

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

School Board Minutes

April 10, 2017

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: Colangelo, Goerwitz, Hardy, Iverson, Pritchard, Quinnell and Stratmoen.
- II. Agenda Changes / Table File
The table file was added.
- III. Public Comment
Shane Brenny requested that teachers keep a log book in their classroom to record student incidents, so that these incidents can be reported to parents within 24 hours.
- IV. Approval of Minutes
On a motion by Quinnell, seconded by Hardy, minutes of the Regular School Board meeting held on March 27, 2017, were unanimously approved.
- V. Announcements and Recognitions
 - NHS Social Studies Teacher Sarah Swan McDonald is one of eleven teachers from across the state that has been named as a finalist in the 2017 MN Teacher of the Year program. An independent selection panel of 23 leaders in the areas of education, business, government and non-profits selected the finalists from a group of 37 semifinalists. The selection panel meets again on May 6 to conduct individual interviews with each of the 11 finalists and to cast votes for the 2017 MN Teacher of the Year. This year's honoree will be announced at a banquet at the Radisson Blu Mall of America on May 7.
 - Northfield Public School District is a recipient of the 2017 School Finance Award. The School Finance Award is awarded annually by the Minnesota Department of Education, Division of School Finance, to recognize schools for meeting statutory deadlines for submission of audited fiscal financial data and reporting criteria. Thank you to Director of Finance Val Mertensdorf and her staff in the Business Office.
 - The Middle School Youth Center (MSYC) was selected by Carleton College as its recipient of the 2017 Presidents' Community Partner Award. In a letter about the award, the Minnesota Campus compact shared their delight to join President Poskanzer in recognizing the Middle School Youth Center's commitment to developing strong, mutually beneficial partnerships with the campus.
 - On April 7 a team 16 educators from Appleton, WI spent the day learning about our TORCH program.
 - Board member Goerwitz attended two excellent functions: the Red Yarn dinner sponsored by HCI and Beyond Words at Sibley.
- VI. Items for Discussion and / or Reports
 1. Social / Emotional Learning Curriculum.
Director of Teaching and Learning Mary Grace Hanson and NHS School Psychologist Carrie Duba recommended the adoption of Second Step as the Social/Emotional Learning (SEL) Curriculum to be used in Grades K-8 beginning with the 2017-18 school year. Ms. Hanson reviewed the process used to identify potential curricula, review curricula, and to solicit feedback on it. In addition, Bridgewater Elementary School Principal Nancy Antoine and Sibley and Greenvale Park Positive Attention Learning Specialists (PALS) Peg Witt and Melissa Larsen reviewed the first year of the PALS position and how it will be integrated with SEL moving forward.
- VIII. Superintendent's Report
 - A. Items for Individual Action
 1. Laptop Computer Lease Agreement.
On a motion by Colangelo, seconded by Goerwitz, the Board unanimously approved the lease of staff laptop computers and corresponding peripheral equipment beginning with the 2017-18 school year at a cost not to exceed \$145,000 per year for four years.

B. Items for Consent Grouping

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

1. Personnel Items.

a. Appointments.

1. Charlie Alvarez, Summer PLUS Teacher for up to 4.75 hrs./day for 4 days/wk. at Greenvale Park, beginning 06/15/2017-08/03/2017; Year 2, \$27.11/hr.
2. Natalie Amy, 1.0 FTE Will Program Lead Teacher at the Middles School, beginning 08/27/2017; MA, Step 0
3. Sarah Bardenwerper, Building Nurse for 7hrs/wk. at St. Dominic School, beginning 03/28/2017; \$28.42/hr.
4. Lowell Bauer, Temporary Head Custodian for 8 hrs./day at Longfellow, beginning 4/10/2017-5/22/2017; \$21.54/hr.
5. Burton Bemmels, 1.0 FTE Math Teacher at the ALC, beginning 08/28/2017-06/07/2018; MA, Step 14.
6. Mekenzie Bisel, Soccer Coach for 1hr/day for 4days/wk. with Community Services, beginning 04/24/2017-05/31/2017; \$10.50/hr.
7. Brynne Diggins, Summer BLAST Site Assistant for 6hrs/day at the Middle School and Carleton, beginning 06/15/2017-07/27/2017; \$12.43/hr.
8. Molly Gainey, Targeted Services PLUS Site Assistant for 5.75 hrs./day for 4 days/wk. at Greenvale Park, beginning 06/15/2017-08/03/2017; \$12.43/hr.
9. Leah Grisim Special Education EA-PCA for 7hrs/day at Sibley Elementary, beginning 04/07/2017-6/06/2017; Spec Ed, Step 1-\$15.08/hr.
10. Anika Guggisberg, Targeted Services Summer PLUS Student Site Assistant for 5.75hrs/day at Greenvale Park, beginning 06/15/2017-08/03/2017; \$9.50/hr.
11. Lily Hanlon, Soccer Coach for 1.5hrs/day for 15 days with Community Services, beginning 04/24/2017-05/31/2017; \$9.50/hr.
12. William Kaul, Grounds and Maint. Tech M-Th, 7-3:30p.m. District Wide, beginning 04/02/2017; \$13.00/hr.
13. Tabatha Lagro, Child Nutrition Associate 1 for 3.25hrs/day at the High School, beginning 03/28/2017; \$16.27/hr.
14. Kevin Landry, Summer PLUS Teacher for 1.75hrs/day at Greenvale Park, beginning 06/16/2017-08/03/2017; Year 1, \$27.11/hr.
15. Martha Lundin, Summer BLAST Site Assistant for 6hrs/day at the Middle School and Carleton, beginning 06/15/2017-07/27/2017; Step 2, \$12.77/hr.
16. Hannah McClure, Aquatics Swim Aide for 2.5hrs/day for 1day/wk. with Community Services, beginning 04/10/2017-05/31/2017; \$9.50/hr.
17. Sophia Nevin, Aquatics Instructor with Community Services, beginning 3/28/2017; Lifeguard \$10/hr., Swim Aide \$9.50/hr., Class Lead \$10.50/hr.
18. Hallie Osmon, Aquatics Instructor for 2.5hrs/day 1day/wk. with Community Services, beginning 04/03/2017-05/31/2017; WSI, \$11.00/hr. and \$10.00/hr. Lifeguard
19. Mary Rodman, Special Education EA-PCA for 7hrs/day at Sibley, beginning 04/07/2017-06/06/2017; Spec Ed, Step 1-\$15.08/hr.
20. Kaitlyn Sevilla, Summer BLAST Teacher for 6hrs/day at the Middle School and Carleton, beginning 06/15/2017-07/27/2017; Year 3-\$27.11/hr.
21. Stefan Shover, Assistant Boys Lacrosse Coach at the High School, beginning 04/04/2017-06/17/2017; Level H, Step One-50% Stipend-Sharing position with Noah Johnson.
22. Sandra Soto-Perez, Child Nutrition Associate 1 for 3.75hrs/day at the Greenvale Park, beginning 04/13/2017; \$16.27/hr.
23. Matthew Walsh, Summer BLAST Site Assistant for 6hrs/day at the Middle School and Carleton, beginning 06/15/2017-07/27/2017; Step 1-\$12.43/hr.
24. Event Workers beginning 03/30/2017: Matt Roy and Dan Meyers
25. Community Services Summer 2017 Brochure Instructors.
26. Noah Johnson, Assistant Boys Lacrosse Coach at the High School, beginning 04/11/2017-06/17/2017; Level H, Step One-50% Stipend-Sharing position with Stefan Shover.

- b. Increase/Decrease/Change in Assignment.
1. Correction: Kristin Basinger, EA at the Middle School, add Targeted Services Summer BLAST Site Lead for 6hrs/day 9:15-3:15 4 days a week at Bridgewater, beginning 06/15/2017-08/04/2017; Step 4 - \$16.62/hr.
 2. Ruben Alvarez, EL Teacher at the Middle School, change to 1.0 FTE Grade 5 Compañeros Teacher at Greenvale Park, beginning 08/28/2017;
 3. Patricia Anderson, Special Education EA at CVSEC-Alex, change to 1.0 FTE Building Administrative Assistant at CVSEC-Alex, beginning 03/22/2017-06/30/2017; Class IV, Step 1-\$18.28/hr.
 4. Tari Atchison, Club Leader with Targeted Services, change to Targeted Services Summer PLUS Club Leader for 5.25hrs/day at Greenvale Park, beginning 06/19/2017-08/03/2017; \$20.09/hr.
 5. Sheila Atkinson, Educational Assistant at Bridgewater, add Targeted Services PLUS Site Assistant for 5.75hrs/day for 4days/wk. at Greenvale Park, beginning 06/15/2017-08/03/2017; \$13.43/hr.
 6. Paula Baragary, Teacher at Sibley, add Eagle Bluff Coordinator with Community Services, beginning 4/10/2017-09/1/2017; \$1,000 Stipend.
 7. Robert Benson, Site Assistant at Sibley, add Targeted Services PLUS Site Assistant for 5.75hrs/day for 4days/wk. at Greenvale Park, beginning 06/15/2017-08/03/2017; Step 2-\$12.77/hr.
 8. Elizabeth Brewer, Special Education at the Middle School, add Targeted Services Summer PLUS Site Assistant for 5.75hrs/day for 4days/wk. at Greenvale Park, beginning 06/15/2017-08/03/2017; Year 6-\$13.43/hr. Step 4
 9. Renee Burnham, Teacher at the ALC, add ALC Summer School Teacher for up to 5 hours/day for 4 days a week, beginning 06/12/2017-07/27/2017; Lane/Step pay
 10. Anne Campbell, Teacher at the High School, add ALC Summer School Teacher for up to 5 hours/day for 4 days a week, beginning 06/12/2017-07/27/2017; Lane/Step pay
 11. Sara DeVries, Teacher at Bridgewater, add Targeted Services Summer PLUS Teacher for up to 4.75hrs/day for 4 days/wk. at Greenvale Park, beginning 06/15/2017-08/03/2017; Year 4-\$27.73/hr.
 12. Lindsey Downs, Teacher at Sibley, add Targeted Services Summer PLUS Teacher for up to 4.75hrs/day for 4 days/wk. at Greenvale Park, beginning 06/15/2017-08/03/2017; Year 9-\$28.22/hr.
 13. Sonya Ehmer, Site Lead at Bridgewater, change to Targeted Services PLUS Site Assistant for 5.75hrs/day for 4days/wk. at Greenvale Park, beginning 06/15/2017-08/03/2017; Step 2-\$12.77/hr.
 14. Stephanie Ennis, Teacher at Greenvale Park, add Targeted Services Summer PLUS Teacher for up to 4.75hrs/day for 4 days/wk. at Greenvale Park, beginning 06/15/2017-08/03/2017; Year 1-\$27.11/hr.
 15. Janet Gannon, Educational Assistant at the Middle School, add Targeted Services Summer PLUS Site Assistant for 5.75hrs/day for 4days/wk. at Greenvale Park, beginning 06/15/2017-08/03/2017; Step 4-\$13.43/hr.
 16. Robert Garcia, Teacher at Greenvale Park, add Targeted Services Summer PLUS Teacher for up to 4.75hrs/day for 4 days/wk. at Greenvale Park, beginning 06/15/2017-08/03/2017; Year 7-\$27.73/hr.
 17. Michael Garlitz, Accelerate Volunteer Coordinator at Longfellow, add Targeted Services Summer PLUS Site Assistant for 5.75hrs/day for 4days/wk. at Greenvale Park, beginning 06/15/2017-08/03/2017; Step 2-\$12.77/hr.
 18. Katie Goehring, Teacher at Longfellow, add Targeted Services Summer PLUS Teacher for up to 4.75hrs/day for 4 days/wk. at Greenvale Park, beginning 06/15/2017-08/03/2017; Year 1-\$27.11/hr.
 19. Jackie Groth, Special Education at Bridgewater, add Targeted Services Summer PLUS Site Assistant for 5.75hrs/day for 4days/wk. at Greenvale Park, beginning 06/15/2017-08/03/2017; Step 1-\$12.43/hr.

20. Rich Guggisberg, Teacher at Sibley, add Targeted Services Summer PLUS Teacher for up to 4.75hrs/day for 4 days/wk. at Greenvale Park, beginning 06/15/2017-08/03/2017; Year 2-\$27.11/hr.
21. Inger Hanson, RTI Coach-LTS at Bridgewater, change to 1.0 FTE RTI Coach at Bridgewater, beginning 08/28/2017-ongoing;
22. Jeanne Mahoney-Hanzlik, Teacher at the High School, add ALC Summer School Teacher for up to 5 hours/day for 4 days a week, beginning 06/12/2017-07/27/2017; MA+15, Step 14
23. Amanda Heinritz, Teacher at Greenvale Park, add Targeted Services Summer PLUS Teacher for up to 4.00hrs/day for 4 days/wk. at Greenvale Park, beginning 06/15/2017-08/03/2017; Year 2-\$27.11/hr.
24. Mitzi Holden, Food Service at Greenvale Park, add Targeted Services Summer PLUS Site Assistant for 5.75hrs/day for 4days/wk. at Greenvale Park, beginning 06/15/2017-08/03/2017; Step 1-\$12.43/hr.
25. April Kalscheuer (Gustafson), EA at CVSEC, add Targeted Services Summer PLUS Site Assistant for 5.75hrs/day at Greenvale Park, beginning 06/15/2017-08/03/2017; Step 1-\$12.43/hr.
26. Anna Kelly, Media Assistant at Greenvale Park, add Targeted Services Summer PLUS Site Assistant for 3.50hrs/day for 4days/wk. at Greenvale Park, beginning 06/15/2017-08/03/2017; Year 2-\$12.77/hr.
27. Anna Kelly, Media Assistant at Greenvale Park, add Targeted Services Summer PLUS Club Leader for 2.25hrs/day for 4days/wk. at Greenvale Park, beginning 06/15/2017-08/03/2017; \$20.09/hr.
28. Lily Landry, Teacher at Greenvale Park, add Targeted Services Summer PLUS Teacher for up to 4.75hrs/day for 4 days/wk. at Greenvale Park, beginning 06/15/2017-08/03/2017; Year 4-\$27.73/hr.
29. Darren Lofquist, Teacher at Bridgewater, add Targeted Services Summer PLUS Teacher for up to 4.75hrs/day for 4 days/wk. at Greenvale Park, beginning 06/15/2017-08/03/2017; Year 5-\$27.73/hr.
30. Tiffany Malecha, Teacher at Greenvale Park, add Targeted Services Summer PLUS Teacher for up to 4.75hrs/day for 4 days/wk. at Greenvale Park, beginning 06/15/2017-08/03/2017; Year 4-\$27.73/hr.
31. Carolyn Manderfeld, Special Education at the Middle School, add Targeted Services PLUS Club Leader for 1.0hrs/day for 4days/wk. at Greenvale Park, beginning 04/03/2017-05/04/2017; \$20.09/hr.
32. Cheryl Mathison, Teacher at the ALC, add ALC Summer School Teacher for up to 5 hours/day for 4 days a week, beginning 06/12/2017-07/27/2017; MA, Step 14
33. Cheryl Mathison, Teacher at the ALC, add ALC Summer School Teacher (Boundary Waters Trip) for up to 40 hours, beginning 06/12/2017-06/16/2017; MA, Step 14
34. Curtis Mikkelson, Teacher at the Middle School, add ALC Summer School Teacher for up to 5 hours/day for 4 days a week, beginning 06/12/2017-07/27/2017; BA+60, Step 14
35. Arlette Nelson, Educational Assistant at Bridgewater, add Targeted Services PLUS Site Assistant for 5.75hrs/day for 4days/wk. at Greenvale Park, beginning 06/15/2017-08/03/2017; Step 4-\$13.43/hr.
36. Kim Norton, Special Education at Bridgewater, add Targeted Services Summer PLUS Site Assistant for 5.75hrs/day for 4days/wk. at Greenvale Park, beginning 06/15/2017-08/03/2017; Step 2-\$12.77/hr.
37. Chris O'Neill, Teacher at the Middle School, add Eagle Bluff Coordinator with Community Services, beginning 4/10/2017-09/1/2017; \$1,000 Stipend.
38. Dustee Phenow, Teacher at Bridgewater, add Targeted Services Summer PLUS Teacher for up to 4.75hrs/day for 4 days/wk. at Greenvale Park, beginning 06/15/2017-08/03/2017; Year 3-\$27.11/hr.
39. Matelin Prayfrock, Target services, add Targeted Services Summer PLUS Site Assistant for 5.75hrs/day at Greenvale Park, beginning 06/15/2017-08/03/2017; Step 1-\$12.43/hr.
40. Brent Rauk, Teacher at Bridgewater, add Targeted Services Summer BLAST Teacher for up to 6hrs/day for 4 days/wk. at the Middle School, beginning 06/15/2017-07/27/2017; Year 4-\$27.73/hr.

41. Bethany Rohde, Teacher at Longfellow, add Targeted Services Summer PLUS Teacher for up to 4.75hrs/day for 4 days/wk. at Greenvale Park, beginning 06/15/2017-08/03/2017; Year 1-\$27.11/hr.
 42. Guadalupe (Linda) Rosas, PLUS Site Assistant at Greenvale Park, add Community School-Student Site Assistant at Greenvale Park, beginning 03/20/2017-06/08/2017. \$9.50/hr.
 43. Jodie Rud, Teacher at Sibley, add Targeted Services Summer PLUS Teacher for up to 4.75hrs/day for 4 days/wk. at Greenvale Park, beginning 06/15/2017-08/03/2017; Year 1-\$27.11/hr.
 44. Micah Schultz, Teacher at the ALC, add Targeted Services summer BLAST Teacher for 6hrs/day for 4 days/wk., beginning 06/15/2017-07/27/2017; Year 3-\$27.11/hr.
 45. Amber Soderlund, Teacher at Sibley, add Targeted Services Summer PLUS Teacher for up to 4.75hrs/day for 4 days/wk. at Greenvale Park, beginning 06/15/2017-08/03/2017; Year 1-\$27.11/hr.
 46. Robyn Spillman, Special Education Assistant at Greenvale Park, add Targeted Services Summer PLUS Site Assistant for 5.75hrs/day for 4days/wk. at Greenvale Park, beginning 06/15/2017-08/03/2017; Year 3-\$13.09/hr.
 47. Josh Spitzack, Teacher at Greenvale Park, add Targeted Services Summer PLUS Teacher for up to 4.75hrs.day for 4 days/wk. at Greenvale Park, beginning 06/15/2017-08/03/2017; Year 3-\$27.11/hr.
 48. Pilar Sullivan, Educational Assistant at Longfellow, add Early Childhood Screening Staff with Community Services, beginning 03/27/2017; \$20.00/hr.
 49. Eric Swan McDonald, Teacher at the ALC, add ALC Summer School Teacher (Boundary Waters Trip) for up to 40 hours, beginning 06/12/2017-06/16/2017; Lane/Step pay
 50. Gina Swenson, Teacher at Sibley, add Targeted Services Summer PLUS Teacher for up to 4.75hrs/day for 4 days/wk. at Greenvale Park, beginning 06/15/2017-08/03/2017; Year 4-\$27.73/hr.
 51. Amy Tacheny, 5th Grade Compañeros Teacher, change to 6th Grade Middle School Teacher, beginning 08/28/2017;
 52. Deloris Tomczik, Educational Assistant at Bridgewater, add Targeted Services Summer PLUS Site Assistant for 5.75hrs/day for 4days/wk. at Greenvale Park, beginning 06/15/2017-08/03/2017; Step 4-\$13.43/hr.
 53. Diane Torbenson, Teacher at Greenvale Park, add Targeted Services Summer PLUS Teacher for up to 4.75hrs/day for 4 days/wk. at Greenvale Park, beginning 06/15/2017-08/03/2017; Year 4-\$27.73/hr.
 54. Katrina Warner, Substitute at Longfellow, add Targeted Services PLUS Site Assistant for 5.75hrs/day for 4days/wk. at Greenvale Park, beginning 06/15/2017-08/03/2017; Step 1-\$12.43/hr.
 55. Kate Woodstrup, Teacher at Bridgewater, add Targeted Services Summer PLUS Teacher for up to 4.75hrs/day for 4 days/wk. at Greenvale Park, beginning 06/15/2017-08/03/2017; Year 7-\$27.73/hr.
 56. Rebecca Meyers, ECFE Teacher with Community Ed, add Targeted Services Summer PLUS Teacher for up to 4.75hrs./day for 4 days/wk. beginning 6/15/2017-8/3/2017; Year 1-\$27.11/hr.
 57. Derrick Schroeder, Sped EA/PCA at CVSEC STEP, add Sped EA/PCA Bus Aide at CVSEC STEP, beginning 03/17/2017-06/07/2017; Spec Ed \$16.19/hr.
 58. Deb Thomforde, Teacher at the Middle School, change to Reading Teacher at Greenvale Park, beginning with the 2017-18 school year.
 59. Lisa Weis, ASD Teacher at the High School, change to a position to be determined at the Middle School, beginning with the 2017-18 school year.
- c. Leave of Absence Requests Approved.
1. David Craft, Principal at Greenvale Park Family/Medical Leave of absence, beginning 03/16/2017- for up to 60 work days.
 2. Margaret Fink, Special Education Teacher .20 FTE Leave of Absence request for the 2017-18 school year.

3. Mark Harder, Head Custodian at Longfellow Family/Medical Leave of absence, beginning 04/10/2017-05/19/2017.
 4. Melody Leidall, School Nurse at Bridgewater, will job share with Lucy Archibald for the 2017-18 school year.
 5. Kim Medin, Special Education Educational Assistant PCA at the Middle School Family/Medical Leave of absence, beginning 04/03/2017-04/28/2017.
 6. Sara Mikkelson, 6th Grade Reading Teacher 0.2 FTE Leave of Absence Request for the 2017-18 school year.
 7. Jacie Myers, Special Education Teacher 1.0 FTE Leave of Absence effective for the 2017-18 school year.
 8. Allison Otte, Teacher at Sibley 1.0 FTE Leave of Absence effective for the 2017-18 school year.
 9. Ashley Patterson, Psychologist at Longfellow .25 FTE Leave of Absence effective for the 2017-18 school year.
 10. Mary Robia, Teacher at the High School .40 FTE Leave of Absence request for the 2017-18 school year.
 11. Linda Temple, Teacher at Bridgewater 1.0 FTE Leave of Absence effective for the 2017-18 school year.
 12. Brigitte Tisdale, Title Teacher at GVP, Leave of Absence for the first semester of the 2017-18 school year.
- d. Resignation / Retirement.
1. Rafael Estrella, Head Soccer Coach for the Middle School, resignation effective 03/28/2017.
 2. Patricia Pfeiffer, Special Education Teacher at the Middle School, retirement effective at the end of the 2016-17 school year.

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

2. Grant Request.
A \$36,100 grant request from Community Services to the Northfield United Way for PRIMETIME Kindergarten-8th Grade was approved.
3. Financial Reports – December 2016 – February 2017.
The Board approved the following:
 - Paid bills totaling \$1,632,642.74, payroll checks totaling \$3,151,571.17 and the financial reports for December 2016. There were no bond payments made in December 2016.
 - Paid bills totaling \$6,318,817.38, payroll checks totaling \$3,052,289.87, bond payments totaling \$4,766,909.38 and the financial reports for January 2017.
 - Paid bills totaling \$1,410,852.46, payroll checks totaling \$3,176,281.05 and the financial reports for February 2017. There were no bond payments made in February 2017.

IX. Items for Information

1. Enrollment Report – April 2017.

X. Future Meetings

Wednesday, April 19, 2017, 5:30 PM-7:30 PM, School Board Work Session, Master Facilities Master Plan, Northfield High School Media Center
Monday, April 24, 2017, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
Monday, May 8, 2017, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center

XI. Adjournment

On a motion by Stratmoen, seconded by Iverson, the Board adjourned at 8:35 p.m.

Noel Stratmoen
School Board Clerk