

NORTHFIELD PUBLIC SCHOOLS
Office of the Superintendent
Memorandum

TO: Board of Education
FROM: Matt Hillmann Ed.D., Superintendent
RE: Table File Items for November 13, 2023 Regular School Board Meeting

6. Consent Agenda

f. Personnel Items

i. Appointments

9. Nicholas Capatina, Building Supervisor with Community Education, beginning 11/12/2023. \$18.39/hr.
10. Makena Malecha, Instructor or Swim Lead with Community Ed Recreation, beginning 11/12/2023-5/31/2024. Step 2-\$15.25/hr.
11. Dawn O'Neill, 1.0 FTE Long Term Substitute Elementary Art Teacher at Greenvale Park, beginning 4/4/2024-6/6/2024. Daily Sub Rate
12. Margaret Witt, 1.0 FTE Long Term Substitute Special Ed Resource Room Teacher at Spring Creek, beginning 12/13/2023-approximately 1/24/2024. MA, Step 10.

ii. Increase/Decrease/Change in Assignment

26. Duane Bogne, Instructor Assistant with Community Ed Recreation, add Official with Community Ed Recreation, effective 11/19/2023-5/31/2024. \$30.00/game.
27. Rikki Drewitz, Special Ed EA at the Middle School, change to Gen Ed EA-Media Center and Crossing Guard for 7.25 hours/day at the Middle School, effective 11/20/2023.
28. Allison Flannery, Special Ed EA for 2.75 hours/day and Gen Ed EA for 1.00 hour/day at Greenvale Park, change to Special Ed EA for 2.75 hours/day and Gen Ed EA for 1.25 hours/day at Greenvale Park, effective 11/13/2023.
29. Makena Malecha, , Instructor Lead with Community Ed Recreation, add Instructor Assistant with Community Ed Recreation, effective 11/12/2023-5/31/2024. Step 2-\$14.25/hr.

7. Items for Individual Action

- c. Co-Curricular Adds. District administration is requesting authorization to hire one additional coach for Knowledge Bowl at Northfield High School for an estimated cost of \$2,153.00. We currently have 45 students in the Knowledge Bowl program. With only two coaches we have students who remain unsupervised during practices, and during competitions, we have volunteers assist to ensure we are in compliance with competition requirements.

Superintendent's Recommendation: Motion to hire one additional coach for Knowledge Bowl at Northfield High School for an estimated cost of \$2,153.00.

Co-Curricular Coach/Advisor Matrix | Recommended Changes | November 13, 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.

Recommended Changes		
Position	Total Cost	Rationale
Add - 1 extra assistant coach for knowledge bowl at the High School.	\$2,153	<p>When the program began, 5 students were in the Knowledge Bowl program with one coach and one assistant coach. Recently, the program has ballooned to 40, with no change in numbers in sight. We have been wildly successful and have sent teams to state for the last 7 of 8 years I have been coaching this program. We won the state title in 2021, and placed 4th at state in 2022. Because of this, our numbers are only increasing.</p> <p>There are 45 students in the programs so we travel to competitions with 9 teams (there are 5 students on each team. We are required to have an adult supervisor for every 3 teams we send to competitions. Because of this, we have to ask a volunteer to come along to the competitions to make sure we are in compliance with competition requirements.</p> <p>For practices after school, we can only have three teams in one room. Because we have had 9 teams, we have to use three classrooms. With only two coaches, we have 15 students who are unsupervised during practices in a classroom, and a captain has to run the practice in that room without an adult present, which is a liability to the school district, where students are not supposed to be alone in classrooms.</p> <p>If we continue to have only one coach and one assistant coach, we will have to reduce the numbers of the program to maintain quality and safety, and students will be shut out. This team has been a place for students who don’t normally fit into an athletic program, and for many, it is their only activity.</p>
Totals	\$2,153	Note:

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