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 Dahme, 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 Eekhart, 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
  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
  7.    Darren Loquist, .20 Assistant Boys Swim Coach at the High School, change to .40 Assistant Boys
  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
 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 Mertesdorff, 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**

$1,200 towards scholarships for field trips.

Greenvale Elementary PTO
Donor

By: [Signature]

Received in ESP 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:

<table>
<thead>
<tr>
<th>Donor</th>
<th>Item</th>
<th>Designated Purpose (if any)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carl Henry Step Up Scholarship Fund of the Capital Group American Funds</td>
<td>$2,500.00</td>
<td>Step Up Scholarship</td>
</tr>
<tr>
<td>Greenvale Elementary PTO</td>
<td>$1,200.00</td>
<td>Scholarships</td>
</tr>
</tbody>
</table>

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
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 Schroeer - 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: ☒ Not Approved:

Superintendent Signature and Date:

Approved: Not Approved:

School Board Review Date:

Approved: Not Approved: