

NORTHFIELD PUBLIC SCHOOLS
Office of the Superintendent
Memorandum

TO: Board of Education
FROM: Matt Hillmann Ed.D., Superintendent
RE: Table File Items for November 12, 2019, Regular School Board Meeting

V. Items for Discussion and Reports

E. Request to Hire Additional General Education EA at Bridgewater

Due to enrollment changes at Bridgewater Elementary School, and to be compliant with the Title I Comparability Report for the Minnesota Department of Education, Director of Teaching and Learning Mary Grace Hanson and Director of Finance Val Mertesdorf are requesting the addition of a 6 hour/day General Education - Educational Assistant at Bridgewater Elementary School. The projected cost of this addition is a maximum of \$29,945.

VI. Consent Agenda

B. Gift Agreement

- \$1,200.00 toward scholarships for field trips from Greenvale Elementary PTO

C. Personnel Items

a) Appointments

6. Heather Johnson, Special Ed EA PCA for 6.75 hours/day at the ALC, beginning 12/2/2019-6/5/2020; Step 3-\$16.63/hr.

b) Increase/Decrease/Change in Assignment

3. Katie Dahmeh, EA at Longfellow, add Community School Site Assistant for up to 8.5 hours/week at Greenvale Park, effective 11/12/2019-5/15/2020; Step 1-\$13.21/hr.
4. John Eckhart, Auditorium Technician with Community Services, add Substitute Custodian with Building and Grounds, effective 11/7/2019.
5. Marilyn Frey, Special Ed EA PCA for 6.25 hours/day and General Ed EA for .5 hours/day at the High School, change to Special Ed EA PCA for 6.75 hours/day at the High School, effective 11/11/2019-6/5/2020.
6. Lucinda Huschle, Special Ed EA PCA for 6.25 hours/day and General Ed EA for .5 hours/day at the High School, change to Special Ed EA PCA for 6.75 hours/day at the High School, effective 11/11/2019-6/5/2020.
7. Darren Lofquist, .20 Assistant Boys Swim Coach at the High School, change to .40 Assistant Boys Swim Coach at the High School, effective 11/28/2019.
8. Carolyn Manderfeld, Special Ed EA PCA at the Middle School, add Community School Site Assistant for up to 6 hours/week at Greenvale Park, effective 11/11/2019-5/14/2020; Step 3-\$13.91/hr.
9. Lesly Martinez Reyes, Special Ed EA PCA at Bridgewater, add Special Ed EA PCA Bus for .42 hours/day with the District, effective 09/25/2019-6/5/2020.
10. Madelyn Meyer, 1.0 Boys Swim Coach at the High School, change to .8 Boys Swim Coach at the High School, effective 11/28/2019.
11. Ellen Mucha, Teacher at the High School, add One Act Play Director at the High School, effective 11/11/2019; Level I, Step 7
12. John Watkins, Official Event Worker at the High School, add Site Supervisor with Community Services, effective 11/1/2019-5/31/2020; \$14.00/hr.

c) Leave of Absence

3. Lydia Gross, Early Childhood Special Ed Teacher at Longfellow, Family/Medical Leave of Absence for Childcare, effective on or about 3/25/2020 for the remainder of the 2019-2020 school year.

4. Ron Oeltjenbruns, Head Custodian at the Middle School, Family/Medical Leave of Absence, effective 12/5/2019-approximately 2/5/2020.

d) Retirements/Resignations/Terminations

D. Co-Curricular Overnight Trip for 2019-2020

Director of Student Activities Joel Olson has provided the enclosed co-curricular overnight trip for the 2019-2020 school year. Mr. Olson is requesting School Board approval.

TO: Dr. Hillmann, Superintendent
FROM: Val Mertesdorf, Director of Finance
Mary Grace Hanson, Director of Teaching and Learning
DATE: November 11, 2019
RE: Request to hire additional General Education EA at Bridgewater

Annually, the District is required to complete a Title I Comparability Report for the Minnesota Department of Education. Title I law requires districts to provide educational services in Title I schools that are comparable to services provided in non-Title I schools. This report compares total students divided by direct instructional staff paid for with state and local funds (excludes Special Education, English Learner, Compensatory and Federal funds). This report is due by November 30th.

The report this year indicates that we are not currently in compliance with our staffing at Bridgewater. This is mostly due to enrollment changes we've seen between buildings. The report indicates the addition of at least a .75 FTE would bring us into compliance. I am recommending the addition of a 6 hour/day, General Education – Educational Assistant.

The projected cost of this addition is a maximum of \$29,945. There is not additional revenue to offset this addition. To be in compliance, we would need to have this position posted and hired by November 30th.

NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 6 day of November 2019, by and between Greenvale Park Elementary PTO, hereinafter the "Donor", and Independent School District No. 659, Northfield, Minnesota, pursuant to the District's policy for receiving gifts and donations, as follows:

TERMS

\$1200 towards scholarships for field trips.

Greenvale Elementary PTO
Donor

By: *Received in GVP office*

Approved by resolution of the School Board on the _____ day of _____, _____.

INDEPENDENT SCHOOL DISTRICT No. 659

By: _____

Clerk

RESOLUTION ACCEPTING DONATIONS - UPDATED November 12, 2019

The following resolution was moved by _____ and seconded by _____:

WHEREAS, Minnesota Statutes 123B.02, Sub. 6 provides: “ The board may receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. In that behalf, the board may act as trustee of any trust created for the benefit of the district, or for the benefit of pupils thereof, including trusts created to provide pupils of the district with advanced education after completion of high school, in the advancement of education.”; and

WHEREAS, Minnesota Statutes 465.03 provides: “Any city, county, school district or town may accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor. Nothing herein shall authorize such acceptance or use for religious or sectarian purposes. Every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full.”; and

WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full;

THEREFORE, BE IT RESOLVED, that the School Board of Northfield Public Schools, ISD 659, gratefully accepts the following donations as identified below:

Donor	Item	Designated Purpose (if any)
Carl Henry Step Up Scholarship Fund of the Capital Group American Funds	\$2,500.00	Step Up Scholarship
Greenvale Elementary PTO	\$1,200.00	Scholarships

The vote on adoption of the Resolution was as follows:

Aye:

Nay:

Absent:

Whereupon, said Resolution was declared duly adopted.

By: Julie Pritchard, Chair

By: Noel Stratmoen, Clerk



Northfield Public Schools
Northfield, MN

EXTENDED FIELD TRIP FORM - Nordic winter trip

Staff Member(s) Responsible (Name and phone): Craig Cardinal 507-301-2409

School and Program: Northfield High School Nordic Ski Team

Date of Requested Trip: December 26-28 2019

1. What group is taking this trip?

Estimated # of Students 20 Adult Supervisors 4

2. Destination: Ironwood, MI

Date/Time of Departure: 6:00 AM 12/26/19

Date/Time of Return: 8:00 PM 12/28/19

3. State purpose and/or educational value of trip (attach information to form if needed).

Training Trip for Nordic Ski team due to reliable snow and quality of trails at this location.

4. Name the manner of travel and the carrier.

Coach Bus - TBD

5. State housing arrangements (must include name, address and phone number of hotel).

Quality Inn - Ironwood
210 E. Cloverland Dr., Ironwood, MI, 49938, US
Phone: (906) 932-2224

6. List of parent or guardian contact info.

7. List participants (reminder to have participants complete parent/guardian permission form if applicable).

8. Indicate who will be in charge of supervising the trip (roles and responsibilities).
Craig Cardinal - Head Coach/Chief Contact
Dave Folland - Assistant Coach/Parent
Will Schroerer - Parent/Volunteer
Pam Fickenscher - Parent/Volunteer

9. State the safety precautions and procedures for emergencies while on the trip.
All athletes will ride a coach bus - no individual drivers.
Bus has AED and first aid kit
Skiing will be done on groomed trails only at designated skiing areas
Coaches will ski with groups of athletes
Emergency plan with contact information for coaches, ski area, and emergency services will be available with coaches and on bus
All athletes attending trip will be required to have been on skis in practice before trip so coaches can assess their readiness for the training trip.

11. Give budget costs, how trip will be funded and estimated cost per student.
Transportation - \$60/athlete
Food - \$50/athlete
Lodging - \$50/athlete
Trail Passes - \$40/athlete
Funded by Students: Estimated cost per athlete ~\$200

12. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.
N/A

Signature of Staff Member Responsible:

Date field trip request was submitted to Principal:

Principal/Administrator Signature and Date: 11/8/19

Approved: Joel Olson

Not Approved:

Superintendent Signature and Date:

Approved:

Not Approved:

School Board Review Date:

Approved:

Not Approved: