

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

**TO:** Board of Education  
**FROM:** Matt Hillmann Ed.D., Superintendent  
**RE:** Table File Items for September 11, 2023 Regular School Board Meeting

5. Items for Discussion and Reports

- d. Activities Sponsor Partner Agreement. Community Resource Bank has agreed to pay \$20,000 to be the sole sponsor of a new scoreboard at the district's swimming pool. Director of Finance Mertesdorf negotiated this agreement which would cover the entire cost of the scoreboard in exchange for ten years of advertising for Community Resource Bank. The draft agreement is attached and will be an item for individual action at the next board meeting.

6. Consent Agenda

d. Personnel Items

i. Appointments

31. Lincoln Bramwell, Middle School Youth Center Site Assistant for 2 hours/day Monday through Thursday, effective 9/28/2023 through 5/16/2024. Step 1 - \$14.90/hour.
32. Lindsey Erickson, Event worker at Northfield Middle School, effective 9/13/2023.
33. Elleigh Flannery, Targeted Services Site Assistant at the Middle School Youth Center for 2 hours/day Monday through Thursday, effective 9/28/2023 through 5/16/2023. Step 1, \$14.90/hour.
34. Emma Hoelscher, Community School Site Assistant at Bridgewater for up to 12 hours/week, effective 9/25/2023. Step 2 - \$15.29/hour.
35. Brian Link, Custodian at the Middle School, effective 9/13/2023. Step 1, \$19.63/hour.
36. Trey Peterson, Recreation Instructor Lead or Swim Lead on Monday/Thursday for 2.25 hours/day, effective 9/14/2023 through 5/31/2024. \$15.75/hour.
37. Bradley Prestemon, Assistant Boys Basketball Coach at the High School, effective 11/20/2023. \$5,383 stipend.
38. Samantha Shimota, .83 FTE Licensed Building Nurse, year round position at NCEC, effective 9/27/2023. ADN/LPN Step 4, \$35.18/hour.
39. Jessica Toft, Special Education EA/PCA at Bridgewater for 4.0 hrs/day, effective 9/14/2023. Step 4, \$18.05/hour plus prorated PCA stipend.
40. Annie Welch, Community School Site Assistant at Greenvale Park for up to 12 hours/week, effective 9/25/2023. Step 2 - \$15.29/hour.

ii. Increase/Decrease/Change in Assignment

38. Russel Boyington, General Education EA and KidVenture Site Assistant, add Community School Club Leader for 8 hours/week, effective 10/2/2023 through 5/17/2024. \$24.30/hour.
39. Rikki Drewitz, Special Education EA/PCA at the Middle School, add Targeted Services Youth Center Site Assistant at the Middle School, effective 9/28/2023 through 5/16/2023. Step 2, \$15.29/hour.
40. Ilana Forsgren, CNA I at Greenvale Park for 3.75 hours/day, change to CNA I at the High School for 5.0 hours/day, effective 9/25/2023..
41. Kay Goodrich, Special Education EA/PCA at the High School, add Event Worker at the High School, effective 9/8/2023.
42. Julene Johnson, Media Educational Assistant at the High School, add Pep Band co-advisor at the High School for 25% stipend, effective 9/8/2023.
43. Karl Viesselman, Math Teacher at the High School, add Event Worker at the High School, effective 9/8/2023.
44. Tamara Wunderlich, Custodian at the Middle School from 11:00 a.m. to 7:00 p.m., change to 3:00 p.m. to 11:00 p.m., effective 9/7/2023.
45. Cori Yamry - **correction** - a PCN was previously submitted stating that Cori would not be coaching Middle School volleyball for the 2023-24 school year due to lack of participants. There has now been an influx of participants so Cori will coach Middle School volleyball for the 2023-24 school year.

iii. Leave of Absence

2. Annie Breyer, Special Education EA/PCA at Bridgewater, medical leave of absence beginning 9/11/2023.
3. Tiffany Kortbein, Kindergarten Teacher at Greenvale Park, extending FMLA leave of absence through October 23, 2023.

iv. Retirements/Resignations/Terminations

7. Items for Individual Action

- b. Co-Curricular Add. District administration is requesting authorization to add an assistant boys cross country coach for the 2023-24 season. The boys cross country numbers are very high this fall with 62 participants for 2 coaches, or a 1:31 ratio. In comparison, the girls cross country program has 41 participants or a 1:20 ratio. Safety is a concern with this many athletes for two coaches to manage. The numbers in the boys cross country program have increased as follows: 2020 - 37, 2021 - 39, 2022 - 50, 2023 - 62. This is a request for the fall 2023 season only and numbers will be assessed again in the fall of 2024. The anticipated cost of \$4,306 will be prorated to the number of days worked since the coach will not be working the full season.

**Superintendent's Recommendation:** Motion to approve the addition of an assistant boys cross country coach for the 2023-24 season at an anticipated cost of \$4,306 prorated to the number of days worked.

**NORTHFIELD PUBLIC SCHOOLS  
ACTIVITIES SPONSOR  
PARTNER AGREEMENT**

This Agreement entered into this 7 day of Sept. 2023, by and between Northfield Public Schools, ISD 659 hereinafter referred to as "School", and Community Resource Bank, hereinafter referred to as "Partner", hereby agree as follows:

1. Terms and Conditions. Under the terms and conditions herein set forth, School grants advertising rights to the Partner on the Northfield Middle School Pool Scoreboard for the term of this agreement.
2. Payment. Partner agrees to pay a lump sum payment of twenty thousand dollars (\$20,000.00) by October 31, 2023 payable to Northfield Public Schools.
3. Term of Agreement. The period of this agreement shall be for an initial term of 10 years, effective January 1, 2024 through December 31, 2033.
4. Renewal. If the Partner wishes to renew this agreement, Partner shall notify School, in writing, no less than 180 days prior to expiration of Agreement of its desire to renew. The parties shall then endeavor to negotiate the terms of a new agreement.
5. Assignment. This agreement shall not be assigned by the Partner, nor shall the Partner grant any other person any of its rights without prior written consent of School.
6. Hold Harmless and Indemnification. Partner agrees to defend, hold harmless and indemnify the School, its officers, agents and employees, from and against any and all actions, suits, damages, liability or other proceedings which may arise as the result of the advertising contemplated. This section does not require Partner to be responsible for or defend against any claims or damages arising solely from acts or omissions of the State, its officers, agents, or employees.
7. Applicable Law. This Agreement shall be governed by the laws of the State of Minnesota. If any provision of this Agreement is or becomes unenforceable, the other provisions shall remain valid and enforceable to the maximum extent possible.

8. Nondiscrimination. It is mutually agreed that there shall be no discrimination on the basis of a person's race, color, creed, religion, national origin, ancestry, citizenship, gender, sexual orientation, age, or disability.
9. Default. If Partner fails to pay when due any amount owing under this Agreement, and such failure continues for a period of ten (10) days after Partner receives written notice of the default from School, or if either party to this Agreement fails to perform any of its covenants and obligations under this Agreement, and such failure continues for a period of thirty (30) days after the non-performing party receives written notice of the default from the other party, then such aggrieved party may terminate this Agreement by giving notice of termination.
10. Cancellation. The Partner by May 31<sup>st</sup> of each year of the term of this agreement may notify the Activities Director or their designee by written notice that they would like to cancel the agreement for the remainder of the term of the agreement.
11. Advertising Content. All advertisements will be approved by the Activities Director or their designee prior to being placed on the Scoreboard. The Director's approval determination shall be made no later than ten (10) business days after he or she has received the proposed advertisement from the Partner. The following advertising is not acceptable:
  - i. Individuals or groups promoting tobacco, alcohol, drugs, drug paraphernalia, liquor, weapons, obscene, pornographic or illegal materials.;
  - ii. Political parties, candidates, or movements;
  - iii. Individuals or groups promoting gambling;
  - iv. Religious organizations or messages;
  - v. Advertising that is misleading, deceptive, disrespectful, fraudulent, or libelous;
  - vi. Advertising that is obscene, contains vulgar language, or promotes illegal or sexual activity; and
  - vii Advertising that is disruptive to the education of School's students.
  - viii. Advertising that is inconsistent with the educational objections of the board of education or inappropriate for inclusion in publication.

On this day and year first above written, the parties hereto have executed this Agreement.

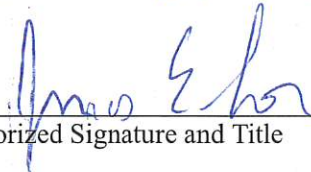
**COMMUNITY RESOURCE BANK**

**James E. Loe**  
President / Chief Executive Officer



t: (507) 645-3115  
e: [jamesl@crb.bank](mailto:jamesl@crb.bank)  
w: [www.crb.bank](http://www.crb.bank)

Community Resource Bank | 1605 Heritage Drive | Northfield, MN 55057

 \_\_\_\_\_  
Authorized Signature and Title

9/7/23  
\_\_\_\_\_  
Date

**NORTHFIELD PUBLIC SCHOOLS**

**Val Mertesdorf**  
Director of Finance  
201 Orchard Street South  
Northfield, MN 55057  
Phone: 507.663.0620  
Email: [vmertesdorf@northfieldschools.org](mailto:vmertesdorf@northfieldschools.org)

\_\_\_\_\_  
Authorized Signature and Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Date

**Co-Curricular Coach/Advisor Matrix | Recommended Changes | September 11, 2023**

**Molly Viesselman, Director of Human Resources**

The 2017-19 the Northfield Education Association Agreement changed the way co-curricular positions are added, eliminated, and modified. In the past, the District negotiated the specific number of coaching or advisor positions for each activity and the amount of stipend each position would receive based on its placement on the co-curricular salary schedule (commonly referred to as Schedule C). After the settlement of the agreement, the School Board will approve the additions, reductions, or modifications to positions and the associated stipend amount recommended by the District’s co-curricular committee. The co-curricular committee is led by the Activities Director and includes coaches, advisors, and administrators. The salary schedule itself remains in the NEA Agreement and the stipend amounts for each “level” will still be part of the negotiations process with the NEA.

<b>Recommended Changes</b>		
<b>Position</b>	<b>Total Cost</b>	<b>Rationale</b>
Add - assistant boys cross country coach for the 2023-24 season.	\$4,306 This would be prorated to the number of days worked.	The boys cross country numbers are very high this fall with 62 participants for 2 coaches, or a 1:31 ratio. In comparison, the girls cross country program has 41 participants or a 1:20 ratio. Safety is a concern with this many athletes for two coaches to manage. The numbers in the boys cross country program have increased as follows: 2020 - 37 2021 - 39 2022 - 50 2023 - 62  This is a request for the fall 2023 season only and numbers will be assessed again in the fall of 2024.
Totals	\$4,306*	<b>*Note: This amount will be prorated since the coach would not be working the full season.</b>

Salaries based on the 2023-24 co-curricular salary schedule.