

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

**TO:** Board of Education  
**FROM:** L. Chris Richardson, Ph.D., Superintendent  
**RE:** Table File Items for September 22, 2014, Regular School Board Meeting

VII. Superintendent's Report

B. Items for Consent Grouping

3. Personnel Items.

a. Appointments \*

20. Katherine Bauernfeind, Building Nurse at St. Dominic, Prairie Creek and Arcadia for 3.5 hours/day beginning 09/25/2014; Step 1, \$26.80/hour.
21. Hannah Curtis, KidVentures Site Assistant at Greenvale Park for up to 5 hours/day beginning 09/25/2014; Step 1, \$11.67/hour.
22. Cindy Keogh, KidVentures Site Assistant at Sibley for up to 4 hours/day beginning 09/24/2014; Step 3, \$12.28/hour.
23. Gretel Ryan, KidVentures Student Site Assistant at Bridgewater for up to 2 hours/day beginning 09/25/2014; \$8.39/hour.
24. Community Services Fall/Winter Positions:
  - Noah Bamonte-Grebis, Michael Kopp and Jackson Dietz, CS Flag Football Coach \$9.00/hour beginning 09/09/2014 – 10/09/2014.
  - William Beimers, CS Lifeguard & Swim Aid \$8.50/hour beginning 09/12/2014 – 05/31/2015.
  - Tyler Faust, CS Pickleball Supervisor \$10.00/hour beginning 09/18/2014 – 05/31/2015.
  - Easton Martin, CS Floor Hockey \$10.25/hour, Basketball Scorekeeper & Recreation Substitute \$8.00/hour beginning 09/20/2014 – 05/31/2015.
  - Jan Otteson, CS WSI Instructor \$10.00/hour, Lifeguard \$8.50/hour beginning 09/23/2014 – 05/31/2015.

b. Increase/Decrease/Change in Assignment

21. Jeff St. Martin, Custodial Engineer at the Middle School, add Pool Operator Stipend beginning 09/22/2014.
22. Rhonda Stanley, GenEd EA at Greenvale Park for 6.25 hours/day, add PLUS Site Assistant at GVP for 1.25 hours/day (36.25 hours/week) beginning 09/22/2014 – 06/04/2015.

c. Leaves of Absence

5. Stephani Carlson, Family/Medical Leave of Absence beginning on or about 02/26/2015 for the remainder of the 2014-15 school year.
6. Karen Koester, Medical Leave of Absence beginning 09/08/2014 – 01/23/2014.

f. TRA Part-Time Teacher Program

The Board is requested to authorize participation for teacher Dana Holden to participate in the TRA Part-Time Teacher Program, whereby the teachers who qualify can personally purchase TRA service credit at no cost to the Northfield School District.

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

4. Appointment to District Youth Council

Olivia Riggins has accepted a position on the District Youth Council that was recently vacated. The Board is asked to approve this appointment.

5. Metro Sales Copier Lease.

The District solicited quotations for a new copier lease. Five quotations were received. The District has selected Metro Sales to continue providing the copiers for the District. The lease with Metro Sales for 16 copiers will cost the district approximately \$5,087.61 per month for 60 months. This represents a \$1,255.77/month savings when compared to the expiring lease. In addition, there will be a limited need for additional training by continuing to work with the Ricoh product offered by Metro Sales since the new copiers will use the same user interface as the current copier fleet. Administration is recommending that the School Board approve the 60 month lease with Metro Sales for 16 copiers at a monthly cost of approximately \$5,087.61/month.