

# NORTHFIELD PUBLIC SCHOOLS

## School Board Minutes

School Board Minutes  
September 12, 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 p.m. Present: Bogott, Colangelo, Hardy, Iverson, Pritchard, Quinnell and Stratmoen.
- II. Agenda Changes / Table File  
The table file was added.
- III. Public Comment  
There was no public comment.
- IV. Approval of Minutes  
On a motion by Quinnell, seconded by Colangelo, minutes of the Regular School Board meeting held on August 22, 2016, were unanimously approved.
- V. Announcements and Recognitions
  - Superintendent Hillmann reported that last week was a great first week of school.
- VI. Items for Discussion and / or Reports
  1. Superintendent Evaluation Subcommittee Report.  
Board Member Ellen Iverson presented the report for the Superintendent's Evaluation Subcommittee. The report outlined the Subcommittee's recommendation of an updated approach to the Superintendent's evaluation, including a modified evaluation form and a timeline that aligns more closely to District goal setting. Suggested changes to the evaluation process include:
    - Adding a mid-year evaluation to provide formative feedback to the Superintendent.
    - Including evaluative items on the form that are specific to the District's mission, vision and goals.
    - Ensuring the evaluation aligns with the current Superintendent job description.Superintendent Hillmann then presented his 2016-2017 school year goals for Board consideration. They are:
    1. Northfield Public Schools will adopt an updated mission, vision, and strategic plan by October 30, 2016, and begin implementation no later than June 1, 2017.
    2. Northfield Public Schools will adopt a long-range master facilities plan by November 30, 2016.
    3. Northfield Public Schools will continue to address the District's opportunity gap by recommending a core curriculum for social/emotional learning by June 1, 2017.The Board discussed the need to gather information addressed in some of the questions on the evaluation form, and other stakeholders participating in the evaluation of the Superintendent. The Subcommittee will meet to discuss these two issues and bring a recommendation to the September 26th Board meeting. The Board will act on the Subcommittee's recommendations and the Superintendent's 2016-2017 goals at the October 10 Board meeting. Members of the Superintendent Evaluation Subcommittee are Julie Pritchard, Fritz Bogott and Ellen Iverson.
  2. Technology Services Update.  
Director of Technology Services Kim Briske provided an update on the Technology Services team, new equipment and systems that have been put in place this school year, and other education technology related initiatives and strategies within the District.
  3. Cannon Valley Special Education Cooperative (CVSEC) Update.  
Director of Special Services Cheryl Hall provided an update on the opening of the Cannon Valley Special Education Cooperative. The report provided an overview of programs, current enrollment, celebrations and challenges. Cheryl thanked "all the staff who have worked tirelessly to help get the Cooperative up and running for this school year."

4. QComp.  
Superintendent Hillmann and Northfield High School Mathematics teacher and Northfield Education Association Representative Ray Coudret reviewed the basics of the State's QComp program that were presented at the August 22<sup>nd</sup> Board meeting. Dr. Hillmann also engaged the Board in a discussion on initial questions about QComp, and reviewed the sample letter of intent required to start the QComp application process. The Board will act on the letter of intent and discuss the application at the September 26<sup>th</sup> meeting.
5. Dundas Dome.  
Dr. Hillmann reviewed the August 22<sup>nd</sup> presentation regarding potential rental of the Dundas Dome facility for some Spring sports practices and shared a timeline for the Board's decision-making on such a rental. At the September 26<sup>th</sup> meeting the Board will decide if they wish to authorize Activities Director Tom Graupmann and Superintendent Hillmann to negotiate a rental agreement for use of the Dundas Dome facility.

VII. Superintendent's Report

A. Items for Individual Action

There were no items for individual action.

B. Items for Consent Grouping

On a motion by Iverson, seconded by Stratmoen, Board unanimously approved the following items in the Consent Grouping.

1. Personnel Items.

a. Appointments.\*

1. Correction: Bethany Rohde Early Childhood Teacher at Longfellow, change from starting date 08/01/2016 to 08/29/2016.
2. Correction: Theresa Wilson, Business Teacher at the HS beginning 08/24/2016; change from MA+15, Step 14 to MA+60, Step 14.
3. Joy Seric-Amunrud, Target Services PLUS Club Leader at GVP beginning 10/10/16-05/04/17; \$20.09/ hr.
4. \*Patricia Anderson, Education Assistant – PCA at CVSEC –Alex bldng. For 7 hrs/day beginning 09/13/2016; Special Ed, Step 1-\$15.58/hr (CVSEC)
5. \*Melissa Antonell, EA-PCA CVSEC –Alex bldng. For 7 hrs/day beginning 9/10/2016; CVSEC Special Ed, Step 2-\$15.92/hr.
6. Maya Ben-Shahar, PLUS Club Leader with Targeted Services Program at GVP for 1.0 hrs/day for max up to 4 days per week (Mon.-Thur.) beginning 10/10/2016 -05/04/2017; \$20.09/hr.
7. Meckenzie Dahle, EL Educational Assistant at the MS beginning 9/7/2016; General Ed-Step 2, \$14.86/hr.
8. Marcel Diggs, Fall/Winter/Spring Recreation Position with Community Services, Tues/Thurs -2hrs beginning 09/06/2016-05/31/2017; Flag Football Coach \$9.50/hour.
9. Leandro Ferreira, Fall/Winter/Spring Recreation Position with Community Services, Tues/Thurs -2hrs beginning 09/06/2016-05/31/2017; Flag Football Coach \$9.50/hour.
10. Shiloh Goodwin, Fall/Winter/Spring Recreation Position with Community Services, Tues/Thurs -2hrs beginning 09/06/2016-05/31/2017; Flag Football Coach \$9.50/hour.
11. Jackie Groth, Special Education EA-PCA at Bridgewater for 6.75 hrs/day beginning 8/30/2016; Special Ed, Step 1-\$15.08/hr.
12. Gao Hong, Chinese Teacher at the HS for .20 FTE beginning 8/28/2016- 06/6/2017; BA, Step 13
13. \*Michele Horak, Sped ED EA PCA at CVSEC-SUN bldng for 7 hrs/day beginning 9/10/2016.
14. Tiffany Ingham, KidVentures Site Assistant for 6.5 hrs/wk for 260 days at GVP beginning 9/15/2016; Step 1-\$12.43/hr.

15. Sydney Johnston, Sped EBD Teacher/Gen Ed at CVSEC-Alex bldng for 40 hrs/wk beginning 9/06/2016; BA, Step 0.
  16. Lacy Knutson, Dance Team Asst, Coach JV at the HS for 3 hrs/day beginning 10/24/2016; \$14.00/hr.
  17. Samuel Kuss, Fall/Winter/Spring Recreation Position with Community Services, Tues/Thurs -2hrs beginning 09/06/2016-05/31/2016; Flag Football Coach \$9.75/hour.
  18. \*Armando Martinez, Custodian at GVP/SB beginning 8/31/2016; Step 1, Step 3 Custodian - \$15.93 \*\* Subject to change
  19. Holly McBeth, Early Ventures Teacher at Longfellow for 37.75 hrs/wk beginning 8/29/2016; Venture Teacher, Step 3-\$16.16/hr.
  20. Cullen Mudrak, Fall/Winter/Spring Recreation Position with Community Services, Tues/Thurs -2hrs beginning 09/06/2016-05/31/2017; Flag Football Coach \$9.50/hour.
  21. Devin Murphy, Fall/Winter/Spring Recreation Position with Community Services, Tues/Thurs -2hrs beginning 09/06/2016-05/31/2017; Flag Football Coach \$9.50/hour.
  22. Davis Nemmers, Fall/Winter/Spring Recreation Position with Community Services, Tues/Thurs -2hrs beginning 09/06/2016-05/31/2017; Flag Football Coach \$9.75/hour.
  23. Kim Norton, PLUS Site Assistant with Targeted Services Program at GVP for 1.5 hrs/day for 4 days per week (Mon.-Thur.) beginning 9/27/2016 -05/04/2017; Step 2-\$12.77/hr.
  24. \*Ashley Opatrny, Educational Assistant-PCA for 6.75 hrs/day Monday – Friday at GVP beginning 09/19/2016; Special Ed, Step 1-\$15.08/hr.
  25. Lars Stevenson, Fall/Winter/Spring Recreation Position with Community Services, Tues/Thurs -2hrs beginning 09/06/2016-05/31/2017; Flag Football Coach \$9.50/hour.
  26. Shelley Stulken, 1.0 FTE 5<sup>th</sup> Grade Classroom Teacher at Sibley beginning 8/29/2016; MA, Step 6.
  27. Thomas Vermillion, Sped EBD Teacher/Gen Ed at CVSEC-Alex bldng for 40 hrs/wk beginning 9/07/2016; MA +30, Step 14.
  28. \*Jean Volkmuth, Educational Assistant 2 hrs/day Special Ed, 2 hrs/day General Ed and for a total of 4 hrs/day at the Middle School beginning 09/13/2016; Special Ed (2 hrs/day) Step 1 -\$15.08/hr, General Ed (2 hrs/day) Step 1-\$14.52/hr.
  29. \*Peggy Wetmore, Sped ED EA PCA at CVSEC-Alex bldng for 7 hrs/day beginning 9/09/2016; CVSEC Special Ed, Step 2-\$15.92/hr.
  30. Khayleb Willis, Fall/Winter/Spring Recreation Position with Community Services, Tues/Thurs -2hrs beginning 09/06/2016-05/31/2017; Flag Football Coach \$9.50/hour.
  31. James Anderson, Event Worker at Various Locations beginning 9/12/2016.
  32. Daniel Lewis, 6<sup>th</sup> Grade Boys Soccer Coach for 2.5 hrs/day at the MS beginning 09/12/2016-10/19/2016; Level J, Step 1.
  33. Michael Litkewitsch, Kid Ventures Site Assistant, for up to 17 hrs/wk at Sibley beginning 09/12/2016; Site Asst, Step 1- \$12.43/hr.
  34. \*Roseangely Montanez, Special Ed –PCA for 6.75 hrs/day at the MS, beginning 09/19/2016; Step 2 Special Ed-\$15.42/hr.
  35. Allison Trezona, Evening Site Assistant for 3 hrs/day at GVP beginning 09/15/2016-05/18/2017; Step 1-\$12.43/hr.
  36. Deborah Wagner, Media Center General Ed. EA for 2 hrs/day at the MS beginning 9/13/2016; Gen Ed, Step 3-\$15.19/hr.
- b. Increase/Decrease/Change in Assignment.
1. Paula Baragary, 1.0 FTE Teacher at Sibley Elementary, add District/Teacher Mentor at Sibley Elementary with a stipend of \$750 beginning 08/24/2016-06/06/2017;
  2. Kathy Beck, PCA 6.75 hrs/day at GVP, change to PCA 6.75, Supervisory .28 at GVP for 7.03 hrs/day beginning 08/30/2016.
  3. Jill Bohlen, PCA 6.75, Supervisory .50 at GVP for 7.25 hrs/day, change to PCA 6.75 at GVP for 6.75 hrs/day beginning 08/30/2016.
  4. Christina Chappuis, EA-LI 6.75 hrs/day; Supervisory .33 hrs/day at Sibley, change to EA-NB 6.75 hrs/day; Supervisory .40 hrs/day at Sibley beginning 09/06/2016.

5. Kelle Edwards, PCA 7.50 hrs/day at GVP, change to General Education EA for 7.00 hrs/day at GVP beginning 08/30/2016.
6. Jan Ensrud, 1.0 MS Teacher at the MS, add Teacher Mentor at the MS beginning 8/29/2016-06/06/2017; \$750 Stipend
7. Mark Ensrud, Counselor + 5 days at the High School, add 5 additional days to his contract beginning with the 2016-2017 year-ongoing;
8. Tyler Faust, 7<sup>th</sup> Grade Football Coach (hourly) at the MS, Change to 7<sup>th</sup> Grade Football Coach at the MS beginning 08/23/2016; Level H, Step 4.
9. Shannon Flegel, OT Nfld 1.0 at LF and GVP, change to Nfld OT .7 at LF and CVSEC OT .3 beginning 8/29/2016.
10. Anna Kelly, General Ed EA at GVP, add TS PLUS Club Leader at GVP for 1.0 hrs/day Mon-Thurs. (Flexible days) beginning 10/10/16-05/04/17. \$20.09/hr.
11. Lisa Laine, PCA 6.75, Supervisory .50 at GVP for 7.25 hrs/day, change to Resource Room 5.00, General Education 2.0 at GVP for 7.00 hrs/day beginning 08/30/2016.
12. Melissa Larsen, School Social Worker at GVP, Change to Positive Attention & Learning Support Specialist (PALS) at GVP beginning 08/29/2016.
13. Kristy Malecha, PCA 6.50, Supervisory .50 at GVP for 7.00 hrs/day, change to PCA 6.50, Supervisory .69 at GVP for 7.19 hrs/day beginning 08/30/2016.
14. Tresa Mazurek, PCA 6.50, Supervisory .50 at GVP for a total of 7.00 hrs/day, change to PCA 6.75, at GVP for a total of 6.75 hrs/day beginning 08/30/2016.
15. LaDonna Miller, PCA 6.50, General Education .70 hrs/day for a total of 7.20 hrs/day at GVP, change to PCA 6.75, General Education .28 at GVP for a total of 7.03 hrs/day beginning 08/30/2016.
16. Amy Pantze, PCA 6.50 hrs/day at GVP, change to Resource Room 6.50, Supervisory .50 at GVP for a total of 7.00 hrs/day beginning 08/30/2016.
17. Deborah Rasmussen, Counselor + 5 days at the High School, add 5 additional days to her contract beginning with the 2016-2017 year-ongoing.
18. Brent Rauk,, Elementary Ed. Teacher at Bridgewater, add to 7<sup>th</sup> Grade Football coach (hourly) at the Middle School, add Assistant Baseball Coach JV at the High School, beginning 08/29/2016 – 10/19/2016; \$18.00 /hr.
19. Dan Riesgraf, 1.0 Teacher at the MS, add .1 overload Teacher at the MS, beginning 08/29/2016-06/06/2017.
20. Kyle Roth, ECSE/DHH at LF, change to ECSE .8 at LF, DHH .1 at GVP, DHH .1 at SUN CVSEC beginning 8/29/2016.
21. Robin Spillman, PCA 2.50, Resource Room 1.50, General Education 3.00 at GVP for a total of 7.00 hrs/day, change to Resource Room 6.50, General Education .50 at GVP for a total of 7.00 hrs/day beginning 08/30/2016.
22. Rhonda Stanley, PCA 2.50, Resource Room 1.50, General Education 3.00 at GVP for 7.00 hrs/day, change to RR 4.59, General Education 2.50 at GVP for 7.09 hrs/day beginning 08/30/2016.
23. Jane Streitz, PCA 6.50 at GVP for 6.50 hrs/day, change to PCA 6.50, Supervisory .25 at GVP for 6.75 hrs/day beginning 08/30/2016.
24. Sarah Swan McDonald, social studies teacher at the High School, add New Teacher Mentor at the High School beginning 8/29/2016; \$750 Stipend.
25. Lori Warner, OT/AT Nfld/CVSEC (.6/.4) at the MS/ALL CVSEC, change to CVSEC AT .2 Nfld District Wide OT/AT .8 for a total of CVSEC .2 and Nfld .8 beginning 8/29/2016.
26. Jeff Wendt, Grade 6 Soccer Coach at the Middle School, Level J, change to Boys Soccer Coach 7<sup>th</sup> & 8<sup>th</sup> grade at the Middle School, Level H Step 4 beginning 09/06/2016.
27. Kathy Wiertsema-Miller, counselor + 5 days at the HS, add 5 additional days to her contract beginning with the 2016-2017 year-ongoing.
28. Sari Zack, Teacher at GVP, add Teacher Mentor at GVP beginning 09/06/2016; \$750 Stipend.
29. Jill Bohlen, PCA for 6.75 hrs/day at GVP, add .50 Supervision for a total of 7.25 hrs/day at GVP beginning 09/07/2016.

30. Michael Garlitz, Accel. Nfld., add Evening Site Assistant for up to 6 hrs/wk at GVP beginning 09/15/2016-05/18/2017; Step 2-\$12.77/hr.
  31. Anna Kelly, General Ed EA at GVP, add Evening Club Leader for up to 8 hrs/wk at GVP beginning 09/15/2016; \$20.09/hr.
  32. Anna Kelly, Media EA 5.5 hrs/day Supervisory EA 1.0 hrs/day at GVP, change to Media EA 5.5 hrs/day beginning 09/9/2016
  33. Gail Kohl, 5<sup>th</sup> Grade Teacher at BW, add Teacher Mentor for BW beginning 09/06/2016 – 06/06/2017.
  34. Tresa Mazurek, PCA for 6.75 hrs/day at GVP, add .25 Supervision for a total of 7.00 hrs/day at GVP beginning 09/07/2016.
  35. Kari Prestemon, School Social Worker 1.0 FTE at the HS, change to .8 at the HS beginning 08/29/2016.
- c. Leave of Absence Requests.
1. Jerome Jarvis, Custodian at GVP and Sibley, family/medical leave beginning 09/6/2016-10/19/2016.
  2. Amanda Schrader, El Specialist at Sibley Elementary, family/medical leave beginning on or about 10/3/2016-01/3/2017.
  3. Diane Torbenson, Teacher at GVP, family/medical leave beginning 10/24/2016 through 12/31/2016.
  4. Christa Danielson, Kindergarten Teacher at Sibley, family/medical leave beginning on or about December 1, 2016 for 9 work weeks.
- d. Resignations.
1. Anita Fisher Egge, School Volunteer Coordinator at the Middle School, resignation effective 09/02/2016.
  2. Teresa Findlay, Due Process Clerk for the MS and GVP, resignation 09/06/2016. Returning to Special Ed position.
- e. The Board approved the following:
- Policy covering wages, working conditions and fringe benefits of Building Nurses for the period extending July 1, 2016 through June 30, 2018.
  - Policy covering wages, working conditions and fringe benefits of Nurses, St. Dominic for the period extending July 1, 2016 through June 30, 2018.
  - Policy covering wages, working conditions and fringe benefits of Confidential Employees for the period extending July 1, 2016 through June 30, 2018.
  - Policy covering wages, working conditions and fringe benefits of Other Staff for the period extending July 1, 2016 through June 30, 2018.
  - Policy covering wages, working conditions and fringe benefits of Certified Occupational Therapy Assistants/Speech Language Assistant for the period extending July 1, 2016 through June 30, 2018.
  - Policy covering wages, working conditions and fringe benefits of Educational Interpreters for Deaf and Hard of Hearing for the period extending July 1, 2016 through June 30, 2018.
  - Contract covering wages, working conditions and fringe benefits of the International Union of Operating Engineers Local No. 70 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. Strategic Planning Update.

Superintendent Hillmann provided an update on the attendance and evaluations of the staff and community strategic planning meetings that were held on September 1<sup>st</sup>. He also previewed the next steps and the final meeting in the strategic planning process on September 22.

2. Board Member Committee Reports.

Beginning at the September 26<sup>th</sup> Regular School Board meeting, Board members will have an opportunity to present reports from their assigned committees. Dr. Hillmann reviewed how to submit information using a Google form created for this purpose. A sample of the form was in the packet.

3. Chamber of Commerce Luncheon – State of the Schools – Tuesday, September 13, 11:30 AM, Northfield Golf Club.

4. National Merit Scholars Reception – Monday, October 10, 6:00 PM, Northfield High School Upper Cafeteria.

The High School office has reported that Northfield High School has four semi-finalists. The list of commended students will be released very soon.

5. Enrollment Report.

Enrollment as of Friday, September 9, 2016, was shared with the Board.

IX. Future Meetings

Thursday, September 22, 2016, 6:00 PM to 9:00 PM, Strategic Planning – Final Work Session, Northfield High School Media Center

Monday, September 26, 2016, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center

Monday, October 10, 2016, 6:00 PM, Reception for National Merit Scholars, Northfield High School Upper Cafeteria

Monday, October 10, 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 9:17 p.m.

Noel Stratmoen  
School Board Clerk