

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

School Board Minutes

July 11, 2016

Northfield High School Media Center

- I. Call to Order.
Board Chair Julie Pritchard called the Regular meeting of the Northfield Board of Education of Independent School District 659 to order at 7:00 PM. Present: Bogott, Colangelo, Hardy, Pritchard, Quinnell and Stratmoen. Iverson was absent.
- II. Agenda Changes / Table File
The table file was added.
- III. Public Comment
There was no one.
- IV. Approval of Minutes
On a motion by Quinnell, seconded by Hardy, minutes of the Regular School Board meeting held on June 13, 2016, were unanimously approved.
- V. Announcements and Recognitions
 - Superintendent Hillmann announced that there is a chance of severe weather and instructed everyone where to go in the event the tornado sirens are activated.
- VI. Items for Discussion and / or Reports
 1. Registration and Scheduling Process at Northfield Middle School and Northfield High School.
High School Principal Joel Leer and Middle School Principal Greg Gelineau gave the Board an insider's look at what it takes to create a secondary school schedule and the nuances that make it an incredibly complex process.
 2. Strategic Planning Process Preview.
Superintendent Hillmann provided the Board with a preview of the upcoming strategic planning process. The last time the Board engaged in strategic planning was in 2004, shortly after Dr. Richardson came to Northfield as Superintendent. Dr. Bruce Miles of the Big River Group will facilitate the process. A work session for Board members and administrators will be held prior to the August 8th School Board meeting from 5 PM – 6:30 PM in the High School Auditorium. Board members were asked to let either Chair Julie Pritchard or Donita Delzer know if there's a problem with that date and time. Dr. Miles will meet with staff on September 1 where he will run a concurrent session along with all of the other conference-style sessions being offered that day to licensed staff. All staff will be invited to participate in one of the sessions focused on staff input toward the new strategic plan. There will also be a session for community members to provide input. This session is yet to be scheduled. There will be an additional administrative/Board meeting to finalize the strategic plan in September. That date is still being finalized.
 3. District Committees Reports.
Superintendent Hillmann and Board Chair Pritchard led a discussion on the potential of monthly or bi-monthly reports to the entire School Board by the (a) Committee representative to provide the entire Board with a brief overview of what their committee is working on. It was decided to move forward with these reports once a month. They will follow the announcements on the agenda beginning with the September 26 Board meeting. A Google form will be developed and made available for consistency in the reporting.

VII. Superintendent's Report

A. Items for Individual Action

1. School Board Policy 527 – Student Use and Parking of Motor Vehicles: Patrols, Inspections and Searches.

On a motion by Stratmoen, seconded by Bogott, the Board unanimously approved School Board Policy 527 - Student Use and Parking of Motor Vehicles: Patrols, Inspections and Searches, as amended.

2. Resolution Regarding Christopher Columbus Day.

On a motion by Colangelo, seconded by Hardy, the Board unanimously approved the following Resolution Regarding Columbus Day.

WHEREAS, Minnesota Statutes, Section 645.44, Subdivision 5, and Minnesota Statutes, 120A.42 gives the district an option of determining whether Christopher Columbus Day shall be a holiday, then

BE IT RESOLVED, that Christopher Columbus Day on October 10, 2016, shall not be a holiday.

Voting 'yes' was Bogott, Hardy, Colangelo, Quinnell, Stratmoen and Pritchard. No one voted 'no.' Iverson was absent.

3. FY 2016 Audit Engagement Letter.

On a motion by Colangelo, seconded by Bogott, the Board unanimously accepted the 2015-16 Engagement Letter from CliftonLarsonAllen, LLP in the amount of \$23, 300 plus expenses.

4. Position Modifications for Directors of Finance and Human Resources.

On a motion by Bogott, seconded by Colangelo, the Board unanimously approved the recommended changes to the Directors of Human Resources and Finance positions at a total cost of \$32,237 and holding the \$127,000 in savings from the reduction of the Director of Administrative Services position within the District administrative budget.

5. Additional Middle School Sidewalk.

On a motion by Hardy, seconded by Stratmoen, the Board unanimously approved the change order in amount of \$16,740 for the Middle School driveway project, allowing for sidewalks to be installed on the entirety of both the north and south sides of the driveway.

6. Long Term Facilities Maintenance Revenue and Ten-Year Plan.

On a motion by Colangelo, seconded by Stratmoen, the Board unanimously approved the Long Term Facilities Maintenance Revenue and Ten-Year Plan dated July 11, 2016.

B. Items for Consent Grouping

On a motion by Bogott, seconded by Quinnell, the Board unanimously approved the following items listed under the Consent Grouping. Pritchard highlighted the Booster Club donations and thanked the community for its support.

1. Fiscal Year Organization Actions.

The Board approved the following:

- a) Approved authorizing the Director of Finance to invest surplus district funds in accordance with applicable laws and with the district's Investment Policy, Policy 705, for fiscal year 2016-2017.
- b) Approved designating Wells Fargo Bank, N.A., 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 procedures to Policy 705 - Investments, for fiscal year 2016-2017.

- c) Approved authorizing the Director of Finance to make appropriate wire transfers to and from district depository accounts for fiscal year 2016-2017.
2. Memberships for 2016-2017.

The following membership in the groups listed below were renewed for the 2016-2017 school year.

 - a. Minnesota State High School League. The designated Northfield High School Representative is Activities Director Tom Graupmann and the designated School Board Representative is Board Member Jeff Quinnell.
 - b. Minnesota Association of School Administrators.
 - c. Schools for Equity in Education.
 - d. Southeast Service Cooperative.
 - e. Region V Computer Services Cooperative.
 - f. Rice County Family Services Collaborative.
 - g. Minnesota School Boards Association.
 - h. Healthy Community Initiative.
3. Financial Reports – May 2016.

The Board approved paid bills totaling \$1,623,317.02, payroll checks totaling \$2,717,460.82 and the financial reports for May 2016. There were no bond payments made in May 2016.
4. Gift Agreement.

The Board approved the gift agreement with the Northfield Booster Club in the amount of \$13,235 to be used to purchase a variety of items, as listed on the Gift Agreement. Also, an additional \$13,302 was gifted to the School District to cover athletic fee waivers for the 2015-2016 school year.
5. Grant Request.

The Board approved a \$75,000 grant request to the American Honda Foundation. If this grant is received, it will provide for the implementation of new initiatives, programming and use of new resources for literacy/English Language Development, including Sheltered Instruction Observation Protocol (SIOP) training for 24 grade level teachers and three English Language teachers.
6. Personnel Items.
 - a. Appointments.*
 1. Jennifer Allison, 1.0 FTE Third Grade Teacher at Greenvale Park Elementary beginning 08/29/2016; BA, Step 4.
 2. Charlie Alvarez, 1.0 FTE Third Grade Companeros Teacher at Greenvale Park beginning 08/29/2016; BA, Step 3.
 3. Mary Bleckwehl, .5 FTE Grade 2 Elementary Teacher at Sibley Elementary beginning 08/29/2016 – 06/06/2017; MA60, Step 6.
 4. Amber Brezina, 1.0 FTE Grade 2 Elementary Teacher at Sibley Elementary beginning 08/29/2016; BA, Step 0.
 5. Christa Bultman, Assistant Volleyball Coach (9th Grade) at the High School beginning 08/15/2016 – 11/12/2016; Level E, Step 1.
 6. Cory Callahan, Assistant Football Coach at the High School beginning 08/15/2016 – 11/26/2016; Level E, Step 1.
 7. Micahala Johnson, CS Recreation Staff (Aquatics \$9.00/hour; Class Lead \$10.00/hour) beginning 06/20/2016 – 08/31/2016.
 8. Briana Kane, Temporary KidVentures Site Assistant at Sibley for 24-32 hours/week beginning 06/23/2016 – 09/02/2016; Step 1, \$12.19/hour (15-16); Step 1, \$12.43/hour (16-17).
 9. Molly MacKay, Dance Team Assistant Coach at the High School beginning 10/24/2016 – 02/18/2017; Level F, Step 5.

10. *Jae Mawby, Special Education Educational Assistant-PCA at the Cannon Valley Special Education Cooperative (Faribault site) for 7 hours/day beginning 08/29/2016; Step 1, \$13.98/hour.
 11. *Lindsay Mehrhoff, ESY SpecEd EA-PCA at Sibley for 3.5 hours/day beginning 07/01/2016 – 08/04/2016; Step 3, \$14.86/hour.
 12. Laura Meyers, Summer PLUS Club Leader at Bridgewater for 2 hours/day (M-Th) beginning 06/16/2016 – 08/04/2016; \$19.50/hour (15-16); \$20.09/hour (16-17).
 13. Christopher Morgan, Head Girls Swimming & Diving Coach at the High School beginning 08/15/2016 – 11/19/2016; Level A, Step 5.
 14. Katie O'Brien, ESY Teacher at Longfellow for 3.5 hours/day beginning 07/01/2016 – 08/04/2016; BA, Step 6.
 15. *Samantha Olson, GenEd-EA (Media Center) at the High School for 8 hours/day beginning 09/01/2016; Step 1, \$13.46/hour.
 16. Kenneth E. Pratt, Assistant Wrestling Coach at the Middle School beginning 11/07/2016 – 01/28/2017; Hourly \$14.00/hour.
 17. Diane Wiese, 1.0 FTE Special Education SLD Resource Room Teacher at Greenvale Park Elementary beginning 08/29/2016; MA, Step 11.
 18. Mark Welinski, Community Services Recreation JTT Tennis Coach beginning 06/01/2016 – 08/31/2016; \$2,500 Stipend (5 payments).
 19. Jamie Forbord, 1.0 FTE Special Education Teacher at the High School beginning 08/29/2016; BA+45, Step 5.
 20. Cecelia Green, Concessions Manager at the High School (Activities) for the 2016-17 school year; \$1,550 Stipend.
 21. **Annette Hakala, Technology Specialist (district wide) beginning 07/25/2016; \$52,400, Step 2.
 22. Meredith Maniglia, CS Recreation Staff (Soccer Aide \$9.25/hour; Soccer Supv. \$10.00/hour) beginning 07/11/2016 – 08/31/2016.
 23. Correction: Tamra Paulson, 1.0 FTE Long-Term Substitute EBD/SLD Teacher at Sibley Elementary beginning 08/29/2016 – 06/06/2017; Change from MA, Step 5 to MA15, Step 5. (additional transcripts received)
 24. **Matthew Roy, Technology Specialist (district wide) beginning 07/25/2016; \$52,400, Step 1.
 25. **Vicki Turner, 1.0 FTE Early Childhood Coordinator at Community Services beginning 07/11/2016 for 50 weeks/year (\$49,580); change to 52 weeks/year; \$51,563.00, Step 4 - beginning 07/11/2016.
- b. Increase/Decrease/Change in Assignment.
1. Janet Amundson, SpecEd EA-PCA at the Middle School (6.75 hours/day), change to SpecEd EA-PCA at the MS for 6.5 hours/day beginning 09/06/2016.
 2. Danielle Crase, Long-Term Substitute Special Education Resource Teacher at the HS; add ESY Teacher at Sibley Elementary for 3.5 hours/day beginning 07/01/2016 – 08/04/2016.
 3. Adam Danielson, Fourth Grade Teacher at Bridgewater, change to 1.0 FTE Positive Attention & Learning Support Specialist (PALS) at Bridgewater beginning 08/29/2016.
 4. *Nina deBoer, SpecEd EA-PCA at CVSEC-Northfield (7 hours/day), add ESY SpecEd EA-PCA at the High School for 3.5 hours/day beginning 07/01/2016 – 08/04/2016; Step 6, \$15.95/hour.
 5. Tyler Faust, Special Education Teacher at Bridgewater, add ESY Teacher at Sibley for 3.5 hours/day beginning 07/01/2016 – 08/04/2016.
 6. Teresa Findlay, SpecEd EA-PCA at the Middle School (6.75 hours/day), change to SpecEd EA-PCA at the MS for 6.5 hours/day beginning 09/06/2016.
 7. Nicole Gill, Special Education Teacher at the High School, add ESY Teacher at the High School for 3.5 hours/day beginning 07/01/2016 – 08/04/2016.

8. Pamela Hanson, GenEd EA-Instructional at the High School (6 hours/day), change to SpecEd EA-Job Coach at the HS for 6.5 hours/day beginning 08/30/2016.
9. Deb James, ECSE (3-5) Teacher at Longfellow, add overload ECSE (3-5) at Longfellow beginning 03/29/2015 – 06/08/2016.
10. Joni Karl, .6 FTE Math Teacher at the High School, increase to .8 FTE Math Teacher at the High School beginning 08/29/2016.
11. Cindy Keogh, Child Nutrition Associate, add Targeted Services PLUS Club Leader at Bridgewater for up to 2 hours/day (M-Th) beginning 06/16/2016 – 08/04/2016; \$19.50/hour (15-16); \$20.09/hour (16-17).
12. Lynn Krominga, Assistant Director of Special Education, change from 45 weeks/year to 52 weeks/year beginning 07/01/2016.
13. Melissa Larsen, School Social Worker at GVP, change to Positive Attention & Learning Support Specialist (PALS) at GVP beginning 08/29/2016.
14. Carolyn Manderfeld, SpecEd EA-PCA at Sibley (6.75 hours/day), change to SpecEd-EA-PCA at the Middle School for 6.75 hours/day beginning 09/06/2016.
15. Nick Mertesdorf, SpecEd EA-Job Coach at the High School (6.5 hours/day), change to SpecEd EA-PCA at the HS for 6.75 hours/day beginning 08/30/2016.
16. Jackie Moon, SpecEd EA-PCA at the Middle School (6.75 hours/day), change to SpecEd EA-PCA at the MS for 6.5 hours/day beginning 09/06/2016.
17. Karen Nelson, .6/.4 FTE FACS Teacher at the High School, increase to 1.0 FTE for Semester 1; .8 FTE for Semester 2 FACS Teacher at the High School beginning 08/29/2016 – 06/06/2017.
18. Katie O'Connor, NB ECSE Teacher at Longfellow, add overload NB ECSE at Longfellow beginning 03/29/2015 – 06/08/2016.
19. Katie O'Connor, NB ECSE Teacher at Longfellow, add ESY Teacher at Longfellow for 3.5 hours/day beginning 07/01/2016 – 08/04/2016.
20. Kyle Roth, Special Ed Teacher at Longfellow, add ESY Teacher at Longfellow for 3.5 hours/day beginning 07/01/2016 – 08/04/2016.
21. Heather Ryden, RTI Coach at Greenvale Park, add Targeted Services Summer PLUS Teacher at BW for up to 2 hours/day (M-Th) beginning 06/16/2016 – 08/04/2016; Year 1, \$27.11/hour.
22. John Schnorr, B-5 Speech Pathologist at Longfellow, add overload Speech & ECSE at Longfellow beginning 03/29/2015 – 06/08/2016.
23. Christina Schwietz, Targeted Services PLUS Club Leader, add TS Summer PLUS Club Leader at Bridgewater for up to 2 hours/day (M-Th) beginning 06/16/2016 – 08/04/2016; \$19.50/hour (15-16); \$20.09/hour (16-17).
24. Deb Seitz, Special Education Teacher at the MS, add ESY Teacher at Sibley for 3.5 hours/day beginning 07/01/2016 – 08/04/2016.
25. Michelle Sonnega, English Teacher at the High School, add Head Knowledge Bowl Coach at the High School beginning 06/21/2016; Level H, Step 1.
26. Dawn Sorenson, ECSE (3-5) Teacher at Longfellow, add overload ECSE (3-5) at Longfellow beginning 03/29/2015 – 06/08/2016.
27. Josh Spitzack, 1.0 FTE 3rd Grade Teacher at Greenvale Park, change to 1.0 FTE 5th Grade Teacher at GVP beginning 08/29/2016.
28. Anja Stromme, CS Recreation Substitute, change to CS Recreation Staff (SUPER Kids Supervisor \$10.00/hour) beginning 06/22/2016 – 08/31/2016.
29. Amanda Tracy, .8 FTE Spanish Teacher at the High School, decrease to .6 FTE Spanish Teacher beginning 08/29/2016 – 06/06/2017 (2016-17 school year).
30. ReNae Trebelhorn, Special Education Teacher at the MS, add ESY Teacher at the MS for 3.5 hours/day beginning 07/01/2016 – 08/04/2016
31. Peg Witt, Second Grade Teacher at Sibley, change to Positive Attention & Learning Support Specialist (PALS) at Sibley beginning 08/29/2016.
32. Extended School Year Special Education Educational Assistant-PCA (SpecEd EA-PCA) for 3.5 hours/day beginning 07/01/2016 – 08/04/2016:
 - Kathy Beck, add ESY SpecEd EA-PCA at Sibley

- Allyson Bernstorff, add ESY SpecEd EA-PCA at the Middle School
 - Shari Bridley, add ESY SpecEd EA-PCA at Longfellow
 - Theresa Findlay, add ESY SpecEd EA-PCA at Sibley
 - Marilyn Frey, add ESY SpecEd EA-PCA at Longfellow
 - Cindy Huschle, add ESY SpecEd EA-PCA at the High School
 - Shelly Kruger, add ESY SpecEd EA-PCA at the High School
 - Beth Kuyper, add ESY SpecEd EA-PCA at Sibley
 - Brittney Laue, add ESY SpecEd EA-PCA at Longfellow
 - Yolanda Loken, add ESY SpecEd EA-PCA at Longfellow
 - Carolyn Manderfeld, add ESY SpecEd EA-PCA at the Middle School
 - Beth McClune, add ESY SpecEd EA-PCA at Sibley
 - Kim Medin, add ESY SpecEd EA-PCA at Sibley
 - Jacqueline Meyer, add ESY SpecEd EA-PCA at the High School
 - Jackie Moon, add ESY SpecEd EA-PCA at Sibley
 - Jacob Odell, add ESY SpecEd EA-PCA at the High School
 - Deb Pack, add ESY SpecEd EA-PCA at the High School
 - Melissa Reuvers, add ESY SpecEd EA-PCA at Sibley
 - Tammy Schwagerl, add ESY SpecEd EA-PCA at the Middle School
 - Jennifer Severson, add ESY SpecEd EA-PCA at Longfellow
 - Andrea Waldoch, add ESY SpecEd EA-PCA at Longfellow
 - Lori Witt Macrae, add ESY SpecEd EA-PCA at Sibley
 - Carina Zick, add ESY SpecEd EA-PCA at Sibley
33. Tricia Christopherson, Grade 2 Companeros Teacher, add TS Summer PLUS Teacher at Bridgewater for 3 hours/day (M-Th) beginning 06/16/2016 – 08/04/2016; Year 1, \$27.11/hour.
 34. Martha Donahoe, Office Generalist at Longfellow (4 hours/day), change to Office Generalist/Sped Due Process Clerical at Longfellow (7.5 hours/day) beginning 08/29/2016.
 35. **Bruce Dybvik, Workstation Specialist (district wide \$39,139 + steps), change to Technology Specialist (district wide \$52,400 + steps) beginning 07/01/2016.
 36. Shannon Flegel, Special Education Teacher, ESY OT Teacher for up to 4 hours/day for the summer program in the district beginning 07/11/2016 – 08/04/2016.
 37. Mark Harder, Head Custodian at the High School, change to Head Custodian at Longfellow/ALC beginning 08/01/2016.
 38. Kelly Hebzynski, Math Teacher at the MS, add Assistant Volleyball Coach (7th Grade) at the Middle School beginning 09/06/2016 – 10/19/2016; Level H, Step 5.
 39. **Duane Johnson, Technology Specialist (districtwide \$59,301 + steps), change to Network Assistant (districtwide \$59,301 + steps) beginning 07/01/2016.
 40. **Anna Kelly, Community School Club Leader/Site Assistant, change to GenEd EA-Media/Supv. at Greenvale Park for 6.5 hours/day beginning 08/30/2016; Step 1, \$13.43/hour
 41. Corrine Oian, Guidance Counselor at the MS, add Assistant Volleyball Coach (7th Grade) at the Middle School beginning 09/06/2016 – 10/19/2016; Level H, Step 5.
 42. John Schnorr, Special Education Teacher, add ESY SLP Teacher for up to 4 hours/day for the summer program in the district beginning 07/11/2016 – 08/04/2016.
- c. Leave of Absence Requests.
1. Tracy Closson, Family/Medical Leave of Absence beginning June 16, 2016 through June 24, 2016.

2. Judi Vitito, Unpaid Leave of Absence for the 2016-17 school year effective 06/28/2016.
 3. Pat Bullard, Family/Medical Leave of Absence beginning 06/28/2016 – 10/28/2016 (first 60 work days=FMLA).
- d. Resignations and Retirement.
1. Terry Bestul, 6th Grade Football Coach, resignation effective 07/05/2016.
 2. Katie Goehring, Early Ventures Teacher at Longfellow, resignation effective 08/19/2016. Katie will change to Hand in Hand Teacher at LF for up to 32 hours/week beginning 08/20/2016.
 3. Marian Green, HR Administrative Support, resignation effective 6/30/2016.
 4. Steven Hill, Head Custodian at the Middle School, retirement effective 10/14/2016.
 5. Jed McGuire, High School Weight Room Coach, resignation effective 07/06/2016
 6. Priscilla Rotunda, HR Administrative Support, resignation effective 07/29/2016.
- e. The Board approved the following:
- Policy covering wages, working conditions and fringe benefits of Educational Assistants for the period extending July 1, 2016 through June 30, 2018.

* Conditional offers of employment are subject to successful completion of a criminal background check and pre-work screening (if applicable)

**Hourly rate of pay is subject to change upon settlement of 2016-2018 employee agreement

VIII. Items for Information

1. Master Facilities Planning ThoughtExchange Results Released.
Superintendent Hillmann provided a brief overview of the Master Facility Planning ThoughtExchange results public release. He identified the next steps in finalizing the District's Master Facilities Plan. The Administrative Leadership team will review the data and ATS&R will complete the plan. The document will be brought to the Board for formal approval by the end of October.
2. Superintendent's Blog.
Superintendent Hillmann shared information about the new blog he has started. The #nfldlead blog is intended to be a vehicle for the Superintendent to share information about the District with staff, students, parents, and community members. The goal is to publish it once a week, similar to an online newsletter. Buildings will promote the Superintendent's blog with families through their newsletters.
3. Filing for School Board is August 2-16 from 8 AM to 4:30 PM in the District Office. On the last day of filing, August 16, filing will be accepted until 5:00 PM. Candidates who file have until 4:30 PM on August 18 to withdraw.

IX. Future Meetings

Monday, August 8, 2016, 5:00 – 6:30 PM, School Board Work Session, Northfield High School Auditorium
Monday, August 8, 2016, 7:00 PM Regular School Board Meeting, Northfield High School Media Center
Monday, August 22, 2016, 7:00 PM Regular School Board Meeting, Northfield High School Media Center

X. Adjournment

On a motion by Stratmoen, seconded by Quinnell, the Board adjourned at 8:33 PM.

Noel Stratmoen
School Board Clerk