

**INDEPENDENT SCHOOL DISTRICT NO. 659**  
**REGULAR SCHOOL BOARD MEETING**

Monday, October 23, 2023 ~ 6:00 p.m. ~ Regular Board Meeting  
Northfield District Office Boardroom  
Zoom Link

<https://northfieldschools-org.zoom.us/j/87529316631?pwd=Q2xNSkNwSWxSaXdOb3YxdHdXcldPQT09>

**AGENDA**

1. Call to Order
2. Agenda Approval/Table File
3. Public Comment
4. Announcements and Recognitions
5. Items for Discussion and Reports
  - a. Proposed 2024-2025 School Year Calendar
  - b. Request to hire English Learner Instructional Support at Northfield Middle School
  - c. Northfield High School Facility Bond Referendum Decision Timeline
6. Committee Reports
7. Consent Agenda
  - a. Minutes
  - b. Gift Agreements
  - c. Overnight Field Trip
  - d. Personnel Items
8. Items for Individual Action
  - a. Northfield High School Facility Community Survey
  - b. Policy Committee Recommendations
9. Items for Information
  - a. World's Best Workforce Presentation and Public Hearing
10. Future Meetings
  - a. Monday, November 13, 2023, 5:15 p.m., World's Best Workforce Public Hearing, Boardroom
  - b. Monday, November 13, 2023, 6:00 p.m., Regular Board Meeting, Boardroom
  - c. Monday, November 27, 2023, 6:00 p.m., Regular Board Meeting, Boardroom
  - d. Monday, December 11, 2023, 6:00 p.m., Regular Board Meeting, Boardroom
11. Adjournment

**NORTHFIELD PUBLIC SCHOOLS**  
**MEMORANDUM**

Monday, October 23, 2023 ~ 6:00 p.m. ~ Regular Board Meeting  
Northfield District Office Boardroom  
Zoom Link

<https://northfieldschools-org.zoom.us/j/87529316631?pwd=Q2xNSkNwSWxSaXdOb3YxdHdXcldlPQT09>

TO: Members of the Board of Education  
FROM: Matthew Hillmann, Ed.D., Superintendent  
RE: Explanation of Agenda Items for Monday, October 23, 2023, Regular School Board Meeting

1. Call to Order
2. Agenda Approval/Table File
3. Public Comment  
Public comment for this school board meeting may be made in person at the beginning of the meeting and must comply with the district's public comment guidelines.
4. Announcements and Recognitions
5. Items for Discussion and Reports
  - a. Proposed 2024-2025 School Year Calendar. Superintendent Hillmann will present a proposed 2024-2025 school year calendar that was developed in consultation with the Meet and Confer committee. The calendar will be an item for individual action at the Nov. 27 board meeting.
  - b. Request to hire additional English Learner instructional support at Northfield Middle School. Director of Instructional Services Hope Langston will present a proposal to hire additional English Learner instructional support. The details of the proposal will be provided in the table file.
  - c. Northfield High School Facility Bond Referendum Decision Timeline. Dr. Hillmann will propose a Northfield High School facility improvement bond referendum timeline for the board's consideration. The timeline includes a potential bond referendum election in November 2024.
6. Committee Reports
  - a. There were no committee reports submitted.
7. 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 October 9, 2023.
  - b. Gift Agreements. Gift agreements to be approved are attached.
  - c. Overnight Field Trip. Cheryl Mathison and Eric McDonald are requesting board approval to take seven Alternative Learning Center students on the ALC's overnight trip to the Boundary Waters Canoe Area, June 10 -14, 2024.
  - d. Personnel Items
    - i. Appointments
      1. Karen Anderson, Lifeguard with Community Education Recreation, beginning 10/14/2023-5/31/2024. Step 6-\$15.25/hr.
      2. Ruby Modory, Site Supervisor with Community Education Recreation, beginning 10/23/2023-5/31/2024. Step 1-\$15.00/hr.
    - ii. Increase/Decrease/Change in Assignment
      1. N/A, Delivery Driver/Auxiliary Custodian Position with the District, change to Delivery Driver/Assistant Grounds Keeper with the District, effective 10/23/2023.
      2. Tracy Closson, Buildings and Grounds Coordinator with the District, add Summit Ski Instructor, \$100/participant and Ski Club Chaperone, \$250 stipend, with Community Education Recreation, effective 10/11/2023-5/31/2024.

3. Mary Czech, Payroll Specialist at the District Office \$24.21/hr., change to Payroll Lead at the District Office \$32.69/hr. (full salary \$68,000/yr.), effective 10/10/2023.
  4. Emily Grote, HR Generalist at the District Office \$24.21/hr., change to Benefits Lead at the District Office \$32.69/hr. (full salary \$68,000/yr.), effective 10/23/2023.
  5. Jon Paulson, Event Worker with the District, add Ski and Snowboard Club Chaperone, \$500 stipend, with Community Education Recreation, effective 10/10/2023-5/31/2024.
  6. Melissa Reed, School Psychologist 1.0/Spring Creek, change to School Psychologist .8/Spring Creek and .2/ALC, effective 9/5/2023.
- iii. Leave of Absence
1. Teresa Hasse, Special Education EA/PCA at Spring Creek, medical leave of absence beginning 10/2/2023 through 11/6/2023.
  2. Marianne Moser, Enrichment Coordinator with Community Services, FMLA Leave of Absence beginning 1/9/2024-approximately 2/9/2024.
- iv. Retirements/Resignations/Terminations
1. Samantha Becker, JV Softball Coach at the High School, resignation effective 10/16/2023.
  2. Chad Claybaugh, Cross Country Coach at the High School, resignation effective 10/9/2023.
  3. Mackenzie Closson, Assistant Alpine Coach at the High School, resignation effective 10/6/2023.
  4. Stacey Longwich, Assistant Softball Coach at the High School, resignation effective 10/6/2023.
  5. Bob Pagel, Full-Time Substitute with the District, resignation effective 10/15/2023.
  6. Ellen Trotman, Track Coach at the Middle School, resignation effective 10/12/2023.

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

#### 8. Items for Individual Action

- a. Northfield High School Facility Community Survey. Superintendent Hillmann will review the proposal for the Northfield High School Facility Community Survey from Morris Leatherman. If approved, the survey would be conducted in January 2024 and use a random stratified sampling method. It will provide the board with data about the public's perception of various approaches to address Northfield High School's facility needs and the associated increased property taxes. The cost to administer the survey is \$23,500.

**Superintendent's Recommendation:** Motion to approve the proposed Northfield High School Facility Community Survey to be conducted by Morris Leatherman at a cost not to exceed \$23,500.

- b. Policy Committee Recommendations. The board is asked to approve the policy committee's recommended updates to policies 206, 208 and 209 as presented at the last board meeting.

**Superintendent's Recommendation:** Motion to approve the policy committee's recommended updates to policies 206, 208 and 209 as presented

#### 9. Items for Information

- a. World's Best Workforce Presentation and Public Hearing. Hope Langston, Director of Instructional Services, will summarize the 2023-2024 World's Best Workforce Plan at the public hearing scheduled at 5:15 p.m. on Monday, Nov. 13. This public hearing will precede the regular school board meeting scheduled on Monday, Nov. 13 at 6:00 p.m.

#### 10. Future Meetings

- a. Monday, November 13, 2023, 5:15 p.m., World's Best Workforce, Northfield DO Boardroom
- b. Monday, November 13, 2023, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- c. Monday, November 27, 2023, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- d. Monday, December 11, 2023, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom

#### 11. Adjournment

# Northfield Public Schools 2024-2025 School Calendar

Approved by the School Board  
DRAFT 4

July 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

July	
4	Independence Day

January 2025						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January	
1	No School, New Years Day
2	School Resumes
17	End of Second Quarter
20	No School, Dr Martin Luther King Jr Day
21 & 22	No School, Teacher Preparation Day
23	Beginning of Third Quarter

August 2024						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August	
19	New SpEd/Elem Inservice
20-21	New teacher Inservice
22-27	Staff Development Days
28-29	Family Conferences
30	Teacher Prep Day

February 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

February	
17	No School; Staff Development Day President's Day

September 2024						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

September	
2	Labor Day
3	First Day of School Beginning of First Quarter

March 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

March	
21	End of Third Quarter
24-28	No School; Spring Break
31	No School; Teacher Preparation Day

October 2024						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

October	
17-18	No School (MEA)
31	End of First Quarter

April 2025						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

April	
1	No School; Teacher Preparation Day
2	School Resumes; Beginning of Fourth Quarter

November 2024						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

November	
1 & 4	No School; Teacher Preparation Day
5	Beginning of Second Quarter
27	Online Learning Day (e-Learning Day Rehearsal)
27-29	No School, Thanksgiving Break

May 2025						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

May	
26	No School, Memorial Day

December 2024						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

December	
Dec 23-Jan 1	No School; Winter Break

June 2025						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

June	
1	Graduation
6	Last Day of School (2-hr early dismissal)
	End of fourth quarter
19	Juneteenth

**School Cancellation Procedures:**

On the second and subsequent full day closures, the e-Learning day procedures will be implemented. The latest district e-Learning day guidelines can be found online at: <https://northfieldschools.org/parents/school-closings/>

- Holidays, No School
- Holidays
- No School
- Kickoff Family Conferences
- No School, Teacher Preparation or Staff Development Days

**Student Days:**

Term 1: 41 days  
 Term 2: 44 days  
 Term 3: 41 days  
 Term 4: 47 days  
 TOTAL: 173 days

**Summary:**

173 student contact days  
 14 non-student contact days  
 TOTAL: 187 contract days  
 85 days - first semester; 88 days - second semester

**Academic calendar development guiding principles | last update 10.19.2023**  
**Matt Hillmann, Ed.D., Superintendent**

While not a definitive list, the following items are considered when developing a Northfield School District academic calendar.

- There will be 187 total teacher workdays.
- There will be 173 student days.
- There will be seven teacher preparation days.
- The calendar will maintain the state-required post-labor day start.
- There will be two teacher preparation days placed at the end of the first, second, and third quarters, as mutually agreed upon and required by the NEA agreement.
- The calendar will provide for [up to] two family conference days at the beginning of the school year.
- The calendar will attempt to make semesters similar in length, defaulting to a longer second semester.
- The calendar will consider the length of winter break depending on the days of the week the official holidays are identified.
- There will be no school on the observance of Dr. Martin Luther King, Jr.'s birthday.
- The calendar seeks to place spring break during the last week of March.
- Graduation will be held on the Sunday following the last day for seniors.

**Potential timeline for Northfield High School facility update bond referendum last updated 10.19.2023**

**Matt Hillmann, Ed.D., Superintendent**

**Executive summary:** This document outlines the proposed timeline for the decision, preparation, and execution of a November 2024 bond referendum election focused on improving the Northfield High School facilities.

Target Date	Action
October 2023	<ul style="list-style-type: none"> <li>● The board considers a random stratified sample voter survey</li> <li>● The board discusses the timeline for the potential 2024 bond election</li> </ul>
November 2023	<ul style="list-style-type: none"> <li>● The board reviews previous high school discussions from 2017 and 2022 and clarifies the purpose of a potential high school bond</li> <li>● The board considers options for addressing high school deficiencies</li> <li>● Nov. 16: suggested work session date ( 5:15 pm—7:15 pm)</li> <li>● Nov. 18: NHS building tour for the public (10 am—12 pm)</li> </ul>
December 2023	<ul style="list-style-type: none"> <li>● The board considers options for addressing high school deficiencies</li> <li>● Dec. 2: NHS building tour for the public (10 am—12 pm)</li> <li>● Dec. 4: suggested work session</li> <li>● Dec. 9: NHS building tour for the public (10 am—12 pm)</li> <li>● The board considers approving this timeline</li> </ul>
January 2024	<ul style="list-style-type: none"> <li>● The board considers options for addressing high school deficiencies</li> <li>● Potential random stratified sample community survey is conducted</li> <li>● The board considers options during regular board meetings</li> <li>● The board holds a community feedback session at Northfield High School, modeled after the budget prioritization process community meeting</li> </ul>
February 2024	<ul style="list-style-type: none"> <li>● The board receives potential survey results</li> <li>● Feb. 20: suggested work session</li> <li>● Feb. 26: Target date for board decision about what questions to place on the Nov. 2024 ballot to address the facility issues at NHS</li> </ul>
March 2024	<ul style="list-style-type: none"> <li>● Bond informational campaign</li> <li>● NHS tours</li> <li>● Submit review and comment</li> </ul>
April 2024	<ul style="list-style-type: none"> <li>● Bond informational campaign</li> <li>● NHS tours</li> </ul>
May 2024	<ul style="list-style-type: none"> <li>● Bond informational campaign</li> <li>● Finalize ballot language</li> </ul>
June 2024	<ul style="list-style-type: none"> <li>● Summer break</li> </ul>
July 2024	<ul style="list-style-type: none"> <li>● Summer break</li> </ul>
August 2024	<ul style="list-style-type: none"> <li>● Bond informational campaign resumes</li> </ul>
September 2024	<ul style="list-style-type: none"> <li>● Bond informational campaign</li> </ul>
October 2024	<ul style="list-style-type: none"> <li>● Bond informational campaign</li> </ul>
November 2024	<ul style="list-style-type: none"> <li>● Bond informational campaign</li> <li>● Nov. 5: election day</li> </ul>

# NORTHFIELD PUBLIC SCHOOLS

## School Board Minutes

October 9, 2023

District Office Boardroom

1. Call to Order

School Board Vice-Chair Corey Butler called the Regular meeting of the Northfield Board of Education of Independent School District No. 659 to order at 6:00 p.m. Present: Butler, Miller, Nelson, Quinnell and Stratmoen. Absent: Goerwitz and Gonzalez-George. This meeting was open to the public, live-streamed and recorded, and access to the recording was posted to the school district website.

2. Land Acknowledgement Statement

DYC member Maddie Bussman read the Land Acknowledgement Statement.

3. Agenda Approval/Table File

On a motion by Quinnell, seconded by Nelson, the board unanimously approved the agenda.

4. Public Comment

There was one public comment.

5. Announcements and Recognitions

There were no announcements or recognitions.

6. Items for Discussion and Reports

- a. Instructional Services Report. Director of Instructional Services Hope Langston provided an update on the summer work teams and other areas of focus for the department for the 2023-2024 school year. Priorities for 2023-24 include content and the instructional review cycle, PLC process and professional development, district MTSS process, and implementation of the READ Act.
- b. Job Position Restructuring. Director of Human Resources Molly Viesselman and Director of Finance Val Mertesdorf presented a recommendation to restructure the district's payroll position and the district's benefits position and reassign them to the confidential employee group.

On a motion by Quinnell, seconded by Miller, the board unanimously approved moving the job position restructuring to an item for individual action at this meeting.

- c. Northfield High School Facility Community Survey. Dr. Hillmann reviewed a proposal from Morris-Leatherman to conduct a professional telephone survey to gauge community attitudes about updates to the Northfield High School facility and the associated costs. This will be an item for individual action at the next board meeting.
- d. Policy Committee Recommendations. Superintendent Hillmann presented the policy committee's recommended updates to policies 206, 208 and 209.

7. Consent Agenda

On a motion by Quinnell, seconded by Miller, the board unanimously approved the consent agenda.

- a. Minutes. Minutes of the Regular School Board meeting held on September 25, 2023.
- b. Gift Agreements. Gift agreements included in the board packet.
- c. Financial Report  
Financial Report - June 2023. Director of Finance Mertesdorf requested the board approve paid bills totaling \$2,414,472.96, payroll checks totaling \$3,455,190.23, a wire transfer totaling \$350,000.00 from Frandsen General to Frandsen Sweep, a wire transfer totaling \$1,050,000.00 from Frandsen Sweep to Frandsen

General, and the financial reports for June 2023. At the end of June 2023 total cash and investments amounted to \$27,187,723.76.

- d. District Youth Council Member (DYC) 2023-2024. The board was requested to approve the appointment of senior Marianna Estrada to DYC. This recommendation allows DYC to fill the vacancy left by the resignation of Aldair Conde Arenas.

e. Personnel Items

i. Appointments

1. Correction: Scott Broughton, Assistant Boys Cross Country coach at the High School, beginning 8/14/2023-11/4/2023, \$4,844 stipend.
2. Joshua Craft, KidVentures Site Assistant for 15 hours/week at Spring Creek, beginning 10/3/2023. \$14.90/hr.
3. Josh Kruger, Event Worker at the High School, beginning 10/2/2023. Event Worker Rate.
4. Katherine Pickerign, Child Nutrition Associate I for 3.25 hours/day at Spring Creek, beginning 10/11/2023. \$20.84/hr.
5. Nubia Roman, Targeted Services MSYC Site Leader for 4 hours/day Mon.-Thurs. at the Middle School, beginning 10/2/2023-5/16/2024. Step 2-\$18.77/hr.
6. Ariana Vermilyea, Lifeguard with Community Ed Recreation, beginning 10/10/2023 through 5/31/2024. \$14.75/hour.
7. Winston Vermilyea, Lifeguard with Community Ed Recreation, beginning 10/2/2023 through 5/31/2024. \$15.25/hour.
8. Belinda Zubia, Community School Club Leader for up to 12 hours/week at Bridgewater, beginning 10/2/2023-5/18/2024. \$24.30/hr.
9. Raymond Gainey, Targeted Services Club Leader for 2 hours/week at the Middle School, beginning 1/24/2024-5/24/2024. \$24.30/hr.
10. Grant Hemmingsen, Varsity Assistant Boys Basketball Coach at the High School, beginning 11/20/2023-3/23/2024. \$5,383 stipend.

ii. Increase/Decrease/Change in Assignment

1. Josten Coleman, Head Softball Coach at the High School, change to .5 Head Softball Coach and .5 Assistant Varsity Coach at the High School, effective 9/27/2023. \$6,459.50
2. Nick Connor, .40 Robotics Advisor at the High School, change to 1.0 Robotics Advisor at the High School, effective 10/1/2023.
3. Stephanie Grundman, Title I Teacher at Spring Creek, add Community School Teacher for up to 8 hours/week with the District, effective 10/2/2023-5/18/2024. \$40.00/hr.
4. Brenda Hand, Teacher at Bridgewater, add Community School Teacher for up to 10 hours/week at Bridgewater, effective 10/2/2023-5/17/2024. \$40.00/hr.
5. Sam Healy, Teacher at Spring Creek, add Community School Teacher for up to 10 hours/week at Spring Creek, effective 10/2/2023-5/18/2024. \$40.00/hr.
6. Kelly Hebzynski, Math Teacher at the Middle School, add a 1/6 overload in lieu of supervision at the Middle School for the 2023-2024 school year, effective 9/20/2023-6/6/2024.
7. Mara Hessian, Special Ed EA PCA for 6.75 hours/day at Bridgewater, change to Special Ed EA PCA for 6.916 hours/day at Bridgewater, effective 9/25/2023.
8. Kristi Korteum, Math Teacher at the High School, add Building Supervisor with Community Ed Recreation, effective 10/3/2023-5/31/2024. \$18.39/hr.
9. Heather Kuehl, English Teacher at the the Middle School, add MSYC Teacher for up to 2 hours/day Mon.-Thurs. at the Middle School, effective 10/4/2023-5/16/2024. \$40.00/hr.
10. Addie Nelson, Gen Ed EA for 20 hours/week at the NCEC, change Gen Ed EA for 22 hours/week at the NCEC, effective 10/5/2023.
11. Kimberly Norton, Special Ed EA PCA at the NCEC, change to Special Ed EA PCA at Bridgewater, effective 9/5/2023.
12. Lauren Quinnell, Special Ed EA PCA for 6.75 hours/day at Spring Creek, change to Special Ed EA PCA for 7.0 hours/day at Spring Creek, effective 10/2/2023.
13. Melissa Reed, School Psychologist 1.0/Spring Creek, change to School Psychologist .8/Spring Creek and .2/NCEC, effective 9/5/2023.
14. Amanda Rezac, Special Ed EA PCA for 6.75 hours/day at Greenvale Park, add .5 Supervisory Gen Ed EA at Greenvale Park, effective 9/26/2023.
15. Melissa Spitzak, Teacher at Spring Creek, add Community School Teacher for up to 10 hours/week at Spring Creek, effective 10/2/2023-5/18/2024. \$40.00/hr.
16. LauraAnn Talbot, Math Teacher at the Middle School, add a 1/6 overload in lieu of supervision at the Middle School for the 2023-2024 school year, effective 9/20/2023-6/6/2024.
17. Rachael Thompson, School Psychologist .8/NCEC and .2/ALC, change to School Psychologist 1.0 at the NCEC, effective 9/5/2023.

18. Katrina Warner, Special Ed EA PCA for 6.75 hours/day, Supervisory for .50 hours/day at Bridgewater, add Nurse Lunch coverage for .50 hours/day at Bridgewater, effective 9/5/2023.
  19. Janet Amundson, Special Ed EA PCA at the Middle School, add Educational Assistant Extracurricular/non-academic support, hours will vary with the District, effective 10/2/2023-6/6/2024.
  20. Sheila Atkinson, Special Ed EA at Bridgewater, add Special Ed EA Bus for .25 hours/day with the District, effective 10/9/2023-6/6/2024.
  21. Christina Chappuis, Special Ed EA PCA at Spring Creek, add Educational Assistant Extracurricular/non-academic support, hours will vary with the District, effective 9/2/2023-6/6/2024.
  22. Diane Nagy, Teacher at Bridgewater, add Community School Teacher for up to 10 hours/week at Bridgewater, effective 10/2/2023-5/18/2024. \$40.00/hr.
  23. Katrina Warner, Special Ed EA at Bridgewater, add Community School Club Leader for up to 10 hours/week at Bridgewater, effective 10/2/2023-5/18/2024. \$24.30/hr.
  24. Ariana Vermilyea, Lifeguard with Community Education Recreation, change rate of pay to Step 5-\$15.00/hr. effective 10/6/2023-5/31/2024.
- iii. Leave of Absence
1. Jill Keeley, Early Venture Teacher at the NCEC, FMLA leave of absence beginning 10/18/2023 through 12/1/2023.
  2. Ada Leaphart, Art Teacher at Greenvale Park, FMLA leave of absence beginning on or about 4/4/2024, and continuing through the end of the 2023-2024 school year.
  3. Beth McClune, Special Education EA/PCA at the Middle School, FMLA leave of absence beginning 11/7/2023 through 1/29/2024.
  4. Megan Roe, Early Ventures Teacher at the NCEC, FMLA leave of absence beginning 9/25/2023 and will continue for up to 60 work days.
- iv. Retirements/Resignations/Terminations
1. Mark Westblade, Assistant Golf Coach at the High School, resignation effective 10/1/2023.
  2. Sherri Boese, Special Ed EA Bus with the District, resignation effective 10/6/2023.
  3. Kelly Radtke, Child Nutrition Associate at Spring Creek, resignation effective 10/18/2023.
  4. Angie Schock, Head Track and Field Coach at the Middle School, resignation effective 10/5/2023.

f. Grant Application. Director of Community Education Erin Bailey and Director of Instructional Services Hope Langston requested school board approval for a \$52,122 Comprehensive Literacy State Development Supplemental Award from the Minnesota Department of Education from December 8, 2023 through September 30, 2024. The Comprehensive Literacy State Development Supplemental Award will allow for 17 early childhood teachers to complete the LETRS for Early Childhood training. This LETRS training will align literacy work in our early childhood programs with district programs.

8. Items for Individual Action

- a. Resolution of School Board Supporting FORM A Application to Minnesota State High School League Foundation. On a motion by Quinnell, seconded by Miller, the board unanimously approved by roll call vote, the Resolution of School Board Supporting FORM A Application to Minnesota State High School League Foundation. This grant will help offset student activity fees. Voting 'yes' was Butler, Coleman, Miller, Nelson and Quinnell. No one voted 'no'. Absent: Goerwitz and Gonzalez-George.
- b. Resolution of School Board Supporting FORM B Application to Minnesota State High School League Foundation. On a motion by Miller, seconded by Quinnell, the board unanimously approved by roll call vote, the Resolution of School Board Supporting FORM B Application to Minnesota State High School League Foundation. This grant will assist with costs in three specific areas including health and safety, leadership initiatives and transportation that reduces barriers to participation. Voting 'yes' was Butler, Coleman, Miller, Nelson and Quinnell. No one voted 'no'. Absent: Goerwitz and Gonzalez-George.
- c. Job Position Restructuring. On a motion by Nelson, seconded by Miller, the board unanimously approved the recommendation to restructure the district's payroll position and the district's benefits position and reassign them to the confidential employee group.

9. Items for Information

- a. Enrollment Report. Dr. Hillmann reviewed the October 2023 enrollment report.
- b. National School Lunch Week. National School Lunch Week is celebrated Oct. 9-13, 2023. The National School Lunch Program (NSLP) serves nearly 30 million children every school day. President John F. Kennedy created National School Lunch Week (NSLW) in 1962 to promote the importance of a healthy school lunch

in a child's life and the impact it has inside and outside of the classroom. We appreciate and thank all child nutrition staff in our district.

- c. National School Bus Safety Week. National School Bus Safety Week is Oct. 16-20, 2023. School buses are the safest way for children to get to school. Their design is meant to be safer than any passenger vehicle in avoiding crashes and preventing injuries. Teaching children to follow safety rules on the bus is important, as is informing drivers about the laws regarding school buses. We appreciate and thank Benjamin Bus and their drivers for their continued support and partnership with Northfield Public Schools.
- d. Northfield Area Retired Educators Luncheon. Board members are invited to the annual luncheon for retired educators. Join us at 11:30 a.m. on Friday Nov. 3, 2023 at Ruth's on Stafford in Dundas. Please RSVP to Anita Aase prior to Oct. 26 if you can attend.

10. Future Meetings

- a. Monday, October 23, 2023, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- b. Monday, November 13, 2023, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- c. Monday, November 27, 2023, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom

11. Adjournment

On a motion by Stratmoen, seconded by Quinnell, the board unanimously approved to adjourn at 7:19 p.m.

Amy Goerwitz  
School Board 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 on the attached document dated October 23, 2023.

The vote on adoption of the Resolution was as follows:

Aye:

Nay:

Absent:

Whereupon, said Resolution was declared duly adopted.

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By: Claudia Gonzalez-George, Chair

By: Amy Goerwitz, Clerk

<b>Date of the bequest, donation, or gift:</b>	<b>Non-monetary item(s) received: (Please list N/A if not applicable)</b>	<b>Amount:</b>	<b>Who the bequest, donation, or gift is from?</b>	<b>What is the bequest, donation, or gift for?</b>
10/5/2023		\$2,500.00	Rice County Farm Bureau, Inc.	FFA Program
10/10/2023	Three cases of apples		Fireside Apple Orchard	Great Lakes Apple Crunch for elementary students having cold lunch on October 12
10/6/2023	1/4 size violin		Renae Schuster	Orchestra Program
9/25/2023	Plasma ball		Anna Hershberger	Science room supplies
10/2/2023	Simple machines bulletin board set		Marja Steinberg	Science room supplies
10/11/2023	N/A	\$1,000.00	Compeer Financial	FFA Donation
10/13/2023	20 yards black cotton fabric		Nena Lenz	FACS reverse tie dye project
10/17/2023	N/A	\$2,069.73	Bridgewater Booster Club	Playground Decals reimbursement
10/9/2023	N/A	\$20.00	Sara Ailabouni	Raider Closet Donation
9/7/23-10/6/23	N/A	\$208.00	Various Northfield Middle School families	NMS Music T-shirt scholarships
9/29/23-10/12/23	N/A	\$115.00	Various Bridgewater Kindergarten families	Bridgewater Produce Farm Kindergarten field trip scholarships
9/15/23-9/29/23	N/A	\$124.00	Various Bridgewater 1st Grade families	Bridgewater 1st Grade Apple Creek Orchard field trip scholarships
9/25/23-10/6/23	N/A	\$105.00	Various Spring Creek 2nd Grade families	Spring Creek 2nd Grade Windy Willow field trip scholarships
10/18/2023	N/A	\$10.00	Various Spring Creek 3rd Grade families	Spring Creek 3rd Grade Halloween Bowling field trip scholarships
9/22/23-10/13/23	N/A	\$20.00	Spring Creek 4th Grade family	Spring Creek 4th Grade Party Fund
10/4/23	N/A	\$21,994.00	Bridgewater Booster Club	Bridgewater classrooms support donation

**Overnight Student Field Trip Proposal  
for the  
Alternative Learning Center**

**Date of Proposal:** October 12, 2023

**Purpose of Trip:** To take 7 Alternative Learning Center students into the Boundary Waters Canoes Area.

**Destination:** Tofte, MN and BWCA

**Dates:** June 10 - June 14, 2024

**Itinerary:**

June 10 - Leave Northfield and drive up to Sawbill Campground, camping there for the night. We stop in Duluth, Gooseberry Falls, Palisade Head and hike up to Carleton Peak and Tofte Overlook on the way.

June 11 - We will go to Sawbill outfitters, get our gear and hopefully be on the water by 10 a.m.

June 12 - Canoe all day, finding a site for the evening.

June 13 - Canoe for a second full day, finding another site for evening.

June 14 - We will canoe out of the BWCA and return to Northfield by early evening.

**Educational Benefits:** Students are required to complete a .25 credit class on wilderness camping and survival and research information about Minnesota's Boundary Waters Canoe Area.

The trip itself will address 17 of the 37 SCANS skills identified by the U.S Department of Labor as the competencies needed to span the gap between the world of school and the workplace. These are the skills the students will use for this trip: reading, writing, speaking, listening, decision making, problem solving, responsibility, social skills, self-management, honesty, time management, team member, leadership, negotiation skills, adaptability, manage resources and teaching others. Additional areas that will be affected include self-esteem, self-confidence, perseverance and patience.

**Staff Involved:** Cheryl Mathison and Eric McDonald

**Time Commitment for Planning:** This will be our 20<sup>th</sup> trip up there with students. Due to our experience and knowledge we" have the system down" as far as the planning goes



**Transportation:** Benjamin Bus donates all transportation costs

**Lodging Arrangements:** We will be making BWCA camping reservations.

**Budget:**

<b>Supplies</b>		<b>Instructional Salary</b>
Groceries	\$ 250.00	Appx \$4500
Sawbill Outfitter	\$ 1200.00	
<u>BWCA &amp; campground fees</u>	<u>\$152.00</u>	
	\$1602.00	

**Funding Sources:** Pop machine profits, funding from student credit earned covers the instructional salary.

**Scholarship Availability:** None needed

**Student Participants:** 7

**Staff Chaperones:** 2

**Parent Chaperones:** None

**Activities for non-participating students:** This is part of an elective class. Students not enrolled in the class are not affected.

**Executive Summary:** The board is being asked to consider authorizing \$23,500 for a random sample telephone tracking survey of 400 voters conducted by Morris-Leatherman. The survey would focus on information to help the board determine potential ballot questions for Northfield High School.

 **What has been done in the past?**

- The district partnered with the City of Northfield and used Morris-Leatherman's services in October 2022 to conduct a similar community phone survey related to the Northfield High School facility that included some questions about the city's ice arena facility.

 [View the results of the 2022 survey](#)

 **Why conduct another survey?**

- The data from the 2022 survey is helpful, but financial conditions are always evolving and the feedback about tax impact is no longer relevant enough to effectively guide the board.
- Securing scientific data about what the community is willing to support can help make a wise decision.

 **What is the survey timeline?**

- December 6: Questionnaire design begins
- December 29: Final approval of the survey questionnaire
- January 11: Begin phone interviews
- February 8: District receives draft survey report
- February 12: Morris-Leatherman presents to the board

 **How is the survey conducted?**

- Morris-Leatherman will complete 400 telephone interviews. Each interview will include 35 multiple choice questions. There will not be any open responses in this survey. Morris-Leatherman will leave messages for those respondents that allow the call to go to voicemail. They will continue calling until they have a representative sample and have completed the 400 calls.
- The survey will be a random stratified voter survey. That means it will be representative of the district's demographics, making it generalizable to the community at large.

 **How reliable is the survey?**

- The survey will have a 4.8% margin of error.
- Morris-Leatherman has a strong track record of successfully modeling that their voter surveys are good predictors of election outcomes.

 **How much will the survey cost?**

- This survey will cost \$23,500 (\$5,000 less than the initial survey in 2022.) However, the cost will not be shared with the City of Northfield.

 **When does the board need to decide to proceed?**

- The board will be asked to vote to approve the survey at the Oct. 23 board meeting.

**Policy 206 PUBLIC PARTICIPATION IN SCHOOL BOARD MEETINGS/COMPLAINTS ABOUT PERSONS AT SCHOOL BOARD MEETINGS AND DATA PRIVACY CONSIDERATIONS**

**I. PURPOSE**

- A. The Northfield School District Board of Education recognizes the value of participation by the public in deliberations and decisions on school district matters. At the same time, the board recognizes and values the importance of conducting orderly and efficient proceedings with the opportunity for the expression of all participants' respective views.
- B. The purpose of this policy is to provide procedures to assure open and orderly public discussion and protect the due process and privacy rights of individuals under the law.

**II. GENERAL STATEMENT OF POLICY**

- A. The policy of the board is to encourage public comments on subjects related to the management of the district at board meetings. The board may adopt reasonable time, place, and manner restrictions on public expression in order to allow comments by all interested parties.
- B. The board shall protect the legal rights to privacy and due process of district employees and students.

**III. DEFINITIONS**

- A. "Personnel data" means government data on individuals maintained because the individual is or was an employee or applicant for employment. For purposes of this policy, "employee" includes a volunteer or an independent contractor.
- B. Personnel data on current and former employees that is "public" is determined by [Policy 406](#).
- C. Personnel data on current and former applicants for employment that is "public" is determined by [Policy 406](#).
- D. "Educational data" means data maintained by the district which relates to a student.
- E. "Student" means an individual currently or formerly enrolled or registered in the district, or applicant for enrollment, or an individual who receives shared time services.
- F. Data about applicants for appointments to a public body, including a board, collected by the district as a result of the applicant's application for appointment to the public body are private data on individuals, except that the following are public: name; city of residence, except where the appointment has a residency requirement that requires the entire address to be public; education and training; employment history; volunteer work; awards and

honors; prior government service; any data required to be provided or that is voluntarily provided in an application to a multimember agency pursuant to Minn. Stat. § 15.0597; and veteran status. Once an individual has been appointed to a public body, the following additional items of data are public: residential address; either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee; the first and last dates of service on the public body; the existence and status of any complaints or charges against an appointee; and, upon completion of an investigation of a complaint or charge against an appointee, the final investigative report unless access to the data would jeopardize an active investigation. Any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee will use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

- G. “District stakeholders” are residents, business and property owners, parents/guardians/caregivers, students and employees of the district. It also includes a student and/or parent/guardian/caregiver who attends Northfield Public Schools through an open enrollment or non-resident agreement.

#### **IV. RIGHTS TO PRIVACY**

- A. District employees have a legal right to privacy related to matters that may come before the board, including, but not limited to, the following right to:
1. A private hearing for teachers, pursuant to Minnesota Statute 122A.40, Subdivision 14 (Teachers Discharge Hearing).
  2. Privacy of personnel data as provided by Minnesota Statute 13.43 (Personnel Data).
  3. Consideration by the board of certain data treated as not public as provided in Minnesota Statute 13D.05 (Not Public Data).
  4. A private hearing for licensed or nonlicensed head varsity coaches to discuss reasons for nonrenewal of a coaching contract pursuant to Minnesota Statute 122A.33, Subdivision 3.
- B. District students have a legal right to privacy related to matters that may come before the board, including, but not limited to, the following right to:
1. A private hearing, Minnesota Statute 121A.47, Subdivision 5 (Student Dismissal Hearing).
  2. Privacy of educational data, Minnesota Statute 13.32 (Educational Data); 20 U.S.C. § 1232g (FERPA).
  3. Privacy of complaints as provided by child abuse reporting and discrimination laws, Minnesota Statute Ch. 260E (Reporting of Maltreatment of Minors) and Minnesota Statute Ch. 363A (Minnesota Human Rights Act).

#### **V. THE PUBLIC’S OPPORTUNITY TO BE HEARD**

The board will strive to give all district stakeholders an opportunity to be heard and to have complaints considered and evaluated, within the limits of the law and this policy and subject to reasonable time, place, and manner restrictions. Among the rights available to the public is the right to access public data as provided by Minnesota Statute 13.43, Subdivision 2 (Public Data).

The board reserves the right to suspend an individual's opportunity to participate in the public comment section of the board meeting for up to one calendar year if an individual does not follow the procedures, ~~and protocols,~~ and requirements set forth in the policy.

## **VI. PROCEDURES**

### **A. Complaints**

All complaints should [follow the procedures](#) outlined in [Policy 103](#).

### **B. Public Comment**

The board shall normally provide up to 30 minutes of time ~~a specified period of time~~ when stakeholders may address the board on any topic, subject to the parameters limitations of this policy. Each stakeholder will have up to three (3) minutes to address the board. ~~The board reserves the right to allocate a specific period of time for this purpose and limit time for speakers accordingly.~~

The board chair shall promptly rule out of order any discussion by any person, including board members, that would violate the provisions of state or federal law, this policy, or the statutory rights of privacy of an individual.

Personal attacks by anyone addressing the board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the board.

Depending upon the number of persons in attendance seeking to be heard, the board reserves the right to impose such other limitations and ~~restrictions~~ requirements as necessary in order to provide an orderly, efficient, and fair opportunity for those present to be heard.

The board will only allow public comment at its regular meetings unless explicitly noted in another meeting agenda.

### **C. No Board Action at Same Meeting**

Except as determined by the board to be necessary or in an emergency, the board will not take action at the same meeting on an item raised for the first time by the public.

## **VII. PENALTIES FOR VIOLATION OF DATA PRIVACY**

- A. The district is liable for damages, costs and attorneys' fees, and, in the event of a willful violation, punitive damages for violation of state data privacy laws. (Minnesota Statute

- 13.08, Subdivision 1)
- B. A person who willfully violates data privacy or whose conduct constitutes the knowing unauthorized acquisition of not public data is guilty of a misdemeanor. (Minnesota Statute 13.09)
- C. In the case of an employee, willful violation of the Minnesota data practices law, Chapter 13, and any rules adopted thereunder, including any action subject to a criminal penalty, constitutes just cause for suspension without pay or dismissal. (Minnesota Statute 13.09)

## Policy 206 Public Participation in School Board Meetings/Complaints About Persons at School Board Meetings and Data Privacy Considerations

Adopted: 07.01.2019; Statutory Update: 02.08.2022; Updated: 05.22.2023, INSERT DATE HERE

Board of Education  
INDEPENDENT SCHOOL DISTRICT NO. 659  
Northfield, Minnesota

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 13.43 (Personnel Data)  
Minn. Stat. § 13.601, Subd. 3 (Applicants for Appointment)  
Minn. Stat. § 13D.05 (Meetings Having Data Classified as Public)  
Minn. Stat. § 121A.47, Subd. 5 (Exclusion and Expulsion Procedures; Closed or Open Meeting)  
Minn. Stat. § 122A.33, Subd. 3 (License and Degree Exemption for Head Coach; Notice of Nonrenewal; Opportunity to Respond)  
Minn. Stat. § 122A.40, Subd. 14 (Employment; Contracts; Termination; Hearing Procedures)  
Minn. Stat. § 122A.44 (Contracting with Teachers; Substitute Teachers)  
Minn. Stat. § 123B.02, Subd. 14 (General Powers of Independent School Districts; Employees; Contracts for Services)  
Minn. Stat. § 123B.143, Subd. 2 (Superintendents; Disclose Past Buyouts or Contract is Void)  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
Minn. Op. Atty. Gen. 852 (July 14, 2006)

**Cross References:** MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)  
MSBA/MASA Model Policy 207 (Public Hearings)  
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA School Law Bulletin “C” (Minnesota’s Open Meeting Law)  
MSBA School Law Bulletin “I” (School Records – Privacy – Access to Data)

## **Policy 208 DEVELOPMENT, ADOPTION AND IMPLEMENTATION OF POLICIES**

### **I. PURPOSE**

The purpose of this policy is to emphasize the importance of the policy-making role of the Northfield School District Board of Education and provide the means for it to be an ongoing effort.

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

Formal guidelines are necessary to ensure the school community that the school system responds to its mission and operates in an effective, efficient, and consistent manner. A set of written policies shall be maintained and modified as needed. Policies should define the desire and intent of the school board and should be in a form that is sufficiently explicit to guide administrative action.

### **III. DEVELOPMENT OF POLICY**

- A. The board has jurisdiction to legislate policy with the force and effect of law for the school district. District policy provides the board's general direction for the district while delegating implementation to the administration.
- B. The district's policies provide guidelines and goals to the school community. The policies are the basis for guidelines and directives created by the administration. The board shall determine the effectiveness of the policies by evaluating periodic reports from the administration.
- C. Policies may be proposed by a board member, employee, student, or resident of the district. Proposed policies or ideas shall be submitted to the superintendent for consideration.

### **IV. ADOPTION AND REVIEW OF POLICY**

- A. The board shall give notice of proposed policy changes or the adoption of new policies by placing the item on the agenda of two school board meetings.
- B. The final action taken to adopt the proposed policy shall be approved by a simple majority vote of the board. The policy will be effective on the latter of the date of passage or the date stated in the motion.
- C. In an emergency, a new or modified policy may be adopted by a majority vote of a quorum of the board in a single meeting. A statement regarding the emergency and the need for immediate adoption of the policy shall be included in the minutes. The policy adopted in an emergency shall expire within one year following the emergency action unless the policy adoption procedure stated above is followed and the policy is reaffirmed. The board shall have discretion to determine what constitutes an emergency situation.
- D. If a policy is modified ~~with minor changes that do not affect the substance of the policy~~ or because of a legal change over which the board has no control, the modified policy may be approved at one meeting at the discretion of the board in the consent agenda.

- E. If the policy is modified with a minor change that does not affect the substance of the policy, the board's policy committee can make these changes without approval of the board. The policy will include notation as "reviewed" and include the date.
- F. The district retains policies in accordance with the School District General Records Retention Schedule.

## V. IMPLEMENTATION AND ACCESS TO POLICY

- A. The superintendent shall be responsible for implementing board policies, other than the policies that cover how the board will operate. The superintendent shall develop administrative guidelines and directives to provide greater specificity and consistency in the process of implementation. ~~These guidelines and directives, including employee and student handbooks, shall be subject to annual review and approval by the board.~~
- B. Each board member shall have online access to district policies. ~~Manuals shall~~ Policies ~~be~~ are available online and printed copies are available by request from the superintendent's office for reference purposes to other interested persons.
- C. The superintendent, employees designated by the superintendent, and individual school board members shall be responsible for keeping policies current.
- D. The board shall review policies at least once every five years. The superintendent shall be responsible for developing a system of periodic review, ~~addressing approximately one quarter of the policies annually.~~ In addition, the board shall review the following policies annually: 506 Student Discipline, 722 Public Data Requests, and 806 Crisis Management Policy.
- E. When no board policy exists to provide guidance on a matter, the superintendent is authorized to act appropriately under the circumstances keeping in mind the mission, educational philosophy, and financial condition of the district. Under such circumstances, the superintendent shall advise the board of the need for a policy and present a recommended policy to the policy committee for consideration. Upon approval by the policy committee the recommended policy will go to the board for approval.

### Policy 208 Development, Adoption & Implementation of Policies

Adopted: 01.24.2005; Updated: 07.01.2019; 02.08.2022; Substantive Update: 10.24.2022; Updated: INSERT DATE  
HERE

Board of Education  
INDEPENDENT SCHOOL DISTRICT NO. 659  
Northfield, Minnesota

**Legal References:** Minn. Stat. § 123B.02, Subd. 1 (School District Powers)  
Minn. Stat. § 123B.09, Subd. 1 (School Board Powers)

**Cross References:** MSBA/MASA Model Policy 305 (Policy Implementation)

## Policy 209 CODE OF ETHICS

### I. PURPOSE

The purpose of this policy is to assist the Northfield School District Board of Education members in understanding the role of individual school board members and the contribution that each must make to develop an effective and responsible school board.

### II. GENERAL STATEMENT OF POLICY

Each school board member shall follow the code of ethics stated in this policy.

#### A. AS A MEMBER OF THE SCHOOL BOARD I WILL:

1. Listen to the opinions and views of others including other board members, residents, business and property owners, parents/guardians/caregivers, students and employees of the Northfield School District.
2. Recognize the integrity of my predecessors and associates and the merit of their work.
3. Attend board ~~and assigned committee~~ meetings, ~~and assigned committees~~ and come prepared for discussion of the agenda items.
4. Be motivated by a desire to provide the best possible education for the students of the district.
5. Inform myself about the proper duties and functions of a board member as outlined in [Policy 203](#).
6. Vote my conscience after informed discussion, unless I abstain because a conflict of interest exists.
7. Support the decision of the board even if my position concerning the issue was different.
8. Inform myself about the proper duties and functions of a board member through Minnesota School Boards Association state-required training and other state recommended organizations.

#### B. IN PERFORMING THE PROPER FUNCTIONS OF A SCHOOL BOARD MEMBER I WILL:

1. Focus on education policy as much as possible.
2. Remember my responsibility is to set policy, not to implement policy.
3. Consider myself a trustee of public education and do my best to protect, conserve, and advance its progress.
4. Recognize that my responsibility, exercised through the actions of the board as a whole, is to see that the schools are properly ~~run~~ managed, not to ~~run~~ manage them myself.
5. Work with and through the superintendent, not over or around the superintendent.
6. Delegate the implementation of board decisions to the superintendent.

#### C. TO MAINTAIN RELATIONS WITH OTHER MEMBERS OF THE SCHOOL

**BOARD I WILL:**

1. Respect the rights of others to have and express opinions.
2. Recognize that authority rests with the board in legal session, not with the individual members of the board except as authorized by law.
3. Make no disparaging remarks, in or out of board meetings, about other members of the board or their opinions.
4. Keep an open mind about how I will vote on any proposition until the board has met and fully discussed the issue.
5. Make decisions by voting in board meetings after all sides of debatable questions have been presented.
6. Recognize that committees are appointed to serve only in an advisory capacity to the board.

**D. IN MEETING MY RESPONSIBILITIES TO MY COMMUNITY I WILL:**

1. Appraise and plan for both the present and future educational needs of the district and community.
2. Advocate to obtain adequate financial support for the district's programs.
3. Insist that business transactions of the district be ethical and open.
4. Strive to uphold my responsibilities and accountability to the community and district stakeholders.

**E. IN WORKING WITH THE SUPERINTENDENT OF SCHOOLS AND STAFF I WILL:**

1. Hold the superintendent responsible for the administration of the district.
2. Give the superintendent authority commensurate with their responsibility.
3. Expect the superintendent to keep the board adequately informed.
4. Assure that the district will be administered by the best professional personnel available.
5. Commit to be prepared and informed for meetings.
6. Consider the recommendation of the superintendent in hiring all employees.
7. Participate in board action after considering the recommendation of the superintendent and only after the superintendent has furnished adequate information supporting the recommendation.
8. Offer the superintendent counsel and advice.
9. Recognize the status of the superintendent as the chief executive officer and a non-voting, ex officio member of the board.
10. Respond to complaints by using the chain of responsibility as outlined in ~~Refer all complaints to~~ Policy 103 and direct them to follow the chain of responsibility.
11. Present personal criticisms of employees to the superintendent.
12. Provide support for the superintendent and the district so they may perform their proper functions on a professional level.

**F. IN FULFILLING MY LEGAL OBLIGATIONS AS A SCHOOL BOARD**

**MEMBER I WILL:**

1. Comply with all federal, state, and local laws relating to my work as a board member.
2. Comply with all district policies as adopted by the board.
3. Abide by all rules and regulations as promulgated by the Minnesota Department of Education and other federal and state agencies with jurisdiction over school districts.
4. Recognize that district business may be legally transacted only in an open meeting of the board.
5. Avoid conflicts of interest and refrain from using my board position for personal gain.
6. Take no private action that will compromise the board or administration.
7. Guard the confidentiality of information that is protected under applicable law.
8. Use district-issued email for all board business to limit security and data privacy issues.

**Policy 209 Code of Ethics**

Adopted: 2004; Updated: 07.01.2019; Substantive Update: 10.24.2022; Updated: 04.24.2023

Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

**Legal References:** Minn. Stat. § 123B.02, Subd. 1 (General Powers of Independent School Districts)  
Minn. Stat. § 123B.09 (Boards of Independent School Districts)  
Minn. Stat. § 123B.143, Subd. 1 (Superintendent)

**Cross References:** None