

NORTHFIELD PUBLIC SCHOOLS
Office of the Superintendent
Memorandum

TO: Board of Education
FROM: Matt Hillmann, Ed.D., Superintendent
RE: Table File Items for May 12, 2025, Regular School Board Meeting

6. Consent Agenda

- d. Overnight Field Trip Request. NHS Envirothon Advisor Mark Auge requests board approval to take five students to Wolf Ridge in Finland, MN for the Envirothon State Competition May 18-19, 2025.

e. Personnel Items.

i. Appointments.

14. Vy Dinh, Targeted Services Student Summer Site Assistant for 6.50 hours/day Mon.-Thurs. at Greenvale Park, beginning 6/16/2025-8/7/2025. Step 1-\$15.66/hr.
15. Whitney Gray, Summer Instructor or Swim Assistant with Community Ed Recreation, beginning 5/28/2025-8/31/2025. Step 4-\$15.28/hr.
16. Elsa Mitchell, Summer Instructor or Swim Assistant with Community Ed Recreation, beginning 5/28/2025-8/31/2025. Step 1-\$14.50/hr.
17. Stefany Perez, Special Ed EA PCA for 6.75 hours/day and Supervisory for .25 hours/day at Spring Creek, beginning 5/21/2025. Step 2-\$18.73/hr. Prorated PCA stipend through the end of the 2024-2025 school year.
18. Tin Truong, Targeted Services Student Summer Site Assistant for 6.50 hours/day Mon.-Thurs. at Greenvale Park, beginning 6/16/2025-8/7/2025. Step 1-\$15.66/hr.

ii. Increase/Decrease/Change in Assignment

22. Addie Barber, Kid Ventures Student Site Assistant for up to 15 hours/week at Spring Creek, change to Kid Ventures Site Assistant on call as needed, effective 6/9/2025. Sub \$17.80/hr.
23. Jamison Baker, Kid Ventures Site Assistant for up to 15 hours/week at Greenvale Park, change to Kid Ventures Site Assistant for up to 0 hours/week, effective 6/2/2025.
24. Lily Becker, Kid Ventures Site Assistant with Community Education, change to Kid Ventures Site Assistant for up to 40 hours/week at Bridgewater, effective 6/9/2025-8/29/2025.
25. Dylan Besch, Kid Ventures Student Site Assistant for up to 15 hours/week at Greenvale Park, change to Kid Ventures Student Site Assistant on call as needed, effective 6/9/2025-8/22/2025.
26. Isabella Bisel, Kid Ventures Student Site Assistant for up to 15 hours/week at Bridgewater, change to Kid Ventures Student Site Assistant for up to 40 hours/week at Bridgewater, effective 6/9/2025-8/29/2025.
27. Amy Boecker, EA and Kid Ventures Site Assistant Substitute with Community Education, change to Kid Ventures Site Assistant for up to 40 hours/week at Bridgewater, effective 6/9/2025-8/29/2025. Step 4-\$19.71/hr.
28. Amelia Brandt, Kid Ventures Site Assistant for up to 28.5 hours/week at Bridgewater, change to Kid Ventures Site Assistant for up to 40 hours/week at Bridgewater, effective 6/9/2025-8/29/2025.
29. Anita Corwin, Early Ventures Site Assistant for 40 hours/week at the NCEC, change to Early Ventures Site Assistant for up to 40 hours/week at the NCEC, effective 6/9/2025-8/22/2025.
30. Kaci DeGroot, Early Ventures Teacher for 32 hours/week at the NCEC, change to Early Ventures Teacher for up to 40 hours/week at the NCEC, effective 6/9/2025-8/22/2025.
31. Jules Doliscar, Occupational Therapist with the District, add a 1/5 overload in lieu of prep effective 1/6/2025-6/6/2025.
32. Claire Edwards, Kid Ventures Site Assistant for up to 15 hours/week at Spring Creek, change to Kid Ventures Site Assistant for up to 40 hours/week at Bridgewater, effective 6/9/2025-8/29/2025.
33. Kari Engle, Office Specialist Class III at Greenvale Park, change to Office Specialist Class III at Bridgewater, effective 6/9/2025.
34. Adria Fischer, Early Ventures Teacher for 32 hours/week at the NCEC, change to Early Ventures Teacher for up to 40 hours/week at the NCEC, effective 6/9/2025-8/22/2025.
35. Isabel Fleming, Kid Ventures Site Assistant for up to 15 hours/week at Greenvale Park, change to Kid Ventures Site Assistant for up to 40 hours/week at Bridgewater, effective 6/9/2025-8/29/2025.
36. Debbie Foley, Early Ventures Assistant Teacher for 25 hours/week and Child Nutrition for 5 hours/week at the NCEC, change to Early Ventures Assistant Teacher for up to 40 hours/week at the NCEC, effective 6/9/2025-8/22/2025.
37. Ilana Forsgren, Kid Ventures Site Assistant for up to 8.5 hours/week at Bridgewater, change to Kid Ventures Site Assistant on call as needed, effective 6/9/2025-8/22/2025.

38. Aimee Gerdesmeier, Kid Ventures Site Leader for 35 hours/week at Spring Creek, change to Kid Ventures Site Leader for up to 40 hours/week at Bridgewater, effective 6/9/2025-8/29/2025.
39. Sara Gerdesmeier, Early Ventures Site Assistant for 37.50 hours/week at the NCEC, change to Early Ventures Site Assistant for up to 40 hours/week at the NCEC, effective 6/9/2025-8/22/2025.
40. Whitney Gray, Summer Instructor Assistant with Community Ed Recreation, add Summer Instructor Lead, effective 5/28/2025-8/31/2025. Step 4-\$16.32/hr.
41. Jaelyn Holz, Kid Ventures Student Site Assistant for up to 15 hours/week at Spring Creek, change to Kid Ventures Student Site Assistant for up to 40 hours/week at Bridgewater, effective 6/9/2025-8/29/2025.
42. Kailyn Ims, Kid Ventures Site Assistant for up to 15 hours/week at Bridgewater, change to Kid Ventures Site Assistant for up to 40 hours/week at Bridgewater, effective 6/9/2025-8/29/2025.
43. Ava Kallop, Lifeguard with Community Ed Recreation, extend end date to 6/30/2025.
44. Kimberly Kohaut, Community School Site Lead with Community Education, extend position until 6/30/2025.
45. Kimberly Kohaut, Community School Site Lead at Greenvale Park, change to Targeted Services Summer Site Lead for up to 30 hours/week at Greenvale Park, effective 7/1/2025-8/10/2025. Step 3-\$25.39/hr.
46. Briana Lanham, Kid Ventures Site Assistant for 28.5 hours/week at Spring Creek, change to Kid Ventures Site Assistant for up to 40 hours/week at Bridgewater, effective 6/9/2025-8/22/2025.
47. Nicole Lazaro-Ascencio, Kid Ventures Student Site Assistant for up to 15 hours/week at Greenvale Park, change to Kid Ventures Site Assistant for up to 40 hours/week at Bridgewater, effective 6/9/2025-8/29/2025. Step 2-\$18.43/hr.
48. Susan Lightfield, Kid Ventures Student Site Assistant for up to 8.5 hours/week at Spring Creek, change to Kid Ventures Site Assistant for up to 40 hours/week at Bridgewater, effective 6/9/2025-8/29/2025. Step 2-\$18.43/hr.
49. Angie Lynch, Teacher at the ALC, add ALC Boundary Waters Teacher for up to 32 hours, effective 6/9/2025-6/13/2025. Lane/step.
50. Mckenzie Malecha, Early Ventures Teacher for 40 hours/week at the NCEC, change to Early Ventures Teacher for up to 40 hours/week at the NCEC, effective 6/9/2025-8/22/2025.
51. Allison Mathews, Kid Ventures Student Site Assistant for up to 15 hours/week at Bridgewater, change to Kid Ventures Site Assistant for up to 40 hours/week at Bridgewater, effective 6/9/2025-8/29/2025. Step 3-\$19.06/hr.
52. Tonya Merritt Skluzacek, Kid Ventures Site Leader for 35 hours/week at Bridgewater, change to Kid Ventures Site Leader for up to 40 hours/week at Bridgewater, effective 6/9/2025-8/29/2025.
53. Lacey Neuman Bissonnette, Kid Ventures Site Leader for 35 hours/week at Greenvale Park, change to Kid Ventures Site Leader on call as needed, effective 6/9/2025-8/22/2025.
54. Brody Nygaard, Kid Ventures Student Site Assistant for up to 15 hours/week at Greenvale Park, change to Kid Ventures Student Site Assistant on call as needed, effective 6/9/2025-8/22/2025.
55. Sandy Pelava, Early Ventures Teacher for 40 hours/week at the NCEC, change to Early Ventures Teacher for up to 40 hours/week at the NCEC, effective 6/9/2025-8/22/2025.
56. Nicole Rasmussen, Kid Ventures Site Assistant for up to 15 hours/week at Bridgewater, change to Kid Ventures Site Assistant for up to 40 hours/week at Bridgewater, effective 6/9/2025-8/22/2025.
57. Kelli Rehbein, Early Ventures Teacher for 40 hours/week at the NCEC, change to Early Ventures Teacher for up to 40 hours/week at the NCEC, effective 6/9/2025-8/22/2025.
58. Amanda Rezac, Kid Ventures Site Assistant for up to 15 hours/week at Spring Creek, change to Kid Ventures Site Assistant on call as needed, effective 6/9/2025-8/22/2025.
59. Megan Roe, Early Ventures Teacher for 40 hours/week at the NCEC, change to Early Ventures Teacher for up to 40 hours/week at the NCEC, effective 6/9/2025-8/22/2025.
60. Madison Schlomann, Kid Ventures Student Site Assistant for up to 15 hours/week at Bridgewater, change to Kid Ventures Site Assistant for up to 40 hours/week at Bridgewater, effective 6/9/2025-8/29/2025. Step 2-\$18.43/hr.
61. Alexa Schmidt, Early Ventures Teacher for 40 hours/week at the NCEC, change to Early Ventures Teacher for up to 40 hours/week at the NCEC, effective 6/9/2025-8/22/2025.
62. Jade Suhsen, Kid Ventures Site Assistant for 8.5 hours/week, Early Ventures Assistant Teacher Sub at Greenvale Park/NCEC, change to Early Ventures Assistant Teacher for up to 40 hours/week at the NCEC and Kid Ventures Site Assistant on call as needed, effective 6/9/2025-8/22/2025.
63. Eric Swan McDonald, Teacher at the ALC, add ALC Boundary Waters Teacher for up to 32 hours, effective 6/9/2025-6/13/2025. Lane/step.
64. Tegan Underdahl, Early Ventures Teacher for 40 hours/week at the NCEC, change to Early Ventures Teacher for up to 40 hours/week at the NCEC, effective 6/9/2025-8/22/2025.
65. Abby Vanyo, Early Ventures Teacher for 40 hours/week at the NCEC, change to Early Ventures Teacher-ongoing for up to 40 hours/week at the NCEC, effective 6/9/2025.
66. Lori Warner, Occupational Therapist with the District, add a 1/5 overload in lieu of prep effective 1/6/2025-6/6/2025.
67. Camden Waters, Kid Ventures Site Assistant Sub with Community Education, change to Kid Ventures Site Assistant for up to 40 hours/week at Bridgewater, effective 6/9/2025-8/29/2025.

68. Louise Welbaum, Kid Ventures Student Site Assistant for up to 15 hours/week at Greenvale Park, change to Kid Ventures Site Assistant for up to 40 hours/week at Bridgewater, effective 6/9/2025-8/29/2025. Step 2-\$18.43/hr.
 69. Liz A. Winter, Early Ventures Teacher for 40 hours/week at the NCEC, change to Early Ventures Teacher for up to 40 hours/week at the NCEC, effective 6/9/2025-8/22/2025.
- iv. Retirements/Resignations/Terminations
7. Scott Cloud, Boys Hockey Assistant Coach at the High School, resignation effective 5/9/2025.
 8. Ray Coudret, PreK-12 Systems and Instructional Coach/Teacher with the District, retirement effective 6/6/2025.

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



Northfield Public Schools
Northfield, MN

EXTENDED FIELD TRIP FORM

Staff Member(s) Responsible (Name and phone):

Mark Auge

School and Program:

NHS Envirothon

507-581-0741

Date of Requested Trip:

5/18-5/19

1. What group is taking this trip?

Envirothon

2. Estimated # of Students:

5

Adult Supervisors:

1

3. Destination:

Wolf Ridge, Finland, MN

4. Date/Time of Departure:

Sunday 5/18 1:30pm

5. Date/Time of Return:

Monday 5/19 6:00pm

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

State competition for envirothon. Qualified @
local level.

7. Name the manner of travel and the carrier.

Benjamin Bus (small school bus)

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

Wolf Ridge ELC

6282 Cranberry Road

Finland, MN 55603

9. List of coach, parent or guardian contact info. (Attach)

Mark Auge

cell 507-581-0741

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

Elke Capatina , Merri Knoch , Abby Bongarding
Alison Matthews, Mia Slasels

11. Indicate who will be in charge of supervising the trip (roles and responsibilities).

Mark Ange

12. State the safety precautions and procedures for emergencies while on the trip.

Review proper behavior
Lights out, etc

11. Give budget costs, how the trip will be funded and estimated cost per student.

\$10 for food on way to Finland (each student)
School Pays for bus & lodging (Donations)

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

Signature of Staff Member Responsible:

Mark Ange

Date field trip request was submitted to Principal:

5/9/2025

Principal/Administrator Signature and Date:

[Signature]

5/9/25

Approved:

Not Approved:

Superintendent Signature and Date: _____

Approved: _____

Not Approved: _____

School Board Review Date: _____

Approved: _____

Not Approved: _____

Parental Permission Form

Please turn in signed form to Mr. Auge by Monday, May12

Student's Name: _____

Does your child require any special medical accommodations, medicine, severe allergies, etc.? Please list.

I give permission for my child to participate in Envirothon and release Northfield School District and its agents from any liability for damages or injuries resulting from the services or activities connected with the trip.

We understand that all school rules relating to student behavior apply and we accept responsibility and any consequences resulting from any violation.

We agree that if determined that it is necessary to send a student home, for any reason, prior to completion of the trip, any additional costs associated with the return shall be borne by the parents/guardians.

Signature – Parent/Guardian

Signature – Student

Date

Phone Contact (Parent name and number)

Student Cell Phone #