

# NORTHFIELD PUBLIC SCHOOLS

## School Board Minutes

School Board Minutes  
November 14, 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, Pritchard, Quinnell and Stratmoen. Iverson was absent.
- II. Agenda Changes / Table File  
The table file was added.
- III. Public Comment  
There was none.
- IV. Approval of Minutes  
On a motion by Quinnell, seconded by Hardy, minutes of the Regular School Board meeting held on October 24, 2016, were unanimously approved.
- V. Announcements and Recognitions
  - High School Business teacher Julie Wolner will be presenting the Virtual Job Shadow software she uses in her business class career units at the state-wide CTE Works! Summit held November 16.
  - Thirty-six students from Northfield High School DECA just participated in a 2-day Fall Leadership Conference November 6-7 in Minneapolis. Students attended sessions focusing on developing professionalism, branding, leadership, and college and career readiness.
  - Congratulations to Northfield Middle School students who were recently accepted into the American Choral Director's Association of Minnesota State 7-8 Honor Choirs. Northfield Middle School 8<sup>th</sup> grader, Lauren Werner, was selected for the choir. Four middle school students were accepted into the State 7-8 TTBB Honor Choir. Middle School 7<sup>th</sup> grader, Andrew Ryden, and 8<sup>th</sup> graders, Isaac Guggisberg, David Shelby, and Robert Swenson were selected for the choir. Accepted students will perform a concert on November 19 in Mahtomedi. All of our NMS singers were prepared and recorded their auditions with their own middle school choir director, Cathy Penning. Congratulations also to two of these same singers that were selected into the 2017 National ACDA Honor Choirs. Robert Swenson and David Shelby made it in the Junior High Middle School division at the national level. They will be rehearsing in Minneapolis for 3 days culminating in 2 concerts on Saturday, March 11 at Central Lutheran and Orchestra Hall.
  - Every year the Minnesota chapter of the American String Teachers Association sponsors a state-wide competition for orchestral instrument solos. Several students are chosen from the competition to perform at a special recital. Our very own Cate Carson, who is in 9<sup>th</sup> grade, was among the winners! She shared the program with other winners at a recital on November 13.
  - Pritchard complimented Bridgewater Elementary School on its wonderful annual Veteran's Day program.
  - Superintendent Hillmann attended a meeting at the Church of St. Dominic on November 13. Father Dennis Dempsey organized the meeting so members of the Hispanic community could share their concerns and anxieties following last week's presidential election. The speakers shared their concerns and almost all shared worries for their children and how they are treated. Dr. Hillmann stated clearly that Northfield is a place where hate and discrimination will not be tolerated. He explained to families that District administrators, teachers, and staff support their children unequivocally and not only want them to feel safe, but valued. He encouraged students to report any incidents of inappropriate comments, harassment, or discrimination to their teachers or principals. Northfield Public Schools is prepared to support every student. Superintendent Hillmann sent an email to all staff telling them to be vigilant and

intervene if they observe behavioral issues and to make sure any incidents are reported to building administration.

VII. Items for Discussion and / or Reports

1. Substitute Teacher Proposal.

Director of Human Resources Molly Viesselman reviewed a proposal to recruit and hire two full-time substitute teachers in an effort to address the substitute teacher shortage. The hiring of full-time substitute teachers is one strategy that has worked well in other districts to mitigate the impact of a smaller pool of on-call substitute teachers.

2. School Improvement Plan Presentations – Area Learning Center and Community Services.

Presenting the School Improvement Plan for the Area Learning Center was Director Daryl Kehler. The ALC identified attendance and credit completion, as well as ensuring that all graduating seniors have a post-secondary life plan, as the goals they will continue to work on during the 2016-2017 school year. The 2016-2017 school year is the third year of these three-year goals.

The Community Services site improvement plan was presented by Director Erin Bailey. She spoke about the progress being made on the implementation of the Collective Impact Initiative that focuses on supporting all Northfield youth from cradle to career: “Ready for Kindergarten” roadmap was completed, 3,459 free books were distributed, and Early Learning Scholarships continue to be a key component. In 2016-2017, Community Services will continue the work around Northfield Promise, continue to determine appropriate space and programming needs, and expand and enhance professional development opportunities for all Community Services staff. Some interesting facts for fiscal year 2015-2016:

- 40,732 children, youth and adults participated in a Community Services program
- 121,969 people had access to a school district facility through Community Services (over 23,000 person increase over last year)

3. Master Facilities Plan.

Superintendent Matt Hillmann and Director of Buildings and Grounds Jim Kulseth presented the Master Facilities Plan. Work on the Master Facilities Plan began with a demographic study of the District in June 2014 and included more than 20 stakeholder meetings along with an online engagement process that involved more than 500 stakeholders. The plan includes focus on managing the life cycle of our current facilities and planning for deferred maintenance projects to ensure the maximum use of our facilities.

VIII. Superintendent's Report

A. Items for Individual Action

1. Resolution Stating the Intention of the School Board to Issue General Obligation Bonds to Finance Projects included in the District's Approved Ten-Year Facility Plan.

On a motion by Stratmoen, seconded by Colangelo, the Board unanimously approved the Resolution Stating the Intention of the School Board to Issue General Obligation Bonds to Finance Projects included in the District's Approved Ten-Year Facility Plan; Covenancing and Obligating the District to be Bound by and to use the Provisions of Minnesota Statutes, Section 126C.55 to Guarantee the Payment of the Principal and Interest on the Bonds. Voting 'yes' was Bogott, Hardy, Colangelo, Quinnell, Stratmoen and Pritchard. No one voted 'no.' Iverson was absent.

2. Resolution Canvassing the Results of the November 8, 2016, School Board Election.

On a motion by Quinnell, seconded by Colangelo, the Board unanimously approved the adoption of the Resolution Canvassing Returns of Votes of the School District's General Election as presented. Voting 'yes' was Bogott, Hardy, Colangelo, Quinnell, Stratmoen and Pritchard. No one voted 'no.' Iverson was absent.

3. Resolution Authorizing Issuance of Certificates of Election and Directing School District Clerk to Perform Other Election Duties.

On a motion by Colangelo, seconded by Quinnell, the Board unanimously adopted the Resolution Authorizing Issuance of Certificates of Election and Directing the School District Clerk to Perform Other Election Related Duties as presented. Voting 'yes' was Bogott, Hardy, Colangelo, Quinnell, Stratmoen and Pritchard. No one voted 'no.' Iverson was absent.

4. American Education Week Proclamation.

On a motion by Colanglo, seconded by Quinnell, the Board unanimously approved the American Education Week Proclamation as follows:

**American Education Week Proclamation**

WHEREAS, public schools are the backbone of our democracy, providing young people with the tools they need to maintain our nation's precious values of freedom, civility and equality; and WHEREAS, by equipping young Americans with both practical skills and broader intellectual abilities, schools give them hope for, and access to, a productive future; and WHEREAS, education employees--be they custodians or teachers, bus drivers or media specialists--work tirelessly to serve our children and communities with care and professionalism; and WHEREAS, schools are community linchpins, bringing together adults and children, educators and volunteers, business leaders, and elected officials in a common enterprise; NOW THEREFORE, the Northfield Public Schools Board of Education does hereby proclaim November 14 – 18, 2016, as the 95th annual observance of American Education Week.

B. Items for Consent Grouping

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

1. Personnel Items.

a. Appointments.

1. Alexander Betley Basketball Coach for 4hrs/day (Saturdays) with Community Services beginning 1/01/2017-5/31/2017; \$9.50/hr
2. Danielle Crase Assistant Student Council Advisor at the High School beginning 10/01/2016-06/06/2017; Level K, Step 1
3. \*Julieann DeMars Special Education EA-PCA for 7 hrs/day at CVSEC-Alex beginning 11/28 /2016. CVSEC Spec Ed, Step 4-\$16.69/hr.
4. Amber Fredrickson Special Education EA-PCA for 7 hrs/day at CVSEC-STEP beginning 11/14 /2016; CVSEC Spec Ed, Step 4-\$16.69/hr.
5. Annika Hoff Basketball Coach for 3hrs/day (Saturdays) with Community Services beginning 1/01/2017-5/31/2017; \$9.50/hr
6. Ane Holland Aquatics for 2 hrs/day for 2 days/wk with Community Services beginning 01/1/2017-5/31/2017; Swim Aide \$9.50/hour, Class Lead \$10.50/hour.
7. \*Alea Johnston Special Education EA-PCA for 7 hrs/day at CVSEC-Alex beginning 11/21/2016. CVSEC Spec Ed, Step 4-\$16.69/hr.
8. April Kalscheuer Special Education EA-PCA for 7 hrs/day at CVSEC-STEP beginning 11/14 /2016; CVSEC Spec Ed, Step 2-\$15.92/hr.
9. Kelly Luiten Volunteer Coordinator flex hours for up to 400/ hrs for the remaining of the 2016-17 school year beginning 11/14/16-6/6/2017; Step 1-\$15.28/hr.
10. Nicole Monroe Special Education EA-PCA for 7 hrs/day at CVSEC-SUN beginning 11/5/2016; CVSEC Spec Ed, Step 3-\$16.24/hr.
11. Angela Peterson Special Education EA-PCA for 7 hrs/day at CVSEC-SUN beginning 11/9/2016; CVSEC Spec Ed, Step 1-\$15.58/hr.
12. Jonathan Pownell Aquatics for 2 hrs/day for 2 days/wk with Community Services beginning 11/3/2016-5/31/2017; Lifeguard \$10/hour, Swim Aide \$9.50/hour, Class Lead \$10.50/hour.
13. Derrick Schroeder Special Education EA-PCA for 7 hrs/day at CVSEC-STEP beginning 11/14/2016; CVSEC Spec Ed, Step 4-\$16.69/hr.
14. Shari Setchell Event Worker District Wide beginning 10/24/2016.

15. Jaclyn Swenson Targeted Services PLUS Student Site Assistant for 1.5 hrs/day for 4 days a week Mon.-Thur. at Sibley beginning 11/8/2016-4/5/2017; \$9.50/hr.
  16. Grace Touchette Basketball Coach for 3hrs/day (Saturdays) with Community Services beginning 1/01/2017-5/31/2017; \$9.50/hr.
  17. Fall/Winter/Spring Recreation Positions  
Effective November 3, 2016-May 31, 2017  
Trent Swartwoudt-Lifeguard \$10/hour, Swim Aide \$9.50/hour, Class Lead \$10.50/hour  
Cullen Hauck- Lifeguard \$10/hour, Swim Aide \$9.50/hour, Class Lead \$10.50/hour  
Chantel Novak- Lifeguard \$10/hour, Swim Aide \$9.50/hour, Class Lead \$10.50/hour  
Effective January 1, 2017-May 31, 2017  
Anja Stromme – Basketball Supervisor \$10.75/hour  
Vanessa Dimick – Basketball Coach \$10/hour  
Garrick Hoekstra – Basketball Coach \$9.75/hour  
Connor Henderson – Basketball Coach \$9.75/hour  
Jorgen Salveson – Basketball Coach \$9.75/hour  
Theodore Deitz - Basketball Supervisor \$11.00/hour  
Sean Meagher – Lifeguard \$10/hour, Swim Aide, \$9.50/hour, Class Lead \$10.50/hour  
Mark Welinski – Tennis Supervisor \$10.50/hour  
Christof Zweifel – Tennis \$9.50/hour  
Timothy Roback – Tennis \$9.50/hour
  18. Nick Gerhardt Event Worker District Wide beginning 11/7/2016.
  19. \*John Kromschroeder Night Custodian at the Middle School full time beginning 11/28/2016; Step 3-\$16.49/hr.
  20. Sarah Woodcock EarlyVentures Teacher at Longfellow for 40 hrs/wk beginning 11/28/2016; Step 3-\$16.16/hr.
- b. Increase/Decrease/Change in Assignment.
1. Charlie Alvarez Teacher at Greenvale Park, add Targeted Services PLUS Teacher at Greenvale Park for 1.25 hrs/day up to 4 days per week Mon.-Thur. beginning 11/8/16-05/04/2017; Year 2 \$27.11
  2. Robert Benson EA at Sibley, add Target Services PLUS Site Lead at Sibley for 1.5 hrs/day up to 4 days per week Mon.-Thur. beginning 11/8/16-04/07/2017; Step 1 \$15.34
  3. Kristen Cade Teacher at Bridgewater, add Targeted Services PLUS Teacher at Bridgewater for 1.25 hrs/day up to 4 days per week Mon.-Thur. beginning 11/8/16-04/05/2017; Year 21 \$28.82
  4. Cory Callahan Assistant Football Coach at the High School, Change to Weight Room Assistant beginning 11/15/2016; Level K, Step 1
  5. Stephanie Ennis Long Term Sub Teacher at Greenvale Park, add Targeted Services PLUS Teacher at Greenvale Park for 1.25 hrs/day up to 4 days per week Mon.-Thur. beginning 10/26/16-05/04/2017; Year 1, \$27.11
  6. Kathy Flicek Teacher at Greenvale Park, add Targeted Services PLUS Teacher at Greenvale Park for 1.25 hrs/day up to 4 days per week Mon.-Thur. beginning 11/8/16-05/04/2017; year 1 \$27.11
  7. Becky Gainey RTI Coach at Sibley, add Targeted Services PLUS Teacher at Sibley for 1.25 hrs/day up to 4 days per week Mon.-Thur. beginning 11/8/16-05/04/2017; Year 1, \$27.11
  8. Robert Garcia Teacher at Greenvale Park, add Targeted Services PLUS Teacher at Greenvale Park for 1.25 hrs/day up to 4 days per week Mon.-Thur. beginning 11/8/16-05/04/2017; Year 7 \$27.73
  9. Amanda Heinritz Teacher at Greenvale Park, add Targeted Services PLUS Teacher at Greenvale Park for 1.25 hrs/day up to 4 days per week Mon.-Thur. beginning 11/8/16-05/04/2017; Year 2 \$27.11
  10. Michael Humann Custodian at the Middle School, change to Custodian Engineer-Lead hours are 3-11pm Mon-Fri at the Middle School beginning 10/31/2016; \$21.05/hr.

11. Tammy McDonough Teacher at the Middle School, add Targeted Services BLAST Teacher at the Middle School for 5 hrs/wk up to 4 days per week Mon.-Thur. beginning 11/9/16-05/26/2017; Year 2 \$27.11
  12. Erica Ness Teacher at Bridgewater, add Targeted Services PLUS Teacher at Bridgewater for 1.25 hrs/day up to 4 days per week Mon.-Thur. beginning 11/8/16-05/04/2017; Year 2 \$27.11
  13. Kathy Roth Special Ed PCA EA (Step 1) at CVSEC-STEP, change to Special Ed PCA EA (Step 2) at CVSEC-STEP beginning 8/30/2016; Spec Ed CVSEC Step 2-\$15.92
  14. Melissa Shepherd Teacher at Bridgewater, add Targeted Services PLUS Teacher at Bridgewater for 1.25 hrs/day up to 4 days per week Mon.-Thur. beginning 11/8/16-05/04/2017; Year 1 \$27.11
  15. Shelley Stulken Teacher at Sibley, add Targeted Services PLUS Teacher at Sibley for 1.25 hrs/day up to 4 days per week Mon.-Thur. beginning 11/8/16-04/05/2017; Year 1 \$27.11
  16. Dan DuPay Assistant Boys Swimming Coach (40% Stipend) at the Middle School, add Assistant Boys Swimming Coach (60% Stipend) for 100% coaching stipend at the Middle School beginning 10/25/16. Level E Step 6.
- c. Leave of Absence Requests.
1. Breezy Barrett Ventures Coordinator Family/medical leave of absence beginning on or about 12/24/2016 for 12 work weeks.
  2. Stephanie Bangs 1.0 FTE Teacher at CVSEC SUN medical leave of absence beginning 11/3/2016-12/5/2016.
  3. Timothy Biegert Teacher at the High School Family/medical leave of absence beginning on 12/26/2016-01/20/2017.
  4. Elizabeth Valentine Teacher at Sibley Family/medical leave of absence beginning on 01/03/2017-01/27/2017.
- d. Resignations.
1. Rachel Beran Speech Coach at the High School resignation effective 11/9/2016.
  2. Amrita Bhagia Assistant Coach at the High School resignation effective for the 2016-17 school year beginning 6/2/2016.
  3. Pam Hanson Speech Coach at the High School resignation effective 11/9/2016.
  4. Gailyn Lamphere Special Education –PCA with the CVSEC-Alex building unable to accept position.
  5. Holly McBeth EarlyVentures Teacher at Longfellow resignation effective 11/8/2016.
  6. Clarification - Amrita Bhagia is resigning as an Assistant Speech Coach at the High School, effective for the 2016-17 school year beginning 6/2/2016.
- e. Administration approved the following:
- Girls' Swimming & Diving-additional coaching position.  
\$600 additional funds allocated for the position (inclusive of salary/benefits) for the 2016-17 school year at an hourly rate.
  - Speech-additional coaching position.  
\$2,000 will be allocated for the position (inclusive of salary/benefits) for the 2016-17 school year at an hourly rate.
  - Dance Team-additional coaching position.  
\$1,000 additional funds allocated for the position (inclusive of salary/benefits) for the 2016-17 school year at an hourly rate.
  - Speech-a second coaching position.  
Additional \$2,000 will be allocated for the position (inclusive of salary/benefits) for the 2016-17 school year at an hourly rate.

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

\*\* Subject to change upon Board approval of the employee agreement.

IX. Items for Information

1. Enrollment Options Report.

The 2016-2017 Enrollment Options Report was provided to the Board. Northfield Public Schools has 313 students attending our schools from other school districts this school year compared to 281 last year. 719 Northfield students are attending school elsewhere, including other public schools (182), charter schools (278), home schools (113) and non-public schools (146). Last year 729 students attended school elsewhere.

2. Enrollment Report – November 2016.

X. Future Meetings

Monday, November 28, 2016, 6:30 PM, Public Hearing, World's Best Workforce, Northfield High School Media Center

Monday, November 28, 2016, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center

Monday, December 12, 2016, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center

XI. Adjournment

On a motion by Stratmoen, seconded by Quinnell, the Board adjourned at 9:15 p.m.

Noel Stratmoen  
School Board Clerk