

**NORTHFIELD PUBLIC SCHOOLS**  
**Office of the Superintendent**  
**Memorandum**

TO: Members of the Board of Education  
FROM: Matthew Hillmann, Ed.D., Superintendent  
RE: Table File Items for the March 9, 2026, Regular School Board Meeting

5. Items for Discussion and reports

h. MacBook Air Laptop Sale Update. Director of Finance Val Mertesdorf will provide an update on the MacBook Air Laptop sale approved by the board on January 26, 2026.

6. Consent Agenda

a. Minutes. Minutes of the special school board meeting held on March 6, 2026.

b. Gift Agreements. Additional gift agreements to be approved are attached.

c. Personnel Items.

i. Appointments

6. Nick Avila, Instructor Assistant for Community Education/Recreation beginning 3/7/2026-5/31/2026. Step 6, \$16.37/hr.
7. Annika Dornbusch, .25 FTE Assistant Girls Lacrosse Coach at the High School beginning 3/30/2026. \$1,131 stipend.
8. Tamsen Hutton, Rock and Roll Revival - Hairdresser effective 3/13/2026-3/15/2026. \$30/show.
9. Joshua Malecha, Instructor Assistant for Community Education/Recreation beginning 3/14/2026-5/31/2026. Step 6, \$16.37/hr.
10. Davis Moore, Event Worker at the High School beginning 3/14/2026. \$100/event.
11. Nancy Veverka, ABE Teacher for Community Education beginning 3/11/2026. MA+40, Step 7.
12. Lillian Visaya, .75 FTE Assistant Girls Lacrosse Coach at the High School beginning 3/30/2026. \$3,393 stipend.
13. Ian Wittek, Instructor Lead for Community Education/Recreation beginning 3/7/2026-5/31/2026. Step 4, \$16.91/hr.

ii. Increase/Decrease/Changes in Assignment

6. Michelle Anderson, Special Education Bus EA for 5 hours/week, every other week for the District, change to 7.5 hours/week, every other week effective 3/9/2026-6/10/2026.
7. Saffron Emerson, Special Education Teacher at the High School, add Event Worker effective 3/12/2026. \$100/event.
8. Kelly Erickson, Custodian at Spring Creek, change to Head Custodian at Spring Creek effective 3/9/2026. Step 1, \$31.61/hr.

iii. Leave of Absences

iv. Retirements/Resignations/Terminations

2. Mary Czech, Payroll Specialist at the District Office, retirement effective 7/31/2026.
3. Teresa Hasse, Special Education EA/PCA at Spring Creek, resignation effective 3/20/2026.

\*Conditional offers of employment are subject to successful completion of a criminal background check and Pre-work screening (if applicable)

d. Grant Application. Director of Community Education Erin Bailey requests school board approval for a grant to support expanded evening and parent engagement activities at Greenvale Park Community School for \$35,000 for each year of the two-year grant from Rice County Family Services Collaborative for the time period July 1, 2026 to June 30, 2028.

## **NORTHFIELD PUBLIC SCHOOLS School Board Minutes**

March 6, 2026

District Office Board Room

1. Call to Order

School Board Chair Claudia Gonzalez-George called the special meeting of the Board of Education of Independent School District No. 659 to order at 6:00 p.m. Present: Butler, Epstein, Goerwitz, Gonzalez-George, Nelson, and Quinnell. Absent: Miller. This meeting was open to the public, live-streamed and recorded, and access to the recording was posted on the school district website.

On a motion by Quinnell, seconded by Goerwitz, the board approved the agenda.

Board Member Miller arrived at 6:03 p.m.

2. Discuss and decide superintendent search timeline, hiring criteria, stakeholder involvement, and procedures. Amy Jordan, associate director of leadership development and executive search with MSBA, reviewed the highlights of MSBA's Hiring the Right Superintendent workshop. The board reviewed the superintendent search timeline, hiring criteria, stakeholder involvement, and procedures. The board also considered the salary for the position of the superintendent and unanimously agreed on a salary range of \$200,000-230,000.

On a motion by Epstein, seconded by Butler, the board unanimously approved a motion to take a short recess at 8:22 p.m. and reconvene at 8:30 p.m.

On a motion by Goerwitz, seconded by Miller, the board unanimously agreed to continue the meeting past 9:00 p.m.

3. Discuss, decide, and schedule the steps necessary for the rest of the hiring process. The board reviewed the ground rules for the superintendent search, determined the school board spokesperson and in-district contact person, as well as chose two pre-screening questions to add to the superintendent application.

4. Adjournment

On a motion by Goerwitz, seconded by Quinnell, the board unanimously approved to adjourn the meeting at 9:23 p.m.

Maggie Epstein  
School Board Clerk

## **RESOLUTION ACCEPTING DONATIONS**

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:

The vote on adoption of the Resolution was as follows:

Aye:

Nay:

Absent:

Whereupon, said Resolution was declared duly adopted.

By: Claudia Gonzalez-George, Chair

By: Maggie Epstein, Clerk

<b>Date of the bequest, donation, or gift:</b>	<b>Amount:</b>	<b>Who the bequest, donation, or gift is from:</b>	<b>What the bequest, donation, or gift is for:</b>
3/2/2026	\$10,000.00	Minnesota Vikings Football	Girls Flag Football Donation
3/4/2026	\$628.62	Greenvale Park Elementary PTO	Transportation for 1st Grade to the Sidekick Theater
3/9/2026	\$150.00	Northfield Shares	Hand in Hand and Early Ventures Programs

## ***Grant Application Approval Form***

March 9, 2026

**Any proposal submitted to an external funding source that involves any entity within the Northfield Public Schools must be approved by the School Board before the proposal is submitted. This form will accompany all requests to the School Board and will be filed with the Grant Coordinator along with a copy of the completed grant proposal. All proposals must:**

- Support the District’s mission and goals.
- Be financially feasible and supported by all affected District departments or buildings.
- Demonstrate collaboration and commitment from the District if required.

<b>Grant Proposal Information</b>	
<b>Project Title</b>	Northfield Public Schools – Community Schools
<b>Project Period</b>	<b>From: July 1, 2026 To: June 30, 2028</b>
<b>Funding Source</b>	Rice County Family Services Collaborative
<b>Application Deadline</b>	January 28, 2026
<b>List all Grant Applicants</b>	Northfield Public Schools
<b>School/Department</b>	Northfield Community Education
<b>Contact Person</b>	Erin Bailey                      Phone No. 507-664-3652
<b>Project Information</b>	
<b>Brief Proposal Description</b>	Using public schools as hubs, community schools bring together many partners to offer a range of support and opportunities to children, youth and families. A full-service community school is both a school and a community resource, with an integrated focus on academics, health, social services, youth development and community engagement. This leads to a better learning environment for all students, stronger families and a healthier community.
<b>Project Goal (in one Sentence)</b>	The Rice County Family Services Collaborative grant would allow for expanded evening and parent engagement activities at Greenvale Park Community School
<b>List All Personnel Involved in Application</b>	Erin Bailey, Janet Lewis Muth, Amy McBroom
<b>Budget Information</b>	
<b>Amount Requested</b>	\$35,000 (for each year of the two-year grant)
<b>Matching Funds</b>	\$615,736
<b>Source of Matching Funds</b>	See sources of matching funds outlined in the chart in the grant application.

**Required Documents Attached:**     Completed Application     Rough Draft     Summary of Application

Erin Bailey

**Project Initiator Signature**

**Building Principal or District Administrator  
Signature**

Approved by the School Board     Not Approved by the School Board    Date \_\_\_\_\_