

NORTHFIELD PUBLIC SCHOOLS
Office of the Superintendent
Memorandum

TO: Board of Education
FROM: Matt Hillmann Ed.D., Superintendent
RE: Table File Items for October 24, 2022, Regular School Board Meeting

5. Items for Discussion and Reports
 - c. Request for Additional English Learner (EL) Support. The school board is requested to consider approval to hire a seven hour per day English Learner (EL) Educational Assistant (EA) for the remainder of the 2022-23 school year due to an increase in the number of newly enrolled students with Level 1 English proficiency at Spring Creek and Northfield High School. The maximum projected cost of salary and benefits for a seven hour/day EA is \$29,950. This projection assumes a start date of November 28.

7. Consent Agenda
 - b. Gift Agreements
 - \$1,896.30 from Bridgewater Booster Club for a one year subscription of Accelerated Reader

 - d. Personnel Items
 - i. Appointments
 3. Camden Gagner, Child Nutrition Student Associate for up to 1 hour/day at the ALC, beginning 10/26/2022; \$10.33/hr.
 4. Daniel Hollerung, Building Supervisor with Community Education, beginning 10/23/2022-5/31/2023. \$17.89/hr.
 5. Nevaeh Johnson, Child Nutrition Student Associate for up to 1 hour/day at the ALC, beginning 10/26/2022; \$10.33/hr.
 - ii. Increase/Decrease/Change in Assignment
 6. Josten Coleman, Teacher at the Middle School, add Assistant Wrestling Coach at the High School, effective 11/21/2022. \$4,570
 7. Joseph Greenwood, 1.0 FTE Day Custodian Engineer at the High School, change to temporary 1.0 FTE Head Custodian at the High School, effective 10/24/2022 - approximately 11/14/2022. Head Custodian rate.
 8. Pilar Sullivan, General Ed EA for 34.5 hours/week at the NCEC, change to General Ed EA for 38.5 hours/week at the NCEC, effective 11/4/2022.

 - iv. Retirements/Resignation/Terminations
 4. Ryan Driscoll, Head Boys Basketball Coach at the High School, resignation effective 10/24/2022.
 5. Mark Auge, Head Baseball Coach at the High School, resignation effective 10/24/2022.

8. Items for Individual Action
 - c. Policy Recommendations. The proposed style guide has been updated with corrected month, day, year formatting, the use of parent/guardian/caregiver, clarification on when to abbreviate or spell out a month, and definitions for substantive, non-substantive and update policy revisions.

DISTRICT OFFICE

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To: School Board Members
Dr. Hillmann, Superintendent

From: Hope Langston

Date: October 20, 2022

RE: Request to hire an English Learner Educational Assistant for 7 hours/day for the remainder of the 2022-23 school year

I am requesting the school board to consider approval to hire a 7 hour per day English Learner (EL) Educational Assistant for the remainder of the 2022-23 school year due to an increase in the number of newly enrolled students with Level 1 English proficiency at Spring Creek and Northfield High School.

As part of the 2022 district budget prioritization process, the EL Department experienced a 3.4 FTE reduction due to declining enrollment numbers in EL programming. In addition, our EL teacher student ratio was adjusted to bring Northfield in line with other districts in the Big 9 and across the state. There is no current state or federal guidance on best practices for EL service minutes or student teacher ratios. At the time of the reduction, the district expressed a commitment to maintaining a student/teacher ratio of 28-30 EL students per 1.0 teacher FTE.

Our current student/teacher ratios by building are:**Bridgewater:** 21:1 FTE**Greenvale Park:** 24:1 FTE**Spring Creek:** 30:1 FTE**Northfield Middle School:** 28:1 FTE (with 7 hour EA)**Northfield High School:** 24.5:1 FTE (with 6.25 hour EA)**ALC:** 7.5 FTE**Portage:** No EL students receiving services at the current time

Over the summer, we closely monitored EL enrollment and shifted FTE as needed. We moved one EL teacher from Spring Creek to GVP and split 1 EL teacher split between the ALC and Greenvale Park.

In addition to the student/teacher ratio, we consider the English proficiency level of the students enrolled in EL programming. Students with Level 1 proficiency require the most instructional service minutes per our current Language Instruction Educational Program (LIEP).

The percentage of Level 1 students at each of our schools is:

Bridgewater: 10% - includes 1 newly enrolled student who is new to country.

Greenvale Park: 20% - includes 1 newly enrolled student who is new to country.

Spring Creek: 30% - includes 4 newly enrolled students who are new to country.

Northfield Middle School: 18% - includes 2 newly enrolled students who are new to country.

Northfield High School: 29% - includes 7 newly enrolled students who are new to country.

ALC: 0%

The maximum projected cost of salary and benefits for a 7 hr/day Educational Assistant is \$29,950. This projection assumes a start date of November 28 and family health and dental.

NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 12 day of October, 2022, by and between Bridgewater Booster Club, 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

Check # 1152 in the amount of \$1,896.30 for a 1 year subscription of Accelerated Reader. AR is used by grades 2-5 & some K,1 students

Bridgewater Booster Club
Donor

By: Received by Jennie Huebsch, BW office

Approved by resolution of the School Board on the 24 day of Oct, 2022

INDEPENDENT SCHOOL DISTRICT No. 659

By: _____

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:

Donor	Item	Designated Purpose (if any)
NHS Class of 1955	\$1,789.64	NPS Angel Fund food service
Bridgewater Booster Club	\$13,578.52	\$18.52/student for classroom teachers, as well as specialists & SPED teachers
Post Consumer Brands	\$1,000.00	TORCH program
Post Consumer Brands	\$1,000.00	Robotics Club sponsorship
Bridgewater Booster Club	\$1,896.30	One year subscription of Accelerated Reader

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: Noel Stratmoen, Clerk

Northfield School District Policy Style Guide
Approved by the Board of Education | Adopted XX.XX.XXXX

Formatting:

- Headings & body: Times New Roman 12.
- Headings should be bold.
- All policies should have a purpose and should state, “The purpose of this policy ... for Northfield School District.
- One space between sentences.
- Dates should be MO.DD.YEAR (02.25.2022)
- Use Board of Education when referring to the board in the first instance. Use “the board” thereafter.

Additional details:

- They/them/their pronouns instead of him/her, she/he, etc. for simplicity.
- AP style is “adviser” and not advisor.
- The word “shall” is directive.
- Only capitalize superintendent, director, etc, when using title when in front of a name.
- District should not be capitalized and neither should be board, unless referring to Board of Education.
- After the first reference to school district, use only district and eliminate school.
- Use bullets and not numbers for lists, unless the order is pertinent and then numbering is appropriate.
- Use “parent/guardian/caregiver” instead of “parent” or “parent/guardian” unless one of those terms (parent, guardian or caregiver) has a specific legal meaning that impacts the substance of the policy.

Include at the bottom of the last policy page:

Board of Education
INDEPENDENT SCHOOL DISTRICT NO. 659
Northfield, Minnesota

Include at the bottom of the last procedures page:

Procedures ### TITLE OF POLICY
NORTHFIELD SCHOOL DISTRICT NO. 659
Northfield, Minnesota
Updated: DATE

Months

Abbreviating or spelling out a month is dependent on use. If the months are on their own (classes resume in September; winter break starts in January). If used by itself, it's always spelled out.

When used with a specific date, then months September through February are abbreviated (any months more than five letters). So, Sept., Oct., Nov., Dec., Jan., Feb. All with a period at the end. These are the rules for months used in general copy.

Links

Linking to digital content is encouraged when applicable. Apply the link to the actual text/copy as opposed to linking to phrases “click here”.

Bulleted lists and semicolons

The general rule now is to always start the line with a capitalized letter and to end it with a period if either a longer line or a complete sentence. If the list only contains short lines, the period can be omitted. Ensure consistency in the ending each item in the list content — if one line ends in a period, all should end in a period.

Clarity in unusual situations

The district will reference AP style when there is a question about proper styling of text in district policies that is not clearly addressed in this document.

Policy revisions will be denoted as substantive, non-substantive or updated.

Substantive policy revisions

Substantive changes or additions to existing policy are directly related to changes in federal or Minnesota law and recommended by the Minnesota School Boards Association. Because the district endeavors to have policy align with state and federal law it is recommended that the board adopt the substantive revisions in the consent grouping at a school board meeting as soon as possible. These policies will continue to be evaluated as scheduled in the board’s policy review cycle.

Non-substantive policy revisions

Non-substantive changes or additions to existing policy reflect a modification with minor changes that do not affect the substance of the policy. These updates generally restore consistency in policy references and ensure that each reference reflects current federal and Minnesota statutory titles. Similarly, old citations and text are deleted. The text updates in these policies do not change the meaning of the policy.

Updated policy revisions

Updated changes or additions to existing policy may or may not change the meaning of the policy and are generally recommended by the policy committee when the policy is evaluated during the board’s policy review cycle.