

NORTHFIELD PUBLIC SCHOOLS
Office of the Superintendent
Memorandum

TO: Board of Education
FROM: Matt Hillmann Ed.D., Superintendent
RE: Table File Items for May 24, 2021, Regular School Board Meeting

5. Items for Discussion and Reports

- f. Request to Hire Additional Licensed Special Education Occupational Therapist. In early February the school board approved the temporary addition of a 1.0 FTE Occupational Therapist (OT) to meet the special education services at the Northfield Community Education Center during the pandemic. Attached is a request to continue with the additional OT position at a .5 FTE for the 2021-22 school year. The total projected cost of salary is \$35,544 and benefits is \$15,544 for a total of \$66,636 with approximately 55% of the salary reimbursed through special education revenue for a net cost of \$31,538. This will be an item for individual action at the next board meeting.

7. Consent Agenda

d. Personnel Items

i. Appointments

15. Claire Anderson, 1.0 FTE MTSS Reading Teacher at the Middle School, beginning 8/30/2021; MA, Step 7
16. Danielle Collins, 1.0 FTE Elementary Teacher at Greenvale Park, beginning 8/30/2021-6/8/2022; MA, Step 6
17. Marissa Gallardo, Targeted Services Summer PLUS Site Assistant for up to 6 hours/day M-Th. at Greenvale Park, beginning 7/12/2021-8/19/2021; Step 4-\$15.48/hr.
18. Magdalena Higgins, Targeted Services Summer PLUS Site Assistant for up to 6 hours/day M-Th. at Greenvale Park, beginning 7/12/2021-8/19/2021; Step 1-\$14.11/hr.
19. Shari McCabe, 1.0 FTE Physical Education Teacher at Bridgewater, beginning 8/25/2021; BA, Step 3
20. Martha Meyer, Targeted Services Summer PLUS Site Assistant for up to 6 hours/day M-Th. at Greenvale Park, beginning 7/12/2021-8/19/2021; Step 1-\$14.11/hr.
21. Betsy Schuerman, Targeted Services Summer PLUS Site Assistant for up to 6 hours/day M-Th. at Greenvale Park, beginning 7/12/2021-8/19/2021; Step 1-\$14.11/hr.
22. Isaiah Schwab, Summer Seasonal Grounds/Custodial Worker with the District, beginning 6/1/2021-approximately 10/31/2021; Year 1-\$15.00/hr.
23. Paul Stanton, 1.0 FTE Licensed School Counselor at the ALC, beginning 8/19/2021-6/8/2022; MA, Step 1

ii. Increase/Decrease/Change in Assignment

29. Natalie Amy, WILL Program Teacher at the Middle School, change to School Counselor at the Middle School, effective 8/30/2021-6/8/2022.
30. Sebastian Bursset, Long Term Substitute Cultural Liaison with the District, change to Cultural Liaison-on going with the District, effective 5/20/2021.
31. Matthew Crase, Long Term Substitute Special Education Teacher at the High School, change to 1.0 FTE Special Education EBD Teacher at the High School, effective 8/30/2021.
32. Leah Grisim, Special Ed EA PCA at Sibley, change to 1.0 FTE Special Education ASD Teacher at Sibley, effective 8/30/2021.
33. Denise Halvorson, Teacher at the High School, add Targeted Services PLUS Teacher for up to 6 hours/day M-Th. at Greenvale Park, effective 6/1/2021-8/20/2021; Lane/step
34. Gretchen Heil, Teacher at Sibley, add Targeted Services PLUS Teacher for up to 6 hours/day M-Th. at Greenvale Park, effective 6/1/2021-8/20/2021; Lane/step
35. Jake Kromschroeder, Custodian at the High School, change to Night Lead Engineer W/O License at the High School, effective 5/24/2021; Step 4 Custodian Engineer w/o license
36. Eustacio Lazaro Chavez, Custodian Tues-Sat. at the High School, change to Custodian M-F at the High School, effective 5/24/2021.

37. Peter Maus, .6 FTE Math Teacher at the Middle School, change to .4 FTE Math Teacher at the Middle School, effective 8/30/2021.
 38. Ulrika Peterson, Special Ed EA PCA at Sibley, add Targeted Services Summer PLUS Site Assistant for up to 6 hours/day M-Th. at Greenvale Park, beginning 7/12/2021-8/19/2021; Step 4-\$15.48/hr.
 39. Nicole Rasmussen, Special Ed EA PCA at Bridgewater, add Targeted Services Summer PLUS Site Assistant for up to 6 hours/day M-Th. at Greenvale Park, beginning 7/12/2021-8/20/2021; Step 1-\$14.11/hr.
 40. Angel Rivera, Full Time Teacher Substitute for the 2020-2021 school year with the District, change to Full Time Teacher Substitute-ongoing with the District, effective 5/21/2021.
 41. Jodie Rud, Teacher at Sibley, add Targeted Services PLUS Teacher for up to 6 hours/day M-Th. at Greenvale Park, effective 6/1/2021-8/20/2021; Lane/step
 42. Michelle Sickler, Teacher at Greenvale Park, add Targeted Services PLUS Teacher for up to 6 hours/day M-Th. at Greenvale Park, effective 6/1/2021-8/20/2021; Lane/step.
- iii. Leave of Absence
- iv. Retirements/Resignations/Terminations
5. Leah Grisim, Special Ed EA PCA at Sibley, resignation to accept a different position with the District, effective at the end of the 2020-2021 school year.
 6. Lori Gunderson, CNA I at the High School, resignation effective 6/10/2021.
 7. Mary Huberg, Administrative Assistant at the ALC, retirement effective 6/10/2021.
 8. Rebecca Stoufis, Full Time Teacher Substitute with the District, resignation effective 5/21/2021.

MEMORANDUM

TO: School Board Members,
Superintendent, Matt Hillmann

FROM: Cheryl Hall

DATE: May 24, 2021

RE: Request to hire additional licensed Special Education Occupational Therapist at Northfield Community Education Center for for the 2021-22 School Year

In early February the school board approved the temporary addition of a 1.0 FTE Occupational Therapist (OT) to meet the special education services in our ECSE program during the pandemic. This temporary position provided the special education department the ability to provide appropriate services and workload, as well as the time to evaluate any future needs expected in FY22 during the recovery period. After completion of the workload analysis for Occupational Therapy services districtwide, I am requesting to continue with the additional OT position at a .5 FTE for the 2021-22 School Year. We believe the .5 FTE along with changing assignments of current staff will allow us to appropriately meet the needs of our students across the district.

The workload analysis projects the following:

- An increased need at the elementary buildings due to students transitioning to Kindergarten in the fall of 2021.
- We continue to see high referral rates from Birth- age 5.
- This school year we have received 74 initial referrals for evaluation B-5, and
- May ECSE enrollment reports 145 children Birth- 5 at NCEC on IFSPs or IEPs.
- We will continue to have 4 sections, serving up to 32 students, in our Special Education Neurobiological (NB) program and ECSE Resource Program that serves students with the most significant needs in the categories of Autism, significant communication, social emotional and behavior needs.
- We anticipate reaching capacity in our integrated preschool sections serving 54 students on IEPs as well by mid year.
- Birth to age 3 services are required to be provided 12 months out of the year.

- The district workload limits for OTs are also a factor in the decision for this request. The NCEC OT serves children birth through age 5 and will begin the year serving 62 children with 15 additional children currently in evaluation.
- The Average OT workload is typically 40-45, based on Regional and State averages. Northfield OTs average is 50-55+ without the additional FTE.

The total projected cost of salary is \$35,544 and benefits is \$15,544 for a total of \$66,636 with approximately 55% of the salary reimbursed through special education revenue for a net cost of \$31,538.

Building	Position	FTE	Rationale
Northfield Community Education Center	Occupational Therapist	.5	Meet Required services for Students on IEPs/IFSPs and meet Workload Requirements