

INDEPENDENT SCHOOL DISTRICT NO. 659
REGULAR SCHOOL BOARD MEETING

Monday, September 27, 2021 ~ 7:00 p.m.

Northfield District Office Boardroom

Zoom Link: <https://northfieldschools-org.zoom.us/j/88273902602?pwd=RjdQKzFRVmdwQm5FR2R2WkxyY2xiUT09>

Passcode: 670799

AGENDA

1. Call to Order
2. Agenda Approval/Table File
3. Public Comment
4. Announcements and Recognitions
5. Items for Discussion and Reports
 - a. Request to Hire an Additional Licensed Special Education Teacher
 - b. Superintendent State of the District Overview
 - c. Policy Committee Recommendations
 - d. Superintendent Operations and COVID-19 Update
 - e. District Youth Council Update
6. Consent Agenda
 - a. Minutes
 - b. Gift Agreements
 - c. Financial Reports
 - d. Personnel Items
7. Items for Individual Action
 - a. Action on Grievance
 - b. Policy Approval
 - c. Proposed 2021 Payable 2022 Property Tax Levy
8. Items for Information
9. Future Meetings
 - a. Monday, October 11, 2021, 7:00 p.m., Regular Board Meeting, Northfield DO Boardroom
 - b. Monday, October 25, 2021, 7:00 p.m., Regular Board Meeting, Northfield DO Boardroom
10. Adjournment

NORTHFIELD PUBLIC SCHOOLS
MEMORANDUM

Monday, September 27, 2021 ~ 7:00 p.m.

Northfield District Office Boardroom

Zoom Link: <https://northfieldschools-org.zoom.us/j/88273902602?pwd=RjdQKzFRVmdwQm5FR2R2WkxyY2xiUT09>

Passcode: 670799

TO: Members of the Board of Education

FROM: Matthew Hillmann, Ed.D., Superintendent

RE: Explanation of Agenda Items for Monday, September 27, 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. Request to Hire an Additional Licensed Special Education Teacher. Cheryl Hall, Director of Special Services, and Assistant Director of Special Services Sara Pratt, request to hire 1.0 FTE licensed special education teacher for the Portage online program and Greenvale Park. The total projected cost of salary and benefits is \$95,627 with approximately 55% of the salary reimbursed through special education revenue for a net cost of \$32,355.
- b. Superintendent State of the District Overview. Superintendent Hillmann will present an overview of the programs and activities completed during the 2020-2021 school year, as well as look ahead to the challenges the district faces in 2021-2022. This report will be included in the table file.
- c. Policy Committee Recommendations. Superintendent Hillmann will present the policy committee's recommended updates to policies 102, 406 and 413. This will be an item for individual action at the next board meeting.
- d. Superintendent Operations and COVID-19 Update. Dr. Hillmann will provide an update about district operations and COVID-19 preparations.
- e. District Youth Council (DYC) Update. DYC co-chairs Amelia Arnold and Sylvi Hanson will update the board about their plans for the 2021-2022 school year.

6. Consent Agenda

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

- a. Minutes
 - Minutes of the Special Closed School Board meeting held on September 13, 2021
 - Minutes of the Regular School Board meeting held on September 13, 2021
 - Minutes of the Special Closed School Board meeting held on September 21, 2021
- b. Gift Agreements
 - \$4,404.00 from Northfield Fine Arts Boosters to fund sketchbooks for Northfield Middle School art students for the 2021-22 school year
 - \$13,150.00 from Bridgewater Booster Club: \$15.00 per student for classroom teachers, and funds for specialists and special education teachers

c. Financial Reports

Financial Report - April 2021. Director of Finance Val Mertesdorf requests that the board approve paid bills totaling \$1,708,729.96, payroll checks totaling \$3,386,660.56, a wire transfer totaling \$805,579.83 from MN Trust-Bldg Bond to MSDLA Liquid, a wire transfer totaling \$200,000.00 from Frandsen General to Frandsen Sweep, a wire transfer totaling \$150,000.00 from Frandsen Sweep to Frandsen General, and the financial reports for April 2021. At the end of April 2021 total cash and investments amounted to \$26,459,904.60.

Financial Report - May 2021. Director of Finance Val Mertesdorf requests that the board approve paid bills totaling \$1,910,066.77, payroll checks totaling \$3,479,372.19, a wire transfer totaling \$1.76 from MN Trust-Bldg Bond to MN Trust-Oper, a wire transfer totaling \$450,000.00 from Frandsen General to Frandsen Sweep, a wire transfer totaling \$400,000.00 from Frandsen Sweep to Frandsen General, and the financial reports for May 2021. At the end of May 2021 total cash and investments amounted to \$31,976,622.99.

Financial Report - June 2021. Director of Finance Val Mertesdorf requests that the board approve paid bills totaling \$2,632,278.00, payroll checks totaling \$3,438,244.40, a wire transfer totaling \$350,000.00 from Frandsen General to Frandsen Sweep, a wire transfer totaling \$250,000.00 from Frandsen Sweep to Frandsen General, and the financial reports for June 2021. At the end of June 2021 total cash and investments amounted to \$34,412,236.92.

d. Personnel Items

i. Appointments

1. Claire Breitenfeldt, Community School Site Assistant for up to 2 hours/day for up to 4 days/week at Greenvale Park, beginning 10/5/2021-6/3/2022; Step 1-\$14.11/hr.
2. Lupema Celis Castillo, Special Ed EA PCA for 5.38 hours/day at Greenvale Park, beginning 9/29/2021; Step 1-\$16.17/hr.
3. Josten Coleman, 1.0 FTE STEM Teacher at the Middle School, beginning 9/27/2021; MA, Step 6
4. Correction: Kyle Fearing, 1.0 FTE Health Teacher at the Middle School, beginning 8/30/2021; BA+10, Step 4
5. Georgia Johnson, KidVentures Student Site Assistant for up to 15 hours/week at Greenvale Park, beginning 9/20/2021; \$10.08/hr.
6. Lisa Kobes, Special Ed EA PCA for 6.75 hours/day and General Ed EA for .25 hours/day at Spring Creek, beginning 9/27/2021; Spec Ed Step 2-\$16.53/hr.; Gen Ed Step 2-\$15.92/hr.
7. Laurie Rupp, 1.0 FTE Long Term Substitute Second Grade Teacher at Bridgewater, beginning 9/20/2021-3/4/2022; BA, Step 6
8. Larry Sanftner, Site Supervisor/Scheduler with Community Education Recreation, beginning 9/23/2021-5/31/2022; \$16.00/hr.
9. Karl Stromley, Gen Ed EA WILL Program for 7 hours/day at the Middle School, beginning 9/27/2021; Step 4-\$16.92/hr.
10. Elizabeth A Winter, EarlyVenture Teacher for 40 hours/week at the NCEC, beginning 10/5/2021; Step 4-\$18.90/hr.

ii. Increase/Decrease/Change in Assignment

1. Adriana Bermudez, ECFE EA for 30 hours/week at the NCEC, change to ECFE EA for 16.5 hours/week at the NCEC, effective 9/20/2021.
2. Carol Beumer, Special Ed EA for 6.75 hours/day at the High School, change to Special Ed EA for 6.25 hours/day and Gen Ed EA for .50 hours/day at the High School, effective 9/9/2021-6/8/2022.
3. Pam Charlton, Teacher at Bridgewater, add Literacy Lead at Bridgewater, effective 9/18/2021-6/9/2022; \$750 Stipend
4. Lianne Deanovic, Special Ed EA for 6.75 hours/day at the High School, change to Special Ed EA for 6.25 hours/day and Gen Ed EA for .50 hours/day at the High School, effective 9/9/2021-6/8/2022.
5. Kelle Edwards, Special Ed EA for 6.75 hours/day at the High School, change to Special Ed EA for 6.25 hours/day and Gen Ed EA for .50 hours/day at the High School, effective 9/9/2021-6/8/2022.
6. Susan Eidenschink, Special Ed EA for 6.75 hours/day at the High School, change to Special Ed EA for 6.25 hours/day and Gen Ed EA for .50 hours/day at the High School, effective 9/9/2021-6/8/2022.
7. Susan Eidenschink, Special Ed EA at the High School, add Special Ed EA Bus for 1.40 hours/day with the District, effective 9/20/2021-6/10/2022.

8. Nancy Fox, Teacher at Spring Creek, add Co-lead Student Council Advisor at Spring Creek, effective 9/21/2021-6/9/2022; 50% stipend
 9. Marilyn Frey, Special Ed EA for 6.75 hours/day at the High School, change to Special Ed EA for 6.25 hours/day and Gen Ed EA for .50 hours/day at the High School, effective 9/9/2021-6/8/2022.
 10. Robert Garcia, Teacher at Greenvale Park, add Math Lead at Greenvale Park, effective 9/20/2021-6/9/2022; \$750 Stipend
 11. Ann Hehr, Teacher at Spring Creek, add Co-lead Student Council Advisor at Spring Creek, effective 9/21/2021-6/9/2022; 50% stipend
 12. Roanne Johnson, Spec Ed Teacher at Bridgewater, add Spec Ed New Teacher Mentor at Bridgewater, effective 8/30/2021-6/10/2022. \$750 Stipend.
 13. Anna Kelly, LTS Teacher at Greenvale Park, add Community School Club Leader for up to 6 hours/week at Greenvale Park, effective 9/27/2021-6/3/2022; \$23.01/hr.
 14. Leanne King, Special Ed EA at Spring Creek, add Special Ed EA Bus for 1 hour/day with the District, effective 9/20/2021-6/10/2022.
 15. Kristi Kortuem, Teacher at the Middle School, add Event Worker at the High School, effective 9/21/2021.
 16. Marcy Korynta, 1.0 FTE School Psychologist at the Middle School, add a $\frac{1}{2}$ overload in lieu of prep for the 2021-2022 school year at the Middle School, effective 8/30/2021-6/9/2022.
 17. Shelly Kruger, Special Ed EA for 6.75 hours/day at the High School, change to Special Ed EA for 6.25 hours/day and Gen Ed EA for .50 hours/day at the High School, effective 9/9/2021-6/8/2022.
 18. Heather Kuehl, Teacher at the High School, add Secondary Portage Content Tutor, effective 9/17/2021-6/8/2022; Stipend \$10,500/year
 19. Karen Lane, Teacher at Bridgewater, add Math Lead at Bridgewater, effective 9/18/2021-6/9/2022; \$750 Stipend
 20. Melissa Larsen, Teacher at Greenvale Park, add Event Worker at the High School, effective 9/17/2021.
 21. Correction: Rita Lattimore, Custodian at the Middle School, change to Night Custodian Engineer w/o License at the Middle School, effective 9/13/2021-11/22/2021; \$24.55/hr.
 22. Becky Malecha, Teacher at Spring Creek, add Math Lead at Spring Creek, effective 9/18/2021-6/9/2022; \$750 Stipend
 23. Kathy Mellstrom, Special Ed EA for 6.75 hours/day at the High School, change to Special Ed EA for 6.25 hours/day and Gen Ed EA for .50 hours/day at the High School, effective 9/9/2021-6/8/2022.
 24. Nick Mertesdorf, Special Ed EA for 6.75 hours/day at the High School, change to Special Ed EA for 6.25 hours/day and Gen Ed EA for .50 hours/day at the High School, effective 9/9/2021-6/8/2022.
 25. Rebecca Meyer, Special Ed EA for 6.75 hours/day at the High School, change to Special Ed EA for 6.25 hours/day and Gen Ed EA for .50 hours/day at the High School, effective 9/9/2021-6/8/2022.
 26. Curt Mikkelsen, Teacher at the Middle School, add Secondary Portage Content Tutor, effective 9/17/2021-6/8/2022; Stipend \$10,500/year
 27. Deb Pack, Special Ed EA for 6.75 hours/day at the High School, change to Special Ed EA for 6.25 hours/day and Gen Ed EA for .50 hours/day at the High School, effective 9/9/2021-6/8/2022.
 28. Alyssa Parsons, Special Ed EA for 6.75 hours/day at the High School, change to Special Ed EA for 6.25 hours/day and Gen Ed EA for .50 hours/day at the High School, effective 9/9/2021-6/8/2022.
 29. Darrell Sawyer, Teacher at the Middle School, add Secondary Portage Content Tutor, effective 9/21/2021-6/8/2022; Stipend \$10,500/year
 30. Tammy Schwagerl, Special Ed EA for 6.75 hours/day at the High School, change to Special Ed EA for 6.25 hours/day and Gen Ed EA for .50 hours/day at the High School, effective 9/9/2021-6/8/2022.
 31. Bernard Selwan, Teacher at the High School, add Secondary Portage Content Tutor, effective 9/16/2021-6/8/2022; Stipend \$10,500/year.
 32. Amanda Sieger, Teacher at Spring Creek, add Literacy Lead at Spring Creek, effective 9/18/2021-6/9/2022; \$750 Stipend
 33. Jeffrey Sullivan, Coach, Weight room supervisor at the High School, add Special Ed EA PCA for 6.75 hours/day at the High School, effective 9/27/2021; Step 1-\$16.17/hr.
 34. Diane Torbenson, Teacher at Greenvale Park, add Literacy Lead at Greenvale Park, effective 9/18/2021-6/9/2022; \$750 Stipend
- iii. Leave of Absence
1. none
- iv. Retirements/Resignations/Terminations
1. none

*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. Action on Grievance. The board will take action on an employee grievance.
- b. Policy Approval. The board is requested to approve policies 524.2 and 616 as presented at the September 13, 2021 school board meeting and recommended by the Policy Committee.

Superintendent's Recommendation: Motion to approve policies 524.2 and 616 as presented.

- c. Proposed 2021 Payable 2022 Property Tax Levy. The amount of the preliminary levy for 2022 is \$20,017,034.10 and represents a 1.46% decrease over last year. The preliminary property tax levy for 2022 is required to be certified to the district's home county auditor no later than September 30, 2021. Val Mertesdorf, Director of Finance, will review the levy certification timelines and analysis of the preliminary levy.

Superintendent's Recommendation: Motion to certify to County Auditors the 2021 Payable 2022 Preliminary Levy Limitation and Certification at the maximum authority.

8. Items for Information

9. Future Meetings

- a. Monday, October 11, 2021, 7:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- b. Monday, October 25, 2021, 7:00 p.m., Regular Board Meeting, Northfield DO Boardroom

10. Adjournment

SPECIAL SERVICES

201 Orchard Street South
Northfield, MN 55057
PH 507.645.3410 • Fax 507.645.3404
www.northfieldschools.org

TO: School Board Members
Dr. Hillmann, Superintendent

FROM: Cheryl Hall

DATE: September 27, 2021

RE: Request to hire an additional licensed Special Education Teacher

I am requesting the school board to consider approval of the following increase for special education staff:

1.0 FTE licensed special education resource teacher for the Portage online program and Greenvale Park. As the enrollment in Portage has grown, the number of students receiving special education services through an Individual Education Program (IEP) plan has also grown. The current Portage special education teacher serves grades K-12, and is well beyond a reasonable caseload and workload for a virtual program. We are also anticipating the caseloads and workloads at Greenvale Park to be above limits mid year. The additional 1.0 FTE will be shared across both programs to serve the growing number of students and appropriate FTE will be determined and assigned based on the needs of each program.

The total projected cost of salary and benefits is \$95,627 with approximately 55% of the salary reimbursed through special education revenue for a net cost of \$32,355.

The Special Education department is also gathering information for a proposal to support our special education teachers with the increased due process duties related to the pandemic recovery. This summer a new statute (Laws of Minnesota, 2021, 1st Special Session, chapter 13, article 5, section 1) went into effect requiring the district to offer an IEP meeting for every special student prior to December 1, 2021. With more than 760 students B-grade 12, it is an exceptionally heavy lift for our special education case managers to coordinate a meeting with each family under this timeline as well as accurately follow through with all the additional paperwork required to meet the legal requirements. We want them to focus on providing services that will support learning and full recovery of skills and well being from the effects of the pandemic. We are considering the addition of due process clerical positions that would be temporary positions for this school year to lighten this load.

The Special Service Department is also investigating and identifying solutions that will help support building teams and administrators through all of these IEP meetings and due process requirements. The Special Services Administrative team alone will not be able to sustain the level of support necessary this school year and provide

the appropriate support to our special education teachers and the programs they serve. We see a need to systematically support our new special education teachers entering the field for the first time, especially those working on their teaching licence, and retaining those staff into the future.

Any new initiatives that support the new statutory requirements will be funded through the federal recovery dollars as one time costs. Our federal allocation for recovery services is \$190,825 for Part B K12 and \$16,035 for Part B 3-5. These Federal funds, while limited, would cover 100% of the cost of the new positions. Using these federal dollars does not increase our cross subsidy.

Building	Position	FTE	Cost	Rationale
Portage /Greenvale Park	Special Education Resource teacher	1.0	\$95,627	Increase Caseload/ Workload due to student enrollments

Policy 102 EQUAL EDUCATIONAL OPPORTUNITY

I. PURPOSE

The purpose of this policy is to ensure that every Northfield School District student has an equal educational opportunity.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the ~~school~~ district is to provide equal educational opportunity for all students. The ~~school~~ district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, sexual orientation, including gender identity and expression, age, disability, marital status, parental status, or status with regard to public assistance. The district also makes reasonable accommodations for students with disabilities.
- B. The ~~school~~ district prohibits ~~the~~ harassment and discrimination of any individual ~~for any of the categories~~ based on any of the protected classifications listed above. Refer to [Policy 413 Harassment and Violence](#) for information about the types of conduct that constitute violation of the ~~school~~ district's policy on harassment and violence and the ~~school~~ district's procedures for addressing such complaints. ~~refer to Policy 413 Harassment and Violence.~~
- C. The district prohibits discrimination of students with a disability, within the intent of Section 504 of the Rehabilitation Act of 1973 ("Section 504"), who need services, accommodations, or programs in order to receive a free appropriate public education. Refer to [Policy 521 Student Disability Nondiscrimination](#) for information about protections that may apply pursuant to Section 504 and the district's corresponding procedures for addressing disability discrimination complaints.
- D. The district prohibits sexual harassment and discrimination of any individual on the basis of sex in its education programs or activities. Refer to [Policy 522 Title IX Sex Nondiscrimination](#) for information about the protections that apply pursuant to Title IX and school district's corresponding procedures and processes for addressing sexual harassment and discrimination.
- E. This policy applies to all areas of education, including academics coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment.
- F. The district will adopt and publish a [grievance procedure](#) providing for resolution of student, parent, and employee complaints of discrimination covered under this policy.
- G. Every school district employee shall be responsible for complying with this policy ~~conscientiously~~.
- H. Any student, parent, or guardian having a question regarding this policy should discuss it with the building principal/administrator or the [District](#)

[Human Rights Officer.](#)

Policy 102 Equal Educational Opportunity

Adopted: 12.13.2004; Updated: 07.12.2021; Statutory Updates: INSERT DATE HERE

Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

Legal References: Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment 102-2 and Violence Policy)

Minn. Stat. Ch. 363A (Minnesota Human Rights Act)

20 U.S.C. § 1681 et seq. (Title IX of the Education Amendments of 1972)

42 U.S.C. § 2000d et seq. (Title VI of the Civil Rights Act of 1964)

42 U.S.C. § 12101 et seq. (Americans with Disabilities Act)

Cross References: ~~MSBA/MASA Model Policy 402 (Disability Nondiscrimination)~~

MSBA/MASA Model Policy 413 (Harassment and Violence)

MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

MSBA/MASA Model Policy 522 (~~Student Sex Nondiscrimination~~ Title IX Sex Nondiscrimination
Policy, Grievance Procedure and Process)

Policy 406 PUBLIC AND PRIVATE PERSONNEL DATA

I. PURPOSE

The purpose of this policy is to provide guidance to Northfield School District employees about the data the district ~~creates~~, collects and maintains regarding its ~~personnel~~ employees, volunteers, independent contractors, and applicants (“personnel”).

II. GENERAL STATEMENT OF POLICY

- A. All data about individuals collected, created, received, maintained or disseminated by the district, which is classified by statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the district.
- B. All other data about individuals is private or confidential.

III. DEFINITIONS

- A. “Public” means that the data is available to anyone who requests it.
- B. “Private” means the data is not public and is available accessible only to the following:
 - The subject of the data, as limited by any applicable state or federal law.
 - Individuals within the district whose work assignments reasonably require access.
 - Entities and agencies as determined by the responsible authority who are authorized by law to gain access to that specific data.
 - Entities or individuals given access by the express written direction of the data subject. ~~and to school district staff who need it to conduct the business of the school district.~~
- C. “Confidential” means the data ~~is~~ are not public and are not available accessible to the subject.
- D. “Parking space leasing data” means the following government data on an application ~~tion~~ for, or ~~lessee~~ lease of, a parking space: residence address, home or cellphone number, beginning and ending work hours, place of employment, location of parking space and work telephone number.
- E. “Personnel data” means government data on individuals maintained because they are or were employees ~~of the school district~~, applicants for employment, ~~or~~ volunteers or independent contractors for the district, ~~or members of or applicants for an advisory board of or commission.~~ Personnel data also include data submitted to the school district by an employee as part of an organized self-evaluation effort by the district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or to improve district operations. ~~An employee who is identified in a suggestion shall have access to all data in the suggestion except the identity of the~~

~~employee making the suggestion.~~

- F. "Finalist" means an individual who is selected to be interviewed by the school board for a position.
- G. "Protected health information" means individually identifiable health information as defined in 45 Code of Federal Regulations ("C.F.R.") Section 160.103, that is transmitted in electronic form by a school district acting as a by electronic media, maintained in electronic media, or transmitted or maintained in any other form or medium by a health care provider; in connection with a transaction covered by 45 C.F.R. Parts 160, 162 and 164. Protected health information excludes individually identifiable health information in education records covered by the ~~federal~~ Family Educational Rights and Privacy Act, ~~and~~ employment records held by a district in its role as employer, and records regarding a person who has been deceased for more than fifty (50) years.
- H. "Public officials" means business managers, human resource directors, athletic directors whose duties include at least 50% of their time spent in administration, personnel, supervision, and evaluation; chief financial officers, directors, and individuals defined as superintendents, principals, and individuals employed in comparable positions at a charter school.

IV. PUBLIC PERSONNEL DATA

- A. The following information about current and former employees, ~~including~~ volunteers and independent contractors of the district, is public:
- Name.
 - Employee identification number, which may not be the employee's Social Security number.
 - Actual gross salary.
 - Salary range.
 - Terms and conditions of employment relationships.
 - Contract fees.
 - Actual gross pension.
 - The value and nature of employer-paid fringe benefits.
 - The basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary.
 - Job title.
 - Bargaining unit.
 - Job description.
 - Education and training background.
 - Previous work experience.
 - Date of first and last employment.
 - The existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action.

- The final disposition of any disciplinary action, as defined in Minnesota Statutes, § Section 13.43, Subdivision 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the district.
- The complete terms of any agreement settling any dispute arising out of the employment relationship, including superintendent buyout agreements, except that ~~(The agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money, and. —Such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data.)~~
- Work location.
- Work telephone number.
- Badge number.
- Work-related continuing education.
- Honors and awards received.
- Payroll time sheets or other comparable data that are used only to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

B. The following information about current and former applicants for employment by the district is public:

- Veteran status
- Relevant test scores
- Rank on eligible list
- Job history
- Education and training
- Work availability

C. Names of applicants are private data except when certified as eligible for appointment to a vacancy or when ~~they~~ applicants are considered by the school board to be become finalists for an public employment position.

D. Applicants for appointment to a public body:

1. Data about applicants collected by the district through an employment application are private data on individuals except that the following are public:
 - a. Name
 - b. City of residence, except when the appointment has a residency requirement that requires the entire address to be public
 - c. Education and training
 - d. Employment history
 - e. Volunteer work

- f. Awards and honors
 - g. Prior government service
 - h. Any data required to be provided or that are voluntarily provided in an application for appointment to a multi-member agency pursuant to Minnesota Statutes—§ 15.0597
 - i. Veteran status
2. Once an individual is appointed to a public body, the following additional data are public:
 - a. Residential address
 - b. Either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee
 - c. First and last dates of service in the position
 - d. The existence and status of any complaints or charges against an appointee
 - e. Upon completion of an investigation of a complaint or charge against an appointee, the final investigative report is public, unless access to the data would jeopardize an active investigation
 3. Notwithstanding paragraph 2, any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.
- E. Regardless of whether there has been a final disposition as defined in Minnesota Statutes § Section 13.43, Subdivision 2(b), upon completion of an investigation of a complaint or charge against a public official, as defined in Minnesota Statutes § Section 13.43, Subdivision 2(e), or if a public official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge are public, unless access to the data would jeopardize an active investigation or reveal confidential sources.
- ~~F. —~~ Data relating to a complaint or charge against a public official is public only if:
1. The complaint or charge results in disciplinary action or the employee resigns or is terminated from employment while the complaint or charge is pending, or
 2. Potential legal claims arising out of the conduct that is the subject of the complaint or charge are released as part of a settlement agreement.

Data that is classified as private under another law is not made public by this provision.

V. PRIVATE PERSONNEL DATA

- A. All other personnel data not listed in Section IV are private ~~and will only be shared with~~

~~school district staff whose work requires such access. Private data will not be otherwise released unless authorized by law or by the employee's informed written consent. The following data are private:~~

- B. Data pertaining to an employee's dependents
 - E. Data created, collected or maintained by the district to administer employee assistance programs
 - ~~D.~~ Parking space leasing data with regard to data on individuals
 - E. An individual's checking account number is private when submitted to a government entity
- F. B. Labor Organizations -- Personnel data may be disseminated to labor organizations to the extent the responsible authority ~~the school district~~ determines it is the dissemination is necessary for the labor organization to conduct its business elections, notify employees of fair share fee assessments and implement the provisions of Minnesota Statutes chapters 179 and 179A. Personnel data shall be disseminated to labor organizations and the Bureau of Mediation Services ("BMS") to the extent the dissemination is or when ordered or authorized by the BMS Commissioner of the Bureau of Mediation Services.
- ~~G.~~ C. Employee photographs -- The district may display a photograph of a current or former employee to prospective witnesses as part of the district's investigation of any complaint or charge against the employee.
- ~~H.~~ D. Protect from harm -- The district may, if ~~the~~ its responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, release data that are relevant to the concerns for safety to:
- The person who may be harmed and to the attorney representing the person when the data are relevant to obtaining a restraining order,
 - A pre-petition screening team conducting an investigation of the employee under Minnesota Statutes § Section 253B.07, Subdivision 1. ~~or~~
 - A court, law enforcement agency or prosecuting authority.
- ~~I.~~ E. Criminal investigations -- Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purpose of reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of ~~such~~ a crime or alleged crime committed by an employee.

- ~~J.~~ F. Complaints -- A complainant has access to a statement provided by the complainant to the district in connection with a complaint or charge against an employee.
- ~~K.~~ G. Harassment -- When allegations of sexual or other types of harassment are made against an employee, the employee ~~shall~~ does not have access to data that would identify the complainant or other witnesses if the ~~school district~~ responsible authority determines that the employee's access to that data would threaten the personal safety of the complainant or a witness, or subject the complainant or witness to harassment.

If a disciplinary proceeding is initiated against the employee, data on the complainant or witness shall be available to the employee as may be necessary for the employee to prepare for the proceeding.

- ~~L.~~ H. Licensing -- The district ~~shall must make any~~ report to the Minnesota Professional Educator Licensing and Standards Board ("PELSB"), or the Board of School Administrators ("BOSA), or the Board of Trustees of the Minnesota State Colleges and Universities, whichever has jurisdiction over the teacher's or administrator's license as required by Minnesota Statutes, § Section 122A.20, subdivision 2, and shall, upon written request from the appropriate licensing board having jurisdiction over the license, provide the licensing board with information about the teacher or administrator from the school district's files, any termination or disciplinary proceeding, and settlement or compromise, or any investigative file in accordance with Minnesota Statutes, § Section 122A.20, subdivision 2.

NOTE: The obligation to make a report set forth in this section applies equally to charter school boards and their executive directors and charter school authorizers.

- ~~M.~~ I. Unemployment insurance -- Private personnel data shall be disclosed to the Department of Employment and Economic Development Security for the purpose of administration of the unemployment insurance program under Minnesota Statutes. Ch. 268.
- ~~N.~~ J. Student maltreatment -- When a report of alleged maltreatment of a student in an elementary, middle school, high school or charter student in a school is made to the Commissioner of the Minnesota Department of Education ("MDE") under Minnesota Statutes Chapter 260E, data that are relevant and collected by the school facility about the person alleged to have committed maltreatment must be provided to the Commissioner on request for purposes of an assessment or investigation of the maltreatment report. Additionally, personnel data may be released for purposes of informing providing information to a parent, legal guardian, or custodian of a child in accordance with MDE Screening Guidelines ~~that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.~~
- ~~O.~~ K. Sexual contact -- The district shall release to a requesting district or charter school private personnel data on a current or former employee related to acts of violence toward

or sexual contact with a student, if:

- An investigation conducted by or on behalf of the district or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation of the subject of the data.
- The employee resigned while a complaint or charge involving the allegations was pending, the allegations involved acts of sexual contact with a student, and the employer informed the employee in writing, before the employee resigned, that if the employee resigns while the complaint or charge is still pending, the employer must release private personnel data about the employee's alleged sexual contact with a student to a school district or charter school requesting the data after the employee applies for employment with that district or charter school and the data remain classified as provided in Minnesota Statutes Chapter 13.

Data that are released under this paragraph must not include data on the student.

- P. ~~L. District surveys -- The identity of an employee making a suggestion as part of an organized self-evaluation effort by the school district to cut costs, make the school district more efficient, or to improve school district operations is private. Data submitted by an employee to the district as part of an organized self-evaluation effort by the district to request suggestions from all employees on ways to cut costs, make the district more efficient, or improve the district operations is private data. An employee who is identified in a suggestion, however, shall have access to all data in the suggestion except the identity of the employee making the suggestion.~~
- Q. ~~M. Protected Health information -- Protected health information about employees, as defined in 45 C.F.R. Parts 160 and 164, is private and will not be disclosed - except as permitted or required - unless otherwise provided by law. To the extent that the school district transmits protected health information, the school district will comply with all privacy requirements.~~
- R. ~~N. Home contact information -- Personal home contact information for employees may be used by the district to ensure that an employee can be reached in the event of an emergency or other disruption affecting continuity of district operation and may be shared with another government entity in the event of an emergency or other disruption to ensure continuity of operation for the district or government entity.~~
- S. ~~O. Contractor or subcontractor home contact information -- The personal telephone number, home address, and electronic mail address of a current or former employee of a contractor or subcontractor maintained as a result of a contractual relationship between the district and a contractor or subcontractor entered on or after Aug. 1, 2012, are private data. These data must be shared with another government entity to perform a function authorized by law. The data also must be disclosed to a government entity or any person for prevailing wage purposes.~~

- ±. P. License revocation -- When a continuing contract teacher is discharged immediately because the teacher's license has been revoked due to a conviction for child abuse or sexual offenses involving a child as set forth in Minnesota Statutes, Section 122A.40, subdivision 13(b), ~~abuse~~ or when the Commissioner of ~~the Minnesota Department of Education (MDE)~~ makes a final determination of child maltreatment involving a teacher, under Minnesota Statutes, Section 260E.21, subdivision 4 or 260E.35, the school principal or other person having administrative control of the school must include in the teacher's employment record the information contained in the record of the disciplinary action or the final maltreatment determination, consistent with the definition of public data under Minnesota Statutes, Section 13.41, subdivision 5, and must provide ~~the Professional Educator Licensing Standards Board~~ PELSB and the licensing division at MDE with the necessary and relevant information to enable ~~the Professional Educator Licensing Standards Board~~ PELSB and MDE's licensing division to fulfill their statutory and administrative duties related to issuing, renewing, suspending, or revoking a teacher's license. ~~In addition to the background check required under Minn. Stat. § 123B.03, a school board or other school hiring authority must contact the Professional Educator Licensing Standards Board and MDE to determine whether the teacher's license has been suspended or revoked, consistent with the discharge and final maltreatment determinations. Unless restricted by federal or state data practices law or by the terms of a collective bargaining agreement, the responsible authority for a school district must disseminate to another school district private personnel data on a current or former teacher (employee or contractor) of the district, including the results of background investigations, if the requesting school district seeks the information because the subject of the data has applied for employment with the requesting school district.~~

VI. MULTIPLE CLASSIFICATIONS

If data on individuals are classified as both private and confidential by Minnesota Statutes Chapter 13, or any other state or federal law, the data are private.

VII. CHANGE IN CLASSIFICATIONS

The district shall change the classification of data in its possession if it is required to do so to comply with other either judicial or administrative rules pertaining to the conduct of legal actions or with a specific statute applicable to the data in the possession of the disseminating or receiving agency.

VIII. RESPONSIBLE AUTHORITY

The district has designated the Superintendent or his/her designee as the authority responsible for personnel data.

The responsible authority, or a district employee if so designated, shall serve as the district's data practices compliance official and, as such, shall be the employee to whom persons may direct

questions or concerns regarding problems in obtaining access to data or other data practices problems.

IX. EMPLOYEE AUTHORIZATION/RELEASE FORM

An [Employee Authorization](#) form is included as an addendum to this policy.

Policy 406 Public and Private Personnel Data

Adopted: 02/28/05; Revised: 05/2013; Revised: 12/2013; Revised: 02/2015; Revised: 07.01.19; STATUTORY UPDATES : INSERT DATE HERE

School Board

NORTHFIELD SCHOOL DISTRICT NO. 659

Northfield, Minnesota

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

Minn. Stat. § 13.02 (Definitions)

Minn. Stat. § 13.03 (Access to Government Data)

Minn. Stat. § 13.05 (Duties of Responsible Authority)

Minn. Stat. § 13.37 (General Nonpublic Data)

Minn. Stat. § 13.39 (Civil Investigation Data)

Minn. Stat. § 13.41 (Licensing Data – Public Data)

Minn. Stat. § 13.43 (Personnel Data)

Minn. Stat. § 13.601, subd. 3 (~~Elected and Appointed Officials~~ Applicants for Employment)

Minn. Stat. § 122A.20, subd. 2 (Mandatory Reporting)

Minn. Stat. § 122A.40, subds. 13 and 16 (Employment; Contracts; Termination)

Minn. Stat. § 123B.03 (Background Check)

Minn. Stat. § 123B.143, Subd. 2 (Disclose Past Buyouts)

Minn. Stat. Ch. 179 (Minnesota Labor Relations Act)

Minn. Stat. Ch. 179A (Minnesota Public Labor Relations Act)

Minn. Stat. § 253B.07 (Judicial Commitment: Preliminary Procedures)

Minn. Stat. § 260E 626.556, Subd. 7 (Reporting of Maltreatment of Minors)

Minn. Stat. Ch. 268 (Unemployment Insurance)

Minn. R. Pt. 1205 (Data Practices)

P.L. 104-191 (HIPPA)

45 C.F.R. Parts 160, 162 and 164 (HIPPA Regulations)

Cross References: MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)

School Board Policy 515 (Protection and Privacy of Pupil Records)

MSBA/MASA Model Policy 722 (Public Data Requests)

MSBA Service Manual, Chapter 13, School Law Bulletin “I” (School Records-Privacy-Access to Data)

Policy 413 HARASSMENT AND VIOLENCE

I. PURPOSE

The purpose of this policy is for the Northfield School District to maintain a learning and working environment ~~that is~~ free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability ("Protected Class").

II. GENERAL STATEMENT OF POLICY

- A. The policy of the district is to maintain a learning and working environment ~~that is~~ free from harassment and violence ~~on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability~~ Protected Class. The district prohibits any form of harassment or violence based on ~~race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression or disability~~ Protected Class.
- B. A violation of this policy occurs when any student, teacher, administrator or other district personnel harasses a student, teacher, administrator or other district personnel or a group of students, teachers, administrators, or other district personnel through conduct or communication based on their Protected Class, ~~race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability~~ as defined by this policy and in the attached procedures. For purposes of this policy, district personnel include school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)
- C. A violation of this policy occurs when any student, teacher, administrator or other district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator or other district personnel or a group of students, teachers, administrators, or other district personnel based on ~~a~~ their ~~race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability~~ Protected Class.
- D. The district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's Protected Class ~~race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability~~, and to discipline or take appropriate action against any student, teacher, administrator or other district personnel ~~who is~~ found to have violated this policy.

- E. ~~For purposes of this policy, school personnel includes school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the district.~~

III. HARASSMENT OR VIOLENCE AS ABUSE

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minnesota Statutes Chapter. 260E may be applicable.
- B. Nothing in this policy will prohibit the district from taking immediate action to protect victims of alleged harassment, violence or abuse.

Policy 413 Harassment and Violence

Adopted: 2/28/05; Updated 10/27/10, 12/2014; Updated: 12.14.2020; STATUTORY Updates: INSERT DATE HERE

School Board

INDEPENDENT SCHOOL DISTRICT 659

Northfield, Minnesota

Legal References: Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious and Racial Harassment and Violence Policy)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. Ch. 363 (Minnesota Human Rights Act)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. ~~Ch. 260E, § 626.556 et seq.~~ (Reporting of Maltreatment of Minors)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
29 U.S.C. § 794 (Section 504 of the Rehabilitation Act of 1973, ~~§ 504~~)
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)
42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

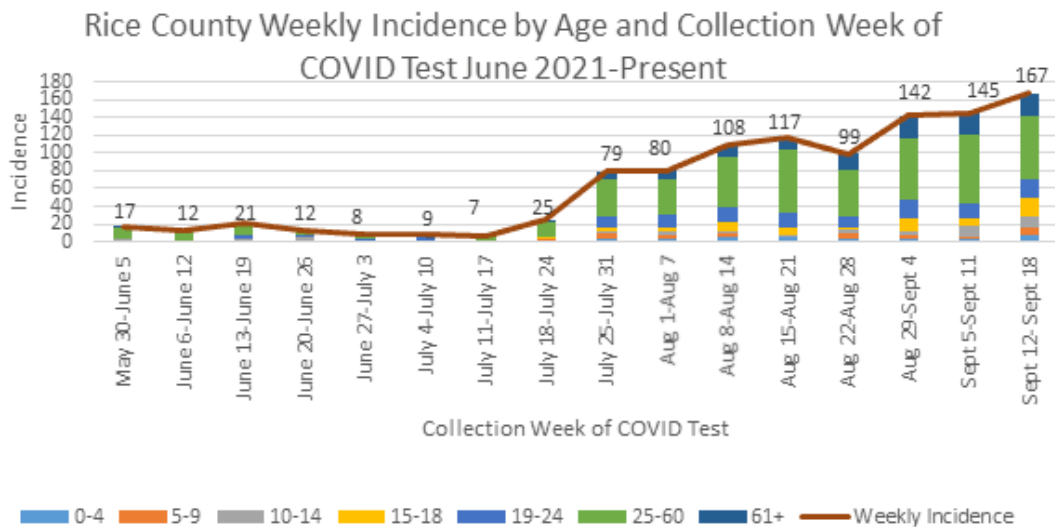
Cross References: Policy 102 (Equal Educational and Employment Opportunity)
Policy 401 (Equal Employment Opportunity)
Policy 402 (Disability Nondiscrimination Policy)
Policy 403 (Dismissal of School District Employees)
Policy 406 (Public and Private Personnel Data)
Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
Policy 506 (Student Discipline)
Policy 514 (Bullying Prohibition)
Policy 515 (Protection and Privacy of Pupil Records)
Policy 521 (Student Disability Nondiscrimination)
Policy 522 (Title IX Sex Nondiscrimination, Grievance Procedures and Process, ~~Student Sex Nondiscrimination~~)
Policy 524.2 (Internet Acceptable Use and Safety Policy)
Policy 526 (Hazing Prohibition)
Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

Superintendent Operations and COVID-19 Update | September 27, 2021

Matt Hillmann, Ed.D.

Executive Summary: This report provides an overview of the district's operations, bright spots, anti-racism work, and response to COVID-19.

The graph below represents the COVID-19 cases in Rice County per week. The chart is from the Rice County Public Health website.



The district began counting positive COVID-19 tests within the school community on Aug. 31. As of Sept. 22, the district had a total of 19 positive COVID-19 cases. People can view the latest district data through the district's COVID-19 dashboard at:

<https://northfieldschools.org/covid-19/reported-covid-19-cases-dashboard/>

The district has quarantined far fewer students who were considered “close contacts” to someone who tested positive for COVID-19 when compared to last year's procedures. This reduction in quarantine is due to the district's decision to require universal masking. Despite this reduction, quarantine is difficult for families and students. The district is exploring additional measures that can further reduce quarantine while also maintaining as safe of a school environment as practicable.

Bright Spot: Hispanic Parent Advisory Committee

The district has a long history of engaging our Hispanic community. In the spirit of continuous improvement, we have created a formal Hispanic parent advisory committee. These committee meetings, conducted via Zoom, are scheduled three times this year. The first session was held on Sept. 20 and 13 parents attended. The meeting was translated by Mar Valdecantos. Director of Child Nutrition Stephany Stromme joined me to share information and answer questions about our breakfast and lunch programs.

Anti-racism/equity training for teachers

The district is continuing to focus one of each month's professional learning community sessions (PLC) on anti-racism/equity training. Teachers are organized into cross-functional teams for this PLC so that discussion can happen amongst staff of different grade levels or content areas. This year's focus is on individual and systems behavior related to classroom instructional practices. The district is partnering with Equity Alliance Minnesota to prepare the monthly sessions. In the past, Equity Alliance Minnesota has provided implicit bias training for district staff and community members as well as led the state-required cultural competency training for teachers. The planned topics for the year include:

- September 2021: Discretionary spaces
- October 2021: Centering student identity, voice, and agency
- November 2021: Summative assessment practices
- December 2021: Unit design and standards alignment
- January 2022: Formative assessment practices
- February 2022: Lesson design
- March 2022: Visual tools
- April 2022: Visual tools
- May 2022: End-of-year reflection

These sessions are focused on facilitating teachers to consider these standard instructional practices through a lens of how their approach affects all students in their classroom, specifically thinking about students from traditionally marginalized demographic groups.

District Youth Council

Fall 2021 School Board Presentation

**We're here to foster
connections between
the school board,
administration, and
the student body.**

Subcommittees

Communications and Connections

- Simon McDonald (12th)
- Julia Peterson (12th)

Equity and Inclusion

- Ananda Myint (11th)
- Grace Ryden (11th)

Meetings

2nd Wednesday - Subcommittee
Project Work Time

4th Wednesday - Meetings with Dr.
Hillmann and Julie Pritchard

District Committees

DYC members serve on District committees as part of our mission statement to foster connections between all parts of the District

2020-2021 Recap

Goals for 2021-2022

Connections and Communications

- School Board Brunch
- Care Packages for Students
- Game Night

Equity and Inclusion

- BSU Discussion
- Survey about equity within the school district
- Rotary Culture Night

Thank you so much!

Any questions?

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

September 13, 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 No. 659 to order at 7:06 p.m. Present: Baraniak, Butler, Gonzalez-Goerge, Goerwitz, 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 Butler, the board approved the agenda.

3. Public Comment

There was public comment from Lindsey Briskie, Rachel Trnka, Kevin Allin, Dr. Randolph Reister, Martha Meyer, Matt Rohn, Dr. Sandra Turbes, Dr. Jane Runzheimer, Leora Goodney, and Dr. Felicity Enders regarding required masking inside school district buildings and the COVID-19 Delta variant.

4. Announcements and Recognitions

There was one announcement regarding four strategic planning sessions that are scheduled over the course of the next four weeks.

5. Items for Discussion and Reports

- a. Instructional Services Presentation. Director of Instructional Services Hope Langston provided an update on the Instructional Services Department and the work being done to support the areas of district operations, staff instructional coaching, and professional development from PreK to 12th grades. Elementary school science specialist teachers Kelly Johnson, Dustee Phenow, and Tania Will reviewed the elementary science curriculum that was implemented in the spring of 2020 and learning through exploration.
- b. Northfield High School Improvement Plan. High School Principal Dr. Joel Leer presented the continuous school improvement plan for the high school. The presentation included a progress report on the goals set for the 2020-2021 school year and key reflections: college readiness, parent satisfaction, student engagement, and anti-racism. Goals set for the 2021-2022 school year include increased learner outcomes in student satisfaction and academic achievement, and equity outcomes in educational access, referrals, and student satisfaction.
- c. Northfield Middle School Improvement Plan. Greg Gelineau, Middle School Principal, presented the continuous school improvement plan for the middle school. The presentation included progress reports on the goals set for the 2020-2021 school year and key reflections: health and safety, over-communication, focused customer service, consistent messaging, and prioritized relationships. Goals set for the 2021-2022 school year include anti-racism goals, student satisfaction, analyzing historical demographic data, and learner outcomes.
- d. Policy Committee Recommendations. Superintendent Hillmann presented the policy committee's recommendations on policies 524.2 and 616. This will be an item for individual action at the next board meeting.
- e. Superintendent Operations and COVID-19 Update. Dr. Hillmann reported there continues to be an increase in COVID-19 infections in Rice County and the district began updating its COVID-19 dashboard on its website. Family conferences were held September 7-8 and teachers engaged with families using a standardized format and questions. The district is experiencing a staffing shortage particularly for substitutes, educational

assistants, and child nutrition staff. Lieutenant Governor Peggy Flanagan, Commissioner of Education Dr. Heather Muller, Deputy Commissioner Dr. Stephanie Burrage, and Rep. Todd Lippert visited Greenvale Park Elementary on the first day of school.

6. Consent Agenda

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

a. Minutes

- Minutes of the Regular School Board meeting held on August 23, 2021

b. Gifts Agreements

- \$1,000.00 from Baseball Done Right, LLC for placing the Twins Camp in the Community Education brochure and for the use of facilities
- \$4,800.00 from Spring Creek PTO for classroom funding for 24 teachers
- Outdoor basketball hoops and supplies for Bridgewater from Bridgewater Booster Club

c. Personnel

i. Appointments

1. Carley Amys-Roe, General Ed EA-Supervisory for 6.5 hours/day at the High School, beginning 9/20/2021-6/9/2022; Step 4-\$16.92/hr.
2. Duane Bogne, Program Assistant with Community Education Recreation, beginning 9/13/2021-5/31/2022; \$10.50/hr.
3. Bea Chang, EarlyVentures Site Assistant for up to 15 hours/week at the NCEC, beginning 9/7/2021; Step 1-\$14.11/hr.
4. Maya Deschamp, Program Assistant with Community Education Recreation, beginning 9/18/2021-5/31/2022; \$10.25/hr.
5. Anna Edwards, Special Ed EA-PCA for 6.75 hours/day and Supervisory for .25 hours/day at Spring Creek, beginning 8/30/2021; Spec Ed- Step 4-\$17.52/hr.; Gen Ed-Step 4-\$16.92/hr.
6. Gisele EL Achkar, 1.0 FTE Special Ed DCD Teacher at the High School, beginning 9/7/2021; BA+20, Step 2
7. Nancy Fox, Building Supervisor with Community Ed Recreation, beginning 9/8/2021-5/31/2022; \$17.41/hr.
8. Steven D Hill, .5 Assistant Football Coach at the High School, beginning 8/16/2021; Level E, Step 5
9. Jessica Holz, 1.0 FTE Portage Secondary Learning Coach, beginning 8/30/2021; MA+40, Step 9
10. Jamie Jerdee, 9th Grade Football Coach for 2 hours/day for 5 days/week, beginning 8/26/2021; Hourly
11. Laura Johannes, 1.0 FTE Long Term Substitute Kindergarten Teacher at Spring Creek, beginning 8/30/2021-12/22/2021; MA, Step 5
12. Lacy Knutson, Special Ed EA PCA for 6.75 hours/day at the Middle School, beginning 9/20/2021; Step 4-\$17.52/hr.
13. Paige Koch, KidVentures Student Site Assistant for up to 17 hours/week at Bridgewater, beginning 9/2/2021; \$10.08/hr.
14. Delaney Levy, KidVentures Site Assistant for up to 15 hours/week at Greenvale Park, beginning 9/9/2021; Step 2-\$14.48/hr.
15. Heather Mier, Event Worker at the High School, beginning 9/7/2021.
16. David Miller, Middle School Band Lessons for 1.6 hours/day, beginning 8/30/2021; MA, Step 10
17. Beth Morrell, 1.0 FTE Long Term Substitute Companeros Spanish Immersion Teacher at Bridgewater, beginning 8/30/2021-10/27/2021; MA, Step 1
18. Nolan Nagy, Program Assistant with Community Education Recreation, beginning 9/13/2021-5/31/2022; \$10.25/hr.
19. Julia Peterson, KidVentures Student Site Assistant for up to 17 hours/week at Greenvale Park, beginning 9/2/2021; \$10.08/hr.
20. Kaed Rauk, Program Assistant with Community Education Recreation, beginning 9/13/2021-5/31/2022; \$10.25/hr.
21. Lorenzo Riley-Combs, Program Assistant with Community Education Recreation, beginning 9/13/2021-5/31/2022; \$11.25/hr.
22. Victoria Salaba, 9th Grade Girls Basketball Coach at the High School, beginning 11/15/2021; Hourly
23. Tate Sand, Program Assistant with Community Education Recreation, beginning 9/8/2021-5/31/2022; \$10.25/hr.
24. Katherine Schultz, 1.0 FTE Portage Secondary Learning Coach, beginning 8/30/2021; MA, Step 5
25. Kyle Schulz, Program Assistant with Community Education Recreation, beginning 9/8/2021-5/31/2022; \$10.25/hr.

26. Isaiah Stiner, KidVentures Student Site Assistant for up to 17 hours/week at Spring Creek, beginning 9/2/2021; \$10.08/hr.
 27. Veronica Torres-Bermudez, KidVentures Student Site Assistant for up to 15 hours/week at Greenvale Park, beginning 9/7/2021; \$10.08/hr.
 28. Jessica Weber, 1.0 FTE Portage Elementary Teacher, beginning 8/30/2021; MA, Step 1
 29. Owen Wheeler, KidVentures Student Site Assistant for up to 17 hours/week at Bridgewater, beginning 9/2/2021; \$10.08/hr.
 30. Stephanie Wilson, EarlyVentures Teacher for up to 40 hours/week at the NCEC, beginning 9/7/2021; Step 1-\$17.18/hr.
 31. Elizabeth Winter, General Ed EA-Supervision for 5.5 hours/day at Greenvale Park, beginning 8/30/2021; Step 4-\$16.92/hr.
 32. Community Education Fall 2021 Brochure Instructors-See attached.
 33. Nadir Baraki, Program Assistant with Community Education Recreation, beginning 9/13/2021-5/31/2022; \$10.25/hr.
 34. Cheyanne Defries, Child Nutrition Student Associate for 1 hour/day at the ALC, beginning 9/15/2021; \$10.08/hr.
 35. Luis Diaz, Community School Club Leader for 6 hours/week at Greenvale Park, beginning 9/23/2021-6/3/2022; \$23.01/hr.
 36. Bronte Karvel-Fuller, Program Assistant with Community Education Recreation, beginning 9/13/2021-5/31/2022; \$12.00/hr.
 37. Melvin Miller, Building Supervisor with Community Education Recreation, beginning 9/13/2021-5/31/2022; \$17.41/hr.
 38. Jon Rieber Paulson, Event worker at the High School, beginning 9/13/2021.
 39. Diana Perez Guzman, Community School Evening Site Assistant for up to 3 hours/day at Greenvale Park, beginning 9/23/2021-6/3/2022; Step 3-\$14.85/hr.
 40. Johan Ponciano, Special Ed EA PCA-Job Coach for 6.75 hours/day at the High School, beginning 9/13/2021; Step 4-\$17.52/hr.
 41. Melissa Spitzack, Building Supervisor with Community Education Recreation, beginning 9/10/2021-5/31/2022; \$17.41/hr.
 42. Ian Stanton, Program Assistant with Community Education Recreation, beginning 9/13/2021-5/31/2022; \$10.08/hr.
 43. Nicky Vazquez, 9th Grade Boys Soccer Coach for 2 hours/day 5 days/week at the High School, beginning 9/13/2021; \$3,983 - Prorated Stipend
 44. Joshua Voight, Program Assistant with Community Education Recreation, beginning 9/13/2021-5/31/2022; \$10.25/hr.
- ii. Increase/Decrease/Change in Assignment
1. Rachael Basinger, Special Ed EA for 6.75 hours/day at the Middle School, change to Special Ed EA for 6.5 hours/day at the Middle School, effective 9/7/2021.
 2. Lisa Battaglia, .4 ADSIS/.6 MTSS Teacher at the High School, change to 1.0 MTSS Teacher at the High School, effective 8/30/2021.
 3. Stephen Beaulieu, Teacher the High School, add Secondary Portage Content Tutor with the District, effective 9/9/2021-6/9/2022; Stipend \$10,500/year.
 4. Mairin Born, Teacher at Spring Creek, add Substitute for Jumpstart to First Grade, effective 8/23/2021-8/24/2021.
 5. Ana Bravo Gatton, General Ed EA for 6.75 hours/day and Crossing Guard for .25 hours/day at the Middle School, change to General Ed EA for 6.75 hours/day at the Middle School, effective 9/3/2021.
 6. Elizabeth Brewer, Special Ed EA for 6.75 hours/day and Crossing Guard for .25 hours/day at the Middle School, change to Special Ed EA for 6.75 hours/day at the Middle School, effective 9/3/2021.
 7. Katie Casson, 1.0 German Language Teacher at the High School, change to .8 High School and .2 Middle School, effective 8/30/2021.
 8. Margaret Christensen, Child Nutrition at the Middle School, add Special Ed EA/PCA Bus EA for 3.17 hours/week with the District, effective 8/30/2021-6/9/2022; Step 2-\$16.53/hr.
 9. Kathy Clark, Administrative Assistant at the High School, add Event Worker at the High School, effective 9/13/2021.
 10. Andria Cornell, Hand in Hand Teacher at the NCEC, add Bridges to Kindergarten Substitute at Greenvale Park, effective 8/25/2021-8/25/2021.
 11. Brea Cruce, Special Ed EA at the NCEC, add Bridges to Kindergarten Substitute at Greenvale Park, effective 8/26/2021-8/26/2021.
 12. Kelly Foster, Gen Ed EA MTSS/9th Grade Academic Support for 8 hours/day at the High School, change to Gen Ed EA MTSS/9th Grade Academic Support for 7 hours/day at the High School, effective 9/7/2021.

13. Kelly Hebzynski, Teacher at the Middle School, add .5 Head Volleyball Coach and .5 Assistant Volleyball Coach Grade 7 at the Middle School, effective 9/7/2021.
14. Monica Irwin, Gen Ed EA-Kindergarten for 2 hours/day at Greenvale Park, add .5 Gen Ed Supervision for .5 hours/day at Greenvale Park, effective 9/9/2021.
15. Anna Kelly, Gen Ed EA-Media At the High School, change to Long Term Substitute Grade 2 Teacher at Greenvale Park, effective 8/30/2021-6/9/2022; BA, Step 1
16. Mackenzie Kodada, Long Term Substitute Kindergarten Teacher at Spring Creek, change to 1.0 FTE Long Term Substitute Grade 4 Teacher at Spring Creek, effective 8/30/2021-6/9/2022.
17. John Kromschroeder, Custodian at the Middle School, change to Head Custodian-Temporary at the Middle School, effective 9/13/2021-Tentatively 11/8/2021; \$27.58/hr.
18. Dan Kust, Teacher at the Middle School, add Grade 6 Football Coach for 2 hours/day at the Middle School, effective 9/3/2021.
19. Ashley Larish, General Ed EA-Door Supervisory for 7.25 hours/day at the High School, change to General Ed EA-Media for 7.25 hours/day M/T/TH/F and 6.25 hours/day on Wednesday at the High School, effective 9/9/2021-6/9/2022.
20. Jeanne Mahoney-Hanzlik, Teacher at the High School, add Secondary Portage Content Tutor with the District, effective 9/9/2021-6/9/2022; Stipend \$10,500/year.
21. Sarah Marohl, Gen Ed EA-Kindergarten/Health Aide for 4 hours/day at Greenvale Park, add .25 Gen Ed Supervision at Greenvale Park, effective 9/7/2021.
22. Tammy McDonough, Teacher at the High School, add Event Worker at the High School, effective 8/27/2021.
23. Nancy Meyers, CNA at the Middle School, add Special Ed EA PCA Bus for 3 hours/day morning and afternoon routes with the District, effective 8/30/2021-6/9/2022.
24. Amanda Morelan, General Ed/Special Ed EA PCA for 5.01 hours/day at Bridgewater, change to Special Ed EA PCA for 3 hours/day at the Middle School and Special Ed EA PCA for 4 hours/day at Bridgewater for a total of 7 hours/day, effective 9/7/2021.
25. Elizabeth Musicant, .20 German Language Teacher at the Middle School and .20 German Language Teacher at the High School, change to .40 German Language Teacher at the High School, effective 8/30/2021.
26. Chelsey Oberstar, Special Ed Teacher at the High School, add Event Worker with the High School, effective 8/26/2021.
27. Danielle Olson, School Social Worker at the NCEC, add Non-Licensed Mental Health Navigator for 20 hours/week student contact days with the District, effective 8/30/2021-6/9/2022; \$23.00/hr.
28. Caroline Peterson, Community ED Recreation Staff, add Jump Start to First Grade Special Ed EA at Greenvale Park, effective 8/26/2021-8/28/2021; Step 1-\$16.17/hr.
29. Daniel Peterson, Custodian at the Middle School, change to Night Custodian Engineer w/o License at Greenvale Park, effective 9/7/2021; Cust. Eng. w/o Lic Step 2-\$23.25/hr.
30. Natalie Ponciano Bartolo, Special Ed EA for 6.75 hours/day and Gen Ed EA for .50 hours/day at Bridgewater, change to Special Ed EA for 6.5 hours/day and Gen Ed EA for .50 hours/day at Bridgewater, effective 9/9/2021.
31. Chris Riazi, Teacher at the ALC, add Secondary Portage Content Tutor with the District, effective 9/9/2021-6/9/2022; Stipend \$10,500/year.
32. Angie Schock, Teacher at the Middle School, add .5 Head Volleyball Coach and .5 Assistant Volleyball Coach Grade 8 at the Middle School, effective 9/7/2021.
33. Landon Shroyer, Community Ed Coach, add .5 Football Coach 9th Grade at the High School, effective 9/3/2021.
34. Krista Sorenson, Media EA for 5.5 hours/day at Spring Creek, add Supervisory for .25 hours/day at Spring Creek, effective 9/7/2021.
35. Scott Stanina, Teacher at the High School, add Secondary Portage Content Tutor with the District, effective 9/9/2021-6/9/2022; Stipend \$10,500/year.
36. Cale Steinhoff, Assistant Boys Soccer Coach at the High School, change to Interim Head Boys Soccer Coach at the High School, effective 9/1/2021-11/15/2021.
37. Jeff Sullivan, Olympic Weight Lifting Coach at the High School, add Strength Training Weight Room Fall at the High School, effective 9/7/2021. Level G, Step 1
38. Amanda Tracy, .8 Spanish Language Teacher at the High School, change to .8 Spanish Language Teacher/HS and .2 Spanish Language Teacher/MS, effective 8/30/2021.
39. Deborah Wagner, Volleyball Coach at the Middle School, change to add .5 Head Volleyball Coach and .5 Assistant Volleyball Coach Grade 8 at the Middle School, effective 9/7/2021.
40. Andrea Waldock, Special Ed EA for 6.75 hours/day and Gen Ed for .50 hours/day at Bridgewater, change to Special Ed EA for 6.50 hours/day and Gen Ed for .50 hours/day at Bridgewater, effective 9/9/2021.
41. Katrina Warner, Special Ed EA for 6.75 hours/day at Bridgewater, change to Special Ed EA for 6.50 hours/day and Gen Ed for .50 hours/day at Bridgewater, effective 9/9/2021.

42. TJ Wiebe, 9th Grade Football Coach at the High School, change to Assistant Football Coach at the High School, effective 8/16/2021; Level E
43. Cori Yamry, School Counselor at the Middle School, add .5 Head Volleyball Coach and .5 Assistant Volleyball Coach Grade 7 at the Middle School, effective 9/7/2021.
44. Sohair Abboud, Special Ed EA PCA for 17.5 hours/week at the NCEC, change to Special Ed EA PCA for 18 hours/week at the NCEC, effective 8/30/2021-6/9/2022.
45. Anna Bae, KidVentures Student Site Assistant for 15 hours/week at Spring Creek, change to KidVentures Student Site Assistant for 15 hours/week at Bridgewater, effective 9/7/2021.
46. Kristin Basinger, Special Ed EA PCA at the Middle School, add Special Ed EA PCA/Bus for 1.5 hours/day with the District, effective 9/9/2021-6/10/2022.
47. Lisa Battaglia, 1.0 FTE MTSS at the High School, change to .8 FTE MTSS and .2 FTE ADSIS at the High School, effective 8/30/2021.
48. Theresa Bauman, .5 FTE Internal Reading Coach with the District, add .1 Math Corps Coach at Spring Creek, effective 9/13/2021-6/9/2022.
49. Russel Boyington, KidVentures Site Assistant for up to 40 hours/week at Spring Creek, change to KidVentures Site Assistant for 23.5 hours/week at Bridgewater, effective 9/7/2021.
50. Russel Boyington, Gen Ed EA at Greenvale Park, add Community School Club Leader for up to 6 hours/week for 2 days/week at Greenvale Park, effective 9/23/2021-6/3/2022; \$23.01/hr.
51. Mary Boyum, Special Ed EA PCA at Spring Creek, add Special Ed EA PCA/Bus for 1.42 hours/day with the District, effective 8/9/2021-6/10/2022.
52. Haanah Braun, EarlyVentures Site Assistant for up to 40 hours/week at the NCEC, change to EarlyVentures Site Assistant for 37.5 hours/week at the NCEC, effective 9/7/2021.
53. Elizabeth Brewer, Special Ed EA PCA at the Middle School, add Special Ed EA PCA/Bus for 1.42 hours/day with the District, effective 9/9/2021-6/10/2022.
54. Stephen Cade, Teacher at the High School, add Secondary Portage Content Tutor with the District, effective 9/13/2021-6/9/2022; Stipend \$10,500/year.
55. Kayla Christmas, Special Ed EA PCA at Greenvale Park, add Special Ed EA PCA/Bus for .75 hours/day with the District, effective 9/9/2021-6/10/2022.
56. Anita Corwin, EarlyVentures Site Assistant for up to 40 hours/week at the NCEC, change to EarlyVentures Site Assistant for 37.5 hours/week at the NCEC, effective 9/7/2021.
57. Ray Coudret, Teacher at the High School, add Secondary Portage Content Tutor with the District, effective 9/13/2021-6/9/2022; Stipend \$10,500/year.
58. Claire Edwards, KidVentures Site Assistant for up to 40 hours/week at Spring Creek, change to KidVentures Site Assistant for 26 hours/week at Spring Creek, effective 9/7/2021.
59. Kristin Freeman, KidVentures Site Assistant for up to 40 hours/week at Spring Creek, change to KidVentures Site Assistant for 28.5 hours/week at Bridgewater, effective 9/7/2021.
60. Michael Garlitz, Accelerate Northfield Coordinator, add Community School Site Leader for up to 20 hours/week at Greenvale Park, effective 9/15/2021-6/9/2022; Step 4-\$19.14/hr.
61. Aimee Gerdesmeier, KidVentures Site Leader for up to 40 hours/week at Spring Creek, change to KidVentures Site Leader for 35 hours/week at Spring Creek, effective 9/7/2021.
62. Sara Gerdesmeier, EarlyVentures Site Assistant for 16.25 hours/week at the NCEC, change to EarlyVentures Site Assistant for 35 hours/week at the NCEC, effective 9/7/2021.
63. Mackenzie Glassing, EarlyVentures Assistant Teacher for 40 hours/week at the NCEC, change to EarlyVentures Assistant Teacher Substitute, effective 9/7/2021.
64. Emileana Graupman, 1.0 FTE Social Studies Teacher at the High School, change to .8 FTE Social Studies Teacher for the first semester only at the High School, effective 9/9/2021-1/27/2022.
65. Julene Johnson, Gen Ed EA at Bridgewater, add KidVentures Site Assistant for 4 hours/week at Bridgewater, effective 9/7/2021.
66. Mark Johnson, Teacher on a Leave of Absence, add Summer Seasonal Grounds/Custodial Worker for up to 3 days/week with the District, effective 9/14/2021-10-31/2021;
67. Shari Karlsrud, Teacher at the High School, add Event Worker at the High School, effective 9/10/2021.
68. Bronte Karvel-Fuller, Program Assistant with Community Education Recreation, add Program Supervisor with Community Education Recreation, effective 9/13/2021-5/31/2022; \$12.14/hr.
69. Kathie Kreft, Special Ed EA PCA for 18 hours/week at the NCEC, change to Special Ed EA PCA for 11 hours/week at the NCEC, effective 8/30/2021-6/9/2022;
70. Richelle Kruger, Special Ed EA PCA Job Coach at the High School, add Special Ed EA PCA/Bus for 1.5 hours/day with the District, effective 9/9/2021-6/10/2022.
71. Isaac Lager, KidVentures Site Assistant for up to 40 hours/week at Spring Creek, change to KidVentures Site Assistant for 15 hours/week at Greenvale Park, effective 9/7/2021.

72. Briana Lanham, KidVentures Site Assistant for up to 40 hours/week at Spring Creek, change to KidVentures Site Assistant for 28.5 hours/week at Spring Creek, effective 9/7/2021.
 73. Rita Lattimore, Custodian at the Middle School, change to Night Custodian Engineer w/o License at the Middle School, effective 9/13/2021-11/22/2021; \$23.89/hr.
 74. Tonya Merritt (Skluzacek), KidVentures Site Leader for up to 40 hours/week at Spring Creek, change to KidVentures Site Leader for 35 hours/week at Bridgewater, effective 9/7/2021.
 75. Becky Meyer, Special Ed EA PCA at the High School, add Special Ed EA PCA/Bus for 1.58 hours/day with the District, effective 9/9/2021-6/10/2022.
 76. Mel Miller, Building Supervisor with Community Education Recreation, add Site Supervisor/Scheduler with Community Education Recreation, effective 9/13/2021-5/31/2022; \$15.64/hr.
 77. Peggy Mills, KidVentures Site Assistant for up to 40 hours/week at Spring Creek, change to KidVentures Site Assistant for 23.5 hours/week at Spring Creek, effective 9/7/2021.
 78. Marilyn Ruth Morgan-Malecha, Special Ed EA PCA at the High School, add Special Ed EA PCA/Bus for .92 hours/day with the District, effective 9/9/2021-6/10/2022.
 79. Ellen Mucha, .6 FTE ADSIS/.4 FTE English Teacher at the High School. change to .4 FTE ADSIS/.2 FTE MTSS/.4 FTE English Teacher at the High School, effective 8/30/2021-6/9/2022.
 80. Lacey Neuman Bissonnette, KidVentures Site Leader for up to 40 hours/week at Spring Creek, change to KidVentures Site Leader for 35 hours/week at Greenvale Park, effective 9/7/2021.
 81. Debra Pack, Special Ed EA PCA at the High School, add Special Ed EA PCA/Bus for 1.67 hours/day with the District, effective 9/9/2021-6/10/2022.
 82. Darrell Sawyer, 9th Grade Girls Basketball Coach at the High School, change to Assistant Girls Basketball Coach at the High School, effective 11/15/2021; Level I
 83. Mackenzie Schewe, EarlyVentures Assistant Teacher at the NCEC, change to EarlyVentures Assistant Teacher Substitute, effective 9/7/2021.
 84. Christina Suhsen, Special Ed EA PCA for 4 hours/day at Head Start, change to Special Ed EA PCA for 4.5 hours/day at Head Start, effective 8/30/2021-6/9/2022.
 85. Karrie VanZuilen, Special Ed EA PCA for 17.5 hours/week at the NCEC, change to Special Ed EA PCA for 18 hours/week at the NCEC, effective 8/30/2021-6/9/2022.
 86. Karrie VanZuilen, Special Ed EA PCA at the NCEC, add Special Ed EA PCA/Bus for 2.5 hours/day with the District, effective 9/9/2021-6/10/2022.
 87. Jon Whitney, 1.0 FTE Social Studies Teacher at the High School, add an overload for Civics in lieu of supervision for the first semester only, effective 8/30/2021-1/27/2022.
 88. Lisa Williams, Special Ed EA PCA at the NCEC, add Special Ed EA PCA/Bus for 1.75 hours/week with the District, effective 9/9/2021-6/10/2022.
 89. Lisa Williams, KidVentures Site Assistant-on call at Spring Creek, change to KidVentures Site Assistant for 8.5 hours/week at Greenvale Park, effective 9/7/2021.
- iii. Leave of Absence
1. Robert Benson, EA at Spring Creek, Leave of Absence for the 2021-2022 school year, effective 8/25/2021.
 2. Vicky Chlan, Teacher at the High School, Family/Medical Leave of Absence beginning 9/7/2021-9/8/2021.
 3. Correction: Kaci DeGroot, EarlyVentures Teacher at the NCEC, Family/Medical Leave of Absence, effective on or about 6/14/2021-8/25/2021.
 4. Ron Oeltjenbruns, Head Custodian at the Middle School, Family/Medical Leave of Absence beginning 9/13/2021-11/22/2021.
 5. Ann Schmidt, Child Nutrition Associate III at the High School, Family/Medical Leave of Absence, beginning 9/15/2021 and continuing on an intermittent basis for up to 60 work days.
 6. Karleen Sherman, Special Ed Teacher at Spring Creek, Family/Medical Leave of Absence, beginning 11/30/2021-1/2/2022.
- iv. Retirements/Resignations/Terminations
1. Westley Dayus, Head Soccer Coach, resignation effective 9/1/2021.
 2. Sarah Krummel, Long Term Substitute Fourth Grade Teacher at Spring Creek, declined position effective 8/25/2021.
 3. Tabatha Lago, EA at Greenvale Park, resignation effective 8/27/2021.
 4. Michael Merry, Assistant Network Manager, resignation effective 9/8/2021.
 5. Melissa Roth, Special Ed Teacher at the High School, resignation effective 8/10/2021.
 6. Carley Benjamin, EA at Spring Creek, resignation effective 9/2/2021. Will stay on as a substitute.
 7. Sara Boran, Administrative Assistant at the NCEC, retirement effective 12/16/2021.
 8. Melissa Senko, Child Nutrition, resignation effective 9/9/2021.
- v. TRA Part-Time Teacher Program

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

Brian Stevens

7. Items for Individual Action

- a. Employment Action Regarding Probationary Teacher Contract. On a motion by Goerwitz, seconded by Baraniak, the board approved the employment action resolution regarding a probationary teacher contract. On a roll call vote, voting 'yes' was Baraniak, Butler, Goerwitz, Gonzalez-George, Pritchard, Quinnell and Stratmoen. No one voted 'no'.
- b. Action on Grievance. On a motion by Pritchard, seconded by Goerwitz, the board tabled the action on an employee grievance.

8. Items for Information

- a. Open Houses. The district is hosting open houses and building tours on Thursday, September 23, 4:00 p.m. - 7:00 p.m. at Spring Creek Elementary, Bridgewater Elementary, Area Learning Center and District Office, the Northfield Community Education Center, and Greenvale Park Elementary. The Greenvale Park ribbon cutting ceremony will take place at 6:30 p.m. followed by a short program.

9. Future Meetings

- a. Monday, September 27, 2021, 7:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- b. Monday, October 11, 2021, 7:00 p.m., Regular Board Meeting, Northfield DO Boardroom

10. Adjournment

On a motion by Stratmoen, seconded by Baraniak, the board adjourned at 9:57 p.m.

Noel Stratmoen
School Board Clerk

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

September 13, 2021

Northfield District Office Conference Room 105

1. Call to Order

Board Chair Julie Pritchard called the Special Closed meeting of the Northfield Board of Education of Independent School District 659 to order at 6:00 p.m. Present: Baraniak, Butler, Goerwitz, Gonzalez-George, Pritchard, Quinnell, and Stratmoen. Absent: None. Also present at this meeting was Dr. Matt Hillmann, Superintendent, and Director of Human Resources Molly Viesselman.

2. Items for Discussion and Reports

- a. The board discussed preliminary consideration of allegations against an employee and consideration of grievance regarding same.

3. Adjournment

On a motion by Quinnell, seconded by Goerwitz, the board adjourned at 6:55 p.m.

Noel Stratmoen
School Board Clerk

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

September 21, 2021

Northfield District Office Conference Room 105

1. Call to Order

Board Chair Julie Pritchard called the Special Closed meeting of the Northfield Board of Education of Independent School District 659 to order at 7:15 p.m. Present: Baraniak, Butler, Goerwitz, Gonzalez-George, Pritchard, and Stratmoen. Absent: Quinnell. Also present at this meeting was Dr. Matt Hillmann, Superintendent, and Director of Human Resources Molly Viesselman.

2. Items for Discussion and Reports

- a. The board discussed preliminary consideration of allegations against an employee and consideration of grievance regarding same.

3. Adjournment

On a motion by Goerwitz, seconded by Stratmoen, the board adjourned at 8:59 p.m.

Noel Stratmoen
School Board Clerk

NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 16th day of September, 2021, by and between Northfield Fine Arts Boosters, 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

Check # 2053 \$4,404.00 to fund sketchbooks for Northfield Middle School art students for the 2021-2022 school year.

Northfield Fine Arts Boosters
Donor

By:

Approved by resolution of the School Board on the _____ day of _____, _____.

INDEPENDENT SCHOOL DISTRICT No. 659

By: _____

Clerk

NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 21 day of September, 2021, by and between Bridgewater Booster Club, 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

Check # 1371 in the amount of \$13,150.00 = donation of \$15 per student for classroom teachers, as well as funds for specialists, & SPED Teachers

Bridgewater Booster Club
Donor

By: Received by Jessie Huebsch - BW 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)
Northfield Fine Arts Boosters	\$4,404.00	Fund sketchbooks for Northfield Middle School art students for the 2021-22 school year
Bridgewater Booster Club	\$13,150.00	\$15.00 per student for classroom teachers, and funds for specialists and special education 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

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

TO: Dr. Matt Hillmann, Superintendent
FROM: Val Mertesdorf, Director of Finance *VM*
DATE: September 27, 2021
RE: Board Approval of Financial Reports – April 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 April 2021.

Bills totaling \$1,708,729.96 were paid in April 2021.

Payroll checks totaling \$3,386,660.56 were issued in April 2021.

No bond payments were paid in April 2021.

At the end of April 2021 Total Cash and Investments amounted to \$26,459,904.60.

Wire transfers initiated by the district during April 2021:

4/5/21	\$805,579.83	From MN Trust – Bldg Bond to MSDLAF Liquid
	\$200,000.00	From Frandsen General to Frandsen Sweep
	\$150,000.00	From Frandsen Sweep to Frandsen General

The following financial reports for April 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

April 2021 Treasurer's Report

FUNDS	BALANCE BEGINNING OF MONTH	RECEIPTS	DISBURSEMENTS	JOURNAL ENTRIES	BALANCE END OF MONTH
GENERAL FUND	1,719,898.29	5,780,221.04	3,977,691.05	(596,182.84)	2,926,245.44 *
FOOD SERVICE	394,335.23	151,778.35	148,029.25	871.32	398,955.65
COMMUNITY ED	351,690.71	226,182.25	207,397.77	(1,447.62)	369,027.57
CONSTRUCTION ACCOUNT	(1,193,898.06)	1.76	1,356.91	(33,437.00)	(1,228,690.21)
DEBT SERVICE	2,029,832.36	-	-	-	2,029,832.36
SELF INSURANCE	4,939,356.26	31,356.81	760,915.54	599,580.23	4,809,377.76
TOTALS	8,241,214.79	6,189,540.21	5,095,390.52	(30,615.91)	9,304,748.57
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	25,396,370.82	6,189,540.21	5,095,390.52	(30,615.91)	26,459,904.60

*General Fund includes Certificate of Deposit amount

Disbursement Report

ISD 659 - Northfield

April 2021

Disbursements:

Bills Paid:

General Fund	\$ 869,451.06	
Food Service Fund	57,909.85	
Community Services Fund	19,096.60	
Construction Fund	1,356.91	
Trust & Agency Fund	-	
Self Insurance Fund	<u>760,915.54</u>	
Total Bills Paid		1,708,729.96

Payroll:

General Fund	3,108,239.99	
Food Service Fund	90,119.40	
Community Services Fund	188,301.17	
Trust Fund	-	
Self Insurance Fund	<u>-</u>	
Total Payroll		3,386,660.56

Bond Payments:

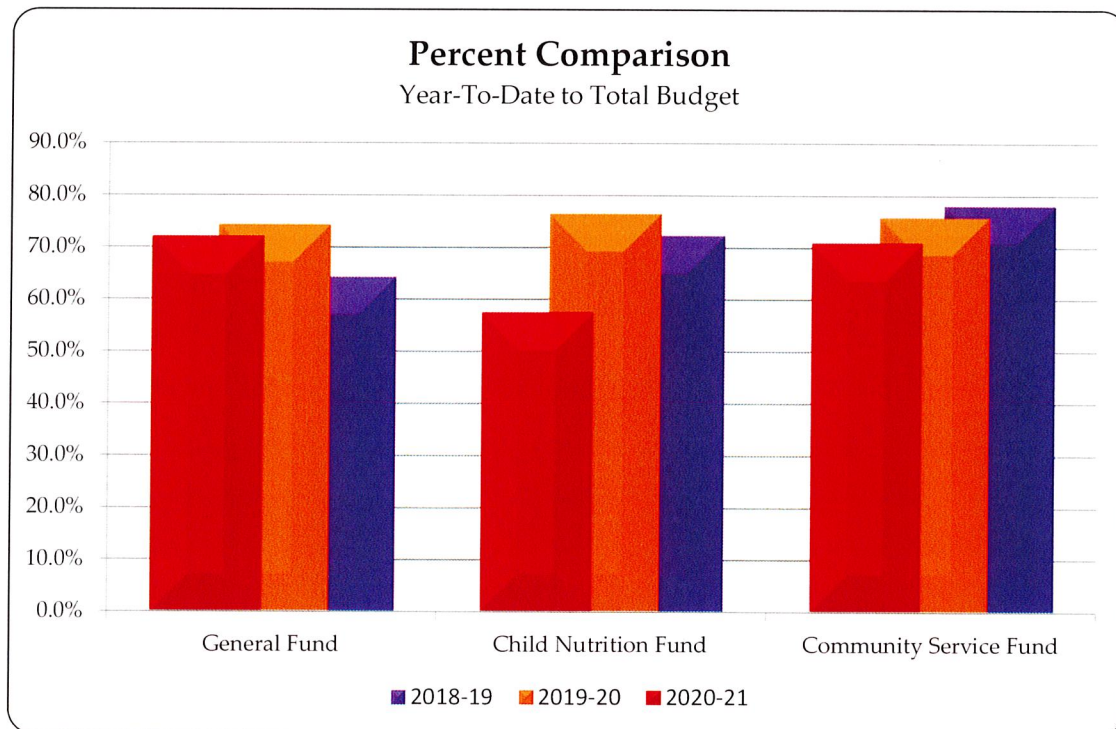
Debt Redemption Fund	<u>-</u>	
Total Bond Payments		<u>-</u>
Total Disbursements		<u><u>\$5,095,390.52</u></u>



STATEMENT OF REVENUES

For the month ended April 30, 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	32,916,944	39,993,804	82.3%	82.3%	72.6%
Federal Sources	1,705,237	2,492,466	68.4%	112.6%	6.8%
Local Sources	922,711	1,565,993	58.9%	100.9%	104.0%
Total	\$ 41,859,776	\$ 58,184,387	71.9%	74.1%	64.2%
Child Nutrition Fund	\$ 1,273,868	\$ 2,220,244	57.4%	76.3%	72.2%
Community Service Fund	2,255,830	3,187,661	70.8%	75.7%	78.0%
Construction Fund	183,179	105,134	174.2%	89.8%	0.0%
Debt Service Fund	14,816,685	6,210,807	238.6%	59.5%	85.8%
Internal Service Fund	6,578,855	7,547,782	87.2%	74.1%	72.2%
Total All Funds	\$ 66,968,194	\$ 77,456,015	86.5%	73.2%	69.8%

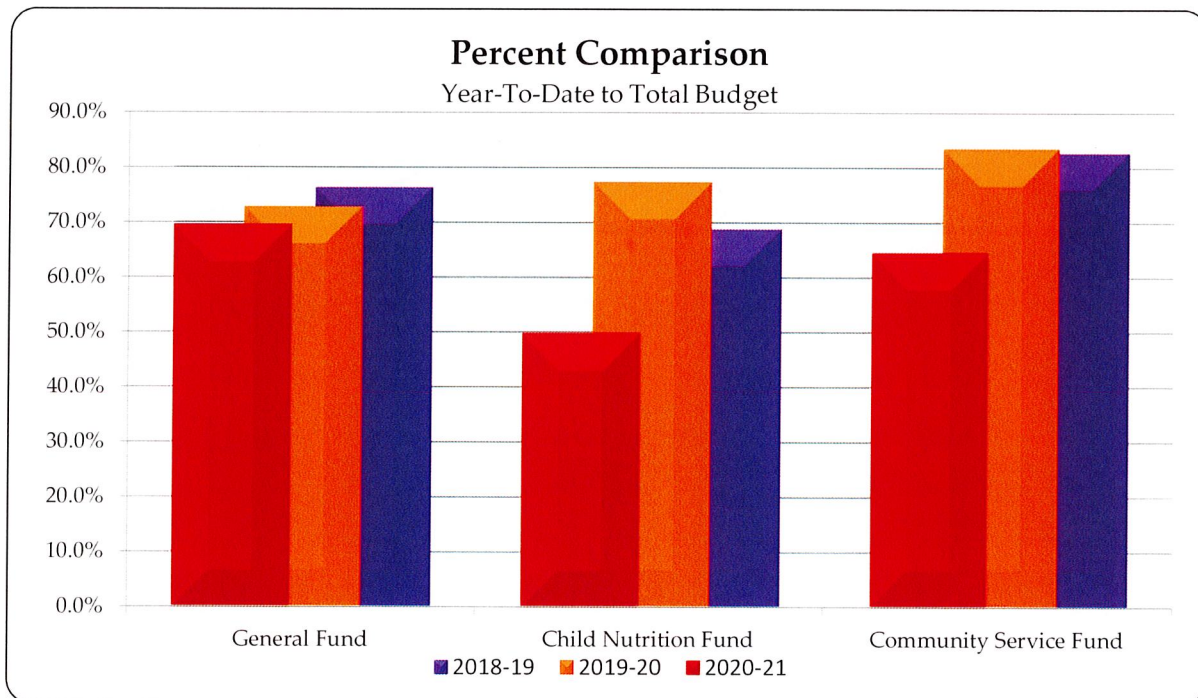




STATEMENT OF EXPENDITURES

For the month ended April 30, 2021

Fund	Year-To-Date	Budget	YTD as % of Budget		
			2020-21	2019-20	2018-19
General Fund					
Salaries	\$ 23,560,483	\$ 34,456,491	68.4%	70.6%	73.1%
Benefits	8,731,212	12,713,602	68.7%	68.9%	74.7%
Purchased Services	4,893,248	7,204,234	67.9%	76.4%	86.0%
Supplies & Materials	2,169,705	2,739,602	79.2%	72.1%	73.1%
Capital Expenditures	2,178,088	2,291,572	95.0%	108.8%	110.4%
Other Expenses	298,826	726,676	41.1%	163.9%	37.7%
Total General Fund	\$ 41,831,561	\$ 60,132,177	69.6%	72.8%	76.3%
Child Nutrition Fund	\$ 1,214,308	\$ 2,433,320	49.9%	77.3%	68.7%
Community Service Fund	2,082,185	3,224,378	64.6%	83.4%	82.7%
Construction Fund	8,903,718	8,316,866	107.1%	57.4%	0.0%
Debt Service Fund	18,126,901	7,264,675	249.5%	97.9%	100.5%
Internal Service Fund	7,541,958	8,090,343	93.2%	98.8%	86.6%
Total All Funds	\$ 79,700,632	\$ 89,461,759	89.1%	72.4%	81.4%



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

TO: Dr. Matt Hillmann, Superintendent

FROM: Val Mertesdorf, Director of Finance *VM*

DATE: September 27, 2021

RE: Board Approval of Financial Reports – June 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 June 2021.

Bills totaling \$2,632,278.00 were paid in June 2021.

Payroll checks totaling \$3,438,244.40 were issued in June 2021.

No bond payments were paid in June 2021.

At the end of June 2021 Total Cash and Investments amounted to \$34,412,236.92.

Wire transfers initiated by the district during June 2021:

\$350,000.00 From Frandsen General to Frandsen Sweep

\$250,000.00 From Frandsen Sweep to Frandsen General

The following financial reports for June 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

June 2021 Treasurer's Report

	BALANCE BEGINNING OF MONTH	RECEIPTS	DISBURSEMENTS	JOURNAL ENTRIES	BALANCE END OF MONTH
FUNDS					
GENERAL FUND	6,482,755.56	6,070,040.93	4,800,374.82	(577,347.55)	7,175,074.12 *
FOOD SERVICE	471,428.87	251,698.98	144,953.88	436.38	578,610.35
COMMUNITY ED	447,045.55	406,168.74	215,338.83	(375.30)	637,500.16
CONSTRUCTION ACCOUNT	(1,240,018.48)	10,609.90	7,687.91	-	(1,237,096.49)
DEBT SERVICE	3,742,153.65	1,723,262.71	-	-	5,465,416.36
SELF INSURANCE	4,918,101.81	32,500.04	902,166.96	589,141.50	4,637,576.39
TOTALS	14,821,466.96	8,494,281.30	6,070,522.40	11,855.03	17,257,080.89
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	31,976,622.99	8,494,281.30	6,070,522.40	11,855.03	34,412,236.92

*General Fund includes Certificate of Deposit amount

Disbursement Report

ISD 659 - Northfield

June 2021

Disbursements:

Bills Paid:

General Fund	\$ 1,630,698.69	
Food Service Fund	75,053.82	
Community Services Fund	16,670.62	
Construction Fund	7,687.91	
Trust & Agency Fund	-	
Self Insurance Fund	<u>902,166.96</u>	
Total Bills Paid		2,632,278.00

Payroll:

General Fund	3,169,676.13	
Food Service Fund	69,900.06	
Community Services Fund	198,668.21	
Trust Fund	-	
Self Insurance Fund	<u>-</u>	
Total Payroll		3,438,244.40

Bond Payments:

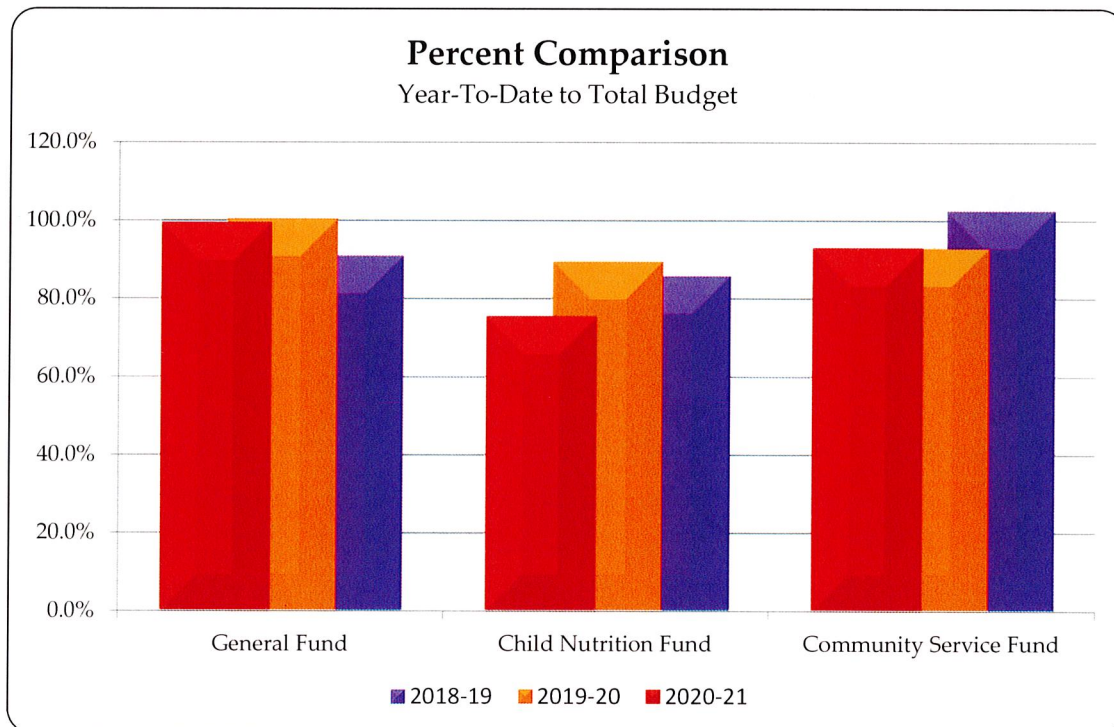
Debt Redemption Fund	<u>-</u>	
Total Bond Payments		<u>-</u>
Total Disbursements		<u><u>\$6,070,522.40</u></u>



STATEMENT OF REVENUES

For the month ended June 30, 2021

Fund	Year-To-Date	Budget	YTD as % of Budget		
			2020-21	2019-20	2018-19
General Fund					
Property Taxes	\$ 13,400,777	\$ 14,132,124	94.8%	91.1%	92.3%
State Sources	40,017,296	39,993,804	100.1%	100.0%	91.2%
Federal Sources	3,151,387	2,492,466	126.4%	181.2%	16.8%
Local Sources	1,214,705	1,565,993	77.6%	117.5%	132.1%
Total	\$ 57,784,165	\$ 58,184,387	99.3%	100.3%	90.9%
Child Nutrition Fund	\$ 1,675,844	\$ 2,220,244	75.5%	89.3%	85.7%
Community Service Fund	2,960,996	3,187,661	92.9%	92.8%	102.4%
Construction Fund	183,179	105,134	174.2%	119.2%	0.0%
Debt Service Fund	18,252,269	6,210,807	293.9%	112.7%	106.5%
Internal Service Fund	8,009,009	7,547,782	106.1%	92.5%	99.0%
Total All Funds	\$ 88,865,464	\$ 77,456,015	114.7%	100.1%	94.9%

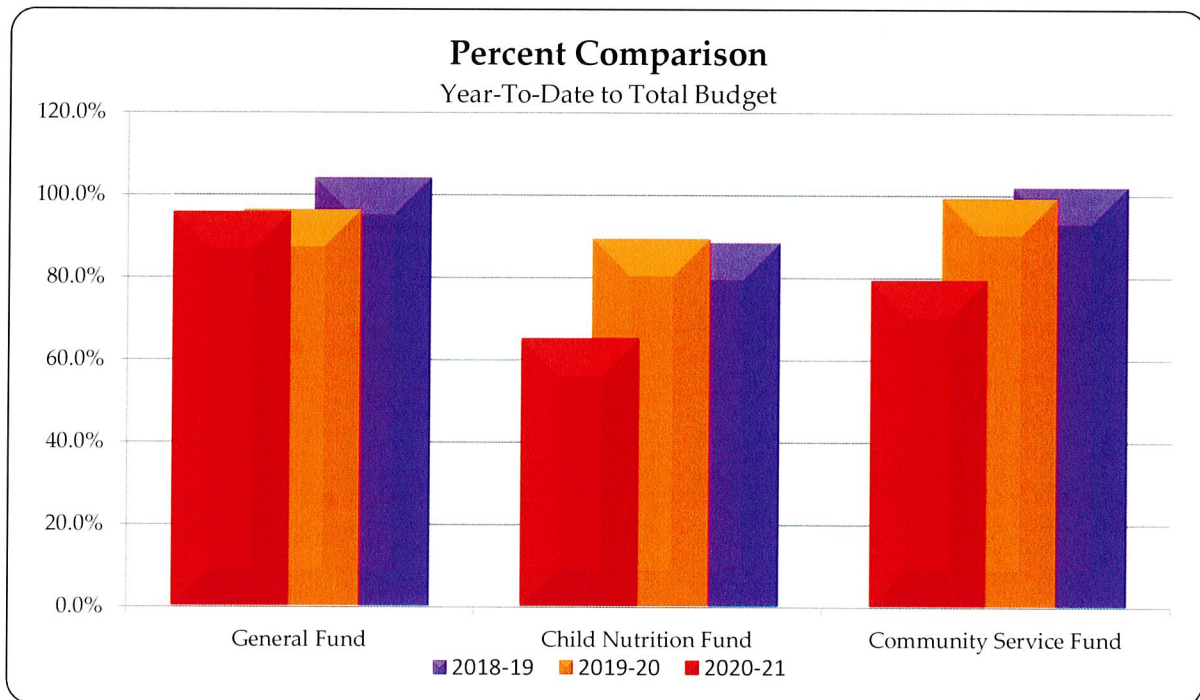




STATEMENT OF EXPENDITURES

For the month ended June 30, 2021

Fund	Year-	Budget	YTD as % of Budget			
	To-Date		2020-21	2019-20	2018-19	
General Fund						
Salaries	\$ 33,181,504	\$ 34,456,491	96.3%	97.5%	101.8%	
Benefits	12,177,594	12,713,602	95.8%	94.4%	104.5%	
Purchased Services	6,233,791	7,204,234	86.5%	89.4%	113.5%	
Supplies & Materials	2,626,453	2,739,602	95.9%	83.1%	95.5%	
Capital Expenditures	3,021,796	2,291,572	131.9%	115.0%	123.3%	
Other Expenses	339,962	726,676	46.8%	178.3%	44.5%	
Total General Fund	\$ 57,581,101	\$ 60,132,177	95.8%	96.2%	104.1%	
Child Nutrition Fund	\$ 1,588,890	\$ 2,433,320	65.3%	89.4%	88.5%	
Community Service Fund	2,560,621	3,224,378	79.4%	99.2%	102.0%	
Construction Fund	8,895,687	8,316,866	107.0%	100.3%	0.0%	
Debt Service Fund	18,126,901	7,264,675	249.5%	97.9%	100.5%	
Internal Service Fund	9,143,835	8,090,343	113.0%	112.5%	107.0%	
Total All Funds	\$ 97,897,035	\$ 89,461,759	109.4%	98.5%	103.2%	



TO: Dr. Matt Hillmann, Superintendent

FROM: Val Mertesdorf, Director of Finance *VM*

DATE: September 27, 2021

RE: Board Approval of Financial Reports – May 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 May 2021.

Bills totaling \$1,910,066.77 were paid in May 2021.

Payroll checks totaling \$3,479,372.19 were issued in May 2021.

No bond payments were paid in May 2021.

At the end of May 2021 Total Cash and Investments amounted to \$31,976,622.99.

Wire transfers initiated by the district during May 2021:

5/3/21	\$1.76	From MN Trust – Bldg Bond to MN Trust - Oper
	\$450,000.00	From Frandsen General to Frandsen Sweep
	\$400,000.00	From Frandsen Sweep to Frandsen General

The following financial reports for May 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

May 2021 Treasurer's Report

	BALANCE BEGINNING OF MONTH	RECEIPTS	DISBURSEMENTS	JOURNAL ENTRIES	BALANCE END OF MONTH
FUNDS					
GENERAL FUND	2,926,245.44	8,511,648.50	4,254,568.15	(700,570.23)	6,482,755.56 *
FOOD SERVICE	398,955.65	270,665.74	198,900.80	708.28	471,428.87
COMMUNITY ED	369,027.57	303,239.69	224,244.61	(977.10)	447,045.55
CONSTRUCTION ACCOUNT	(1,228,690.21)	-	11,328.27	-	(1,240,018.48)
DEBT SERVICE	2,029,832.36	1,712,321.29	-	-	3,742,153.65
SELF INSURANCE	4,809,377.76	105,647.33	700,757.13	703,833.85	4,918,101.81
TOTALS	9,304,748.57	10,903,522.55	5,389,798.96	2,994.80	14,821,466.96
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	26,459,904.60	10,903,522.55	5,389,798.96	2,994.80	31,976,622.99

*General Fund includes Certificate of Deposit amount

Disbursement Report

ISD 659 - Northfield

May 2021

Disbursements:

Bills Paid:

General Fund	\$ 1,088,263.74	
Food Service Fund	82,543.16	
Community Services Fund	27,174.47	
Construction Fund	11,328.27	
Trust & Agency Fund	-	
Self Insurance Fund	<u>700,757.13</u>	
Total Bills Paid		1,910,066.77

Payroll:

General Fund	3,166,304.41	
Food Service Fund	116,357.64	
Community Services Fund	197,070.14	
Trust Fund	-	
Self Insurance Fund	<u>-</u>	
Total Payroll		3,479,732.19

Bond Payments:

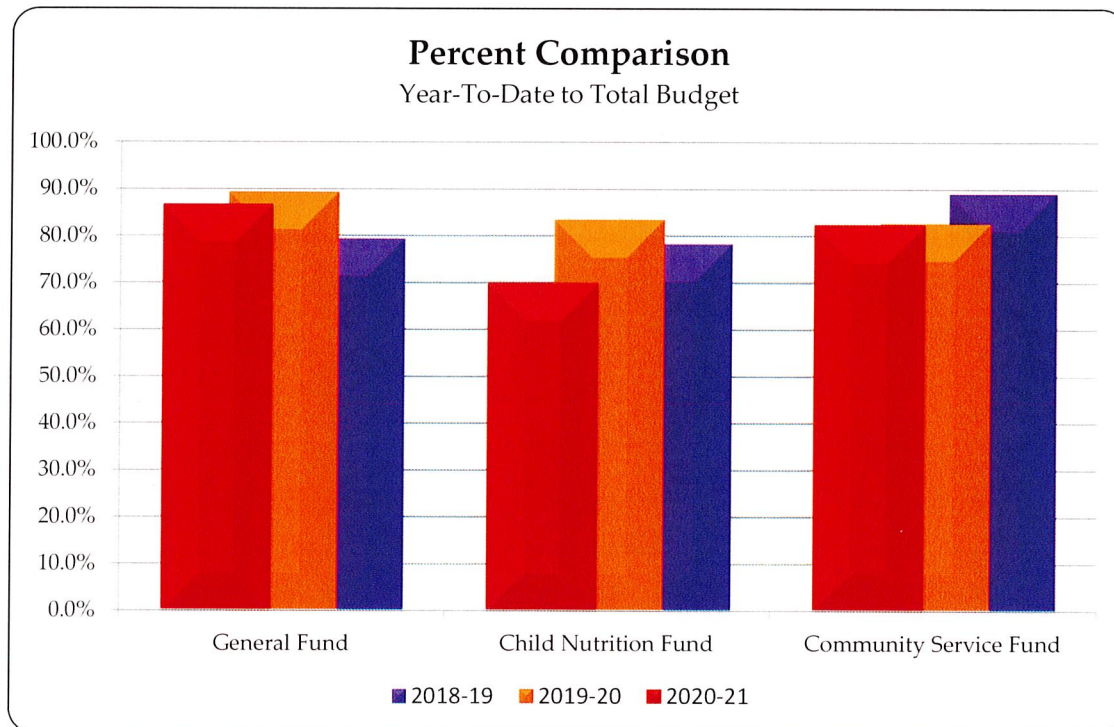
Debt Redemption Fund	<u>-</u>	
Total Bond Payments		<u>-</u>
Total Disbursements		<u><u>\$5,389,798.96</u></u>



STATEMENT OF REVENUES

For the month ended May 31, 2021

Fund	Year-To-Date	Budget	YTD as % of Budget		
			2020-21	2019-20	2018-19
General Fund					
Property Taxes	\$ 9,835,738	\$ 14,132,124	69.6%	70.9%	67.1%
State Sources	37,697,510	39,993,804	94.3%	94.1%	84.7%
Federal Sources	1,776,625	2,492,466	71.3%	112.6%	6.8%
Local Sources	1,024,217	1,565,993	65.4%	102.7%	114.7%
Total	\$ 50,334,090	\$ 58,184,387	86.5%	89.2%	79.2%
Child Nutrition Fund	\$ 1,551,172	\$ 2,220,244	69.9%	83.3%	78.1%
Community Service Fund	2,621,213	3,187,661	82.2%	82.6%	89.0%
Construction Fund	183,179	105,134	174.2%	103.6%	0.0%
Debt Service Fund	16,529,007	6,210,807	266.1%	90.1%	96.1%
Internal Service Fund	7,388,336	7,547,782	97.9%	83.6%	81.5%
Total All Funds	\$ 78,606,997	\$ 77,456,015	101.5%	88.4%	83.1%

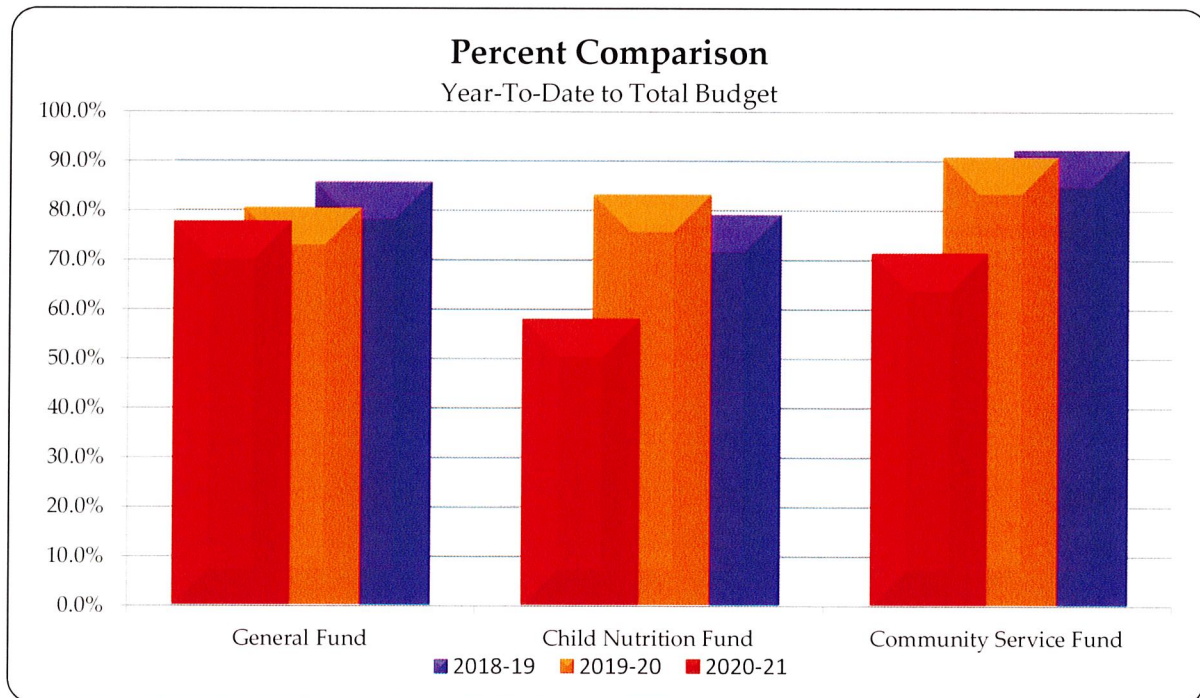




STATEMENT OF EXPENDITURES

For the month ended May 31, 2021

Fund	Year-To-Date	Budget	YTD as % of Budget		
			2020-21	2019-20	2018-19
General Fund					
Salaries	\$ 26,516,216	\$ 34,456,491	77.0%	78.9%	82.1%
Benefits	9,716,460	12,713,602	76.4%	77.1%	83.6%
Purchased Services	5,570,439	7,204,234	77.3%	83.5%	99.4%
Supplies & Materials	2,330,403	2,739,602	85.1%	75.3%	81.7%
Capital Expenditures	2,282,323	2,291,572	99.6%	109.9%	115.7%
Other Expenses	314,359	726,676	43.3%	165.2%	38.0%
Total General Fund	\$ 46,730,200	\$ 60,132,177	77.7%	80.4%	85.6%
Child Nutrition Fund	\$ 1,412,809	\$ 2,433,320	58.1%	83.1%	79.1%
Community Service Fund	2,301,227	3,224,378	71.4%	90.9%	92.2%
Construction Fund	8,915,046	8,316,866	107.2%	71.2%	0.0%
Debt Service Fund	18,126,901	7,264,675	249.5%	97.9%	100.5%
Internal Service Fund	8,242,716	8,090,343	101.9%	105.4%	96.3%
Total All Funds	\$ 85,728,899	\$ 89,461,759	95.8%	81.1%	89.1%



Policy 524.2 USE OF TECHNOLOGY AND TELECOMMUNICATION SYSTEMS BY STUDENTS

I. PURPOSE

The ~~Northfield School District~~ provides technology and telecommunications resources for district students to support and enhance student learning. Access to and use of technology resources for students and employees is a fundamental part of education. This policy covers district student use of all technology and telecommunications resources in the district. The purpose of this policy is to govern and guide the appropriate use of these resources.

II. GENERAL STATEMENT OF POLICY

The ~~school~~ district provides students with access to computers and peripherals, district networks, on campus and hotspot Internet access, software applications and other technology services in order to support and enhance student learning and to prepare them for work and life.

III. ACCEPTABLE/UNACCEPTABLE USES

1. Each student shall act responsibly when utilizing technology resources.
 - a. The use of the school district networks/computers/peripherals and internet/software applications and systems is a privilege that can be revoked at any time for abusive behavior. All activity and utilization of district technology resources must comply with Student Citizenship Handbook and school board policies.
 - b. ~~Students will not:~~ Access to the Internet will be for educational purposes only, and ~~students will not u~~
 - e. ~~Use the school~~ district technology resources to access, review, display, store, upload, download, distribute, post, receive, transmit, or print pornographic, obscene or sexually explicit materials or language, or other visual depictions that are harmful to minors.
 - d. ~~Students will not u~~ Use the ~~school~~ district technology resources to access, display, store, upload, download, distribute or print materials that advocate violence, harassment or discrimination (hate literature) or are disruptive in any way.
 - e. ~~Students will not s~~ Send abusive, intimidating, harassing, or unwanted material causing the work of others to be disrupted.
 - f. ~~Students will not u~~ Use the ~~school~~ district technology resources to vandalize, damage or disable the property of another person, will not make deliberate attempts to degrade, vandalize or disrupt equipment, software, or system performance, will not violate the network's security in any way, and will not use the school district network/Internet/email system in any way so as to disrupt the use of the system by other users.
 - g. ~~Students will not u~~ Use the ~~school~~ district technology resources to gain unauthorized access to resources, passwords, accounts, information or files without direct permission from the district.

- ~~h. Students will not use school district technology resources to violate copyright laws, download or pirate software or plagiarize information, or engage in any illegal act or violate any local, state, or federal statute or law.~~
 - ~~i. Students will not send or forward unnecessary or frivolous emails or messages in any quantity to other users of the district email system or other digital applications. Transmission of chain letters and pyramid schemes is strictly prohibited.~~
 - ~~j. Students will not use school district technology resources for commercial purposes, political lobbying or solicitation of any kind.~~
 - ~~k. No use non-district owned equipment or devices can be used to access networks and file servers that require district-provided credentials.~~
 - ~~l. Students will not use district technology resources to communicate under a false name or designation or a name or designation they are not authorized to use, including instances in conjunction with representing that they are somehow acting on behalf of or under the auspices of the school district.~~
 - ~~m. Students will not use the name "Northfield Public Schools" in any form or use any symbol or logo or graphic used by Northfield Schools without the district's prior consent.~~
 - c. Students will use electronic information resources in compliance with all existing school board policies. Non-district owned equipment may access district guest networks but must comply with school district policy and procedures.
2. Each student shall respect private passwords, copyright and other intellectual property rights.
- a. Copying of data, files or using passwords belonging to others will be considered a violation of school district policies, a violation of law, and may constitute fraud, plagiarism or theft.
 - b. Software licensed by the school district must only be used in accordance with applicable license specifications and agreements. Illegal copying and/or installing of software on district computers is strictly prohibited. Illegal copying and/or installing of district licensed software on personal devices is strictly prohibited.
 - c. Modifying or damaging information without authorization including but not limited to altering data, introducing viruses or damaging files or data is unethical and a violation of school district policies.
3. Each student shall abide by security restrictions on all systems and information.
- a. Distributing or making your password or another person's password or access code available to others or otherwise attempting to evade, disable or "crack" passwords, desktop security systems, or other security precautions, or assisting others in doing so threatens work, privacy and the integrity of school district information, and is a serious violation of school district policy.
 - b. Attempts to "bypass" virus protection software on workstations or servers are violations of district security procedures.
 - c. Software or applications are generally installed by District technology services staff. Software or applications may only be installed by students with specific permission from the District.
4. Each student shall recognize limitations to privacy and use of electronic communications. Employees, staff and students do not own school district technology

and telecommunications equipment or software. The school district reserves the right to access user files at any time to protect the integrity of the systems and property of the school district.

- a. The district may examine or make copies of files that are suspected of misuse, or that have been corrupted or damaged. Files may be subject to search by law enforcement agencies if files contain information, which may be used as evidence in a court of law.
 - b. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities and activities not in compliance with school district policies.
5. Each student shall be aware that data and other materials in files maintained on school district property or hosted solutions licensed by the district may be subject to review, disclosure or discovery under State and Federal legislation, including the Minnesota Government Data Practices Act.
- a. The ~~School District~~ district can and will monitor the online activities of all employees and students, and employ “filtering” protection measures during any use by employees and/or students. The “filtering” measures are intended to block Internet sites that contain violent, obscene, pornographic or sexually explicit materials. The district will comply with any and all state and federal requirements around Internet filtering for student use. The use of this software does not guarantee that students or staff will not be able to obtain objectionable or pornographic materials over the Internet, but the chances have been minimized.
 - b. It is mandatory that staff closely monitor and supervise student use of the Internet and all other technology resources at school to ensure appropriate, educational use.

IV. PARENTS’ RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

Outside of school, parents bear responsibility for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.

Policy 524.2 Use of Technology and Telecommunications Systems by Students

Adopted: 4/13/98; Revised: 7/19/01, 5/10/04, 6/10/13; Updated: 03.09.2020; INSERT DATE HERE

Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

Legal References: 15 U.S.C. § 6501 et seq. (Children’s Online Privacy Protection Act)
17 U.S.C. § 101 et seq. (Copyrights)
47 U.S.C. § 254 (Children’s Internet Protection Act of 2000 (CIPA))
47 C.F.R. § 54.520 (FCC rules implementing CIPA)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 125B.15 (Internet Access for Students)
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
United States v. Amer. Library Assoc., 539 U.S. 194, 123 S.Ct. 2297, 56 L.Ed.2d 221 (2003) 524-11
Doninger v. Niehoff, 527 F.3d 41 (2nd Cir. 2008)

R.S. v. Minnewaska Area Sch. Dist. No. 2149, No. 12-588, 2012 WL 3870868 (D. Minn. 2012)
Tatro v. Univ. of Minnesota, 800 N.W.2d 811 (Minn. App. 2011), aff'd on other grounds 816 N.W.2d 509 (Minn. 2012)
S.J.W. v. Lee's Summit R-7 Sch. Dist., 696 F.3d 771 (8th Cir. 2012)
Kowalski v. Berkeley County Sch., 652 F.3d 565 (4th Cir. 2011)
Layshock v. Hermitage Sch. Dist., 650 F.3d 205 (3rd Cir. 2011)
Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist., 853 F.Supp.2d 888 (W.D. Mo. 2012)
M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
MSBA/MASA Model Policy 603 (Curriculum Development)
MSBA/MASA Model Policy 604 (Instructional Curriculum)
MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)
MSBA/MASA Model Policy 806 (Crisis Management Policy)
MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

Policy 616 SCHOOL DISTRICT SYSTEM ACCOUNTABILITY

I. PURPOSE

The purpose of this policy is to focus public education strategies at Northfield Public Schools on a process which promotes higher academic achievement for all students and ensures broad-based community participation in decisions regarding the implementation of the Minnesota Academic Standards and federal law.

II. GENERAL STATEMENT OF POLICY

Implementation of the Minnesota academic standards and federal law will require a new level of accountability for the ~~school~~ district. The district will establish a system to transition to the graduation requirements of the Minnesota academic standards. The district also will establish a system to review and improve instruction, curriculum, and assessment which will include input by students, parents or guardians, and local community members. The district will be accountable to the public and the state through annual reporting.

III. DEFINITIONS

- A. “Credit” means a student’s successful completion of an academic year of study or a student’s mastery of the applicable subject matter, as determined by the ~~school~~ district.
- B. “Graduation Standards” means the credit requirements and locally adopted content standards or Minnesota Academic Standards that ~~school~~ districts must offer and certify that students complete to be eligible for a high school diploma.
- C. “World’s Best Workforce” means striving to meet school readiness goals; have all third grade students achieve grade-level literacy; close the academic achievement gap among all racial and ethnic groups of students and between students living in poverty and students not living in poverty; have all students attain career and college readiness before graduating from high school; and have all students graduate from high school.

D. “Advisory committee” is Northfield Forward. Northfield Forward includes a variety of district stakeholders and meets four times every year. Northfield Forward is positioned as the district’s “critical friend” and provides feedback on the strategic plan, World’s Best Workforce report, building goals and results, and Professional Learning Communities’ goals and results.

IV. ESTABLISHMENT OF GOALS; IMPLEMENTATION; EVALUATION AND REPORTING

- A. School District Goals

1. The school board has established school districtwide goals which provide direction for the ~~school~~ district. Incorporated in these goals are the graduation and education standards contained in the Minnesota academic standards and federal law. The goals shall be reviewed annually and approved by the school board.
2. The Advisory Committee will be established by the school board to ensure active community participation in planning and improving the instruction and curriculum affecting state and district academic standards.

B. System for Reviewing Curriculum, Instruction and Assessment.

Incorporated in the process will be analysis of the ~~school~~ district's progress toward implementation of the Minnesota academic standards. Instruction and curriculum shall be reviewed and evaluated by taking into account strategies and best practices, student outcomes, principal evaluations under Minn. Stat. § 123B.147, Subd. 3, and teacher evaluations under Minn. Stat. § 122A.40, Subd. 8, or 122A.41, Subd. 5.

C. Implementation of Graduation Requirements

The educational assessment system component utilized by the school board to measure individual students' educational progress must be based, to the extent annual tests are administered, on indicators of achievement growth that show an individual student's prior achievement. Indicators of achievement and prior achievement must be based on highly reliable statewide or districtwide assessments.

D. The advisory committee shall, when possible, be composed of at least two-thirds community representatives and shall reflect the diversity of the community. To the extent possible, the advisory committee shall reflect the diversity of the ~~school~~ district and its school sites and include teachers, parents, support staff, students, and other community residents.

E. Translation services should be provided to the extent appropriate and practicable.

F. Reporting

1. Consistent with Minn. Stat. 120B.36, Subd. 1, the school board shall publish a report in the local newspaper with the largest circulation in the district, by mail, or by electronic means on the ~~school~~ district website. The school board shall hold an annual public meeting to review and revise, where appropriate, student achievement goals, local assessment outcomes, plans, strategies, and practices for improving curriculum and instruction and cultural competency and efforts to equitably distribute diverse, effective, experienced, and in-field teachers, and to review ~~school~~ district success in realizing the previously adopted student achievement goals and related benchmarks

and the improvement plans leading to the world's best workforce. The school board must transmit an electronic summary of its report to the Commissioner in the form and manner the Commissioner determines. The ~~school~~ district shall periodically survey affected constituencies in their native languages, where appropriate and practicable, about their connection to and level of satisfaction with school. The ~~school~~ district shall include the results of this evaluation in its summary report to the Commissioner.

2. The school performance report for a school site and a school district must include performance reporting information and calculate proficiency rates as required by the most recently reauthorized Elementary and Secondary Education Act.

Policy 616 School District System Accountability

Adopted: 9/27/04; Revised: 9/23/13, 8/17; Revised: 04.13.2020; Updated: INSERT DATE HERE

Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

Legal References: M.S. 120B.018 (Definitions)

M.S. 120B.02 (Educational Expectations for Minnesota's Students)

M.S. 120B.11 (School District Process)

M.S. 120B.35 (Student Achievement Levels)

M.S. 120B.36 (School Accountability; Appeals Process)

M.S. 122A.40, Subd. 8 (Employment; Contracts; Termination)

M.S. 122A.41, Subd. 5 (Teacher Tenure Act; Cities of the First Class; Definitions)

M.S. 123B.04 (Site Decision Making Agreement)

M.S. 123B.147, Subd. 3 (Principals)

Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)

Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)

Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)

Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)

Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)

Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)

20 U.S.C. 6301, *et seq.* (Every Student Succeeds Act)

Cross References: MSBA/MASA Model Policy 104 – School District Mission Statement

MSBA/MASA Model Policy 601 - School District Curriculum and Instruction Goals

MSBA/MASA Model Policy 613 – Graduation Requirements

MSBA/MASA Model Policy 614 – School District Testing Plan and Procedure

MSBA/MASA Model Policy 615 – Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students

MSBA/MASA Model Policy 617 - School District Ensurance of Preparatory and High School Standards

MSBA/MASA Model Policy 618 - Assessment of Student Achievement

MSBA/MASA Model Policy 619 – Staff Development for Standards

MSBA/MASA Model Policy 620 – Credit for Learning

What is the levy? What does it do for our District?

We are asking for preliminary certification of the Pay 2021 property tax levy tonight. The levy is the local portion of taxes that are authorized, by voters or the state. Our local levy provides approximately 25% of our general fund budget. Our budget supports the resources needed – human and capital – to provide quality educational programming for every student in our schools. Our preliminary proposed levy is a decrease of 1.46% compared to the prior year's levy. We are proposing preliminary certification at the maximum (as we have every year for many years). This provides us with the most flexibility prior to finalizing the levy amount in December.

Truth in Taxation Timeline

After we certify this proposed levy, the District will send the information to the county auditor's office by September 30th. At that point, the County begins preparing tax statements that are mailed to taxpayers in November. We will then hold our Truth in Taxation hearing during the regular School Board meeting on December 13th and ask the Board to finalize certification of the Pay 2022 levy.

Tax Levy and Budgeting

The State's tax year and our budget year don't quite match up. The Pay 2022 levy covers a span from January 2022 through December 2022. Property taxes are paid in May and October each year while our budget year runs from July 2022 - June 2023. These levy dollars will eventually provide a portion of our funding for that budget year.

Each levy can also include budget adjustments from previous levy years – both positive and negative. These adjustments can be made for a period of up to three years.

Preliminary Pay 2022 Property Tax Levy

This pie graph demonstrates (see PowerPoint file) the different categories that comprise our total preliminary levy. The general fund is 71% of the total levy, community education is 2% and debt service is 27%. The general fund includes several formulas, but most notably the voter approved operating referendum (37% of total levy), the voter approved capital projects levy (4% of total levy), and the other general fund levies (30% of total levy).

The table (next slide) illustrates the subtotals of the levy by fund, by taxation category, and by tax base.

The preliminary general fund levy decrease is \$296,009.29 or -1.46%. The community education and debt service levies are comparable to the prior year. The most significant impact to the Pay 22 levy was declining enrollment. This is consistent with what our demographic study has projected. Of our total levy, 63% is voter approved.

The general fund detail shows clearly the impact of declining enrollment. The other notable change is a negative adjustment of \$112,000. There was a clerical error at the county level on our Pay 21 totals when the property taxes were calculated. Our Pay 22 levy will be reduced by this amount.

Levy Trends

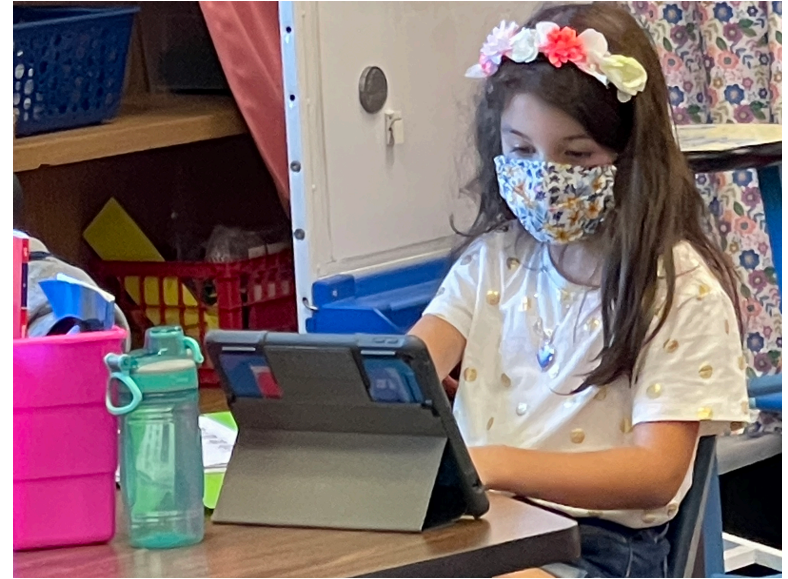
When we look at the levy over time, the district has been very consistent year over year. The district is intentional in this effort to ensure consistency for tax payers. The increase on our Pay 18 levy was the voter approved increase to the referendum. This community has tremendous faith in our district and we strive daily to ensure transparent and effective stewardship of these resources. We are grateful for the community's generosity and the wonderful opportunities this provides for our students.

Preliminary Levy Certification Pay 2022

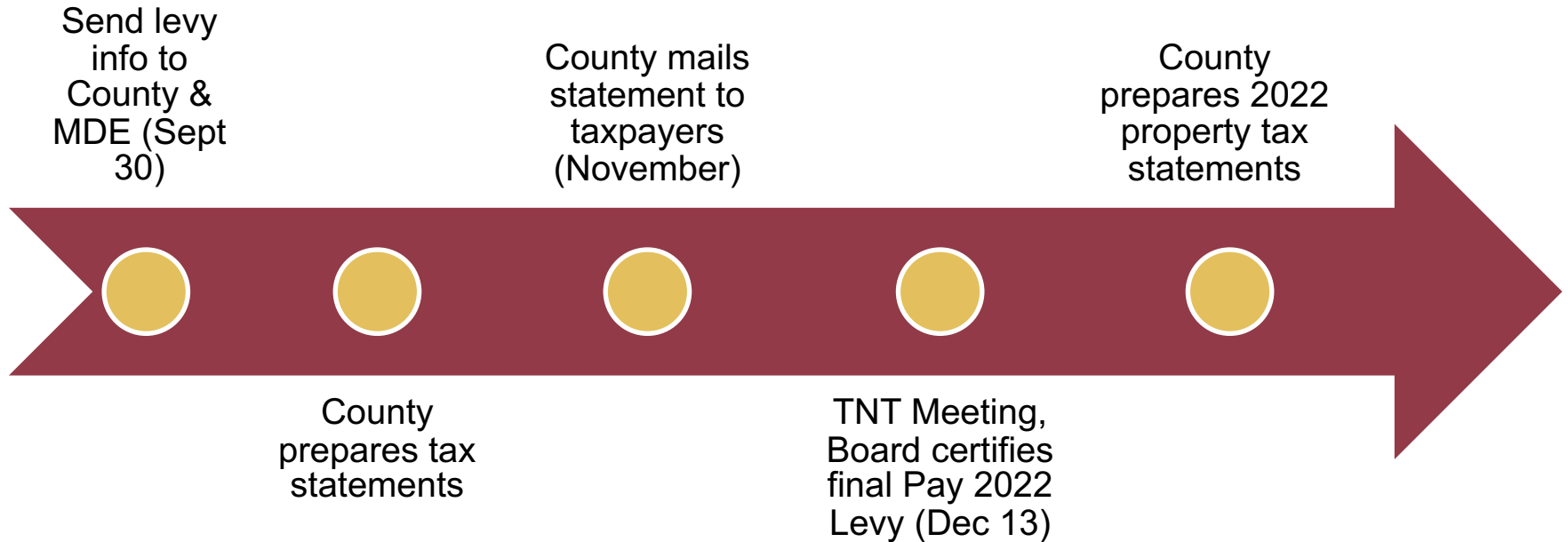
09.27.2021

What is the levy? What does it do for us?

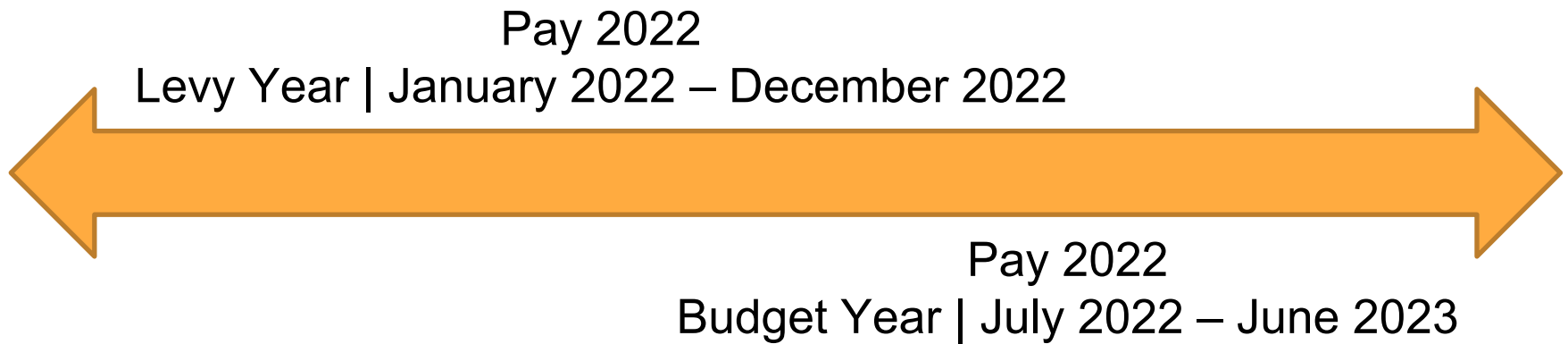
- Provides 25% of our general fund budget
- Provides the revenue to pay our debt service obligations
- Includes voter approved levies as well as state-authorized levies
- Allows the District to provide a world-class learning environment



Truth in Taxation Timeline



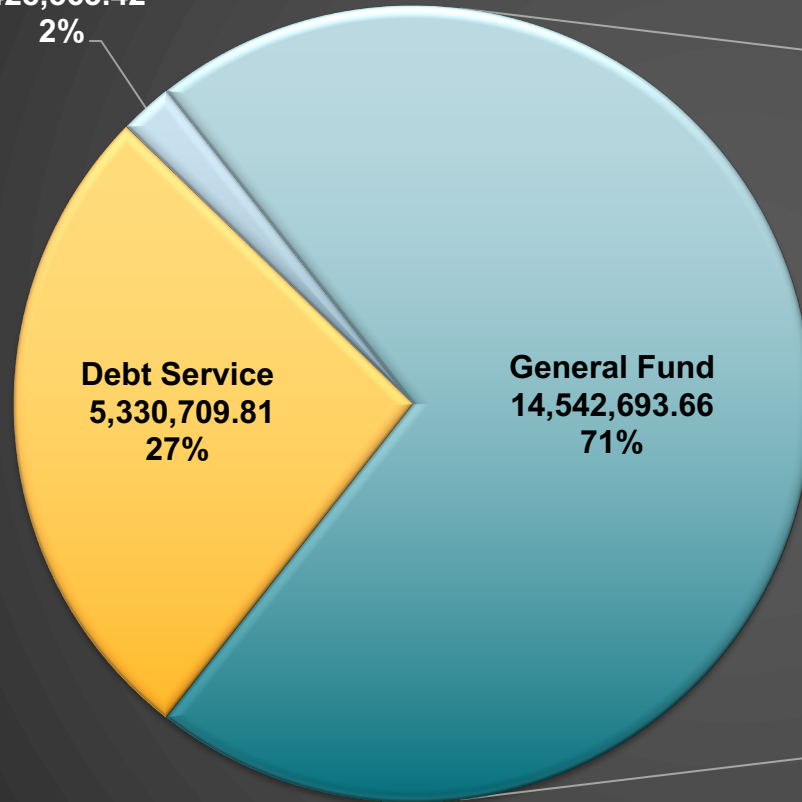
Tax Levy and Budgeting



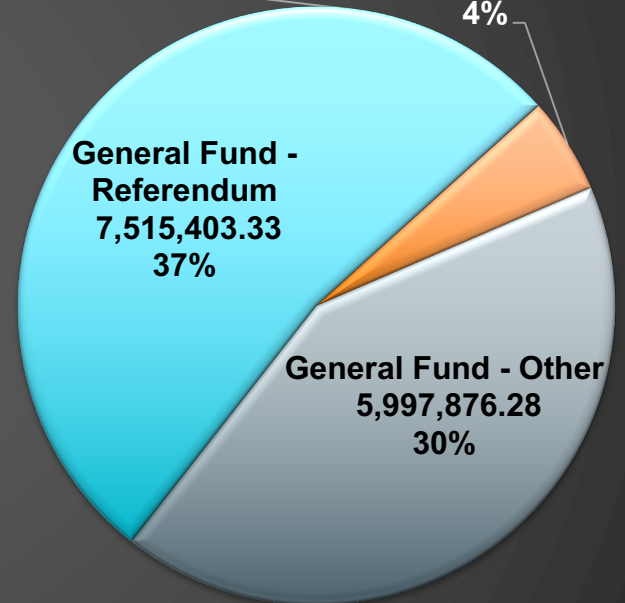
Pay 2022 includes adjustments from previous years (up to three years)

2021 Pay 2022 Preliminary Levy

Community
Education
428,563.42
2%



General Fund -
Capital Projects
744,481.26
4%



Pay 22 Levy Analysis

	Pay 2022 Proposed Levy	Pay 2021 Certified Levy	Increase (Decrease)	Percent Change
General Fund	\$ 14,257,760.87	\$ 14,528,579.31	\$ (270,818.44)	-1.86%
Community Education	\$ 428,563.42	\$ 419,487.08	\$ 9,076.34	2.16%
Debt Service	\$ 5,330,709.81	\$ 5,364,977.00	\$ (34,267.19)	-0.64%
Total	\$ 20,017,034.10	\$ 20,313,043.39	\$ (296,009.29)	-1.46%

Subtotals by Truth in Taxation Category	Pay 2022 Proposed Levy	Pay 2021 Certified Levy	Increase (Decrease)	Percent Change
Voter Approved	\$ 12,622,767.88	\$ 12,663,785.44	\$ (41,017.56)	-0.32%
Other	\$ 7,394,266.22	\$ 7,649,257.95	\$ (254,991.73)	-3.33%
Total	\$ 20,017,034.10	\$ 20,313,043.39	\$ (296,009.29)	-1.46%

Subtotals by Tax Base	Pay 2022 Proposed Levy	Pay 2021 Certified Levy	Increase (Decrease)	Percent Change
Referendum Market Value*	\$ 10,526,258.02	\$ 10,460,356.52	\$ 65,901.50	0.63%
Net Tax Capacity	\$ 9,490,776.08	\$ 9,852,686.87	\$ (361,910.79)	-3.67%
Total	\$ 20,017,034.10	\$ 20,313,043.39	\$ (296,009.29)	-1.46%

*Includes Operating Referendum and Equity Revenue

Funds		Preliminary Pay22	Certified Pay21	Difference
General Fund				
	Referendum	\$ 7,545,900	\$ 7,609,326	\$ (63,426)
	Local Optional Revenue	\$ 2,639,608	\$ 2,672,833	\$ (33,226)
	Equity	\$ 303,526	\$ 315,529	\$ (12,003)
	Capital Projects Levy	\$ 750,000	\$ 750,000	\$ -
	Operating Capital	\$ 350,547	\$ 329,217	\$ 21,330
	Achievement & Integration	\$ 114,769	\$ 99,109	\$ 15,660
	Annual OPEB	\$ 820,000	\$ 821,233	\$ (1,233)
	Reemployment Insurance	\$ 25,000	\$ 25,000	\$ -
	Safe Schools	\$ 149,890	\$ 155,657	\$ (5,767)
	Career Technical	\$ 36,551	\$ 35,478	\$ 1,073
	LTFM	\$ 1,302,304	\$ 1,327,091	\$ (24,787)
	Lease Levy	\$ 419,521	\$ 365,250	\$ 54,271
	Abatements	\$ 2,050	\$ 66,585	\$ (64,535)
	Adjustments (up to 3 yrs)	\$ (201,905)	\$ (43,730)	\$ (158,175)
Total General Fund		\$ 14,257,761	\$ 14,528,579	\$ (270,819)
Community Education		\$ 428,563	\$ 419,487	\$ 9,076
Debt Service		\$ 5,330,710	\$ 5,364,977	\$ (34,267)
Total Levy		\$ 20,017,034	\$ 20,313,043	\$ (296,009)
Percent Change				-1.46%

LEVY TRENDS

	Pay 22 Proposed Levy	Pay 21 Certified Levy	Pay 20 Certified Levy	Pay 19 Certified Levy	Pay 18 Certified Levy
General Fund	\$ 14,257,760.87	\$ 14,528,579.31	\$ 14,132,123.97	\$14,009,102.49	\$13,506,213.15
Community Education	\$ 428,563.42	\$ 419,487.08	\$ 417,154.44	\$ 410,997.28	\$ 412,076.54
Debt Service	\$ 5,330,709.81	\$ 5,364,977.00	\$ 5,436,717.52	\$ 5,605,745.95	\$ 5,337,839.20
Total	\$ 20,017,034.10	\$ 20,313,043.39	\$ 19,985,995.93	\$20,025,845.72	\$19,256,128.89
Difference	\$ (296,009.29)	\$ 327,047.46	\$ (39,849.79)	\$ 769,716.83	\$ 3,679,064.29
Percent Change	-1.46%	1.64%	-0.20%	4.00%	23.62%



Pay 2022 Important Points

- \$296,000 decrease overall or 1.46% decrease over the prior year
- Declining enrollment impacts multiple formulas
- Referendum inflationary increase
- \$112,000 negative adjustment related to a clerical error at the county level.



Questions?

