

6.NORTHFIELD PUBLIC SCHOOLS
Office of the Superintendent
Memorandum

TO: Board of Education
FROM: Matt Hillmann Ed.D., Superintendent
RE: Table File Items for December 9, 2024 Regular School Board Meeting

5. Items for Discussion and Reports

- d. Policy Committee Recommendations. A typographical error was discovered in Policy 402. An updated version of the policy is included in the table file.

6. Consent Agenda

- b. Gift Agreements. Additions to gift agreements to be approved are attached.

c. Personnel Items.

i. Appointments.

6. Jamison Baker, KidVentures Student Site Assistant for up to 15 hours/week at Greenvale Park, beginning 12/9/2024. Student Step 1-\$15.66/hr.
7. William Baragary, Instructor Lead with Community Ed Recreation, beginning 12/14/2024 - 5/31/2025. Step 2 -\$15.80/hr.
8. Hezekiah Ben Shirnai, 1.0 FTE Long Term Substitute Science Teacher at the High School, beginning 1/21/2025-6/6/2025. MA, Step 1
9. William Dunker, Assistant Baseball Coach at the High School, beginning 3/17/2025. \$5,544 stipend.
10. Updated: Elizabeth Johnson, Community School Club Leader for up to 15 hours/week at Greenvale Park, beginning 12/9/2024-5/15/2025. \$25.53/hr.
11. Mark Johnson, 1.0 FTE Long Term Substitute Phy Ed Teacher at Greenvale Park, beginning 2/24/2025-3/21/2025. Daily Sub Rate.
12. Deborah Wagner, Event Worker at the High School, beginning 01/01/2025. \$45/\$77 per event.

ii. Increase/Decrease/Change in Assignment

6. William Baragary, Instructor Lead with Community Ed Recreation, add Instructor Assistant Step 2-\$14.76/hr, Lifeguard Step 2-\$14.76/hr. and WSI Step 1-\$16.58/hr. with Community Ed Recreation, effective 12/14/2024-5/31/2025.
7. Vicky Chlan, Teacher at the High School, add Ski Club Chaperone with Community Ed Recreation, effective 1/6/2025-5/31/2025. \$500 stipend
8. Deborah Wagner, Event Worker at the High School, add Building Supervisor with Community Ed Recreation, effective 12/15/2024. \$19.32/hr.

iii. Leave of Absence

4. Taylor Choudek, Early Childhood Teacher at NCEC, childcare leave of absence beginning on or about 3/10/2025 through the end of the 2024-2025 school year.
5. Updated: Michele Knutson, Guidance Office Administrative Assistant at the High School, FMLA Leave of Absence beginning 12/18/2024-1/29/2025.

iv. Retirements/Resignations/Terminations

4. Heidi Melnychuk, EA at the High School, resignation effective 12/20/2024.

vi. Substitute Pay Schedule

The board is requested to approve the updated substitute pay schedule as presented.

- d. Overnight Field Trip Northfield High School Band and Choir. Northfield High School Band Director Nahal Javan & Choir Director Kyle Eastman request board approval to take high school band and choir students to Minneapolis/St. Paul/Bloomington, MN April 17-18, 2025.

- e. Overnight Trip Northfield Varsity Wrestling Team. Northfield High School Wrestling Coach Geoff Staab requests board approval to take the varsity wrestling team to Rochester, MN to wrestle in a competitive individual wrestling tournament, December 19-21, 2024.

Policy 402 ~~DISABILITY NONDISCRIMINATION POLICY~~

I. PURPOSE

In alignment with the district's vision to prepare every student for lifelong success and its strategic commitment to people, the purpose of this policy is to provide a fair employment setting for all persons in the Northfield School District and to comply with state and federal law.

II. GENERAL STATEMENT OF POLICY

- A. The district shall not discriminate against qualified individuals with disabilities because of the disabilities of such individuals in regard to job application procedures, hiring, advancement, discharge, compensation, job training and other terms, conditions and privileges of employment.
- B. The district shall not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability. The district shall not exclude or otherwise deny equal jobs or job benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.
- C. The district shall make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee unless the accommodation would impose undue hardship on the operation of the business of the school district.
- D. Any job applicant or employee wishing to discuss the need for a reasonable accommodation, or other matters related to a disability or the enforcement and application of this policy, should contact the Director of Special Services. This individual is the district's appointed ADA/Section 504 coordinator.

Policy 402 Disability Nondiscrimination Policy

Adopted: 02.14.2005; Updated: 08.10.2020; Non-Substantive Update: 04.19.2022, INSERT DATE HERE

Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

Legal References:

Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
29 U.S.C. 794 et. seq. (Section 504 of the Rehabilitation Act of 1973)
42 U.S.C. § 12101 (Americans with Disabilities Act)
29 C.F.R. Part 32 (Nondiscrimination of the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance)
34 C.F.R. Part 104 (Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance)

Cross References:

MSBA/MASA Policy 413 (Harassment and Violence)
MSBA/MASA Policy 521 (Student Disability Nondiscrimination)

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: Amy Goerwitz, Clerk

Date of the bequest, donation, or gift:	Amount:	Who the bequest, donation, or gift is from:	What is the bequest, donation, or gift for?
9/5/2024	3/4 size violin with case and bow	Dale Shelden or Dale Sleden (difficult to read handwriting)	NMS Orchestra
9/5/2024	11 inch viola, with case and bow	Stacy Johnston	NMS Orchestra Program
9/5/2024	1/8 size bass, bow and case	Stacy Johnston	MS Orchestra

**NORTHFIELD PUBLIC SCHOOLS
SUBSTITUTE PAY**

Administration recommends substitute pay for 2024-25 as follows

Teachers – Elementary & Secondary	Up to 1.25 hours	\$ 40.00
	Over 1.25 hour up to 4.25 hrs-1/2 day	\$100.00
	Over 4.25 hrs - Full Day <i>(maximum - \$200.00/day)</i>	\$200.00

Short-call substitutes that hold a PhD in a specific content area will be paid based on MA, Step 1 of the teacher salary schedule. The substitute position will follow all requirements of the Professional Educators Licensing & Standards Board (PELSB).

Substitute Educational Support Staff	Step 1 of Educational Support Staff
Substitute Retired Educational Support Staff	Step at time of retirement
Substitute Child Nutrition Associates Substitute Student CNA	CNA I Rate of Pay \$11.13/hour* (beginning 1/1/25)
Substitute Clerical	Step 1 of Class II Pay scale
Substitute Retired Clerical	Class/Step at time of separation
Substitute Custodian	Step 1 of Custodian Pay Scale
Substitute Retired Custodian	Class/Step at time of separation
Substitute Nurse/RN Substitute Nurse/LPN	Step 1 of ADN/RN Nurse Agreement Step 1 of ADN/LPN Nurse Agreement
Substitute Retired GME	Hourly rate as if employed
Long-term substitute Clerical, Custodian or Educational Assistant – more than 10 consecutive days for the same employee	Step 1 of Appropriate Agreement

** Tied to MN Minimum Wage rate of pay.*



Northfield Public Schools
Northfield, MN

EXTENDED FIELD TRIP FORM

Staff Member(s) Responsible (Name and phone): Nahal Javan & Kyle Eastman
(612) 876-2106 / (507) 602-0563

School and Program: Northfield High School Music (Band & Choir)

Date of Requested Trip: April 17th-18th, 2025

1. What group is taking this trip?

Northfield HS Concert Band & Concert Choir

2. Estimated # of Students: 66 **# Adult Supervisors:** 5 (including directors/accompanist)

3. Destination: Minneapolis/St. Paul/Bloomington, MN

4. Date/Time of Departure: 10:30am on April 17th

5. Date/Time of Return: By 6:30pm on April 18th

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

See Draft Itinerary and Purpose attached

7. Name the manner of travel and the carrier.

By bus via Northfield Lines

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

Fairfield Inn and Suites
2401 American Boulevard East Bloomington, Minnesota, USA, 55425
952-858-8475

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

Nahal Javan - (612) 876-2106
Kyle Eastman - (507) 602-0563
Mary Davis - (612) 986-4664
Laura Riehle-Merrill - (507) 403-9874 (Band Chaperone)
Choir Chaperone TBD

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

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

Nahal Javan - Band Director/Teacher
Kyle Eastman - Choir Director/Teacher
Both supervisors will have planned and coordinated all details of this trip. Each person knows all students on the trip and are in charge of getting to scheduled events, clinics and performances during this trip.

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

Student information will be readily at hand for each adult supervisor on the trip. Families will be contacted in the event of an emergency. Students will be within one hour of Northfield at all times during this trip. All school safety precautions will be followed throughout the trip, including at the hotel, at visit sites, etc.

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

The cost of trip will be covered partially by NFAB, NHS Music Funding and coverage from student fundraising via Poinsettia sale. Family cost will be between \$35-60 including additional optional add-ons for the trip that families may opt out. Any student with financial hardship will receive scholarship from our fundraising account. Students will be responsible for 2 meals during this trip.

Hotel Cost: \$2,400.00
Bus Cost: \$3,000.00
Total: \$5,400.00

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

Student health plans will be followed, including knowledge of medications, allergies and other necessary information. Students will always be in groups when in larger spaces/areas and within the larger group during specified activities.

Signature of Staff Member Responsible: 

Date field trip request was submitted to Principal: 12/5/24

Principal/Administrator Signature and Date:  12/5/24

Approved:

Not Approved:

Superintendent Signature and Date: _____

Approved: _____ Not Approved: _____

School Board Review Date: _____

Approved: _____ Not Approved: _____

Concert Band & Choir Mini Tour
Information
DRAFT

Thursday - April 17th

10:00AM - Load Bus/Trailer

10:30AM - Depart for St. Thomas University

11:30PM - Arrive at St. Thomas

11:45-1:00PM - St. Thomas Clinic with Dr. Matthew George (Band & Choir)

1:15PM - Load Bus/Trailer

1:30PM - Depart for the Minneapolis Institute of Art

1:45PM - Arrive at MIA

2:00PM - 3:40PM - Time in the MIA

3:45PM - Board Bus

4:00PM - Depart for Sculpture Garden

4:15PM - Arrive at Mpls Sculpture Garden

4:20PM-5:00PM - Chill at the Sculpture Garden

5:05PM - Board Bus

5:10PM - Depart for Dinner

5:20PM - Arrive at Midtown Global Market

5:30PM-6:45PM - Dinner (Midtown Global Market)

6:50PM - Board Bus & Depart for UMN Ted Mann Hall

7:00PM - Arrive at Ted Mann Concert Hall

7:30PM-8:30PM - University Band Performance

9:00PM - Head to Hotel

Friday - April 18th

6:00-8:30AM - Breakfast at Hotel

8:45AM - Load Bus

9:00AM - Depart for Minneapolis Southwest HS

9:25-11:15AM - Side by Side with SW Wind Ensemble & Choir

11:15AM - Load Bus

11:20AM - Depart for MOA

12:00PM-5:00PM - Time at MOA

5:15PM - Board Bus

5:20PM - Depart for Northfield

6:10PM - Arrive at Northfield HS

Concert Band & Choir Mini Tour Information

This trip will serve as a music department mini tour including two of our advanced ensembles. Students will have the opportunity to have a musical exchange/clinic at St. Thomas University with the choral and band professors where they will rehearse with those professionals on the music in their programs for the spring.

The band students will be attending a performance by the UMN University Band at Ted Mann Hall on the evening of the 17th. Later students will visit a local twin cities high school and engage with the students there in a side by side experience. We will also have chances for students to see sights in both Minneapolis and St. Paul as well as an excursion to the MOA. This trip will be a musical and social experience for our students to continue building musicianship while fostering a strong musical community within our department!



Northfield Public Schools
Northfield, MN

EXTENDED FIELD TRIP FORM

Staff Member(s) Responsible (Name and phone): Geoff Staab 612-501-2765

School and Program: NHS Wrestling

Date of Requested Trip: ^{leave} 12/19/24 + return 12/21/24

1. What group is taking this trip?

Varsity Wrestling

2. Estimated # of Students: 13 + 3 # Adult Supervisors: 4
_{managers}

3. Destination: Rochester

4. Date/Time of Departure: Depart after 12/19/24 match in Austin

5. Date/Time of Return: Return 12/21/24 when we are done.

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

To wrestle in a competitive Individual Wrestling Tournament

7. Name the manner of travel and the carrier.

Bus

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

Indigo Hotel Rochester MN
220 South Broadway Ave
Rochester, MN 55904

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

Geoff Staab
612-501-2765

10. List participants (reminder to have participants complete parent/guardian permission form if applicable). (Attach)
 Don't know all the wrestlers yet as we will have a wrestle off closer to the date: For Suwes are Drew Pribyl, Charlie Johnson, Keith Harner, Caden Staab, Sam Horner, Zane ~~Pr~~ Pr, Ian Schmeich, Owen Murphy, Ryan Kuyper, Victor Hernandez, Jacob Debeh, Justice Naumann, Jack Pribyl
11. Indicate who will be in charge of supervising the trip (roles and responsibilities):
 Geoff Staab
12. State the safety precautions and procedures for emergencies while on the trip.
 We will be at a wrestling tournament with a trainer on site.
11. Give budget costs, how the trip will be funded and estimated cost per student.
 No cost to student. Booster pays for it.
12. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.
 NA

Signature of Staff Member Responsible:

Date field trip request was submitted to Principal: 12/9/24

Principal/Administrator Signature and Date: *[Signature]* 12/9/24

Approved: Not Approved:

Superintendent Signature and Date: _____

Approved: _____ Not Approved: _____

School Board Review Date: _____

Approved: _____ Not Approved: _____