NORTHFIELD PUBLIC SCHOOLS
Office of the Superintendent
Memorandum

TO: Board of Education
FROM: Matt Hillmann Ed.D., Superintendent
RE: Table File Items for November 9, 2020, Regular School Board Meeting

VI. Consent Agenda

C. Personnel Items

a) Appointments

5. Giselle Barojas Velazquez, Targeted Services PLUS Site Leader for up to 1.5 hours/day at Sibley, beginning 11/16/2020-5/6/2021; Site Lead Step 2-$17.19/hr.
6. Allison Ims, Health Aide EA-PCA for 2.45 hours/day at St. Dominic, beginning 1/4/2021-6/4/2021.

b) Increase/Decrease/Change in Assignment

17. Matthew Crase, Special Ed EA-PCA at the Middle School, change to Long Term Substitute Special Ed ASD Teacher at the High School, effective 11/5/2020-12/22/2020. Daily sub teacher rate until regular license is obtained, then BA, Step 1.
18. Kathleen Mellstrom, Spec Ed EA PCA-LI program for 6.75 hours/day 5 days/week at the High School, change to Spec Ed EA PCA-ASD program for 6.75 hours/day 2 days/week at the High School, effective 11/10/2020-6/10/2021.
19. Mallory Nystuen, Spec Ed EA-PCA at Sibley, add Spec Ed EA-PCA Extracurricular hours will vary with the District, effective 11/3/2020-6/10/2021.
20. Ella Stromme, Social Worker at the NCEC, add Community School Evening Club Leader for up to 6 hours/week at Greenvale Park, effective 11/10/2020-6/10/2021; $22.27/hr.

c) Leave of Absence

3. Kristin Hummel, Teacher at Bridgewater, Family/Medical Leave of Absence, effective on 10/20/2020 and will continue on an intermittent basis for up to 60 work days.
4. Lisa Robb, Teacher at the High School, Family/Medical Leave of Absence, effective on 10/21/2020 and will continue on an intermittent basis for up to 60 work days.
5. Kim Medin, Teacher at Bridgewater, Leave of Absence, effective 11/23/2020-12-11/2020.
6. Shawna Molloy, Teacher at the High School, Family/Medical Leave of Absence, effective on 10/22/2020-1/3/2021.
7. Carina Zick, EA at Sibley, Family/Medical Leave of Absence, effective 10/22/2020-11/6/2020.
8. Mary Boyum, EA at Sibley, Family/Medical Leave of Absence, effective on 10/20/2020-12/22/2020.
9. Arleene Gallardo, HR Generalist in the District Office, Family/Medical Leave of Absence, effective 12/14/2020-2/5/2021.
10. Jennifer Hildahl, EV Teacher at NCEC, Leave of Absence, effective 3/26/2021-6/4/2021.
11. Tiffany Kortbein, Teacher at Greenvale Park, Family/Medical Leave of Absence, effective on or about 5/3/2021 for 8 work weeks.
12. Maimouna Toure-Keita, District Nurse, Family/Medical Leave of Absence, effective 11/2/2020-11/13/2020.

d) Retirements/Resignations/Terminations

D. Northfield Swim Club Agreement

The School Board is asked to approve the enclosed agreement with the Northfield Swim Club. This agreement is for the time period November 9, 2020 to November 8, 2021. Updates to the agreement include an increase in custodial fees and a requirement to provide an inventory of any lockers being used by participants in the boys or girls locker rooms.

VIII. Items for Information

E. Enrollment Report. Superintendent Hillmann will review the November 2020 enrollment report.

AGREEMENT

This Agreement is entered into this 9th day of November 2020 by and between the Northfield Public Schools (hereinafter the School) and the Northfield Swim Club (hereinafter the NSC). It is understood between the parties hereto that the NSC wishes to utilize certain facilities belonging to the School for swim practice purposes. It is further understood that the School wishes to accommodate the NSC pursuant to the School's Policy Regarding Community Use of School Facilities.

This Agreement is a legal contract and each party understands that it may be enforced in the District Court of the County of Rice, State of Minnesota against the School or the NSC if either one of them does not comply with the terms of this Agreement.

I. Description of Premises – The premises covered by this Agreement are the Northfield Middle School swimming pool, and the adjacent girls and boys locker rooms.

II. Use of Premises – Under this Agreement, the NSC is allowed to use the premises for swim practices. No other use of the premises is authorized under this Agreement. It is expressly agreed and understood between the parties that the NSC shall use the premises for swim practices only on weekdays, Monday through Friday, based on a schedule provided by the facilities scheduling designee or a member of the NSC Board of Directors and approved by the School's Facilities Scheduler. Any other use, such as swim meets, will require a separate application.

- The School requires that NSC take inventory of any lockers being used by participants in the boys or girls locker rooms. Please provide a Google Document with the name, grade and locker number to the Community Education Department

III. Term of Agreement – This agreement shall commence on November 9, 2020 and shall continue until November 8, 2021 unless terminated prior to that date as provided herein. Early termination of this agreement by either party requires a thirty-day written notice. This Agreement may be extended for an additional term, should the parties choose to do so; however, nothing contained herein shall be construed to require the School to extend the Agreement.

IV. Expenses – The NSC hereby agrees to pay to the School the following expenses related to its use of the Premises:

- Facilities – Effective November 9, 2020 the NSC will pay a facility fee of $22.50 per hour for use of the swimming pool and the girls and boys locker rooms, with a two (2) hour maximum charge per date of use. These fees represent a negotiated 10% reduction from established community use fees. The NSC will pay an energy fee of $12.00 per hour for every hour of use of the Pool and Locker Rooms. When the NSC shares space with the Community Education Department and SCUBA classes, the NSC will pay one-half of the agreed upon rental fee.
- Fee Reduction - The fee reduction is applied for facility rental costs for regular swim practices only, and not for meets or special events.
- Custodial – The NSC will pay $51.43 per hour to the School for custodial services related to the NSC's use of the Premises should the use fall outside the normal hours of building operation, Monday through Friday. The NSC understands and agrees that the custodial services shall include any clean up

necessary from any other event located on or about the premises which might occur during the day or evening prior to the NSC's practices. The NSC understands and agrees that custodial service is required in the building prior to, and after, the NSC's use of the premises. In addition, any use during non-school months in June, July and August, as the schedule allows, up to two hours per day of regular custodial time may be charged.

V. Payment of Expenses – The School will bill the NSC monthly for any of the aforementioned expenses. The NSC will make payment within 30 days of its receipt of any such invoice. Invoices will be sent electronically to the NSC Treasurer, email to be provided by the NSC.

VI. Limitations on NSC Use of Premises

- School and Non-school Related Activities and Events – The NSC understands that, according to the school district facility policy, school district activities and events and other school and non-school related activities may take precedence over permit usage. In the event the NSC's use of the premises is precluded by any such activity, the School will attempt to provide two weeks' notice to the NSC that it will not be allowed to use the premises. In addition, the NSC understands there may be School or non-school activities which may require that certain pieces of equipment be left in the pool area or in locker rooms located on the premises. The NSC agrees that in such an event it will take every precaution not to disturb such equipment. Activities scheduled in school facilities can be viewed at http://fs-northfield.rschooltoday.com/calendar/index/publicview/. Northfield High School Swim and Dive Team meet schedules can be viewed at http://www.big9.org/g5-bin/client.cgi?G5genie=4&school_id=2493
- Weather Closing – The NSC understands and agrees that if the School announces that schools will close early or are canceled due to inclement weather, NSC practices for those days are also canceled.
- Calamitous Event – The NSC understands and agrees that, in the event of any event which may substantially impair the safety or viability of the premises, the School will exercise its discretion in deciding whether to cancel any scheduled use of the premises by the NSC. The School hereby agrees to make every effort to provide the NSC with as much advance notice of any such cancellation as possible.

VII. Keys – The NSC understands and agrees that this Agreement shall entitle the NSC to possess two sets of keys to access the swimming pool, pool office, pool equipment room and locker rooms on the premises. The NSC has determined that these keys are to be issued to the current President and the current Head Coach of the NSC. The assigned key holders will each sign for and be issued a key from the Facilities Scheduler at the beginning of the contract period and shall return the key at the end of the contract period, or when there is a change in key holder. In the event these keys are lost, the NSC will be charged actual costs for re-keying/re-coring as necessary.

VIII. Storage – The NSC understands and agrees that it shall be allowed to store items of a swim practice nature only on the premises with the knowledge and permission of the School's Facilities Scheduler, Activities Director and Director of Buildings and Grounds. All stored items, plus any School items used, must be returned to their assigned location at the end of each day.

IX. Northfield Public School Access Policy – The NSC understands and agrees that the Northfield Public Schools Policy regarding Community Use of School Facilities (the Policy), including any amendments thereto, and the permit delineating dates of use and expectations of use are hereby incorporated into this Agreement. Adequate and responsible adult supervision must be present in all areas where participants in NSC activities are located. In the event any provision of this Agreement contradicts any provision of the Policy, this Agreement shall control.

X. Assignment and Delegation – The NSC hereby agrees that none of its rights contained in this Agreement may be assigned, nor may any of its duties be delegated, without the express written permission of the School. The NSC further agrees that any such permission will be at the sole discretion of the School.

XI. Default – The NSC understands that in the event the NSC violates any provision of this agreement, or any provision of the Policy, the School may, at its sole discretion, declare this Agreement void and discontinue the NSC's use of the premises.

XII. No Oral Representations – The parties hereto understand that this Agreement constitutes the complete understanding of the parties, and that neither party is relying on any oral representations made by the other party.

XIII. Insurance – During the term of this agreement, the NSC shall obtain and maintain at its expense, the following types and amounts of insurance:

> Insurance against bodily injury and property damage which is to be in the amount of at least One Million Dollars ($1,000,000) per occurrence and naming the School as an additional insured with copies thereof to be provided by the NSC. Furthermore, insurance covering all property owned by the NSC and stored on the premises shall be the sole responsibility of the NSC.

XIV. Waiver of Subrogation – The NSC hereby waives all claims for recovery from the School for any loss or damage to any of its property regardless of the nature of how said loss or damage occurred.

Northfield Swim Club

_____	_____
NSC President	Date
_____	_____
NSC Treasurer	Date

Northfield Public Schools

_____	_____
Noel Stratmoen, Clerk	Date

						2020-2021						
School and Grade Level	**September 14th**	**September 18th**	**September 25th**	**October 1st**	**November 1st**	**December 2nd**	**January 6th**	**February 3rd**	**March 2nd**	**April 1st**	**May 1st**	**End of Year 6/7/20**
Longfellow												
Early Childhood	106	99	104	104	110							
Total	**106**	**99**	**104**	**104**	**110**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Greenvale Park												
Grade K-2033	54	55	55	55	55							
Grade 1-2032	61	61	61	61	61							
Grade 2-2031	54	54	54	55	54							
Grade 3-20230	51	52	52	52	52							
Grade 4-2029	52	52	52	52	52							
Grade 5-2028	58	59	59	59	61							
Portage	102	100	98	98	99							
Total	**432**	**433**	**431**	**432**	**434**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Sibley												
Grade K-2033	52	53	53	54	51							
Grade 1-2032	65	65	65	65	67							
Grade 2-2031	79	80	80	80	85							
Grade 3-2030	62	62	62	62	63							
Grade 4-2029	69	69	69	69	70							
Grade 5-2028	74	75	74	74	74							
Portage	83	83	83	83	82							
Total	**484**	**487**	**486**	**487**	**492**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Bridgewater												
Grade K-2033	69	69	68	69	69							
Grade 1-2032	75	76	76	76	76							
Grade 2-2031	68	78	78	78	78							
Grade 3-2030	83	84	84	84	83							
Grade 4-2029	80	81	81	81	80							
Grade 5-2028	86	87	87	87	86							
Portage	83	81	82	81	81							
Total	**544**	**556**	**556**	**556**	**553**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Middle School												
Grade 6-2027	297	269	266	265	263							
Grade 7-2026	264	262	261	261	259							
Grade 8-2025	271	297	297	297	297							
Portage	141	141	138	139	140							
Total	**973.0**	**969.0**	**962.0**	**962.0**	**959.0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**
High School												
Grade 9-2024	322	317	319	316	310							
Grade 10-2023	261	258	256	255	251							
Grade 11-2022	299	295	290	288	279							
Grade 12-2021	312	309	304	305	303							
Portage	184	192	202	208	225							
Total	**1378**	**1371**	**1371**	**1372**	**1368**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
ALC												
Grade 9-2024	0	0	0	0	0							
Grade 10-2023	6	6	6	5	7							
Grade 11-2022	9	12	12	9	18							
Grade 12-2021	63	59	64	49	77							
Portage				20	29							
Total	78	77	82	83	131	0	0	0	0	0	0	0
Grand Total	**3995.0**	**3992.0**	**3992.0**	**3996.0**	**4047.0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**
Full Time only (excluding EC and Part-time/Independent Study ALC)	**3889.0**	**3871.0**	**3862.0**	**3883.0**	**3890**							

Longfellow

Early Childhood

	Dorey	12	
	Gross	11	
	Hood	8	
	Kruse	8	
	Leigh	10	
	Matthews	9	
	O'Connor	6	
	Roth	7	
	Schnorr	7	
	Waters	16	
	Webster	2	
	Winter	14	
**	**TOTAL**	**110**	

Greenvale Park

K	Flicek	17	
K	Hagberg	19	
K	Matson	11	P
K	Ziemann	19	
1	Johnson	14	
1	Kortbein	14	P
1	Landry	16	C
1	Nivala	16	
1	Zach	15	
2	Amundson	19	C
2	Bulfer/Nelson	15	P
2	Larson	17	
2	Torbenson	18	C
3	Alvarez, C.	15	C
3	Lane/Youngblut	23	P
3	Spitzack	19	
3	Timerson	18	
4	Garcia	19	C
4	Haar/Dimick	15	P
4	Hetzel	16	
4	McLaughlin	17	
5	Harding	19	
5	Rauk/Kohl	21	P
5	Russell	22	C
5	Sickler	20	
	TOTAL	**434**	

Sibley

Grade	Teacher		
K	Heil	18	
K	Matson	6	P
K	Rud	15	
K	Sieger	18	
1	Born	17	C
1	Craft	17	
1	Downs	16	
1	Kortbein	15	P
1	Swenson	17	
2	Benhart	24	C
2	Bulfer/Nelson	10	P
2	Seeberg	20	
2	Soderlund	21	
2	Spitzack	20	
3	Guggisberg	17	
3	Jandro	15	
3	Lane/Youngblut	16	P
3	Sasse	15	C
3	Sweeney	16	
4	Fox	17	
4	Gainy	17	
4	Haar/Dimick	13	P
4	Hehr	17	
4	McManus	19	C
5	Baragary	19	
5	Malecha	19	
5	Ostermann	17	C
5	Rauk/Kohl	22	P
5	Stulken	19	
	TOTAL	**492**	

Bridgewater

K	Cade	17	
K	Danielson	18	
K	Matson	10	P
K	Peterson	17	
K	Tran	17	
1	Charlton	20	
1	Haley	19	
1	Hall	18	
1	Kortbein	9	P
1	Lanza	19	C
2	Bulfer/Nelson	15	P
2	Ellerbusch	19	
2	Lofquist	20	
2	Rubin	19	C
2	Schwaab	20	
3	Lane/Youngblut	12	P
3	Larson	21	C
3	Sickler	21	
3	Temple	22	
3	Truman	19	
4	Haar/Dimick	16	P
4	Robertson	21	
4	Ryan	20	
4	Schuster	23	
4	Swenson	16	C
5	DeVries	19	C
5	Duchene	22	
5	Holden	22	
5	Polzin	23	
5	Rauk/Kohl	19	P
	TOTAL	**553**	

Middle School	Portage	Regular	Total
Grade 6-2027	263	50	313
Grade 7-2026	259	47	306
Grade 8-2025	297	43	340
TOTAL	**819**	**140**	**959**

High Schoo	Portage	Regular	Total
Grade 9-2024	53	310	363
Grade 10-2023	54	251	305
Grade 11-2022	73	279	352
Grade 12-2021	45	303	348
TOTAL	**225**	**1143**	**1368**

ALC	F/T	Portage	**I/S	Total
Grade 9-2024				0
Grade 10-2023	4	2	3	9
Grade 11-2022	9	3	9	21
Grade 12-2021	42	24	35	101
TOTAL	**55**	**29**	**47**	**131**

	Regular	Portage	Total
Early Childhood**	110		110
Kindergarten-2033	175	27	202
Grade 1-2032	204	38	242
Grade 2-2031	217	40	257
Grade 3-2030	198	51	249
Grade 4-2029	202	44	246
Grade 5-2028	221	62	283
Total K-5	1327	262	**1589**
Total Middle School	140	819	**959**
Total High School	1143	225	**1368**
GRAND TOTAL			**3916**
ALC 9-12			**131**
GRAND TOTAL with ALC			**4047**
Full Time only (excluding EC and Part-time/Independent Study ALC)			**3890**