

# NORTHFIELD PUBLIC SCHOOLS

## School Board Minutes

November 13, 2023  
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 6:00 p.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 Nelson, the board unanimously approved the agenda.
3. Public Comment  
There were no public comments.
4. Announcements and Recognitions
  - The board congratulated the NPS theater department and Bob Bjorklund for a successful run of “Twelve Angry Jurors”.
5. Items for Discussion and Reports
  - a. Summary of Public Hearing Regarding the 2023-2024 World’s Best Workforce Plan. Director of Instructional Services Hope Langston summarized the 2023-2024 World’s Best Workforce Plan and responded to questions from board members. There was no community feedback received at the World’s Best Workforce Plan public hearing that preceded the regular board meeting.
  - b. Early Learning and Adult Basic Education Program Updates. Director of Community Education Erin Bailey provided an update on the early learning and adult basic education programs and services offered at the Northfield Community Education Center.
6. Consent Agenda  
On a motion by Butler, seconded by Stratmoen, the board unanimously approved the consent agenda.
  - a. Minutes. Minutes of the Regular School Board meeting held on October 23, 2023.
  - b. Gift Agreements. Gift agreements included in the board packet.
  - c. Financial Report  
Financial Report - July 2023. Director of Finance Mertesdorf requested the board approve paid bills totaling \$3,585,989.73, payroll checks totaling \$3,013,734.53, bond payments totaling \$887,754.38, a wire transfer totaling \$200,000.00 from Frandsen General to Frandsen Sweep, a wire transfer totaling \$1,222,718.33 from Frandsen Sweep to Frandsen General, and the financial reports for July 2023. At the end of July 2023 total cash and investments amounted to \$21,521,504.59.  
Financial Report - August 2023. Director of Finance Mertesdorf requested the board approve paid bills totaling \$2,248,654.98, payroll checks totaling \$3,194,650.08, a wire transfer totaling \$100,000.00 from Frandsen General to Frandsen Sweep, a wire transfer totaling \$100,554.03 from Frandsen Sweep to Frandsen General, and the financial reports for August 2023. At the end of August 2023 total cash and investments amounted to \$22,863,805.80.
  - d. Grant Applications. The board approved a \$250,000 grant from the Minnesota Department of Education for a Nonexclusionary Discipline (NED) Grant from fiscal year 2024 to fiscal year 2025. The purpose of this grant is to hire a licensed staff member who would serve as a Restorative Practice Coach in an effort to reduce the number of students with culturally or linguistically diverse backgrounds who are currently overrepresented in teacher behavior referral data, SEL concerns, and in the D/F data.

The board approved a \$75,000 grant from the Minnesota Department of Education for a AP/IB STEM Grant - State Funds FY24 through FY26 - Round 2. The purpose of this grant is to extend the staffing of our Success Center and TORCH suite in order to expand and enhance particularly those assets that are currently uniquely positioned to provide the targeted support for our historically underrepresented, average-performing yet high potential students; to increase our AP course participation by preparing and supporting identified 9th graders; create pre-school-year/late summer preparatory activities with these students; and increase counseling contacts for key demographics.

- e. Northfield Swim Club Agreement. The school board approved the agreement with the Northfield Swim Club. This agreement is for the time period Nov. 27, 2023 - Nov. 26, 2024. Updates to the agreement included who will be issued keys and an increase in custodial fees related to use of the premises outside the normal hours of building operation.
- f. Personnel Items
  - i. Appointments
    1. Laura Albers, Building Supervisor with Community Ed Recreation, beginning 11/5/2023-5/31/2024. \$18.39/hr.
    2. Duane Bogne, Recreation Instructor Assistant or Swim Assistant, effective 11/19/2023 through 5/31/2024. Step 4-\$14.75/hour.
    3. Dan Dupay, Head Wrestling Coach for 2 hours/day at the Middle School, beginning 11/20/2023. Stipend \$3,047 + step 10
    4. Ruthann Hernandez, CNA I for 3.25 hours/day at Spring Creek, beginning 11/7/2023. \$20.84/hr.
    5. Kristin Johnson, Full-Time Substitute Teacher with the District, beginning 10/30/2023. \$30.29/hr.
    6. Jennifer Jones, Community School Teacher for up to 6 hours/week at Greenvale Park, beginning 11/1/2023-5/18/2024. \$40.00/hr.
    7. Sara Lahti, Building Supervisor with Community Ed Recreation, beginning 11/5/2023-5/31/2024. \$18.39/hr.
    8. Randy Zick, Softball/Basketball Official with Community Ed Recreation, beginning 11/5/2023-5/31/2024. \$30/game.
    9. Nicholas Capatina, Building Supervisor with Community Education, beginning 11/12/2023. \$18.39/hr.
    10. Makena Malecha, Instructor or Swim Lead with Community Ed Recreation, beginning 11/12/2023-5/31/2024. Step 2-\$15.25/hr.
    11. Dawn O'Neill, 1.0 FTE Long Term Substitute Elementary Art Teacher at Greenvale Park, beginning 4/4/2024-6/6/2024. Daily Sub Rate
    12. Margaret Witt, 1.0 FTE Long Term Substitute Special Ed Resource Room Teacher at Spring Creek, beginning 12/13/2023-approximately 1/24/2024. MA, Step 10.
  - ii. Increase/Decrease/Change in Assignment
    1. Laura Albers, Building Supervisor with Community Ed Recreation, add Instructor Lead with Community Ed Recreation, effective 11/18/2023-5/31/2024. Step 6-\$16.25/hr.
    2. Natalie Amy, School Counselor at the Middle School, add Fitness Center Coach for 2 hours/day at the Middle School, effective 11/13/2023. % of stipend. \$2437.20
    3. Carley Amys-Roe, Gen Ed EA at Bridgewater, add Community School Club Leader for up to 10 hours/week at Bridgewater, effective 10/30/2023-5/17/2024. \$24.30/hr.
    4. Michelle Anderson, Spec Ed EA for 6.75 hours/day at Greenvale Park, change to Spec Ed EA for 6.50 hours/day at Greenvale Park, effective 10/31/2023.
    5. Sheila Atkinson, Special Ed EA PCA for 6.75 hours/day at Bridgewater, change to Special Ed EA PCA for 6.50 hours/day, and add Special Ed EA Bus for .25 hours/day at Bridgewater, effective 10/9/2023.
    6. Sheila Atkinson, Special Ed EA PCA for 6.75 hours/day at Bridgewater, add .50 Gen Ed Supervisory EA for a total of 7.25 hours/day with Special Ed hours at Bridgewater, effective 9/5/2023.
    7. Nives Bakic, EA at the Middle School, add MSYC Site Assistant for up to 2 hours/day Mon.-Thurs. at the Middle School, effective 9/28/2023-5/16/2024. Step 4-\$16.35/hr.
    8. Sybil Betsinger, School Social Worker at the NCEC, change to School Social Worker for .3 at the NCEC, .35 American Indian Liaison, and .35 Social Worker at the High School, effective 11/13/2023-6/6/2024.
    9. Brooke Bulfer, Class III Office Specialist at GVP, change to Class IV HR Generalist at the District Office, effective 11/27/2023. Class IV, Step 5 - \$24.21/hour.
    10. Robert Coleman, Gen Ed EA for 2.25 hours/day at Spring Creek, add Gen Ed EA Supervisory for 2 hours/day at Spring Creek, effective 10/30/2023-6/6/2024.
    11. Thomas Dickerson, Special Ed Teacher at the High School, add Assistant Wrestling Coach for 2 hours/day at the Middle School, effective 11/20/2023. Stipend \$2,539 + step 10
    12. Carrie Duba, Instructional Coach with the District, add HS ACT Accommodations Coordination at the High School, effective 9/5/2023-6/30/2024. \$35/hr.
    13. Amy Hales, Special Ed EA for 3.50 hours/day at the Middle School, change to Special Ed EA for 4.50 hours/day at the Middle School, effective 11/7/2023-11/21/2023.

14. Brittney Hubbard, .75 Assistant Girls Hockey Coach at the High School, change to 1.0 Assistant Girls Hockey Coach at the High School, effective 11/6/2023.
  15. Mark Johnson, Summer Seasonal Grounds/Custodial Technician with the District, extend end-date to 11/2/2023.
  16. Kristi Kortuem, Math Teacher at the High School, add Master's Swim Club Coach with Community Ed Recreation, effective 10/25/2023-5/31/2024. \$90/hr.
  17. Karen Lane, 1.0 FTE Long Term Substitute Grade 6 Teacher at the Middle School, extend end date to 12/6/2023.
  18. Jennifer Link, Special Ed ASD Teacher at the Middle School, add Home-bound Teacher for up to 8 hours/week at the Middle/High School, effective 11/13/2023-6/6/2024. Lane/step
  19. Diane Nagy, Title I Teacher at Spring Creek, change to Special Ed Teacher at Bridgewater, effective 8/24/2023.
  20. Kimberly Norton, Special Ed EA at Bridgewater, change to Special Ed EA for 4.25 hours/day at the NCEC and 2.75 hours/day at Bridgewater, effective 10/30/2023.
  21. Kevin O'Brien, Building Supervisor, add Master's Swim Club Coach with Community Ed Recreation, effective 10/25/2023-5/31/2024. \$90/hr.
  22. Deborah Russell, Companeros Teacher at Spring Creek, add Community School Teacher for up to 10 hours/week at Spring Creek, effective 10/16/2023-5/17/2024. \$40/hr.
  23. Melissa Spitzack, Grade 2 Teacher at Spring Creek, add Raider Fitness Instructor with Community Ed Recreation, effective 10/30/2023-6/21/2024. \$50/participant.
  24. Deonta Thomas, Instructor Lead with Community Ed Recreation, add Softball/Basketball Official with Community Services Recreation, effective 11/5/2023-5/31/2024. \$30.00/game.
  25. Katrina Warner, Special Ed EA for 5.75 hours/day and Gen Ed EA for 1.50 hours/day at Bridgewater, change to Special Ed EA for 6.0 hours/day and Gen Ed EA for 1.25 hours/day at Bridgewater, effective 10/27/2023.
  26. Duane Bogne, Instructor Assistant with Community Ed Recreation, add Official with Community Ed Recreation, effective 11/19/2023-5/31/2024. \$30.00/game.
  27. Rikki Drewitz, Special Ed EA at the Middle School, change to Gen Ed EA-Media Center and Crossing Guard for 7.25 hours/day at the Middle School, effective 11/20/2023.
  28. Allison Flannery, Special Ed EA for 2.75 hours/day and Gen Ed EA for 1.00 hour/day at Greenvale Park, change to Special Ed EA for 2.75 hours/day and Gen Ed EA for 1.25 hours/day at Greenvale Park, effective 11/13/2023.
  29. Makena Malecha, , Instructor Lead with Community Ed Recreation, add Instructor Assistant with Community Ed Recreation, effective 11/12/2023-5/31/2024. Step 2-\$14.25/hr.
- iii. Leave of Absence
1. Michelle Bauer, Instructional Coach at the District Office, FMLA leave beginning on 11/1/2023 and continues on an intermittent basis for up to 60 work days.
  2. Dorothy Cohan, Administrative Assistant with Building & Grounds, FMLA leave beginning 11/2/2023 and continue for up to 12 work weeks.
  3. Mark Langevin, Grade 6 Teacher at the Middle School, FMLA leave beginning on 11/10/2023 - 11/21/2023.
  4. Kelli Otting, Special Ed Teacher at Spring Creek, FMLA leave beginning on 12/12/2023 and continues for 4-6 weeks.
  5. Ryan Pietsch, Phy Ed Teacher at Spring Creek, FMLA leave beginning on 11/7/2023 and continues for up to 60 work days.
  6. Donna Torgeson, Special Ed EA at the High School, FMLA leave beginning on 10/23/2023 and continuing for up to 60 work days.
  7. Alicia Veltri, Special Ed Teacher at Greenvale Park, FMLA leave beginning on or about 1/2/2024 and continues for 12 work weeks.
- iv. Retirements/Resignations/Terminations
1. Ruthann Hernandez, Child Nutrition at Spring Creek, resignation effective 11/8/2023.
  2. Emily Torres, EA-Media Center at the Middle School, resignation effective 11/7/2023.

8. Items for Individual Action

- a. Request to Hire Additional English Learner Instructional Support at Northfield Middle School. On a motion by Stratmoen, seconded by Goerwitz, the board unanimously approved hiring a seven (7) hour per day English Learner (EL) Educational Assistant for the remainder of the 2023-24 school year for Northfield Middle School and a .20 EL teacher to serve the RAEL students at the School of St. Dominic for the remainder of the 2023-24 school year to eliminate transportation costs and maintain our student-teacher ratio at the middle school at an estimated total cost of \$76,701.
- b. Grant Writing Contract With Healthy Community Initiative (HCI). On a motion by Nelson, seconded by Quinnell, the board unanimously approved the contract with HCI for the equivalent of 0.50 FTE grant

writing services for 1750 hours for 20-months dedicated to working with school district staff with total maximum contract fees up to \$75,000 through June 30, 2025.

- c. Co-Curricular Adds. On a motion by Butler, seconded by Goerwitz, the board unanimously approved district administration's request to hire one additional coach for Knowledge Bowl at Northfield High School for estimated cost of \$2,153.

9. Items for Information

- a. Enrollment Options and History Report. Student Information Systems Specialist Christine Neset and Director Mertesdorf provided the 2023-24 Enrollment Options and History Report. Director Mertesdorf reviewed this report with the board.
- b. Enrollment Report. Director Mertesdorf reviewed the November 2023 enrollment report.
- c. American Education Week. American Education Week—November 13-17, 2023—will present all Americans with a wonderful opportunity to celebrate public education and honor individuals who are making a difference in ensuring that every child receives a quality education. Northfield Public Schools recognizes and appreciates the team of people who work each day to prepare every student for lifelong success by developing critical thinkers who are curious and ready to engage in our society during this weeklong celebration of public education.
- d. Board Work Sessions. Board work sessions are scheduled 5:30 p.m. - 7:30 p.m. in the Northfield High School Media Center on Thursday, Nov. 16, Monday, Dec. 4, and Tuesday, Feb. 20.

10. Future Meetings

- a. Thursday, November 16, 2023, 5:30 p.m., Work Session, NHS Media Center
- b. Monday, November 27, 2023, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- c. Monday, December 4, 2023, 5:30 p.m., Work Session, NHS Media Center
- d. Monday, December 11, 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 7:10 p.m.



Amy Goerwitz  
School Board Clerk