

**NORTHFIELD PUBLIC SCHOOLS**  
**Office of the Superintendent**  
**Memorandum**

**TO:** Board of Education  
**FROM:** Matt Hillmann Ed.D., Superintendent  
**RE:** Table File Items for February 27, 2023, Regular School Board Meeting

7. Consent Agenda

c. Personnel Items

i. Appointments

7. Carol Reed, 1.0 FTE Licensed Building Nurse at the Middle School, beginning 8/24/2023. ADN/RN Step 4-\$38.18/hr.

ii. Increase/Decrease/Change in Assignment

5. Margaret Diviney-Fearing, Long Term Substitute Special Ed EA PCA for 16.5 hours/week at the NCEC, change to Long Term Substitute Special Ed EA PCA for 17.5 hours/week at the NCEC, effective 2/27/2023.

6. Nancy Fox, .5 Student Council Co-Advisor at Spring Creek, change to Student Council Advisor at Spring Creek, effective 1/1/2023.

7. Ann Hehr, .5 Student Council Co-Advisor at Spring Creek. Ann went on FMLA leave and is no longer doing student council for the 2022-23 school year.

8. Michelle Oaxaca, General Ed EA Supervisory for 1.25 hours/day at Greenvale Park, add Special Ed EA for .50 hours/day at Greenvale Park, effective 2/28/2023-6/9/2023.

9. Tamara Wunderlich, CNA I at the Middle School, change to Night Custodian at the Middle School, effective 3/6/23. Step 1-\$19.00/hr.

iii. Leave of Absence

3. Kay Goodrich, Educational Assistant at the High School, FMLA Leave of Absence, beginning 2/24/2023-and continue for up to 60 work days.

iv. Retirements/Resignations/Terminations

7. Tory Borovsky, Assistant Tennis Coach at the High School, resignation effective 2/27/2023.

8. Ben Hanson, Community School Assistant at Spring Creek, resignation effective 2/17/2023.

9. Shari Karlsrud, Family and Consumer Science Teacher at the High School, resignation effective at the end of the 2022-2023 school year.

10. Mohamed Nur, Technology Specialist with the District, resignation effective 3/10/2023.

11. Paul Ousley, High School Orchestra Teacher, retirement effective 6/9/2023.

8. Items for Individual Action

c. Policy Recommendations. Policy 808 has been updated and is attached.

## Policy 808 KEY ACCESS CONTROL ~~POLICY~~ TO BUILDINGS AND SITES

### I. PURPOSE

The purpose of this policy is to ensure the safety of all Northfield School District students, staff, volunteers and visitors along with ensuring the security of the buildings.

### II. GENERAL STATEMENT OF POLICY

This policy ~~shall~~ governs the issuance, surrender and replacement of both metal keys and identification badges which function as electronic keys. This document ~~will~~ refers to “key(s)” as both metal keys and electronic identification badge access cards.

### ~~H.~~ III. STAFF IDENTIFICATION BADGE CARDS

The district ~~shall~~ requires permanent school employees, substitute employees and volunteers/visitors to wear appropriate identification. ~~as described in the procedures to accompany Policy 808.~~ As identification badges are also electronic keys, employees will not surrender their badge to any other party or leave their badge in a compromised location except as described below.

In limited circumstances an employee may loan their badge to another employee or substitute who is completing a specific task to ensure seamless operations of the school day. Examples could be a teacher loaning their badge to an educational assistant who retrieves photocopies for them or loaning their badge to a substitute who is opening a door for students to return from recess while the regular staff member is supervising other students. In cases like these, the badge should be promptly returned to the staff member following completion of the task.

Employees who loan their badge to another employee or substitute are responsible for their actions.

A violation of this policy may result in disciplinary action.

### ~~HH.~~ IV. STAFF BUILDING METAL KEYS

The district shall issue permanent school employees and substitute employees metal keys ~~to the buildings~~ as outlined in the procedures for this policy. Employees will not surrender their metal keys to any other party or leave their metal keys in a compromised location.

Policy 808 Key Access Control to Buildings and Sites

Adopted: 02.08.2016; Reviewed: 07.01.2019; Updated:

Board of Education  
INDEPENDENT SCHOOL DISTRICT NO. 659  
Northfield, Minnesota

*Legal References:* Minn. Stat. § 123B.02 (General Powers of Independent School Districts)

*Cross References:* MSBA/MASA Model Policy 903 and Procedures (Visitors to School District Buildings and Sites)