

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

July 8, 2024

District Office Boardroom

Board Member Ben Miller participated remotely from this location: 371 Ski Hill Rd, Lutsen, MN 55612

1. Call to Order

School Board Chair Claudia Gonzalez-George called the regular meeting of the Board of Education of Independent School District No. 659 to order at 6:08 p.m. Present: Butler, 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 Butler, seconded by Quinnell, the board unanimously approved the agenda by roll call. Voting 'yes' was Butler, Goerwitz, Miller, Nelson, Quinnell, and Gonzalez-George. No one voted 'no'.

3. Public Comment

There was no public comment.

4. Announcements and Recognitions

- Northfield Early Childhood Family Education's (ECFE) Newborn Baby Talk program was the recipient of the Minnesota Association for Family and Early Education (MNAFEE) Innovative Programming Award. Director of Community Education Erin Bailey will present certificates to the district's co-sponsors of this program: Northfield Hospital + Clinics and Rice County Public Health Nursing Service.
- Congratulations to NHS student Elizabeth McCormick who graduated from the FBI National Academy Associates, Inc. Youth Leadership Program in Quantico, Virginia. The program offers lifelong enrichment opportunities to support exceptional young leaders' drive for knowledge and their desire to make a difference in the world through service. Participants must have demonstrated high academic standards and good citizenship to be nominated for this program.
- The Raiders girls hockey team will be participating in Hockey Day Minnesota 2025. Our Raiders will face off against rival Orono in Shakopee on January 23. This is an amazing opportunity to showcase our outstanding girls hockey program.
- Congratulations to the Raiders skeet team who successfully defended their Class 2A championship. The Raiders finished 22 points ahead of second place with a score of 455. Top honors went to: Tadd Stanton, Jady Scholz, and Ava Miller. The clay target team finished 11th at the state tournament and collectively hit 471 out of 500 targets.
- Northfield Public Schools was recently awarded 28 voluntary pre-kindergarten seats from the Minnesota Department of Education. These Voluntary Preschool seats will increase enrollment at Hand in Hand Preschool and allow expansion of free, full-day preschool.

5. Items for Discussion and Reports

- a. Annual Safety Drill Report. Dr. Hillmann presented the district's safety drill report as required by Minnesota Statute 121A.037. Building principals, buildings and grounds department staff, and the school resource officer were available to answer board members' questions.
- b. Annual Fundraising Report. Director of Finance Val Mertesdorf reviewed the fundraising report as required by Policy 713 Student Activity Accounting.
- c. Summary of Superintendent's Performance Appraisal. Chair Gonzalez-George shared her summary of the superintendent's annual performance appraisal. Five of the seven board members completed the annual performance appraisal for the period July 1, 2023–June 30, 2024. The evaluation covers all facets of the superintendent's job responsibilities. Board members provided numeric ratings on 1-5 scale (1=low, 5=high) for 41 job responsibilities organized around eight major topics and four focus areas. In addition to completing the numeric ratings, board members provided additional comments. Dr. Hillmann received an outstanding appraisal achieving an overall rating of 4.92/5.00.

- d. Fall 2024 Bond Referendum. Superintendent Hillmann updated the board on the bond referendum informational campaign and highlighted upcoming events.

6. Consent Agenda

On a motion by Goerwitz, seconded by Nelson, the board unanimously approved the consent agenda by roll call. Voting 'yes' was Butler, Goerwitz, Miller, Nelson, Quinnell, and Gonzalez-George. No one voted 'no'.

- a. Minutes. Minutes of the Regular School Board meeting held on June 10, 2024.
- b. Gift Agreements. Gift agreements included in the board packet.
- c. Fiscal Year Organization Actions. The school district's financial year runs from July 1 to June 30. Each year at the first school board meeting in July, financial organizational issues must be approved. They are as follows:
 - i. Motion to approve authorizing the Director of Finance to invest surplus district funds in accordance with applicable laws and with the district's Policy 705 Investments, for fiscal year 2024-2025.
 - ii. Motion to approve designating PMA/Associated Bank, Frandsen Bank & Trust Dundas, U.S. Bank Minnesota and the Minnesota School District Liquid Asset Fund as official bank depositories provided they maintain adequate pledged collateral as required by law per district Policy 705 Investments, for fiscal year 2024-2025.
 - iii. Motion to approve authorizing the Director of Finance to make appropriate wire transfers to and from district depository accounts for fiscal year 2024-2025.
- d. Memberships for 2024-2025. The school district belongs to several cooperatives, leagues and associations. Membership in the groups listed below should be renewed for the 2024-2025 school year.
 - i. Minnesota State High School League. The designated Northfield High School representative is Activities Director John Mahal and the designated school board representative is Board Member Jeff Quinnell.
 - ii. Minnesota Association of School Administrators.
 - iii. Minnesota Association of Charter School Authorizers.
 - iv. Southeast Service Cooperative.
 - v. Region V Computer Services Cooperative.
 - vi. Rice County Family Services Collaborative.
 - vii. Minnesota School Boards Association.
 - viii. Healthy Community Initiative.
- e. Personnel Items
 - i. Appointments
 - 1. Ani Gottfried, Summer Instructor Assistant with Community Ed Recreation, beginning 6/17/2024-8/31/2024. Step 2-\$14.25/hr.
 - 2. Jennifer Jones, 1.0 FTE Special Ed ASD Teacher at the Middle School, beginning 8/22/2024. MA, Step 9
 - 3. Len Kallsen, Assistant 9th Grade Football Coach at the High School, beginning 8/12/2024. \$4,435 stipend step 3
 - 4. Michelle Martinez, Targeted Services PLUS Teacher for up to 6.5 hours/day Mon.-Thurs. at Greenvale Park, beginning 6/25/2024-8/8/2024. \$40/hr.
 - 5. Ava O'Neill, Summer Instructor Lead with Community Ed Recreation, beginning 6/17/2024-8/31/2024. Step 4-\$15.75/hr.
 - 6. Kat Organ, Summer Instructor Assistant with Community Ed Recreation, beginning 6/12/2024-8/31/2024. Step 4-\$14.75/hr.
 - 7. Ariana Vermilyea, Summer Lifeguard with Community Ed Recreation, beginning 6/18/2024-8/31/2024. Step 5-\$15.00/hr.
 - 8. Correction: Jennifer Jones, 1.0 FTE Special Ed ASD Teacher at the Middle School, beginning 8/22/2024. MA+10, Step 9
 - 9. Kelly Piker, Assistant Volleyball Coach at the High School, beginning 8/12/2024. \$4,990-plus step 10 stipend.
 - 10. John Scheil, 1.0 FTE Physical Ed Teacher at Greenvale Park, beginning 8/22/2024. MA, Step 6
 - 11. Mandi Thill, 1.0 FTE Special Ed EBD Teacher at the High School, beginning 8/22/2024. BA, Step 4
 - ii. Increase/Decrease/Change in Assignment
 - 1. Correction: Hannah Ames, .4 FTE French Teacher at the High School, add .3 FTE English Teacher-ongoing and .3 FTE English Teacher - paid by contingency funds at the High School, effective 8/20/2024-6/9/2025.

2. Mark Auge, 1.0 FTE Science Teacher at the High School, add a $\frac{1}{2}$ overload of Biology in lieu of supervision for semester 2 only at the High School, effective 1/23/2025-6/6/2025.
3. Chelsea Bischoff, Grade 1 Teacher for 2023-2024 only at Bridgewater, change to Grade 1 Teacher ongoing at Bridgewater, effective 6/4/2024.
4. Barrett Bradley, Lifeguard with Community Education Recreation, add Instructor Lead and Instructor Assistant with Community Ed Recreation, effective 6/10/2024-8/31/2024. Lead Step 2-\$15.25/hr. Assistant Step 2-\$14.25/hr.
5. Diana Camargo, Special Ed EA PCA for 30 hours/week at the NCEC, change to Special Ed EA PCA for 33.3 hours/week at the NCEC, effective 9/3/2024.
6. Christina Chappuis, Special Ed EA PCA at Spring Creek, add Special ED EA ESY for up to 5.5 hours/day at Greenvale Park, effective 6/27/2024-7/19/2024.
7. David Deml, Journeyman Electrician with Building and Grounds, change to Master Electrician with Building and Grounds, effective 6/11/2024. \$44.50/hr.
8. Naomi Golden, 1.0 FTE Science Teacher at the High School, add a $\frac{1}{2}$ overload of Science in lieu of supervision for semester 1 only at the High School, effective 8/22/2024-1/22/2025.
9. Graciela Guerrero, Special Ed EA PCA for 34.5 hours/week at the NCEC, change to Special Ed EA PCA for 31 hours/week at the NCEC, effective 9/3/2024.
10. Craig Johnson, 1.0 FTE Biology Teacher at the High School, add a $\frac{1}{2}$ overload of Biology in lieu of supervision for semester 1 only at the High School, effective 8/22/2024-1/22/2025.
11. Marie Kylo, Child Nutrition Manager I for 7.50 hours/day at Bridgewater, change to Child Nutrition Manager I for 7.75 hours/day at Bridgewater, effective 8/19/2024.
12. Jill Lauritzen Kohel, .60 FTE Social Studies/.40 FTE English Teacher at the High School, add a $\frac{1}{2}$ overload of Social Studies in lieu of supervision for semester 1 only at the High School, effective 8/22/2024-1/22/2025.
13. Evan Loe, Summer Instructor Lead with Community Education Recreation, add Summer Site Supervisor with Community Education Recreation, effective 6/13/2024 - 8/31/2024. Step 4 - \$15.75/hr.
14. Alexandra McFarlane, Special Ed EA PCA at Bridgewater, add Special ED EA ESY for up to 5.5 hours/day at Greenvale Park, effective 6/27/2024-7/19/2024.
15. Thomas O'Keefe, .80 FTE Orchestra Teacher at the High School, change to .90 FTE Orchestra Teacher ongoing and .10 FTE Orchestra Teacher for the 2024-2025 school year only, effective 8/22/2024-6/6/2025.
16. Kat Organ, Summer Instructor Assistant with Community Education Recreation, add Summer Instructor Lead with Community Education Recreation, effective 6/12/2024 - 8/31/2024. Step 4 - \$15.75/hr.
17. Deb Pack, Special Ed EA PCA LI for 3.13 hours/day and Job Coach for 3.12 hours/day at the High School, change to Special Ed EA PCA NB for 3.13 hours/day and Job Coach for 3.12 hours/day at the High School, effective 8/25/2024.
18. Andrea Redder, Hand and Hand Teacher/Sub Teacher at the NCEC/District, add Bridges to Kindergarten Teacher for 44 hours/total at Greenvale Park, effective 8/5/2024-8/16/2024.
19. Lynn Ziegler, Special Ed EA PCA at Bridgewater, add Special ED EA ESY for up to 5.5 hours/day at Greenvale Park, effective 6/27/2024-7/19/2024.
20. Natalie Amy, Counselor at the Middle School, add AVID Building Coordinator at the Middle School, effective 8/5/2024. \$3,000 Stipend.
21. Addie Barber, KV Site Assistant at Spring Creek, change to KV Student Site Assistant at Spring Creek, effective 7/1/2024. Step 1-\$15.66/hr.
22. Isabella Bisel, KV Site Assistant at Spring Creek, change to KV Student Site Assistant at Spring Creek, effective 7/1/2024. Step 1-\$15.66/hr.
23. Stephani Carlson, Special Ed Teacher at Greenvale Park, add Special Ed Teacher Building Mentor at Greenvale Park, effective 7/1/2024-6/6/2025. \$1,000 stipend
24. Jasmin Celis, KV Site Assistant Substitute at Spring Creek, change to KV Student Site Assistant Substitute at Spring Creek, effective 7/1/2024. Step 1-\$15.66/hr.
25. Audrey Downs, KV Site Assistant at Spring Creek, change to KV Student Site Assistant at Spring Creek, effective 7/1/2024. Step 1-\$15.66/hr.
26. Rafa Estrella, Art Teacher at the Middle School, add WEB Advisor at the Middle School, effective 8/22/2024. \$2,125 stipend
27. Isabel Fleming, KV Site Assistant at Spring Creek, change to KV Student Site Assistant at Spring Creek, effective 7/1/2024. Step 1-\$15.66/hr.
28. Leah Grisim, Special Ed Teacher at Spring Creek, add KidVentures Site Assistant for up to 40 hours/week at Spring Creek, effective 6/7/2024-8/21/2024. Step 4-\$17.18/hr.
29. Mariah Grisim, KidVentures Site Assistant Substitute with Community Education, add KidVentures Site Assistant for up to 40 hours/week at Spring Creek, effective 6/7/2024-8/21/2024. Step 4-\$17.18/hr.
30. Jaelyn Holz, KV Site Assistant at Spring Creek, change to KV Student Site Assistant at Spring Creek, effective 7/1/2024. Step 1-\$15.66/hr.
31. Kailyn Ims, KV Site Assistant at Spring Creek, change to KV Student Site Assistant at Spring Creek, effective 7/1/2024. Step 1-\$15.66/hr.
32. Roanne Johnson, Special Ed Teacher at Bridgewater, add Special Ed Teacher Building Mentor at Bridgewater, effective 7/1/2024-6/6/2025. \$1,000 stipend

33. Kimberly Kohaut, Summer Plus Site Leader at Greenvale Park, change to Community School Site Leader as needed with Community Education, effective 6/24/2024-8/8/2024.
 34. Susan Lightfield, KV Site Assistant at Spring Creek, change to KV Student Site Assistant at Spring Creek, effective 7/3/2024. Step 1-\$15.66/hr.
 35. Rebecca Lorang, EL Teacher at the Middle School, add WEB Advisor at the Middle School, effective 8/5/2024. \$2,125 stipend
 36. Allison Matthews, KV Site Assistant at Spring Creek, change to KV Student Site Assistant at Spring Creek, effective 7/1/2024. Step 1-\$15.66/hr.
 37. Jamie Moyer, Special Ed Teacher at Bridgewater, add Special Ed Bridges Math Implementation Lead for the 2024-2025 school year at Bridgewater, effective 7/1/2024-6/6/2025. \$1,000 stipend
 38. Brody Nygaard, KV Site Assistant at Spring Creek, change to KV Student Site Assistant at Spring Creek, effective 7/1/2024. Step 1-\$15.66/hr.
 39. Kayden Oakland, KV Site Assistant at Spring Creek, change to KV Student Site Assistant at Spring Creek, effective 7/1/2024. Step 1-\$15.66/hr.
 40. Molly Otte, Art Teacher at the Middle School, add WEB Advisor at the Middle School, effective 8/5/2024. \$2,125 stipend
 41. Kelli Otting, Special Ed Teacher at Spring Creek, add Special Ed Bridges Math Implementation Lead for the 2024-2025 school year at Spring Creek, effective 7/1/2024-6/6/2025. \$1,000 stipend
 42. Elga Reyes de Broughton, EA at Spring Creek, add KidVentures Site Assistant for up to 40 hours/week at Spring Creek, effective 6/7/2024-6/21/2024. Step 4-\$17.18/hr.
 43. Raine Scheuble, KV Site Assistant at Spring Creek, change to KV Student Site Assistant at Spring Creek, effective 7/1/2024. Step 1-\$15.66/hr.
 44. Kimberly Seaberg, Administrative Assistant at Bridgewater, add KidVentures Site Assistant for up to 40 hours/week at Spring Creek, effective 6/7/2024-8/21/2024. Step 1-\$15.66/hr.
 45. Deborah Seitz, Special Ed Teacher at the Middle School, add Special Ed Teacher Building Mentor at the Middle School, effective 7/1/2024-6/6/2025. \$1,000 stipend
 46. Melissa Spitzack, Teacher at Spring Creek, add Targeted Services Summer PLUS Teacher for up to 6 hours/day at Greenvale Park, effective 7/8/2024-8/8/2024. \$40/hr.
 47. Geoff Staab, 9th Grade Football Coach at the High School, change to Assistant Football Coach at the High School, effective 6/27/2024. \$5,544 stipend.
 48. Joshua Stalsberg, Custodian at Bridgewater, change to Custodian Night Lead at Bridgewater, effective 6/24/2024. Additional \$0.30/hr.
 49. Rebecca Stoufis, Special Ed Teacher at the High School, add Special Ed Teacher Building Mentor at the High School, effective 7/1/2024-6/6/2025. \$1,000 stipend
 50. Bubba Sullivan, Assistant Football Coach at the High School, change to 9th Grade Football Coach at the High School, effective 6/27/2024. \$4,435 stipend
 51. Grace Swanson, Summer Plus Site Leader at Greenvale Park, change to Community School Site Leader as needed with Community Education, effective 6/24/2024-8/8/2024.
 52. Cori Yamry, Counselor at the Middle School, add WEB Advisor at the Middle School, effective 8/5/2024. \$2,125 stipend
- iii. Leave of Absence
1. Pamela Bennowitz, EA at Greenvale Park, Unpaid Leave of Absence beginning 10/7/2024 - 11/7/2024.
- iv. Retirements/Resignations/Terminations
1. Anita Aase, Executive Administrative Assistant to the Superintendent and School Board, retirement effective 11/2/2024.
 2. Anne Campbell, Special Ed Teacher at the High School, resignation effective at the end of the 2023-2024 school year.
 3. Anna Dols, Assistant Volleyball Coach at the High School, resignation effective 6/11/2024.
 4. Gisele El Achkar, Special Ed ASD Teacher at the Middle School, resignation effective at the end of the 2023-2024 school year.
 5. Dawn Jandro, Teacher at Spring Creek, resignation effective 7/2/2024.
 6. Rhea Mehrkens, Teacher at the Middle School, resignation effective at the end of the 2023-2024 school year.
 7. Ashley Opatrny, Special Ed Teacher at the Middle School, resignation effective 6/26/2024.
 8. Brad Prestemon, Assistant Boys JV Basketball Coach at the High School, resignation effective 6/18/2024.
 9. Brent Rauk, Assistant Baseball Coach at the High School, resignation effective 6/28/2024.
 10. Grace Schultz, Preschool Teacher at the NCEC, resignation effective 6/30/2024.
 11. Allison Sweeney, SEL/Behavioral Instructional Coach at Spring Creek, resignation effective 6/28/2024.
 12. Erin Blanck, EA at the NCEC, resignation effective 8/8/2024.
 13. Shawna Molloy, Special Ed Teacher at the Middle School, resignation effective 6/28/2024.
 14. Kelly Stanton-Nutt, Assistant Dance Coach at the High School, resignation effective 7/7/2024.
 15. Veronica Thomas, EA at Spring Creek, resignation effective 7/7/2024. Will continue as a sub.
 16. Lauren Weber, Assistant Tennis Coach at the High School, resignation effective 7/5/2024.

8. Items for Individual Action

- a. Policy Committee Recommendations. On a motion by Butler, seconded by Miller, the board unanimously approved by roll call the policy committee's recommendation to adopt policy 507.5 and the updates to policy 806 as presented. Voting 'yes' was Butler, Goerwitz, Miller, Nelson, Quinnell, and Gonzalez-George. No one voted 'no'.
- b. FY 2024 Audit Engagement Letter. On a motion by Gonzalez-George, seconded by Butler, the board unanimously accepted by roll call the 2023-2024 Engagement Letter from CliftonLarsonAllen, LLP in the amount of \$20,600, implementation of the New Risk Auditing Standards not to exceed \$2,500, Uniform Grant Guidance compliance audit of federal program expenditures in the amount of \$4,200 per audited federal program, and expenses including travel, internal and administrative charges, and a technology and client support fee of five (5%) of all professional fees billed. Voting 'yes' was Butler, Goerwitz, Miller, Nelson, Quinnell, and Gonzalez-George. No one voted 'no'.
- c. Resolution Designation of Identified Official with Authority for the MDE External User Access Recertification System. On a motion by Butler, seconded by Goerwitz, the board unanimously approved by roll call the Resolution to authorize Dr. Matthew Hillmann to act as the Identified Official with Authority (IOwA) and Christine Neset to act as the IOwA to add and remove names only for Northfield Public Schools 0659-01. Voting 'yes' was Butler, Goerwitz, Miller, Nelson, Quinnell, and Gonzalez-George. No one voted 'no'.
- d. Resolution Declaring a School Board Vacancy Caused by Illness or Prolonged Absence. School board member Noel Stratmoen has provided notification of his inability to serve as a member of the school board and attend meetings due to illness effective on June 19, 2024. Pursuant to Minnesota Statute 123B.09, subd. 4, a vacancy caused by a member being unable to serve on such the school board and attend its meetings for not less than 90 days because of illness or prolonged absence from the district, may, after the school board has by resolution declared such vacancy to exist, be filled by the board at any regular or special meeting thereof for the remainder of the unexpired term, or until such ill or absent member is again able to resume duties as a member of such board, whichever date is earliest. On a motion by Nelson, seconded by Butler, the board unanimously approved by roll call the Resolution Declaring a School Board Vacancy Caused by Illness or Prolonged Absence effective July 8, 2024. Voting 'yes' was Butler, Goerwitz, Miller, Nelson, Quinnell, and Gonzalez-George. No one voted 'no'.
- e. Plan for School Board Vacancy Appointment. The board was asked to determine the direction for appointing an eligible district resident to fill the vacancy created by Noel Stratmoen's temporary resignation. Considering that this appointed board member would attend a maximum of nine regular board meetings, the options for the board's deliberation are listed below. The board will be asked to vote on the chair's recommendation at the Aug. 12 regular meeting. If there are no interested former board members for consideration, the district would accept applications from eligible residents beginning on July 15 through Aug. 5, 2024, at 4:00 p.m. Applicants could address the board at the Aug. 12 regular board meeting. The board would be expected to appoint an eligible district resident to fill the vacancy on Aug. 12.

Option 1: Appoint a former board member to fill the vacancy created by Noel Stratmoen's temporary resignation. In this option, the board would direct the chair to recommend a former board member who has served as recently as 2020 to fill the vacancy.

Option 2: Accept applications from eligible residents. Applications would open on July 10 and be accepted through Aug. 5 at 4:00 p.m. Applicants can address the board at the Aug. 12 regular board meeting. The board would be expected to appoint an eligible district resident to fill the vacancy on Aug. 12.

On a motion by Gonzalez-George, seconded by Goerwitz, the board approved by roll call to direct the chair to recommend a former board member with service as recently as 2020 to fill the vacancy created by Noel Stratmoen's temporary resignation. The former board member should not be running in the upcoming election. Voting 'yes' was Butler, Goerwitz, Miller, and Gonzalez-George. Voting 'no' was Nelson and Quinnell.

8. Items for Information

- a. Filing for School Board is July 30 – August 13, 2024 in the District Office. An affidavit of candidacy must be filed in the office of the school district clerk and the \$2 filing fee paid prior to 5:00 o'clock p.m. on August 13, 2024.

9. Future Meetings

- a. Monday, July 22, 2024, 5:00 p.m., Closed Board Meeting, Northfield DO Boardroom
- b. Monday, July 22, 2024, 6:00 p.m., Workshop, Northfield DO Boardroom
- c. Monday, August 12, 2024, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- d. Monday, August 26, 2024, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom

10. Adjournment

On a motion by Quinnell, seconded by Butler, the board unanimously approved by roll call to adjourn the regular board meeting at 8:25 p.m. Voting 'yes' was Butler, Goerwitz, Miller, Nelson, Quinnell, and Gonzalez-George. No one voted 'no'.



Amy Goerwitz
School Board Clerk