ALC Summer School Teacher for 5 hours/day at the ALC, effective 6/9/2023-7/27/2023.
30. Kailyn Ims, KidVentures Student Site Assistant at Bridgewater, rate of pay changed from \$10.33/hr. to \$14.50/hr., effective 3/16/2023.
31. Jill Kohel, Teacher at the HS, add ALC Summer School Teacher for 5 hours/day at the ALC, effective 6/9/2023-7/27/2023.
32. Dayanara Ponciano Enriquez, Community School Student Site Assistant at Bridgewater, rate of pay changed from \$10.33/hr. to \$14.50/hr., effective 3/16/2023.
33. Darrell Sawyer, Teacher at the MS, add ALC Summer School Teacher for 5 hours/day at the ALC, effective 6/9/2023-7/27/2023.
34. Katherine Schultz, Learning Coach with Portage, add ALC Summer School Teacher for 5 hours/day at the ALC, effective 6/9/2023-7/27/2023.
35. Sandra Soto-Perez, CNAI for 3.75 hours/day at Greenvale Park, change to CNAII for 7 hours/day at Greenvale Park, effective 4/5/2023-5/17/2023. \$24.33/hr.
36. Brian Stevens, Credit Recovery Teacher .60 FTE at the High School, change to Credit Recovery Teacher .50 FTE at the High School, effective 8/24/2023.

37. Eric Swan McDonald, Teacher at the ALC, add ALC Summer School Teacher for 5 hours/day at the ALC, effective 6/9/2023-7/27/2023.
38. Sarah Swan McDonald, Teacher at the HS, add ALC Summer School Teacher for 5 hours/day at the ALC, effective 6/9/2023-7/27/2023.

iii. Leave of Absence

1. Charlie Alvarez, Teacher at Greenvale Park, 1.0 FTE Leave of Absence for the 2023-2024 school year.
2. Sara DeVries, Teacher at Bridgewater, 1.0 FTE Leave of Absence for the 2023-2024 school year.
3. Whitney Docken, Speech Language Pathologist at Greenvale Park, .25 FTE Leave of Absence for the 2023-2024.
4. Tina Dokken, Teacher at the Middle School, 1.0 FTE Extended Leave of Absence for an additional two years, effective at the start of the 2023-2024 school year.
5. Sarah DuChene, Teacher at Bridgewater, .20 FTE Leave of Absence for the 2023-2024 school year.
6. Mitzi Holden, CNA Manager at Greenvale Park, FMLA beginning 4/5/2023 for 3 to 6 work weeks.
7. Tiffany Kortbein, Teacher at Greenvale Park, FMLA beginning 8/24/2023 for 6 work weeks.
8. Shari McCabe, Teacher at Bridgewater, .40 FTE Leave of Absence for the 2023-2024 school year.
9. Rhea Mehrkens, Teacher at the Middle School, 1.0 FTE Extended Leave of Absence for the 2023-2024 school year.
10. Marianne Moser, Enrichment Coordinator with Community Education, FMLA beginning 6/20/23-7/20/2023.
11. Lee Rudebusch, Science teacher at the High School, 1.0 FTE unpaid leave of absence for the 2023-24 school year.
12. Brian Stevens, Teacher at the High School, .3 FTE Leave of Absence for the 2023-2024 school year.
13. Linda Temple, Teacher at Bridgewater, 1.0 FTE Leave of Absence for the 2023-2024 school year.
14. Mark Thornton, Teacher at the High School, 1.0 FTE Extended Leave of Absence for the 2023-2024 school year.
15. Michele Warden, Educational Assistant at Bridgewater, FMLA beginning on 4/5/2023-6/9/2023.
16. Jamie Wiebe, Social Worker at Bridgewater, 1.0 FTE Extended Leave of Absence for the 2023-2024 school year.
17. MaryBeth Youngblut, Teacher at Greenvale Park, 1.0 FTE Extended Leave of Absence for the 2023-2024 school year.
18. Sari Zach, Teacher at Greenvale Park, 1.0 FTE Leave of Absence for the 2023-2024 school year.
19. Angela Schock, Teacher at the Middle School, FMLA beginning 5/23/2023-approximately 5/31/2023.
20. Carlaa Wallig, Educational Assistant PCA at the Middle School, medical leave of absence beginning 3/21/2023 for up to 6 weeks.

iv. Retirements/Resignations/Terminations

1. Kathleen Beck, EA at Spring Creek, retirement effective 6/9/2023.
2. Ashley Benhart, Teacher at Spring Creek, resignation effective 6/9/2023.
3. Diane Frederick, Teacher at the Middle School, retirement effective at the end of the 2022-2023 school year.
4. Angelica Grobe-Larsen, CNA at the High School, resignation effective 4/20/2023.
5. Denise Halvorson, French Teacher at the High School, retirement effective at the end of the 2022-2023 school year.
6. Kari Holden, Speech-Language Pathologist at the NCEC, resignation effective 6/9/2023.
7. Megan Kremin, ECSE Teacher at the NCEC, resignation effective 7/1/2023.
8. John Sand, Boys Assistant Basketball Coach at the High School, resignation effective 3/20/2023.
9. Bob Sullivan, Student Activities Director at the High School, resignation due to returning to teaching position, effective 6/30/2023.
10. Elizabeth Valentine, EL Teacher at Greenvale Park, retirement effective at the end of the 2022-2023 school year.
11. Katie Waters, ECSE Teacher at the NCEC, resignation effective at the end of the 2022-2023 school year.

12. Lili Quiroga, Community School Site Assistant at Bridgewater, resignation effective 4/6/2023.

13. Deb Norman, EA at Greenvale Park, resignation effective at the end of the school year.

v. District Administration is Recommended the Approval of the Following:

1. Community Education Recreation Wages for the period May 1, 2023 through August 31, 2024.

e. Grant Applications

i. Director of Community Education Erin Bailey and Volunteer Coordinator Amy McBroom are requesting school board approval for a \$17,700.00 grant from Rick County Area United Way for PRIMETIME Kindergarten–8th Grade for the period July 1, 2023 to June 30, 2024. PRIMETIME (Preparing Responsible Individuals through Mentoring and Enrichment) provides low-income and at-risk Northfield children with free mentoring, tutoring, skill building workshops, and cultural enrichment programs after school and over the summer. The target population includes children at-risk of academic failure and low-income youth receiving free/reduced price lunches. This funding will provide after school and summer enrichment to over 1000 Northfield youth next year.

ii. Director of Community Education Erin Bailey and Early Childhood Coordinator Sara Line are requesting school board approval for a \$20,000 grant from Otto Bremer for Bridges to Kindergarten for the period August 14, 2023 to August 18, 2023. Bridges to kindergarten is a one week program offered to any incoming kindergarten student attending Northfield Public Schools. The goal of Bridges to Kindergarten is to increase school readiness skills for our youngest learners and ease the transition into kindergarten.

7. Items for Individual Action

- a. Budget Prioritization Elementary Package Reductions. On a motion by Coleman, seconded by Goerwitz, the board unanimously approved the elementary budget reduction package as presented.
- b. Budget Prioritization Secondary Package Reductions. Quinell requested to remove line item 21: restructuring Northfield Middle School schedule to a six period day beginning in 2024-25. Goerwitz requested to remove line item 24: changing Northfield Middle School Spanish elective to every other day. On a motion by Miller, seconded by Butler, the board removed line items 21 and 24 for separate consideration, and unanimously approved the secondary budget reduction package.

Line 21 restructuring Northfield Middle School schedule to a six period day beginning in 2024-25. On a motion by Coleman, seconded by Butler, the board approved by roll call the restructuring of the Northfield Middle School schedule to a six period day beginning in school year 2024-25 as presented. Voting 'yes' was Butler, Coleman, Gonzalez-George, and Miller. Voting 'no' was Goerwitz, Nelson, and Quinell. The motion passed 4/3.

Line 24 changing Northfield Middle School Spanish elective to every other day. On a motion by Butler, seconded by Coleman, the board unanimously approved changing Northfield Middle School Spanish elective to every other day with the amendment that it be executed in school year 2024-25.

- c. Budget Prioritization District Services Package Reductions. On a motion by Nelson, seconded by Miller, the board unanimously approved the district service budget reduction package as presented.
- d. Policy Recommendations. On a motion by Coleman, seconded by Butler, the board unanimously approved the recommended updates to policies 203 and 902.

8. Items for Information

- a. Transportation Reductions Options. Director of Finance Mertesdorf and Superintendent Hillmann shared an updated transportation reduction option based on the discussion from the April 3, 2023 board work session.

9. Future Meetings

- a. Monday, April 24, 2023, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom

- b. Monday, May 8, 2023, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- c. Monday, May 22, 2023, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom

10. Adjournment

On a motion by Quinnell, seconded by Coleman, the board unanimously approved to adjourn at 7:39 p.m.



Amy Goerwitz
School Board Clerk