

INDEPENDENT SCHOOL DISTRICT NO. 659  
REGULAR SCHOOL BOARD MEETING  
Monday, April 26, 2021 ~ 7:00 p.m.  
Northfield District Office Boardroom  
Zoom Live Meeting Link: <https://bit.ly/32If4cd>

**AGENDA**

- I. Call to Order
- II. Agenda Approval/Table File
- III. Public Comment
- IV. Announcements and Recognitions
  - A. Certificate Presentation to District Youth Council Seniors
- V. Items for Discussion and Reports
  - A. High School Raider Mascot Options
  - B. Dissolution of Boys Swim/Dive Cooperative Sponsorship
  - C. Proposed 2021-2022 General Fund Budget
  - D. COVID-19 Response and Operations Update
- VI. Committee Reports
- VII. Consent Agenda
  - A. Approval of Minutes
  - B. Gift Agreement
  - C. Personnel Items
- VIII. Superintendent's Report
  - A. Items for Individual Action
    - 1. Policy Approval
- IX. Items for Information
  - A. National Teacher Appreciation Week is May 2 - 8, 2021
  - B. Board Packet Format
  - C. Graduation Update
- X. Future Meetings
  - A. Monday, May 10, 2021, 7:00 p.m., Regular Board Meeting, Northfield DO Boardroom
  - B. Monday, May 24, 2021, 7:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- XI. Adjournment

# NORTHFIELD PUBLIC SCHOOLS

## MEMORANDUM

Monday, April 26, 2021 ~ 7:00 p.m.  
Northfield District Office Boardroom  
Zoom Link: <https://bit.ly/32If4cd>

**TO: Members of the Board of Education**  
**FROM: Matthew Hillmann, Ed.D., Superintendent**  
**RE: Explanation of Agenda Items for Monday, April 26, 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, April 26, 2021 as follows:

[info@northfieldschools.org](mailto: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

A. Certificate Presentation to District Youth Council Seniors

The school board will recognize senior members of the District Youth Council and present each senior with a certificate of appreciation.

V. Items for Discussion and Reports

A. High School Raider Mascot Options

High School Principal Joel Leer and Activities Director Joel Olson will present three final Raider mascot options to the board for review. The mascot options will be shared during the meeting and not included in the packet. The narrative from the March 8 presentation is included for your review. The board will be asked to approve the updated Raider mascot at the next board meeting.

B. Dissolution of Boys Swim/Dive Cooperative Sponsorship

Director of Student Activities Joel Olson recommends the dissolution of the boys swim/dive cooperative sponsorship with Randolph Independent School District 195 beginning with the 2021-2022 school year. The governing boards of each participating school must jointly make an application for dissolution of cooperative sponsorship to the Minnesota State High School League. Approval of this dissolution will be an item for individual action at the next board meeting.

C. Proposed 2021-2022 General Fund Budget

Director Mertesdorf will present the Proposed 2021-2022 General Fund Budget. Included in the Board materials are the assumptions and parameters for revenues and expenditures used to develop the budget. No action is required at this meeting.

D. COVID-19 Response and Operations Update

Superintendent Hillmann will provide 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.

VI. Committee Reports

Board member Claudia Gonzalez-George will provide an update on TORCH.

VII. Consent Agenda

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

A. Minutes

- Minutes of the Regular School Board meeting held on April 12, 2021

B. Gift Agreement

- \$1,000.00 from Lois & Noel Stratmoen for Stratmoen Family Scholarships
- \$1,000.00 from Jan Burry for TORCH Scholarship
- \$1,000.00 from Evelyn Burry for TORCH Scholarship

C. Personnel Items

a) Appointments

1. Nicholas Albright, Spring Recreation Position for 2 hours/day Monday-Thursday with Community Education, beginning 4/19/2021-5/31/2021; \$10.89/hr.
2. Eugene Benhart, Special Ed EA-PCA for 6.75 hours/day at the Middle School, beginning 4/26/2021; Step 3-\$16.75/hr.
3. MaryKatherine Deschamp, Spring Recreation Position for 2 hours/day Monday-Thursday with Community Education, beginning 4/19/2021-5/31/2021; Supervisor \$12.89/hr., General Hire \$12.00/hr.
4. MaryKatherine Deschamp, Recreation Programming Summer Intern for 25 hours/week Monday-Friday with Community Education, beginning 5/26/2021-8/31/2021; \$14.38/hr.
5. Sam Healy, 1.0 FTE Elementary K-5 Teacher at Sibley, beginning 8/30/2021; MA+40, Step 10.
6. Sydney Heil, 1.0 FTE Elementary K-5 Teacher at Sibley, beginning 8/30/2021; BA, Step 1.
7. Megan Kremin, 1.0 FTE Early Childhood Special Education Teacher at the NCEC, beginning 7/1/2021; MA, Step 5.
8. Lauren Moravchik, Summer Aquatics Instructor with Community Education, beginning 6/14/2021-8/31/2021; General \$11.25/hr. Supervisor \$11.89/hr., LG \$11.39/hr., WSI \$12.39/hr.
9. Bailey Sauve, Spring Recreation Position with Community Education, beginning 4/19/2021-5/31/2021; \$10.08/hr.
10. Mackenzie Schewe, 1.0 FTE Long Term Substitute General Education EA and Early Ventures Assistant Teacher at GVP/NCEC, beginning 5/10/2021-5/28/2021; Gen Ed EA-Step 1-\$15.45/hr. and EV Asst. Teacher-Step 1-\$15.52/hr.

b) Increase/Decrease/Change in Assignment

1. Samantha Becker, Gen Ed EA for 33 hours/week at the Middle School, change to Gen Ed EA for 37.5 hours/week at the Middle School, effective 3/29/2021.
2. Flavia Berg, ECFE Teacher Screener at the NCEC, add LTS Early Childhood Teacher for 4 hours/day at the NCEC, effective 6/1/2021-6/10/2021.
3. Camila Donoso, 1.0 FTE School Psychologist at the High School; MA+30 Step 5, change to 1.0 FTE Psychometrist at the High School, effective 4/14/2021, \$39.73/hr.
4. Janet Gannon, Gen Ed EA for 33 hours/week at the Middle School, change to Gen Ed EA for 33.75 hours/week at the Middle School, effective 3/29/2021.
5. Melanie Klein, Special Education Teacher, NB at Sibley, change to Special Education Teacher, LI at Sibley, effective 8/30/2021.
6. Chris O'Neill, 1.0 FTE Grade 6 Social Studies Teacher at the Middle School, change to 1.0 FTE Grade 7 Social Studies Teacher at the Middle School, effective 8/30/2021.
7. Heidi Peterson, Special Ed EA for 2.25 hours/day and Gen Ed EA for 3.75 hours/day at Greenvale Park, change to Special Ed EA for 2.75 hours/day and Gen Ed EA for 3.25 hours/day at Greenvale Park, effective 4/19/2021-6/10/2021.
8. Deborah Wagner, MS Volleyball Coach/Substitute, add Gen Ed EA-Move 5 for 6.5 hours/day at Bridgewater, effective 4/12/2021-6/10/2021.

c) Leave of Absence

1. Updated-Pam Moening, Occupational Therapist at the NCEC, Family/Medical Leave of Absence, beginning on 4/6/2021-4/23/2021.

d) Retirements/Resignations/Terminations



1. Kari Engle, EA at Greenvale Park, resignation effective at the end of the 2020-2021 school year but will continue as a substitute.
  2. Mary Hansen, Administrative Assistant with Community Education, retirement effective 6/30/2021.
  3. Jim Kulseth, Director of Building and Grounds, retirement effective 7/31/2021.
  4. Heidi Melnychuk, EA at the High School, resignation effective 4/29/2021.
  5. Lee Murray, EA at Bridgewater, retirement effective at the end of the 2020-2021 school year.
  6. Johan Ponciano Conde, EA at the High School, resignation effective 4/30/2021.
  7. Rose Turnacliff, Teacher at the Middle School, retirement effective at the end of the 2020-2021 school year.
- e) Advancement of Probationary Licensed Staff  
Advancement of Licensed Staff to Tenure Status for 2021-2022  
 Bloom, Sarah; Dickerson, Thomas; Dunkelberger, Brent; Gross, Lydia; Haley, Paige; Johnson, Erin; Johnson, Kristin; Lynch, Angela; Medin, Kimberly; Mikulski, McKenzie; Miller Gordinier, Leslie; Rolling, Rachel; Rose, Heather; Roth, Melissa; Rudebusch, Lee; Russell, Deborah; Mollie Schwartz; Thompson, Jon (.40 FTE)  
Advancement of Licensed Staff to Third Year Probationary Status for 2021-2022  
 Holland, Cara; Leaphart, Ada; Mathews, Makenzie; Musicant, Elizabeth; Sherman, Michael; Toure-Keita, Maimouna  
Advancement of Licensed Staff to Second Year Probationary Status for 2021-2022  
 Legros, Marckeliene; Richardson, Andrew; Robertson, Caitlin; Selwan, Bernard

\*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. Policy Approval. The board is requested to approve policies 430 and 436, and to accept the policy committee's recommendation to sunset policy 439.

**Superintendent's Recommendation:** Motion to approve policies 430 and 436, and to sunset policy 439.

## IX. Items for Information

- A. National Teacher Appreciation Week is May 2 - 8, 2021. Teacher Appreciation Week is celebrated in the first full week of May and is our chance to say thank you to those that play or have played such a huge role in our lives. Teacher Appreciation Day is Tuesday, May 5, and we recognize the dedicated educators across the country, in our state, and in our district, and the lasting contributions they make to our lives.
- B. Board Packet Format. We will begin the transition to online board packets with the May 10, 2021 board meeting.
- C. Graduation Update. ALC graduation is scheduled at 3:30 p.m., Thursday, June 3, in the green space on the east side of the Northfield School District Office and Area Learning Center. Northfield High School's graduation is scheduled at 2:00 p.m. on Sunday, June 6, at Memorial Field. In case of inclement weather, graduation will be Monday, June 7 at 6:30 p.m.

## X. Future Meetings

- A. Monday, May 10, 2021, 7:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- B. Monday, May 24, 2021, 7:00 p.m., Regular Board Meeting, Northfield DO Boardroom

## XI. Adjournment



**Summary:** This report provides an update on the work of a committee of staff, administration, students, alumni, and community stakeholders to refresh the Raider Mascot as directed by the Northfield School Board.

### **Premise**

Northfield School Board voted to refresh the current Raider mascot logo, and directed high school administration to initiate the process of establishing an updated Raider logo. The three main steps in that process are:

1. Soliciting design options from interested stakeholders from across the Northfield community and student body.
2. Gathering a team of students, staff, parents, and community members to review the designs and determine a set of "finalists" from which the new Raider logo will be selected.

To follow the interests of the board in making this decision, all designs were required to follow these parameters:

The logo:

1. Will not be a specific person, but an embodiment of the townspeople who defended against the James/Younger gang.
2. Cannot include any weapon or weapons.
3. Must be relatively simple to recreate.
4. Needs to appropriately represent both male and female students.
5. May include a background.

### **Progress**

Twenty proposed designs were submitted to NHS administration for review. Those designs were brought to a committee of staff, administration, students, alumni, and community stakeholders to review and determine a final three. Those three designs will be "polished" by members of the team at Neuger Communications in preparation for the student body vote. This vote will be understood by the students as an "advisory" vote. The Northfield School Board will review the student vote data as well as the three final designs, and use that data along with administrative input on the process to approve the new logo.

### **Timeline**

Timeline & Submission Details:

1. All eligible designs were received prior to the deadline of **January 15th, 2021**.
2. Review committee reviewed designs and determined the final three logo finalists on Friday, February 26th.
3. Final designs have been submitted to Neuger Communications for "polishing."
4. Reveal and approval of the updated Raider logo will occur at the Northfield School Board's first April meeting.

**Minnesota State High School League**  
2100 Freeway Blvd., Brooklyn Center, MN 55430-1735  
763-560-2262, Fax: 763.569.0499

**Application for DISSOLUTION of Cooperative Sponsorship**

**Deadline: Not later than the first day of practice for that sport season.**

PLEASE SEE BYLAW 403.2 (A-C) and 403.4 (A-D) (amended May 15, 2017) FOR INFORMATION REGARDING REQUIRED DOCUMENTATION  
AND APPLICATION PROCEDURE

The governing boards of each participating school must jointly make an application for dissolution of cooperative sponsorship.

On behalf of the following schools, we hereby apply for dissolution of the cooperative sponsorship of

**Boys' Swim/Dive** beginning with the **2021 - 2022** school year.  
(activity) (boys' or girls')

List **ALL** schools included in the cooperative sponsorship. *Attach another form if necessary.*

	School	City
High School #1:	Northfield HS	Northfield, MN
High School #2:	Randolph HS	Randolph, MN

1. Has the school board of each member school of the existing co-op approved a resolution to dissolve the co-op?

- X **Yes** A copy of the resolution approved by the school board of each member school, stating the reason to dissolve the co-op, MUST be included with this application.
- ☐ **No** DO NOT SUBMIT this application until a resolution, stating the reason to dissolve the existing co-op, has been approved by the school board of each member school.

2. Please circle appropriate letter.

	Member School			Reason for the Dissolution	
High School #1	A	(B)	C	A.	Our school is dropping the activity.
High School #2	(A)	B	C	B.	Our school will sponsor this activity without a cooperative sponsorship.
High School #3	A	B	C	C.	Our school will sponsor this activity as part of a new cooperative sponsorship. Please submit an Application for Cooperative Sponsorship for the new co-op.
High School #4	A	B	C		

**Signature of the person duly authorized by the member school to act on behalf of the member school.**

High School #1:

\_\_\_\_\_  
Designated School Representative

\_\_\_\_\_  
Title of the Designated School Representative

High School #2:

\_\_\_\_\_  
Designated School Representative

\_\_\_\_\_  
Title of the Designated School Representative

High School #3:

\_\_\_\_\_  
Designated School Representative

\_\_\_\_\_  
Title of the Designated School Representative

High School #4:

\_\_\_\_\_  
Designated School Representative

\_\_\_\_\_  
Title of the Designated School Representative

**Official Action of the MSHSL Board of Directors**

- ☐ Approved ☐ Not Approved

Signature:

MSHSL Executive Director

Date:





## General Fund | Proposed Budget | 2021-22

Val Mertesdorf, Director of Finance

*Presented to the Board on 4.26.2021*

**Enrollment:** Enrollment drives roughly 65% of our total revenue. As you are aware, our enrollment this year declined by approximately 65 students from our original projection. This decline was on top of a projected decline in enrollment. For the proposed 2021-22 general fund budget we are projecting that approximately half of the students who left the district will return in the fall. Consistent with our demographic study, our elementary enrollment (K-6) is declining while our secondary enrollment (7-12) has been increasing. Since we use the cohort survival methodology, the decline in elementary that we have seen will start impacting our secondary projections. The state uses our adjusted pupil counts and weighs each student based on their grade level. This weighted calculation is called Adjusted Pupil Units or APU. Kindergarten through grade 6 earn 1.0 and grades 7-12 earn 1.2. The enrollment projection looks at historical trends and birth rates. The proposed budget assumes 4,196.35 adjusted pupil units for the 2021-22 school year.

**Revenue Assumptions:** The basic formula generates approximately 55% of our total revenue. We are projecting the basic formula to increase 0.5% from \$6,567 to \$6,600 per pupil unit. The favorable February forecast provided hope for a larger increase, but we will budget conservatively until the legislature finalizes their budget. This is our largest source of revenue. To put this into context a projected \$33 increase per adjusted pupil unit generates \$138,480 for the district. A 2% increase would generate \$131 per adjusted pupil unit or \$549,722.

We also receive other state aids and categorical funding. The most notable being compensatory revenue which is a calculation that provides additional funding based on a building's free and reduced lunch count concentration. Historically, we have received about \$1 million dollars. Throughout the pandemic, the federal government provided free meals for all students. Unfortunately, this meant less families felt the need to apply for meal benefits which affects our compensatory calculation. The current projection for 2021-22 is \$609,000.

Our operating referendum includes an inflationary increase. We already know how much revenue we will receive from property taxes due to the timing of the levy certification in December. This proposed budget includes \$1.165M of ESSER II funding. Local sources of revenue are showing a decline primarily related to an anticipated reduction in interest revenue. We are also making an assumption that participation and admissions will not be back to pre-Covid numbers.

The proposed revenue for 2021-22 is \$57,741,045. This is slightly higher than the amount forecasted in January, due to the revised special education aid calculation.

**Expenditure Assumptions:** Salaries are projected to have an aggregate increase of 1.9%; this is a combination of settled agreements as well as assumptions for the upcoming negotiations. Benefits are projected to increase by approximately 1.8%, primarily due to the increased salary budget, and the .21% increase to our employer TRA contribution. We are also anticipating an increase in the district's contribution towards health insurance due to the premium increase we implemented.

We are also expecting a significant invoice from the State of MN for our unemployment expenditures. Historically, we averaged less than \$5,000 annually in unemployment. For calendar year 2020, our total expenditures were \$158,880. There is federal relief for this bill so we have not had to pay the State anything yet. Our current projected invoice for 2020 after the relief funds are applied is approximately \$74,500. There is potential for some state relief aid but we do not have a calculation for that amount. We are able to levy for all unemployment expenses, but due to the timing this will be a year behind when we incur the expenditure.

Our non-salary budgets have remained relatively consistent. You will notice significant declines in the supplies and capital outlay categories. This is related to one time expenditures from the Coronavirus Relief Funds (CRF) that we received this past year as well as the one time LTFM funds we used to supplement the construction projects. We will



also be issuing a request for quotes for transportation services since our agreement with Benjamin Bus expires this summer.

The proposed expenditures for 2021-22 are \$59,892,883.

**Summary:** When all the assumptions come together we are proposing a general fund budget with revenues of \$57.7 million and expenditures of \$59.9 million. We expect to decrease the unassigned fund balance by nearly \$2.6 million dollars. We are projecting to end fiscal year 2021-22 with 14.44% unassigned fund balance which is below the Board's recommended goal of 16%. This projection is consistent with what has been presented the past two years. We will begin preparing this fall to run a budget prioritization process to ensure a balanced budget for 2022-23.

As always, the budget is an estimate and a plan of how we intend to spend our resources. Stewardship is a core belief in this district. We are in a much stronger financial position than many other districts. Our financial cycle will allow us to monitor and respond to the changing enrollment and increased expenditures in a thoughtful, proactive manner. We are incredibly grateful to this community for believing in our stewardship and our programming enough to have not only renewed but also increased the operating referendum. We have been and will continue to be good stewards of the resources entrusted to us.

# 2021-22 Proposed Budget

## GENERAL FUND



# Enrollment Projections

Adjusted Pupil Units							
Year	Pre-K	KG	1-3	4-6	7-12	Total	APU
2017-18	39.30	273.00	807.10	922.90	2,001.80	4,044.10	4,444.46
2018-19	41.21	248.38	797.56	911.04	2,051.84	4,050.03	4,460.40
2019-20	42.81	246.52	764.36	892.76	2,072.59	4,019.04	4,433.56
2020-21#	39.43	203.60	748.31	856.83	2,096.09	3,944.26	4,363.48
2021-22#	39.03	238.90	690.00	774.90	2,044.60	3,787.43	4,196.35
2022-23#	39.58	236.40	687.10	764.70	2,038.00	3,765.78	4,173.38
2023-24#	40.05	215.80	719.20	713.20	1,978.80	3,667.05	4,062.81

# - Estimated Enrollment



# Revenue Assumptions

- **State Sources**

- 0.5% increase in basic revenue (\$6,600 per APU)
- Enrollment – decline
- Special Education
- Decrease in compensatory

- **Property Taxes**

- Operating referendum inflationary increase
- Revenue known, certified levy in December

- **Federal Sources**

- Includes ESSER II Funds, but not ESSER III

- **Local Sources**

- Decrease in projected interest
- Assumes admissions/participation is not back to pre-Covid numbers

# Revenue Summary

	<b>2018-19 AUDIT RESULTS</b>	<b>2019-20 AUDIT RESULTS</b>	<b>2020-21 REVISED BUDGET</b>	<b>2021-22 PROPOSED BUDGET</b>
Property Taxes	\$ 13,573,959	\$ 13,865,817	\$ 14,132,124	\$ 14,528,579
State Sources	\$ 38,699,985	\$ 39,595,228	\$ 39,993,787	\$ 39,321,725
Federal Sources	\$ 1,501,946	\$ 1,428,206	\$ 2,492,466	\$ 2,639,748
Local Sources	\$ 1,781,576	\$ 2,646,723	\$ 1,565,993	\$ 1,250,993
Total	\$ 55,557,466	\$ 57,535,974	\$ 58,184,370	\$ 57,741,045

# Expenditure Assumptions

- Salaries
  - 1.9% aggregate increase
  - Entering negotiations with the Northfield Education Association
  - Impact of early retirement incentive
- Benefits
  - 1.8% aggregate increase
  - 0.21% increase in TRA (2.7% increase in addition to salary increases)
  - Anticipated increase in health contribution
  - Anticipated increase in unemployment expenditures





# Expenditure Assumptions

- Non-Salary & Other Operational
  - Transportation agreement up for renewal
  - Utilities – increase for City franchise fee implementation
  - Building discretionary – per pupil allocation
- Fund Balance Goal = 16% of total expenditures

(Pictures taken prior to mask mandate)



# Expenditures by Program

	2018-19 AUDIT RESULTS	2019-20 AUDIT RESULTS	2020-21 REVISED BUDGET	2021-22 PROPOSED BUDGET
ADMINISTRATION	\$ 1,824,720	\$ 1,924,478	\$ 1,999,763	\$ 2,006,670
DISTRICT SUPPORT	\$ 1,482,851	\$ 1,530,980	\$ 1,451,382	\$ 1,573,951
SERVICES				
REGULAR	\$26,412,472	\$26,566,921	\$29,573,322	\$29,795,863
INSTRUCTION				
VOCATIONAL	\$ 301,656	\$ 305,699	\$ 352,395	\$ 363,989
INSTRUCTION				
SPECIAL EDUCATION	\$10,951,009	\$11,170,887	\$11,284,123	\$11,722,992
INSTRUCTIONAL				
SUPPORT	\$ 2,891,269	\$ 3,137,089	\$ 3,343,722	\$ 3,113,564
PUPIL SUPPORT	\$ 4,308,967	\$ 4,378,502	\$ 4,536,649	\$ 4,534,349
SITE & BUILDINGS	\$ 4,338,552	\$ 4,220,878	\$ 5,018,130	\$ 4,892,314
FISCAL & OTHER				
FIXED COSTS	\$ 138,065	\$ 213,267	\$ 222,900	\$ 222,900
CAPITAL OUTLAY	\$ 2,608,975	\$ 3,032,575	\$ 2,291,572	\$ 1,666,291
TOTAL	\$55,258,536	\$56,481,276	\$60,073,958	\$59,892,883

# Expenditures by Object

	2018-19		2019-20		2020-21		2021-22	
	AUDIT		AUDIT		REVISED		PROPOSED	
	RESULTS		RESULTS		BUDGET		BUDGET	
SALARIES	\$	31,696,538	\$	32,668,329	\$	34,459,473	\$	35,110,108
BENEFITS	\$	11,827,205	\$	11,850,622	\$	12,713,602	\$	12,943,395
PURCHASED SERVICES	\$	6,966,379	\$	6,379,528	\$	7,141,313	\$	7,102,743
SUPPLIES	\$	1,895,713	\$	1,855,552	\$	2,741,322	\$	2,344,100
DUES & MEMBERSHIPS	\$	263,729	\$	694,670	\$	726,676	\$	726,246
CAPITAL OUTLAY	\$	2,608,972	\$	3,032,575	\$	2,291,572	\$	1,666,291
TOTAL	\$	55,258,536	\$	56,481,276	\$	60,073,958	\$	59,892,883



# General Fund Summary

	2018-19 AUDIT RESULTS		2019-20 AUDIT RESULTS		2020-21 REVISED BUDGET		2021-22 PROPOSED BUDGET	
REVENUE	\$	55,557,466	\$	57,535,974	\$	58,184,370	\$	57,741,045
EXPENDITURES	\$	55,258,536	\$	56,481,276	\$	60,073,958	\$	59,892,883
DIFFERENCE	\$	298,930	\$	1,054,698	\$	(1,889,588)	\$	(2,151,838)
BEGINNING FUND BALANCE	\$	16,712,990	\$	17,011,920	\$	18,066,618	\$	16,177,030
ENDING FUND BALANCE	\$	17,011,920	\$	18,066,618	\$	16,177,030	\$	14,025,192
RESTRICTED FUND BALANCE	\$	6,221,250	\$	5,267,945	\$	4,951,331	\$	5,377,505
UNASSIGNED FUND BALANCE	\$	10,790,670	\$	12,798,673	\$	11,225,699	\$	8,647,687
UNASSIGNED FUND BALANCE %		19.53%		22.66%		18.69%		14.44%

# Questions?

- Thanks for your time!



(Pictures taken prior to mask mandate)





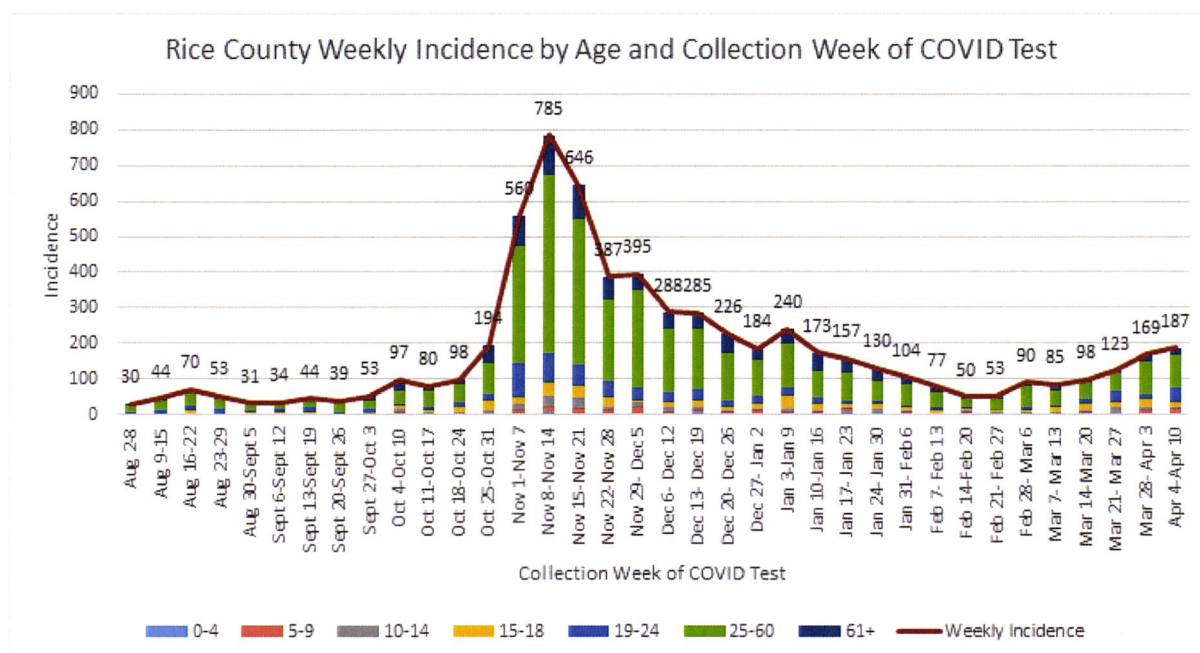
## COVID-19 Situation Update

Minnesota has experienced an increase in the number of COVID-19 cases over the past six weeks. Schools, being microcosms of their communities, have as well. We continue to collaborate with Rice County Public Health and the Minnesota Department of Health to ensure the safest school environment practicable for our students and staff. The chart below illustrates a recent snapshot of the current COVID-19 situation at Northfield Public Schools.

	<b>Active Cases</b> as of April 21	<b>ILI Average</b> April 9-15	<b>Quarantine Average</b> April 9-15
ALC	0	-	-
Bridgewater	< 5	0.08	2.16
Greenvale Park	< 5	1.30	4.04
Middle School	7	1.50	5.29
High School	7	1.72	6.33
Sibley	< 5	1.83	6.35

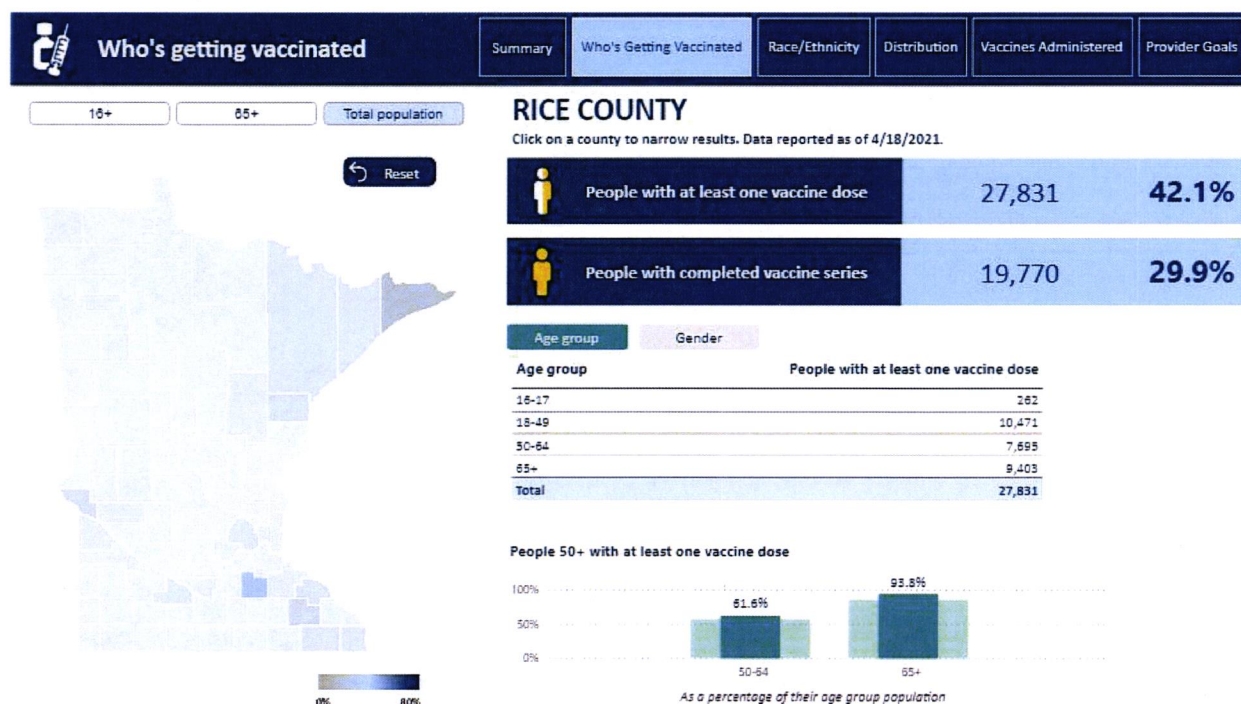
The **influenza-like illness average (ILI)** column denotes the average daily percentage of students absent due to symptoms consistent with influenza-like illnesses, including COVID-19, within the reporting period. The **quarantined average** column indicates the average daily percentage of students absent due to the need to be quarantined because they were a close contact with a person who has tested positive for COVID-19 during the reporting period. The **total active cases** column indicates the number of student or staff COVID-19 cases reported in the last 14 days.

While the county infection rate per 10,000 residents is no longer a central data point, the district is still paying close attention to the rate of infection in Rice County.





**Vaccination rates** in Rice County continue to improve. This graphic shows the Rice County vaccination rates as of April 18, 2021.



The district continues to promote vaccination opportunities and locations. It is seeking potential partnerships with pharmacies and health care organizations to provide more vaccination opportunities within the community.

### Equity PLC Activities

Once per month in 2020-21, Northfield Public Schools teachers use professional learning community time to increase their understanding of racial equity. Listed below are the topics/resources used to facilitate the discussions.

<u>September</u>	Uncomfortable Conversation with a Black Man Episode No. 2
<u>October</u>	John Lewis's "Together you can redeem the soul of our nation"
<u>November</u>	Minnesota Educational Equity Partnership's Distance Learning Toolkit
<u>December</u>	"Speak Up At School (And Everywhere Else)"
<u>January</u>	Continuing "Speak Up At School (And Everywhere Else)" and a jigsaw activity focusing on Dr. Martin Luther King's most famous speeches
<u>February</u>	Family engagement and diverse communities
<u>March</u>	Listen! Please! documentary from Twin Cities Public Television
<u>April</u>	Reviewing MDE resources for discussing the Derek Chauvin verdict and/or jigsaw activity including three <i>New York Times</i> op-ed pieces about racism in Minnesota



## Committee Report

*Board of Education*

**Name:** Claudia Gonzalez-George

**Committee:** TORCH

**Date Submitted:** 4/19/2021 11:10:41

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TORCH Scholarship sub-committee met to read over scholarship applications. 16 were received from students current and former who have made use of the TORCH program. Scholarships will be presented May 12th. We had over \$6,000 to award.

# **NORTHFIELD PUBLIC SCHOOLS**

## **School Board Minutes**

April 12, 2021

District Office Boardroom

### **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 7:00 p.m. Present: Baraniak, Butler, Goerwitz, Gonzalez-George, Pritchard, Quinnell and Stratmoen. Absent: None. In accordance with Governor Walz's Stay Safe Plan, this meeting was set up in accordance with the plan's social distancing guidelines. In addition, all those present wore face coverings the duration of the meeting. Present at this meeting was Dr. Matt Hillmann, Superintendent and Anita Aase, Executive Administrative Assistant. Present via video conference was Simon Tyler, Director of Prairie Creek Community School; Stephany Stromme, Director of Child Nutrition; Erin Bailey, Director of Community Education; Hope Langston, Director of Instructional Services; Kim Briske, Director of Technology Services; and Val Mertesdorf, Director of Finance. This meeting was live-streamed and recorded, and access to the recording was posted to the school district website.

### **II. Agenda Approval/Table File**

On a motion by Baraniak, seconded by Goerwitz, the board approved the agenda.

### **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 April 12, 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**

- Our district recently experienced a terrible loss. Lilly O'Donnell, a junior at Northfield High School, died last week from injuries sustained in a car accident. Our district's prayers are with Lilly's family and our Northfield High School student body as they begin processing this tragedy. Today, Northfield High School students were offered the option to attend Lilly's funeral via live stream. Our student support team has been available for students. The board observed a moment of silence to honor Lilly O'Donnell.
- Congratulations to our three National Merit Scholars. This year we recognize Commended Students Julian Brunelle and Anders Ripley, and Finalist Martin Brice.
- Mark Ensrud has been recognized as one of the Outstanding Alumni from the University of Wisconsin River Falls, Department of Counseling and School Psychology.
- The following students have been recognized for their essays in The City of Northfield Mayor for a Day Essay Contest. Congratulations to 4th graders Camille Hohman, Mackenzie Lambert and Ella Rich; and 5th graders Thisbe Jothan, Aela Morgan and Isabella Moreno.
- Jenna Weitalla, senior at Northfield High School, is the recipient of the 2021 DECA Emerging Leader Honor Award. This award recognizes students studying marketing, finance, hospitality, and management for being an academically prepared, community-oriented, professionally responsible, experienced leader through participation in DECA.
- Congratulations to these students who earned trips to the DECA State competition: Alex Baraniak, Maleighney Deschamp, Quynlyn Edwards, Clara Falcon-Geist, Zibby Hanifl, Franklin Hartwell, Roxeanne Kleeberger, Josh Kruger, Maggie Malecha, Savannah Mellies, Landon Nissen, Corina Occhiato, Stefany Perez, Sidney Petersen, Xochi Valdez, Ryan Will, Lucia Willkomm and Jenna Weitalla.
- Congratulations to the following participants in winter activities and athletics:
  - State Tournament Competitors: Wrestling Team, 1AA Section Champion and Jackson Baron, Individual Section Champion
  - State Qualifiers:
    - Boys Swim/Dive: 200 Medley Relay (broke school record) - Ryan Malecha, Jens Kasten, Owen Lehmkuhl, Erik Larson; 200 Intermediate Medley - Erik Larson; 100 Fly & 100 Backstroke - Ryan Malecha



- Alpine Ski: Libby Brust, Olivia Murphy
- Gymnastics: Adi Dack
- Olympic Weightlifting: Izabella Lawrence, Rylee Nelson, Tess Wiebe, Jake Kick, Carson Muench, Jackson Jerdee, Spencer Mellgren, Felix Hanifl
- Nordic Ski: Martin Brice, Sam Folland
- Knowledge Bowl Team (won the State championship): Collin Thomas Green, Saxon Egge, Andrew Ryden, Wyatt Barber, Max Casson, Grace Casson, Piper Mohring, Julian Brunelle, Owen Riley, James Shuffleton
- Chess: Reuben Menk, Caelan Bratland, William Beaumaster, Wyatt Barber, Nic Patterson, Linus Rachuba

## V. Items for Discussion and Reports

- A. Prairie Creek Community School Contract Renewal Application. The district's authorizer contract with Prairie Creek Community School expires on June 30, 2021. Director Simon Tyler, Keith Johnson, Kelsey Fitschen and Ben Miller presented the contract renewal application at the January 11, 2021 board meeting. A draft of the contract was included for board review and will be submitted to the Minnesota Department of Education. Once MDE has completed its review, the district will receive authorization to vote on the final contract with any required modifications, renewing district authorization for the time frame July 1, 2021 through June 30, 2026. This process must be completed prior to June 30, 2021.
  
- B. Proposed 2021-2022 Child Nutrition Fund Budget  
 Director Stromme presented the 2021-2022 Proposed Child Nutrition Budget. This fund is used to record financial activities of providing nutrition services to students, which include preparation and service of the milk, meals, and snacks in connection with school and community services activities. Due to the COVID-19 global pandemic, the free meal program was extended through the end of school year 2020-21 as provided by the United States Department of Agriculture. All students enrolled in the school district, regardless of learning model, received free breakfast and lunch every day. Due to many uncertainties during this school year it was difficult to forecast revenue assumptions for the 2021-22 school year. Revenue for the school year 2021-22 was calculated using data from the 2020-21 adopted budget. At this time we do not know what the state or federal reimbursement rates will be or which USDA food program we will be following. We assumed reimbursement rates will remain flat and proposed an increase in breakfast meal prices from \$1.70 to \$1.75 for students and \$2.20 to \$2.25 for adults; and an increase in lunch meal prices from \$2.65 to \$2.70 for elementary, \$2.80 to \$2.85 for secondary, and \$4.00 to \$4.25 for adults. In addition to the loss of meal participation, we had a significant loss in revenue because we were unable to provide a la carte purchases due to the safety restrictions while at the same time saw an increase in food and labor costs due to supply chain disruptions and a high demand for meal packaging. After consulting with our food vendors regarding the expected market for the 2021-22 school year, we assumed a 6% food cost increase.
  
- C. Proposed 2021-2022 Community Services Budget  
 Director Bailey presented a revised 2020-2021 Community Services Budget and the 2021-2022 proposed Community Services Budget. The revised 2020-2021 budget reflects revenues of \$2,332,881 and expenditures of \$2,711,488 and reflects the significant impact of lower enrollment in fee based programs and higher staff to student ratios in our school age care program to meet safety protocols due to the COVID-19 pandemic. This will be an item for individual action at the next board meeting. The proposed budget has been developed with input from each program coordinator and the Community Services Advisory Council. This budget reflects revenues of \$3,073,145 and expenditures of \$3,275,708. Director Bailey also provided a brief update on the Greenvale Park Community School.
  
- D. Legislative Update  
 Dr. Hillmann provided a legislative update which included the review of a blog post from Schools for Equity in Education (SEE) Executive Director Brad Lundell comparing the current Senate and House education finance bills and SEE's 2021 education related bills summary.

E. Policy Committee Recommendations

Dr. Hillmann presented the policy committee's recommendations on Policies 430, 436 and 439. The committee also reviewed policies 442, 443 and 447 and found no substantive changes.

F. COVID-19 Response and Operations Update

Superintendent Hillmann acknowledged the tragic death of Daunte Wright and the continued agony and pain our state and our community is dealing with, and we pledge as a school district to continue to do our part to create an equitable and just community.

The district welcomed back middle, high school and Area Learning Center (ALC) students for full-time, in person learning on March 31. The return to this model was made based on state guidance changes that allowed for more students on campus at one time, concerns about the number of Ds and Fs for middle school, high school and ALC students, and employee vaccination which alleviated the bulk of the district's staffing variables. Northfield High School plans to host its commencement ceremony at Memorial Field as scheduled on June 6 at 2:00 p.m. A rain date of June 7 at 6:30 p.m. has been scheduled.

The district is projected to receive nearly three million dollars with ESSER III funds. We know a portion of this funding will be required to be used to support summer school opportunities. The overall goal for the totality of ESSER funding is to support the acceleration of student learning post-pandemic and to stabilize the district's budget. The district will schedule a series of stakeholder feedback sessions to gain community insight about expectations of what the school district should achieve during the next five years. Our budget will fund these goals. District administration has conducted a third pulse survey and is conducting a review of the data and are identifying actions for improvement.

VI. Consent Agenda

On a motion by Goerwitz, seconded Butler, the board approved the consent agenda.

A. Minutes

- Minutes of the Regular School Board meeting held on March 8, 2021

B. Gift Agreement

- \$1,000.00 from Carl Henry Step Up Scholarship Fund of the Capital Group American Funds for Step Up Scholarship
- \$5,000.00 from College City Beverage, Inc. for Tom Blaisdell Scholarship
- \$4,767.20 from Saint Paul & Minnesota Foundation for TORCH Scholarship
- \$1,562.99 from Thomas Blaisdell Scholarship Fund of the Saint Paul & Minnesota Foundation for Tom Blaisdell and Skip Boyum Scholarships
- \$1,000.00 from Cannon River Sportsmen's Club to the Community Services Northfield Fishing Team
- In-kind donation of 728 cases of Essentia Water from College City Beverage, Inc. valued at \$9,289.28 for the school district staff and students
- \$1,000.00 for Art and \$1,000.00 to Media from Amos Hard in memory of his wife

C. Personnel

a) Appointments

1. Joseph Asecncio Bravo, Spring Recreation position with Community Education, beginning 4/10/2021-5/31/2021; \$10.08/hr.
2. Adam Becker, Assistant Boys Lacrosse Coach for 2 hours/day at the High School, beginning 4/5/2021; Level H, Step 1
3. Danielle Goodfellow, 1.0 FTE EarlyVentures Teacher at the NCEC, beginning 4/5/2021; Step 4-\$18.29/hr.
4. Chaz Irrthum, Assistant Boys Lacrosse Coach for 2 hours/day at the High School, beginning 4/12/2021; Level H, Step 1
5. Samantha Kile, Spring Recreation position with Community Education, beginning 4/12/2021-5/31/2021; \$11.64/hr.



6. Cristian Lozada Hernandez, Community School Club Leader for up to 3 hours/day for 2 days/week at Greenvale Park, beginning 3/30/2021-6/10/2021; \$22.27/hr.
7. Richard Momberg, Event Worker at the High School, beginning 1/19/2021.
8. Beth Morrell, Track & Field Coach for 2 hours/day at the Middle School, beginning 3/29/2021-6/10/2021; Level I, Step 1
9. LuAnn Raadt, Special Ed EA-PCA for 6.75 hours/day for 3 days/week at the ALC, beginning 4/7/2021-6/10/2021; Step 4-\$17.31/hr.
10. Chloe Rozga, Spring Recreation position with Community Education, beginning 4/12/2021-5/31/2021; \$10.25/hr.
11. Victoria Salaba, Assistant Girls Lacrosse Coach for 2 hours/day at the High School, beginning 4/5/2021; Level H, Step 1
12. Bobbi Schmidtke, 1.0 FTE EarlyVentures Site Leader at the NCEC, beginning 6/11/2021; EV Site Leader Step 6-\$22.73/hr.
13. Melissa Senko, Child Nutrition Associate I for 3.75 hours/day at the Middle School, beginning 4/12/2021; \$18.81/hr.
14. Kerry Sexton, Custodian for 4 hours/day at the High School, beginning 3/17/2021; Step 2-\$18.31/hr.
15. Rebecca Stoufis, 1.0 FTE Long Term Substitute Special Education DCD Teacher at Greenvale Park, beginning on or about 5/8/2021-6/10/2021; Daily Sub Rate
16. Erika Velasquez, Special Ed EA-PCA for 6.75 hours/day for 3 days/week at the High School, beginning 4/7/2021-6/10/2021; Step 2-\$16.41/hr.

b) Increase/Decrease/Change in Assignment

1. Charlie Alvarez, Teacher at Greenvale Park, add Assistant Track and Field Coach for 2 hours/day at the Middle School, effective 4/1/2021; Level I, Step 1
2. Mark Auge, Teacher at the High School, add Summer School Teacher for up to 5 hours/day M-Th at the ALC, effective 6/11/2021-7/29/2021.
3. Michelle Bauer, Instructional Coach with the District, add Summer School Teacher for up to 5 hours/day M-Th at the ALC, effective 6/11/2021-7/29/2021.
4. Theresa Bauman, 1.0 FTE Long Term Substitute First Grade Portage Teacher, 5/3/2021-6/10/2021, change start date to 4/12/2021-6/10/2021.
5. Jill Bohlen, Special Ed EA for 6.75 hours/day and Supervisory for .50 hours/day at Greenvale Park, change to Special Ed EA for 6.75 hours/day and add Special Ed EA-PCA Bus-morning for .75 hours/day Mon.-Fri. with the District, effective 3/10/2021-6/10/2021.
6. Elizabeth Brewer, Special Ed EA for 6.75 hours/day at the Middle School, add Crossing Guard for .25 hours/day for a total of 7 hours/day at the Middle School, effective 3/31/2021-6/11/2021.
7. Renee Burnham, Teacher at the ALC, add Summer School Teacher for up to 5 hours/day M-Th at the ALC, effective 6/11/2021-7/29/2021.
8. Cory Callahan, .5 Spring Weight Room Advisor at the High School, change to 1.0 Spring Weight Room Advisor at the High School, effective 4/5/2021.
9. Anne Campbell, Teacher at the High School, add Summer School Teacher for up to 5 hours/day M-Th at the ALC, effective 6/11/2021-7/29/2021.
10. Collette Carras, General Ed EA for 3.25 hours/day at the Middle School, add Crossing Guard for .25 hours/day for a total of 3.5 hours/day at the Middle School, effective 3/31/2021-6/11/2021.
11. Ray Coudret, Teacher at the High School, add Summer School Teacher for up to 5 hours/day M-Th at the ALC, effective 6/11/2021-7/29/2021.
12. Tammy Cravalho, Substitute Custodian, change to 1.0 FTE Custodian Engineer w/o License at Greenvale Park, effective 3/16/2021; Custodian Eng. w/o license Step 3-\$19.29/hr.
13. Rafael Estrella, Teacher at the Middle School, add Golf Coach for 2 hours/day at the Middle School, effective 4/1/2021-6/11/2021; Level I, Step 1
14. Mary Harrity-Davidson, Girls Tennis Coach at the Middle School, add Boys Tennis Coach for 2 hours/day at the Middle School, effective 4/1/2021; Level I, Step 7
15. Anna Hershberger, Gen Ed EA-Media for 27.5 hours/week at Greenvale Park, change to Gen Ed EA-Media for 27.35 hours/week at Greenvale Park, effective 3/10/2021-ongoing.
16. Shari Karlsrud, Teacher at the High School, add Student Council Advisor at the High School, effective 11/20/2019-10/7/2020; Level G, Step 1
17. Jill Kohel, Teacher at the High School, add Summer School Teacher for up to 5 hours/day M-Th at the ALC, effective 6/11/2021-7/29/2021.
18. Mary Magnuson, Due Process Support for 90 hours with the District, add an additional 10 hours of Due Process Support for a total of 100 hours with the District, effective 3/30/2021-6/10/2021.
19. Curtis Mikkelson, Teacher at the Middle School, add Summer School Teacher for up to 5 hours/day M-Th at the ALC, effective 6/11/2021-7/29/2021.



20. Karissa Olsen, Special Ed EA for 5.75 hours/day and Supervisory for 1.41 hours/day at Sibley, change to Special Ed EA for 6.75 hours/day and Supervisory for .41 hours/day at Sibley, effective 2/16/2021.
21. Teri Quamme, Special Ed EA for 6.75 hours/day at the Middle School, add Crossing Guard for .25 hours/day for a total of 7 hours/day at the Middle School, effective 3/31/2021-6/11/2021.
22. Dan Riesgraf, 1.0 FTE Health Teacher at the Middle School, change to 1.0 FTE Physical Education Teacher at the Middle School, effective 8/30/2021.
23. John Sand, Teacher at the High School, add Spring Weight Room Advisor-Hourly at the High School, effective 4/5/2021; \$18.00/hr.
24. Leah Sand, Teacher at the High School, add Spring Weight Room Advisor-Hourly at the High School, effective 4/5/2021; \$18.00/hr.
25. Darrell Sawyer, Teacher at the Middle School, add Private Lesson Sport Coach with Community Education Recreation, effective 3/29/2021-5/31/2021; \$36/person per hour for a single private lesson & \$20/person per hour for a semi-private lesson of up to five people.
26. Angela Schock, .50 FTE Head Track and Field Coach at the Middle School, change to 1.0 FTE Head Track and Field Coach at the Middle School, effective 4/1/2021-6/11/2021. Level H, Step 3
27. Bernard Selwan, Teacher at the High School, add Summer School Teacher for up to 5 hours/day M-Th at the ALC, effective 6/11/2021-7/29/2021.
28. Bailey Shimota, Special Ed EA for 6.75 hours/day at the Middle School, add Crossing Guard for .25 hours/day for a total of 7 hours/day at the Middle School, effective 3/31/2021-6/11/2021.
29. Bailey Shimota, Special Ed EA for 7 hours/day at the Middle School, add EA-Extra Curricular Activities for 1.75 hours/day for a total of 8.75 hours/day at the Middle School, effective 4/5/2021-6/11/2021.
30. Josh Spitzack, Teacher at Greenvale Park, change to 1.0 FTE Grade 7 Social Studies Teacher at the Middle School, effective 8/30/2021.
31. Bubba Sullivan, Teacher at the High School, add Spring Weight Room Advisor-Hourly at the High School, effective 4/5/2021; \$18.00/hr.
32. Eric Swan McDonald, Teacher at the ALC, add Summer School Teacher for up to 5 hours/day M-Th at the ALC, effective 6/11/2021-7/29/2021.
33. Sarah Swan McDonald, Teacher at the High School, add Summer School Teacher for up to 5 hours/day M-Th at the ALC, effective 6/11/2021-7/29/2021.
34. Brianna Theis, Special Ed EA for 6.75 hours/day at the Middle School, add Crossing Guard for .25 hours/day for a total of 7 hours/day at the Middle School, effective 3/31/2021-6/11/2021.
35. Cindy Thomas, Health Aide at the Middle and High School, add EarlyVentures Teacher Substitute at the NCEC, effective 3/9/2021.
36. Margaret Weaver, Special Ed EA for 6.75 hours/day at the Middle School, add Crossing Guard for .25 hours/day for a total of 7 hours/day at the Middle School, effective 3/31/2021-6/11/2021.
37. T.J. Wiebe, Teacher at the High School, add Spring Weight Room Advisor-Hourly at the High School, effective 4/5/2021; \$18.00/hr.
38. Lisa Williams, EA and KidVentures Site Assistant at NCEC and Greenvale Park, add EarlyVentures Assistant Teacher Substitute at the NCEC, effective 3/5/2021.
39. Theresa Wilson, .8 FTE Business Teacher at the High School, change to 1.0 FTE Business Teacher at the High School, effective 8/30/2021.
40. Brent Yule, Teacher at the High School, add Spring Weight Room Advisor-Hourly at the High School, effective 4/5/2021; \$18.00/hr.
41. Kristi Korteum, .25 Portage Learning Coach, increase to .50 Portage Learning Coach effective 4/12/2021 due to increased Portage enrollment.
42. Amy Tacheny, Grade 6 Teacher at the Middle School, change to Grade 5 teacher at Greenvale Park Elementary, effective 8/30/2021.

c) Leave of Absence

1. Sara DeVries, Teacher at Bridgewater, Family/Medical Leave of Absence, beginning 8/30/2021-10/27/2021.
2. Updated: Tiffany Kortbein, Teacher at Greenvale Park, Family/Medical Leave of Absence, effective on 4/12/2021 through the end of the 2020-2021 school year. .
3. Lily Landry, Teacher at Greenvale Park, Family/Medical Leave of Absence, beginning on or about 5/29/2021-11/19/2021.
4. Melissa Larsen, Instructional Coach-Behavior at Greenvale Park, Family/Medical Leave of Absence, beginning 4/7/2021 for 6-9 work weeks.
5. Pam Moening, Occupational Therapist at the NCEC, Family/Medical Leave of Absence, beginning on 4/6/2021-4/16/2021.
6. Chris Neset, Student Information Systems Specialist at the District Office, Family/Medical Leave of Absence, beginning 4/5/2021-6/4/2021.
7. Pilar Sullivan, EA at Greenvale Park, Leave of Absence, beginning 5/10/2021-5/28/2021.

d) Retirements/Resignations/Terminations

1. Sarah Bardenwerper, St. Dominic Building Nurse, resignation effective at the end of the 2020-2021 school year. Will be a substitute nurse for the district.
2. Lydia Ditlevson, Teacher at Sibley, retirement effective at the end of the 2020-2021 school year.
3. Kristen Johnson, Teacher at Greenvale Park, retirement effective at the end of the 2020-2021 school year.
4. Mark Johnson, Girls Tennis Coach at the High School, resignation effective 3/30/2021.
5. Anne Larson, Teacher at Greenvale Park, retirement effective at the end of the 2020-2021 school year.
6. Tony Mathison, Teacher at Bridgewater, retirement effective at the end of the 2020-2021 school year.
7. Rebecca Messer, Teacher at the High School, retirement effective 6/25/2021.
8. Jaqueline Meyer, Educational Assistant at the High School, retirement effective at the end of the 2020-2021 school year.
9. Rebecca Meyers, ECFE Teacher on a LOA, resigning from Spanish Screening position with the NCEC, effective 4/1/2021.
10. Stephanie Peterson, Teacher at the High School, resignation effective at the end of the 2020-2021 school year.
11. Scott Richardson, Assistant Track Coach at the Middle School, resignation effective 3/16/2021.
12. Ella Stromme, Social Worker at the ALC/NCEC, resignation effective at the end of the 2020-2021 school year.
13. Bubba Sullivan, Head Football Coach at the High School, resignation effective 3/19/2021.
14. Mary Williams, Band Director at the High School, retirement effective 6/10/2021.
15. Sue Leidner, Special Education EA/PCA, retirement effective 6/10/2021.

VII. Superintendent's Report

A. Items for Individual Action

1. Online Learning Application Approval. At the February 22, 2021 board meeting Director Langston discussed the district's application process for designation as an official online learning provider through the Minnesota Department of Education. On a motion by Butler, seconded by Goerwitz, the board approved the online learning application be submitted to the Minnesota Department of Education.
2. Teacher Laptop Refresh. On a motion by Baraniak, seconded by Gonzalez-George, the board approved the renewal of a lease agreement for 400 each MacBook Airs at a cost of \$127,400 each year for four years.
3. Revised 2020-2021 Internal Service Fund Budget. On a motion by Goerwitz, seconded by Butler, the board approved the 2020-2021 Internal Service Fund Revised Budget as follows:

	<u>Revenues</u>	<u>Expenditures</u>
Dental Fund	\$ 637,687	\$ 567,388
Health Fund	\$6,910,099	\$8,164,532

4. Policy Approval. On a motion by Goerwitz, seconded by Baraniak, the board approved Policy 438 as presented at the March 8, 2021 board meeting.
5. Resolution for Termination and Non-Renewal of Probationary Licensed Staff. On a motion by Baraniak, seconded by Butler, the board adopted the Resolution related to the termination and non-renewal of the teaching contract of the probationary licensed teachers listed below effective at the close of the current 2020-2021 school year.

<u>Name</u>	<u>FTE</u>	<u>Position</u>
Iszler-Johnson, Tammy	1.0	Occupational Therapist
Karl, Joni	1.0	High School Math
Leigh, Bridgette	1.0	Early Childhood Special Education
McCabe, Shari	.20	Physical Education
Schultz, Martha	1.0	English Learners
Vondrasek, Tara	.20	Title 1

VIII. Items for Information

- A. Enrollment Report. Superintendent Hillmann reviewed the April 2021 Enrollment Report.
- B. Raider Mascot Refresh Update. Superintendent Hillmann shared the progress toward presenting a refreshed Raider mascot. Options for the new mascot will be presented at the April 26 board meeting.

IX. Future Meetings

- A. Monday, April 26, 2021, 7:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- B. Monday, May 10, 2021, 7:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- C. Monday, May 24, 2021, 7:00 p.m., Regular Board Meeting, Northfield DO Boardroom

X. Adjournment

On a motion by Stratmoen, seconded by Goerwitz , the board adjourned at 9:36 p.m.

Noel Stratmoen  
School Board Clerk



## NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 14<sup>th</sup> day of April, 2021, by and between Lois and Noel Stratmoen, hereinafter the "Donor", and Independent School District No. 659, Northfield, Minnesota, pursuant to the District's policy for receiving gifts and donations, as follows:

### TERMS

\$1,000.00 for Stratmoen Family Scholarships, check #9781.

Lois and Noel Stratmoen  
Donor

By: Received in District office

Approved by resolution of the School Board on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

INDEPENDENT SCHOOL DISTRICT No. 659

By: \_\_\_\_\_

Clerk

## NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 20<sup>th</sup> day of April, 2021, by and between Jan Burry, hereinafter the "Donor", and Independent School District No. 659, Northfield, Minnesota, pursuant to the District's policy for receiving gifts and donations, as follows:

### TERMS

\$1,000.00 donation for TORCH Scholarship, check # 3209.

Jan Burry

Donor

By: Received in District Office

Approved by resolution of the School Board on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

INDEPENDENT SCHOOL DISTRICT No. 659

By: \_\_\_\_\_

Clerk

## NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 20<sup>th</sup> day of April, 2021, by and between Evelyn Burry, hereinafter the "Donor", and Independent School District No. 659, Northfield, Minnesota, pursuant to the District's policy for receiving gifts and donations, as follows:

### TERMS

\$1,000.00 donation for TORCH Scholarship, check # 3082.

Evelyn Burry  
Donor

By: Received in District office

Approved by resolution of the School Board on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

INDEPENDENT SCHOOL DISTRICT No. 659

By: \_\_\_\_\_  
Clerk



## RESOLUTION ACCEPTING DONATIONS

The following resolution was moved by \_\_\_\_\_ and seconded by \_\_\_\_\_:

**WHEREAS**, Minnesota Statutes 123B.02, Sub. 6 provides: “ The board may receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. In that behalf, the board may act as trustee of any trust created for the benefit of the district, or for the benefit of pupils thereof, including trusts created to provide pupils of the district with advanced education after completion of high school, in the advancement of education.”; and

**WHEREAS**, Minnesota Statutes 465.03 provides: “Any city, county, school district or town may accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor. Nothing herein shall authorize such acceptance or use for religious or sectarian purposes. Every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full.”; and

**WHEREAS**, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full;

**THEREFORE, BE IT RESOLVED**, that the School Board of Northfield Public Schools, ISD 659, gratefully accepts the following donations as identified below:

Donor	Item	Designated Purpose (if any)
Lois and Noel Stratmoen	\$1,000.00	Stratmoen Family Scholarships
Jan Burry	\$1,000.00	TORCH Scholarship
Evelyn Burry	\$1,000.00	TORCH Scholarship

The vote on adoption of the Resolution was as follows:

Aye:

Nay:

Absent:

Whereupon, said Resolution was declared duly adopted.

By: Julie Pritchard, Chair

By: Noel Stratmoen, Clerk

## Policy 430 RECRUITMENT AND SELECTION OF EMPLOYEES

### I. PURPOSE

The purpose of this policy is to provide clarity on the Northfield School District's recruitment and selection of employees.

### II. GENERAL STATEMENT OF POLICY

- A. The ~~D~~district will make every effort to attract, secure, and ~~hold~~ retain the highest qualified personnel for all employee positions. All candidates will be considered on the basis of their qualifications and the ~~D~~district needs. There will be no discrimination in the hiring process due to race, color, creed, religion, national origin, sex, sexual orientation, age, disability, marital or parental status, or status with regard to public assistance.
- B. ~~HH.~~ The ~~S~~superintendent, or ~~his/her~~ their designee, shall develop procedures for the recruitment and selection of employees. These procedures shall include prioritizing applicants who have experience supporting a diverse population of learners.

Policy 430 Recruitment and Selection of Employees

Adopted: 03.14.2005; Updated: 11.2015; Updated: INSERT DATE HERE

School Board

NORTHFIELD SCHOOL DISTRICT NO. 659

Northfield, Minnesota

# **Policy 436 ~~PROFESSIONAL~~ LICENSED TEACHING STAFF PERFORMANCE EVALUATIONS**

## **I. PURPOSE**

~~The Northfield School Board Board of Education is committed to the goal of providing the best possible educational opportunities for students of the Northfield School District. It recognizes that educational programs are the results of the services of people. Therefore, it supports the position that a systematic evaluation process aimed at helping staff do a better job will result in improved services and educational opportunities for students. The purpose of licensed staff performance evaluations is to provide the best possible learner outcomes for students of the Northfield School District. Effective educators are essential to achieve this goal. Providing educators with ongoing feedback and coaching for continuous improvement will result in improved learner outcomes, higher quality services and the best educational opportunities for students.~~

## **II. GENERAL STATEMENT OF POLICY**

~~It shall be the policy of tThe Northfield School Ddistrict to shall establish performance evaluation procedures for its probationary and tenured professional staff members. These procedures shall include the establishing of objectives, strategies for achieving them, and an assessment of results. The procedures objectives should shall focus on the improvement of both the individual and the program, and should be consistent with the personal goals of the individual as well as the educational goals of the program, department, building, and school district.~~

These performance evaluation procedures ~~should~~ shall enable the individual to understand more completely the scope of ~~his/her~~ their duties and responsibilities, place priorities, and clarify working relationships with students, peers, subordinates, and supervisors. ~~They~~ The evaluations should also provide a written record of individual achievement as well as information on how the employee is doing in relation to expectations and objectives. Procedures may also allow for obtaining input in the evaluation process from one or more of the following groups: students, peers, subordinates, parents, and other members of the community.

## **III. PROBATIONARY STAFF**

Probationary professional staff shall be evaluated pursuant to Minnesota Statute 122A.40, subd. 5. Data gathered during these evaluations will assist in making decisions regarding continuation of employment and granting of tenure status in the ~~Northfield School Ddistrict~~. Each licensed teaching professional staff member will receive the number of written evaluations on an annual basis during ~~his/her~~ their probationary period in compliance with the statute.

## **IV. NONPROBATIONARY STAFF**

Nonprobationary professional staff shall be evaluated pursuant to Minnesota Statute 122A.40, subd. 8. Each nonprobationary professional staff member will receive a written evaluation on a three-year review cycle in compliance with the statute.



## Policy 436 Professional Staff Performance Evaluations

Adopted: 10/12/92

Meet and Confer: 09.23.1992

Revised: 05.10.2004; Updates: INSERT DATE HERE

Renumbered from Policy GCN to Policy 436: 03.14.2005

School Board

NORTHFIELD SCHOOL DISTRICT

Northfield, Minnesota

**Policy 439 SUMMER SCHOOL TEACHERS - recommendation to sunset policy**

Summer school teachers will be recruited from the regular licensed teaching staff of the District. When no District teachers are available, summer school teachers will be recruited from outside the District.

Policy 439 Summer School Teachers

Adopted: 03.14.2005

School Board

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota