

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

**TO:** Board of Education  
**FROM:** L. Chris Richardson, Ph.D., Superintendent  
**RE:** Table File Items for April 28, 2014, Regular School Board Meeting

VI. Items for Discussion and / or Reports.

1. YMCA Construction Update.

Included in the Table File is a handout provided by Virginia Kaczmarek.

VII. Superintendent's Report

A. Items for Individual Action

2. Resolution for Termination and Non-Renewal of Probationary Licensed Staff.

Enclosed in the Table File is a new template of the Resolution Relating to the Termination and Non-Renewal of the Teaching Contract of a Probationary Teacher. In the Notice of Termination and Non-Renewal, the incorrect school year was given as the school year that the contract was not to be renewed. The new template indicates that the Board is not renewing the contract for the 2014-15 school year.

B. Items for Consent Grouping

3. Personnel Items.

a. Appointments \*

9. Tonya Haugen, SummerVentures Site Assistant at Longfellow beginning 06/09/2014 - 08/22/2014 for 5 hours/day Monday-Thursday and Fridays (TBD); Step 1, \$12.64/hour.
10. Rachel Hughitt, SummerVentures Site Assistant at Longfellow beginning 06/09/2014 - 08/22/2014 for 5.75 hours/day Monday-Thursday and Fridays (TBD); Step 3, \$11.84/hour.
11. Shari Karlsrud, 1.0 FTE FACS Teacher at the High School beginning 08/25/2014; Ma – Step 4.
12. Julia Mandsager, SummerVentures Site Assistant at Longfellow beginning 06/09/2014 - 08/22/2014 for 8 hours/day Monday-Thursday and Fridays (TBD); Step 1, \$12.64/hour.
13. Becca Quinnell, SummerVentures Site Assistant at Longfellow beginning 06/09/2014 – 08/22/2014 for 5.5 hours/day Monday-Thursday and Fridays (TBD); Step 1, \$11.25/hour.
14. Emily Torbenson, SummerVentures Site Assistant at Longfellow beginning 06/09/2014 - 08/22/2014 for 5.75 hours/day Monday-Thursday and Fridays (TBD); Step 2, \$11.55/hour.
15. Grace Vasilis, SummerVentures Site Assistant at Longfellow beginning 06/09/2014 – 08/22/2014 for 5.25 hours/day Monday-Thursday and Fridays (TBD); Step 1, \$11.25/hour.
16. Community Services – Summer 2014 Brochure Instructors:

|                                |                                     |
|--------------------------------|-------------------------------------|
| Victor Albrecht                | Juliana Lima                        |
| American Red Cross             | Robert Knutson                      |
| Doug Bengtson                  | Mary Malone                         |
| Char Bezanson                  | Tony Mathison                       |
| Carly & John Born              | Dan McHugh - Sports Unlimited       |
| Cannon Valley Sportsmen's Club | Bob McNeely                         |
| Community Services Employees   | Nfld High School Raiders Cheer Team |
| Jacob Conway                   | Northfield Senior Center Staff      |
| Beki Cook                      | Lisa Precht                         |
| Kevin Dahle                    | Megan Proft                         |
| Michael Detjen                 | Project ABLE Staff                  |
| Bob Dobrow                     | Tony Seidl                          |
| Daniel Elo                     | Alicia Sheehy                       |
| Dr. Mary Fisher                | Skyhawks Sports staff               |
| Laura Geissler                 | Kate Southwick                      |
| Arlette Gerber                 | Jack Stouten                        |
| Dave Gilmore                   | Bubba Sullivan                      |
| Andrew Gray                    | Tim Torstenson                      |

OVER

Mary Hahn  
Heartwork Yoga Studio  
T J Heinrich  
IT! FACTORY  
Naomi Jirele  
LCYC Sailing School

Watch Me Draw  
Christine Wehling  
Cathy White  
Mary Williams  
Youth Enrichment League Staff

b. Increase/Decrease/Change in Assignment

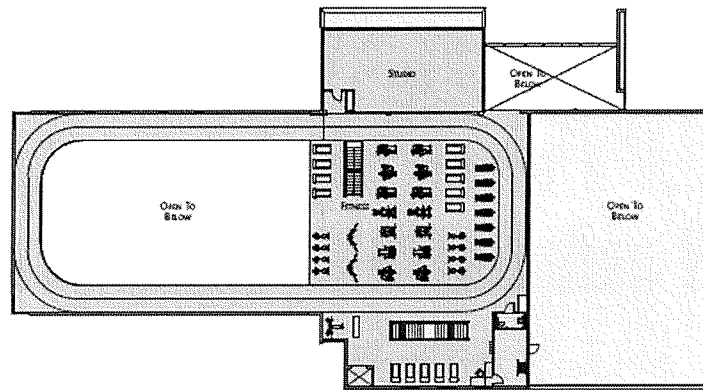
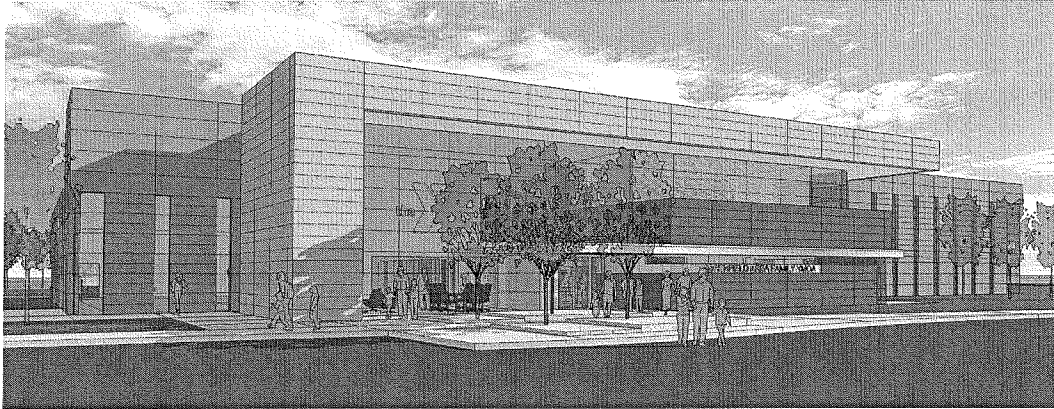
6. Trisha Beacom, Early Ventures Site Assistant at Longfellow, change to Early Ventures Site Assistant Substitute at Longfellow beginning 06/09/2014 – 08/22/2014; Step 1, \$11.25/hour.
7. Melanie Cork, Kid Ventures Site Assistant at Bridgewater for 13.5 hours/week, change to Summer Ventures Site Assistant at Longfellow beginning 06/09/2014 – 08/28/2014 for 30 hours/week.
8. Anita Corwin, Early Ventures Site Assistant at Longfellow, change from 30.5 hours/week to 22.5 hours/week beginning 06/09/2014 – 08/22/2014.
9. Elliott Courchaine, EA/Kid Ventures Site Assistant at the High School & Sibley, change to Summer Ventures Site Assistant at Longfellow beginning 06/09/2014 – 08/28/2014 for 37.5 hours/week.
10. Nikki Elliot, Early Ventures Site Assistant at Longfellow, change from 36 hours/week to 31.25 hours/week beginning 6/9/2014 – 8/22/2014.
11. Julie Erickson, Early Ventures Site Assistant at Longfellow, change from 40 hours/week to 38 hours/week beginning 06/09/2014 – 08/22/2014.
12. Melanie Feldhake, Educational Assistant at Sibley, add Summer Ventures Site Instructor at Longfellow beginning 06/09/2014 – 08/22/2014 for 27.5 hours/week; Step 1, \$12.64/hour
13. Debbie Foley, Early Ventures Site Assistant at Longfellow, change from 27.5 hours/week to 25.5 hours/week beginning 06/09/2014 – 08/22/2014.
14. Angela Frawley, Early Ventures Site Assistant at Longfellow, change from 40 hours/week to 30 hours/week beginning 06/09/2014 – 08/22/2014.
15. Aimee Gerdesmeier, Kid ventures Site Leader LTS at Sibley, change to Summer Ventures Site Leader LTS at Longfellow beginning 06/09/2014 – 07/02/2014 for 40 hours/week.
16. Tyler Grave, Kid Ventures Student Site Assistant at Sibley, change to Summer Ventures Site Assistant at Longfellow beginning 06/09/2014 – 08/28/2014 for 27.5 hours/week; Step 2, \$11.55/hour.
17. Vanessa Grave, Kid Ventures Site Leader at Bridgewater, change to Summer Ventures Site Leader at Longfellow beginning 06/09/2014 – 08/28/2014 for 40 hours/week.
18. Peggy Mills, Kid Ventures Site Assistant LTS at Sibley, change to Summer Ventures Site Assistant LTS at Longfellow beginning 06/09/2014 – 07/02/2014 for 22.5 hours/week.
19. Nicole Miner, Kid Ventures Site Leader at GVP, change to Summer Ventures Site Leader at Longfellow beginning 06/09/2014 – 08/28/2014 for 40 hours/week.
20. Nicki Pulju, Kid Ventures Site Assistant at Bridgewater, change to Summer Ventures Site Instructor at Longfellow beginning 06/09/2014 – 08/28/2014 for 27.5 hours/week; Step 1, \$12.64/hour.
21. Jessica Rushton, Early Ventures Site Assistant at Longfellow, change from 40 hours/week to 36.5 hours/week beginning 06/09/2014 – 08/22/2014.
22. Brianna Spittle, Early Ventures Site Assistant at Longfellow, change from 40 hours/week to 38 hours/week beginning 06/09/2014 – 08/22/2014.
23. Amanda Story, Special Education PCA (Class IV) at Longfellow on Monday & Wednesday for 3.25 hours/day, change to Monday's for 3.25 hours/day beginning 05/05/2014- 06/06/2014; and Friday's for 2 hours/day beginning 05/01/2014 – 05/16/2014.
24. Alisha Traeder, KV Site Assistant/Educ. Assistant at GVP & Longfellow, change to Summer Ventures Site Assistant at Longfellow beginning 06/09/2014 – 08/28/2014 for 32.5 hours/week.
25. Dylan Warner, Kid Ventures Student Site Assistant at Sibley & GVP, change to Summer Ventures Site Assistant at Longfellow beginning 06/09/2014 – 08/28/2014 for 27.5 hours/week; Step 2, \$11.55/hour.
26. Tammie Warner, Early Ventures Site Assistant at Longfellow, change from 40 hours/week to 31.25 hours/week beginning 06/09/2014 – 08/22/2014.

- c. Leaves of Absence
  - 2. Kathleen Kopseng, 1.0 FTE English/Language Arts Teacher at the High School, .2 FTE Leave of Absence for the 2014-2015 school year, maintaining .8 FTE for 2014-2015.
- d. Resignations
  - 2. Renae Christenson, Speech/Language at Sibley, resignation effective the end of the 2013-2014 school year.

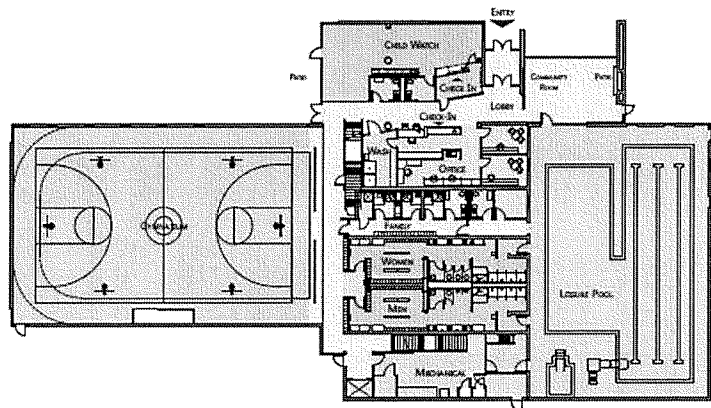
\*Conditional offers of employment are subject to successful completion of a criminal background check.

Northfield School Board Project Update  
April 28, 2014

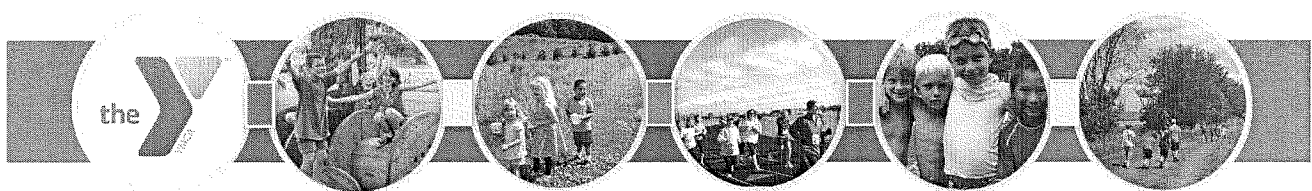
The Northfield Y – scheduled to open this September.



SECOND LEVEL



FIRST LEVEL



The mission of the Northfield Y is to build strong kids, strong families and a stronger community. The new facility and its programs will be available to **EVERYONE** in the Northfield community and surrounding area through Y member and community member participation, with financial assistance provided to those who need support. The Y does not turn anyone away because of inability to pay and you do not need to be a Y member to participate.

Our new Northfield Y community center will serve 31,000+ residents within a 10 mile radius of Northfield and will include:

- an easy-entry indoor pool (swim lessons, lap swimming, family play and water exercise)
- supervised care for children while other family members participate at the Y
- a wellness floor (cardio equipment, weight machines, stretching area and fitness studio)
- full-size gymnasium and indoor walking track
- a large community gathering space
- locker rooms to include special needs/family locker rooms and staff offices

Our new facility will accommodate children, youth, teen, adult and family activities, and will support collaboration with our community partners, allowing us to complement other programs and facilities that already exist within our community.

To-date, over \$7.4M has been raised on a project goal of \$9.3M. Ground breaking began November, 2013 and continues today with an estimated facility opening of September 2014.

**Current Board Members:**

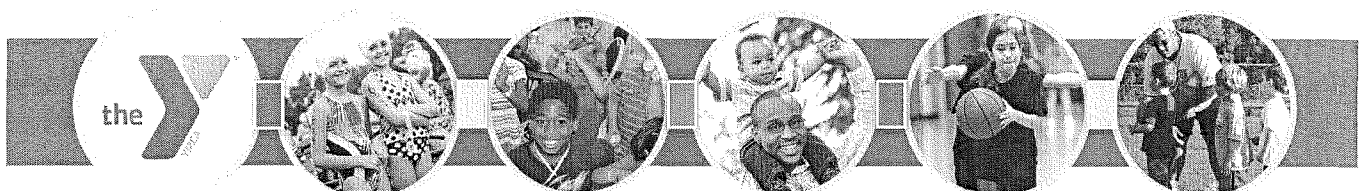
Paul Beaumaster  
Beth Berry  
Cheryl Buck  
Jeff Eckhoff  
Gretchen Ehresmann  
Kris Estenson  
Krin Finger  
Kevin Fink

Andrea Hoff  
Kelly Irvine  
Nate Jacobi  
Chris Kennelly  
Tracy Nelson  
Jim Pokorney  
Gary Wicks

**Past Board Members:**

Nancy Antoine  
Mari Aylin  
Missy Donkers  
Bryan Hoff  
Regi Haslett-Marroquin  
Emily Monaghan  
Pat Murtha  
Mike Puppe

Lee Runzheimer  
Christopher Sawyer  
Jennifer Sawyer  
Christopher Sorenson  
Candy Taylor  
Linda Thornton  
Mark Thornton  
Jorge Zuccolotto



**RESOLUTION RELATING TO THE TERMINATION AND NON-RENEWAL  
OF THE TEACHING CONTRACT OF A PROBATIONARY TEACHER**

WHEREAS, {NAME}, is a probationary teacher in Independent School District No. 659,

BE IT RESOLVED by the School Board of Independent School District No. 659, that pursuant to M.S. 122A.40, Subdivision 5, that the teaching contract of {NAME}, a probationary teacher in Independent School District No. 659, is hereby terminated at the close of the current 2013-14 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding termination and non-renewal of his/her contract as provided by law, and that said notice shall be in substantially the following form:

**NOTICE OF TERMINATION AND NON-RENEWAL**

Dear {NAME}:

You are hereby notified that at the regular meeting of the School Board of Independent School District No. 659 held on April 28, 2014, a resolution was adopted by majority vote to terminate your contract effective at the end of the current school year and not to renew your contract for the 2014-15 school year. Said action of the Board is taken pursuant to Minnesota Statutes 122A.40, Subdivision 5.

You may officially request that the School Board give its reasons for the non-renewal of your teaching contract. However, such written request should be received within ten (10) calendar days after the receipt of this notice.

Yours very truly,

SCHOOL BOARD OF INDEPENDENT  
SCHOOL DISTRICT NO. 659

Dated this 28th day of April, 2014.

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Ellen Iverson, Chairperson

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Matthew J. Hillmann, Deputy Clerk