

# NORTHFIELD PUBLIC SCHOOLS

## School Board Minutes

October 9, 2023

District Office Boardroom

1. Call to Order

School Board Vice-Chair Corey Butler 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, Miller, Nelson, Quinnell and Stratmoen. Absent: Goerwitz and Gonzalez-George. This meeting was open to the public, live-streamed and recorded, and access to the recording was posted to the school district website.

2. Land Acknowledgement Statement

DYC member Maddie Bussman read the Land Acknowledgement Statement.

3. Agenda Approval/Table File

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

4. Public Comment

There was one public comment.

5. Announcements and Recognitions

There were no announcements or recognitions.

6. Items for Discussion and Reports

- a. Instructional Services Report. Director of Instructional Services Hope Langston provided an update on the summer work teams and other areas of focus for the department for the 2023-2024 school year. Priorities for 2023-24 include content and the instructional review cycle, PLC process and professional development, district MTSS process, and implementation of the READ Act.
- b. Job Position Restructuring. Director of Human Resources Molly Viesselman and Director of Finance Val Mertesdorf presented a recommendation to restructure the district's payroll position and the district's benefits position and reassign them to the confidential employee group.

On a motion by Quinnell, seconded by Miller, the board unanimously approved moving the job position restructuring to an item for individual action at this meeting.

- c. Northfield High School Facility Community Survey. Dr. Hillmann reviewed a proposal from Morris-Leatherman to conduct a professional telephone survey to gauge community attitudes about updates to the Northfield High School facility and the associated costs. This will be an item for individual action at the next board meeting.
- d. Policy Committee Recommendations. Superintendent Hillmann presented the policy committee's recommended updates to policies 206, 208 and 209.

7. Consent Agenda

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

- a. Minutes. Minutes of the Regular School Board meeting held on September 25, 2023.
- b. Gift Agreements. Gift agreements included in the board packet.
- c. Financial Report  
Financial Report - June 2023. Director of Finance Mertesdorf requested the board approve paid bills totaling \$2,414,472.96, payroll checks totaling \$3,455,190.23, a wire transfer totaling \$350,000.00 from Frandsen General to Frandsen Sweep, a wire transfer totaling \$1,050,000.00 from Frandsen Sweep to Frandsen

General, and the financial reports for June 2023. At the end of June 2023 total cash and investments amounted to \$27,187,723.76.

- d. District Youth Council Member (DYC) 2023-2024. The board was requested to approve the appointment of senior Marianna Estrada to DYC. This recommendation allows DYC to fill the vacancy left by the resignation of Aldair Conde Arenas.

e. Personnel Items

i. Appointments

1. Correction: Scott Broughton, Assistant Boys Cross Country coach at the High School, beginning 8/14/2023-11/4/2023, \$4,844 stipend.
2. Joshua Craft, KidVentures Site Assistant for 15 hours/week at Spring Creek, beginning 10/3/2023. \$14.90/hr.
3. Josh Kruger, Event Worker at the High School, beginning 10/2/2023. Event Worker Rate.
4. Katherine Pickerign, Child Nutrition Associate I for 3.25 hours/day at Spring Creek, beginning 10/11/2023. \$20.84/hr.
5. Nubia Roman, Targeted Services MSYC Site Leader for 4 hours/day Mon.-Thurs. at the Middle School, beginning 10/2/2023-5/16/2024. Step 2-\$18.77/hr.
6. Ariana Vermilyea, Lifeguard with Community Ed Recreation, beginning 10/10/2023 through 5/31/2024. \$14.75/hour.
7. Winston Vermilyea, Lifeguard with Community Ed Recreation, beginning 10/2/2023 through 5/31/2024. \$15.25/hour.
8. Belinda Zubia, Community School Club Leader for up to 12 hours/week at Bridgewater, beginning 10/2/2023-5/18/2024. \$24.30/hr.
9. Raymond Gainey, Targeted Services Club Leader for 2 hours/week at the Middle School, beginning 1/24/2024-5/24/2024. \$24.30/hr.
10. Grant Hemmingsen, Varsity Assistant Boys Basketball Coach at the High School, beginning 11/20/2023-3/23/2024. \$5,383 stipend.

ii. Increase/Decrease/Change in Assignment

1. Josten Coleman, Head Softball Coach at the High School, change to .5 Head Softball Coach and .5 Assistant Varsity Coach at the High School, effective 9/27/2023. \$6,459.50
2. Nick Connor, .40 Robotics Advisor at the High School, change to 1.0 Robotics Advisor at the High School, effective 10/1/2023.
3. Stephanie Grundman, Title I Teacher at Spring Creek, add Community School Teacher for up to 8 hours/week with the District, effective 10/2/2023-5/18/2024. \$40.00/hr.
4. Brenda Hand, Teacher at Bridgewater, add Community School Teacher for up to 10 hours/week at Bridgewater, effective 10/2/2023-5/17/2024. \$40.00/hr.
5. Sam Healy, Teacher at Spring Creek, add Community School Teacher for up to 10 hours/week at Spring Creek, effective 10/2/2023-5/18/2024. \$40.00/hr.
6. Kelly Hebzynski, Math Teacher at the Middle School, add a 1/6 overload in lieu of supervision at the Middle School for the 2023-2024 school year, effective 9/20/2023-6/6/2024.
7. Mara Hessian, Special Ed EA PCA for 6.75 hours/day at Bridgewater, change to Special Ed EA PCA for 6.916 hours/day at Bridgewater, effective 9/25/2023.
8. Kristi Korteum, Math Teacher at the High School, add Building Supervisor with Community Ed Recreation, effective 10/3/2023-5/31/2024. \$18.39/hr.
9. Heather Kuehl, English Teacher at the the Middle School, add MSYC Teacher for up to 2 hours/day Mon.-Thurs. at the Middle School, effective 10/4/2023-5/16/2024. \$40.00/hr.
10. Addie Nelson, Gen Ed EA for 20 hours/week at the NCEC, change Gen Ed EA for 22 hours/week at the NCEC, effective 10/5/2023.
11. Kimberly Norton, Special Ed EA PCA at the NCEC, change to Special Ed EA PCA at Bridgewater, effective 9/5/2023.
12. Lauren Quinnell, Special Ed EA PCA for 6.75 hours/day at Spring Creek, change to Special Ed EA PCA for 7.0 hours/day at Spring Creek, effective 10/2/2023.
13. Melissa Reed, School Psychologist 1.0/Spring Creek, change to School Psychologist .8/Spring Creek and .2/NCEC, effective 9/5/2023.
14. Amanda Rezac, Special Ed EA PCA for 6.75 hours/day at Greenvale Park, add .5 Supervisory Gen Ed EA at Greenvale Park, effective 9/26/2023.
15. Melissa Spitzak, Teacher at Spring Creek, add Community School Teacher for up to 10 hours/week at Spring Creek, effective 10/2/2023-5/18/2024. \$40.00/hr.
16. LauraAnn Talbot, Math Teacher at the Middle School, add a 1/6 overload in lieu of supervision at the Middle School for the 2023-2024 school year, effective 9/20/2023-6/6/2024.
17. Rachael Thompson, School Psychologist .8/NCEC and .2/ALC, change to School Psychologist 1.0 at the NCEC, effective 9/5/2023.

18. Katrina Warner, Special Ed EA PCA for 6.75 hours/day, Supervisory for .50 hours/day at Bridgewater, add Nurse Lunch coverage for .50 hours/day at Bridgewater, effective 9/5/2023.
  19. Janet Amundson, Special Ed EA PCA at the Middle School, add Educational Assistant Extracurricular/non-academic support, hours will vary with the District, effective 10/2/2023-6/6/2024.
  20. Sheila Atkinson, Special Ed EA at Bridgewater, add Special Ed EA Bus for .25 hours/day with the District, effective 10/9/2023-6/6/2024.
  21. Christina Chappuis, Special Ed EA PCA at Spring Creek, add Educational Assistant Extracurricular/non-academic support, hours will vary with the District, effective 9/2/2023-6/6/2024.
  22. Diane Nagy, Teacher at Bridgewater, add Community School Teacher for up to 10 hours/week at Bridgewater, effective 10/2/2023-5/18/2024. \$40.00/hr.
  23. Katrina Warner, Special Ed EA at Bridgewater, add Community School Club Leader for up to 10 hours/week at Bridgewater, effective 10/2/2023-5/18/2024. \$24.30/hr.
  24. Ariana Vermilyea, Lifeguard with Community Education Recreation, change rate of pay to Step 5-\$15.00/hr. effective 10/6/2023-5/31/2024.
- iii. Leave of Absence
1. Jill Keeley, Early Venture Teacher at the NCEC, FMLA leave of absence beginning 10/18/2023 through 12/1/2023.
  2. Ada Leaphart, Art Teacher at Greenvale Park, FMLA leave of absence beginning on or about 4/4/2024, and continuing through the end of the 2023-2024 school year.
  3. Beth McClune, Special Education EA/PCA at the Middle School, FMLA leave of absence beginning 11/7/2023 through 1/29/2024.
  4. Megan Roe, Early Ventures Teacher at the NCEC, FMLA leave of absence beginning 9/25/2023 and will continue for up to 60 work days.
- iv. Retirements/Resignations/Terminations
1. Mark Westblade, Assistant Golf Coach at the High School, resignation effective 10/1/2023.
  2. Sherri Boese, Special Ed EA Bus with the District, resignation effective 10/6/2023.
  3. Kelly Radtke, Child Nutrition Associate at Spring Creek, resignation effective 10/18/2023.
  4. Angie Schock, Head Track and Field Coach at the Middle School, resignation effective 10/5/2023.

f. Grant Application. Director of Community Education Erin Bailey and Director of Instructional Services Hope Langston requested school board approval for a \$52,122 Comprehensive Literacy State Development Supplemental Award from the Minnesota Department of Education from December 8, 2023 through September 30, 2024. The Comprehensive Literacy State Development Supplemental Award will allow for 17 early childhood teachers to complete the LETRS for Early Childhood training. This LETRS training will align literacy work in our early childhood programs with district programs.

8. Items for Individual Action

- a. Resolution of School Board Supporting FORM A Application to Minnesota State High School League Foundation. On a motion by Quinnell, seconded by Miller, the board unanimously approved by roll call vote, the Resolution of School Board Supporting FORM A Application to Minnesota State High School League Foundation. This grant will help offset student activity fees. Voting 'yes' was Butler, Coleman, Miller, Nelson and Quinnell. No one voted 'no'. Absent: Goerwitz and Gonzalez-George.
- b. Resolution of School Board Supporting FORM B Application to Minnesota State High School League Foundation. On a motion by Miller, seconded by Quinnell, the board unanimously approved by roll call vote, the Resolution of School Board Supporting FORM B Application to Minnesota State High School League Foundation. This grant will assist with costs in three specific areas including health and safety, leadership initiatives and transportation that reduces barriers to participation. Voting 'yes' was Butler, Coleman, Miller, Nelson and Quinnell. No one voted 'no'. Absent: Goerwitz and Gonzalez-George.
- c. Job Position Restructuring. On a motion by Nelson, seconded by Miller, the board unanimously approved the recommendation to restructure the district's payroll position and the district's benefits position and reassign them to the confidential employee group.

9. Items for Information

- a. Enrollment Report. Dr. Hillmann reviewed the October 2023 enrollment report.
- b. National School Lunch Week. National School Lunch Week is celebrated Oct. 9-13, 2023. The National School Lunch Program (NSLP) serves nearly 30 million children every school day. President John F. Kennedy created National School Lunch Week (NSLW) in 1962 to promote the importance of a healthy school lunch

in a child's life and the impact it has inside and outside of the classroom. We appreciate and thank all child nutrition staff in our district.

- c. National School Bus Safety Week. National School Bus Safety Week is Oct. 16-20, 2023. School buses are the safest way for children to get to school. Their design is meant to be safer than any passenger vehicle in avoiding crashes and preventing injuries. Teaching children to follow safety rules on the bus is important, as is informing drivers about the laws regarding school buses. We appreciate and thank Benjamin Bus and their drivers for their continued support and partnership with Northfield Public Schools.
- d. Northfield Area Retired Educators Luncheon. Board members are invited to the annual luncheon for retired educators. Join us at 11:30 a.m. on Friday Nov. 3, 2023 at Ruth's on Stafford in Dundas. Please RSVP to Anita Aase prior to Oct. 26 if you can attend.

10. Future Meetings

- a. Monday, October 23, 2023, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- b. Monday, November 13, 2023, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- c. Monday, November 27, 2023, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom

11. Adjournment

On a motion by Stratmoen, seconded by Quinnell, the board unanimously approved to adjourn at 7:19 p.m.



Amy Goerwitz  
School Board Clerk