

INDEPENDENT SCHOOL DISTRICT NO. 659
REGULAR SCHOOL BOARD MEETING
Monday, August 9, 2021 ~ 7:00 p.m.

Northfield District Office Boardroom

Zoom Link: <https://northfieldschools-org.zoom.us/j/87386726749?pwd=Qmd1TkJhMDZlaXE0WWpxRjZ3dEhxdz09>

AGENDA

1. Call to Order
2. Agenda Approval/Table File
3. Public Comment
4. Announcements and Recognitions
5. Items for Discussion and Reports
 - a. Community Education School Improvement Plan
 - b. Activities Department School Improvement Plan
 - c. Portage Handbooks
 - d. Superintendent's Goals
 - e. Superintendent's Report
6. Consent Agenda
 - a. Minutes
 - b. Gift Agreements
 - c. Overnight Field Trips
 - d. Financial Report
 - e. Personnel Items
7. Items for Individual Action
 - a. School Bus Transportation Contract
 - b. Approval of COVID-19 Safety Protocols for 2021-22 School Year
8. Items for Information
 - a. Open Houses
 - b. Bids for Purchase of District MacBooks
9. Future Meetings
 - a. Monday, August 23, 2021, 7:00 p.m., Regular Board Meeting, Northfield DO Boardroom
 - b. Monday, September 13, 2021, 7:00 p.m., Regular Board Meeting, Northfield DO Boardroom
10. Adjournment

NORTHFIELD PUBLIC SCHOOLS

MEMORANDUM

Monday, August 9, 2021 ~ 7:00 p.m.

Northfield District Office Boardroom

Zoom Link: <https://northfieldschools-org.zoom.us/j/87386726749?pwd=Qmd1TkJhMDZlaXE0WWpxRjZ3dEhxdz09>

TO: Members of the Board of Education
FROM: Matthew Hillmann, Ed.D., Superintendent
RE: Explanation of Agenda Items for Monday, August 9, 2021, 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. Comments must comply with the district's public comment guidelines. The board may limit the number of people permitted to participate in public comment.
4. Announcements and Recognitions
5. Items for Discussion and Reports
 - a. Community Education Continuous Improvement Plan. Director of Community Education Erin Bailey will present to the board the continuous school improvement plan for Community Education. The presentation will include a progress report on the goals set for the 2020-2021 school year as well as new goals set for the 2021-2022 school year.
 - b. Student Activities Continuous Improvement Plan. Director of Student Activities Joel Olson will present to the board the continuous school improvement plan for Student Activities. The presentation will include goals set for the 2021-2022 school year.
 - c. Portage Handbooks. Superintendent Hillmann will review the proposed 2021-2022 Elementary and Secondary Portage handbooks.
 - d. Superintendent's Goals. Superintendent Hillmann will share a draft of his proposed goals for 2021-2022.
 - e. Superintendent's Report. Dr. Hillmann will provide an operations update.
6. 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 July 12, 2021
 - b. Gift Agreements
 - \$13,552.21 from Lucille Duesterhoeft Scholarship Fund of the Saint Paul and Minnesota Foundation for scholarships
 - \$6,000.00 from Kevin and Nanette Rodgers for classroom teachers
 - c. Overnight Field Trips
Activities Director Joel Olson is requesting board approval for overnight trips for the 2021-22 school year.
 - d. Financial Report

March 2021. Director of Finance Val Mertesdorf requests that the board approve paid bills totaling \$1,982,165.26, payroll checks totaling \$3,354,967.27, a wire transfer totaling \$500,000.00 (from Frandsen General in Feb) to MSDLAF Liquid, a wire transfer totaling \$500,000.00 from Frandsen General to MSDLAF Liquid, a wire transfer totaling \$163,185.68 from Frandsen Stud Actv to Frandsen General, a wire transfer totaling \$1,350,000.00 from Frandsen General to Frandsen Sweep, a wire transfer totaling \$800,000.00 from Frandsen Sweep to Frandsen General, and the financial reports for March 2021. At the end of March 2021 total cash and investments amounted to \$24,896,370.82.

e. Personnel Items

i. Appointments

1. Adriana Bermudez Araujo, Summer Bridges to Kindergarten EA for 4 hours/day at Greenvale Park, beginning 8/10/2021-8/27/2021; Gen Ed-Step 3-\$16.29/hr.
2. Adriana Bermudez Araujo, Early Childhood EA/Sib Care Provider for up to 30 hours/week at the NCEC, beginning 8/30/2021; Gen Ed-Step 3-\$16.29/hr.
3. Tory Borovsky, Assistant Girls Tennis Coach for 2 hours/day at the High School, beginning 8/16/2021; Level H, Step 2
4. Maya Deschamp, Summer Recreation Position with Community Education, beginning 7/26/2021-8/31/2021; Assistant-\$10.08/hr., Class Lead-\$10.64/hr.
5. Tricia Farner Christopherson, Spanish Early Childhood Screener for up to 35 hours/year at the NCEC, beginning 8/23/2021; \$22.00/hr.
6. Correction: Greg Fredrickson, Custodian for 4 hours/day M-F at the High School, beginning 7/26/2021; Step 4 Custodian \$19.66/hr.
7. Oscar Gaspar, ESL Gen Ed EA for 6.5 hours/day at the High School, beginning 8/30/2021; Gen Ed - Step 2-\$15.92/hr.
8. Tabatha Lagro, Special Ed EA PCA for 5.38 hours/day at Greenvale Park, beginning 8/30/2021; Spec Ed Step 2-\$16.53/hr.
9. Angela Lynch, 1.0 FTE Special Ed Visually Impaired Resource Room Teacher at the ALC, beginning 8/30/2021; BA+30, Step 4
10. Connie Menssen, Building Nurse for 10 hours/week at the NCEC, beginning 6/28/2021-8/5/2021; \$38.84/hr.
11. Adeline Nelson, Summer to Bridges to Kindergarten EA for 27 hours/total at Bridgewater, beginning 8/12/2021-8/27/2021; Gen Ed Step 2-\$15.92/hr.
12. Adeline Nelson, Hand in Hand Preschool Gen Ed EA for 35 hours/week at the NCEC, beginning 8/30/2021; Gen Ed Step 2-\$15.92/hr.
13. Jacob Odell, 1.0 FTE Special Ed Teacher-Work Based Learning at the High School, beginning 8/30/2021; BA, Step 3
14. Alyssa Parsons, Special Ed EA PCA for 6.75 hours/day at the High School, beginning 8/30/2021; Spec Ed Step 1-\$16.17/hr.
15. Nica Patterson, Building Nurse for 1.4 hours/day at St. Dominic School, beginning 8/30/2021; \$32.71/hr.
16. Andrew Richardson, 1.0 FTE Industrial Technology Teacher at the High School, beginning 8/30/2021-6/9/2022; MA+30, Step 14
17. Martha Schultz, 1.0 FTE Long Term Substitute First Grade Teacher at Greenvale Park, beginning 8/30/2021-11/19/2021; BA+40, Step 2
18. Rebecca Stoufis, Special Ed ESY Teacher for 6 hours/day with the District, beginning 7/12/2021-8/19/2021; Short Call sub rate
19. Jeffrey Sullivan, Head Olympic Weightlifting Coach for 2 hours/day for 4 days/week at the High School, beginning 11/16/2021; Level F, Step 3
20. Community Education Summer 2021 Brochure Instructors-See attached.

ii. Increase/Decrease/Change in Assignment

1. Charlie Alvarez, Grade 3 Compañeros Teacher at Greenvale Park, add Compañeros Mentor Teacher at Greenvale Park, effective 8/30/2021-6/9/2022; \$750 stipend
2. Tyler Balow, 1.0 Assistant Cross Country Coach at the High School, change to .6 part time Assistant Cross Country Coach at the High School, effective 8/16/2021; Level I, Step 5
3. Paula Baragary, Grade 5 Teacher at Spring Creek, add Mentor Teacher-Gen Ed at Spring Creek, effective 8/30/2021-6/9/2022; \$750 stipend
4. Lisa Battaglia, 1.0 FTE MTSS Teacher at the High School, change to .6 MTSS Teacher and .4 ADSIS Reading Teacher at the High School, effective 9/9/2021.
5. Theresa Bauman, Reading Corp Coach with the District, add Jumpstart to 1st Grade Teacher at Bridgewater, effective 7/19/2021-8/27/2021.

6. Ashley Benhart, Grade 2 Teacher at Spring Creek, add Compañeros Mentor Teacher at Spring Creek, effective 8/30/2021-6/9/2022; \$750 stipend
7. Paul Bernhard, 9th Grade Football Coach-Hourly at the High School, change to 1.0 th Grade Football Coach at the High School, effective 8/16/2021.
8. Elizabeth Brewer, Special Ed EA PCA ESY with the District, add Special Ed EA PCA ESY Bus for up to 90 minutes/day with the District, effective 7/12/2021-8/12/2021.
9. Kayla Christmas, Special Ed EA PCA ESY with the District, add Special Ed EA PCA ESY Bus for up to 90 minutes/day with the District, effective 7/12/2021-8/12/2021.
10. Lindsey Downs, Grade 1 Teacher at Spring Creek, add Jumpstart to 1st Grade Teacher at Spring Creek, effective 7/19/2021-8/27/2021.
11. Sean Dube, .6 Academy/.4 English Teacher at the High School, change to 1.0 FTE English Teacher at the High School, effective 8/30/2021.
12. Jan Ensrud, Grade 7 Teacher at the Middle School, add Mentor Teacher-Gen Ed at the Middle School, effective 8/30/2021-6/9/2022; \$750 stipend
13. Lindsey Fredrickson, Summer Plus Club Leader at Greenvale Park, change to Summer Plus Teacher for up to 6 hours/day Mon.-Thurs. at Greenvale Park, effective 8/2/2021-8/20/2021; BA, Step 1
14. Brenda Hand, EL Teacher at Bridgewater, add EL Mentor Teacher with the District, effective 8/30/2021-6/9/2022; \$750 stipend
15. Mary Harrity-Davidson, .33 FTE at the ALC, change to .33 FTE at the ALC and .20 FTE Grade 6 Phy Ed Teacher at the Middle School, effective 8/30/2021-6/9/2022.
16. Karna Hauck, 1.0 FTE Art Teacher at the High School, add $\frac{1}{2}$ overload for the 2021-2022 school year, effective 9/9/2021-6/9/2022.
17. Daryl Kehler, Director of ALC for 46 weeks/year, change to Director of ALC, Targeted Services and Portage for 52 weeks, effective 7/1/2021. \$138,626/yr.
18. Melanie Klein, Special Ed Teacher at Spring Creek, add Special Ed Teacher-Summer Evaluation Team for up to 80 hours/total with the District, effective 7/12/2021-8/27/2021.
19. Jill Kohel, .6 Social Studies and .4 English Teacher at the High School, add $\frac{1}{2}$ overload for the 2021-2022 school year, effective 9/9/2021-6/9/2022.
20. Jill Kohel, .6 Academy/.4 Social Studies Teacher at the High School, change to .6 Social Studies and .4 English Teacher at the High School, effective 8/30/2021.
21. Gail Kohl, Grade 5 Teacher at Bridgewater, add Mentor Teacher-Gen Ed at Bridgewater, effective 8/30/2021-6/9/2022; \$750 stipend
22. Richelle Kruger, Special Ed EA PCA ESY with the District, add Special Ed EA PCA ESY Bus for up to 90 minutes/day with the District, effective 7/12/2021-8/12/2021.
23. Tabatha Lagro, Special Ed EA PCA for 5.38 hours/day at Greenvale Park, add Supervisory EA for .50 hours/day for a total of 5.88 hours/day at Greenvale Park, effective 8/30/2021.
24. Sarah Marohl, General Ed EA at the NCEC, change to Kindergarten Gen Ed EA for 2 hours/day and Health Aide for 2 hours/day at Greenvale Park, effective 8/30/2021.
25. Beth McClune, Special Ed EA PCA ESY with the District, add Special Ed EA PCA ESY Bus for up to 120 minutes/day with the District, effective 7/12/2021-8/5/2021.
26. McKenzie Mikulski, Special Ed Teacher at Greenvale Park, add Participant in EBD Setting III Regional Pilot Project, meetings/professional development for up to 80 hours/total at Greenvale Park, effective 8/9/2021-6/30/2022.
27. Pamela Moening, Occupational Therapist with the District, add Occupational Therapist, ESY for up to 150 hours with the District, effective 7/6/2021-8/27/2021.
28. Shawna Molloy, Special Ed Teacher at the High School, add ESY Summer Evaluation Team for up to 8 hours/day with the District, effective 7/12/2021-8/27/2021.
29. Ellen Mucha, 1.0 FTE English Teacher at the High School, Change to .4 English Teacher and .6 ADSIS Teacher for the 2021-2022 school year, effective 8/30/2021-6/9/2022.
30. Katherine Norrie, 1.0 FTE Art Teacher at the High School, add $\frac{1}{2}$ overload for the 2021-2022 school year, effective 9/9/2021-6/9/2022.
31. Debra Pack, Special Ed EA PCA bus at the High School, add Special Ed EA PCA/Bus EA for up to 4 hours/day for up to 75 minutes/day Mon.-Thurs. at Spring Creek, effective 7/12/2021-8/19/2021.
32. Coral Ramos, Community School Club Leader, add Targeted Services BLAST/PLUS Site Assistant for up to 6 hours/day Mon.-Thurs. at the Middle School/Greenvale Park, effective 7/20/2021-8/20/2021. Step 3-\$14.85/hr.
33. Coral Ramos, Community School Club Leader, add Targeted Services BLAST/PLUS Club Leader for up to 3 hours/day Mon.-Thurs. at the Middle School/Greenvale Park, effective 7/19/2021-8/20/2021. \$23.01/hr.
34. Melissa Reed, School Psychologist at Spring Creek, add School Psychologist ESY Evaluation Team for up to 80 hours/total with the District, effective 7/12/2021-8/27/2021.

35. Maria Richert, .6 Assistant Cross Country Coach at the High School, change to .4 part time Assistant Cross Country Coach at the High School, effective 8/16/2021; Level I, Step 3
 36. Deborah Russell, Teacher at Greenvale Park, add Jumpstart to 1st Grade Teacher at Greenvale Park, effective 7/19/2021-8/27/2021.
 37. Deborah Russell, Long Term Substitute Grade 5 Compañeros Teacher at Greenvale Park, change to 1.0 FTE Grade 1 Companeros Teacher-ongoing at Greenvale Park, effective 8/30/2021.
 38. John Sand, 1.0 FTE Phy-Ed Teacher at the High School, add ½ overload for semester 2 only, effective 1/31/2022-6/9/2022.
 39. Leah Sand, Phy Ed & Health Teacher at the High School, add a Phy Ed double overload for semester 1 and a 1/6 overload for semester 2 and .6 Health Teacher, at the High School, effective 9/9/2021-6/9/2022.
 40. Jamin Sawyer, Physical Therapist with the District, add Licensed Teacher ESY for up to 2 hours/day with the District, effective 7/12/2021-8/5/2021.
 41. Scott Stanina, 1.0 FTE English Teacher at the High School, add ½ overload for semester 2 only, effective 1/31/2022-6/9/2022.
 42. Brynne Stellner, 1.0 FTE English Teacher at the High School, add ½ overload for semester 1 only, effective 9/9/2021-1/27/2022.
 43. Sarah Swan McDonald, 1.0 FTE Social Studies Teacher at the High School, add ½ overload for the 2021-2022 school year, effective 9/9/2021-6/9/2022.
 44. Sarah Swan McDonald, Social Studies Teacher at the High School, add Mentor Teacher-Gen Ed at the High School, effective 8/30/2021-6/9/2022; \$750 stipend
 45. Erik Swenson, Grade 4 Compañeros Teacher at Bridgewater, add Compañeros Mentor Teacher at Bridgewater, effective 8/30/2021-6/9/2022; \$750 stipend
 46. Steve Taggart, 1.0 FTE Industrial Tech Teacher at the High School, add ½ overload for the 2021-2022 school year, effective 9/9/2021-6/9/2022.
 47. Anne Vander Martin, Special Ed EA PCA at Spring Creek, add Special Ed EA PCA ESY for up to 7 hours/day at Greenvale Park, effective 7/12/2021-8/19/2021.
 48. Travis Wiebe, .6 Academy/.4 Science Teacher at the High School, change to 1.0 FTE Science Teacher at the High School, effective 8/30/2021.
 49. Sari Zach, Grade 1 Teacher at Greenvale Park, add Mentor Teacher-Gen Ed at Greenvale Park, effective 8/30/2021-6/9/2022; \$750 stipend
 50. Carina Zick, Special Ed EA PCA ESY with the District, add Special Ed EA PCA ESY Bus for up to 30 minutes/day with the District, effective 7/12/2021-8/12/2021.
- iii. Leave of Absence
1. Darren Lofquist, Teacher at Bridgewater, Family/Medical Leave of Absence beginning on or about 1/26/2022-3/4/2022.
 2. Shari McCabe, 1.0 FTE physical education teacher at Bridgewater, childcare leave of absence beginning on or about December 3, 2021 for 12 weeks.
- iv. Retirements/Resignations/Terminations
1. Ruben Alvarez, Teacher at Greenvale Park, resignation effective 7/29/2021.
 2. Zane Anway, EA at the Middle School, resignation effective 8/2/2021.
 3. Courtney Gilomen, EA at Greenvale Park, resignation effective 7/6/2021.
 4. Darren Lofquist, Assistant Girls and Boys Swim Coach, resignation effective 7/13/2021.
 5. Victoria McKay, Child Nutrition Manager at Bridgewater, resignation effective 8/9/2021.
 6. Melvin Miller, Yearbook Advisor at the High School, resignation effective 7/28/2021.
 7. Taylor Storlie, Assistant JV Dance Team Coach at the High School, resignation effective 7/22/2021

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

7. Items for Individual Action

- a. School Bus Transportation Contract. The district has reached an agreement with Benjamin Bus to continue as the district's transportation contractor for the next two years with the option to extend an additional two years. The agreement includes a 4% increase in 2021-22 and a 3% increase in 2022-23. For the 2021-22 school year Benjamin Bus, Inc. has committed to reducing one route each day and we have approved a calendar with 173 student contact days. This results in a net decrease for the district next year for regular to/from transportation. Benjamin Bus will be analyzing if they can reduce the daily routes to 22 for 2021-22 but this

will not be known until bus registration is complete. The contract included a change in the event of a weather cancellation. The previous contract provided the district with a \$500 credit for each day. The proposed contract provides the district 10% of the daily contract charge. For the 2021-22 school year this will be \$995.49. District administration feels this is a reasonable agreement with a local contractor who has been an excellent asset to our community and recommends approval of the agreement.

Superintendent's Recommendation: Motion to approve the School Bus Transportation Contract with Benjamin Bus Inc. for 2021-2023 as presented.

- b. Approval of COVID-19 Safety Protocols for 2021-22 School Year. Superintendent Hillmann will outline the COVID-19 protocols for the 2021-22 school year. The protocols are subject to change without advance notice if the public health situation necessitates it. Other statewide and/or federal protocols may supersede this information for specific programs.

Superintendent's Recommendation: Motion to approve the COVID-19 safety protocols as presented.

8. Items for Information

- a. Open Houses. Open houses for Greenvale Park, Northfield Community Education Center, Spring Creek Elementary, Bridgewater Elementary, and Northfield School District Office and Area Learning Center are scheduled Thursday, September 23, 4:00 p.m. - 7:00 p.m.
- b. Bids for Purchase of District MacBooks Director of Technology Kim Briske provided a copy of the request for bids for the purchase district MacBooks. Bids must be received on or before August 18, 2021 by 3:00 p.m. CST. The bid will be awarded on September 13, 2021 pending Board of Education approval.

9. Future Meetings

- a. Monday, August 23, 2021, 7:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- b. Monday, September 13, 2021, 7:00 p.m., Regular Board Meeting, Northfield DO Boardroom

10. Adjournment

Purpose

The purpose of the school improvement planning process is to establish a clear set of shared goals, aligned with the district's strategic plan, that inspire action and align efforts for student growth and achievement.

Due to the impact of COVID-19 during the 2020-21 school year, the School Improvement Plan for Northfield Public Schools has been modified to reflect those experiences.

School Improvement Planning Team

2020-21 Key Reflections

Key Reflections	Supporting Data & Representative Student Stories
When leaving the NCEC, children are ready for Kindergarten.	Based on the fall 2021 MAP assessment, 100% of Early Ventures children and 84% of Hand in Hand Preschool children were Kindergarten ready in reading and math.
The NCEC serves diverse populations.	<p>Early Ventures and Hand in Hand Preschool student enrollment stayed stable throughout last year. 2020-21 demographics for each program:</p> <p>Early Ventures total enrollment at the end of the year - 72 students</p> <ul style="list-style-type: none"> Students receiving scholarship = 8 students (11%) Students of color = 7 students (10%) Special Education students = 8 students (11%) <p>Hand in Hand Preschool total enrollment at the end of the year - 133 students (including Portage students)</p> <ul style="list-style-type: none"> Students receiving scholarship = 45 students (34%) Students of color = 29 students (22%) Special Education students = 54 students (41%)
The NCEC has built strong partnerships.	<p>The NCEC continues to serve a community within the building and outside its walls. Below are some examples of partnerships this past year.</p> <ul style="list-style-type: none"> Vaccination Clinics - In partnership with Rice County Public Health, flu and COVID-19 vaccination clinics were offered at the NCEC. There were 335 people who accessed these clinics. Food Distribution - In partnership with the Community Action Center, regular food distributions were offered in the NCEC/GVP parking lot. There were 4,962 people who accessed these food distributions. Adult Basic Education (ABE)/Greenvale Park Community School - GVP Community School staff

	provide childcare at the NCEC for adults attending ABE or adult Community School programming. There were 61 students in attendance over 11 days. (The pandemic significantly impacted these numbers.)
Families needed and accessed childcare during family conferences and distance learning.	<p>Tier 1 Child Care was offered Sept. 8-11, 2020 during family conferences. We served 53 kids.</p> <p>Tier 1 Child Care was offered on regularly planned school days from Nov. 19-Jan. 28. We served 206 different students during this time.</p>
Hand in Hand Preschool provided outreach during distance learning to students throughout Northfield.	<p>Through a grant from the Southern Minnesota Initiative Foundation (SMIF) Hand in Hand Preschool provided outreach efforts to enrolled students and other Pre-Kindergarten students throughout Northfield.</p> <ul style="list-style-type: none"> • Activity kits delivered to Hand in Hand students = 27 • Driveway visits to Hand in Hand students = 10 • Activity kits delivered to community preschools = 29 • Home daycare visits = 7 • Activity kits delivered by Early Childhood Navigators = 35
Providing extra space and podding students allowed for minimal disruptions (exclusions) during the school year.	Moving to the NCEC allowed for more space and a safer learning environment during COVID-19.

2021-22 School Improvement Plan Goals, Strategies, and Evaluation

The following goals are written with the intent to measure progress quarterly during the 2021-22 school year. All goals are written to equitably serve every student.

People	
SMART Goal(s)	Quarterly Progress
<p>Family Engagement Goal Adult Basic Education, Early Childhood Family Education, Early Ventures Learning Center, Hand in Hand Preschool, Kid Ventures and the Middle School Youth Center will provide positive contacts to students and their families. This year, 100% of students will receive two positive phone calls, emails or notes from staff members prior to the end of the 4th quarter.</p> <p>100% of eligible families will connect with building staff through Talking Points.</p>	<ul style="list-style-type: none"> • Q1: • Q2: • Q3: • Q4:
<p>Employee Engagement Goal Two rounding conversations will be offered to 100% of licensed and non-licensed staff working in the Northfield Community Education Center by the end of the 2nd and 4th quarters.</p>	<ul style="list-style-type: none"> • Q1: • Q2: • Q3: • Q4:
<p>Anti-Racism Goal A list of culturally appropriate resources will be provided to program teachers to use with students during Social Emotional Learning time to ensure every child feels represented.</p>	<ul style="list-style-type: none"> • Q1: • Q2: • Q3: • Q4:

The Northfield Community Education Center will continue to build a diverse staff by increasing its staff of color and/or staff fluent in a language other than English by 5%.

Learner Outcomes

SMART Goal(s)

Quarterly Progress

Hand in Hand Preschool

In the fall of 2021, Hand in Hand Preschool will have 80% of students “Kindergarten ready” in reading and 80% of students “Kindergarten ready” in math as determined by the MAP assessment.

- Q1:
- Q2:
- Q3:
- Q4:

Early Ventures Learning Center

In the fall of 2021, Early Ventures Learning Center will have 95% of students “Kindergarten ready” in reading and 90% of students “Kindergarten ready” in math as determined by the MAP assessment.

100% of eligible Hand in Hand Preschool classrooms will implement Pre-Kindergarten Heggerty curriculum with fidelity.

- Q1:
- Q2:
- Q3:
- Q4:

Stewardship

SMART Goal(s)

Quarterly Progress

The Community Education Department will manage resources to remain within the department budget.

- Q1:
- Q2:
- Q3:
- Q4:

Partnerships

SMART Goal(s)

Quarterly Progress

In year two at the Northfield Community Education Center, we will complete the following items with specific partners.

- The Healthy Community Initiative will house four staff members in the NCEC. These staff include the Early Childhood Navigators who will work with families to help them with access to early childhood screening, preschool, childcare and financial assistance.
- The Community Action Center will operate a food shelf out of the NCEC. In addition, a free farmers market will operate from July to October.
- The Minnesota Children’s Museum design for the former media center space will be installed.
- The Greenvale Park Community School will increase the number of students receiving childcare while adults attend Community School programming or Adult Basic Education classes by 50%.

- Q1:
- Q2:
- Q3:
- Q4:

Summary

What a memorable year! Our staff, students and families have been extremely flexible as we navigated a new building and challenges related to COVID-19. As we continue to settle into the Northfield Community Education Center, we are excited to continue to serve a community within the building and outside its walls.

Northfield Community Education Center

2021-22 School Improvement Plan Report
August 9, 2021

Northfield Community Education Center

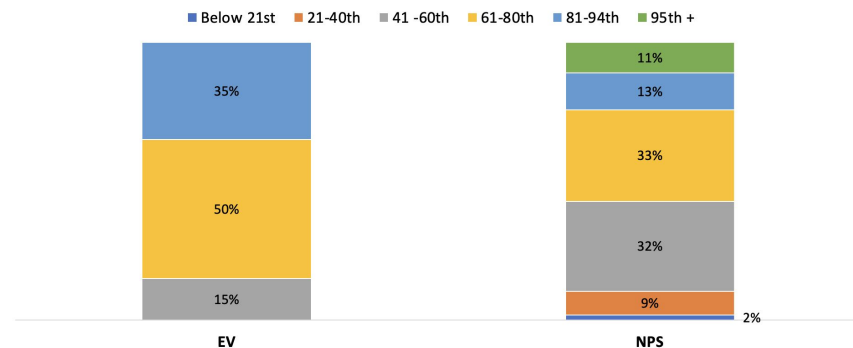


Northfield Public Schools' Community Education Department supports the learning and participation of adults and children in our community. Through citizen involvement, access to school and community resources, and promotion of collaboration and partnerships, Community Education brings the community together. We offer programs that develop skills, inspire creativity and promote living healthfully.

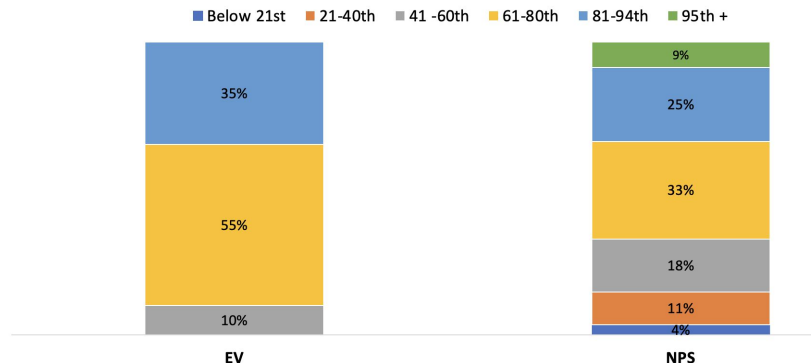
2020-21 Goals Review

- The Northfield Community Education Center established goals in the following areas:
 - Students being prepared for Kindergarten
 - Creating strong partnerships to serve NCEC families and the Northfield community
 - Supporting students and families during a difficult year

Early Ventures (20 students) vs NPS
Fall 2020 MAP Reading Percentile Distribution



Early Ventures (20 students) vs NPS
Fall 2020 MAP Math Percentile Distribution



2020-21 Key Reflections and Data



The NCEC continues to serve a community within the building and outside its walls. Below are some examples of partnerships this past year.

- **Vaccination Clinics** - In partnership with Rice County Public Health, flu and COVID-19 vaccination clinics were offered at the NCEC. There were 335 people who accessed these clinics.
- **Food Distribution** - In partnership with the Community Action Center, regular food distributions were offered in the NCEC/GVP parking lot. There were 4,962 people who accessed these food distributions.

2020-21 Strategies and Assessments

Family Engagement Goal

- Adult Basic Education, Early Childhood Family Education, Early Ventures Learning Center, Hand in Hand Preschool, Kid Ventures and the Middle School Youth Center will provide positive contacts to students and their families. This year, 100% of students will receive two positive phone calls, emails or notes from staff members prior to the end of the 4th quarter.
- 100% of eligible families will connect with building staff through Talking Points.

Employee Engagement Goal

- Two rounding conversations will be offered to 100% of licensed and non-licensed staff working in the Northfield Community Education Center by the end of the 2nd and 4th quarters.

Anti-Racism Goal

- A list of culturally appropriate resources will be provided to program teachers to use with students during Social Emotional Learning time to ensure every child feels represented.
- The Northfield Community Education Center will continue to build a diverse staff by increasing its staff of color and/or staff fluent in a language other than English by 5%.

2020-21 Strategies and Assessments

Learner Outcomes Goal

- In the fall of 2021, Hand in Hand Preschool will have 80% of students “Kindergarten ready” in reading and 80% of students “Kindergarten ready” in math as determined by the MAP assessment.
- In the fall of 2021, Early Ventures Learning Center will have 95% of students “Kindergarten ready” in reading and 90% of students “Kindergarten ready” in math as determined by the MAP assessment.
- 100% of eligible Hand in Hand Preschool classrooms will implement Pre-Kindergarten Heggerty curriculum with fidelity.

Stewardship Goal

- The Community Education Department will manage resources to remain within the department budget.

Partnership Goal

- We will complete the goals outlined in the Site Improvement Plan.

Thank You and Questions



Purpose

The purpose of the school improvement planning process is to establish a clear set of shared goals, aligned with the district's strategic plan, that inspire action and align efforts for student growth and achievement.

Due to the impact of COVID-19 during the 2020-21 school year, the School Improvement Plan for Northfield Public Schools has been modified to reflect those experiences.

School Improvement Planning Team

2020-21 Key Reflections

Key Reflections	Supporting Data & Representative Student Stories
Completed all regular seasons	661 students participate in activities. (Unduplicated)
Streamed all home events via NFHS Network	Over 18,000 live views
Student participants achieved at a high level despite the uncertainty of the pandemic	<ul style="list-style-type: none"> • Bowling and Knowledge Bowl State champs • Nate Stevens: State Golf Champion • Girls' Hockey Big 9 Champions • Girls' Golf Big 9 Champions • Boys' Swim/Dive Big 9 Champions • Volleyball Big 9 Champion • Softball Big 9 Champion • Wrestling Big 9 and Section Champion • Boys' Soccer Section Champion • Other Team and Individual Accomplishments
Student participants achieved at a high level in the classroom despite the uncertainty of the pandemic	Gold (Team GPA: 3.8-4.0) <ul style="list-style-type: none"> • Girls' Tennis • Football Silver (Team GPA: 3.66-3.799) <ul style="list-style-type: none"> • Girls' Basketball

2021-22 School Improvement Plan Goals, Strategies, and Evaluation

The following goals are written with the intent to measure progress quarterly during the 2021-22 school year. All goals are written to equitably serve every student.

People	
SMART Goal(s)	Quarterly Progress
Family Engagement Goal:	<ul style="list-style-type: none"> • Fall:

Provide 3/2/1 survey summary report to parents for every activity within six weeks of the end of the season	<ul style="list-style-type: none"> ● Winter: ● Spring:
Employee Engagement Goal Facilitate a process to update the department's purpose statement to align with the district strategic plan	<ul style="list-style-type: none"> ● Fall: ● Winter: ● Spring:
Anti-Racism Goal The activities department will actively work to support the high school's school improvement plan anti-racism goal	<ul style="list-style-type: none"> ● Fall: ● Winter: ● Spring:

Learner Outcomes	
SMART Goal(s)	Quarterly Progress
<ul style="list-style-type: none"> ● Facilitate a process to establish a purpose statement for each activity that aligns with the department's purpose statement 	<ul style="list-style-type: none"> ● Fall: ● Winter: ● Spring:

Stewardship	
SMART Goal(s)	Quarterly Progress
<ul style="list-style-type: none"> ● Fully implement online ticketing for all events by August 2022 (cashless ticketing) 	<ul style="list-style-type: none"> ● Fall: ● Winter: ● Spring:
<ul style="list-style-type: none"> ● Fully implement online payment for officials and event workers by September 2021 	<ul style="list-style-type: none"> ● Fall: ● Winter: ● Spring:

Partnerships	
SMART Goal(s)	Quarterly Progress
<ul style="list-style-type: none"> ● Build a database of annual and renewable corporate sponsors that aid in the funding of high activities projects (\$5000 per year) 	<ul style="list-style-type: none"> ● Fall: ● Winter: ● Spring:

Summary

The activities department is committed to the district's continuous improvement philosophy and is pleased to be part of the formal school improvement process.

2021-22 Activities Department
School Improvement Plan Report
August 9, 2021

Purpose



The Northfield Activities Department provides co-curricular opportunities for students that instill the values of commitment, integrity, respect and fun.

2020-21 Goals Review

This is our first School Improvement Plan. While the department did not have defined goals last year the following were our priorities:

- Complete the three traditional activities seasons
- Develop safety plans to keep students safe and minimizing the number of students needing to quarantine
- Safely host fans at events
- Provide live event streaming capability for fans



2020-21 Key Reflections, Data & Representative Student Stories



- Of the 32 MSHSL sports and activities provided by NHS, 24 were able to have a postseason
- Unduplicated Participation:
 - Boys: 357
 - Girls: 304
- Allowed some fans at all events and more as the year progressed
- Through our streaming platform were able to broadcast football, soccer, volleyball, basketball, wrestling and lacrosse
 - Over 18,000 live views of our productions
 - \$1800 in revenue
- Knowledge Bowl and Bowling: State Champs
- Nate Stevens: State Champ Golf
- Wrestling and Boys' Soccer: Team state participant

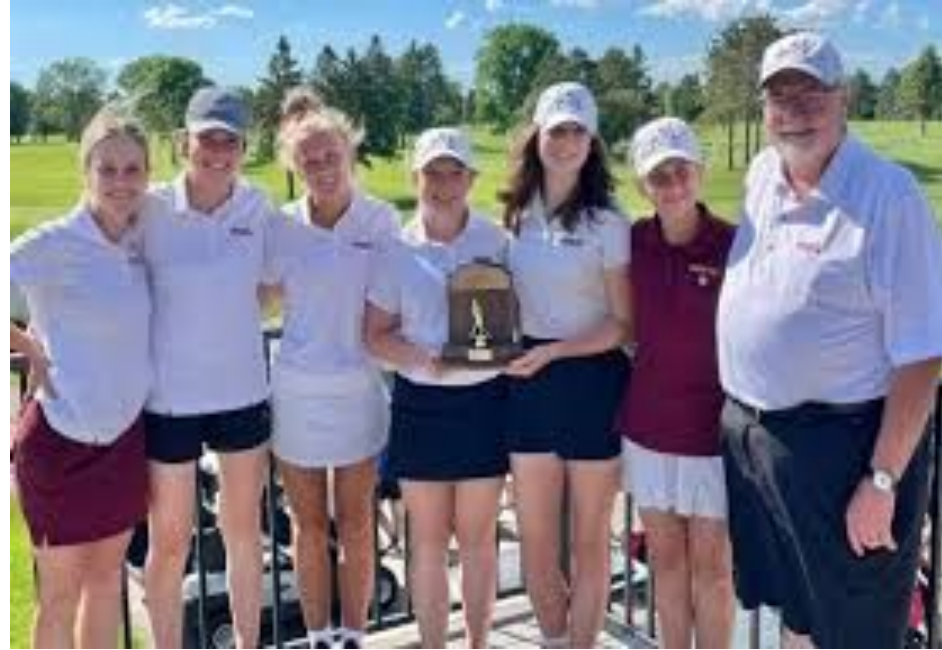
2021-22 School Improvement Plan Goals

- Even though we are part of the high school we are unique in the programming we offer. We do want to make the connectedness goal part of our programs.
- Complete a department purpose statement and core values that align with the district's vision and strategic plan. Present this plan to the school board by April 2022.
- Complete the transition to online ticketing by August 2023. This is a two year goal to allow for fans to be accustomed to the new process.
- Digital/online payments for officials and event workers by September 2021.
- Aggregate data from parent/student surveys each season.

2020-21 Strategies and Assessments

- Collaborate with high school on the connectedness goal.
- Collaborate and training with coaches for MSHSL “Why We Play”.
- Online ticketing, officials and game worker payments, streaming events.
- Parent/Student Surveys conducted at the conclusion of each season.

Thank You and Questions





Northfield Elementary Portage Online

Student Handbook 2021-2022

Northfield Portage Online School (K-5)
201 Orchard Street South
Northfield, MN 55057
507.645-1201 (Main Office)
612-695-2139 (Attendance line, call or text)

Director: Daryl Kehler dkeehler@northfieldschools.org

www.northfieldschools.org

Northfield Public Schools: Our Vision

We will prepare every student for lifelong success within a world-class learning environment with a commitment to community partnerships and sustainability.

Northfield Public Schools: Our Mission

We deliver educational excellence that empowers all learners to engage in our dynamic world.

Beliefs

- **Public Education**
We believe that public education is the foundation of our democratic republic.
- **Learning**
We believe that everyone can learn and has unique gifts and talents that must be nurtured and valued. We believe that learning is a lifelong, multi-faceted process that involves more than academics.
- **Decision-Making**
We believe decisions must be based on the district's mission and beliefs and relevant sources of information. We believe in an open decision-making process that invites honest dialogue.
- **Shared Responsibility**
We believe that education is the collective responsibility of our students, families, schools and communities.
- **Learning Environment**
We believe that everyone in our schools has the right to a positive learning environment that provides physical, emotional and intellectual safety, and nurtures mutual respect, responsibility and rigor.
- **Diversity**
We believe that all learners have a right to equitable access to educational opportunities.

Strategies

- **Quality Education**
We will hire and retain highly qualified educators and provide them with ongoing support and training to deliver high quality instruction that meets the unique needs of all learners.
- **Climate**
We will create and strengthen an environment that fosters mutual respect, responsibility and rigor, and ensures the right to physical, emotional and intellectual safety for every person.
- **Curricular Outcomes**
We will implement a consistent, comprehensive and challenging set of curricular outcomes that reach and engage all learners.
- **Stewardship**
We will consistently demonstrate good stewardship by analyzing information, prioritizing needs and managing our financial, physical and human resources to support our mission.
- **Communication/Partnerships**
We will build and strengthen bridges of open communication that engage staff, students, families and communities as effective partners in education.
- **Diversity**
We will implement plans and practices that foster full participation by all learners and that address issues that include, but are not limited to, race, gender, culture, religion, sexual orientation, language, disabilities and socio-economic factors.

<u>Ongoing Priorities</u>	<u>Near-Term Priorities</u>
<ul style="list-style-type: none">● Prioritize recruiting and retaining diverse staff.● Robust core subject instruction.	<ul style="list-style-type: none">● Building and fostering relationships - commitment to social/emotional health for all.● Develop a long-term solution that allows for reasonable class sizes while maintaining financial stability.● Spaces that are modern, innovative, creative and flexible.● Equitable opportunities and support for all career and college paths.

WELCOME TO NORTHFIELD PUBLIC SCHOOLS

This handbook has been designed to be helpful in answering questions about Northfield Portage Elementary policies and procedures. This handbook is not an all-inclusive list of rules but rather an outline of expectations and procedures that assist in the operation of the school.

We welcome and encourage you to communicate with us at school. We look forward to working together with students and parents/guardians to give the students an opportunity to be successful in their education.

Our best wishes are for a productive, positive school year.

Northfield Public Schools 2021-2022 School Calendar

Approved by the School Board
March 9, 2020
Revised June 14, 2021

July 2021							July							January 2022							January																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																													
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School Cancellation Procedures:

On the third 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-closures/>

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

Student Days:

Term 1: 40 days
Term 2: 47 days
Term 3: 39 days
Term 4: 47 days
TOTAL: 173 days

Summary:

173 student contact days
11 non-student contact days
3 contract days off calendar (3 conferences)
TOTAL: 187 contract days
87 days - first semester; 86 days - second semester

**NORTHFIELD PUBLIC SCHOOLS
2021-2022 Calendar**

Approved by the school board on March 9, 2020
Revised by the school board on June 14, 2021

New Teacher Inservice

Aug. 24 New SpEd & New/Returning from Leave Elementary Teachers
Aug. 25 - 26 All New Teacher Inservice

Teachers Back-to-School Workshop Week

Aug. 30 - Sept. 2 Staff Development Days
Sept. 3 Teacher Preparation Day

Sept. 6 **No School.** Labor Day
Sept. 7 - 8 Family Conferences
Sept. 9 First Day of School. Beginning of 1st Quarter

Oct. 21 - 22 **No School.** Fall Break (MEA)
Oct. 25 School Resumes

Nov. 5 End of 1st Quarter (40 days)
Nov. 8 **No School.** Teacher Preparation Day
Nov. 9 School Resumes. Beginning of 2nd Quarter
Nov. 24 - 26 **No School.** Thanksgiving Break

Dec. 23 - Dec. 31 **No School.** Winter Break

Jan. 3 School Resumes
Jan. 17 **No School.** Dr. Martin Luther King Jr. Birthday
Jan. 27 End of 2nd Quarter (47 days); End of First Semester (87 days)
Jan. 28 **No School.** Teacher Preparation Day
Jan. 31 School Resumes. Beginning of 3rd Quarter and Second Semester

Feb. 21 **No School.** Presidents Day. Staff Development Day

March 7 - 11 **No School.** Spring Break

April 1 End of 3rd Quarter (39 days)
April 4 **No School.** Teacher Preparation Day
April 5 School Resumes. Beginning of 4th Quarter

May 30 **No School.** Memorial Day

June 5 Graduation
June 9 **Last Day of School.** 2-hour early dismissal
 End of 4th Quarter (47 days); End of Semester (86 days)

School Cancellation Procedures for 2021-2022

- If two (2) days are canceled, no make-up days for students or teachers.
- On the third and subsequent full day closures, the e-Learning Day procedures will be implemented. Students receive e-Learning day instructions for learning at home on these days from their school and teacher(s). The latest [district e-Learning day guidelines](#) can be found online.

Daily Elementary School Schedule

Elementary students will participate in both synchronous and asynchronous lessons each day with their Portage teacher. Students will be marked in attendance when they participate in daily Zoom meetings with their teachers and/or submit their daily assignments. Alternate arrangements that deviate from this attendance expectation will be reviewed on a case by case basis.

Teachers will follow the Northfield Public School District curriculum guidelines for core subject areas, including Literacy, Math, Social Studies, Science, Health, Social Emotional Learning, Physical Education, Art and Music.

Teachers design lessons to provide two to four hours (depending on grade level) per day of student engagement. Students who are not able to engage in synchronous Zoom meetings according to the class schedule will be managed on a case by case basis. Elementary Portage students begin each day with a synchronous morning meeting, followed by off screen activities, small group or individual instruction and/or additional class meetings. The program is committed to a balance of on and off-screen time. Use of hands-on materials and active learning lessons ensure that students are up, moving, and off of their screens throughout the day. Additionally, when students are using the screen, the focus is on active uses of the device (creation, collaboration, etc.) versus the passive use (e.g. viewing a video).

Parents, teachers and students use Seesaw as the platform for receiving and submitting daily activities and assignments.

Elementary Portage teachers are required to meet with their students each day via Zoom. A daily schedule is posted in Seesaw with the required lessons and activities clearly identified. Families needing second language support are provided the daily schedule in their home language. Teachers incorporate the following best practices to build strong student teacher relationships:

- Synchronous meetings
- In-person meetings (sledding, park visits)
- Monthly Portage pickups (see supplies section)
- In-person field trips or virtual field trips
- Open discussion, play, lunch bunch groups
- Morning meetings
- Individual meetings with students
- Student/Teacher Zoom chats
- Family and home life is part of the virtual environment (both teacher and student)
- Check and connect in person or via google form with follow up
- Any needed behavior modifications are developed in partnership with the family and are introduced and practiced in an individual meeting between the teacher and student

Teacher Communication Window:

7:30 a.m. - 3:30 p.m. Monday through Friday

Links to Staff Directory

northfieldschools.org/directory

ATTENDANCE INFORMATION

Parents or Guardians of a student who will not be in school should call/text every day of absence to the Attendance Office Assistant: **612-695-2139**

If an absence is anticipated, call the attendance line prior to the absence. It is believed that elementary students benefit from continuity in their educational program.

Excused absences or tardies require parental communication with the school on or before the day of absence or tardiness. If such communication takes place, the following shall be considered an excused absence.

- A. Ill – flu, cold/cough, headache, strep throat, etc.
- B. Family emergency/special events – accident, funeral, wedding, educational family trip
- C. Childhood diseases
- D. Doctor/dental appointments that cannot be made outside of school hours
- E. Taking child home at the request of the school

Unexcused absences or tardies:

- A. No parental communication with school
 - B. Sleeping in
 - C. Suspension from school
1. A letter of concern will be sent to the parents of any student who has three unexcused absences or six tardies, or excused absences that are negatively affecting the students' classroom achievement. Four (4) unexcused tardies will be considered one (1) unexcused absence.
 2. A letter will be sent to parents requesting a meeting with the principal, nurse, social worker, and teacher to discuss their student's attendance when the student has five unexcused absences or ten tardies or excused absences that are negatively affecting the student's classroom achievement.
 3. Since unexcused absences, tardies or excused absences can negatively affect the student's classroom achievement, should they continue after a meeting with staff and parents/guardians, a follow up by the District Truancy Coordinator will take place. If appropriate, an educational neglect report will be filed with the County Social Services.

Please try to schedule dentist, orthodontist, and doctor appointments outside of school hours. Although the instruction will take place virtually, planning appointments during days when school is not in session will help ensure minimal loss of instructional time for your student.

GENERAL STUDENT INFORMATION SCHOOL POLICIES, PROCEDURES, SERVICES AND PROGRAMS

ACCEPTABLE USE POLICY FOR THE NETWORK/INTERNET/E-MAIL SYSTEM

Student use of technology and the Internet is governed by [district policy 524-2](#).

ACCESS TO STUDENT RECORDS

The law allows the parent or guardian to inspect student school records. Any information believed to be inaccurate, incomplete, or unnecessary may be challenged. In most instances information in a student's cumulative record has been originally submitted by the classroom teachers or discussed at parent/teacher conferences. Requests to see student records should be directed to the building director.

Information concerning students and their family is confidential. Professional staff who work with the student are allowed access and must sign a review sheet in the cumulative folder.

AFTER SCHOOL ACTIVITIES

Transportation is not provided for non-school activities such as music, dance lessons, scouts, church activities, etc.

ASSESSMENT

Teaching involves constant evaluations of students so that learning activities may be appropriate to their needs, interests, and abilities. Evaluation provides the basis of determining student readiness for certain learning experiences and the growth resulting from previous learning experiences. The two procedures most frequently used in evaluation are behavioral observations and testing.

The district's elementary teachers constantly carry on the process of checking learning through direct observation. Many insights are gained by observing each student's vocabulary, ability to express thoughts and ideas, interests, ability to think quantitatively, physical development, motor skills, values, social skills, and emotional qualities. These characteristics are essential to planning successful learning experiences.

The Minnesota Comprehensive Assessment tests are also given in grades 3, 4 and 5. (Please see the Appendix for the parent/guardian guide to statewide testing.) You may contact Director of Instructional Services Hope Langston at hlangston@northfieldschools.org with any questions.

BAND

Membership in band is available to students in the fifth grade when they are physically mature enough to play the instruments and space is available in the home school program. A high percentage of the students take advantage of this activity. Individual and group instrumental instruction, as well as band practice, is provided each week. The student would attend in person classes in their neighborhood school.

BIRTHDAY INVITATIONS

Building a strong sense of community is an important part of a successful school year. Teachers work hard at building inclusive classrooms. The practice of students passing out birthday party invitations to some (or certain) classmates while excluding others negatively impacts our efforts at building strong inclusive classrooms.

BULLYING PROHIBITION

Bullying is defined as behavior that is:

- Intimidating, threatening, abusive or hurtful conduct

- Objectively offensive
- Involves an imbalance of power and is repeated, or materially and substantially interferes with a student's education or ability to participate in school activities

Any act of bullying or cyberbullying is strictly prohibited as defined in School District Policy 514. Students and/or families should report instances of bullying as outlined above to the building principal. While not required, [the use of this form](#) is encouraged to assist in a prompt investigation.

CHOIR

The elementary choirs welcome participation by any student in fourth and fifth grade if space is available in the home school program. No auditions are necessary to join. The choir program promotes advancement of vocal techniques and performance skills. Group cooperation and the opportunity for solo performances are added features of the program. Each elementary school has its own 4th and 5th grade choir. The two groups perform in the schools and community throughout the school year. The student would attend in person classes in their neighborhood school.

CITIZENSHIP

Schools, like families, need a few basic rules to ensure that each student's rights are respected. Please refer to the **Student Citizenship Handbook**.

COMMUNICATION BETWEEN SCHOOL AND HOME

School staff have a commitment to good communication between school and home. If a child is having difficulty at school, parents are encouraged to contact the classroom teacher. The social worker and director are also available to help resolve a problem that your child might encounter at school. You may contact any of these people by emailing or placing a phone call to the school office.

COMMUNITY EDUCATION

Community Education is a division of the Northfield Public Schools dedicated to lifelong learning, citizen involvement and the maximum use of school and community resources and facilities. Programs and services include early childhood family education, early childhood screening, Hand in Hand Preschool, early childhood initiative coalition, the Ventures programs for children, youth development and youth service, the Connected Kids Mentoring Project, volunteers in schools, recreation, adult basic education, adult enrichment, parent education programs, Project ABLE for adults with disabilities and community relations. For more information visit us at the school district website www.northfieldschools.org.

504 PLAN

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against individuals with disabilities by school districts receiving federal financial assistance. Section 504 protects students from discrimination based upon their disability. A person is handicapped under the definition of 504 if he/she: 1.) Has a physical or mental impairment which substantially limits one or more of such person's major life activities; 2.) Has a record of such an impairment; or 3.) Is regarded as having such an impairment. "Major life activities means functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.

When a condition significantly limits a major life activity, an accommodation plan must be developed for that student. These services are determined by a team of educators with the parents and sometimes the student. For more information on the Northfield District Section 504 Plan, contact Dr. Cheryl Hall, 504 Coordinator at 645-3410.

DRESS POLICY FOR STUDENTS

Students have the right to choose their manner of dress and personal grooming unless it presents a clear danger to the students' health and safety, is sexually suggestive by words, pictures or appearance; exhibits profanity, or interferes with the educational environment of the school or the classroom, or causes undue distraction in the classroom. Clothing with lewd or vulgar expressions, with expressions which are sexually or racially offensive, or which advertises products that are illegal for minors or prohibited on school property will not be allowed during school hours and/or at school events, this includes virtual settings.

Any students who feel offended by an individual's dress may report that concern to a staff member or to school administration. Students who dress inappropriately will be subject to student discipline procedures.

FIELD TRIPS

Occasionally a student's teacher will extend classroom instruction and concepts through a field trip experience. Most, if not all, the field trips are optional. The teacher will provide rationale for the trip and request that permission slips be signed by the parent/guardian. No student is allowed to participate without written parental permission.

HARASSMENT-FREE LEARNING ENVIRONMENT (HUMAN RIGHTS/TITLE IX)

The Northfield School District takes Human Rights complaints (including Title IX complaints) seriously. Students are responsible for maintaining an environment free from harassment, intimidation and abuse. Students are also responsible to report incidents of physical, sexual and verbal harassment, intimidation and/or abuse that they have experienced or of which they are aware. School Board Policy 413 and its associated procedures and School Board Policy 522 govern the process for addressing these complaints.

Such reports should be made to:

Molly Viesselman

Director of Human Resources, Human Rights Officer/Title IX Coordinator, Northfield Public Schools
1400 Division Street S., Northfield, MN 55057

Phone: 507.663.0600

Email: mviesselman@northfieldschools.org

While not required, [individuals can make complaints using this form](#).

HOLIDAYS

Traditional holidays, such as Halloween, Thanksgiving, winter holidays around the world, and Valentine's Day, may be observed in the classrooms and used as learning experiences. Any questions you may have regarding this policy should be referred to the program director.

LOW COST HEALTH INSURANCE FOR FAMILIES

Thousands of Minnesota families are eligible for low cost health insurance under Minnesota Care. Enacted by the Legislature the plan is open to families who meet certain income guidelines. To be eligible for Minnesota Care, an individual must meet the following criteria.

- Have gross income that does not exceed 275 percent of the federal poverty guidelines (FPG) for families and children (\$58,308 for a household of four), and 200 percent of FPG for adults without children (\$20,808 for a household of one and \$28,008 for a household of two). Parents with annual gross incomes over \$50,000 are ineligible, whether or not they otherwise meet the 275 percent of FPG standard; this income cap does not apply to pregnant women and minor parents.

- Have assets that do not exceed \$10,000 for a household of one and \$20,000 for a household of two or more, after certain exclusions. This asset standard does not apply to pregnant women and children.
- Not have access to employer-subsidized health care coverage, and not have had access to this coverage through the current employer for 18 months prior to application or renewal. This requirement does not apply to children with incomes that do not exceed 150 percent of FPG and certain other children.
- Have no health care coverage at the time of application and for four months prior to application or renewal. Children with incomes that do not exceed 150 percent of FPG and certain other children considered to be “underinsured” are exempt from this requirement.
- Be a resident of Minnesota. Pregnant women, families, and children must meet the residency requirements of the Medical Assistance (MA) program; adults without children must satisfy a 180-day residency requirement.
- Since September 1, 2006, certain General Assistance Medical Care applicants and recipients have been enrolled in Minnesota Care as adults without children and are exempt from premiums and certain eligibility criteria until six-month renewal.

Enrollment cost for the plan is based on a sliding scale according to income. It covers doctor services, clinic services, routine dental care, prescriptions, immunization, outpatient lab and x-ray services, vision care and glasses; home care services and certain outpatient mental health services. Hospital in-patient services are not covered.

More information and/or applications are available through the school social worker or call toll-free: 1-800-657-3672, and ask for Minnesota Care.

MEALS

Portage students attending on-site classes may purchase meals when in school during meal times. Our free meal program has been extended through the end of the school year 2021-22, as provided by the United States Department of Agriculture. All students enrolled in the school district for on-site learning can receive free breakfast and lunch every day.

Milk is included in the price of a breakfast and lunch meal. Students who take milk only at meals will be charged \$0.50 per carton.

Even though all students will be receiving free meals during this time, it is ***very important*** that you complete the meal benefit application if your family has been approved in the past or if you feel your family may qualify for these benefits. Our schools receive funding to support students based on the number of families that qualify for free or reduced meals. You may also receive reduced rates for fee based activities.

ORCHESTRA

The elementary orchestra is open to all fourth and fifth graders if space is available in the home school program. Students will be playing violin, viola, cello, or string bass. The orchestra rehearses twice each week throughout the school year, and performs at various times and locations during the year. Orchestra members receive one lesson each week. The student would attend in person classes in their neighborhood school.

PARENT INVOLVEMENT/PTO

There are a number of ways for parents to become involved with their child's virtual school. Being a parent volunteer is probably the most active way to become involved. Please complete [the online form](#) if you are interested in volunteering with Portage.

All parents are members of our Parent/Teacher Organization (PTO). Meetings will be held during the year to discuss areas of interest. An agenda will be published and all parents are welcome to attend. The goal of the PTO is to support schools through parent involvement.

PTO Purposes:

- Advisory capacity to school administrative staff.
- Forum for discussion of school policies/procedures.
- Vehicle for communication of school program/curriculum to parents.
- Promotion of all parent or student programs/activities.
- Identifying and communicating needs to the community.
- Not a forum for discussion of personnel issues.

REPORTING TO PARENTS

Report Cards are sent home after each semester. The main purpose of these report cards is to give parents information on whether or not their child is progressing appropriately. Parents are invited to attend individual student conferences two times during the year.

SCHOOL RULES

The Elementary Portage Online strives to provide an environment that abides by the following expectations.

- Treat others kindly
- Follow the directions of the adult in charge
- Welcome new people and ideas

Classroom rules are also established and communicated to students and families.

SPECIAL SERVICES

Special supportive services are provided to teachers, parents, and students whenever needed to help a child educationally. Supportive services are provided by the school nurse, and the special education department, which consists of speech therapists, an occupational/ physical therapist, a psychologist, resource teachers for the learning disabled and mentally impaired, a social worker, a behavior specialist, and a consultant for hearing or visually impaired.

If at any time parents or school personnel feel that a student is having problems that are interfering or may in the future interfere with the student's progress in school, the school will assess the problems to determine how to best meet the student's needs. Parents may initiate an assessment by contacting the program director or classroom teacher. When school personnel wish to initiate an assessment, parents will be informed that a referral is being made.

STUDENT ACTIVITIES/CELEBRATIONS

Elementary Portage Online may have some activities and celebrations in person throughout the school year. These activities are optional, but provide some socialization opportunities that are important to the development of elementary students.

STUDENT SUPPORT TEAM

Mission

To receive referrals from any person who has identified a student as at-risk for academic, social, emotional, or behavioral problems. To initiate comprehensive and coordinated services for such students. To serve as a resource for families of those students and for the staff who work with them. To address appropriate program and policy issues, especially those related to students' non-academic concerns (e.g. attendance, limited access, mandatory reporting).

Responsibilities:

- To be an access point for concerned persons to refer at-risk students.
- To assure that, within the team, the exchange of ideas and concerns will occur on an open, yet confidential, basis.
- To determine appropriate resources for referred students and to develop an action plan to meet their needs.
- To implement the action plan, provide feedback to the person who initiated the referral, and monitor follow-up.
- To refer appropriate students to the Special Education Referral Review Team and provide the referral form to the regular education teacher.
- To identify and address program and policy issues which affect the student group served by the team.

SUPPLIES

The school furnishes all necessary texts and workbooks for students as required by law. Students will be provided with an ipad, stylis, and keyboard; however they may use their own device if preferred.

TECHNOLOGY USE

Student use of technology and the Internet is governed by [district policy 524-2](#) regarding use of technology and telecommunications systems.

TITLE I

Title I is part of the federal Improving America's School Act that supports state and local reform of teaching and learning carried out under Every Student Succeeds Act (ESSA). The emphasis is on high academic standards with aligned curriculum, assessment, and professional development. This program is an important part of Minnesota's Basic Skills and Graduation Standards reform movement.

VISITOR POLICY

We welcome visitors in our virtual environment, however please obtain prior approval from the class teacher and/or administration before having a visitor join your Zoom or other virtual activity.

VOLUNTEERS

Parents and community members are always encouraged to apply as an employee or volunteer at their student's school and/or with the Northfield Public Schools. Volunteers provide a valuable service to students and staff. Minnesota Statute requires a school hiring authority to request a criminal history background check

on all individuals who are offered employment in a school and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular services to a school, regardless of whether any compensation is paid. Parents and community members who volunteer on a regular basis must complete a background check each school year before serving students affiliated with Northfield Public Schools.

WELLNESS

The district's [child nutrition webpage](#) hosts wellness policy information and resources for parents.

Appendix A

Child Nutrition Department

[Child Nutrition information is available on the school website.](#) All students have their own individual meal accounts with a 4-digit PIN (Personal Identification Number) to record meal and individual food purchases. Students will use their same 4-digit PIN as last year. New students will be assigned a PIN at open house or on the first day of school. Ending meal account balances carry over from year to year. Students may purchase meals and food items by submitting a payment to their meal account or by making a payment at the time of service. Parents/guardians are responsible to monitor their student's meal account balances. If a student does not have money in their lunch account a meal will be provided, however, the student will be charged for this meal and the parents/guardians will be held responsible to pay for this meal purchased. Students who have a negative lunch balance will not be allowed to purchase à la carte items. The school district recognizes that it has an obligation to notify the parents/guardians of their student's meal account balances. The Child Nutrition Department will make every reasonable effort to notify or remind families of the need for a meal account payment by using Skylert for both low balance and negative balance calls and emails depending on selected notification preferences. Parents/Guardians should update their contact information in Family Access annually. For information on our negative meal account balance process read this [procedure document](#).

Payments

Families may pay for meals by using cash, check or the Revtrak online payment system.

Cash and check payments may be made daily and sent to any school the student attends. All schools have payment envelopes and collection boxes placed in the child nutrition area for receipt of payments and each school collects and posts money daily into individual meal accounts. Money collected will be posted into the account as it is turned in or at least by 10:30 am and again by 2:00 pm. All other cash or check payments will be posted the following day.

- Cash payments will be accepted in a sealed envelope with the student and parent's/guardian's first and last name, PIN number, and the amount of payment written on the outside of the envelope. Payments may also be mailed to Northfield Public Schools, Child Nutrition Office, 201 Orchard Street South, Northfield, MN 55057.
- Checks should be made out to Northfield Public Schools and must include the student's first and last name and personal identification number (PIN). Payments may also be mailed to Northfield Public Schools, Child Nutrition Office, 201 Orchard Street South, Northfield, MN 55057.

Revtrak payments using a credit or debit card can be made online through Family Access, the district's web-based parent portal, or directly through the RevTrak portal.

Steps for making online payments through Family Access are as follows:

- Log into [Family Access](https://bit.ly/2PW7BUh) (<https://bit.ly/2PW7BUh>) to continue. If you do not have or do not know your Family Access login and password [click here](#).
- Once you have logged in to Family Access, you need to click on the Food Service tab to the left of the screen. This will bring up your child/children. From here you click the "Make a Payment" button next to the child's name. This will link you to Revtrak where you can make a payment.

Steps for making online payments at Revtrak directly are as follows:

- Go to [RevTrak](#)
- Click Meal Payments and follow the prompts to complete payment.

Account Balance Statements

Statements are available upon request. To request a statement, parents/guardians or staff may contact the kitchen at each school or Stephanie DeAdder, Child Nutrition Admin Assistant, by email: sdeadder@northfieldschools.org. We encourage the use of Skyward Family Access to view meal account balances, view payments and purchases, or to print statements. Families will receive bi-weekly automated phone or email messages, depending on selected Skylert Food Service notification preferences, for low and negative account balances.

Refunds

Balances remaining on accounts at the end of the school year will be automatically carried forward to the following school year. Balances follow students to their next building assignment. Positive senior meal balances will be transferred to a younger siblings account or Angel funds account if no other siblings attend Northfield schools and a refund is not requested. Refund requests must be submitted in writing by completing the [refund request form](#). A check will be issued in the amount of the refund. No cash refunds will be made. Before submitting a refund request make sure that you have auto replenish turned off. These are the [instructions](#) on how to turn off auto-replenish payments in RevTrak.

Menus

The Northfield Public Schools participate annually in the National School Breakfast and School Lunch Programs. These programs make available a nutritious breakfast and lunch meal daily for a reasonable cost. Families who are eligible for free or reduced priced meals receive meals at no charge which includes the alternative meal choices. One half-pint of milk is included with every meal. Individual milk purchases do not fall under the free and reduced meal benefits. Students who bring lunch from home or want an additional milk may purchase it for \$.50 per carton. If students bring food or beverages from home, we encourage all families to select nutritious choices. Elementary schools offer cold sandwiches and salads as alternative daily lunch choices. Secondary schools offer hot and cold sandwiches, salads and a second hot entrée lunch choice daily. Most of the cafeterias operate on a continuous serve basis during the entire meal period. Menus are planned using the USDA Menu Planning guidelines. Menus will be posted on the district website at northfieldschools.org. Fall menus will be posted on the district website a month prior to the start of school, and monthly throughout the year.

Offer vs. Serve

The “offer vs. serve” federal regulation requires that students be offered (rather than served) 5 required food components comprising the full lunch meal. Students may choose 3, 4, or 5 lunch food items based on their preferences instead of having to take some of each food. Students are required to take a full serving of a fruit or vegetable at lunch as one of the meal components. Students will be offered 4 required food components at breakfast and must choose at least 3 of the food items. Federal regulations require meals to be priced as a complete unit and students must pay the full price even if they did not choose the complete meal. Students are encouraged to take all of the food items offered, because it provides a balanced meal for the best price.

Food Allergies and Special Dietary Needs

The Child Nutrition Department may honor dietary restrictions due to allergies or intolerances with the proper documentation from a medical authority on file. A suitable alternative will be provided when possible. For students with a lactose intolerance, a lactose reduced milk product will be provided at no extra charge, with a complete meal, on the written request of the parent/guardian or physician. Forms for allergies and any special dietary needs are available on the Child Nutrition Department webpage or from a building nurse. Please contact a building nurse, the District School Nurse or the Child Nutrition Director if you have any questions.

Free and Reduced Meals

Free or reduced meals are available for children who qualify. **An educational benefits form must be completed each school year** and submitted to the Child Nutrition Office for review and approval. Applications for free or reduced meals are mailed out to each household in August. The applications are also available online, at each Principal's Office and in each school kitchen. Families can now complete the educational benefits application online through Skyward Family Access. If you wish to complete your application online, you must first log in to Family Access. After logging in, click the Food Service button located on the left side of the screen and select a child's name. Click the applications tab and follow the prompts to complete the application. The District Child Nutrition Office will process applications as soon as possible, however, it may take 7-10 days for an application to be reviewed and a response sent to the parents/guardians. A letter indicating your benefits will be e-mailed and saved on Skyward Family Access under the Food Service tab. Please save this letter in case you need to show proof of benefits for other programs. **Benefits from the previous school year will be carried over until October 18, 2021.** **Applications may be completed at any time throughout the year; however, any family that has not reapplied by October 18, 2021 will be changed to full priced meals.** Families receiving MFIP, Food Stamps or FDPIR and enrolled in Northfield Public Schools by June 15 for the following year will be directly certified by the State of Minnesota to receive free meals and may not need to complete an application. Payment will be required for any meals purchased prior to the approval of the application.

Meal Prices

Meal prices are shown in the following charts. The monthly cost is based on 20 days per month. Extra milk may be purchased for \$0.50 per half pint at any of the school sites. Prices are subject to change, per school board approval and state and federal regulations.

Elementary Student Meal Prices						
Single Day				Monthly		
	Breakfast	Lunch	Both	Breakfast	Lunch	Both
Full Price	\$1.75	\$2.70	\$4.45	\$35.00	\$54.00	\$89.00
Reduced	Free	Free	Free	Free	Free	Free
Free	Free	Free	Free	Free	Free	Free

Secondary Student Meal Prices						
Single Day				Monthly		
	Breakfast	Lunch	Both	Breakfast	Lunch	Both
Full Price	\$1.75	\$2.85	\$4.60	\$35.00	\$57.00	\$92.00
Reduced	Free	Free	Free	Free	Free	Free
Free	Free	Free	Free	Free	Free	Free

Staff / Adult / Visitor / Second Meal Prices						
Single Day				Monthly		
	Breakfast	Lunch	Both	Breakfast	Lunch	Both
Full Price	\$2.25	\$4.25	\$6.75	\$45.00	\$85.00	\$130.00

Staff Meals, Adult Meals, Visitor Meals and Second Meals

Parents/Guardians and other family members may eat with students during their meal time. All visitors are required to sign in at the school office. Staff meals, adult meals, visitor meals and second student meals are priced higher because the Child Nutrition Department does not receive any federal or state reimbursement for those meals, as we do for a student's first meal. The cost for a non-student meal is \$2.25 for breakfast and \$4.25 for lunch. Exact change is appreciated.

À la Carte

À la carte food items are available for purchase at the Middle School, High School and for staff at the elementary schools. Elementary students may only purchase extra milk for \$0.50 per half pint. There will be no charging of a la carte items if an account has a negative balance. A la carte purchases must have sufficient funds in the account for the total purchase amount. Prices of a la carte items are posted in the school kitchens. Food items and prices may vary throughout the year.

Questions/Comments

Spring Creek 645-3490	Bridgewater 664-3324	Greenvale/NCEC 645-3509
Middle School 663-0668	District Office 663-0618	High School/ALC 663-0604

Comments regarding your student's lunches may be directed to the Child Nutrition Department at the school your child attends. Please place your calls before 10:30 a.m. or after 12:30 p.m.

Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing

This information will help parents/guardians make informed decisions that benefit their children, schools, and communities.

Why statewide testing?

Minnesota values its educational system and the professionalism of its educators. Minnesota educators created the academic standards which are rigorous and prepare our students for career and college.

The statewide assessments are how we as a state measure that curriculum and daily instruction in our schools are being aligned to the academic standards, ensuring all students are being provided an equitable education. Statewide assessment results are just one tool to monitor that we are providing our students with the education that will ensure a strong workforce and knowledgeable citizens.

Why does participation matter?

A statewide assessment is just one measure of your student's achievement, but your student's participation is important to understand how effectively the education at your student's school is aligned to the academic standards.

- In Minnesota's implementation of the federal Every Student Succeeds Act, a student not participating in the statewide assessments will not receive an individual score and for the purpose of school and district accountability calculations, including opportunities for support and recognition, will not be considered "proficient."
- Students who receive a college-ready score on the high school MCA are not required to take a remedial, noncredit course at a Minnesota State college or university in the corresponding subject area, potentially saving the student time and money.
- Educators and policy makers use information from assessments to make decisions about resources and support provided.
- Parents and the general public use assessment information to compare schools and make decisions about where to purchase a home or to enroll their children.
- School performance results that are publicly released and used by families and communities, are negatively impacted if students do not participate in assessments.
- English learners not taking ACCESS or Alternate ACCESS for ELLs will not receive a score to meet English learner program exiting criteria.

Academic Standards and Assessments

What are academic standards?

The [Minnesota K–12 Academic Standards](#) are the statewide expectations for student academic achievement. They identify the knowledge and skills that all students must achieve in a content area and are organized by grade level. School districts determine how students will meet the standards by developing courses and curriculum aligned to the academic standards.

What is the relationship between academic statewide assessments and the academic standards?

The statewide assessments in mathematics, reading, and science are used to measure whether students, and their school and district, are meeting the academic standards. Statewide assessments are one measure of how well students are doing on the content that is part of their daily instruction. It is also a measure of how well schools and districts are doing in aligning their curriculum and teaching the standards.

Minnesota Comprehensive Assessments (MCA) and Minnesota Test of Academic Skills (MTAS)	ACCESS and Alternate ACCESS for English Learners
<ul style="list-style-type: none"> • Based on the Minnesota Academic Standards; given annually in grades 3–8 and high school in reading and mathematics; given annually in grades 5, 8, and high school for science. • Majority of students take the MCA. • MTAS is an option for students with the most significant cognitive disabilities. 	<ul style="list-style-type: none"> • Based on the WIDA English Language Development Standards. • Given annually to English learners in grades K–12 in reading, writing, listening, and speaking. • Majority of English learners take ACCESS for ELLs. • Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities.

Why are these assessments effective?

Minnesota believes that in order to effectively measure what students are learning, testing needs to be more than answering multiple choice questions.

- To answer questions, students may need to type in answers, drag and drop images and words, or manipulate a graph or information.
- The Reading and Mathematics MCA are adaptive, which means the answers a student provides determine the next questions the student will answer.
- The Science MCA incorporates simulations, which require students to perform experiments in order to answer questions.

All of these provide students the opportunity to apply critical thinking needed for success in college and careers and show what they know and can do.

Are there limits on local testing?

As stated in Minnesota Statutes, section 120B.301, for students in grades 1–6, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 10 hours per school year. For students in grades 7–12, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 11 hours per school year. These limits do not include statewide testing.

In an effort to encourage transparency, the statute also requires a district or charter school, before the first day of each school year, to publish on its website a comprehensive calendar of standardized tests to be administered in the district or charter school during that school year. The calendar must provide the rationale for administering each assessment and indicate whether the assessment is a local option or required by state or federal law.

What if I choose not to have my student participate?

Parents/guardians have a right to not have their student participate in state-required standardized assessments. Minnesota Statutes require the department to provide information about statewide assessments to parents/guardians and include a form to complete if they refuse to have their student participate. This form follows on the next page and includes an area to note the reason for the refusal to participate. Your student's district may require additional information.

A school or district may have additional consequences beyond those mentioned in this document for a student not participating in the state-required standardized assessments. There may also be consequences for not participating in assessments selected and administered at the local level. Please contact your school for more information regarding local decisions.

When do students take the assessments?

Each school sets their testing schedule within the state testing window. Contact your student's school for information on specific testing days.

- The MCA and MTAS testing window begins in March and ends in May.
- The ACCESS and Alternate ACCESS for ELLs testing window begins at the end of January and ends in March.

When do I receive my student's results?

Each summer, individual student reports are sent to school districts and are provided to families no later than fall conferences. The reports can be used to see your child's progress and help guide future instruction.

How much time is spent on testing?

Statewide assessments are taken one time each year; the majority of students test online. On average, the amount of time spent taking statewide assessments is **less than 1 percent of instructional time** in a school year. The assessments are not timed and students can continue working as long as they need.

Why does it seem like my student is taking more tests?

The statewide required tests are limited to those outlined in this document. Many districts make local decisions to administer additional tests that the state does not require. Contact your district for more information.

Where do I get more information?

Students and families can find out more on our [Statewide Testing page](https://education.mn.gov) (education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing).



Minnesota Statutes, section 120B.31, subdivision 4a, requires the commissioner to create and publish a form for parents and guardians to complete if they refuse to have their student participate in state-required standardized assessments. Your student's district may require additional information. School districts must post this three-page form on the district website and include it in district student handbooks.

Parent/Guardian Refusal for Student Participation in Statewide Assessments

To opt out of statewide assessments, the parent/guardian must complete this form and return it to the student's school.

*To best support school district planning, please submit this form to the student's school no later than January 15 of the academic school year. For students who enroll after a statewide testing window begins, please submit the form within two weeks of enrollment. A new refusal form is required **each year** parents/guardians wish to opt the student out of statewide assessments.*

Date _____ (This form is **only** applicable for the 20____ to 20____ school year.)

Student's Legal First Name _____ Student's Legal Middle Initial _____

Student's Legal Last Name _____ Student's Date of Birth _____

Student's District/School _____ Grade _____

Please initial to indicate you have received and reviewed information about statewide testing.

_____ I received information on statewide assessments and choose to opt my student out. MDE provides the *Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing* on the [MDE website](http://education.mn.gov) (education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing).

Reason for refusal:

Please indicate the statewide assessment(s) you are opting the student out of this school year:

_____ MCA/MTAS Reading

_____ MCA/MTAS Science

_____ MCA/MTAS Mathematics

_____ ACCESS/Alternate ACCESS for ELLs

Contact your school or district for the form to opt out of local assessments.

I understand that by signing this form, my school and I may lose valuable information about how well my student is progressing academically. As a result, my student will not receive an individual score. Refusing to participate in statewide assessments may impact the school, district, and state's efforts to equitably distribute resources and support student learning; for the purpose of school and district accountability calculations, my student will not be considered "proficient."

If my student is in high school, I understand that by signing this form my student will not have an MCA score that could potentially save time and money by not having to take remedial, non-credit courses at a Minnesota State college or university.

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____

To be completed by school or district staff only.

Student ID or MARSS Number _____

Posted May 2019



Northfield Secondary Portage Online

Student Handbook 2021-2022

1400 Division Street South
Northfield, MN 55057
Main Office: 507.645.1201
Attendance Line: 612-695-2139
Fax: 507.645.1250

Principal: Daryl Kehler

www.northfieldschools.org

Northfield Public Schools: Our Vision

We will prepare every student for lifelong success within a world-class learning environment with a commitment to community partnerships and sustainability.

Northfield Public Schools: Our Mission

We deliver educational excellence that empowers all learners to engage in our dynamic world.

Beliefs

- **Public Education**
We believe that public education is the foundation of our democratic republic.
- **Learning**
We believe that everyone can learn and has unique gifts and talents that must be nurtured and valued. We believe that learning is a lifelong, multi-faceted process that involves more than academics.
- **Decision-Making**
We believe decisions must be based on the district's mission and beliefs and relevant sources of information. We believe in an open decision-making process that invites honest dialogue.
- **Shared Responsibility**
We believe that education is the collective responsibility of our students, families, schools and communities.
- **Learning Environment**
We believe that everyone in our schools has the right to a positive learning environment that provides physical, emotional and intellectual safety, and nurtures mutual respect, responsibility and rigor.
- **Diversity**
We believe that all learners have a right to equitable access to educational opportunities.

Strategies

- **Quality Education**
We will hire and retain highly qualified educators and provide them with ongoing support and training to deliver high quality instruction that meets the unique needs of all learners.
- **Climate**
We will create and strengthen an environment that fosters mutual respect, responsibility and rigor, and ensures the right to physical, emotional and intellectual safety for every person.
- **Curricular Outcomes**
We will implement a consistent, comprehensive and challenging set of curricular outcomes that reach and engage all learners.
- **Stewardship**
We will consistently demonstrate good stewardship by analyzing information, prioritizing needs and managing our financial, physical and human resources to support our mission.
- **Communication/Partnerships**
We will build and strengthen bridges of open communication that engage staff, students, families and communities as effective partners in education.
- **Diversity**
We will implement plans and practices that foster full participation by all learners and that address issues that include, but are not limited to, race, gender, culture, religion, sexual orientation, language, disabilities and socio-economic factors.

<u>Ongoing Priorities</u>	<u>Near-Term Priorities</u>
<ul style="list-style-type: none">● Prioritize recruiting and retaining diverse staff.● Robust core subject instruction.	<ul style="list-style-type: none">● Building and fostering relationships - commitment to social/emotional health for all.● Develop a long-term solution that allows for reasonable class sizes while maintaining financial stability.● Spaces that are modern, innovative, creative and flexible.● Equitable opportunities and support for all career and college paths.

WELCOME TO NORTHFIELD SECONDARY PORTAGE

This handbook has been designed to be helpful in answering questions about the Northfield Secondary Portage program, policies, and procedures. This handbook is not an all-inclusive list of rules but rather an outline of expectations and procedures that assist in the operation of the school.

We welcome and encourage you to communicate with us at school. We look forward to working together with students and parents/guardians to give the students an opportunity to be successful in their education.

Our best wishes are for a productive positive school year.

MISSION STATEMENT

Northfield Secondary Portage is a community of staff and learners who are welcoming, safe, and respectful.

2021-2022 NORTHFIELD SECONDARY PORTAGE STAFF/ADMINISTRATION

Visit the [Northfield Staff Directory](http://northfieldschools.org) at northfieldschools.org to contact staff.

Northfield Public Schools 2021-2022 School Calendar

Approved by the School Board
March 9, 2020
Revised June 14, 2021

July 2021							July							January 2022							January																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																										
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School Cancellation Procedures:

On the third 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-closures/>

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

Student Days:

Term 1: 40 days
Term 2: 47 days
Term 3: 39 days
Term 4: 47 days
TOTAL: 173 days

Summary:

173 student contact days
11 non-student contact days
3 contract days off calendar (3 conferences)
TOTAL: 187 contract days
87 days - first semester; 86 days - second semester

NORTHFIELD PUBLIC SCHOOLS 2021-2022 Calendar

Approved by the school board on March 9, 2020

Revised by the school board on June 14, 2021

New Teacher Inservice

Aug. 24 New SpEd & New/Returning from Leave Elementary Teachers
Aug. 25 - 26 All New Teacher Inservice

Teachers Back-to-School Workshop Week

Aug. 30 - Sept. 2 Staff Development Days
Sept. 3 Teacher Preparation Day

Sept. 6 **No School.** Labor Day
Sept. 7 - 8 Family Conferences
Sept. 9 First Day of School. Beginning of 1st Quarter

Oct. 21 - 22 **No School.** Fall Break (MEA)
Oct. 25 School Resumes

Nov. 5 End of 1st Quarter (40 days)
Nov. 8 **No School.** Teacher Preparation Day
Nov. 9 School Resumes. Beginning of 2nd Quarter
Nov. 24 - 26 **No School.** Thanksgiving Break

Dec. 23 - Dec. 31 **No School.** Winter Break

Jan. 3 School Resumes
Jan. 17 **No School.** Dr. Martin Luther King Jr. Birthday
Jan. 27 End of 2nd Quarter (47 days); End of First Semester (87 days)
Jan. 28 **No School.** Teacher Preparation Day
Jan. 31 School Resumes. Beginning of 3rd Quarter and Second Semester

Feb. 21 **No School.** Presidents Day. Staff Development Day

March 7 - 11 **No School.** Spring Break

April 1 End of 3rd Quarter (39 days)
April 4 **No School.** Teacher Preparation Day
April 5 School Resumes. Beginning of 4th Quarter

May 30 **No School.** Memorial Day

June 5 Graduation
June 9 **Last Day of School.** 2-hour early dismissal
 End of 4th Quarter (47 days); End of Semester (86 days)

School Cancellation Procedures for 2021-2022

- If two (2) days are canceled, no make-up days for students or teachers.
- On the third and subsequent full day closures, the e-Learning Day procedures will be implemented. Students receive e-Learning day instructions for learning at home on these days from their school and teacher(s). The latest [district e-Learning day guidelines](#) can be found online.

2021-2022 SECONDARY DAILY SCHEDULE

Learning Coaches and Content Tutors are available to schedule synchronous meetings anytime a student is in need of support. If a student remains on track, there are no required meetings and they are considered Level 1. If they start to fall behind, then the student is elevated to Level 2 and referred to the MTSS team. Then, the table below will apply depending on the level of support needed. The level of required synchronous meetings increases as a student demonstrates the need for increasing support to be successful in the Portage program. Content Tutor instruction is aligned to the specific needs of the class and/or individual students as identified in the courseware platform dashboard.

Student MTSS Tier	Monday	Tuesday	Wednesday	Thursday	Friday
Tier I - Making good progress	Learning Coach Synchronous Meeting for student success skills - required	Optional Content Tutor instruction	Optional Content Tutor instruction	Required Content Tutor instruction	Optional Content Tutor instruction
Tier II - Experiencing challenge in one or more courses	Learning Coach synchronous meeting for student success skills - required	Optional Content Tutor instruction	Required Content Tutor instruction	Optional Content Tutor instruction	Required Content Tutor instruction
Tier III - Experiencing multiple challenges in one or more courses	Learning Coach synchronous meeting for student success skills - required	Required Content Tutor instruction	Required Content Tutor instruction	Required Content Tutor instruction	Required Content Tutor instruction

Secondary SPED Student Schedule

The special education case manager works collaboratively with the family and general education teacher to develop a personalized program and schedule to meet the needs of each Portage student with direct and/or indirect IEP service minutes. Depending on the individual IEP goals, a student may receive synchronous one-on-one teaching from the special education teacher, via small group instruction, or from an educational assistant with supervision from the special education teacher.

IMPORTANT SCHOOL NUMBERS

24 HOUR ATTENDANCE LINE	612-695-2139
Main Office to contact principal or teachers	507-645-1201
Counselor for grades, transcripts	507-645-1201
High School Activities Office	507-663-0632

ATTENDANCE AND ENGAGEMENT INFORMATION

Attendance at school is a shared responsibility between the individual student, and his/her parents/guardians and the school. State law stipulates that it is the parent's/guardian's responsibility to ensure that their son/daughter attends school. The expectation is for parents/guardians to provide an honest reason for absence and the school determines whether a student's absence is excused or unexcused.

Attendance for Portage students consists of making regular and continuous progress in their coursework, following the pacing prescribed in the learning platform or communicating with staff. Students are expected to regularly engage with their learning coach which includes responding to emails within 24 hours, participating in check-in meetings as designated by the learning coach and updating the district if there is any change in contact information.

For a student to remain in good standing for attendance, they need to attend 5 of the 7 days each week. The days are flexible, however staff will be available Monday through Friday during the regularly scheduled school hours so please keep this in mind if assistance is needed. **Attendance counts as communication with a staff member or logging into Edgenuity.** The Portage Administrative Assistant will communicate the attendance with families a minimum of once per week if attendance criteria is not being met.

Absence Procedure

If a student must be absent for the day, the student's parent/guardian must call or text the Attendance Line at 612-695-2139 the day of the absence or earlier. The attendance line is available 24 hours a day for your convenience, however the office will respond within the school day hours. Absences must be excused within 24 hours or the absence may remain unexcused.

If the school and parent/guardian do not connect on the day of the absence, written communication from a parent/guardian will be accepted the next morning. Parents/guardians are encouraged to apply for an online access number to view their student's attendance record. See District website for more information on Family Access (northfieldschools.org).

Excessive Absences

Attendance for online learning programs is different from the traditional setting in that a student is expected to engage in the learning process which counts as attendance instead of being physically in a building. Below are the Participation Guidelines expected of students. If a student becomes disengaged from the learning, they will be referred to the Multi-tiered System of Supports (MTSS) team and their schedule will become more prescriptive to ensure proper support is provided for the student to be successful and making progress.

Participation Guidelines for Secondary Portage Students

- Check messages and emails daily - be active receivers of communication
- Five days per week log in to learning platform via the student portal

- Commit to the course requirements for meetings and expectations when enrolling in a Portage course
- Students who are not meeting participation guidelines will be referred to the MTSS team for additional support
- Frequency of family/student communication is determined by the need of individual students
 - Level 1 - students on track: as needed
 - Level 2 - students not on track: minimum weekly check in. These students may also use tutors and require daily communication. **Refer to the MTSS tier table.**

ATHLETIC AND ACADEMIC ACTIVITIES

All students are encouraged to participate in the athletic/academic programs and are eligible to participate while enrolled in the Northfield District. Please note that MN High School League eligibility requirements do apply. Please access the Activities Office Website [here](#) for more information.

Attendance Policy - Student Activities

In order to practice, rehearse, compete or perform in any NHS co-curricular activity, the student must be in attendance that day. All coaches/advisors are to explain this rule to the participants at the beginning of their season. Coaches/Advisors are expected to enforce this policy. If absences are not cleared by a parent/guardian, the absence will be considered unexcused.

Academic Eligibility Policy Adopted June, 2019

The purpose of this academic eligibility policy is to monitor, motivate and assist the students who participate in co-curricular activity programs, in order for the student to be academically successful. While the school's co-curricular programs are a vital part of the total education of our students, our primary mission is academics. Please reference the [Co-Curricular Handbook](#) for academic eligibility details.

ACADEMIC INFORMATION

COURSE STRUCTURE

Courses through Edgenuity are typically one semester (.5 credit) in length, although students can take year long or quarter length classes if needed. Each semester class is designed to take 90 hours to complete, this means students are expected to spend 3-4 hours per week per course actively engaged to stay on pace. Students' pace is individualized, but Portage staff will refer to the student's pacing frequently. This means the pace of a typical High School student, which amounts to completing the graduation requirements in four years. Once a student completes a course, they will be given the grade that is entered on the student's transcript and is used to determine cumulative grade point average and class rank.

Normal High School pace	Credit per year	Credit at the end of each year	Portage pace
9th grade	6	6	3 semester courses completed each quarter
10th grade	6	12	3 semester courses completed each quarter
11th grade	6	18	3 semester courses completed each quarter
12th grade	6	24	3 semester courses completed each quarter
Total	24		

Middle School Students may participate in the following classes at the Northfield Middle School.

- Amistades (for students formally enrolled in elementary Companeros)
- Band, Choir, Orchestra

The following classes may be available if space allows...

- CTE (Career Technical Education)
- FACS
- Middle School Art

High School students may attend the Northfield High School to attend up to two courses. The courses that are available to attend at the High School include:

- AP Courses
- Band, Choir, Orchestra
- Woods, Welding, Autos, CAD, Mechatronics
- Art department

GRADUATION REQUIREMENTS

Students earn a Northfield High School diploma and therefore must earn **23 credits** as follows:

- English – 4.0 credits
- Social Studies – 3.5 credits
- Math – 3.0 credits
- Science – 3.0 credits
- Physical Education – 1.0 credit
- Arts – 1.0 credit
- Health – 0.5 credit
- Electives – 7.0 credits

GRADE POINTS

A	=	4.000	B-	=	2.667	D+	=	1.333
A-	=	3.667	C+	=	2.333	D	=	1.000
B+	=	3.333	C	=	2.000	D-	=	.667
B	=	3.000	C-	=	1.667	F	=	0

MID-YEAR GRADUATES

Students who can meet the necessary state and local requirements are eligible to graduate after the first semester of their senior year. Students desiring to graduate early must receive permission from the principal when registering for their senior year. Students are not eligible to participate in any school activities once they graduate. However, mid-year graduates may participate in the end-of-the-year commencement program.

MINIMUM CLASS LOAD

The Portage caseload is structured differently than the traditional high school schedule. A student will be scheduled for 2-3 courses in Edgenuity at a time and when they finish one, a new one will be added. We have found that having too many classes open at once is overwhelming and progress suffers. Having 2-3 courses open allows students to vary their day, but allows for a more focused effort. In order to stay on pace, a student will need to complete

PACING

The online format offers an individualized pace, however it is important to stay on the usual pace so the student doesn't get behind in credits. In order to do this, the Portage Online program has quarterly progress reports instead of a traditional report card. This will include the credits needed each year, as well as where the student is currently in terms of credit progression. Because the courses can be completed earlier or later (depending on the student's pace), this method will avoid Fs or incompletes for traditional grading terms.

PASS-FAIL

Under special circumstances, a course may be taken under a pass-fail grading system where the final semester grade is reported as a "pass" or "fail" rather than a standard letter grade. Course credit is earned with a passing grade, and there is no impact on G.P.A. A pass-fail grading system must be arranged through an agreement between student, teacher, school counselor and principal.

PORTAGE COURSE OFFERINGS

The following courses are offered through Portage Online using the Edgenuity platform.

English 6, 7, 8, 9, 10, 11, 12

Math 6 & 7, Algebra 8, Geometry, Algebra II, PreCalculus, Statistics

Science 6, 7, 8, Chemistry/Physics, Biology, Chemistry, Physics

Social Studies 6, 7, 8, US History, Civics, World History, Human Geography, Economics

Spanish 1, 2, 3; French 1, 2, 3; German 1, 2, 3

Intro to Art, Art History

Physical Education and Health

POST-SECONDARY ENROLLMENT OPTIONS (PSEO)

Postsecondary Enrollment Options (PSEO) is a program that allows 10th-, 11th- and 12th-grade students to earn both high school and college credit while still in high school, through enrollment in and successful completion of college nonsectarian courses at eligible participating postsecondary institutions. Most PSEO courses are offered on the campus of the postsecondary institution; some courses are offered online. Each participating college or university sets its own admissions requirements for enrollment into the PSEO courses. Eleventh and 12th-grade students may take PSEO courses on a full- or part-time basis; 10th graders are eligible to enroll in PSEO on a more limited basis. Students must meet the PSEO residency and eligibility requirements and abide by participation limits specified in Minnesota Statutes, section 124D.09. If a school district determines a pupil is not on track to graduate, she/he may continue to participate in PSEO on a term by term basis. For current information about the PSEO program, [visit the Minnesota Department of](#)

[Education's Postsecondary Enrollment Options \(PSEO\) webpage.](#)

REPORT CARDS

Due to the individualized nature of Portage, the program will use progress reports every quarter instead of report cards. This will show families and students the typical pace and where the student is at in relation to that.

SCHEDULE CHANGES

Students must communicate with the school counselor or principal to initiate any change in their class schedule. **Please Note: A Portage student is only allowed to re-enter the High School or Middle School at the semester break.** If a student qualifies for the grades 9-12 ALC and would like to enter at the start of one of their grading periods that is also allowed.

SPECIAL EDUCATION PROGRAMS

Special Education programs are an educational service provided to students who are having difficulty achieving in the regular school program and who meet state eligibility requirements that are verified through an assessment made by qualified personnel. The difficulties a student may encounter could be academic or emotional/behavioral. The student or parent/guardian may contact a guidance counselor, administrator, or teacher for information about referrals. At that point, the child study procedure will begin and parents/guardians will be informed of the procedure and their rights, which are contained in State and Federal laws.

GENERAL STUDENT INFORMATION SCHOOL POLICIES, PROCEDURES, SERVICES AND PROGRAMS

ACADEMIC HONESTY

All students are expected to:

- Engage with honesty and integrity in their academic life.
- Attend Portage ready to learn and in their learning demonstrate the ability to discern right from wrong.
- Know which academic behaviors are acceptable and which are dishonest.
- Produce work that is their own or give credit when the work is not their own.

All parents/guardians are expected to:

- Adopt the spirit as well as the letter of this academic honesty policy.
- Review the policy with their child and encourage their child to practice ethical behavior.
- Refrain from completing assignments for their child.

All teachers are expected to:

- Review the Academic Honesty Policy with students as often during the school year as appropriate.
- Teach the skills necessary to prevent a violation of academic integrity.
- Enforce the policy in all instances of academic dishonesty following the procedures below.

All administrators are expected to:

- Support the spirit of the Academic Honesty Policy with students, parents, and staff members in conferences and in classrooms.
- Follow the student disciplinary process as outlined in the Academic Honesty Policy.
Incidents of academic dishonesty will be cumulative for 4 years. The procedures whereby a student will be held accountable for infractions of the Academic Honesty Policy are as follows:

Incident 1:

1. The teacher will address the student with evidence when the infraction occurs and notify parents.
2. The student can receive a zero on the assignment, but may arrange a time to communicate with the teacher and set up an opportunity to re-do the assignment with supervision if possible.

Incident 2:

1. All of the disciplinary action of the first offense will occur.
2. The student will receive an automatic zero on the assignment or test and no make-up work will be offered to compensate for lost points.
3. The teacher will notify the program Director, who will conference with the student and notify parents.

ACADEMIC ELIGIBILITY STANDARDS

To review academic eligibility for student activities, refer to the [Co-Curricular Handbook](#).

ACCESSIBILITY

The online platform Edgenuity has several accessibility features which staff can share with families upon request.

BULLYING PROHIBITION

Bullying is defined as behavior that is:

- Intimidating, threatening, abusive or hurtful conduct
- Objectively offensive
- Involves an imbalance of power and is repeated, or materially and substantially interferes with a student's education or ability to participate in school activities

Any act of bullying or cyberbullying is strictly prohibited as defined in School District Policy 514. Students and/or families should report instances of bullying as outlined above to the building principal or assistant principal. While not required, [the use of this form](#) is encouraged to assist in a prompt investigation.

CHEMICAL HEALTH

Students are responsible for cooperating with school authorities to keep our schools free of drugs, tobacco, nicotine, any electronic nicotine delivery system, liquid nicotine and non-nicotine vaping products, and alcohol. A Chemical Health Counselor is available to students. Call the main office for more information.

CHILD NUTRITION DEPARTMENT

See Appendix A

CLOSING OF SCHOOL (Applies to students attending a school building)

In the event of bad weather, school closing announcements will be made over KYMN AM-1080 and WCCO AM-830 radio stations, and via Skylert and Schoology.

DISCIPLINE GUIDELINES

See district "[Student Citizenship Handbook](#)"

E-LEARNING DAYS (Applies to students attending a school building)

Northfield Public Schools uses e-Learning days (formerly called flexible learning days) to mitigate the loss of instructional time when the weather forces school closures. Students receive e-Learning day instructions for learning at home on these days from their school and teacher(s). The latest district e-Learning day guidelines can be found online at: <https://northfieldschools.org/parents/school-closings/>.

EIGHTEEN-YEAR OLDS

Students who are 18 years of age or older must follow all school district policies and all school regulations, including the regulations that are outlined in the student handbook. Additionally, when a student turns 18 years of age, the following rules will apply:

1. All rights to make educational decisions will transfer to the student, including the right to make decisions about special education, unless a conservator or legal guardian has been appointed for the student.
2. Subject to all applicable laws, the school district may continue to provide educational data to the parent(s) of an adult student, provided that the parent(s) continue to claim the adult student as a dependent for tax purposes. If an adult student is claimed as a dependent but the student does not want the district to share educational data with his or her parents, the student may submit a written request for the district to end all communications with the parent(s). The district will evaluate such requests on a case-by-case basis to determine the appropriate course of action.
3. If the district grants an adult student's written request to stop sharing educational data with the student's

parent(s), and the student later changes his or her mind, the student will be required to submit a signed form authorizing the district to resume sharing educational data on the student with the parents.

FAMILY ACCESS/GRADES ONLINE

Parents/Guardians are encouraged to apply for a family access number. This will allow parents to view attendance, food service accounts, schedules and grades. Go to northfieldschools.org to apply.

Parents and students have access to student grades via Student Access and Family Access. Scores as they appear on Student Access and Family Access should be considered unofficial. In the unlikely event of discrepancies between the teacher electronic gradebook and Student/Family Access, the teacher gradebook shall be the official record of all grades.

FREEDOM OF EXPRESSION

Freedom of expression is necessary to promote creativity and teach tolerance of others' ideas. Verbal, written or symbolic speech, which causes disruption, will not be tolerated.

The administration will make judgments based on the following criteria:

1. It must not be obscene.
2. It may not make personal attacks on students or school employees.
3. It may not advocate or cause disruption of the school day.
4. It may not invade others' privacy or be libelous.
5. It may not denigrate any religion, creed, race, gender, or sexual preference.

The above criteria also apply to school-sponsored forums and will be used to judge whether verbal or symbolic speech may be punished.

GRADUATION/COMMENCEMENT

Students who have or will have successfully completed graduation requirements by the last day of the school year may participate in the Portage Online commencement program and receive a Northfield High School diploma. Students that have never attended the Northfield High School, are not eligible to walk with the High School graduation ceremony. Students need to meet the additional requirements in order to walk with the Northfield High School. 1) The student has attended at least one year at the Northfield High School. **OR** 2) The student has attended any part of their senior year at the Northfield High School.

Students who are one-half credit short of either the required courses or of the total credits required may participate in commencement but will not receive a diploma until all graduation requirements are completed. Any student who is more than 1/2 credit short of either requirement is not allowed to participate in commencement.

Seniors are expected to fulfill all obligations prior to graduation. These obligations include, but are not limited to: returned textbooks, iPads and chargers, class fees, textbook fines, and negative food service account balances. Seniors with outstanding obligations will be notified of their outstanding obligations and expected to fulfill those obligations.

HARASSMENT-FREE LEARNING ENVIRONMENT (HUMAN RIGHTS/TITLE IX)

The Northfield School District takes Human Rights complaints (including Title IX complaints) seriously. Students are responsible for maintaining an environment free from harassment, intimidation and abuse. Students are also responsible to report incidents of physical, sexual and verbal harassment, intimidation

and/or abuse that they have experienced or of which they are aware. School Board Policy 413 and its associated procedures and School Board Policy 522 govern the process for addressing these complaints.

Such reports should be made to:

Molly Viesselman

Director of Human Resources, Human Rights Officer/Title IX Coordinator, Northfield Public Schools
201 Orchard Street South, Northfield, MN 55057

Phone: 507.663.0600

Email: mviesselman@northfieldschools.org

While not required, individuals can [make complaints using this form](#).

LAW ENFORCEMENT AGENCIES

The Director may involve the Northfield Police Department, a school resource officer, or other appropriate law enforcement agency when a public law has been violated at school. The police may be alerted to cyberbullying or harassment. Prosecution by criminal complaint does not preclude disciplinary action by the school district. In addition, the student's parent/guardian may be held liable as permitted by statute.

LOCKER ROOMS (Applies to students attending a school building)

For those students that attend part of the day at the High School; students **MUST** have a pass from a teacher/school personnel to enter school locker rooms during the school day.

LUNCH (Applies to students attending a school building)

Portage students attending on-site classes may purchase meals when in school during meal times. Our free meal program has been extended through the end of the school year 2021-22, as provided by the United States Department of Agriculture. All students enrolled in the school district for on-site learning can receive free breakfast and lunch every day.

Milk is included in the price of a breakfast and lunch meal. Students who take milk only at meals will be charged \$0.50 per carton.

Even though all students will be receiving free meals during this time, it is ***very important*** that you complete the meal benefit application if your family has been approved in the past or if you feel your family may qualify for these benefits. Our schools receive funding to support students based on the number of families that qualify for free or reduced meals. You may also receive reduced rates for fee based activities.

PARENT/GUARDIAN GUIDE AND REFUSAL FOR STUDENT PARTICIPATION IN STATEWIDE TESTING

See Appendix B

PARKING LOT/VEHICLE POLICY (Applies to students attending a school building)

All motorized vehicles parked at Northfield High School by faculty, staff and students, must display a valid permit. The cost of a parking permit is \$150.00 per year (or \$75.00 for second semester). Additional permits (including lost permits) will be \$5.00. All parking permits must be registered with the office and may not be transferred to any other vehicle other than the vehicle described on the vehicle registration form. No sale/transfer of parking permits is permitted from student to student or sibling to sibling. Parking permits are full price per individual student. No family discount will be given. Any unauthorized parking offense will result in the following:

Permitted Vehicles

- 1st Offense: Written Parking Violation Warning
- 2nd Offense: Administrative Referral
- 3rd Offense: Loss of Parking Permit and/or towed at owner's expense

Non-Permitted Vehicles

- 1st Offense: Written Parking Violation Warning
- 2nd Offense: Administrative Referral
- 3rd Offense: Vehicle towed at owner's expense

Vehicles must only park in valid student parking spaces. Any vehicle parked illegally may be subject to towing without previous warning at the owner's expense. Unauthorized parking includes: Music Reserved, Visitor, Handicapped Parking, District Visitor, Technology, Reserved and Staff Parking. All non-valid parking spaces, no parking zones, blocking a driveway, failure to park in the lot(s) designated by your permit number (permits 1-159 H-wing lot, permits 160-600 remaining lots), or not displaying a valid permit may result in towing at owner's expense. Students may be restricted from parking or driving on school property if they are driving carelessly, violate parking regulations, leave campus or take underclassmen off of campus during school hours. All vehicles on school property are subject to search. Bicycles and mopeds are to be parked in the rack provided.

PERSONAL SEARCHES (Applies to students attending a school building)

A school official, or a law enforcement officer acting at the request of a school official, may search a student's person and belongings on school property if the school official has a reasonable suspicion that the search will produce evidence showing the student has violated or is violating the law or a school rule. For example, a school official may search a student's backpack or purse if the school official has reasonable grounds to believe the backpack or purse contains an item that is illegal or is prohibited by a school rule.

Please remember that if a student is using a school issued device, the Northfield staff may search the device at any time.

PROM

The prom is a special event specifically designed for juniors and seniors. Only juniors and seniors, graduates of NHS under 21, and juniors and seniors from other schools with approved guest applications are allowed to attend. NO EXCEPTIONS. Freshmen and sophomores will not be allowed to attend the prom under any circumstances.

SCHOOL DISTRICT POLICIES

The most successful school creates mutual trust and respect among students, parents, teachers and administrators. A complete list of school district policies are on file in the Office of the Superintendent and

online at <https://northfieldschools.org/about/school-board/policies/>.

SPORTSMANSHIP STATEMENT

Northfield school district students are expected to demonstrate socially accepted behavior. Student participants in co-curricular activities represent the school in a very public manner, and thus student conduct is under close scrutiny. Because of their visibility and status as a role model for younger students, proper conduct and abiding by school rules, Minnesota State High School League rules and local and state laws is expected of all students involved in activities.

Students representing Northfield Public Schools are expected to conduct themselves in a manner that will not cause the school parents, our community, and team/group nor coaches/advisors embarrassment. This applies whenever the student is part of any activity; before or after a contest/performance or practice, in transit to and from activities, or at any function associated with the activity. Parents, who are role models for their children, are also expected to display positive sportsmanship at all contests. The Big 9 Conference has established a sportsmanship credo, which ALL individuals are expected to follow.

Any acts of student misconduct may result in disciplinary action whether or not this misconduct is directly involved with a school event or activity. Students will be disciplined for misbehavior at both home and away events. The MSHSL Code of Responsibility allows school authorities to discipline students for violation of League rules.

STUDENT DRESS POLICY

Although most activities will be done virtually, if students participate in a Zoom meeting or attend a school building for class or an activity, the following applies. Students are responsible to dress in such a manner that is not disruptive nor likely to disrupt the learning environment, is not a health and safety hazard, is not obscene, is not sexually explicit, discriminatory or associated with threat/hate groups, including gangs. Clothing that displays references to weapons, alcohol, chemicals, tobacco or other products that are illegal for use by minors is not permitted.

VISITOR POLICY

We welcome visitors in our virtual environment, however please obtain prior approval from the class teacher and/or administration before having a visitor join your Zoom or other virtual activity.

VOLUNTEER / EMPLOYEE CRIMINAL HISTORY BACKGROUND CHECK POLICY

Parents and community members are always encouraged to apply as an employee or volunteer at their student's school and / or with the Northfield Public Schools. Volunteers provide a valuable service to students and staff. Minnesota Statute requires a school hiring authority to request a criminal history background check on all individuals who are offered employment in a school and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular services to a school, regardless of whether any compensation is paid. Parents and community members who volunteer on a regular basis must complete a background check before serving students affiliated with Northfield Public Schools. This is subject to change dependent on the public health situation.

WEBSITE

Northfield Portage Online Website can be accessed at <https://northfieldschools.org/schools/portage-online/>

WELLNESS

The district's [child nutrition webpage](#) hosts wellness policy information and resources for parents.

USE OF TECHNOLOGY AND TELECOMMUNICATIONS SYSTEMS BY STUDENTS

Student use of technology and the Internet is governed by [district policy 524-2](#) regarding use of technology and telecommunications systems. See the Student iPad Loan Agreement for additional details about iPad implementation. **iPad Loan Agreement:** [English](#) | [Español](#)

Appendix A - For Students on Campus During Lunch

Child Nutrition Department

[Child Nutrition information is available on the school website.](#) All students have their own individual meal accounts with a 4-digit PIN (Personal Identification Number) to record meal and individual food purchases. Students will use their same 4-digit PIN as last year. New students will be assigned a PIN at open house or on the first day of school. Ending meal account balances carry over from year to year. Students may purchase meals and food items by submitting a payment to their meal account or by making a payment at the time of service. Parents/guardians are responsible to monitor their student's meal account balances. If a student does not have money in their lunch account a meal will be provided, however, the student will be charged for this meal and the parents/guardians will be held responsible to pay for this meal purchased. Students who have a negative lunch balance will not be allowed to purchase à la carte items. The school district recognizes that it has an obligation to notify the parents/guardians of their student's meal account balances. The Child Nutrition Department will make every reasonable effort to notify or remind families of the need for a meal account payment by using Skylert for both low balance and negative balance calls and emails depending on selected notification preferences. Parents/Guardians should update their contact information in Family Access annually. For information on our negative meal account balance process read this [procedure document](#).

Payments

Families may pay for meals by using cash, check or the Revtrak online payment system.

Cash and check payments may be made daily and sent to any school the student attends. All schools have payment envelopes and collection boxes placed in the child nutrition area for receipt of payments and each school collects and posts money daily into individual meal accounts. Money collected will be posted into the account as it is turned in or at least by 10:30 am and again by 2:00 pm. All other cash or check payments will be posted the following day.

- Cash payments will be accepted in a sealed envelope with the student and parent's/guardian's first and last name, PIN number, and the amount of payment written on the outside of the envelope. Payments may also be mailed to Northfield Public Schools, Child Nutrition Office, 201 Orchard Street South, Northfield, MN 55057.
- Checks should be made out to Northfield Public Schools and must include the student's first and last name and personal identification number (PIN). Payments may also be mailed to Northfield Public Schools, Child Nutrition Office, 201 Orchard Street South, Northfield, MN 55057.

Revtrak payments using a credit or debit card can be made online through Family Access, the district's web-based parent portal, or directly through the RevTrak portal.

Steps for making online payments through Family Access are as follows:

- Log into [Family Access](https://bit.ly/2PW7BUh) (<https://bit.ly/2PW7BUh>) to continue. If you do not have or do not know your Family Access login and password [click here](#).
- Once you have logged in to Family Access, you need to click on the Food Service tab to the left of the screen. This will bring up your child/children. From here you click the "Make a Payment" button next to the child's name. This will link you to Revtrak where you can make a payment.

Steps for making online payments at Revtrak directly are as follows:

- Go to [RevTrak](#)
- Click Meal Payments and follow the prompts to complete payment.

Account Balance Statements

Statements are available upon request. To request a statement, parents/guardians or staff may contact the kitchen at each school or Stephanie DeAdder, Child Nutrition Admin Assistant, by email: sdeadder@northfieldschools.org. We encourage the use of Skyward Family Access to view meal account balances, view payments and purchases, or to print statements. Families will receive bi-weekly automated phone or email messages, depending on selected Skylert Food Service notification preferences, for low and negative account balances.

Refunds

Balances remaining on accounts at the end of the school year will be automatically carried forward to the following school year. Balances follow students to their next building assignment. Positive senior meal balances will be transferred to a younger siblings account or Angel funds account if no other siblings attend Northfield schools and a refund is not requested. Refund requests must be submitted in writing by completing the [refund request form](#). A check will be issued in the amount of the refund. No cash refunds will be made. Before submitting a refund request make sure that you have auto replenish turned off. These are the [instructions](#) on how to turn off auto-replenish payments in RevTrak.

Menus

The Northfield Public Schools participate annually in the National School Breakfast and School Lunch Programs. These programs make available a nutritious breakfast and lunch meal daily for a reasonable cost. Families who are eligible for free or reduced priced meals receive meals at no charge which includes the alternative meal choices. One half-pint of milk is included with every meal. Individual milk purchases do not fall under the free and reduced meal benefits. Students who bring lunch from home or want an additional milk may purchase it for \$.50 per carton. If students bring food or beverages from home, we encourage all families to select nutritious choices. Elementary schools offer cold sandwiches and salads as alternative daily lunch choices. Secondary schools offer hot and cold sandwiches, salads and a second hot entrée lunch choice daily. Most of the cafeterias operate on a continuous serve basis during the entire meal period. Menus are planned using the USDA Menu Planning guidelines. Menus will be posted on the district website at northfieldschools.org. Fall menus will be posted on the district website a month prior to the start of school, and monthly throughout the year.

Offer vs. Serve

The “offer vs. serve” federal regulation requires that students be offered (rather than served) 5 required food components comprising the full lunch meal. Students may choose 3, 4, or 5 lunch food items based on their preferences instead of having to take some of each food. Students are required to take a full serving of a fruit or vegetable at lunch as one of the meal components. Students will be offered 4 required food components at breakfast and must choose at least 3 of the food items. Federal regulations require meals to be priced as a complete unit and students must pay the full price even if they did not choose the complete meal. Students are encouraged to take all of the food items offered, because it provides a balanced meal for the best price.

Food Allergies and Special Dietary Needs

The Child Nutrition Department may honor dietary restrictions due to allergies or intolerances with the proper documentation from a medical authority on file. A suitable alternative will be provided when possible. For students with a lactose intolerance, a lactose reduced milk product will be provided at no extra charge, with a complete meal, on the written request of the parent/guardian or physician. Forms for allergies and any special dietary needs are available on the Child Nutrition Department webpage or from a building nurse.

Please contact a building nurse, the District School Nurse or the Child Nutrition Director if you have any questions.

Free and Reduced Meals

Free or reduced meals are available for children who qualify. **An educational benefits form must be completed each school year** and submitted to the Child Nutrition Office for review and approval.

Applications for free or reduced meals are mailed out to each household in August. The applications are also available online, at each Principal's Office and in each school kitchen. Families can now complete the educational benefits application online through Skyward Family Access. If you wish to complete your application online, you must first log in to Family Access. After logging in, click the Food Service button located on the left side of the screen and select a child's name. Click the applications tab and follow the prompts to complete the application. The District Child Nutrition Office will process applications as soon as possible, however, it may take 7-10 days for an application to be reviewed and a response sent to the parents/guardians. A letter indicating your benefits will be e-mailed and saved on Skyward Family Access under the Food Service tab. Please save this letter in case you need to show proof of benefits for other programs. **Benefits from the previous school year will be carried over until October 18, 2021.**

Applications may be completed at any time throughout the year; however, any family that has not reapplied by October 18, 2021 will be changed to full priced meals. Families receiving MFIP, Food Stamps or FDPIR and enrolled in Northfield Public Schools by June 15 for the following year will be directly certified by the State of Minnesota to receive free meals and may not need to complete an application. Payment will be required for any meals purchased prior to the approval of the application.

Meal Prices

Meal prices are shown in the following charts. The monthly cost is based on 20 days per month. Extra milk may be purchased for \$0.50 per half pint at any of the school sites. Prices are subject to change, per school board approval and state and federal regulations.

Elementary Student Meal Prices						
Single Day				Monthly		
	Breakfast	Lunch	Both	Breakfast	Lunch	Both
Full Price	\$1.75	\$2.70	\$4.45	\$35.00	\$54.00	\$89.00
Reduced	Free	Free	Free	Free	Free	Free
Free	Free	Free	Free	Free	Free	Free

Secondary Student Meal Prices						
Single Day				Monthly		
	Breakfast	Lunch	Both	Breakfast	Lunch	Both
Full Price	\$1.75	\$2.85	\$4.60	\$35.00	\$57.00	\$92.00
Reduced	Free	Free	Free	Free	Free	Free
Free	Free	Free	Free	Free	Free	Free

Staff / Adult / Visitor / Second Meal Prices						
Single Day				Monthly		
	Breakfast	Lunch	Both	Breakfast	Lunch	Both
Full Price	\$2.25	\$4.25	\$6.75	\$45.00	\$85.00	\$130.00

Staff Meals, Adult Meals, Visitor Meals and Second Meals

Parents/Guardians and other family members may eat with students during their meal time. All visitors are required to sign in at the school office. Staff meals, adult meals, visitor meals and second student meals are priced higher because the Child Nutrition Department does not receive any federal or state reimbursement for those meals, as we do for a student's first meal. The cost for a non-student meal is \$2.25 for breakfast and \$4.25 for lunch. Exact change is appreciated.

À la Carte

À la carte food items are available for purchase at the Middle School, High School and for staff at the elementary schools. Elementary students may only purchase extra milk for \$0.50 per half pint. There will be no charging of a la carte items if an account has a negative balance. A la carte purchases must have sufficient funds in the account for the total purchase amount. Prices of a la carte items are posted in the school kitchens. Food items and prices may vary throughout the year.

Questions/Comments

Spring Creek 645-3490	Bridgewater 664-3324	Greenvale/NCEC 645-3509
Middle School 663-0668	District Office 663-0618	High School/ALC 663-0604

Comments regarding your student's lunches may be directed to the Child Nutrition Department at the school your child attends. Please place your calls before 10:30 a.m. or after 12:30 p.m.

Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing

This information will help parents/guardians make informed decisions that benefit their children, schools, and communities.

Why statewide testing?

Minnesota values its educational system and the professionalism of its educators. Minnesota educators created the academic standards which are rigorous and prepare our students for career and college.

The statewide assessments are how we as a state measure that curriculum and daily instruction in our schools are being aligned to the academics standards, ensuring all students are being provided an equitable education. Statewide assessment results are just one tool to monitor that we are providing our students with the education that will ensure a strong workforce and knowledgeable citizens.

Why does participation matter?

A statewide assessment is just one measure of your student's achievement, but your student's participation is important to understand how effectively the education at your student's school is aligned to the academic standards.

- In Minnesota's implementation of the federal Every Student Succeeds Act, a student not participating in the statewide assessments will not receive an individual score and for the purpose of school and district accountability calculations, including opportunities for support and recognition, will not be considered "proficient."
- Students who receive a college-ready score on the high school MCA are not required to take a remedial, noncredit course at a Minnesota State college or university in the corresponding subject area, potentially saving the student time and money.
- Educators and policy makers use information from assessments to make decisions about resources and support provided.
- Parents and the general public use assessment information to compare schools and make decisions about where to purchase a home or to enroll their children.
- School performance results that are publicly released and used by families and communities, are negatively impacted if students do not participate in assessments.
- English learners not taking ACCESS or Alternate ACCESS for ELLs will not receive a score to meet English learner program exiting criteria.

Academic Standards and Assessments

What are academic standards?

The [Minnesota K–12 Academic Standards](#) are the statewide expectations for student academic achievement. They identify the knowledge and skills that all students must achieve in a content area and are organized by grade level. School districts determine how students will meet the standards by developing courses and curriculum aligned to the academic standards.

What is the relationship between academic statewide assessments and the academic standards?

The statewide assessments in mathematics, reading, and science are used to measure whether students, and their school and district, are meeting the academic standards. Statewide assessments are one measure of how well students are doing on the content that is part of their daily instruction. It is also a measure of how well schools and districts are doing in aligning their curriculum and teaching the standards.

Minnesota Comprehensive Assessments (MCA) and Minnesota Test of Academic Skills (MTAS)

- Based on the Minnesota Academic Standards; given annually in grades 3–8 and high school in reading and mathematics; given annually in grades 5, 8, and high school for science.
- Majority of students take the MCA.
- MTAS is an option for students with the most significant cognitive disabilities.

ACCESS and Alternate ACCESS for English Learners

- Based on the WIDA English Language Development Standards.
- Given annually to English learners in grades K–12 in reading, writing, listening, and speaking.
- Majority of English learners take ACCESS for ELLs.
- Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities.

Why are these assessments effective?

Minnesota believes that in order to effectively measure what students are learning, testing needs to be more than answering multiple choice questions.

- To answer questions, students may need to type in answers, drag and drop images and words, or manipulate a graph or information.
- The Reading and Mathematics MCA are adaptive, which means the answers a student provides determine the next questions the student will answer.
- The Science MCA incorporates simulations, which require students to perform experiments in order to answer questions.

All of these provide students the opportunity to apply critical thinking needed for success in college and careers and show what they know and can do.

Are there limits on local testing?

As stated in Minnesota Statutes, section 120B.301, for students in grades 1–6, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 10 hours per school year. For students in grades 7–12, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 11 hours per school year. These limits do not include statewide testing.

In an effort to encourage transparency, the statute also requires a district or charter school, before the first day of each school year, to publish on its website a comprehensive calendar of standardized tests to be administered in the district or charter school during that school year. The calendar must provide the rationale for administering each assessment and indicate whether the assessment is a local option or required by state or federal law.

What if I choose not to have my student participate?

Parents/guardians have a right to not have their student participate in state-required standardized assessments. Minnesota Statutes require the department to provide information about statewide assessments to parents/guardians and include a form to complete if they refuse to have their student participate. This form follows on the next page and includes an area to note the reason for the refusal to participate. Your student's district may require additional information.

A school or district may have additional consequences beyond those mentioned in this document for a student not participating in the state-required standardized assessments. There may also be consequences for not participating in assessments selected and administered at the local level. Please contact your school for more information regarding local decisions.

When do students take the assessments?

Each school sets their testing schedule within the state testing window. Contact your student's school for information on specific testing days.

- The MCA and MTAS testing window begins in March and ends in May.
- The ACCESS and Alternate ACCESS for ELLs testing window begins at the end of January and ends in March.

When do I receive my student's results?

Each summer, individual student reports are sent to school districts and are provided to families no later than fall conferences. The reports can be used to see your child's progress and help guide future instruction.

How much time is spent on testing?

Statewide assessments are taken one time each year; the majority of students test online. On average, the amount of time spent taking statewide assessments is **less than 1 percent of instructional time** in a school year. The assessments are not timed and students can continue working as long as they need.

Why does it seem like my student is taking more tests?

The statewide required tests are limited to those outlined in this document. Many districts make local decisions to administer additional tests that the state does not require. Contact your district for more information.

Where do I get more information?

Students and families can find out more on our [Statewide Testing page](https://education.mn.gov) (education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing).



Minnesota Statutes, section 120B.31, subdivision 4a, requires the commissioner to create and publish a form for parents and guardians to complete if they refuse to have their student participate in state-required standardized assessments. Your student's district may require additional information. School districts must post this three-page form on the district website and include it in district student handbooks.

Parent/Guardian Refusal for Student Participation in Statewide Assessments

To opt out of statewide assessments, the parent/guardian must complete this form and return it to the student's school.

To best support school district planning, please submit this form to the student's school no later than January 15 of the academic school year. For students who enroll after a statewide testing window begins, please submit the form within two weeks of enrollment. A new refusal form is required **each year** parents/guardians wish to opt the student out of statewide assessments.

Date _____ (This form is **only** applicable for the 20____ to 20____ school year.)

Student's Legal First Name _____ Student's Legal Middle Initial _____

Student's Legal Last Name _____ Student's Date of Birth _____

Student's District/School _____ Grade _____

Please initial to indicate you have received and reviewed information about statewide testing.

_____ I received information on statewide assessments and choose to opt my student out. MDE provides the *Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing* on the [MDE website](http://education.mn.gov) (education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing).

Reason for refusal:

Please indicate the statewide assessment(s) you are opting the student out of this school year:

_____ MCA/MTAS Reading

_____ MCA/MTAS Science

_____ MCA/MTAS Mathematics

_____ ACCESS/Alternate ACCESS for ELLs

Contact your school or district for the form to opt out of local assessments.

I understand that by signing this form, my school and I may lose valuable information about how well my student is progressing academically. As a result, my student will not receive an individual score. Refusing to participate in statewide assessments may impact the school, district, and state's efforts to equitably distribute resources and support student learning; for the purpose of school and district accountability calculations, my student will not be considered "proficient."

If my student is in high school, I understand that by signing this form my student will not have an MCA score that could potentially save time and money by not having to take remedial, non-credit courses at a Minnesota State college or university.

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____

To be completed by school or district staff only.

Student ID or MARSS Number _____

Posted May 2019

TO: Julie Pritchard, Chairperson
Northfield School District Board of Education

FROM: Superintendent Matthew J. Hillmann, Ed.D.

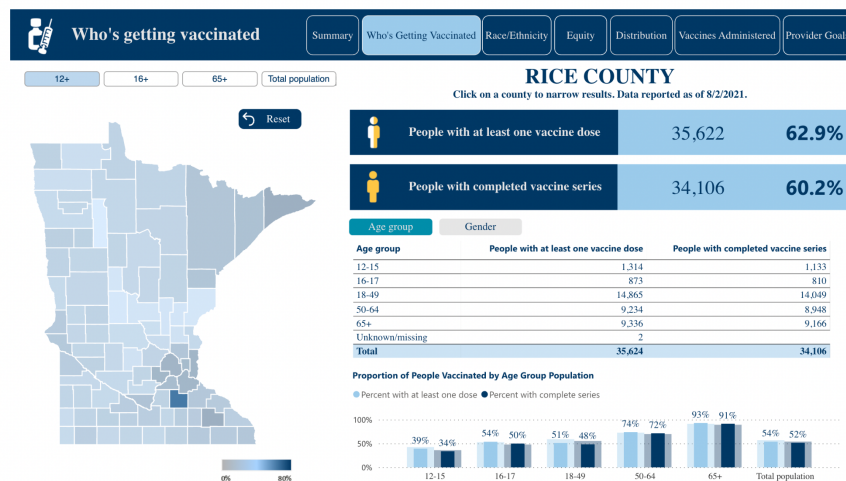
DATE: August 9, 2021

RE: Draft Superintendent's Goals 2021-22

As part of the updated Superintendent's Evaluation process, please consider the following proposed goals for the 2021-22 school year.

1. The Superintendent will facilitate an inclusive process that will result in the presentation of an updated strategic plan to the board by November 30, 2021.
2. The Superintendent will create an inclusive process to develop a five-year funding priority plan presented to the board by March 14, 2022. The plan will balance the short-term needs of the district with its long-term financial viability.
3. The Superintendent will continue building capacity to support the district's anti-racism framework to address our achievement gap. This framework will address intentional connections with families of color, symbolism, systemic behavior, and individual behavior as it relates to anti-racism and an effort to reduce academic and social/emotional disparities within the district.
4. The Superintendent will present an updated content and instructional review cycle to the board by December 13, 2021.

These goals do not encompass all of the work the Superintendent will do during the school year. Progress toward realizing the strategic plan's vision and priorities will continue as well as pursuing the goals outlined in the district's World's Best Workforce Plan.



2. Summer Construction Projects: While the district has completed the construction projects associated with the 2018 bond referendum, there are many projects taking place this summer to update our facilities:

- Northfield High School: updates to numerous restrooms. New tiling on the walls and floors, updated plumbing, fixtures, and stalls.
- Northfield High School: updates to S101, a science classroom focused on chemistry. This includes new flexible, mobile furniture that can serve as both student seating and laboratory tables. It includes an updated fume hood and gas jets.
- Northfield High School: updates to the former district office to repurpose the area as instructional space for TORCH, the multi-tiered systems of support program, and the credit recovery program. A portion of the former district office is also being converted into offices, a work area, and storage space for the technology services department.
- Northfield Middle School: new windows in the swimming pool area.
- Northfield Middle School: dehumidification installed in the gymnasiums.
- Bridgewater Elementary: dehumidification installed in the gymnasium.

3. Apprentice Electrician: The district's master electrician, Duke Bjorklund, is able to supervise an apprentice electrician under his state license. This summer, 2021 Northfield High School graduate Tommy Rice is serving in that role. The apprentice electrician is one example of how Northfield Public Schools supports a practical approach to career technical education through meaningful work.

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

July 12, 2021

District Office Boardroom

1. 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. This meeting was open to the public, live-streamed and recorded, and access to the recording was posted to the school district website.

2. Agenda Approval/Table File

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

3. Public Comment

There were no public comments.

4. Announcements and Recognitions

- Nika Hirsch, 10-year-old student from Greenvale Park, has been recognized with The Diana Award, established in memory of Diana, Princess of Wales, for her social action and humanitarian efforts.
- Congratulations to the following state tournament participants:
 - Golf: State Champion Nate Stevens, and Anna Nesseth
 - Track: Shelby Svien, Clara Lippert, Josie Hauck, Erica Loe, Nicole Theberath, Wendy Bollum, Adriana Fleming, Devin Jax, Martin Brice, Nathan Amundson, Sam Folland, Will Tidona, AJ Reisetter, Will Beaumaster, and Devin Jax

5. Items for Discussion and Reports

- a. School Resource Officer Annual Report. Northfield Police Chief Mark Elliott and Bart Wiese, School Resource Officer (SRO), provided their first annual report about the duties, training, and support the SRO provides to district students, staff, and community members.
- b. School Bus Transportation Contract. Director of Finance Val Mertesdorf presented school bus transportation contract options for the time frame 2021-2023. This will be an item for individual action at the next board meeting.
- c. Legislative Wrap-Up. Superintendent Hillmann and the Legislative Action Committee provided an overview of the State of Minnesota legislative session and special session which ended June 30, 2021. Included in the board packet were summaries provided by Schools for Equity in Education and Minnesota School Boards Association.
- d. Summary of Superintendent's Performance Appraisal School Board Chair Julie Pritchard shared her summary of the superintendent's annual performance appraisal for the time period July 1, 2020 - June 30, 2021. Board members gave Dr. Hillmann a very strong performance rating across all key areas. His overall average score was 4.98 on a 5-point scale across 44 job responsibilities organized around eight major topics. Board members cited Dr. Hillmann's exceptional work in three key areas: handling of the COVID-19 pandemic, financial stewardship, and the district's equity work. The Board cited Dr. Hillmann as a kind, caring and compassionate leader but also a very humble one. His leadership is what made this year truly phenomenal. While always quick to give credit to others he rightfully deserved these accolades. This stellar annual performance appraisal was a reflection of not only his incredible work but also of his strength of leadership and the board's confidence in moving the district forward.

- e. Superintendent's Report. Dr. Hillmann provided an operations update. All state COVID-19 mandates were sunset with the expiration of the state's peacetime emergency on July 1, 2021, and county COVID numbers continue to decline. The district's summer programming is fully operational and includes the high school credit recovery program, community education programming and facility rentals, extended school year programming for special education students and K-8 summer targeted services. We currently have 29 students enrolled in the Portage Online program and will finalize initial staffing plans by July 16.

6. Consent Agenda

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

a. Minutes

- Minutes of the Regular School Board meeting held on June 14, 2021
- Minutes of the Special Closed School Board meeting held on July 7, 2021

b. Gift Agreements

- \$2,649.00 from Northfield Booster Club, Inc. for the lap timer, Freelap Pro BT824
- \$1,000.00 from Northfield Healthy Community Initiative for Cinco de Mayo scholarship

c. Fiscal Year Organization Actions. The school district's financial year runs from July 1 to June 30. Each year at the first school board meeting in July, financial organizational issues must be approved. They are as follows:

1. Motion to approve authorizing the Director of Finance to invest surplus district funds in accordance with applicable laws and with the district's Policy 705 Investments, for fiscal year 2021-2022.
2. Motion to approve designating PMA/Associated Bank, Frandsen Bank & Trust Dundas, U.S. Bank Minnesota and the Minnesota School District Liquid Asset Fund as official bank depositories provided they maintain adequate pledged collateral as required by law per district procedures to Policy 705 Investments, for fiscal year 2021-2022.
3. Motion to approve authorizing the Director of Finance to make appropriate wire transfers to and from district depository accounts for fiscal year 2021-2022.

d. Memberships for 2021-2022. The school district belongs to several cooperatives, leagues and associations. Membership in the groups listed below should be renewed for the 2021-2022 school year.

1. Minnesota State High School League. The designated Northfield High School representative is Activities Director Joel Olson and the designated school board representative is Board Chair Julie Pritchard.
2. Minnesota Association of School Administrators.
3. Minnesota Association of Charter School Authorizers.
4. Schools for Equity in Education.
5. Southeast Service Cooperative.
6. Region V Computer Services Cooperative.
7. Rice County Family Services Collaborative.
8. Minnesota School Boards Association.
9. Healthy Community Initiative.

e. Personnel

i. Appointments

1. Paul Bernhard, Weight Room Assistant with Summer Community Education Recreation, beginning 6/16/2021-8/31/2021; \$20.00/hr.
2. Jules Doliscar, 1.0 FTE Licensed Occupational Therapist District Wide, beginning 8/30/2021; MA, Step 6
3. William Durfey, 1.0 FTE Industrial Technology Teacher at the High School, beginning 8/30/2021; MA+30, Step 11
4. Kari Engle, 1.0 FTE Long Term Substitute Kindergarten Teacher at Greenvale Park, beginning 8/30/2021-10/29/2021; Short call sub rate
5. Greg Fredrickson, Custodian for 4 hours/day M-F at the High School, beginning 7/6/2021; Step 4 Custodian \$19.66/hr.
6. Lindsey Fredrickson, Targeted Services Summer Club Leader for up to 6 hours/day Mon.-Thurs. at Greenvale Park, beginning 6/21/2021-8/20/2021; \$22.27/hr.

7. JoAnn Gilbert, Child Nutrition Associate I for 3.75 hours/day at the High School, beginning 8/25/2021; \$19.28/hr.
 8. Correction: Julene Johnson, Targeted Services Summer BLAST Site Assistant for up to 6 hours/day M-Th. at the Middle School, beginning 7/12/2021-8/20/2021; Step 4-\$15.48/hr.
 9. Karen Lillibridge, Summer Bridges to Kindergarten Teacher for 27 hours/total at Spring Creek, beginning 8/12/2021-8/27/2021; BA+10, Step 10
 10. Catherine Lovrien, 1.0 FTE Will Program Teacher at the Middle School, beginning 8/23/2021-6/9/2022; MA, Step 2
 11. Cole Nelson, 1.0 FTE Director of Buildings and Grounds at the District Office, beginning 7/27/2021; \$111,945/year - will be prorated, Step 1
 12. Johan Ponciano Conde, Targeted Services Summer PLUS Site Assistant for up to 6 hours/day Mon.-Thurs. at Greenvale Park, beginning 7/12/2021-8/19/2021; Step 4-\$15.48/hr.
 13. Abdulmajid Said, Targeted Services Summer PLUS Student Site Assistant for up to 6 hours/day Mon.-Thurs. at Greenvale Park, beginning 7/12/2021-8/20/2021; Student \$10.08/hr.
 14. Dianne Wolbeck, Child Nutrition Associate II for 7.25 hours/day at the High School, beginning 8/25/2021; \$20.28/hr.
 15. Carla Hoppe-Schnaith, Summer Bridges to Kindergarten Teacher for 27 hours/total at Greenvale Park, beginning 8/12/2021-8/27/2021; BA, Step 3
 16. Carla Hoppe-Schnaith, 1.0 FTE Early Childhood Teacher at the NCEC, beginning 8/23/2021; BA, Step 3
 17. Gretta Kunze, Summer Bridges to Kindergarten Teacher for 27 hours/total at Bridgewater, beginning 8/12/2021-8/27/2021; BA+10, Step 10
 18. Debra Norman, General Ed EA-Kindergarten for 2 hours/day at Greenvale Park, beginning 8/30/2021; Gen Ed, Step 2
 19. Diana Perez Guzman, Targeted Services BLAST Site Assistant for up to 6 hours/day Mon.-Thurs. at the Middle School, beginning 7/13/2021-8/20/2021; Step 3-\$14.85/hr.
 20. Liv Sorenson, Targeted Services PLUS Site Assistant for up to 6 hours/day Mon.-Thurs. at Greenvale Park, beginning 7/13/2021-8/20/2021; Step 1-\$14.11/hr.
- ii. Increase/Decrease/Change in Assignment
1. Nicholas Albright, Program Supervisor with Community Education Recreation, add Assistant-track with Community Education Recreation, effective 7/1/2021-8/31/2021; \$10.08/hr.
 2. Anthony Amys-roe, Assistant-Tennis with Community Education Recreation \$10.25/hr., add Assistant-Track with Community Education Recreation, effective 7/1/2021-8/31/2021; \$10.08/hr.
 3. Alexander Casson, Program Supervisor with Community Education Recreation \$10.89/hr., add Assistant with Community Education Recreation, effective 7/1/2021-8/31/2021; \$10.08/hr.
 4. William Durfey, 1.0 FTE Industrial Technology Teacher at the High School, change to 1.0 FTE Industrial Technology Teacher at the Middle School, effective 8/30/2021.
 5. Cara Holland, Teacher at the Middle School, add ALC Summer Science Teacher for up to 5 hours/day Mon.-Thurs. at the ALC, effective 7/9/2021-7/29/2021. Lane/step
 6. Michael Humann, Custodian Engineer W/O license at the DO/ALC, change to Custodian Engineer With license at the DO/ALC, effective 6/23/2021; Step 5 Cust. Eng. w/license \$25.14/hr.
 7. Julene Johnson, Targeted Services Summer BLAST Site Assistant at the Middle School, add Community School Site Assistant for up to 6.5 hours/day for 4 days/week at Greenvale Park, effective 6/21/2021-7/16/2021; Step 4-\$15.48/hr.
 8. Shelly Kruger, Special Ed EA PCA/Bus EA at the High School, add Special Ed EA PCA, Extracurricular and Nonacademic during Targeted Services for 2.25 hours/day at the Middle School, effective 6/19/2021-8/19/2021.
 9. Stephanie Mahal, 1.0 FTE Occupational Therapist .5 Sibley/.5 Bridgewater, change to 1.0 FTE Occupational Therapist .5 Sibley/.5 NCEC, effective 7/1/2021.
 10. Betsy Peterson, Teacher at Bridgewater, add TS Summer BLAST Teacher for up to 6 hours/day Mon.-Thurs. at the Middle School, beginning 7/1/2021-8/20/2021; Lane/step
 11. Ulrika Peterson, Targeted Services Summer PLUS Site Assistant at Greenvale Park, add Targeted Services Club Leader for up to 6 hours/day for 4 days/week at Greenvale Park, effective 7/12/2021-8/20/2021; \$23.01/hr.
 12. Bailey Sauve, Assistant-Soccer with Community Education Recreation \$10.08/hr., add Program Supervisor with Community Education Recreation, effective 7/1/2021-8/31/2021; \$10.64/hr.
 13. Brynne Stellner, Teacher at the High School, add ALC Summer School Teacher for up to 5 hours/day Mon.-Thurs. at the ALC, effective 7/9/2021-7/29/2021. Lane/step
 14. Brian Stevens, 1.0 FTE Social Studies Teacher at the High School, change to .80 FTE Social Studies Teacher at the High School, effective 8/30/2021.
 15. Steve Taggart, 1.0 FTE Industrial Technology Teacher at the Middle School, change to 1.0 FTE Industrial Technology Teacher at the High School, effective 8/30/2021.

16. Deb Wagner, EA, add TS Summer PLUS Site Assistant for up to 6 hours/day Mon.-Thurs. at Greenvale Park, beginning 7/12/2021-8/20/2021; Step 4-\$15.48/hr.
 17. Katrina Warner, Special Ed EA PCA/Bus EA at Bridgewater, add Special Ed EA PCA, Extended school year for up to 8 hours/day at Spring Creek/Greenvale Park, effective 7/12/2021 - 8/19/2021.
 18. Kari Winter, ECSE Teacher at the NCEC, change to School Readiness Preschool Teacher at the NCEC, effective 7/1/2021.
 19. Kiwi Bielenberg, Special Ed Teacher with the District, add Special Ed Teacher, ESY for up to 6 hours/day with the District, effective 6/22/2021-8/19/2021.
 20. Erik Burton, .6 FTE EL Teacher at the High School, add .4 FTE Long Term Substitute Social Studies Teacher and a $\frac{1}{2}$ overload at the High School, effective 8/30/2021-6/9/2022.
 21. Nicholas Connor, 1.0 FTE Math Teacher at the High School, change to .6 FTE ADSIS/.4 FTE Math Teacher at the High School, effective 8/30/2021.
 22. Gabriela Nieves, Early Childhood Outreach Specialist for 206 work days at the NCEC, change to Early Childhood Outreach Specialist for 190 work days at the NCEC, effective 8/15/2021.
 23. Chelsey Oberstar, Special Ed Teacher at the High School, add Special Ed Teacher, ESY for up to 6 hours/day at the Middle School, effective 6/22/2021-8/19/2021.
 24. John Schnorr, Speech Language Pathologist at the NCEC, add Speech Language Pathologist ESY for up to 80 hours/total at the NCEC, effective 6/15/2021-8/27/2021.
 25. Jonathan Thompson, .4 FTE Social Studies Teacher at the High School, add .6 FTE Long Term Substitute Social Studies Teacher at the High School, effective 8/30/2021-6/9/2022.
 26. TJ Wiebe, Head Olympic Weightlifting Coach at the High School, Level F, Step 2, change to Assistant Olympic Weightlifting Coach at the High School, effective 7/18/2021. Level I, Step 2
- iii. Leave of Absence
1. Debbie Foley, EarlyVenture Assistant Teacher at the NCEC, Family/Medical Leave of Absence beginning 7/6/2021-8/13/2021.
- iv. Retirements/Resignations/Terminations
1. Chris Fink, Football Coach at the Middle School, resignation effective 7/1/2021.
 2. Rich Guggisberg, Assistant Softball Coach at the High School, resignation effective 6/28/2021.
 3. Jamie Larson, EarlyVenture Teacher at the NCEC, resignation effective 8/27/2021.
 4. Ryan Pietsch, Head Softball Coach at the High School, resignation effective 6/29/2021.
 5. Lily Warden, Auditorium Technician with the District, resignation effective 7/20/2021.
 6. Kari Winter, Early Childhood Special Ed Teacher at the NCEC, resigned to accept a position as an Early Childhood Readiness Preschool Teacher at the NCEC, effective 6/30/2021.
- v. Administration is Recommending the Approval of the Following:
- The board is asked to approve the enclosed updated driver education rates of pay for payroll staff only. These driver education rates of pay are effective July 1, 2021.

7. Items for Individual Action

- a. Policy Committee Recommendations. On a motion by Goerwitz, seconded by Butler, the board approved policies 102, 441 and 713 as presented at the June 14, 2021 school board meeting and recommended by the Policy Committee.
- b. FY 2021 Audit Engagement Letter and HIPAA Business Associate Agreement. On a motion by Baraniak, seconded by Goerwitz, the board accepted the 2020-2021 Engagement Letter from CliftonLarsonAllen, LLP in the amount of \$23,700 plus expenses, and approval of the HIPAA Business Associate Agreement.
- c. Co-Curricular Adds or Reductions. On a motion by Quinnell, seconded by Gonzalez-George, the board approved the robotics head coach/advisor, Level H, stipend of \$2,582.00.
- d. Resolution: Designation of Identified Official with Authority for the MDE External User Access Recertification System. On a motion by Goerwitz, seconded by Stratmoen, the board approved the Resolution to authorize Dr. Matthew Hillmann to act as the Identified Official with Authority (IOwA) and Christine Neset to act as the IOwA to add and remove names only for Northfield Public Schools No. 659. On a roll call vote, voting 'yes' was Baraniak, Butler, Goerwitz, Gonzalez-George, Pritchard, Quinnell and Stratmoen. No one voted 'no'.

- e. Resolution Regarding Conducting School Business on the Federal Christopher Columbus Holiday. On a motion by Quinnell, seconded by Baraniak, the board approved the following resolution regarding Columbus Day.

WHEREAS, Minnesota Statutes, Section 645.44, Subdivision 5, and Minnesota Statutes, 120A.42 gives the district an option of determining whether Christopher Columbus Day shall be a holiday, then BE IT RESOLVED, that Christopher Columbus Day on October 11, 2021, shall not be a holiday. A regular school board meeting is scheduled for Monday, October 11, 2021 which is the Federal Columbus Day holiday.

On a roll call vote, voting 'yes' was Baraniak, Butler, Goerwitz, Gonzalez-George, Pritchard, Quinnell and Stratmoen. No one voted 'no'.

- f. Set Dates, Times, and Location for Regular Board Meetings. On a motion by Baraniak, seconded by Gonzalez-George, the board approved the Schedule for School Board Meetings July 2021 - December 2022.

8. Items for Information

9. Future Meetings

- a. Monday, August 9, 2021, 7:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- b. Monday, August 23, 2021, 7:00 p.m., Regular Board Meeting, Northfield DO Boardroom

10. Adjournment

On a motion by Stratmoen, seconded by Quinnell, the board adjourned at 8:56 p.m.

Noel Stratmoen
School Board Clerk

NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 2nd day of 8, 2021, by and between Kevin and Nanette Rodgers 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

Donation of \$6,000 to Classroom teachers.

Kevin and Nanette Rodgers
Donor

Approved by resolution of the School Board on the ____ day of ____, 20__.

INDEPENDENT SCHOOL DISTRICT No. 659

By: _____

Clerk

NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 19th day of July, 2021, by and between Lucille Duesterhoeft Scholarship Fund of the Saint Paul and Minnesota Foundation, 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

\$13,552.21 for scholarships, check #133461.

Lucille Duesterhoeft Scholarship Fund of the Saint Paul
Donor and Minnesota Foundation

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)
Lucille Duesterhoeft Scholarship Fund of the Saint Paul and Minnesota Foundation	\$13,552.21	Scholarships
Kevin and Nanette Rodgers	\$6,000.00	Classroom teachers

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



Northfield Public Schools
Northfield, MN

EXTENDED FIELD TRIP FORM

Staff Member(s) Responsible (Name and phone): Nichole Porath 651-769-7477

School and Program: Northfield High School, Cross Country (boys and girls)

Date of Requested Trip: Aug 23-24 (Mon-Tues)

1. What group is taking this trip? _____
Estimated # of Students: 50 Adult Supervisors: 4
2. Destination: Decorah, IA
Date/Time of Departure: 9am on Monday _____
Date/Time of Return: 3pm on Tuesday _____
3. State purpose and/or educational value of trip (attach information to form if needed).
To train on the hills and trails in Decorah, IA.
4. Name the manner of travel and the carrier.
Northfield Lines
5. State housing arrangements (must include name, address and phone number of hotel).
Fairfield Inn & Suites, Decorah IA: 2041 IOWA STATE HIGHWAY 9, DECORAH, IOWA 52101; 855-516-1090
6. List of coach, parent or guardian contact info.
Nichole Porath, head coach
Craig Cardinal, assistant coach
Janet Smith, assistant coach
Tyler Balow, assistant coach
7. List participants (reminder to have participants complete parent/guardian permission form if applicable).

Will gather participants' names and permission forms before trip.
8. Indicate who will be in charge of supervising the trip (roles and responsibilities).

Nichole Porath , Head Coach

9. State the safety precautions and procedures for emergencies while on the trip.

Attendance, Each coach will be responsible for a group of students, parent contact info will be held by coaches, any health needs will be communicated ahead of time.

11. Give budget costs, how trip will be funded and estimated cost per student.

Trip will be self-funded by the team. Cost will be about \$100/participant, with discounted rates for free and reduced lunch student athletes.

Fundraising to be done via a 24 hour run. Donations to come from parents/family members for each mile run, as well as businesses. Businesses can donate to have their name printed on the back of the 24-hour run Tshirt.

12. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.

First aid kit to travel with the team.

Signature of Staff Member Responsible: Nichole Porath

Date field trip request was submitted to Principal: 8/3/21

Principal/Administrator Signature and Date: Joel Olson 8/4/21

Approved: X Not Approved: _____

Superintendent Signature and Date: _____

Approved: _____ Not Approved: _____

School Board Review Date: _____

Approved: _____ Not Approved: _____



Northfield Public Schools
Northfield, MN

EXTENDED FIELD TRIP FORM

Staff Member(s) Responsible (Name and phone): TIM TORSTENSON 507.301.8531

School and Program: VOLLEYBALL

Date of Requested Trip: SEPTEMBER

1. What group is taking this trip?

Estimated # of Students 12 Adult Supervisors 2

2. Destination: MARSHALL, MN

Date/Time of Departure: 9/10/21 12:00 PM

Date/Time of Return: 9/11/21 7:00 PM

3. State purpose and/or educational value of trip (attach information to form if needed).

Volleyball Tournament

4. Name the manner of travel and the carrier.

Bus Northfield Lines

5. State housing arrangements (must include name, address and phone number of hotel).

~~Marshall~~ Americinn Marshall 507.218.2440

6. List of coach, parent or guardian contact info.

Tim Torstenson 507.301.8531

7. List participants (reminder to have participants complete parent/guardian permission form if applicable).

list will be provided

8. Indicate who will be in charge of supervising the trip (roles and responsibilities).

Tim Torstenson

9. State the safety precautions and procedures for emergencies while on the trip.

Attendance and room checks
Keep track of medical needs and emergency contacts

11. Give budget costs, how trip will be funded and estimated cost per student.

funded through activities

12. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.

none

Signature of Staff Member Responsible:



Date field trip request was submitted to Principal:

Principal/Administrator Signature and Date:

 8/4/21

Approved:

X

Not Approved:

Superintendent Signature and Date:

Approved:

Not Approved:

School Board Review Date:

Approved:

Not Approved:

TO: Dr. Matt Hillmann, Superintendent

FROM: Val Mertesdorf, Director of Finance *VM*

DATE: August 9, 2021

RE: Board Approval of Financial Reports – March 2021

We request that the Board of Education approve paid bills, payroll, bond payments, electronic funds transfers, investments and financial reports for the month of March 2021.

Bills totaling \$1,982,165.26 were paid in March 2021.

Payroll checks totaling \$3,354,967.27 were issued in March 2021.

No bond payments were paid in March 2021.

At the end of March 2021 Total Cash and Investments amounted to \$24,896,370.82.

Wire transfers initiated by the district during March 2021:

3/1/21	\$500,000.00	(From Frandsen General in Feb) to MSDLAF Liquid
3/3/21	\$500,000.00	From Frandsen General to MSDLAF Liquid
3/10/21	\$163,185.68	From Frandsen Stud Actv to Frandsen General
	\$1,350,000.00	From Frandsen General to Frandsen Sweep
	\$800,000.00	From Frandsen Sweep to Frandsen General

The following financial reports for March 2021 are included to show the current cash and investment balances, details of disbursements and electronic funds transfers.

1. Treasurer's Report
2. Disbursement Report

March 2021 Treasurer's Report

FUNDS	BALANCE BEGINNING OF MONTH	RECEIPTS	DISBURSEMENTS	JOURNAL ENTRIES	BALANCE END OF MONTH
GENERAL FUND	789,452.19	5,740,230.57	4,099,544.06	(710,240.41)	1,719,898.29 *
FOOD SERVICE	377,066.03	175,593.52	159,682.51	1,358.19	394,335.23
COMMUNITY ED	303,314.11	246,350.91	210,228.67	12,254.36	351,690.71
CONSTRUCTION ACCOUNT	1,433,963.87	13.64	20,315.00	(2,607,560.57)	(1,193,898.06)
DEBT SERVICE	2,029,832.36	-	-	-	2,029,832.36
SELF INSURANCE	5,055,079.30	29,299.83	847,362.29	702,339.42	4,939,356.26
TOTALS	9,988,707.86	6,191,488.47	5,337,132.53	(2,601,849.01)	8,241,214.79
GENERAL FUND INVESTMENT	17,143,433.23	-	-	-	17,143,433.23 *
CONSTRUCTION INVESTMENT	11,722.80	-	-	-	11,722.80
	17,155,156.03	-	-	-	17,155,156.03
GRAND TOTALS	27,143,863.89	6,191,488.47	5,337,132.53	(2,601,849.01)	25,396,370.82

*General Fund includes Certificate of Deposit amount

Disbursement Report

ISD 659 - Northfield

March 2021

Disbursements:

Bills Paid:

General Fund	\$ 1,048,540.13	
Food Service Fund	53,801.71	
Community Services Fund	12,146.13	
Construction Fund	20,315.00	
Trust & Agency Fund	-	
Self Insurance Fund	<u>847,362.29</u>	
Total Bills Paid		1,982,165.26

Payroll:

General Fund	3,051,003.93	
Food Service Fund	105,880.80	
Community Services Fund	198,082.54	
Trust Fund	-	
Self Insurance Fund	<u>-</u>	
Total Payroll		3,354,967.27

Bond Payments:

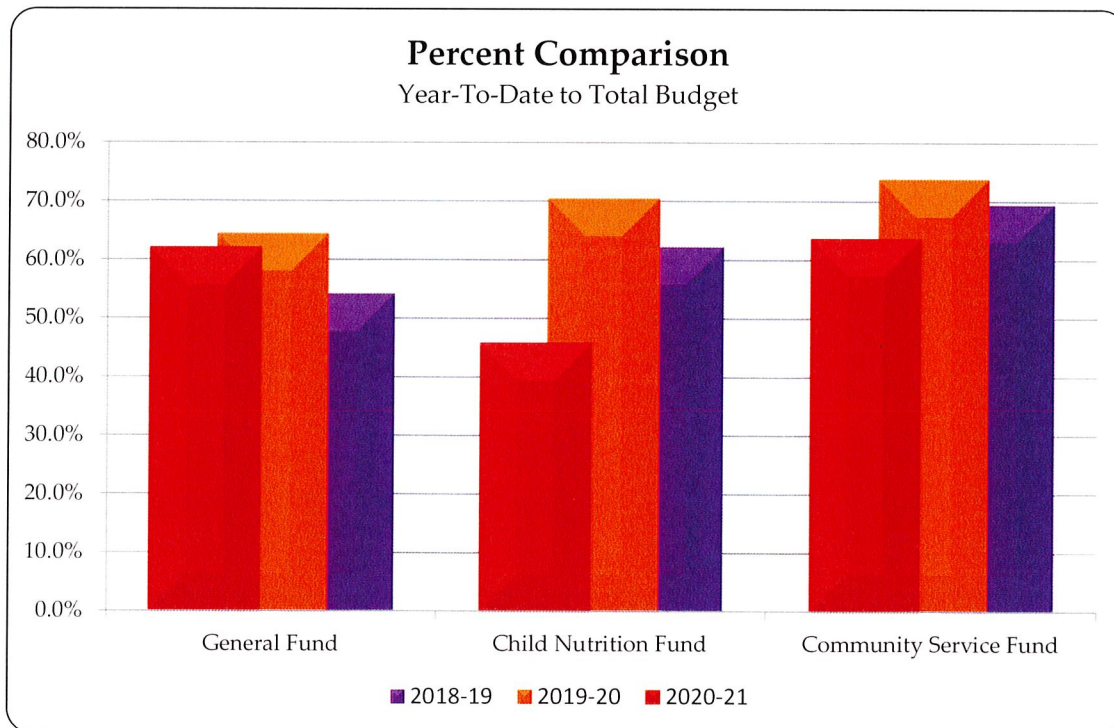
Debt Redemption Fund	<u>-</u>	
Total Bond Payments		<u>-</u>
Total Disbursements		<u><u>\$5,337,132.53</u></u>



STATEMENT OF REVENUES

For the month ended March 31, 2021

Fund	Year-To-Date	Budget	YTD as % of Budget		
			2020-21	2019-20	2018-19
General Fund					
Property Taxes	\$ 6,314,885	\$ 14,132,124	44.7%	43.6%	41.9%
State Sources	27,232,730	39,993,804	68.1%	68.2%	58.5%
Federal Sources	1,705,237	2,492,466	68.4%	110.3%	6.8%
Local Sources	862,285	1,565,993	55.1%	103.1%	95.1%
Total	\$ 36,115,138	\$ 58,184,387	62.1%	64.4%	54.1%
Child Nutrition Fund	\$ 1,017,402	\$ 2,220,244	45.8%	70.4%	62.1%
Community Service Fund	2,031,202	3,187,661	63.7%	73.8%	69.4%
Construction Fund	183,177	105,134	174.2%	76.6%	0.0%
Debt Service Fund	14,816,685	6,210,807	238.6%	59.5%	85.8%
Internal Service Fund	5,948,078	7,547,782	78.8%	66.1%	56.0%
Total All Funds	\$ 60,111,682	\$ 77,456,015	77.6%	64.8%	61.2%

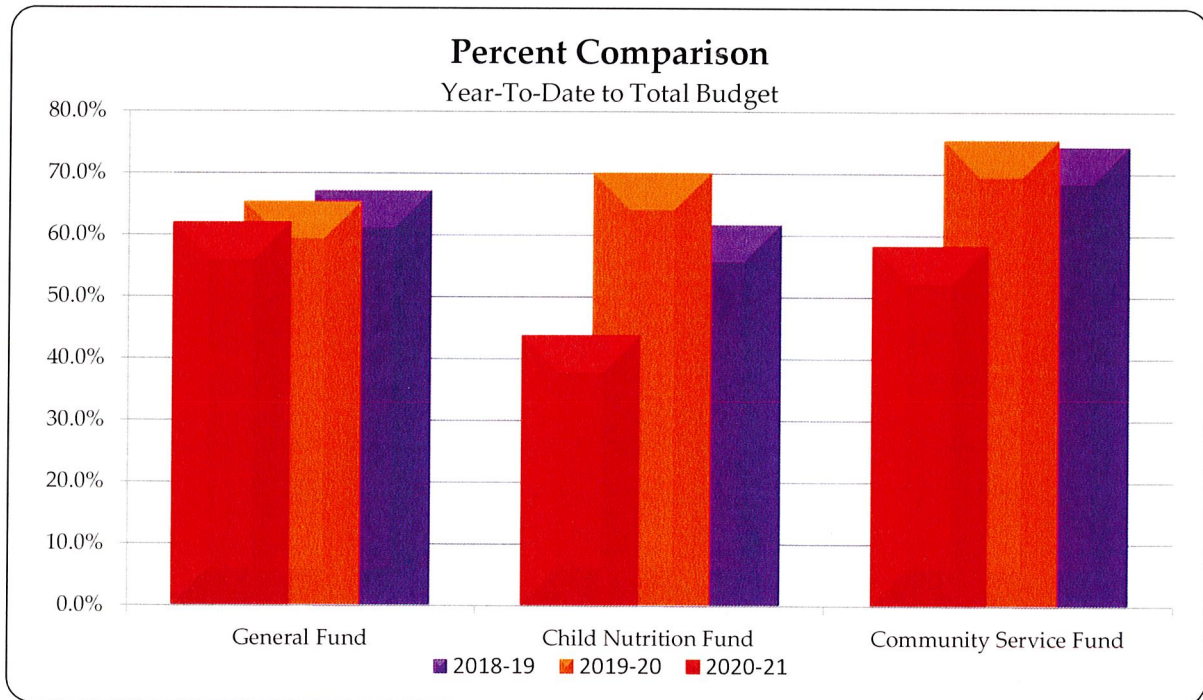




STATEMENT OF EXPENDITURES

For the month ended March 31, 2021

Fund	Year-To-Date	Budget	YTD as % of Budget		
			2020-21	2019-20	2018-19
General Fund					
Salaries	\$ 20,700,856	\$ 34,456,491	60.1%	62.5%	64.6%
Benefits	7,803,652	12,713,602	61.4%	61.4%	66.5%
Purchased Services	4,326,673	7,204,234	60.1%	70.5%	78.5%
Supplies & Materials	2,048,743	2,739,602	74.8%	66.2%	64.5%
Capital Expenditures	2,143,769	2,291,572	93.6%	107.3%	80.6%
Other Expenses	278,005	726,676	38.3%	157.7%	32.8%
Total General Fund	\$ 37,301,698	\$ 60,132,177	62.0%	65.4%	67.1%
Child Nutrition Fund	\$ 1,066,676	\$ 2,433,320	43.8%	70.1%	61.8%
Community Service Fund	1,880,157	3,224,378	58.3%	75.5%	74.4%
Construction Fund	8,868,924	8,316,866	106.6%	45.3%	0.0%
Debt Service Fund	18,126,901	7,264,675	249.5%	97.9%	100.6%
Internal Service Fund	6,781,043	8,090,343	83.8%	90.1%	77.9%
Total All Funds	\$ 74,025,398	\$ 89,461,759	82.7%	64.1%	73.9%



COMMUNITY EDUCATION

Summer 2021 Brochure Instructors

Victor Albrecht	North Star Haidong Gumdo
Alan Anderson	Northfield Arts Guild
American Red Cross	Northfield Basketball Association
Carly & John Born	Nfld High School Basketball Coaches
Lukas Bruhier	Nfld High School Cheer Team Coaches
Cannon River Sportsmen's Club	Nfld High School Hiliners Coaches
Challenger Sports	Nfld High School Weightlifting Staff
Andy Chen	Northfield Skating School Staff
Community Services Staff	Northfield Tennis Association
Cornerstone on the Vermillion	Northfield Touchdown Club
Kevin Dahle	Linda O'Connor
Michael Detjen	Project ABLE Staff
LaVergne Dickerson	Ring the Bell Fitness
Jacqui Dorsey	Darrell Sawyer
Ryan Driscoll	Kyle Scanlon, Northfield Golf Club
Sheriff Troy Dunn	Sparkle & Stitch Institute
Paul Eddy	Susan Shirk
Shahar Fearing	Craig Simmons
Dave Gilmore	Sandy Sobottka
Peter Gittins	Skyhawk Sports
Tracy Giza	Sports Unlimited
Gary Greenlund	Heidi Streiff
John Harris	Bubba Sullivan
Steve Hatle	Gerie Thelen
Jesse James Lanes	Thomsen Systems/Tech Academy
Kid Create	Carey Tinkelenberg
Thomas Kline	Tim Torstenson
Beth LaCanne	Uniquely Fit Lifestyle, LLC
Sylvia Marccarelli	Mark Welinski
Kate McGrogan	Youth Enrichment League Staff
Michelle Michaud	
Minnesota Twins	

**NORTHFIELD PUBLIC SCHOOLS
PUPIL TRANSPORTATION CONTRACT
NORTHFIELD, MINNESOTA 55057**

This Agreement is made effective August 1, 2021 by and between Independent School District 659, Northfield, of the Counties of Rice, Dakota and Goodhue and the State of Minnesota, hereinafter described as "School District" and Benjamin Bus, Inc. hereinafter described as "Contractor" as follows:

1.0 It is contracted and agreed by and between the said parties that the Contractor shall transport school pupils required to be transported by the School District from any points on the designated routes to and from designated schools according to the routes and schedules as are furnished from time to time by the Superintendent of the School District, or designee for the period of this contract.

2.0 The Contractor agrees:

- 2.1 To furnish chassis and passenger school bus bodies both conforming to State and Federal laws and regulations relating to school buses.
- 2.2 To keep said school buses stored in a heated facility that is located within the School District so that they will insure proper warmth and comfort for the pupils transported therein, each bus to be equipped with sufficient heaters.
- 2.3 To have said buses maintained by qualified mechanics so that they will be at all times in good mechanical condition and kept clean and will from time to time add such equipment and safety devices as may be required by any new regulations of the State of Minnesota relating to school buses.
- 2.4 To furnish drivers over 18 years of age in good health and in possession of a valid Class B Commercial Driver's License with school bus endorsement issued by Motor Vehicle Department of the State of Minnesota, for said buses in adequate numbers and of proper qualifications to fulfill the requirements of this Agreement.
- 2.5 To establish and enforce regulations for the rules relating to the conduct of such drivers.
- 2.6 To discharge or replace any drivers violating rules of conduct or not meeting qualifications or such requirements or qualifications as may be established herein in addition thereto.
- 2.7 To maintain a current, detailed computerized database of all transportation eligible students.

3.0 The entire operation contemplated in this Agreement shall comply with applicable rules and regulations adopted by the Minnesota Department of Education, State Department of Transportation and the School District presently in effect or now or hereafter adopted and required. The Contractor will be bound by all rules and regulations, local ordinances, or state laws relating to road conditions and road restrictions and any other regulations relating to the operations contemplated herein.

4.0 The School District agrees to pay the Contractor in consideration and compensation of Contractor's obligation for performance under this contract at the rates listed in Appendix B. In the event of inclement weather or impassability of roads or whenever school is cancelled, delayed or is dismissed early, District shall notify Contractor not later one hour prior to such cancellation or delay. Should the number of days' transportation be required to decrease during the school year, as a result of weather conditions, strikes, gas shortages, school closing and emergencies, the base contract will be decreased by an amount equal to 10% of the daily contract charge per day decreased.

5.0 The Contractor will purchase fuel and the School District will agree to a fuel price adjustment which will be based on an indexed fuel price and compensation determined for actual prices compared to the index price.

- 5.1 During the term of the contract the index price for diesel and unleaded gasoline will be \$2.75 per gallon excluding the federal fuel excise tax.
- 5.2 The School District will be responsible for reimbursing the Contractor for fuel price adjustments above this index.
- 5.3 The Contractor will be required to substantiate the quantity of fuel used in fulfilling the service requirements of this request for quotation and the contract and the price paid for the fuel purchased.
- 5.4 The actual diesel fuel cost for this clause shall be the lesser price of the Contractor's price paid for their diesel fuel or the pump price at a School District designated supplier for the same period of time, month or day.

6.0 Contractor shall maintain during the life of the contract automobile, general liability and commercial umbrella insurance with minimum limits as follows:

- 6.1 automobile \$ 1,000,000 combined single limit (each accident)
- 6.2 general liability \$ 1,000, 000 per accident/\$ 2,000,000 aggregate
- 6.3 commercial umbrella \$4,000,000
- 6.4 Workers' compensation insurance as required by Minnesota law

The School District shall be named as an additional insured, and shall approve the company and policy submitted to fulfill this requirement and be included in an appropriate endorsement. Any additional coverage obtained by the Contractor will apply to this Agreement at the time secured.

7.0 Contractor shall not be held or deemed in any way to be the agent or employee of the School District. It is the intention of the parties that Contractor is and shall be considered as an independent contractor. No officer, employee or agent of Contractor shall be deemed to be an officer, or agent of the School District, unless he or she is also an officer or employee of the School District and in his or her course of employment with the School District. Contractor agrees to hold harmless and indemnify the School District from any and all claims, demands, causes of action, and suits against the School District caused by the negligence or intentional acts of the officers, employees and agents of the Contractor except to the extent: (i) such Claims are the result of the gross negligence or intentional misconduct of the School District or (ii) such Claims related to or arise out of disciplinary decisions related to student discipline or student

behavior on Contractor's vehicles, which decisions shall be made by the School District after consultation with the Contractor.

8.0 In the event Contractor is unable to provide the transportation services herein specified because of any act of nature, civil disturbance, fire, flood, war, governmental action, labor dispute involving District personnel, picketing, strike, or lockout, or any condition or cause beyond Contractor's control, District may excuse Contractor from performance under this Agreement.

9.0 This Agreement shall be in full force and effect for a period commencing August 1, 2021 and ending July 31, 2023. This Agreement may be renewed at the option of the School District for an additional 2-year term on terms mutually agreeable to the Parties by written notice to Contractor delivered not later than May 31, 2023, which notice may be delivered by email to Contractor.

10.0 The minimum service to be provided under this Agreement shall be to transport all pupils required to be transported under this Agreement to and from school to the residing place of the pupil. This statement shall not in any way excuse Contractor from performing all other obligations or duties required under this Agreement, or the specifications or quotations attached hereto, during the period of this Agreement for the consideration recited.

11.0 This Agreement may be amended or terminated by mutual agreement of the parties in writing approved by the School Board upon 90 days' written notice of one party to the other, or as is otherwise permitted by this Agreement or the specifications or bids attached hereto. Failure or refusal of either party to substantially perform the conditions of this Agreement during the term of the Agreement will permit the other party to terminate the Agreement upon 90 days' written notice in writing to the breaching party, unless within such 90-day period the breaching party shall correct the performance to the satisfaction of the other party, but both parties shall be entitled to all remedies provided by law in case of such breach, failure or refusal, but neither party shall be required to accept less than full performance of this Agreement unless otherwise agreed in writing by the parties. All notices under this Agreement required to be given to the School District shall be directed to the Clerk of the School District at the School District's administrative offices. All notices required to be given to the Contractor shall be directed to it at its principal office last on record with the School District.

12.0 The specifications and general conditions relating hereto are included herein and made a part of this Agreement by reference along with any quotation submitted by Contractor, except as otherwise provided in this Agreement.

13.0 The School District shall approve any and all school bus routes, school bus stops, drivers and alternate drivers. The School District reserves the right to change or alter the schedules and routes of travel by giving at least two weeks' written notice to Contractor, but any additional costs shall be verified in writing by the Contractor and additional compensation shall be mutually agreed upon by the parties in writing.

14.0 Contractor cannot assign or transfer any part or all of its interest in this Agreement

without the written approval of the School Board of the School District authorized at a regular or special meeting of the School Board.

15.0 Contractor and School District have complied with the provisions of M.S. 1238. 52 subd. 3. Any adjustments or refunds under this Agreement shall be determined by mutual consent of the parties.

IN WITNESS WHEREOF, the parties have executed this agreement below.

Benjamin Bus, Inc.
Northfield, MN

Independent School District 659
Northfield, MN

BY: _____
(Name)
Its: _____
(Title)

BY: _____
(Name)
Its: _____
(Title)

Dated this _____ day of
_____, 2021

Dated this _____ day of
_____, 2021

Northfield School District 2021-22 COVID-19 Protocols

last updated August 6, 2021

The purpose of this document is to outline the COVID-19 protocols for the 2021-22 school year. These protocols are based on the Minnesota Department of Health's [Best Practice Recommendations for COVID-19 Prevention in Schools for the 2021-22 School Year](#). The district has also taken into account the social, educational, political, and financial considerations of these protocols. They are subject to change without advance notice if the public health situation necessitates it. Other statewide and/or federal protocols may supersede the information below for specific programs.

Component	Protocols
Face Coverings	<ul style="list-style-type: none"> All people ages two and older are required to wear a face covering when inside a Northfield School District facility and on school buses. This excludes the children in the infant and young toddler rooms at Early Ventures. People do not need to wear a face covering when actively eating or drinking.
Physical distancing	<ul style="list-style-type: none"> For programs held indoors, staff will take reasonable steps to provide safe spacing between participants as practicable.
Cleaning and hygiene	<ul style="list-style-type: none"> There will be routine environmental cleaning and disinfection in classrooms and common spaces. Healthy hygiene behaviors, such as regular hand washing, are strongly recommended.
Handling a suspected or confirmed case of COVID-19	<ul style="list-style-type: none"> The district COVID-19 coordinator will report cases of COVID-19 to the Minnesota Department of Health. Staff and families should self-report to the school if they or their student have symptoms of COVID-19, test positive for COVID-19, or recently had close contact with someone who tested positive for COVID-19.
Quarantine	<p>A student, participant, or staff who tests positive for COVID-19 must stay home until <u>all three</u> of the following things are true:</p> <ul style="list-style-type: none"> They feel better. Their cough, shortness of breath, or other symptoms are better; and, It has been 10 days since they first felt sick or tested positive; and, They have had no fever for at least 24 hours, without using a medicine that lowers fever. <ul style="list-style-type: none"> Students or staff with a member of their household who has tested positive for COVID-19 must follow the Recommended COVID-19 Decision Tree for People in Schools, Youth, and Child Care Programs to determine if the individual needs quarantine. Students displaying at least one common symptom or two less common symptoms will follow the Recommended COVID-19 Decision Tree for People in Schools, Youth, and Child Care Programs. Quarantine for close contact at school with someone who has tested positive for COVID-19 is <u>not required</u> because of universal masking. The district will not conduct contact tracing during the school day.
Visitors and volunteers	<ul style="list-style-type: none"> Visitors and volunteers are welcome. All sites and programs will keep a roster of visitors and volunteers (name, contact information, date, time, program, site, etc.) as practicable. All volunteers are required to share proof of vaccination.

NORTHFIELD PUBLIC SCHOOLS ISD NO. 659
Health and Safety Measures for the 2021-2022 School Year

WHEREAS, Minnesota Statutes Section 123B.09 vests the care, management, and control of independent districts in the school board; and

WHEREAS, the Superintendent of Independent School District 659, hereinafter the “Superintendent”, is responsible for the management of the schools, the administration of all School District policies, and is directly accountable to the School Board; and

WHEREAS, when responsibilities are not specifically prescribed nor School District policy applicable, the Superintendent shall use personal and professional judgment, subject to review by the School Board, pursuant to School District Policy 302, Superintendent; and

WHEREAS, the Centers for Disease Control and Prevention (“CDC”) and the Minnesota Department of Health (“MDH”) have determined that the COVID-19 pandemic is currently ongoing and may remain ongoing for an unknown time; and

WHEREAS, the Minnesota Department of Education (“MDE”) has issued and may continue to issue written guidance for Minnesota schools on educational issues related to COVID-19; and

WHEREAS, the MDH has issued and may continue to issue written guidance for Minnesota schools on public health issues related to COVID-19; and

WHEREAS, the Superintendent and the administration of the School District have conferred with the School Board regarding COVID-19 health and safety measures, the current CDC, MDE, and MDH requirements for each, and other relevant information; and

WHEREAS, the district has taken into account the social, educational, political, and financial considerations of these protocols; and,

WHEREAS, based upon the collective consideration of these factors, the Superintendent has recommended to the School Board that health and safety measures be implemented at the commencement of the 2021-2022 school year.

NOW, THEREFORE, BE IT RESOLVED, by the School Board of Independent School District No. 659 as follows:

Section 1: The Superintendent is hereby directed to implement the following health and safety measures to open the 2021-2022 school year:

1. Face Coverings. All people ages two and older are required to wear a face covering when inside a Northfield School District facility. This excludes the children in the infant and young toddler rooms at Early Ventures. People do not need to wear a face covering when actively eating or drinking.
2. Physical Distancing. For programs held indoors, staff will take reasonable steps to provide safe spacing between participants as practicable.
3. Cleaning and Hygiene. There will be routine environmental cleaning and disinfection in classrooms and common spaces. Healthy hygiene behaviors, such as regular hand washing, are strongly recommended.
4. Handling a Suspected or Confirmed Case of COVID-19. The district COVID-19 coordinator will report cases of COVID-19 to the Minnesota Department of Health. Staff and families should self-report to the school if they or their student have symptoms of COVID-19, test positive for COVID-19, or recently had close contact with someone who tested positive for COVID-19.

5. Quarantine. A student, participant, or staff who tests positive for COVID-19 must stay home until all three of the following things are true:
- They feel better. Their cough, shortness of breath, or other symptoms are better; and,
 - It has been 10 days since they first felt sick or tested positive; and,
 - They have had no fever for at least 24 hours, without using a medicine that lowers fever.

Students or staff with a member of their household who has tested positive for COVID-19 must follow the [Recommended COVID-19 Decision Tree for People in Schools, Youth, and Child Care Programs](#) to determine if the individual needs quarantine. Students displaying at least one common symptom or two less common symptoms will follow the [Recommended COVID-19 Decision Tree for People in Schools, Youth, and Child Care Programs](#). Quarantine for close contact at school with someone who has tested positive for COVID-19 is not required because of universal masking. The district will not conduct contact tracing during the school day.

6. Visitors and Volunteers. All sites and programs will keep a roster of visitors and volunteers (name, contact information, date, time, program, site, etc.) as practicable. All volunteers are required to share proof of vaccination.

Section 2: The Superintendent is hereby authorized, after consultation with the School Board Chair and notification to the School Board, to select and implement different health and safety measures for the School District or any specific school buildings without School Board action if the Superintendent reasonably believes that prompt implementation of different health and safety measures is necessary, and that constraints of time and public health considerations render it impractical to hold a School Board meeting to approve the implementation. The health and safety measures selected and implemented by the Superintendent shall continue in effect unless and until the School Board, in consultation with the Superintendent and appropriate school district staff and public health officials, deems it in the best interest of the School District and its students to implement different health and safety measures.

Section 3: The Superintendent will provide regular updates to the School Board regarding the School District's efforts to implement COVID-19 related educational and public health guidance issued by the MDE and the MDH, respectively.

Adopted this _____ day of _____, 2021.

Roll Call Vote

School Board Chair

School Board Clerk