

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

November 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 6:02 p.m. Present: Baraniak, Butler, Goerwitz, Gonzalez-George, Pritchard and Quinnell. Absent: Stratmoen. 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 was no public comment.

4. Announcements and Recognitions

- The board acknowledges how proud we are that Dr Hillmann has been named the 2023 Minnesota Superintendent of the Year.
- Northfield High School theater presented The Miraculous Journey of Edward Tulane.

5. Items for Discussion and Reports

- a. Summary of Public Hearing Regarding the 2022-2023 World's Best Workforce Plan. Director of Instructional Services Hope Langston summarized the 2022-2023 World's Best Workforce Plan and responded to questions from the board. There was no community feedback received at the World's Best Workforce Plan public hearing that preceded the regular board meeting.
- b. Northfield High School Facility Plan. Dr. Hillmann reviewed a summary of the district's Northfield High School facility voter survey, example ballot questions that aligned with the financial tolerance demonstrated in the survey and with the pathways identified for the facility improvements in Aug. 2022, and potential election timelines. Board members offered their initial thoughts about the example ballot questions and timelines. If board members would like to walk through the high school prior to the next board meeting, Dr. Hillmann and Sal Bagley from Wold Architects will discuss potential space renovation. Board members should let Superintendent Hillmann or Anita Aase know if they are interested in a tour.
- c. Child Nutrition Department District Office Reorganization. Superintendent Hillmann presented a proposal to reorganize the district-level child nutrition department administration, extending the Director of Child Nutrition's contract from 43 to 52 weeks and integrating the child nutrition department administrative assistant duties with the district office receptionist duties. This will be an item for individual action at the next board meeting.
- d. Policy Committee Recommendations. Dr. Hillmann presented the policy committee's recommendations on policy 655. This will be an item for individual action at the next board meeting.
- e. Superintendent Operations & Strategic Plan Update. Dr. Hillmann provided an update about district operations and examples of work underway to achieve the district's vision, strategic commitments, benchmarks, and he shared a brief overview of the Fall 2022 District Services Survey results.

6. Consent Agenda

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

a. Minutes

- Minutes of the Regular School Board meeting held on October 24, 2022

b. Gift Agreements

- \$10,000.00 from Cardinal Glass Industries, Inc. to the high school robotics team
- \$8,604.00 from Northfield Volleyball Club for hotels and meals (trip to Marshall), end of year banquet and banners
- \$1,675.00 from Bethel Lutheran Church to Greenvale Park Elementary for snack cart

c. Financial Reports

Financial Report - July 2022. Director of Finance Val Mertesdorf requested the board approve paid bills totaling \$4,337,988.06, payroll checks totaling \$3,057,777.25, bond payments totaling \$980,373.71, a wire transfer totaling \$600,000.00 from Frandsen General to Frandsen Sweep, a wire transfer totaling \$300,000.00 from Frandsen Sweep to Frandsen General, and the financial reports for July 2022. At the end of July 2022 total cash and investments amounted to \$24,845,968.07.

Financial Report - August 2022. Director of Finance Val Mertesdorf requested the board approve paid bills totaling \$3,647,209.80, payroll checks totaling \$3,236,012.68, a wire transfer totaling \$350,000.00 from Frandsen General to Frandsen Sweep, a wire transfer totaling \$400,000.00 from Frandsen Sweep to Frandsen General, and the financial reports for August 2022. At the end of August 2022 total cash and investments amounted to \$24,435,399.36.

- d. Policy Revisions Due to Changes in Law. The revisions to policies 410 and 524.2 create substantive change or additions to existing policies. The revisions are directly related to changes in federal or Minnesota law and recommended by the Minnesota School Boards Association. Because the district endeavors to have policy align with state and federal law it is recommended that the board adopt the substantive revisions presented. These policies will continue to be evaluated as scheduled in the board's policy review cycle.

e. Overnight Field Trips

- Area Learning Center teachers Cheryl Mathison and Eric McDonald requested board approval for a co-curricular overnight trip for the 2022-2023 school year.
- Coaches Paige Haley, Jeff LaPanta and Brittney Hubbard are requesting board approval for a Northfield High School Girls Hockey overnight trip for the 2022-2023 school year.
- Coaches Jasmin Kotek and Brooke Sexton are requesting board approval for a Northfield High School Dance Team overnight trip for the 2022-2023 school year.

f. Personnel Items

i. Appointments

1. Amy Boecker, Special Ed EA PCA for 6.4 hours/day and General Ed EA for .40 hours/day at the NCEC, beginning 11/21/2022-6/9/2023; \$17.70/hr. plus prorated PCA Stipend
2. Matthew Christensen, Head Boys Basketball Coach at the High School, beginning 11/21/2022; \$7,109+ step 10
3. Ashley Douglas, Special Ed EA PCA for 5 hours/day and General Ed EA for 2 hours/day at Bridgewater, beginning 11/9/2022; Step 3-\$17.05/hr. prorated PCA stipend
4. Pamela Fickenscher, .5 Assistant Nordic Ski Coach for 2 hours/day at the High School, beginning 11/14/2022. \$2,031 (.50 of \$4,062)
5. Abbie Geiger, Event Worker at the High School, beginning 11/10/2022.
6. Benjamin Hanson, Community School After School Site Assistant for 2 hours/day for 4 days/week at Spring Creek, beginning 11/8/2022-5/25/2023. Step 1-\$14.50/hr.
7. Melodie Lane, 1.0 FTE Long Term Substitute Early Childhood Special Ed Teacher at the NCEC, beginning 2/16/2023-4/28/2023; MA+10, step 10
8. Benjamin Pownell, Program Assistant with Community Education Recreation, beginning 11/6/2022-5/31/2023; \$10.33/hr.
9. Link Walsh, Child Nutrition Student Associate for up to 1 hour/day at the ALC, beginning ASAP. \$10.33/hr.

10. Todd Wirkkala, 1.0 FTE Custodian at Bridgewater, beginning 11/10/2022; Step 2-\$19.44/hour.
 11. Tyler Lexvold, Special Education EA/PCA at Bridgewater, beginning 11/16/2022, Step 3, \$17.05/hour + prorated PCA stipend.
- ii. Increase/Decrease/Change in Assignment
1. Nahal AfsharJavan, 1.0 Pep Band Advisor at the High School, change to .5 Pep Band Advisor at the High School, effective 9/6/2022. Stipend \$1,326
 2. Ray Coudret, Math Teacher at the High School, add .25 Pep Band Advisor at the High School, effective 9/6/2022. Stipend \$663
 3. Elise Goodfellow, KidVentures Student Site Assistant Substitute, change to KidVentures Student Site Assistant for up to 15 hours/week at Greenvale Park, effective 10/31/2022; \$10.33/hr.
 4. Brenda Hand, Community School Club Leader at Bridgewater, Change to Community School Teacher for 2 hours/day Mon.-Thurs. at Bridgewater, effective 10/3/2022-5/25/2023. Yr. 3-\$27.11/hr.
 5. Mark Langevin, Teacher at the Middle School, add Fitness Center Coach at the Middle School, effective 11/7/2022; \$2,437.20
 6. Rebekah Patterson, .55 FTE Reading Support Teacher at Bridgewater, add .325 FTE Title I Teacher at Bridgewater, effective 10/31/2022
 7. Sarah Swan McDonald, Teacher at the High School, add .25 Pep Band Advisor at the High School, effective 9/6/2022. Stipend \$663
 8. Cydney Ulvestad, Spec Ed EA at Greenvale Park, add Community School After School Site Assistant at Greenvale Park, effective 10/26/2022-5/26/2023. Step 4-\$15.91/hr.
 9. Tyler Balow, Social Studies Teacher at the High School, add event worker at the High School, effective 11/3/2022.
 10. Adriana Bermudez, General Education EA at Northfield Community Resource Center, add Pre-K wrap around care and increase weekly hours from 38.25 hrs/week to 39 hours/week.
 11. Rachael Caspers, District Receptionist, Class II, change to Receptionist/Child Nutrition Administrative Assistant, Class IV, effective October 4, 2022.
 12. Nick Connor, Mathematics teacher at Northfield High School, add .40 FTE Robotics coach, effective 11/9/2022.
 13. Carrie Duba, K-12 Instructional Coach for the District, ½ overload in lieu of a preparation period to complete data integration work, beginning 11/11/2022 through 6/9/2023.
 14. Daniel Foley, Long-term substitute teacher at Spring Creek Elementary - change dates to 11/14/2022 through 12/9/2022.
 15. Candace Hard, daily teacher sub, change to long-term substitute special education teacher at Bridgewater, beginning 11/14/2022 through 12/14/2022, BA+10, step 10.
 16. Jenelle Mullin, Child Nutrition Associate III at the High School, increase hours from 7 hours/day to 8 hours/day, beginning 11/14/2022 through 6/9/2023.
 17. Rebekah Patterson - CORRECTION, .55 FTE Reading Support teacher, change to .55 FTE reading support teacher and .325 Title teacher effective 10/31/2022 through 6/9/2023.
 18. Andrew Richardson, 1.0 FTE Head Robotics Coach, change to .60 FTE Head Robotics coach, effective 11/9/2022.
 19. Diane Wolbeck, Child Nutrition Associate III at the High School, extend the increase in hours from 7.25 hours/day to 7.75 hours/day through 6/9/2023.
- iii. Leave of Absence
1. Natalie Ponciano Bartolo, Spec Ed EA at Bridgewater, Leave of Absence beginning 2/15/2023-4/25/2023.
 2. Cindy Thomas, Spec Ed EA at the High School, Family/Medical Leave of Absence beginning 12/14/2022-12/22/2022.
 3. Amanda Sieger, Teacher at Spring Creek, Family/Medical Leave of Absence beginning 11/15/2022-approximately 11/28/2022.
 4. Roanne Johnson, Special Education Teacher at Bridgewater Elementary, FMLA leave of absence beginning 11/1/2022 through 12/14/2022.
- iv. Retirements/Resignations/Terminations
1. Kiwi Bielenberg, Girls Soccer Coach at the Middle School, resignation effective 10/18/2022.
 2. Stephanie DeAdder, Administrative Support Assistant for Child Nutrition at the District Office, resignation effective 11/4/2022.
 3. Sandy Fjelde, Technology Specialist with the District, resignation effective 11/30/2022.
 4. Jocelyn Giefer, Assistant Dance Team Coach at the High School, resignation effective 11/4/2022.
 5. Vicky Johnson, Educational Assistant at the High School, resignation effective 10/3/2022.
 6. Ashley Montemurro, EA at Bridgewater, resignation effective 10/31/2022.
 7. Robin Patrick, Office Specialist at Bridgewater, retirement effective 10/31/2022.
 8. Tyla Christensen Patrick, Spec Ed EA at Bridgewater, resignation effective 10/31/2022.

9. Todd Wirkkala, Custodian at Bridgewater Elementary, unable to accept position.

7. Items for Individual Action

- a. Additional English Learner (EL) Support. On a motion by Pritchard, seconded by Goerwitz, the board unanimously approved the addition of a 6.5 hour per day English Learner (EL) Educational Assistant (EA) for the remainder of the 2022-23 school year, the addition of a 0.45 FTE EL teacher to support additional students new to the country for the remainder of this school year, and an overload at the high school to support additional EL student needs for the remainder of this school year at a total projected cost of \$63,518. All these expenses will be coded to the district's contingency fund.
- b. Resolution Canvassing the Results of the November 8, 2022 School Board Election On a motion by Butler, seconded by Baraniak, the board unanimously approved by roll call the Resolution Canvassing Returns of Votes of the November 8, 2022 School District General Election.

BE IT RESOLVED by the School Board of Independent School District No. 659, as follows:

It is hereby found, determined and declared that the general election of the voters of the district held on November 8, 2022, was in all respects duly and legally called and held.

As specified in the attached Abstract and Return of Votes Cast, a total of 18,313 voters of the district voted at said election on the election of three school board members for four-year term vacancies on the board caused by expiration of term on the first Monday in January next following the general election; as follows:

Jenny Nelson	5870 of votes
Ben Miller	5708 of votes
Jeff Quinnell	5634 of votes

Jenny Nelson, Ben Miller, and Jeff Quinnell, having received the highest number of votes, are elected to four-year terms beginning the first Monday in January, 2023.

The school district clerk is hereby authorized to certify the results of the election to the county auditor of each county in which the school district is located in whole or in part.

Voting 'yes' by roll call was Baraniak, Butler, Goerwitz, Gonzalez-George, Pritchard and Quinnell. No one voted 'no'. Absent: Stratmoen.

- c. Resolution Authorizing Issuance of Certificates of Election and Directing School District Clerk to Perform Other Election Duties. On a motion by Pritchard, seconded by Goerwitz, the board unanimously authorized by roll call, the Resolution Authorizing Issuance of Certificates of Election and Directing School District Clerk to Perform Other Election Duties.

WHEREAS, the board has canvassed the general election for school board members held on November 8, 2022,

NOW THEREFORE, BE IT RESOLVED by the School Board of Independent School District No. 659, State of Minnesota, as follows:

The chair and clerk are hereby authorized to execute certificates of election on behalf of the school board of Independent School District No. 659 to the following candidates: Jenny Nelson, Ben Miller, and Jeff Quinnell who have received a sufficiently large number of votes to be elected to fill vacancies on the board caused by expiration of term on the first Monday in January next following the election, based on the results of the canvass.

The certificate of election shall be in substantially the form attached hereto.

After the time for contesting the election has passed and the candidate has filed all campaign financial reports required by Minnesota Statutes, Chapter 211A, the clerk of the school board is hereby directed to deliver the certificates to the persons entitled thereto personally or by certified mail.

The clerk is hereby directed to enclose with the certificate a form of acceptance of office and oath of office in substantially the form attached hereto.

Voting 'yes' by roll call was Baraniak, Butler, Goerwitz, Gonzalez-George, Pritchard and Quinnell. No one voted 'no'. Absent: Stratmoen.

- d. Resolution Relating to Canvassing Returns of the November 8, 2022 Special Election On a motion by Baraniak, seconded by Butler, the board unanimously adopted the Resolution Relating to Canvassing Returns of the November 8, 2022 Special Election on the question of shall the renewal of the expiring capital project levy authorization proposed by the board of Independent School District No. 659 (Northfield Public Schools), Minnesota be approved (question 1) of which 9,050 voted in favor, 4,103 voted against the same, and zero ballots were defective or blank. Said proposition, having received the approval of at least a majority of such votes, is hereby declared to have carried. On the question if School District Question 1 above is approved, shall the new capital project levy authorization proposed by the board of Independent School District No. 659 (Northfield Public Schools), Minnesota be approved (question 2) of which 7,610 voted in favor, 5,435 voted against the same, and zero ballots were defective or blank. Said proposition, having received the approval of at least a majority of such votes, is hereby declared to have carried.

BE IT RESOLVED by the School Board of Independent School District No. 659 (Northfield Public Schools), Minnesota that the special election held in and for the School District on November 8, 2022, was in all respects duly and legally called and held, the returns thereof have been duly canvassed, and the votes cast at the special election for and against the questions submitted to the electors were as follows:

The board of Independent School District No. 659 (Northfield Public Schools), Minnesota has proposed to renew its capital project levy authorization expiring after taxes payable in 2023 in the maximum amount of 3.534% times the net tax capacity of the school district to provide funds for the acquisition, installation, support and maintenance of software and technology and the acquisition, installation, support and maintenance of School District facilities, infrastructure, furnishings, and equipment. The proposed tax rate is not being increased from the previous year's rate. The proposed renewal of the expiring capital project levy authorization will raise approximately \$1,239,925 for taxes first levied in 2023, payable in 2024, and will be authorized for ten (10) years. The estimated total cost of the projects to be funded over that time period is approximately \$12,399,250.

As specified in the attached Abstract and Return of Votes Cast, at said election a total of 13,153 voters of the school district voted on the question of shall the renewal of the expiring capital project levy authorization proposed by the board of Independent School District No. 659 (Northfield Public Schools), Minnesota be approved (SCHOOL DISTRICT QUESTION 1), of which 9,050 voted in favor, 4,104 voted against the same, and there were no blank or defective ballots related to this question. The ballot question, having received the approval of a majority of the votes cast, is hereby declared to have carried.

As specified in the attached Abstract and Return of Votes Cast, at said election a total of 13,045 voters of the school district voted on the question of if School District Question 1 above is approved, shall the new capital project levy authorization proposed by the board of Independent School District No. 659 (Northfield Public Schools), Minnesota be approved (SCHOOL DISTRICT QUESTION 2), of which 7,610 voted in favor, 5,435 voted against the same, and there were no blank or defective ballots related to this question. The ballot question, having received the approval of a majority of the votes cast, is hereby declared to have carried.

The clerk is hereby directed to certify the results of the election to the county auditors of each county in which the school district is located in whole or in part and to the Commissioner of Education.

Voting 'yes' by roll call was Baraniak, Butler, Goerwitz, Gonzalez-George, Pritchard and Quinnell. No one voted 'no'. Absent: Stratmoen.

- e. World's Best Workforce 2022-2023 Annual Report. On a motion by Pritchard, seconded by Baraniak, the board unanimously approved the 2022-2023 World's Best Workforce Annual Report as presented.

8. Items for Information

- a. Enrollment Options and History Report. Student Information Systems Specialist Christine Neset and Directory Mertesdorf have provided the 2022-23 Enrollment Options and History Report. Superintendent Hillmann reviewed this report with the board.
- b. Enrollment Report. Dr. Hillmann shared the November 2022 enrollment report.
- c. American Education Week. American Education Week presents everyone with an opportunity to celebrate public education and honor individuals who are making a difference in ensuring that every student receives a quality education. American Education Week is Nov. 13-19, 2022.

9. Future Meetings

- a. Monday, November 28, 2022, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- b. Monday, December 12, 2022, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- c. Monday, January 9, 2023, 6:00 p.m., Organizational Board Meeting followed by the Regular Board Meeting, Northfield DO Boardroom

10. Adjournment

On a motion by Quinnell, seconded by Goerwitz, the board adjourned at 8:19 p.m.

Noel Stratmoen
School Board Clerk