NORTHFIELD PUBLIC SCHOOLS
Office of the Superintendent
Memorandum

TO: Board of Education
FROM: Matt Hillmann Ed.D., Superintendent
RE: Table File Items for September 23, 2019, Regular School Board Meeting

V. Items for Discussion and Reports
D. Request to Hire Additional Non-Licensed Special Education EA/PCA
   Director of Special Services Cheryl Hall will propose an increase for a non-licensed special education assistant PCA at Longfellow and Greenvale Park Elementary required to provide services to support individual student needs as determined by the IEP until the end of the school year. These additions are requested due to the increase in new students or newly identified students beyond or projected in Spring. The total projected cost of salary and benefits is $70,640 with approximately 55% of the salary reimbursed through special education revenue for a net cost of $50,707. This will be an item for individual action at the next School Board meeting.

VII. Consent Agenda
D. Personnel Items
   a) Appointments
      9. Daniel Foley, 1.0 Long Term Substitute 4th Grade Teacher at Sibley, beginning 10/21/2019-11/22/2019; MA+30, Step 15
      10. Sandra Reiman, Office Generalist Class II-Due Process Clerical for 4 hours/day at Bridgewater, effective 9/23/2019-06/05/2020; Step 1-$18.47/hr.
      11. Victoria Rivera, Program Supervisor with Community Services, beginning 09/29/2019-05/31/2020; $11.50/hr.
      12. Chala Tafesa, Community School Site Assistant for up to 10 hours/week at Greenvale Park, beginning 09/26/2019-6/5/2020; Step 1-$13.21/hr.
   b) Increase/Decrease/Change in Assignment
      25. Sobhair Abboud, EA at Longfellow, add Community School Site Assistant for up to 9 hours/week at Greenvale Park, effective 09/17/2019-06/05/2020; Step 3-$13.91/hr.
      26. Stephanie Balma, BA, step 2, change to BA, Step 4, additional work history was provided, effective 08/26/2019.
      27. Andria Cornell, BA, Step 7, change to BA, Step 9, additional work history was provided, effective 08/26/2019.
      28. Jackie Groth (Tuma), Spec Ed EA PCA for 6.75 hours/day and Supervisory EA .50 hours/day at Bridgewater, change to Spec Ed EA PCA for 6.5 hours/day and Supervisory EA .50 hours/day at Bridgewater, effective 08/26/2019.
      29. Katie Malecha, Spec Ed EA PCA for 5.75 hours/day and Supervisory EA .50 hours/day at Bridgewater, change to Spec Ed EA PCA for 6 hours/day and Supervisory EA .50 hours/day at Bridgewater, effective 09/17/2019.
   c) Leave of Absence
      2. Sarah Swan MacDonald, Teacher at the High School, Family/Medical Leave of Absence, beginning approximately 10/3/2019 and continue for up to 60 days on an intermittent basis as needed.
   d) Retirements/Resignations/Terminations

*Conditional offers of employment are subject to successful completion of a criminal background check and Prework screening (if applicable).
TO: School Board Members  
   Dr. Hillmann, Superintendent  

FROM: Cheryl Hall  

DATE: September 23, 2019  

RE: Request to hire additional non-licensed Special Education EA/PCA  

Consider approval of the following increase for a non-licensed special education assistant PCA at Longfellow and Greenvale Park Elementary required to provide services to support individual student needs as determined by the Individual Education Program Plan (IEP) until the end of the school year. These additions are requested at this time due to the increase in new students or newly identified students beyond or projected numbers in the spring.  

The total projected cost of salary and benefits is a total of $70,640 with approximately 55% of the salary reimbursed through special education revenue for a net cost of $50,707.  

<table>
<thead>
<tr>
<th>Building</th>
<th>Position</th>
<th>FTE</th>
<th>Cost</th>
<th>Rationale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Longfellow</td>
<td>EA/PCA</td>
<td>7.5 hrs/week</td>
<td>$5,041</td>
<td>Increase in new students</td>
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<td></td>
<td>EA/PCA.</td>
<td>4.0 hrs/week</td>
<td>$3,002</td>
<td>Change in student schedule</td>
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<tr>
<td>Greenvale Park</td>
<td>EA/PCA</td>
<td>6.75 hrs/day</td>
<td>$37,182</td>
<td>New/ newly identified students</td>
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<td></td>
<td>EA/PCA.</td>
<td>5.00 hrs/day</td>
<td>$25,416</td>
<td>New /newly identified students</td>
</tr>
</tbody>
</table>

Total Salary and Benefit: $70,640  
55% of reimbursed Salary: $19,993  
Total Unreimbursed Cost: $50,707