

INDEPENDENT SCHOOL DISTRICT 659
REGULAR SCHOOL BOARD MEETING
Monday, January 25, 2021 ~ 7:00 p.m.
Board Room, Longfellow Building

Zoom Live Meeting

Link: <https://northfieldschools-org.zoom.us/j/86259913988?pwd=UDUwM3RadlBTRGRzZ0lXK2Y4eDZsdz09>

AGENDA

- I. Call to Order
- II. Agenda Approval/Table File
- III. Public Comment
- IV. Announcements and Recognitions
- V. Items for Discussion and Reports
 - A. Technology Services Update
 - B. Summary of Superintendent's Mid-Year Evaluation
 - C. Financial Update
 - D. Policy Committee Recommendations
 - E. COVID-19 Response and Operations Update
 - F. Legislative Update & Legislative Action Committee Concept
- VI. Committee Reports
- VII. Consent Agenda
 - A. Approval of Minutes
 - B. Financial Reports
 - C. Personnel Items
- VIII. Superintendent's Report
 - A. Items for Individual Action
 - 1. Request to Hire Additional Special Education Staff at Northfield Community Education Center for Early Childhood Special Education
 - 2. Pay Equity Report
- IX. Items for Information
 - A. Paraprofessional Recognition Week is January 25-29, 2021
- X. Future Meetings
 - A. Monday, February 8, 2021, 7:00 p.m., Regular Board Meeting
 - B. Monday, February 22, 2021, 7:00 p.m., Regular Board Meeting
- XI. Adjournment

**NORTHFIELD PUBLIC SCHOOLS
MEMORANDUM**

Monday, January 25, 2021 ~ 7:00 p.m.

Board Room, Longfellow Building

Zoom Live Meeting Link:

<https://northfieldschools-org.zoom.us/j/86259913988?pwd=UDUwM3RadlBTRGRzZ0lXK2Y4eDZsdz09>

TO: Members of the Board of Education

FROM: Matthew Hillmann, Ed.D., Superintendent

RE: Explanation of Agenda Items for Monday, January 25, 2021, Regular School Board Meeting

- I. Call to Order
- II. Agenda Approval/Table File
- III. Public Comment

Public comment for this school board meeting may be submitted by 5:00 p.m. on Monday, January 25, 2021 as follows:

info@northfieldschools.org, and will be read by the Board Chair if submitted in compliance with the district's public comment guidelines listed below. If necessary, submitted comments will be edited to delete the portion(s) of the submission that do not comply with the guidelines.

- Each individual will identify themselves and the group they represent, if any.
- State your reason for addressing the Board.
- Your presentation is limited to one three-minute presentation.
- This is not a time to debate an issue, but for the Board to hear your comments. The Minnesota Government Data Practices Act prohibits comment about specific student matters, even without naming the student, in open session. This includes the public comment portion of our meeting. The Board respects and values input on student matters, but when it relates to a specific student or to a specific student matter, such input must be heard by the appropriate personnel - such as the building principal or superintendent - and not during an open meeting of the School Board.

- IV. Announcements and Recognitions

- V. Items for Discussion and Reports

- A. Technology Services Update

Director of Technology Services Kim Briske will inform the Board what is going well, identify opportunities and challenges, and provide key reflections about technology in the District. She will also discuss the expiration of the current teacher MacBook Pro lease.

- B. Summary of Superintendent's Mid-Year Evaluation

School Board Chair Julie Pritchard will share her summary of the Superintendent's mid-year performance evaluation. A copy of the summary is enclosed.

- C. Financial Update

Director of Finance Val Mertesdorf will provide a financial update to the Board.

- D. Policy Committee Recommendations

Dr. Hillmann will present the policy committee's recommendations on Policies 103, 417, 420 and 422.

- E. COVID-19 Response and Operations Update

Superintendent Hillmann will inform the Board on District operations including the return to campus plan, COVID-19 testing and vaccination updates, a Portage status update, mascot logo refresh, and the Sibley Elementary and Longfellow building renaming processes.

F. Legislative Update & Legislative Action Committee Concept

Superintendent Hillmann will provide a legislative update and Chair Pritchard will share the formation of a Board legislative action committee.

VI. Committee Reports

VII. Consent Agenda

Recommendation: Motion to approve the following items listed under the Consent Agenda.

A. Minutes

- Minutes of the Organizational School Board meeting held on January 11, 2021
- Minutes of the Regular School Board meeting held on January 11, 2021

B. Financial Reports

1. Financial Report - August 2020

Director of Finance Val Mertesdorf requests that the Board approve paid bills totaling \$2,545,363.06, payroll checks totaling \$2,792,223.40, a wire transfer totaling \$2,756,007.83 from MN Trust Bldg Bond to MSDLAF Liquid, a wire transfer totaling \$300,000.00 from Frandsen General to Frandsen Sweep, a wire transfer totaling \$400,000.00 from Frandsen Sweep to Frandsen General, and the financial reports for August 2020. At the end of August 2020 total cash and investments amounted to \$44,499,994.08.

C. Personnel Items

a) Appointments

1. Theresa Bauman, Long Term Substitute Grade 1 Teacher at Sibley Elementary, effective 1/14/2021 through 1/29/2021; MA, Step 10.
2. Dylan Dietz, 9th Grade Basketball Referee, as needed for games, effective 1/14/2021; \$14/hour.
3. Jeff Eckhoff, Event worker, as needed for games, effective 1/21/2021; \$18/hour
4. Gabbi Grant, Community Services Recreation Position, Tuesdays, 3:00-5:00pm, for up to 8-10 days, effective 2/2/2021 through 5/31/2021; \$10.08/hour.
5. Samantha Ims, Community Services Recreation Position, Saturdays for 3 hours, effective 2/6/2021 through 5/31/2021; \$10.25/hour.
6. Mohamed Nur, Technology Specialist, effective 1/25/2021; \$61,082+step 2 - both prorated for the 2020/2021 school year
7. Chad Prigge, Long Term Substitute Grade 8 English Teacher, effective 1/19/2021 through 3/19/2021; BA+30, step 10.
8. Emma Rasmussen, Community Services Recreation Position, Saturdays for 3 hours, effective 2/6/2021 through 5/31/2021; \$10.89/hour.
9. Adrienne Whitson, Community Services Recreation Position, Saturdays for 3 hours, effective 2/6/2021 through 5/31/2021; \$10.25/hour.

b) Increase/Decrease/Change in Assignment

1. Updated: Theresa Bauman, Long Term Substitute Grade 1 Teacher at Sibley Elementary effective 1/14/2021 through 2/5/2021.
2. Russel Boyington, EA Lunch Supervisor at Greenvale Park Elementary, 11:00 am-1:15 pm, change to EA Lunch Supervisor 11:00 am-1:30 pm effective 1/19/2021 through 6/10/2021.
3. Brea Cruce, SpEd Educational Assistant-PCA at Northfield Community Education Center for 3.50 hours/day, increase to 4.9 hours/day, effective 1/13/2021 through 6/10/2021.
4. Brenda Hand, EL Teacher at Bridgewater Elementary, add EL Mentor Teacher effective 1/14/2021 through 6/10/2021; \$750 stipend.
5. Lesly Martinez Reyes, SpEd Education Assistant-PCA at Bridgewater Elementary, 5.98 hours/week and General Education EA for .50 hrs/day (6.48 hrs/day total), change to SpEd Education Assistant-PCA at Greenvale Park Elementary, 6.75 hours/week and General Education EA for .50 hrs/day (7.25 hrs/day total), effective 1/19/2021 through 6/10/2021.
6. Joanna McLees, SpEd Education Assistant-PCA at Northfield Community Education Center for 3.6 hours/day, increase to 6.3 hours/day, effective 1/19/2021 through 6/10/2021.
7. Mary Momberg, Special Education Teacher at Northfield Middle School, add Event Worker - Boys Swim Meets, effective 1/18/2021, \$18/hour

8. Ashly Polzin, Teacher at Bridgewater Elementary, add Plus Teacher for up to 1.5 hours per day, Monday through Thursday, effective 2/1/2021 through 5/1/2021; \$27.11/hour.
 9. Jenni Roney, Enrichment Coordinator at Northfield Community Education Center, 40 hours/week, change to 20 hours/week, effective 2/1/2021.
 10. Jamin Sawyer, Physical Therapist at Northfield Community Education Center, add Event Worker-Boys Swim Meets, effective 1/18/2021; \$18/hour.
 11. Grace Schultz, Hand in Hand General Education Teacher for 40 hours/week, change to 21 hours/week Hand in Hand Preschool Teacher, 4 hours/week Hand in Hand Portage Preschool Teacher, 5 hours/week IEP meetings, 10 hours/week Early Ventures Teacher, effective 1/25/2021 through 6/10/2021.
 12. Bernard Selwan, Math Teacher at Northfield High School, add Middle School Math League Coach, for 2.5 hours/week, effective 2/1/2021; Level J/Step 1.
 13. Scott Stanina, English Teacher at Northfield High School, add overload in lieu of supervision for 2nd semester.
 14. Brynne Stellner, English Teacher at Northfield High School, add overload in lieu of supervision for 2nd semester.
 15. Jeff Wright, Head Boys LaCrosse Coach, add Event Worker-Hockey games, effective 1/21/2021; \$18/hour.
- c) Leave of Absence
1. Susan Bolton, Teacher at Bridgewater Elementary, Leave of Absence under Family/Medical Leave, effective 1/19/2021 through 2/17/2021.
 2. Shawna Molloy, Special Education Teacher at the High School, extending leave of absence through the end of the 2020-21 school year.
 3. Christopher O'Neill, Teacher at the Middle School, Leave of Absence under Family/Medical Leave, effective 2/8/2021 through 3/1/2021.
 4. Tiffany Ryan, Teacher at Bridgewater Elementary, Leave of Absence under Family/Medical Leave, effective 2/1/2021 through 2/15/2021.
- d) Retirements/Resignations/Terminations
1. Colleen Almen, Child Nutrition Associate II, resignation effective 1/19/2021.
 2. Kim Cecil, Administrative Assistant at Sibley Elementary, retirement effective 6/16/2021.

*Conditional offers of employment are subject to successful completion of a criminal background check and Pre-work screening (if applicable)

VIII. Superintendent's Report

A. Items for Individual Action

1. Request to Hire Additional Special Education Staff at Northfield Community Education Center for Early Childhood Special Education. Due to student increases in Early Childhood Special Education and program changes at Northfield Community Education Center, Director of Special Services Cheryl Hall proposed to temporarily increase the occupational therapy FTE from 1.0 to 2.0 for the remainder of the 2020-21 school year. The total projected cost is \$42,575, salary \$29,620 and benefits \$12,955, with approximately 55% of the salary reimbursed through special education revenue for a net cost of \$26,284.

Superintendent's Recommendation: Motion to approve the request to hire additional special education staff at Northfield Community Education Center for Early Childhood Special Education as presented at the January 11, 2021 Board meeting.

2. Pay Equity Report. Pay Equity Report State statute requires the District to complete a pay equity study and pay equity report every three years. This study looks at all employee groups and job classifications and determines if male and female dominated employee groups are receiving equitable pay based on their established pay equity points. Pay equity points are determined based on a review of job descriptions and a determination of the level of responsibility and types of work that each employee is asked to perform. Northfield Public Schools Board of Education last approved a Pay Equity Report in January 2018. A memorandum from Director of Human Resources Molly Viesselman is included in the board packet.

Superintendent's Recommendation: Motion to approve the January 2021 Pay Equity Report.

IX. Items for Information

- A. Paraprofessional Recognition Week is January 25-29, 2021. Governor Walz has proclaimed January 25-29, 2021 Paraprofessional Recognition Week. There are over 20,000 paraprofessionals in Minnesota working hard

every day to make sure every child has the education they need to succeed in school and life. See MDE's paraprofessionals web page for more information, including ideas for ways to thank your paraprofessionals for their hard work.

- X. Future Meetings
 - A. Monday, February 8, 2021, 7:00 p.m., Regular Board Meeting
 - B. Monday, February 22, 2021, 7:00 p.m., Regular Board Meeting
- XI. Adjournment

The purpose of this update is to give the school board and families an update on the Technology Services Department with focus and transparency on what is going well, the challenges we are working through, and key reflections for future planning.

What Is Going Well

- **Technology Services Staff**

- We have hired and retained a superb group of technicians. Our team's collective knowledge, skill, and ongoing learning allow us to provide timely and effective support to staff, students, and families. Our newest Technology Specialist begins with us on Monday, January 25th, and also brings fluent Somali and Arabic language skills to our team, which will provide an extra level of support to our students and families.

- **High Quality Devices**

- We are fortunate to have adequate devices to provide 1:1 iPads and Logitech Crayons to all of our K-12 students, licensed staff, and educational assistants; MacBooks to all licensed staff and to many support staff and office employees to support distance learning; Apple TVs connected to all classroom and common space displays to allow for staff and students to project and collaborate easily in any location; and additional devices to support specific needs.

- **Products to Facilitate Learning**

- We have established use of Schoology and Seesaw and learning management systems that have been essential for sustaining teaching and learning during the COVID-19 pandemic.
- We added district access to Zoom to respond to needs of distance and hybrid learning.
- We moved to all IP phones and a soft phone option for all licensed and office staff, which allows staff to make and receive calls from their laptop or mobile device using their school phone number.

- **Ongoing Network Updates**

- We have the best wi-fi infrastructure we have ever experienced. Each of our facilities has been completely updated with wireless equipment recently, and the completion of updating at the middle school this summer will complete the current round of wireless updates.

- **Internet Connectivity--HCI Partnership**

- One of our greatest assets in Northfield is partnerships with community organizations. The Northfield Healthy Community Initiative continues to support our students and families. This year, in particular, they have stepped up to the plate to provide internet access for families without sufficient coverage. Clearly, this access is indispensable in supporting students through the pandemic.

Opportunities and Challenges (problems we are trying to solve)

- **Post-Pandemic Takeaways**

- We have a great deal of learning that has resulted from the pandemic. We are able to leverage technology in ways we never imagined to support learning. Our teachers have worked through synchronous and asynchronous learning models (sometimes both at the same time) to support their students. It will be essential for us to build upon and utilize this growth as we return to in-person learning models.

- **Well-selected and timed Professional Development all Levels**

- I need to work with our schools and departments to establish aligned professional development for district and building leaders, teachers, support staff, and substitute teachers. Our technology use will continue to grow and evolve, and we need to continue our own growth in a concerted effort to support student learning.

- **Create a culture of designing, reiterating, collaborating, and sharing**

- The work of our teachers and other staff to adapt during the pandemic exemplifies the talent, creativity, and flexibility of our schools. Our PLCs have taken new shape in providing specific focus for collaborative practice. Moving forward, we need to build on these wins to promote our collective growth, measured risk taking, and sharing of professional practice wins throughout our systems.

Key Reflections

- **COVID-19 has increased our reliance on technology in ways we never imagined.**
 - While the pandemic has been the most difficult challenge that most of us have faced in our careers, we have also reaped some benefits that we can continue to leverage to meet our district's vision of preparing every student for lifelong success. We have tapped potential to work in new ways that will provide benefit even when we are back to in-person learning in our schools.
- **Our students are quite capable of using technology to complete their work and support their learning.**
 - Pandemic learning has presented a variety of challenges that our students have experienced differently. We also know that our students have risen to many challenges and demonstrated their ability to guide their learning, create representations of their learning, and engage in their learning with peers and teachers using technology. Noting this, we can expect that our classrooms will have a different level of student leadership and direction of learning through their use of technology in years to come.
- **After huge movement in the nuts and bolts of technology, now is the time for added creativity in the use of our technology.**
 - As I mentioned previously, we are well-equipped with access to technology devices, learning products, and the internet. Our students and staff have learned to use the tools we have more fully to continue teaching and learning throughout the past year. This learning presents an ongoing opportunity to try new tools with less hesitation and greater confidence in managing technical glitches and the unknown. With that in mind, we can benefit from creative integration of technology to continuously improve learning experiences for our students.

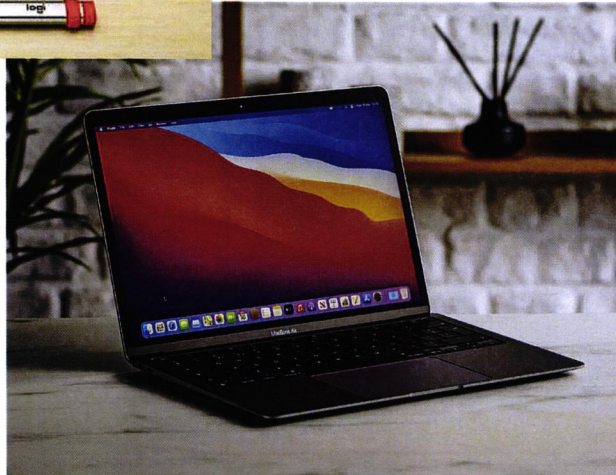
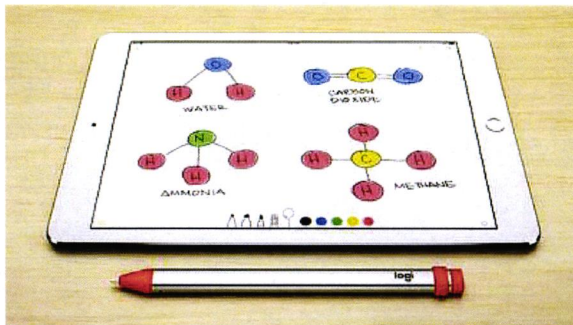
Summary

Without a doubt, this has been a year of constant adjustment and new challenges. At the same time, we have learned a lot throughout this year. As we move forward, we anticipate a return to the comforts of our school buildings and the social interactions that many of us are craving. We also have a great deal of experiential learning from this year that we will be able to leverage for continuous improvement in our practices and support in our mission to deliver educational excellence that empowers all learners to engage in our dynamic world.

Technology Services Update

1.25.2021

What Is Going Well?



- Technology Services Staff
 - Skilled
 - Diverse
 - Supportive
- High Quality Devices
 - Access to Learning and Sharing
- Tools to Facilitate Learning
 - Curriculum
 - Management
 - Communication
- Ongoing Network Updates
 - Completing Major District-wide Update
- Internet Connectivity for Families--HCI Partnership
 - Access to Learning

What Is Going Well?



- Technology Services Staff
 - Skilled
 - Diverse
 - Supportive
- High Quality Devices
 - Access to Learning and Sharing
- Tools to Facilitate Learning
 - Curriculum
 - Management
 - Communication
- Ongoing Network Updates
 - Completing Major District-wide Update
- Internet Connectivity for Families--HCI Partnership
 - Access to Learning

Opportunities and Challenges

- Post-Pandemic Takeaways
 - Great Learning
 - Opportunities for Future
- Professional Development at all Levels
 - Aligned Technology Learning
 - Continuous Improvement in Practice
- Continuous Growth in Systems and Instructional Design and Collaboration
 - “Living in Beta”
 - Amazing Capacity as a Collective Group

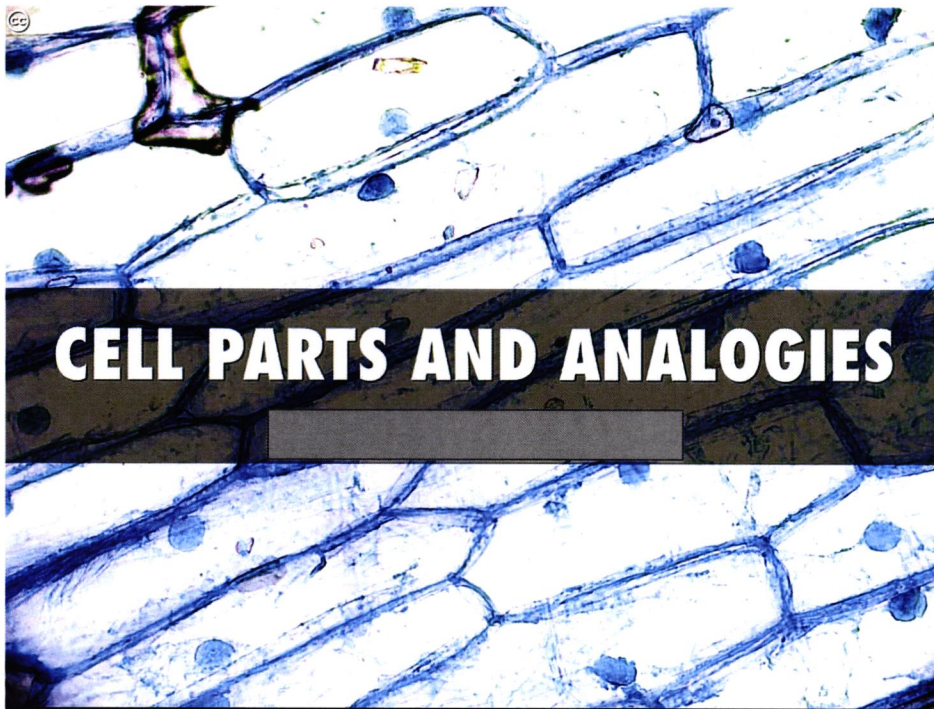


Key Reflections



- Increased Reliance Upon and Skillful Use of Technology
 - COVID-19 has prepared us well for future
- Students as Capable Directors of their Learning
 - Opportunities to increase student-driven learning
 - Students are able to share learning easily
- Increased Confidence in New Technologies Makes Path for More Creative Implementation
 - Shift from learning technology to technology to learn

Key Reflections



- Increased Reliance Upon and Skillful Use of Technology
 - COVID-19 has prepared us well for future
- Students as Capable Directors of their Learning
 - Opportunities to increase student-driven learning
 - Students are able to share learning easily
- Increased Confidence in New Technologies Makes Path for More Creative Implementation
 - Shift from learning technology to technology to learn

Thank You and Questions

Summary of Mid-Year Performance Appraisal
for Matthew Hillmann, Ed.D.
Superintendent Northfield Public Schools
For the Appraisal Period of 7/1/20 to 1/1/21
Summarized by Board Chair, Julie Pritchard
January 25, 2021, Regular School Board Meeting

For this review period, all seven school board members completed the mid-year performance appraisal. The evaluation form covers the many facets of the superintendent's job responsibilities. Board members provide numeric ratings on a 1-5 (1=low and 5=high) for 44 job responsibilities organized around eight major topics. In addition to completing the numeric ratings, board members provide additional comments.

Board Chair Julie Pritchard compiled and summarized all board members' input for Dr. Hillmann. For the numeric ratings, means were calculated. If board members were unable to answer, they marked "UA" next to each item. This was also marked as part of the summary. All written comments were shared verbatim, but were not attributed to a specific board member. As board chair, I met with Dr. Hillmann on January 20, 2021, to review this appraisal.

Board members gave Dr. Hillmann an exceedingly strong performance rating across all key areas. His overall score was 4.91 on a 5-point scale.

Board members specifically cited Dr. Hillmann's exceptional work in three key areas;

The Handling of the COVID-19 Pandemic:

Dr. Hillmann is a leader who has met the moment. His incredibly adaptive leadership skills were proven day in and day out throughout the pandemic. Dr. Hillmann's communication with stakeholders has been stellar. The multiple modalities employed to provide timely and comprehensive information including, the COVID website, dashboard, webinars, and emails resulted in high marks by district stakeholders. The working and learning environment that Dr. Hillmann built during his years in the district provides the foundation of trust and flexibility that allows the district to thrive during these challenging times. He has shown himself to be a calm, confident, compassionate and empathetic leader.

Fiscal Stewardship:

The board recognized Dr. Hillmann's exceptional fiscal leadership. His quick and decisive action of freezing discretionary budgets at the onset of the pandemic, and the systematic approach of ensuring the use of relief funds, puts the district in a better than anticipated financial position. Also, of note, the district completed five construction projects on time and within budget. Under Dr. Hillmann's leadership, Northfield Public schools demonstrates an unwavering commitment to strong financial stewardship.

District's Equity Work:

Dr. Hillmann's commitment to building on the district's equity work has been outstanding especially in light of the pandemic's competing and urgent priorities. He truly believes in the importance of equity. He is continually reviewing curriculum, procedures, policies, symbols, personnel, and students through an equity lens to ensure that everyone feels represented and that their voices are heard. The anti-racism framework Dr. Hillmann developed is guiding long-lasting systemic changes that are visible on a number of fronts.

In summary, board members gave Dr. Hillmann an exceedingly positive mid-year performance appraisal. There is no question the past six months have been the most challenging of his professional career. The board, our district staff, and our entire community owes Dr. Hillmann a debt of gratitude for his phenomenal work in handling the challenges of the pandemic. The board is confident he will continue to face the challenges head-on and we will emerge a stronger district and community.

I. PURPOSE

The school district takes seriously all concerns or complaints by students, employees, parents, district residents, and property or business owners. If a specific complaint procedure is provided within any other policy of the school district, the specific procedure shall be followed in reference to such a complaint. If a specific complaint procedure is not provided, the purpose of this policy is to provide a procedure that will be used.

II. GENERAL STATEMENT OF POLICY

An effective organization relies on direct communication between stakeholders. The superintendent or designee will establish a procedure to accompany this policy that will guide stakeholders on how to bring their concerns or complaints to resolution. These procedures shall be consistent with the applicable provisions of Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act), other district policy, or law.

Other policies that contain a complaint procedure include, but are not limited to, are:

[Policy 102](#): Educational and Employment Opportunity

[Policy 413](#): Harassment and Violence

[Policy 414](#): Mandated Reporting of Child Neglect or Physical or Sexual Abuse

[Policy 415](#): Mandated Reporting of Maltreatment of Vulnerable Adults

[Policy 514](#): Bullying Prohibition

[Policy 521](#): Student Disability Nondiscrimination

[Policy 522](#): Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process

[Policy 526](#): Hazing Prohibition

[Activities & Athletics Co-Curricular Handbook](#)

Policy 103 Concerns or Complaint Resolution

Adopted: INSERT DATE HERE

School Board

INDEPENDENT SCHOOL DISTRICT 659

Northfield, Minnesota

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Cross References: MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 514 (Bullying Prohibition)
MSBA Service Manual, Chapter 13, School Law Bulletin "I" (School Records – Privacy – Access to Data)

Procedures for Policy 103: CONCERNS OR COMPLAINT RESOLUTION

NEW

I. GENERAL STATEMENT

The purpose of this document is to identify the chain of responsibility to support the concern/complaint resolution process. The district provides a sample concern/complaint procedure template to help employees, students, parents, district residents, and property or business owners document steps in the process if necessary. This process should be documented using the appropriate [form](#).

II. RESOLUTION PROCESS

- A. Discuss the issue directly with the person of concern. Most issues or problems can be solved by a conversation between those involved in it. Individuals should first discuss the issue directly with the person of concern. Parent concerns about student-to-student issues should begin with the teacher. If you believe the situation has escalated to a bullying issue, follow the procedures in [Policy 514](#).
- B. Discuss the issue with the supervisor/building principal. If the issue is not able to be solved between the individuals involved in the problem, contact your supervisor/building principal by phone, electronic mail, or by appointment. Share the specific concern/complaint and details about the attempt to solve the problem directly with the person of concern in Step A.

<u>Step C for Employees</u>	<u>Step C for Students, Parents, District Residents, and Property or Business Owners</u>
<p><u>If the issue is not resolved in Step B, it can be brought to the attention of the Director of Human Resources.</u> As often as possible, the initial stage will include an attempt to bring the issue to the satisfactory resolution of both parties.</p> <p>If the issue includes an allegation of wrongdoing, the complaint will be reviewed, clarified, and investigated.</p> <p>In this case, the Director of Human Resources will take any action (or no action) deemed appropriate based on the results of the investigation. The complainant most likely will not be able to know the outcome of the investigation or any action taken due to the limitations of the Minnesota Government Data Practices Act.</p>	<p><u>If the issue is not resolved in Step B, it can be brought to the district administrator responsible for the area included in the concern or complaint.</u> If the student, parent, district resident, and property or business owner is unsure of the appropriate district administrator, go to Step D. The superintendent may redirect the issue to the appropriate department.</p>

D. Bring the issue to the Superintendent. If the issue is not resolved in Step C, the concern or complaint can be brought to the Superintendent.

E. Bring the issue to the Chair of the Board of Education. If the issue is not resolved in Step D, the concern or complaint can be brought to the Chair of the Board of Education.

Procedure for Policy 103 Concerns or Complaint Resolution

Adopted: INSERT DATE HERE

School Board

INDEPENDENT SCHOOL DISTRICT 659

Northfield, Minnesota



Concerns or Complaint Resolution Form

Complainant's Name: _____ Date: _____

Summary of Problem Solving Process Steps (below)

Step A: Discuss the issue directly with the person of concern.	Date:
	Summary:
Step B: Discuss the issue with the supervisor/building principal.	Date:
	Summary:
Step C: Refer to policy	Date:
	Summary:
Step D: Bring the issue to the Superintendent.	Date:
	Summary:
Step E: Bring the issue to the Chair of the Board of Education.	Date:
	Summary:

Policy 417 **CHEMICAL USE AND ABUSE**

I. PURPOSE

The school board recognizes that chemical use and abuse constitutes a grave threat to the physical and mental well-being of students and employees and significantly impedes the learning process. Chemical use and abuse also creates significant problems for society in general. The school board believes that the public school has a role in education, intervention, and prevention of chemical use and abuse. The purpose of this policy is to assist the school district in its goal to prevent chemical use and abuse by providing procedures for education and intervention. District employees who are diagnosed with chemical dependency will receive the same consideration and opportunity for treatment that is extended to employees with other types of illness. On the basis of medical certification, employees with the illness of chemical dependency will qualify for the same employee benefits and group insurance coverage as is provided for other medically certified illnesses by established employee benefit plans and programs.

II. GENERAL STATEMENT OF POLICY

- A. Use of controlled substances, medical cannabis, toxic substances, and alcohol is prohibited in the school setting in accordance with school district policies with respect to a Drug-Free Workplace/Drug-Free School. Student medication, that does include prescription drugs, is governed under Policy 516.
- B. The policy of this school district is to provide an instructional program in every elementary and secondary school in chemical abuse and the prevention of chemical dependency.
- C. The school district shall establish and maintain in every school a chemical abuse pre-assessment team. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
- D. The superintendent, or designee, with the advice of the school board, shall collaborate with community partners to establish an advisory team to address chemical abuse problems in the district.
- E. The school district shall establish and maintain a program to educate and assist employees, students and others in understanding this policy and the goals of achieving drug-free schools and workplaces.

The District's concern with chemical dependency is limited to its effects on the employee's job performance.

III. DEFINITIONS

- A. “Chemical abuse” means use of any psychoactive or mood-altering chemical substance, without compelling medical reason, in a manner that induces mental, emotional, or physical impairment and causes socially dysfunctional or socially disordering behavior, to the extent that the student’s or employee’s normal function in academic, school, or social activities is chronically impaired.
- B. “Chemicals” includes, but is not limited to, alcohol, toxic substances, medical cannabis, and controlled substances as defined in the school district’s Drug-Free Workplace/Drug-Free School policy.
- C. “Use” includes to sell, buy, manufacture, distribute, dispense, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration.
- D. “School location” includes any school building or on any school premises; on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off-school property at any school sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business. ~~Supervisors will implement this policy in such a manner that no District employee with chemical dependency will have job security affected either by the diagnosis itself or by the employee's request for treatment.~~

IV. STUDENTS

A. Instruction

1. Every school shall provide an instructional program in chemical abuse and the prevention of chemical dependency. The school district may involve parents, students, health care professionals, state department staff, and members of the community in developing the curriculum.
2. Each school shall have age-appropriate and developmentally based activities that:
 - a. address the consequences of violence and the illegal use of drugs, as appropriate;
 - b. promote a sense of individual responsibility;
 - c. teach students that most people do not illegally use drugs;
 - d. teach students to recognize social and peer pressure to use drugs illegally and the skills for resisting illegal drug use;

e. teach students about the dangers of emerging drugs;

f. engage students in the learning process; and

g. incorporate activities in secondary schools that reinforce prevention activities implemented in elementary schools.

3. Each school shall have activities that involve families, community sectors (which may include appropriately trained seniors), and a variety of drug and violence prevention providers in setting clear expectations against violence and illegal use of drugs and appropriate consequences for violence and illegal use of drugs.
4. Each school shall disseminate drug and violence prevention information within the school and to the community.
5. Each school shall have professional development and training for, and involvement of, school personnel, student services personnel, parents, and interested community members in prevention, education, early identification and intervention, mentoring, or rehabilitation referral, as related to drug and violence prevention.
6. Each school shall have drug and violence prevention activities that may include the following:
 - a. Community-wide planning and organizing activities to reduce violence and illegal drug use, which may include gang activity prevention.
 - b. The hiring and mandatory training, based on scientific research, of school security personnel who interact with students in support of youth drug and violence prevention activities under this policy that are implemented in the school.
 - c. Conflict resolution programs, including peer mediation programs that educate and train peer mediators and a designated faculty supervisor, and youth anti-crime and anti-drug councils and activities.
 - d. Counseling, mentoring, referral services, and other student assistance practices and programs, including assistance provided by qualified school-based mental health services providers and the training of teachers by school-based mental health services providers in appropriate identification and intervention techniques for students at risk of violent behavior and illegal use of drugs.
 - e. Programs that encourage students to seek advice from, and to confide in, a trusted adult regarding concerns about violence and illegal drug use.

B. Reports of Chemical Use and Abuse

1. In the event that a school district employee knows that a student is abusing, possessing, transferring, distributing, or selling chemicals in a school location:
 - a. The employee shall immediately either take the student to an administrator or notify an appropriate administrator of the observation and continue to observe the student until the administrator arrives.
 - b. The administrator will notify the student's parents. If there is a medical emergency, the administrator will notify the school nurse and/or outside medical personnel as appropriate.
 - c. The administrator will notify law enforcement officials, the student's counselor, and the chemical pre-assessment team.
 - d. The administrator and/or law enforcement officials will confiscate the chemicals and/or conduct a search of the student's person, effects, locker, vehicle, or areas within the student's control. Searches by school district officials shall be in accordance with school board policies regarding search and seizure.
 - e. The school district will take appropriate disciplinary action in compliance with the student discipline code. Such discipline may include immediate suspension, initiation of expulsion proceedings, and/or referral to a detoxification center or medical center.
2. If a school district employee has reason to believe that a student is abusing, possessing, transferring, distributing, or selling chemicals:
 - a. The employee shall notify the building administrator or a member of the preassessment team and shall describe the basis for the suspicion. The building administrator and/or team will determine what action should be taken. Action may include conducting an investigation, gathering data, scheduling a conference with the student or parents, or providing a meeting between a single member of the team and the student to discuss the behaviors that have been reported and attempting to ascertain facts regarding chemical abuse.
 - b. The team may determine there is no chemical abuse. If the team determines there is chemical abuse, the team will select an appropriate course of action, which may include referral to a school counselor; referral to a treatment program; referral for screening, assessment, and treatment planning; participation in support groups; or other appropriate measures.

3. Students involved in the abuse, possession, transfer, distribution, or sale of chemicals shall be suspended in compliance with the student discipline policy and the Pupil Fair Dismissal Act, Minn. Stat. § 121A.40-121A.56, and proposed for expulsion.
4. Searches by school district officials in connection with the abuse, possession, transfer, distribution, or sale of chemicals will be conducted in accordance with school board policies related to search and seizure.

C. Preassessment Team

1. Every school shall have a chemical abuse preassessment team designated by the superintendent or designee. The team will be composed of classroom teachers, administrators, and other appropriate professional staff to the extent they exist in each school, such as the school nurse, school counselor or psychologist, social worker, chemical abuse specialist, or others. This preassessment team may be part of the scope of work of the school's student support team.
2. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
3. Within forty-five (45) days after receiving an individual reported case, the team shall make a determination whether to provide the student and, in the case of a minor, the student's parents with information about school and community services in connection with chemical abuse.

D. Data Practices

1. Student data may be disclosed without consent in health and safety emergencies pursuant to Minn. Stat. § 13.32 and applicable federal law and regulations.
2. Destruction of Records
 - a. If the pre-assessment team decides not to provide a student and, in the case of a minor, the student's parents with information about school or community services in connection with chemical abuse, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the determination is made.
 - b. If the team decides to provide the student and, in the case of a minor or a dependent student, the student's parents with such information, records created or maintained by the team about the

student shall be destroyed not later than six (6) months after the student is no longer enrolled in the district.

c. This section shall govern destruction of records notwithstanding provisions of the Records Management Act, Minn. Stat. § 138.163.

E. Consent

Any minor, per Minn. Stat. § 144.343 a minor would be an individual under the age of 18, may give effective consent for medical, mental, and other health services to determine the presence of or to treat conditions associated with alcohol and other drug abuse, and the consent of no other person is required.

F. School and Community Advisory Team

1. The superintendent, with the advice of the school board, shall establish a school and community advisory team to address chemical abuse problems. The advisory team will be composed of representatives from the school preassessment teams to the extent possible, law enforcement agencies, county attorney's office, social service agencies, chemical abuse treatment programs, parents, and the business community.

2. The advisory team shall:

a. build awareness of the problem within the community, identify available treatment and counseling programs for students, and develop good working relationships and enhance communication between the schools and other community agencies; and

b. develop a written procedure clarifying the notification process to be used by the chemical abuse preassessment team when a student is believed to be in possession of or under the influence of alcohol or a controlled substance. The procedure must include contact with the student and the student's parents or guardian in the case of a minor student.

~~If the employee refuses to accept diagnosis and treatment, or fails to respond to treatment, and the result of such refusal or failure is such that job performance continues to be affected, it will be handled in the same way that similar refusal or treatment failure would be handled for any other illness. Implementation of this policy will not require or result in any special regulations, privileges, or exemptions from the standard administrative practice applicable to job performance requirements.~~

V. EMPLOYEES

A. The superintendent or designee shall undertake and maintain a drug-free awareness and prevention program to inform employees, students, and others about:

1. The dangers and health risks of chemical abuse in the workplace/school.
2. The school district's drug-free workplace/drug-free school policy.
3. Any available drug or alcohol counseling, treatment, rehabilitation, reentry, and/or assistance programs available to employees and/or students.
4. The penalties that may be imposed on employees for drug abuse violations.

B. The superintendent or designee shall notify any federal granting agency required to be notified under the Drug-Free Workplace Act within ten (10) days after receiving notice of a conviction of an employee for a criminal drug statute violation occurring in the workplace. To facilitate the giving of such notice, any employee aware of such a conviction shall report the same to the superintendent.

~~The confidential nature of the medical records of employees with chemical dependency will be preserved in the same manner as for all other medical records.~~

~~VI. Nothing in this Policy 417 - Chemical Use/Abuse overrides the provisions of Policy 403 - Dismissal of Employees or Policy 418 - Drug-Free Workplace/Drug-Free School.~~

Policy 417 - Chemical Use ~~and~~ Abuse

Adopted: 2/28/05; Updated: INSERT DATE HERE

School Board

INDEPENDENT SCHOOL DISTRICT 659

Northfield, Minnesota

Legal References: ~~M.S. 125.12, Subd. 7~~

~~Minn. Stat. § 13.32 (Educational Data)~~

~~Minn. Stat. § 121A.25-121A.29 (Chemical Abuse)~~

~~Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)~~

~~Minn. Stat. § 138.163 (Records Management Act)~~

~~Minn. Stat. § 144.343 (Pregnancy, Venereal Disease, Alcohol or Drug Abuse, Abortion)~~

~~Minn. Stat. § 152.22 (Medical Cannabis: Definitions)~~

~~Minn. Stat. § 152.23 (Medical Cannabis: Limitations)~~

~~20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)~~

~~20 U.S.C. §§ 7101-7165 (Safe and Drug-Free Schools and Communities Act)~~

~~41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)~~

~~34 C.F.R. Part 84 (Government-wide Requirements for Drug-Free Workplace)~~

Cross References: Policy 403 Dismissal of Employees

~~MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)~~

~~Policy 418 Drug-Free Workplace/ Drug-Free School~~

~~Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)~~

~~Policy 506 (Student Discipline)~~

~~Policy 515 (Protection and Privacy of Pupil Records)~~

~~Policy 527 (Student Use and Parking of Motor Vehicles: Patrols, Inspections, and Searches)~~

**Policy 420 STUDENTS AND EMPLOYEES WITH SEXUALLY
TRANSMITTED INFECTIONS AND DISEASES AND CERTAIN
OTHER COMMUNICABLE DISEASES OR INFECTIOUS
DISEASES**

I. PURPOSE

Public concern that students and staff of the school district be able to ~~work in~~ attend the schools of the district without becoming infected with serious communicable or infectious diseases, including but not limited to, Human Immunodeficiency Virus (HIV), Acquired Immunodeficiency Syndrome (AIDS), Hepatitis B, and Tuberculosis, requires that the school board adopt measures effectively responding to health concerns while respecting the rights of all students, employees and contractors, including those who are so infected. The purpose of this policy is to adopt such measures.

II. GENERAL STATEMENT OF POLICY

A. Students

The policy of the school board is that students with communicable diseases not be excluded from attending school in their usual daily attendance setting so long as their health permits and their attendance does not create a significant risk of the transmission of illness to students or employees of the school district. A procedure for minimizing interruptions to learning resulting from communicable diseases will be established by the school district in its IEP and Section 504 team process, if applicable, and in consultation with community health and private health care providers. Procedures for the inclusion of students with communicable diseases will include any applicable educational team planning processes, including the review of the educational implications for the student and others with whom the student comes into contact.

B. Employees

~~It is~~The policy of the school board is that employees with communicable or infectious diseases not be excluded from attending to their customary employment so long as they are physically, mentally and emotionally able to safely perform tasks assigned to them and so long as their employment does not create a significant risk of the transmission of illness to students, employees, or others in the school district. If a reasonable accommodation will eliminate the significant risk of transmission, such accommodation will be undertaken unless it poses an undue hardship to the school district.

A.C Circumstances and Conditions

1. Determinations of whether a contagious individual's school attendance or job performance creates a significant risk of the transmission of the illness to students or employees of the school district will be made by the Superintendent or designee on a case by case basis. Such decisions

will be based upon the nature of the risk (how it is transmitted), the duration of the risk (how long the carrier is infectious), the severity of the risk (what is the potential harm to third parties) and the probabilities the disease will be transmitted and will cause varying degrees of harm. When a student is disabled, such a determination will be made in consultation with the educational planning team.

2. The school board recognizes that some students and some employees, because of special circumstances and conditions, may pose greater risks for the transmission of infectious conditions than other persons infected with the same illness. Examples include students who display biting behavior, students or employees who are unable to control their bodily fluids, who have oozing skin lesions, or who have severe disorders which result in spontaneous external bleeding. These conditions need to be taken into account and considered in assessing the risk of transmission of the disease and the resulting effect upon the educational program of the student or employment of the employee by consulting with the Commissioner of Health, the physician of the student or employee, and the parent(s)/guardian(s) of the student.

D. Students with Special Circumstances and Conditions

Northfield Public Schools, along with the infected individual's physician, the infected individual or parent(s)/guardian(s), and others, if appropriate, will weigh risks and benefits to the student and to others, consider the least restrictive appropriate educational placement, and arrange for periodic reevaluation as deemed necessary by the state epidemiologist. The risks to the student shall be determined by the student's physician.

E. Extracurricular Student Participation

Student participation in nonacademic, extracurricular, and non-educational programs of the school district are subject to a requirement of equal access and comparable services.

BE. Precautions

The school district will develop routine procedures for infection control at school and for educating employees about these procedures. The procedures shall be developed through cooperation with health professionals taking into consideration guidelines of the Minnesota Department of Education and the Minnesota Department of Health. These precautionary procedures shall be consistent with the school district's procedures regarding blood-borne pathogens developed pursuant to the school district's employee right to know policy.

EG. Information Sharing

1. Employee and student health information shall be shared within the school district only with those whose jobs require such information and

with those who have a legitimate educational interest (including health and safety) in such information and shall be shared only to the extent to accomplish legitimate educational goals and ~~required~~ to comply with employees' right to know requirements.

2. Employee and student health data shall be shared outside the school district only in accordance with state and federal law and with the school district's policies on employee and student records and data.

DH. Reporting

If a medical condition of student or staff threatens public health, it must be reported to the Commissioner of Health.

I. Prevention

The school district shall, with the assistance of the Commissioners of Health and Education, implement a program to prevent and reduce the risk of sexually transmitted diseases in accordance with Minn. Stat. § 121A.23 which includes:

1. planning materials, guidelines, and other technically accurate and updated information;
2. a comprehensive, developmentally appropriate, technically accurate, and updated curriculum that includes helping students to abstain from sexual activity until marriage;
3. cooperation and coordination among school districts and Service Cooperatives;
4. a targeting of adolescents, especially those who may be at high risk of contracting sexually transmitted diseases and infections, for prevention efforts;
5. involvement of parents and other community members;
6. in-service training for district staff and school board members;
7. collaboration with state agencies and organizations having a sexually transmitted infection and disease prevention or sexually transmitted infection and disease risk reduction program;
8. collaboration with local community health services, agencies and organizations having a sexually transmitted infection and disease risk reduction program; and
9. participation by state and local student organizations.
10. The program must be consistent with the health and wellness curriculum.
11. The school district may accept funds for sexually transmitted infection and disease prevention programs developed and implemented under this section from public and private sources, including public health funds and foundations, department professional development funds, federal block grants, or other federal or state grants.

J. Vaccination and Screening

The school district will develop procedures regarding the administration of Hepatitis B vaccinations and Tuberculosis screenings in keeping with current state and federal law. The procedures shall provide that the Hepatitis B vaccination series be offered to all who have occupational exposure at no cost to the employee.

Policy 420 Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable or Infectious Diseases—(replaces HCC)

Adopted: 3.14.05; Updated: INSERT DATE HERE

School Board
INDEPENDENT SCHOOL DISTRICT 659
Northfield, Minnesota

Legal References: Minn. Stat. § 121A.23 (Health-Related Programs)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 144.441-442 (Tuberculosis)
20 U.S.C. § 1401 et seq. (IDEA) (Individuals with Disabilities Education Act)
29 U.S.C. § 794 et seq. (§ 504 of Rehabilitation Act of 1973)
42 U.S.C. § 12101 et seq. (Americans with Disabilities Act)
29 C.F.R. 1910.1030 (Occupational Exposure to Bloodborne Pathogens)
Kohl by Kohl v. Woodhaven Learning Center, 865 F.2d 930 (8th Cir.), cert. denied, 493 U.S. 892, 110 S.Ct. 239 (1989)
School Board of Nassau County, Fla. v. Arline, 480 U.S. 273, 107 S.Ct. 1123 (1987)
16 EHLR 712, OCR Staff Memo, April 5, 1990

Cross References: Policy 402 (Disability Nondiscrimination)
Policy 407 (Employee Right to Know - Exposure to Hazardous Substances)
Policy 521 (Student Disability Nondiscrimination)

Policy 422 POLICIES INCORPORATED BY REFERENCE - NEW

PURPOSE

Certain policies as contained in this policy reference manual are applicable to employees as well as to students. In order to avoid undue duplication, the school district provides notice by this section of the application and incorporation by reference of the following policies which also apply to employees:

Model Policy 102	Educational and Employment Opportunity
Model Policy 103	Complaints-Students, Employee, Parents, Other Persons
Model Policy 206	Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations
Model Policy 211	Criminal or Civil Action Against School District, School Board Member, Employee or Student
Model Policy 305	Policy Implementation
Model Policy 505	Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees
Model Policy 507	Corporal Punishment
Model Policy 510	Student Activities
Model Policy 511	Student Fundraising
Model Policy 518	DNR-DNI Orders
Model Policy 519	Interviews of Students by Outside Agencies
Model Policy 522	Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process
Model Policy 524.2	Acceptable Use of Technology and Telecommunications Systems by Students
Model Policy 535	Service Animals in Schools
Model Policy 610	Field Trips
Model Policy 710	Co-curricular Transportation
Model Policy 802	Disposition of Obsolete Equipment and Material

Employees are charged with notice that the above cited policies are also applicable to employees; however, employees are also on notice that the provisions of the various policies speak for themselves and may be applicable although not specifically listed above.

Policy 422 Policies Incorporated by Reference

Adopted: INSERT DATE HERE

Legal References:

Cross References:

Executive Summary: This report provides information about the District's work to address the COVID-19 global health pandemic's significant challenges and updates on the District's anti-racism work.

Reflecting on Dr. King's Work

Monday, January 18, 2021, was a day off for most school staff in the District in honor of Dr. Martin Luther King, Jr.'s birthday. Nancy Antoine, Bridgewater Elementary School principal, was the keynote speaker at the Northfield Human Rights Commission community event celebrating Dr. King's legacy. This event was virtual and attended by more than 120 people.

District principals sent their families a powerful message on Monday emphasizing the importance of the holiday. I have included the text below:

Northfield School District Parents,

Today, we take a moment to remember and celebrate the life and work of Martin Luther King, Jr. That's a hard thing to do in one day. There are programs and ceremonies (mostly online this year) today that seek to give Dr. King the honor he so richly deserves.

If we were in school today, we would be talking about him: about his work, his life, his passion, and his impact - then, and ever since. Instead, today we pause, and ask all of you and your students to pause, as Henry David Thoreau said, to "see if I could not learn what it had to teach."

There is a lot to be learned about Dr. King. There is much more to be learned because of Dr. King. And perhaps with how tumultuous this past year was for our community, our state, and our nation, it's never been more important to reflect on Dr. King's work, and determine what we will do - today, tomorrow, and moving forward, to help our nation and its people heal, and thrive in a place that simply will not tolerate racism, inequality, and prejudice.

Dr. King also recognized the power of service: "Everyone can be great because everybody can serve." Observing the Martin Luther King, Jr. holiday through service is a way to begin each year with a commitment to making your community a better place. Continuing to serve throughout the year will make that commitment a reality.

Thank you for all you do to support our schools.

With Respect,

Joel Leer, NHS Principal
Rico Bohren, NHS Assistant Principal
Nancy Veverka, NHS Assistant Principal
Joel Olson, Director of Activities
Greg Gelineau, NMS Principal
Michael O'Keefe, NMS Assistant Principal
Nancy Antoine, Bridgewater Elementary Principal
Scott Sannes, Sibley Elementary Principal
Sam Richardson, Greenvale Park Elementary Principal

Return to Campus Plan (plan attached)

Pre-Kindergarten through Grade 2 students returned to campus in the in-person learning model on January 19, 2021. I visited all three schools that day and reports from teachers and principals indicate an effective return that included a significant amount of excitement. Re-establishing routines and safety protocols made it feel like a second "first day of school."

Students in Grades 3-5 are slated to return on February 1 in the in-person learning model. Students in Grades 6-12 are scheduled to return to the hybrid learning model on February 2.

The District participated in a consultation with the Minnesota Department of Health (MDH) regional support team on January 13. The purpose of the consultation was to verify that the District could return middle and high school-age students to the hybrid learning model despite a county-level infection rate above 30 per 10,000 residents. The regional support team indicated “Northfield’s plan sounds solid and well thought out. The Regional Support Team has no objections, as long as Northfield is prepared to shift back to Distance Learning as needed.”

COVID-19 Testing

The District implemented its first round of semi-monthly voluntary COVID-19 saliva testing for all employees on January 20. One hundred twenty-four (124) staff participated.

Vaccination (prioritization matrix attached)

The District, due to the generosity of Northfield Hospital + Clinics (NH+C), has started employee vaccinations. The partnership with NH+C offered vaccination to those employees who qualify in the “Tier Ia.” As of January 26, this program will have provided a first vaccination to approximately 140 employees. These employees include school nurses, health aides, special education teachers, and educational assistants working most closely with vulnerable children.

On January 18, Governor Walz announced a pilot program to begin vaccination of school staff who fall within the “Tier Ib” category. The District, using Minnesota Department of Education guidance, established a vaccination prioritization matrix (attached to this report.) Northfield Public Schools was allotted 10 doses of the vaccination per week to start. Those first 10 employees were scheduled to receive their first round of vaccine at the end of last week (appointments were available from Thursday through Saturday.)

Portage Update

The all-the-time online Portage option is coming to the end of its first semester. As with any new program, there are areas of success and areas of improvement. We are seeing a total of 115 Portage students return to the on-campus programming when their corresponding grade levels return to in-person or hybrid learning models. Anecdotally, families feel comfortable with safety of the school environment for their children to return to campus. There were approximately 680 students enrolled in this all-the-time online learning option program during the first semester. There are 565 students enrolled as of January 2021.

Level	Tentative 2nd Semester Enrollment	Leaving Portage for on-campus program
Elementary	223	50
Middle School	132	26
High School	210	39
* There are a total of seven students planning to transition to Portage at the beginning of the next semester, including three students new to the District who attended another school within the community.		

Building Renaming and Mascot Refresh

The processes to rename the Longfellow and Sibley buildings as required by policy are on track. New names will be submitted for initial consideration at the February 8 Board meeting. The high school mascot refresh is also on track to have options delivered to you in March.

This plan provides information about the timeline for returning students to Northfield Public Schools' campuses. The timeline aligns and complies with the updated Minnesota Department of Education [Safe Learning Plan](#) and [Executive Order 20-103](#).

The purpose of this timeline is to return students to in-person or hybrid learning in an intentional and safe manner. It prioritizes the in-person instruction for our youngest learners. The learning model parameter table, which sets recommended learning models based on the county infection rate per 10,000 residents **no longer applies to elementary schools**. However, the learning model parameter table still applies to middle and high schools. All information below is **subject to change without advance notice due** to the unpredictability of the COVID-19 global health pandemic. Please note that the ability to have enough healthy employees to staff our schools is still a significant factor that could affect this timeline and the ability to keep students on campus.

There are also new virus mitigation strategies required by MDE, most notably the "strong recommendation that all staff members to wear face masks **and** face shields in the building and that students need to wear face masks while participating in physical education, regardless of the level of exertion. Staff members will also have the opportunity to take a free COVID-19 test every two weeks.

****Please keep following the safety protocols recommended by the Minnesota Department of Health****

Northfield Public Schools Return to Campus Timeline (***This does not apply to Portage students. That program will continue to follow its regular schedule***)	
Early Childhood/Hand-in-Hand Pre-School	» January 4-13: Distance Learning » January 14-15: No school (teacher planning days) » January 19: In-person learning begins
Elementary Schools (Bridgewater, Greenvale Park, Sibley)	Grades K-2 » January 4-13: Distance Learning » January 14-15: no school (teacher planning days) » January 19: in-person learning, five days per week begins
	Grades 3-5 » January 4-26: Distance Learning » January 27-29: no school (teacher planning days/teacher workday) » February 1: in-person learning, five days per week begins
Northfield Middle School	» January 4-28: Distance Learning » January 29, February 1: No school (teacher planning day/teacher workday) » February 2: hybrid learning begins (<u>targeted date based on latest public health data</u>)
Northfield High School Area Learning Center	» January 4: winter athletics begin (phased return with smaller groups to start) » January 4-28: Distance Learning » January 29, February 1: No school (teacher planning day/teacher workday) » February 2: hybrid learning begins (<u>targeted date based on latest public health data</u>)
Community Education	» January 4: Facility rentals resume for local youth athletic associations who have an existing and approved safety plan on file (phased return with smaller groups to start) » January 4: In-person recreation programs resume » February 1: In-person enrichment programs resume

Prioritization Matrix for School District Staff COVID-19 Vaccinations | Last Updated 01.18.2021

Purpose (the why): To provide a transparent procedure to allow for an orderly COVID-19 vaccination for school district staff as doses become available. This prioritization matrix is based on guidance from the Minnesota Department of Education's [COVID-19 Vaccines for School and Child Care Staff: Prioritization Considerations document](#).

Staff definition: for the purpose of vaccination, the term "school staff" means "All prekindergarten through grade 12 school staff at public, nonpublic, and tribal schools including staff who contract with schools like bus drivers. School-based certified child care centers are included in the school allocation as district employees." This includes TORCH staff, Promise Fellows, substitute teachers, and similar positions. These prioritizations include:

Prioritization within tiers: There will also need to be prioritization within each tier because we will be assigned vaccination opportunities on an intermittent basis based on availability. The MDE recommends prioritizing:

- Descending age, in the following age groups:
 - 65 and older (these staff may be eligible for vaccination through other programs and should use whatever means available to get vaccinated.)
 - 55-64 years
 - Younger than 55 years
- Other attributes to be considered in prioritization include people with certain medical conditions, people with disabilities, and people from certain racial and ethnic minority groups who are disproportionately affected by COVID-19.

Prioritization Matrix	
Tier	Staff Included
Tier I based on the MDH 1a prioritization category for health care personnel and offered through a partnership with Northfield Hospital + Clinics	<ul style="list-style-type: none"> • School Nurses and Health Aides • Staff working directly with students with a documented risk of serious complications from COVID-19 • Staff working in person with identified medically fragile students. • Special Education staff providing intensive services and support in circumstances where it is difficult to maintain social distancing. This includes Special Education PCAs, Special Education Setting II/III Teachers, Related Services (OT, PT, SLP, DAPE, ECSE)
Tier II based on the MDH 1b prioritization category, with guidance from MDE, and implemented through the MDE school staff pilot program	<ul style="list-style-type: none"> • Elementary and early learning program school staff working in the in-person learning model, including bus drivers • School-aged child care staff • Staff working in a hybrid learning model with serious underlying health conditions
Tier III based on the MDH 1b prioritization category, with guidance from MDE, and implemented through the MDE school staff pilot program	<ul style="list-style-type: none"> • Middle, High School, and Area Learning Center school staff working in a hybrid learning model
Tier IV based on the MDH 1b prioritization category, with guidance from MDE, and implemented through the MDE school staff pilot program	<ul style="list-style-type: none"> • Staff working primarily in settings where students are not regularly present and social distancing among adults can be maintained



2021 MSBA LEGISLATIVE PLATFORM

Working together to ensure every student achieves academically, socially, and emotionally





2021 MSBA LEGISLATIVE PLATFORM

Ensure every public school in the state is able to provide a quality education system

- Allow districts, for one year, to use the greater of the 2019 or 2020 pupil counts for general education revenue and free and reduced counts for compensatory revenue
- Allow locally elected school boards to renew an existing operating or capital projects referendum
- Increase the basic formula allowance by 2 percent each year and index to inflation

Improve equalization of all school levies with significant statewide impact

- Lease Levy (not equalized now)
- Safe Schools Levy (not equalized now)
- Operating referendum and Local Optional Revenue (LOR)
- Debt service

Provide equitable access and flexibility to facilities funding

- Eliminate the cap and expand the uses of the Long-Term Facilities Maintenance (LTFM) revenue
- Expand uses and flexibility for lease levies

Improve staff recruitment and retention

- Increase the number of teachers of color and subject shortage areas
- Create incentives to attract and retain staff and teachers
- Maintain current pathways for teacher licensure

Redesign schools to promote individualized learning

- Eliminate barriers and expand Innovation Zones
- Provide expanded learning time and opportunities
- Redesign assessments to complement individualized learning

Ensure supports for social and emotional learning

- Assess what students need
- Lift the safe school levy cap to ensure funding for programs and staff
- Emphasize authentic, culturally responsive teaching and learning

Close the digital divide

- Fully fund the Border-to-Border Broadband Grant program, ensuring access for all students
- Provide funding for technology devices needed for distance learning

As we look beyond the pandemic and toward a brighter economic outlook, it is of great importance that we reform the school finance system by embracing, prioritizing and phasing in the recommendations by the MDE School Finance Working Group Report, 80-20-10: Bringing Equity to Minnesota's Education Finance System.

These recommendations would:

- simplify and improve the equity, adequacy and stability of the funding system,
- provide resources to close the achievement gap, and
- ensure taxpayer equity and preserve local control.

Long-Term Solution for Eliminating the Special Education Cross Subsidy

The unfunded cost of providing mandated special education, known as the cross subsidy, is growing and unsustainable. **Bold action is needed now to implement a funding source for reducing the cross subsidy** so all schools can provide an education that meets the academic, social, and emotional needs of Minnesota students. **Funding sources could include the following.**

- Creation of a revenue stream from existing tax collections (online sales as an example) to be used exclusively for funding special education costs.
- Implementation of a new dedicated revenue stream, like a one-cent sales tax increase or sports betting, either statutorily or through the Minnesota Constitution to pay for special education costs.
- Provide school districts with the ability to levy at least half of their cross-subsidy amount through a highly equalized levy.
- Creation of an entirely new revenue stream (sports betting) with the resulting revenue dedicated to special education funding.

SEE Member School Districts

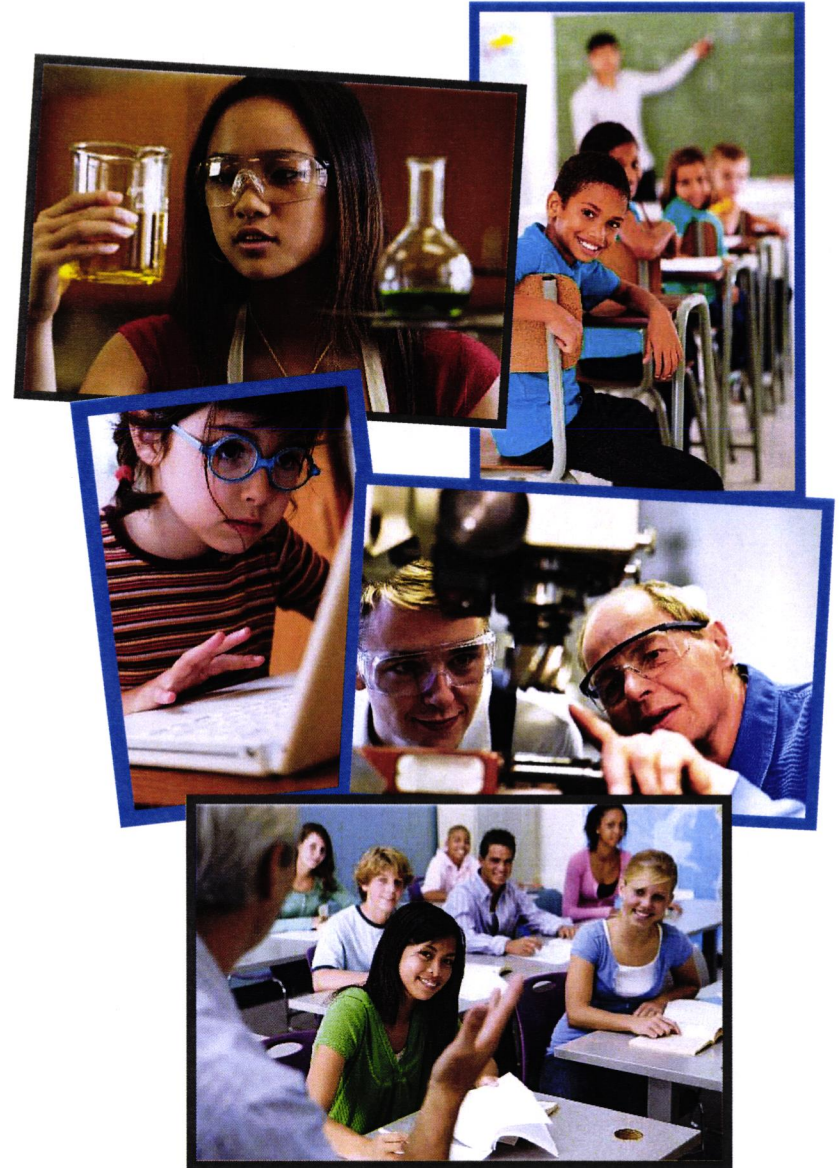
Albany	Fridley	Northfield
Albert Lea	Hastings	Owatonna
Annandale	Hinckley-Finlayson	Paynesville
Anoka-Hennepin	Howard Lake-Waverly-Winsted	Pine Island
Austin	Hutchinson	Princeton
Belle Plaine	Jordan	Prior Lake-Savage
Big Lake	Kasson-Mantorville	Rockford
Braham	Kimball	Rocori
Buffalo-Hanover-Montrose	Lake City	Roseau
Clyron	Litchfield	Rosemount-Apple Valley-Eagan
Cambridge-Isanti	Maple Lake	Royalton
Cannon Falls	Medford	Rush City
Centennial	Melrose	Sartell-St. Stephen
Chisago Lakes	Milaca	St. Francis
Cassel-Cokato	Monticello	St. Michael-Albertville
Delano	Mora	Stewartville
East Central	New London-Spicer	Stillwater
Faribault	New Prague	Waconia
Forest Lake	North Branch	

Schools for Equity in Education
Brad Lundell, Executive Director
O: 651-647-6251 C: 612-220-7459
brad.lundell@schoolsforequity.org
www.schoolsforequity.org

Schools for Equity in Education



All public school children must have equal access to a high quality education regardless of where they live in Minnesota



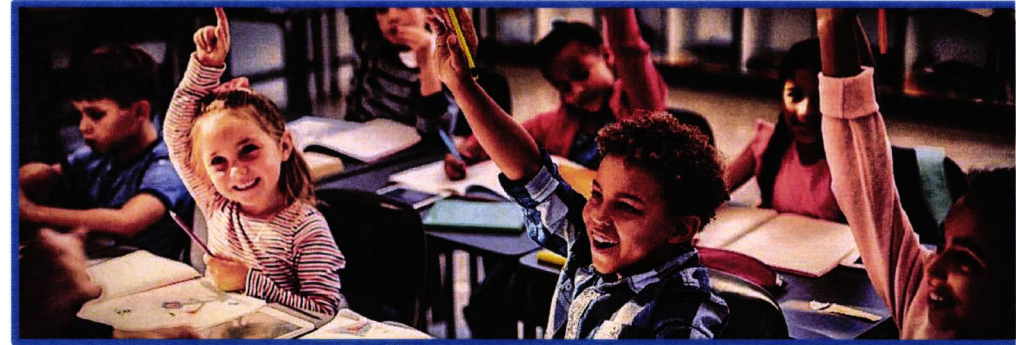
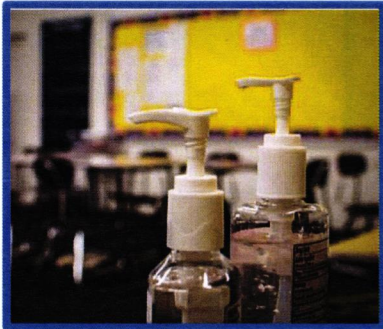
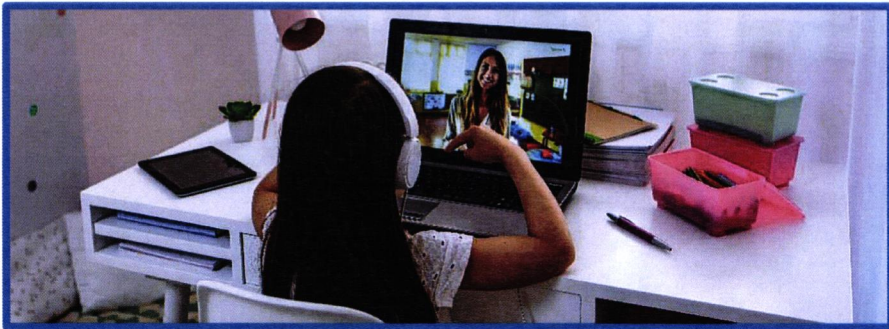
2021 Legislative Platform

2021 Legislative Priorities

Relief and Support Through Covid-19

The Covid-19 pandemic has caused significant disruption for schools throughout the state. The state should expend every effort to make sure that school funding is stable and policies are flexible as school districts adjust to the pandemic's challenges.

- **Hold school districts harmless on funding fluctuations during the pandemic.** Use student enrollment data from FY20 or FY21, whichever is larger, when calculating the following revenue streams.
 - General education
 - Special education
 - Free or reduced-priced lunch
- **Provide more flexibility for a qualified candidate to receive a teaching license** so school districts can maintain a quality teaching staff.
- **Delay the World's Best Work Force (WBWF) assessment requirements for the 2020-21 school year.** The federal government has not indicated its intent with the ESSA requirements for testing.



Funding

- **Provide a 2% increase to the basic formula.** Schools must have the resources to support student academic, social, and emotional learning.
- **Increase state equalization aid for all education-related levies, particularly those related to operating referenda, debt service, and local option revenue.** Local levies must be affordable so all voters across the state can support their local schools if needed.
- **Extend the funding to freeze the growth of the special education cross subsidy and other formula calculations** that were included in the 2019-20 state budget. The funding expires at the end of the 2020-21 school year.
- **Extend the Safe School Aid** as students' mental health needs are at an all-time high. The funding will expire at the end of the 2020-21 school year.

Policy

- **Stop any new unfunded mandates** that will further strain school budgets.

Northfield Public Schools Board of Education

Proposal to form a Legislative Action School Board Committee: (LAC)

Purpose:

The purpose of the legislative Action Committee (LAC) is to have a group of dedicated board members who will be committed to engaging in advocacy with state lawmakers for legislation that supports quality P-12 public education. For 2021, board chair Julie Pritchard will appoint Corey Butler, Claudia-Gonzalez-George, and herself to serve on this committee.

Goals:

Committee will work with the superintendent to develop the district positions and actions on legislation being considered by the Minnesota State Legislature with a focus on how this legislation will impact Northfield Public Schools.

Committee will keep informed throughout the legislative session of pending legislative actions. They will actively communicate with lawmakers via emails, phone calls, attendance at town hall meetings, and capitol visits. Committee will commit to timely action by at least one committee member, on *Action Alerts* issued by the Minnesota School Board Association (MSBA) and Schools for Equity in Education (SEE).

Committee members will work to forge good working relationships with local legislators.

Committee members will utilize the resources of MSBA and SEE to stay apprised of Bills as they move through the legislative process.

Committee members will provide updates to the board on a regular basis as well as encourage actions by the full board as needed during the legislative session.

Development of Northfield Public Schools Legislative Platform:

The Committee will meet with the superintendent to develop the district's legislative platform.

- August-Committee debriefs the results of the most recent legislative session and begins to formulate goals for the new session.
- October-Committee begins to outline the district's platform.
- December-Committee finalizes the legislative platform for the upcoming session.
- January-Committee presents Northfield School's Legislative Platform to the board for approval.
- January-May/June-Throughout the legislative session, the committee will have on-going communication with the superintendent to understand how evolving changes to legislation will impact Northfield Public Schools.

Guidelines:

The board will approve the LAC with an Item for Individual Action at the board's yearly Organizational Meeting.

Committee members will operate under a positive, fact-based approach when interacting with legislators.

Committee members will act in a non-partisan fashion when representing the board.

Future Objectives:

Develop and recruit a Legislative Action Team (LAC) that includes teachers, students, parents/guardians, and community members. The structure would be similar to other district advisory committees.

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

January 11, 2021

Zoom

I. Call to Order

The Organizational meeting of the School Board of Independent School District No. 659 was called to order at 7:00 p.m. by Acting Chair Julie Pritchard for the purpose of organizing the Board for the 2021 calendar year. Due to the health pandemic and the extension of Governor Walz's Executive Order 20-01 COVID-19 Peacetime Emergency, and in accordance with Minnesota Statute 13D.021, which permits boards to hold a meeting by telephone conference call or other electronic means, this meeting was conducted via video conference.

Board member attendance was taken by roll call. Anita Aase, Executive Assistant to the Superintendent and Board of Education, called the name of each board member in alphabetical order by last name and the board member responded "present" when his/her name was called. Present: Baraniak, Butler, Goerwitz, Gonzalez-George, Pritchard and Stratmoen. Chair Pritchard acknowledged that Quinnell was present visually, but had difficulty connecting with audio. Absent: None.

Also present at this video conference meeting was Superintendent Dr. Matt Hillmann and Anita Aase. This meeting was live-streamed and recorded, and access to the recording was posted to the school district website.

Acting Chair Pritchard outlined the procedures for this meeting:

- Board members were asked to mute their microphones when not speaking.
- At the start of each discussion Chair Pritchard said she would call on each board member in alphabetical order by last name for any questions or comments. If they didn't wish to speak, they would be welcome to pass.
- There would be one round of questioning for board members. If board members had a follow-up question or comment, they could consider using the Raise Hand feature in order to be recognized by the Chair.
- All votes on the Items for Individual Action would be conducted by roll call by Aase. Each board member was instructed to wait until their name was called before voting.

II. Seat New Board Members

Acting Chair Pritchard administered a ceremonial oath of office to newly elected board members Corey Butler and Claudia Gonzalez-George, and re-elected board members Amy Goerwitz and Noel Stratmoen.

III. Agenda Approval / Table File

Acting Chair Pritchard asked for a motion to move Board Committee Membership from an Item for Information to an Item for Individual Action. Quinnell recommended this item be moved and it was seconded by Goerwitz. On a motion by Baraniak, seconded by Stratmoen, the Board approved the amended agenda by roll call. Voting 'yes' were Baraniak, Butler, Goerwitz, Gonzalez-George, Pritchard, Quinnell and Stratmoen. No one voted 'no'.

IV. Items for Individual Action

A. Election of Officers

1. Election of Board Chair.

Stratmoen moved that Julie Pritchard be nominated as Board Chair. There were no further nominations. Julie Pritchard was the only candidate nominated for the office of chair, and was hereby declared elected by acclamation and Acting Chair Pritchard directed the acting clerk to so record in the minutes. Board Chair Julie Pritchard then chaired the remainder of the Organizational School Board meeting.

2. Election of Vice-Chair.

Baraniak moved that Amy Goerwitz be nominated as Vice-Chair. There were no further nominations. Amy Goerwitz was the only candidate nominated for the office of vice-chair, and was hereby declared elected by acclamation and Chair Pritchard directed the acting clerk to so record in the minutes.

3. Election of Clerk.

Quinnell moved that Noel Stratmoen be nominated as Clerk. There were no further nominations. Noel Stratmoen was the only candidate nominated for the office of clerk, and was hereby declared elected by acclamation and Chair Pritchard directed the acting clerk to so record in the minutes.

4. Election of Treasurer.

Goerwitz moved that Jeff Quinnell be nominated as Treasurer. There were no further nominations. Jeff Quinnell was the only candidate nominated for the office of clerk, and was hereby declared elected by acclamation and Chair Pritchard directed the acting clerk to so record in the minutes.

B. Set Dates, Times, and Location for Regular Board Meetings

Goerwitz moved and Baraniak seconded the schedule for School Board Meetings January 2021 - January 2022. Regular meetings of the Northfield School Board will begin at 7:00 p.m. on the second and fourth Mondays of each month and will be held in the Board Room in the District Office at the Longfellow School, with the exception of March, June, July and December when the Board meets once on the first Monday of the month. Voting 'yes' were Baraniak, Butler, Goerwitz, Gonzalez-George, Pritchard, Quinnell and Stratmoen. No one voted 'no'.

C. School Board Member Stipends

Goerwitz moved and Stratmoen seconded to maintain the stipends for Board members at \$275 per month and \$325 per month for the Board Chair. Voting 'yes' were Baraniak, Butler, Goerwitz, Gonzalez-George, Pritchard, Quinnell and Stratmoen. No one voted 'no'.

D. Board Committee Members

Butler moved and Baraniak seconded to approve as presented, board member appointments and assignments to district committees and to various organizations and school liaisons. Voting 'yes' were Baraniak, Butler, Goerwitz, Gonzalez-George, Pritchard, Quinnell and Stratmoen. No one voted 'no'.

V. Consent Agenda

On a motion by Goerwitz, seconded by Quinnell, the Board unanimously approved the following items listed under the consent grouping.

- A. Designated the *Northfield News* as the official newspaper of the Northfield School Board.
- B. Authorized the use of facsimile signatures of officers of the Board in signing School District checks and documents.
- C. The mileage reimbursement rate for use of private automobiles on School District business will be 56.0 cents per mile effective January 1, 2021. This is the new mileage rate established by the Internal Revenue Service.

VI. Superintendent's Report

- A. Resolution for Education Identity & Access Management. The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOwA) for each local education agency that uses the Education Identity Access Management (EDIAM) system. The IOwA is responsible for authorizing, reviewing, and recertifying user access for their local education agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The IOwA will authorize user access to State of Minnesota Education secure systems in accordance with the user's assigned job duties, and will revoke that user's access when it is no longer needed to perform their job duties. The school board or equivalent governing board must designate an IOwA to authorize user access to State of Minnesota Education secure websites for your organization. This EDIAM board resolution must be completed and submitted to the Minnesota Department of Education annually, as well as any time there is a change in the assignment of the Identified Official with Authority. The Board recommended to authorize Christine Neset, Student Information Systems Specialist, to act as the Identified Official with Authority (IOwA) for Northfield Public School District #659. On a motion by Quinnell, seconded by Stratmoen, the Board approved the Resolution to authorize Christine Neset to act as the Identified Official with Authority (IOwA) for Northfield Public School District #659. Voting 'yes' were Baraniak, Butler, Goerwitz, Gonzalez-George, Pritchard, Quinnell and Stratmoen. No one voted 'no'.

VII. Items for Information

- A. Photographs. Board members were asked to provide headshot photographs to Anita Aase for publication on the school board page of the district website.

VIII. Adjournment

On a motion by Goerwitz, seconded by Gonzalez-George, the Board adjourned the Organizational meeting by roll call at 7:17 p.m. Voting 'yes' were Baraniak, Butler, Goerwitz, Gonzalez-George, Pritchard, Quinnell and Stratmoen. No one voted 'no'.

Noel Stratmoen
School Board Clerk

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

January 11, 2021
Zoom

I. Call to Order

Board Chair Julie Pritchard called the Regular meeting of the Northfield Board of Education of Independent School District 659 to order at 7:17 p.m. Due to the health pandemic and the extension of Governor Walz's Executive Order 20-01 COVID-19 Peacetime Emergency, and in accordance with Minnesota Statute 13D.021, which permits boards to hold a meeting by telephone conference call or other electronic means, this meeting was conducted via video conference. The district did make accommodations for public comment which are outlined below.

Board member attendance was taken by roll call. Anita Aase, Executive Assistant to the Superintendent and Board of Education, called the name of each board member in alphabetical order by last name and the board member responded "present" when his/her name was called. Present: Baraniak, Butler, Goerwitz, Gonzalez-George, Pritchard, Quinnell and Stratmoen. Absent: None.

Also present at this video conference meeting were Superintendent Dr. Matt Hillmann, Anita Aase, Erin Bailey, Director of Community Education; Val Mertesdorf, Director of Finance; Cheryl Hall, Director of Special Services; Sal Bagley and Katelyn Chambers from Wold Architects and Engineers; Josh Cooper from Knutson Construction; Simon Tyler, Director of Prairie Creek Community School; Laura Stelter, Director of Arcadia Charter School; and Keith Johnson, Kelsey Fitschen and Ben Miller from Prairie Creek Community School. This meeting was live-streamed and recorded, and access to the recording was posted to the school district website.

Board Chair Pritchard outlined the procedures for this meeting:

- Board members were asked to mute their microphones when not speaking.
- At the start of each discussion Chair Pritchard said she would call on each board member in alphabetical order by last name for any questions or comments. If they didn't wish to speak, they would be welcome to pass.
- There would be one round of questioning for board members. If board members had a follow-up question or comment, they could consider using the Raise Hand feature in order to be recognized by the Chair.
- All votes on the Items for Individual Action would be conducted by roll call by Aase. Each board member was instructed to wait until their name was called before voting.

II. Agenda Approval/Table File

On a motion by Quinnell, seconded by Goerwitz, the Board approved the agenda by roll call. Voting 'yes' were Baraniak, Butler, Goerwitz, Gonzalez-George, Pritchard, Quinnell and Stratmoen. No one voted 'no'.

III. Public Comment

To accommodate the public comment portion of our meeting, members of the public were invited via the school district website to submit feedback to the Board via email by 5:00 p.m. on January 11, 2021. All submissions that followed the district policy regarding public comment were read by Chair Pritchard. There were no public comments.

IV. Announcements and Recognitions

The MSHSL AAA Winners were Senior Annie Frank and Senior Robert Swenson. The Academics, Arts, and Athletics Award, commonly known as the Triple 'A' Award, honors high school seniors throughout the state who have a 3.0 or higher-grade point average and who participate in League-sponsored athletic and fine arts activities.

V. Items for Discussion and Reports

A. Wold/Knutson Construction Overview

Sal Bagley and Katelyn Chambers from Wold Architects and Engineers, and Josh Cooper from Knutson Construction presented an overview of the five completed construction projects that were authorized by the public in November 2018. They reviewed the referendum projects' scope, planning processes, and timelines for the construction of the new Greenvale Park Elementary School, and the renovations at Bridgewater

Elementary School, Sibley Elementary School, the Northfield Community Education Center (the old Greenvale Park Elementary School), and the Longfellow Area Learning Center and District Office. We also publicly acknowledge and thank Director of Buildings and Grounds Jim Kulseth, and Director of Finance Val Mertesdorf for their continued day-to-day effective management of these projects.

B. Prairie Creek Community School & Arcadia Charter School Annual Reports

Simon Tyler, Director of Prairie Creek Community School, and Laura Stelter, Director of Arcadia Charter School, reported on the programs being provided in their two charter schools. Prairie Creek is in its eighteenth year of operation as a charter school under the sponsorship of Northfield Public Schools. Director Tyler also presented Prairie Creek's contract renewal application. The contract renewal application will be presented to the Board for approval at a later date. Arcadia is in its seventeenth year of operation. These reviews and written reports fulfill state requirements for annual reporting as well as our District's request that each charter school authorized by Northfield Public Schools present an annual report to the School Board.

C. Maintenance of Effort

Director of Special Services Cheryl Hall provided the Board with an overview of special education finance and the role of Maintenance of Effort. Due to the pandemic and the changes in our education programs during this peacetime emergency, there are financial implications we must address now to prevent future negative impacts on our financial budget. Due to student increases in Early Childhood Special Education and program changes at Northfield Community Education Center, Director Hall requested to temporarily increase the occupational therapy FTE from 1.0 to 2.0 for the remainder of the 2020-21 school year. This will be an item for individual action at the next board meeting.

Chair Pritchard asked for a motion to extend the meeting past 10:00 p.m. On a motion by Goerwitz, seconded by Butler, the Board voted to extend the meeting past 10:00 p.m. On a roll call vote, voting 'yes' were Baraniak, Butler, Goerwitz, Gonzalez-George, Pritchard, Quinnell and Stratmoen. No one voted 'no'.

C. Financial Update

Director of Finance Val Mertesdorf reported the deadline for spending our Coronavirus Relief Funds was December 31, 2020 and we are in the process of reconciling these funds with MDE. We anticipate receiving approximately \$1.3 million additional CARES funding due to the passage of the latest federal stimulus package. The Finance Department has begun working on 2021-22 budgets and plan to begin presentations to the Board in February. There is potential for some relief from the meal benefit application process and its impact on our compensatory estimate and our Title I funding. Currently working with the leadership team to identify any modest budget savings and we look for consensus to move the budget reduction process to next fiscal year.

D. Policy Committee Recommendations

Dr. Hillmann acknowledged the policy committee's recommendations on Policies 103, 417, 420 and 422. These policies will receive a first reading at the next board meeting.

E. COVID-19 Response and Operations Update

Superintendent Hillmann informed the Board vaccinations for district employees classified as 1.a. will occur next week and we are working on a plan for vaccine prioritization for 1.b. employees. Dr. Hillmann reviewed the return to campus plan for students which includes an in person learning model for PreK-5th grades and a hybrid learning model for students in grades 6-12. The Minnesota Safe Learning Plan, which sets recommended learning models based on the county infection rate per 10,000 residents, no longer applies to elementary schools. All staff and students must wear face masks, and staff may wear face shields in addition to the masks. The State of Minnesota is providing COVID-19 tests to districts and staff members will have the opportunity to take a free COVID-19 test every two weeks if desired.

The District completed its pilot COVID-19 testing just before the winter break. Overall 1,545 tests were administered. There were 33 positive tests with a 2.1% positivity rate. The District administered a 90-day

pulse survey of parents/guardians and employees. Every comment in the survey has been read and they are being analyzed for themes. The District will take two actions based on this feedback: we will return to hosting monthly COVID-19 webinars for employees and add a Q&A session. The District will emphasize the methods that employees have to provide input through their building level COVID-19 teams about overcoming the challenges we face.

VI. Consent Agenda

On a motion by Stratmoen, seconded by Goerwitz, the Board approved the consent agenda by roll call. Voting 'yes' were Baraniak, Butler, Goerwitz, Gonzalez-George, Pritchard, Quinnell and Stratmoen. No one voted 'no'.

A. Minutes

- Minutes of the Special Closed School Board meeting held on December 14, 2020
- Minutes of the Regular School Board meeting held on December 14, 2020

B. Gift Agreements

- \$1,117.82 from Dean & Lynne Lamp to Northfield High School band program
- \$1,000.00 from Kevin & Nanette Rodgers to Northfield High School
- \$1,000.00 from Kevin & Nanette Rodgers to Bridgewater Elementary for STEAM materials

C. Personnel

a) Appointments

1. Jordan Harrell, Community Services Basketball Official, beginning 1/4/2021 through 5/31/2021; \$22/game.
2. Beau Hayes, Assistant Wrestling Coach at the High School, for 2 hours/day 5 days a week, beginning 1/04/2021; Level E, Step 5.
3. Zoe Ingersoll, Assistant Gymnastics Coach, for 2 hours/day for 5 days/week at the High School, beginning 1/4/2021; Level E, Step 1.
4. David Miller, Jazz Band Director at the High School, for 2 hours/day 2 days/week, beginning 1/18/2021; Level L, Step 5.
5. Joey Silknitter, Community School Club Leader, for up to 2 hours/day for up to 4 days/week at Greenvale Park Elementary, beginning 1/11/2021; \$22.27/hour.
6. John Watkins, Community Services Fall, Winter, & Spring Recreation Site Supervisor, for up to 20 days beginning 1/4/2021 through 5/31/2021; \$14.14/hour.

b) Increase/Decrease/Change in Assignment

1. Lynn Bauman, Assistant Gymnastics Coach, change to Assistant Gymnastics Coach, 50% of hourly position.
2. Danielle Crase, SpEd Teacher-EBD at the High School add ACT Accommodations Coordinator at the High School for up to 20 hours/school year.
3. Doug Davis, Physical Education Teacher at the High School and Head Boys Swim Team Coach, add .5 Assistant Boys Dive Coach; .50 FTE Level E, Step 6.
4. John Sand, 1.0 Physical Education teacher +overload for 2nd semester at the High School, change to 1.0 Physical Education teacher no overload for 2nd semester at the High School.
5. Leah Sand, Physical Education and Health teacher at the High School, add overload in lieu of supervision for 2nd semester 1.0 Physical Education and .2 Health.
6. John Watkins, Community Services Fall, Winter, & Spring Recreation Site Supervisor, add Community Services Basketball Official, beginning 1/4/2021 through 5/31/2021; \$22/game.
7. Travis Wiebe, Science teacher at the High School, add Head Olympic Weightlifting Team Coach, for 2 hours/day for 5 days/week; Level F, Step 1.
8. Brent Yule, Physical Education Teacher at Greenvale Park Elementary, add Assistant Wrestling Coach at the High School, for 2 hours/day for 5 days/week, beginning 1/04/2021; Level E, Step 2.
9. Randy Zick, Basketball Official, add Basketball Official for Community Education, \$22/game.
10. Jordan Harrell, Basketball Official with Community Education, add Program Supervisor at Community Education, effective 2/6/2021 through 5/31/2021; \$12.89/hour.
11. Bridgette Tisdale, teacher at Greenvale Park Elementary, add Targeted Services PLUS Teacher, effective 2/8/2021 through 6/10/2021; \$27.73/hour.

c) Leave of Absence

1. Katie Dahmeh, Educational Assistant EA/PCA at NCEC, unpaid leave of absence from 10/15/2020 through 6/10/2021.

2. Sarah Swan McDonald, Teacher at the High School, leave of absence under the Family/Medical Leave Act, effective January 4, 2021 on an intermittent basis for up to 60 work days.
 3. Gina Swenson, 1st grade Teacher at Sibley Elementary, leave of absence under the Family/Medical leave Act, effective 1/14/2021 through 2/5/2021.
 4. Alicia Veltri, Special Education Teacher at Greenvale Park Elementary, leave of absence under the Family/Medical Leave Act effective on or about May 8, 2021 through the end of the 2020-2021 school year.
 5. Lori Gunderson, CNA at the High School, unpaid leave of absence effective 1/11/2021 through 2/5/2021.
- d) Retirements/Resignations/Terminations
1. Tabatha Lagro, Educational Assistant at Sibley Elementary, resignation effective December 15, 2020.
 2. Robyn Spillman, Educational Assistant at Greenvale Elementary, resignation effective January 1, 2021.

VII. Superintendent's Report

VIII. Items for Information

- A. Enrollment Report. Superintendent Hillmann reviewed the January enrollment report.
- B. Rock N' Roll Revival Update. Rock N' Roll Revival is tentatively scheduled toward the end of the school year. It will be held outdoors and involve a reduced cast.

IX. Future Meetings

- A. Monday, January 25, 2021, 7:00 p.m., Regular Board Meeting
- B. Monday, February 8, 2021, 7:00 p.m., Regular Board Meeting
- C. Monday, February 22, 2021, 7:00 p.m., Regular Board Meeting


X. Adjournment

On a motion by Stratmoen, seconded by Gonzalez-George, the Board approved adjournment by roll call at 10:32 p.m. Voting 'yes' were Baraniak, Butler, Goerwitz, Gonzalez-George, Pritchard, Quinnell and Stratmoen. No one voted 'no'.

Noel Stratmoen
School Board Clerk

DISTRICT OFFICE
201 Orchard Street South
Northfield, MN 55057
PH 507.663.0600 • Fax 507.663.0611
www.northfieldschools.org

TO: Dr. Matt Hillmann, Superintendent

FROM: Val Mertesdorf, Director of Finance 

DATE: January 25, 2021

RE: Board Approval of Financial Reports – August 2020

We request that the Board of Education approve paid bills, payroll, bond payments, electronic funds transfers, investments and financial reports for the month of August 2020.

Bills totaling \$2,545,363.06 were paid in August 2020.

Payroll checks totaling \$2,792,223.40 were issued in August 2020.

No bond payments were paid in August 2020.

At the end of August 2020 Total Cash and Investments amounted to \$44,499,994.08.

Wire transfers initiated by the district during August 2020:

8/25/20	\$2,756,007.83	From MN Trust Bldg Bond to MSDLAF Liquid
	\$300,000.00	From Frandsen General to Frandsen Sweep
	\$400,000.00	From Frandsen Sweep to Frandsen General

The following financial reports for August 2020 are included to show the current cash and investment balances, details of disbursements and electronic funds transfers.

1. Treasurer's Report
2. Disbursement Report

August 2020 Treasurer's Report

FUNDS	BALANCE BEGINNING OF MONTH	RECEIPTS	DISBURSEMENTS	JOURNAL ENTRIES	BALANCE END OF MONTH
GENERAL FUND	12,571,423.51	4,778,316.53	3,117,709.89	(475,321.18)	13,756,708.97 *
FOOD SERVICE	443,344.85	135,779.72	47,568.53	206.04	531,762.08
COMMUNITY ED	293,643.51	144,708.67	255,415.84	(1,755.72)	181,180.62
CONSTRUCTION ACCOUNT	7,455,929.83	180.67	1,090,372.38	3,453,690.09	9,819,428.21
DEBT SERVICE	4,479,510.62	141,227.01	-	-	4,620,737.63
SELF INSURANCE	5,385,056.50	162,983.15	826,519.82	478,920.71	5,200,440.54
TOTALS	30,628,908.82	5,363,195.75	5,337,586.46	3,455,739.94	34,110,258.05
GENERAL FUND INVESTMENT	8,124,933.23	-	-	-	8,124,933.23 *
CONSTRUCTION INVESTMENT	5,683,002.80	-	-	(3,418,200.00)	2,264,802.80
	13,807,936.03	-	-	(3,418,200.00)	10,389,736.03
GRAND TOTALS	44,436,844.85	5,363,195.75	5,337,586.46	37,539.94	44,499,994.08

*General Fund includes Certificate of Deposit amount

Disbursement Report

ISD 659 - Northfield

August 2020

Disbursements:

Bills Paid:

General Fund	\$ 558,713.05	
Food Service Fund	19,547.00	
Community Services Fund	50,210.81	
Construction Fund	1,090,372.38	
Trust & Agency Fund	-	
Self Insurance Fund	<u>826,519.82</u>	
Total Bills Paid		2,545,363.06

Payroll:

General Fund	2,558,996.84	
Food Service Fund	28,021.53	
Community Services Fund	205,205.03	
Trust Fund	-	
Self Insurance Fund	<u>-</u>	
Total Payroll		2,792,223.40

Bond Payments:

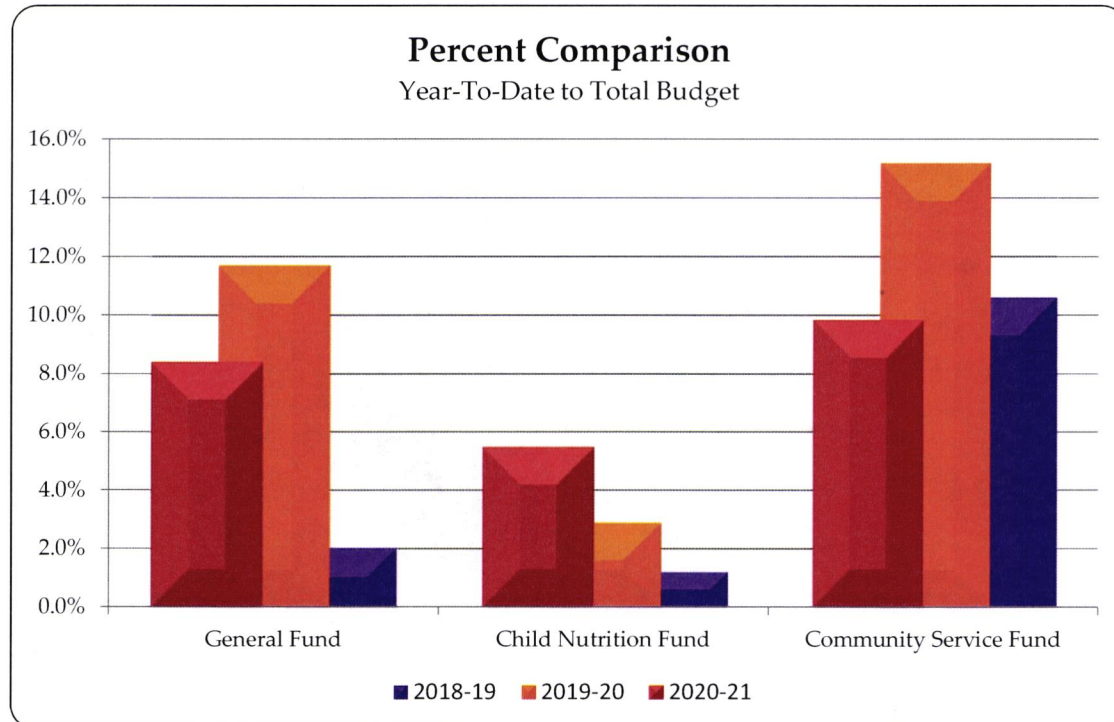
Debt Redemption Fund	<u>-</u>	
Total Bond Payments		<u>-</u>
Total Disbursements		<u><u>\$5,337,586.46</u></u>



STATEMENT OF REVENUES

For the month ended August 31, 2020

Fund	Year-To-Date	Budget	YTD as % of Budget		
			2020-21	2019-20	2018-19
General Fund					
Property Taxes	\$ 114,758	\$ 14,132,124	0.8%	0.7%	0.7%
State Sources	4,578,130	40,310,185	11.4%	11.7%	0.8%
Federal Sources	-	1,389,715	0.0%	55.1%	33.9%
Local Sources	162,645	2,028,278	8.0%	83.2%	19.6%
Total	\$ 4,855,533	\$ 57,860,302	8.4%	11.7%	2.0%
Child Nutrition Fund	\$ 121,638	\$ 2,220,244	5.5%	2.9%	1.2%
Community Service Fund	313,300	3,187,661	9.8%	15.2%	10.6%
Construction Fund	88,761	105,134	84.4%	12.4%	0.0%
Debt Service Fund	296,452	6,210,807	4.8%	4.5%	4.2%
Internal Service Fund	1,002,582	7,547,782	13.3%	3.2%	3.1%
Total All Funds	\$ 6,678,266	\$ 77,131,930	8.7%	10.2%	2.6%

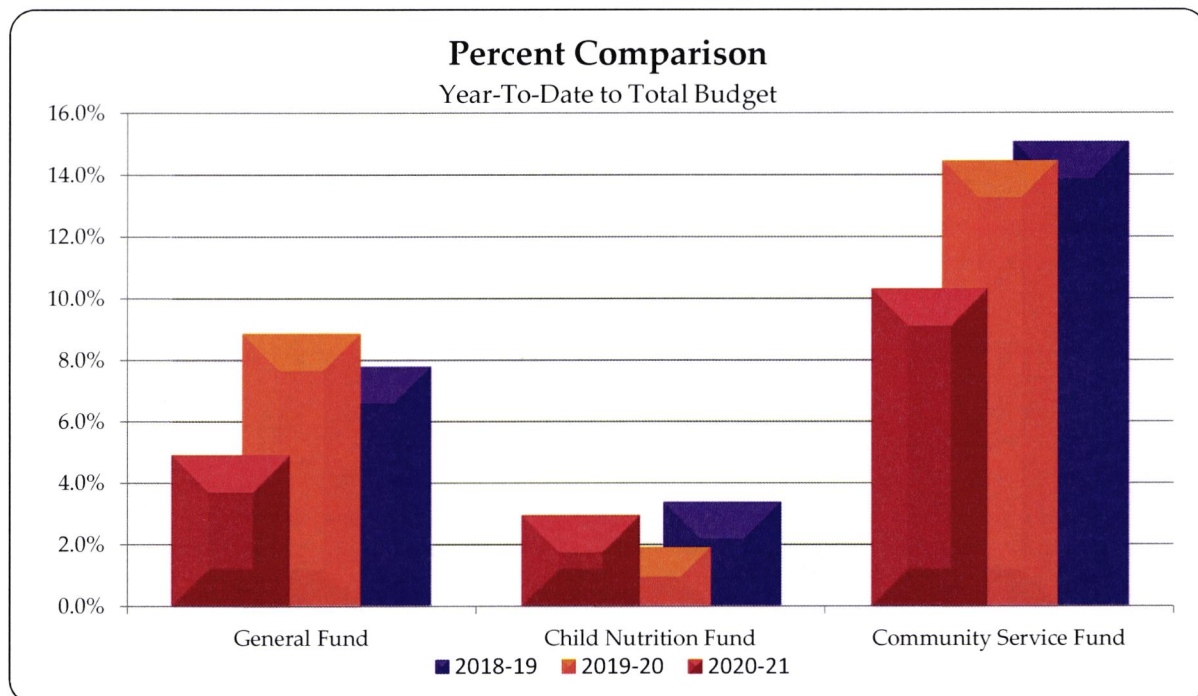




STATEMENT OF EXPENDITURES

For the month ended August 31, 2020

Fund	Year-To-Date	Budget	YTD as % of Budget		
			2020-21	2019-20	2018-19
General Fund					
Salaries	\$ 1,033,767	\$ 34,438,992	3.0%	3.5%	3.6%
Benefits	504,084	12,918,802	3.9%	4.3%	4.5%
Purchased Services	592,486	7,706,644	7.7%	17.7%	20.3%
Supplies & Materials	324,503	2,297,573	14.1%	29.2%	11.8%
Capital Expenditures	439,256	2,639,042	16.6%	76.6%	45.2%
Other Expenses	96,908	726,246	13.3%	21.2%	19.0%
Total General Fund	\$ 2,991,003	\$ 60,727,299	4.9%	8.9%	7.8%
Child Nutrition Fund	\$ 72,425	\$ 2,433,320	3.0%	1.9%	3.4%
Community Service Fund	332,890	3,224,381	10.3%	14.5%	15.1%
Construction Fund	339,533	8,316,866	4.1%	1.1%	0.0%
Debt Service Fund	1,015,763	7,264,675	14.0%	16.2%	7.1%
Internal Service Fund	1,511,279	8,090,343	18.7%	21.1%	18.4%
Total All Funds	\$ 6,262,893	\$ 90,056,884	7.0%	8.1%	9.0%



MEMORANDUM

TO: School Board Members

FROM: Cheryl Hall

DATE: January 11, 2021

RE: Request to hire additional licensed Special Education Staff at Northfield Community Education Center for Early Childhood Special Education

Due to the student increases and program changes at NCEC, I am requesting to temporarily increase the Occupational Therapy FTE from 1.0 to 2.0 for the remainder of the 2020-21 School Year.

This increase is required to provide special education services to support individual student needs as determined by the Individual Education Program Plans (IEP) or Individual Family Service Plan (IFSP) until the end of the school year. This need is due to the enrollment increase since the beginning of the school year for early childhood students who have initially qualified for special education services this fall.. This year we have completed 32 initial evaluations, including some that were on hold from last school year with 30 of these eligible for services. This has impacted our programming with a need to increase the sections in our Special Education Neurobiological (NB) program and ECSE Resource Program that serves our students with the most significant needs of students with disabilities in the categories of Autism, significant communication and social emotional and behavior needs. We have increased from 1.5 sections to 4 sections that are now reaching capacity. The district workload limits for OTs are also a factor in the decision for this request. The NCEC OT serves children birth through age 5. The Birth to age 3 services are required to be provided 12 months out of the year. The NCEC OT Serves 65 children currently with additional children in evaluation. The Average OT workload is typically 40-45, based on Regional and State averages.

This request will not impact future Special Education Budgets and Maintenance of Effort as outlined in the presentation. This increase will allow the district to compensate for unintended Special Education reductions the district has made due to the pandemic and implementation of the safe schools plans. Reductions occurred due to the reassignment of special education staff to child care, not filling positions due to changes in our learning models such as: Portage Online Learning Program, Secondary hybrid learning model and eventually the entire district to move to Distance Learning beginning in mid

November. Any identified needs beyond this school year will be considered in the 2021-22 Special Education Budget Process.

The total projected cost of salary Salary \$29,620 and benefits is \$12,955 for a Total of \$42,575 with approximately 55% of the salary reimbursed through special education revenue for a net cost of \$26,284.

Building	Position	FTE	Rationale
Northfield Community Education Center / ECSE Program	Occupational Therapist	1.0	Meet Workload Requirements Meet Maintenance of Effort due to Pandemic

MEMORANDUM

TO: Dr. Matt Hillmann, Superintendent

FROM: Molly Viesselman, Director of Human Resources

DATE: January 19, 2021

RE: Pay Equity Report

The District is required to file a Pay Equity Report with the State in January, 2021. The Pay Equity Law has been in place in Minnesota since 1984 and is for the protection of females.

There are three statistical tests the District must pass in order to be determined 'in compliance',

The Pay Equity software indicates that the District is passing two of the tests, and still failing the third:

Statistical Analysis Test: (based on the Maximum Salary Column): the District's result is 71.82% (you must achieve 80% or higher) so this result is **FAILING**. However, the T-Test determines whether the failure is statistically significant or not.

The District's Degree of Freedom is 625 and the Value of T is 0.595. The Value of T must be 1.645 or lower, so this is **PASSING**

Salary Range Test: (based on the 'Years to Max' column which indicates the number of Steps) -the District's result is 67.95% (you must achieve 80% or higher), so this is **FAILING**.

Exceptional Pay Test: (based on the 'Exceptional Service Pay' column which indicates how many classes have someone receiving Longevity pay). The District's result is 101.06% (you must achieve either 0% because less than 20% of male classes receive this pay **OR** 80% or higher) which is **PASSING**

When the District receives formal notice from the State that it has failed the Salary Range Test, we will be submitting a formal 'Request for Reconsideration of Pay Equity Non-Compliance' with the Minnesota Management & Budget Department who has responsibility for oversight of the Pay Equity Law.

It is my belief that the District's failure to pass this test is due to the fact that the teacher master agreement has 15 Steps and because the reporting guidelines for pay equity require that positions that are part of the teacher master agreement but are not 'teachers' must be reported separately. These positions (counselor, media specialist, social worker, speech pathologist, school psychologist etc.) are currently female classes. The number of female classes with 15 steps raises the average number of steps for female classes overall compared to male classes.

It is our intent to show that the reason for a higher average number of steps for female classes is due to the teacher's salary schedule influencing the Salary Range Test and reflects the difference for certified and

non-certified positions and is not due to whether a position is female dominated (at least 70% female incumbents) or male dominated (at least 80% male incumbents)

If the certified positions are removed before determining the result of this test, the District's result would be 119.05% and therefore would indicate 'passing'

Pay Equity Implementation Report

Part A: Jurisdiction Identification

Jurisdiction: ISD No. 659 - Northfield
201 Orchard St,

Northfield, MN 55057

Jurisdiction Type: School

Contact: Molly Viesselman

Phone: (507) 663-0624

E-Mail: mviesselman@northfiel
dschools.org

Part B: Official Verification

1. The job evaluation system used measured skill, effort responsibility and working conditions and the same system was used for all classes of employees.

The system used was: Consultant

Description:

Decision Band Method

2. Health Insurance benefits for male and female classes of comparable value have been evaluated and:

There is no difference and female classes are not at a disadvantage.

3. An official notice has been posted at:

Staff Break/Lunch Room all buildings

(prominent location)

informing employees that the Pay Equity Implementation Report has been filed and is available to employees upon request. A copy of the notice has been sent to each exclusive representative, if any, and also to the public library.

The report was approved by:

School Board

(governing body)

Julie Pritchard

(chief elected official)

Board Chair

(title)

Part C: Total Payroll

\$35125083.95

is the annual payroll for the calendar year just ended December 31.

- ☒ [X] Checking this box indicates the following:

- signature of chief elected official
- approval by governing body
- all information is complete and accurate, and
- all employees over which the jurisdiction has final budgetary authority are included

Date Submitted: 1/15/2021

Job Class Data Entry Verification List

Case: 2021DATA

ISD No. 659 - Northfield

LGID: 1741

Job Nbr	Class Title	Nbr Males	Nbr Females	Non- Binary	Class Type	Jobs Points	Min Mo Salary	Max Mo Salary	Yrs to Max Salary	Yrs of Service	Exceptional Service Pay
1	Child Nutrition Associate I	1	13	0	F	625	3260.00	3520.00	1.00		Longevity
2	DeliveryDriver/FloatingCustodi	1	0	0	M	875	3192.00	3480.00	5.00		Longevity
3	EducAsstSupervisory/GenEd	1	2	0	B	875	2554.00	2750.00	4.00		Longevity
4	Community Serv Site Asst	7	31	0	F	875	2366.00	2596.00	4.00		
5	Child Nutrition Associate II	0	6	0	F	875	3433.00	3693.00	1.00		Longevity
6	Volunteer Coordinator	1	1	0	B	1125	2996.00	3300.00	4.00		
7	Custodian	12	3	0	M	1125	3192.00	3480.00	5.00		Longevity
8	Child Nutrition Associate III	0	6	0	F	1125	3724.00	3984.00	1.00		Longevity
9	Educ Asst Media	0	5	0	F	1125	2677.00	2898.00	4.00		Longevity
10	Office Generalist	1	0	0	M	1125	3329.00	3601.00	5.00		
11	Auditorium Technician	2	1	0	B	1875	4073.00	4073.00	1.00		
12	Security Monitor	0	1	0	F	1875	3865.00	3865.00	1.00		
13	Custodian Engineer	8	0	0	M	1875	3315.00	4234.00	5.00		Longevity
14	Early Venture Asst Teacher	0	1	0	F	2125	2690.00	3170.00	6.00		
15	Educ Asst Instruc/Gen Ed	2	8	0	F	2125	2677.00	2898.00	4.00		Longevity
16	Early Venture Teacher	0	13	0	F	2375	2882.00	3362.00	6.00		
17	Office Specialist	0	10	0	F	2375	3521.00	3799.00	5.00		Longevity
18	Educ Asst PersonalCareAsst	4	95	0	F	2375	2781.00	3000.00	4.00		Longevity
19	EarlyChildhoodOutreachSpec	0	1	0	F	3250	3447.00	3447.00	1.00		
20	TargetedServEnrichCoord/Club	2	4	0	B	3875	3859.00	3859.00	1.00		
21	Child Nutrition Manager I	0	3	0	F	3875	3932.00	4192.00	1.00		Longevity
22	Administrative Support Asst	0	13	0	F	3875	3646.00	3917.00	5.00		Longevity
23	Accounting Gen/Spec Payroll	0	3	0	F	3875	3646.00	3917.00	5.00		Longevity
24	Ventures Site Leader	0	3	0	F	4125	3459.00	3939.00	6.00		
25	HR Generalist/Specialist	0	3	0	F	4125	3646.00	3917.00	5.00		
26	Child Nutrition Manager II	0	2	0	F	4125	3989.00	4249.00	1.00		Longevity
27	Elementary Head Custodian	3	1	0	B	4125	4833.00	5286.00	6.00		Longevity
28	AsstGroundskeeper/FloatingSub	1	0	0	M	4375	4598.00	4764.00	4.00		Longevity
29	Cultural Liaison	1	0	0	M	4375	5381.00	5764.00	4.00		
30	Information Systems Specialist	0	1	0	F	4750	6066.00	6232.00	4.00		Longevity
31	Building Nurse	0	5	0	F	5333	5506.00	6591.00	4.00		Longevity
32	Technology Specialist	2	1	0	B	5333	5001.00	5170.00	4.00		

Job Class Data Entry Verification List

Case: 2021DATA

ISD No. 659 - Northfield

LGID: 1741

Job Nbr	Class Title	Nbr Males	Nbr Females	Non- Binary	Class Type	Jobs Points	Min Mo Salary	Max Mo Salary	Yrs to Max Salary	Yrs of Service	Exceptional Service Pay
33	Secondary Head Custodian	2	0	0	M	5333	4956.00	5445.00	6.00		Longevity
34	Admin Asst to Superintendent	0	1	0	F	5333	6078.00	6327.00	4.00		
35	Parent Educator-ECFE	0	3	0	F	5667	4882.00	9161.00	15.00		Longevity
36	Network Manager	1	0	0	M	5667	7393.00	7561.00	4.00		Longevity
37	YouthDev/Recr/Enrich Coord	0	3	0	F	5667	5076.00	5369.00	4.00		
38	CommunitySchool Coordinator	0	2	0	F	5667	3937.00	4289.00	4.00		
39	Master Electrician	1	0	0	M	5667	7162.00	7287.00	4.00		Longevity
40	Network Assistant	1	0	0	M	5667	5892.00	6060.00	4.00		
41	District Maint/GrdsCoordinator	2	0	0	M	5667	5509.00	5866.00	4.00		Longevity
42	ADSIS Interventionist	1	4	0	F	6000	4882.00	9161.00	15.00		Longevity
43	Work Experience Coordinator	1	0	0	M	6000	4882.00	9161.00	15.00		
44	Special Education Teacher	6	48	0	F	6000	4882.00	9161.00	15.00		Longevity
45	School Social Worker	0	6	0	F	6000	4882.00	9161.00	15.00		Longevity
46	Physical Therapist	0	1	0	F	6000	4882.00	9161.00	15.00		Longevity
47	Pre-K12 Systems&InstrCoach	0	3	0	F	6000	4882.00	9161.00	15.00		Longevity
48	Media Specialist	0	2	0	F	6000	4882.00	9161.00	15.00		Longevity
49	Licensed Teacher K-12	64	170	0	F	6000	4882.00	9161.00	15.00		Longevity
50	Autism Resource Specialist	0	1	0	F	6000	4882.00	9161.00	15.00		Longevity
51	EarlyChildhood/VenturesCoord	0	2	0	F	6333	5644.00	5972.00	4.00		
52	School Counselor Secondary	1	4	0	F	6333	4882.00	9161.00	15.00		Longevity
53	Occupational Therapist	0	3	0	F	6333	4882.00	9161.00	15.00		
54	Educ Speech&Lang Pathologist	1	7	0	F	6333	4882.00	9161.00	15.00		Longevity
55	Director of Child Nutrition	0	1	0	F	6333	7800.00	8299.00	4.00		
56	Assistive TechnologySpecialist	0	1	0	F	6333	4882.00	9161.00	15.00		Longevity
57	School Psychologist	0	5	0	F	6750	4882.00	9161.00	15.00		
58	Licensed PublicSchoolNurse	0	1	0	F	6750	4882.00	9161.00	15.00		
59	Director Technology Services	0	1	0	F	7667	9235.00	9648.00	4.00		
60	Director Student Activities	1	0	0	M	7667	9235.00	9648.00	4.00		
61	Director Buildings & Grounds	1	0	0	M	7667	9081.00	9493.00	4.00		
62	Director ALC	1	0	0	M	7667	10441.0	10908.00	4.00		

0

Job Class Data Entry Verification List

Case: 2021DATA

ISD No. 659 - Northfield

LGID: 1741

Job Nbr	Class Title	Nbr Males	Nbr Females	Non- Binary	Class Type	Jobs Points	Min Mo Salary	Max Mo Salary	Yrs to Max Salary	Yrs of Service	Exceptional Service Pay
63	Assistant Secondary Principal	1	0	0	M	7667	12173.0 0	12822.00	4.00		
64	Assistant Secondary Principal	1	1	0	B	7667	12588.0 0	13238.00	4.00		
65	Assistant Director Special Ser	0	1	0	F	7667	10660.0 0	11072.00	4.00		
66	Director Comm Educ & Community	0	1	0	F	8000	10849.0 0	11261.00	4.00		
67	Elementary School Principal	2	1	0	B	8333	12874.0 0	13474.00	4.00		Longevity
68	Middle School Principal	1	0	0	M	8750	13117.0 0	13717.00	4.00		Longevity
69	High School Principal	1	0	0	M	9250	13363.0 0	13963.00	4.00		Longevity
70	Director of Human Resources	0	1	0	F	9750	10660.0 0	11072.00	4.00		
71	Director of Finance	0	1	0	F	9750	10660.0 0	11072.00	4.00		
72	Director of Instructional Servi	0	1	0	F	9750	11615.0 0	12027.00	4.00		
73	Director of Special Services	0	1	0	F	9750	11615.0 0	12027.00	4.00		
74	Superintendent	1	0	0	M	11250	14732.0 0	14732.00		4.00	

Job Number Count: 74