

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

Monday, October 11, 2021 ~ 7:00 p.m.

Northfield District Office Boardroom

Zoom Link: <https://northfieldschools-org.zoom.us/j/83721215200?pwd=VjdmQU1KclNoSXpFWXk2eUNqbDBlZz09>

Passcode: 587356

**AGENDA**

1. Call to Order
2. Land Acknowledgement Statement
3. Agenda Approval/Table File
4. Public Comment
5. Announcements and Recognitions
6. Items for Discussion and Reports
  - a. Five-Year Strategic Plan
  - b. Superintendent Operations and COVID-19 Update
7. Committee Reports
8. Consent Agenda
  - a. Minutes
  - b. Gift Agreement
  - c. Northfield Swim Club Agreement
  - d. Personnel Items
9. Items for Individual Action
  - a. Policy Approval
  - b. MSHSL Addendum COVID-19 Protocol Update
10. Items for Information
  - a. Enrollment Report
  - b. School Lunch Week October 11 - 15, 2021
  - c. School Bus Safety Week October 18 - 22, 2021
11. Future Meetings
  - a. Monday, October 25, 2021, 7:00 p.m., Regular Board Meeting, Northfield DO Boardroom
  - b. Monday, November 8, 2021, 6:15 p.m., World's Best Workforce Presentation, Northfield DO Boardroom
  - c. Monday, November 8, 2021, 7:00 p.m., Regular Board Meeting, Northfield DO Boardroom
12. Adjournment

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

Monday, October 11, 2021 ~ 7:00 p.m.  
Northfield District Office Boardroom

Zoom Link: <https://northfieldschools-org.zoom.us/j/83721215200?pwd=VjdmQU1KclNoSXpFWXk2eUNqbDBlZz09>  
Passcode: 587356

TO: Members of the Board of Education  
FROM: Matthew Hillmann, Ed.D., Superintendent  
RE: Explanation of Agenda Items for Monday, October 11, 2021, Regular School Board Meeting

1. Call to Order
2. Land Acknowledgement Statement  
“The Northfield School District recognizes that we reside on the homeland of the Wahpekute Tribe of the Dakota Nation. We acknowledge the wrongdoings, previous and ongoing, and strive to repair and strengthen our relations with Indigenous peoples.”
3. Agenda Approval/Table File
4. 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.
5. Announcements and Recognitions
6. Items for Discussion and Reports
  - a. Five-Year Strategic Plan. Superintendent Hillmann will provide an overview of the progress for updating the district’s strategic plan and highlight the next steps in the process
  - b. Superintendent Operations and COVID-19 Update. Dr. Hillmann will provide an update about district operations and COVID-19 preparations.
7. Committee Reports
8. Consent Agenda  
**Recommendation:** Motion to approve the following items listed under the Consent Agenda
  - a. Minutes
    - Minutes of the Regular School Board meeting held on September 27, 2021
  - b. Gift Agreement
    - \$1,000.00 from Northfield Booster Club, Inc. for 2020 scholarships
  - c. Northfield Swim Club Agreement  
The school board is asked to approve the enclosed agreement with the Northfield Swim Club. This agreement is for the time period November 10, 2021 to November 8, 2022 and contains no significant updates from last year’s agreement.
  - d. Personnel Items
    - i. Appointments
      1. Correction: Josten Coleman, 1.0 FTE STEM Teacher at the Middle School, beginning 9/27/2021; MA, Step 9
      2. Jodi DiMaggio, ECSE Due Process Clerical (Class II) for 4 hours/day at the NCEC, beginning 10/12/2021-6/9/2022; Class II Step 3-\$20.35/hr.

3. Tyler Lexvold, 1.0 FTE Long Term Substitute Second Grade Teacher at Bridgewater, beginning 10/4/2021-1/28/2022; Daily Sub Rate
  4. Ryan Oden, Long Term Substitute EL Educational Assistant for 6.75 hours/day at the Middle School, beginning 10/12/2021-11/19/2021; Gen Ed Step 3-\$16.29/hr.
  5. Alexis Sanburn, Special Ed EA PCA for 6.75 hours/day at the High School, beginning 10/19/2021; Spec Ed Step 4-\$17.52/hr.
- ii. Increase/Decrease/Change in Assignment
1. Kristin Basinger, Special Ed EA PCA at the Middle School, Special Ed EA PCA Bus for an additional .50 hrs/day with the District, effective 9/20/2021-6/10/2022.
  2. Adriana Bermudez, ECFE EA/Health Aide for 16.5 hours/week at the NCEC, change to ECFE EA for 14 hours/week at the NCEC, effective 9/27/2021.
  3. Adriana Bermudez, Health Aide/ECFE EA for 23.50 hours/week at the NCEC, change to Health Aide for 26 hours/week at the NCEC, effective 9/30/2021-6/10/2022.
  4. Kevin Dahle, National Honor Society Advisor at the High School for the 2020-2021 school year, change to National Honor Society Advisor-on going at the High School, effective 8/30/2021; Stipend \$4,480
  5. Claire Edwards, KidVentures Site Assistant for 26 hours/week at Spring Creek, change to KidVentures Site Assistant for 28.5 hours/week at Spring Creek, effective 10/4/2021.
  6. Anna Kelly, LTS Teacher at Greenvale Park, add Targeted Services PLUS Teacher for up to 8 hours/week at Greenvale Park, effective 11/1/2021-5/5/2022; Yr. 4-\$27.73/hr.
  7. Jenny Link, Teacher at the Middle School, add Targeted Services MSYC Teacher for up to 8 hours/week Mon.-Thurs. at the Middle School, effective 10/11/2021-5/12/2022; Yr. 5-\$27.73/hr.
  8. Brent Lothert, Technology Specialist with the District, change to Assistant Network Manager with the District, effective 9/28/2021. \$71,959 prorated.
  9. Catherine Lovrien, Will Teacher at the Middle School, add Targeted Services MSYC Teacher for up to 8 hours/week Mon.-Thurs. at the Middle School, effective 10/11/2021-5/12/2022; Yr. 1-\$27.11/hr.
  10. Ashly Polzin, Teacher at Bridgewater, add Targeted Services PLUS Teacher for up to 8 hours/week Mon.-Thurs. at Bridgewater, effective 10/25/2021-4/29/2022; Yr. 3-\$27.11/hr.
- iii. Leave of Absence
1. Ashley Benhart, Teacher at Spring Creek, Family/Medical Leave of Absence beginning on or about 3/21/2022 through the end of the 2021-2022 school year.
  2. Kimbra Dimick, Teacher at Greenvale Park, Family/Medical Leave of Absence beginning on or about 3/13/2022 through the end of the 2021-2022 school year.
  3. Ada Leaphart, Teacher at Greenvale Park, Family/Medical Leave of Absence beginning on or about 4/4/2022 through the end of the 2021-2022 school year.
  4. Amber Soderlund, Teacher at Spring Creek, Family/Medical Leave of Absence beginning on or about 12/26/2021-4/1/2022.
  5. Carrie Zupfer-Rice, Teacher at Greenvale Park, Family/Medical Leave of Absence beginning on 11/2/2021 and continuing on an intermittent basis through 11/30/2021.
- iv. Retirements/Resignations/Terminations
1. Ray Coudret, Portage Tutor with the District, resignation effective 9/13/2021.
  2. Matthew Crase, Wrestling Coach at the Middle School, resignation effective 9/30/2021.
  3. Julie Ochs, School Nurse at Greenvale Park, retirement effective 12/31/2021.
  4. Laurie Rupp, LTS Teacher at Bridgewater, resignation effective 9/29/2021.
- v. Other Items
- Correction: On September 27, 2021 the board approved the request to hire 1.0 FTE licensed special education resource teacher for the Portage online program and Greenvale Park Elementary at a total projected cost of salary and benefits of \$95,627. Approximately 55% of this salary is reimbursed through special education revenue for a net cost of \$32,355. This position is not federally funded at 100%.

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

## 9. Items for Individual Action

- a. Policy Approval. The board is requested to approve policies 102, 406 and 413 as presented at the September 27, 2021 school board meeting and recommended by the Policy Committee.

**Superintendent's Recommendation:** Motion to approve policies 102, 406 and 413 as presented.

- b. Minnesota State High School League Addendum COVID-19 Protocol Update. The board is requested to approve one update to the district's COVID-19 protocols governing high school activities governing the Northfield High School fall play. Similar to high school athletes, play performers will be allowed to remove their masks while performing on stage during tech week rehearsals and public performances.

**Superintendent's Recommendation:** Motion to approve the update to the high school activities COVID-19 safety protocols addendum.

10. Items for Information

- a. Enrollment Report. Superintendent Hillmann will review the October 2021 enrollment report.
- b. School Lunch Week is October 11-15, 2021. The National School Lunch Program serves nearly 30 million children every school day. President John F. Kennedy created National School Lunch Week in 1962 to promote the importance of a healthy school lunch in a child's life and the impact it has inside and outside of the classroom. We are grateful for our child nutrition director and staff who serve our district students each and every day.
- c. School Bus Safety Week is October 18-22, 2021. National School Bus Safety Week is an active and evolving public education program and an excellent way for parents, students, teachers, motorists, school bus operators, school administrators, and other interested parties, to join forces and address the importance of school bus safety. Designed to promote school bus safety, school districts throughout the country observe School Bus Safety Week.

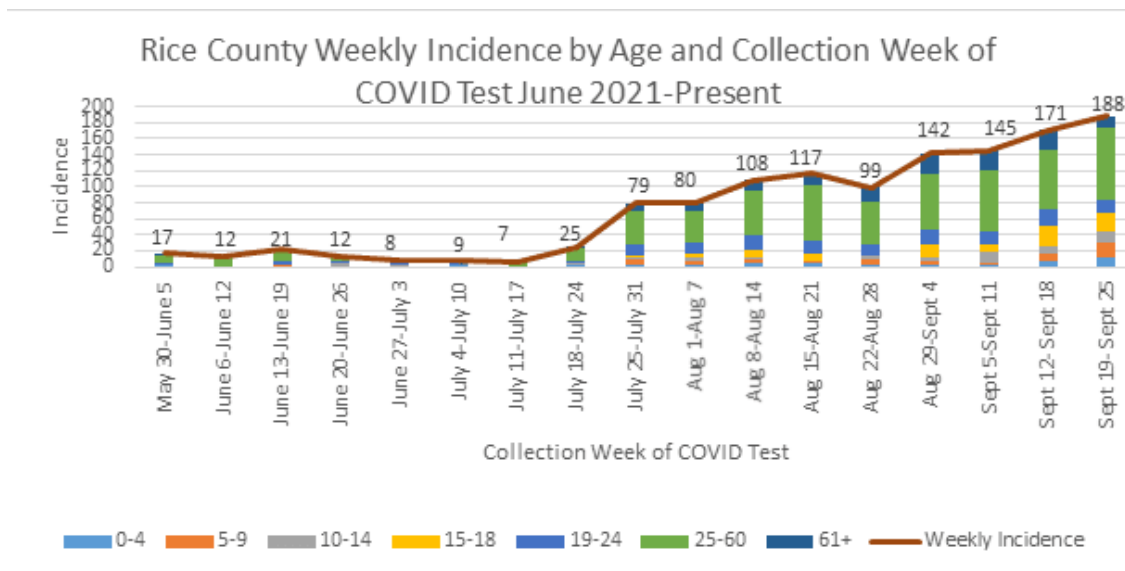
11. Future Meetings

- a. Monday, October 25, 2021, 7:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- b. Monday, November 8, 2021, 6:15 p.m., World's Best Workforce Presentation, Northfield DO Boardroom
- c. Monday, November 8, 2021, 7:00 p.m., Regular Board Meeting, Northfield DO Boardroom

12. Adjournment

**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 Oct. 6 the district had a total of 38 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 average percentage of students quarantined for the week Sept. 27-Oct. 1 was 2.26% and the district average percentage of students absent with influenza-like illness symptoms was 2.28% during the same time frame.

### COVID-19 Testing Program

The district has heard from parents indicating that access to COVID-19 tests in the community has been challenging. The district has been granted \$220,000 from the State of Minnesota to support COVID-19 testing in our school community. The district plans to provide these optional tests for our students and staff:

- Vault saliva tests (PCR): The district continues to offer the Vault saliva (PCR) tests for students, staff, and families to administer at home by request.
- The district will begin offering the Cue rapid molecular test for students and staff on or around Oct. 18. The district has had six staff members trained in how to administer this test and is hiring at least one health aide position to coordinate testing at the district office. These tests will be focused on students and staff who are displaying one more common or two less common symptoms as described by the Minnesota Department of Health Decision Tree.
- The district will pursue offering rapid antigen tests (BinaxNOW) for students without symptoms identified as close contacts to someone outside their home who has tested positive for COVID-19. This concept is a “test to stay” approach where these close contacts could choose to take a daily antigen test rather than quarantine. More information will be provided as details are available.

### e-Learning Days for winter-related weather issues

As previously shared, the district will continue with e-Learning days this year when winter weather disrupts the ability to transport students to school. Adjustments to the plan are currently being made and will be formally communicated to families right after the MEA break.

# NORTHFIELD PUBLIC SCHOOLS

## School Board Minutes

September 27, 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 7:00 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 Goerwitz, the board approved the agenda.

3. Public Comment

There was public comment from Lindsey Briskie, Dr. Sandra Turbes, Lisa Sexton, Ricky Livingston, and Sarah Meerts regarding masking and COVID-19.

4. Announcements and Recognitions

- Open houses were held at Spring Creek Elementary, Bridgewater Elementary, District Office and Area Learning Center, Northfield Community Education Center, and Greenvale Park Elementary on Thursday, September 23, 2021. We want to thank the student who spoke at the Greenvale Park ribbon cutting ceremony: Ellie Njagi, Santi Peralta Marcial, Leo Steinberg, and Mary Lou Street.
- The Northfield Raiders are celebrating Homecoming this week and a multitude of events are scheduled.
- Congratulations Michele Warden! Michele is an educational assistant at Bridgewater and became a U.S. citizen on September 23.
- At Friday night's football game in New Prague, the Northfield Raiders were recognized by the New Prague Trojans for their support of a New Prague student diagnosed with cancer.

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, requested 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. Director Mertesdorf indicated the total projected cost of salary and benefits will be 100% federally funded.

Goerwitz made a motion to move this to an item for individual action. Seconded by Butler. Motion carried.

- b. Superintendent State of the District Overview. Superintendent Hillmann presented an overview of the programs and activities completed during the 2020-2021 school year and organized the successes and challenges around the district's five strategic commitment areas: people, learner outcomes, stewardship, partnerships, and equity. School districts are a human enterprise and we are committed to caring for the people we serve: our students, families, and staff. As a district, we focus on high-quality results for our students as academic and social/emotional learners; our goal is to prepare them for lifelong success. The district is committed to using our human and financial resources wisely. Partnerships are critical and we are grateful for the community support from many partners including Northfield Promise, Northfield Hospital+Clinics, and Rice County Public Health. We continue our equity and anti-racism work.
- c. Policy Committee Recommendations. Superintendent Hillmann presented 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 provided an update about district operations and COVID-19. COVID numbers continue to increase in the county but 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. The first Hispanic Parent Advisory Committee meeting was held earlier this month, and the district continues to focus one of each month's professional learning community sessions on anti-racism/equity training.
- e. District Youth Council (DYC) Update. DYC co-chairs Amelia Arnold and Sylvi Hanson updated the board about their plans for the 2021-2022 school year. DYC's purpose is to foster connections between the school board, administration, and the student body, and is comprised of subcommittees. DYC committee members serve on a variety of districtwide committees. Goals for 2021-22 include a school board brunch, care packages for students, game night, Black Student Union discussion, survey about equity within the district, and a Rotary culture night.

6. Consent Agenda

On a motion by Goerwitz, seconded by Baraniak, the board approved 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. Gifts 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 requested 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 MSDLAF 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 requested 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 requested 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.
  11. Anthony Amys-Roe, Program Assistant with Community Education Recreation, beginning 10/2/2021-5/31/2022; \$10.50/hr.
  12. Helen Dillon, Fall Play Costumer with the High School beginning 9/27/2021;\$14.00/hr.
  13. Daniel Kallman, Fall Play at the High School beginning 9/30/2021; \$14.00hr.
  14. Samantha Massie, Program Supervisor with Community Education Recreation, beginning 10/9/2021-5/31/2022; \$10.89/hr.
  15. Jane Moore, Fall Play Accompanist at the High School beginning 9/27/2021; \$15.00/hr.
  16. Jessica Provancha, American Sign Language Interpreter EC for 1.5 hours/week at the NCEC, beginning 10/1/2021; Level C - \$26.24/hr.
  17. Coral Ramos, Community School Site Assistant for up to 3 hours/day for 2 days/week at Greenvale Park, beginning 9/28/2021-6/3/2022; Step 4-\$15.48/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 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 Mikkelson, 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
  35. Karen Lane, Grade 3 Teacher at Bridgewater, change to Small Group Teacher at Bridgewater, effective 8/30/2021-6/9/2022.
  36. Elena Mayrhofer, Special Ed EA for 7 hours/day and Gen Ed EA for .25 hours/day at Spring Creek, change to Special Ed EA for 6.75 hours/day at Spring Creek, effective 9/20/2021-6/10/2022.
  37. Eric Swan McDonald, Teacher at the ALC, add Secondary Portage Content Tutor, effective 9/23/2021-6/8/2022; Stipend \$10,500/year.
- iii. Leave of Absence
1. none
- iv. Retirements/Resignations/Terminations
1. John (Hal) Eckhart, Custodian at the NCEC, retirement effective 11/5/2021.
  2. Lacy Knutson, Special Ed EA at the Middle School, declined position effective 9/26/2021.
  3. Claire Little, Assistant Alpine Coach at the High School, resignation effective 9/23/2021.
- e. Grant Proposal. Superintendent Hillmann requested board approval of a \$297,500.00 grant request from the Minnesota Department of Education (MDE) from December 1, 2021 - November 30, 2026. The Northfield Teaching Fellows initiative will support 17 local individuals of color in successfully completing a PELSB-approved teaching program, positioning them for careers in teaching. Fellows will receive tuition assistance and an annual stipend. They will also be paired with a current Northfield Public Schools teacher, who will serve as an ongoing mentor for them throughout the program. Moreover, each Fellow will meet every other week with a program Navigator, who will provide: academic advising; financial aid assistance; connections with tutors; and linkages with social service and community resources. The Northfield Community College Collaborative will offer space for Fellows to come in the evenings and weekends to study, receive tutoring, print, access the internet, and connect with peers. All recipients will reside in the

geographic boundaries of the Northfield Public Schools, thereby positioning them to hopefully choose to remain in the community following completion of the program. All individuals of color, the 17 Fellows will include representation from each of the following groups: Northfield graduates, parents of current Northfield Public Schools students, current Northfield Public Schools non-teaching staff, and community members.

7. Items for Individual Action

- a. Action on Grievance. On a motion by Pritchard, seconded by Stratmoen, the board unanimously moved to deny the grievance.
- b. Policy Approval. On a motion by Goerwitz, seconded by Baraniak, the board approved policies 524.2 and 616 as presented at the September 13, 2021 school board meeting and recommended by the policy committee.
- 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, reviewed the levy certification timelines and analysis of the preliminary levy.

On a motion by Butler, seconded by Goerwitz, the board approved to certify to County Auditors the 2021 Payable 2022 Preliminary Levy Limitation and Certification at the maximum authority.

- d. Request to Hire an Additional Licensed Special Education Teacher. On a motion by Goerwitz, seconded by Baraniak, the board approved the request to hire 1.0 FTE licensed special education resource teacher for the Portage online program and Greenvale Park Elementary at a total projected cost of salary and benefits of \$95,627. This cost will be covered in full by one-time federal funding.

8. Items for Information

There were no 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

On a motion by Stratmoen, seconded by Quinnell, the board adjourned at 9:02 p.m.

Noel Stratmoen  
School Board Clerk

**NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT**

This agreement made this 6<sup>th</sup> day of October, 2021, by and between Northfield Booster Club Inc., hereinafter the "Donor", and Independent School District No. 659, Northfield, Minnesota, pursuant to the District's policy for receiving gifts and donations, as follows:

**TERMS**

\$1,000.00 for 2020 Scholarships, check # 3019.

Northfield Booster Club, Inc.  
Donor

By: Received in District office

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

INDEPENDENT SCHOOL DISTRICT No. 659

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

Clerk

## RESOLUTION ACCEPTING DONATIONS

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

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

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

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

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

Donor	Item	Designated Purpose (if any)
Northfield Booster Club, Inc.	\$1,000.00	2020 scholarships

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

## AGREEMENT

This Agreement is entered into this 10<sup>th</sup> day of November 2021 by and between the Northfield Public Schools (hereinafter the School) and the Northfield Swim Club (hereinafter the NSC). It is understood between the parties hereto that the NSC wishes to utilize certain facilities belonging to the School for swim practice purposes. It is further understood that the School wishes to accommodate the NSC pursuant to the School's Policy Regarding Community Use of School Facilities.

This Agreement is a legal contract and each party understands that it may be enforced in the District Court of the County of Rice, State of Minnesota against the School or the NSC if either one of them does not comply with the terms of this Agreement.

I. Description of Premises – The premises covered by this Agreement are the Northfield Middle School swimming pool, and the adjacent girls and boys locker rooms.

II. Use of Premises – Under this Agreement, the NSC is allowed to use the premises for swim practices. No other use of the premises is authorized under this Agreement. It is expressly agreed and understood between the parties that the NSC shall use the premises for swim practices based on a schedule provided by the facilities scheduling designee or a member of the NSC Board of Directors and approved by the School's Facilities Scheduler. Any other use, such as swim meets, will require a separate application.

- The School requires that NSC take inventory of any lockers being used by participants in the boys or girls locker rooms. Please provide a Google Document with the name, grade and locker number to the Community Education Department

III. Term of Agreement – This agreement shall commence on November 10, 2021 and shall continue until November 9, 2022 unless terminated prior to that date as provided herein. Early termination of this agreement by either party requires a thirty-day written notice. This Agreement may be extended for an additional term, should the parties choose to do so; however, nothing contained herein shall be construed to require the School to extend the Agreement.

IV. Expenses – The NSC hereby agrees to pay to the School the following expenses related to its use of the Premises:

- Facilities – Effective November 10th, 2021 the NSC will pay a facility fee of \$22.50 per hour for use of the swimming pool and the girls and boys locker rooms, with a two (2) hour maximum charge per date of use. These fees represent a negotiated 10% reduction from established community use fees. The NSC will pay an energy fee of \$12.00 per hour for every hour of use of the Pool and Locker Rooms. When the NSC shares space with the Community Education Department and SCUBA classes, the NSC will pay one-half of the agreed upon rental fee.
- Fee Reduction - The fee reduction is applied for facility rental costs for regular swim practices only, and not for meets or special events.
- Custodial – The NSC will pay \$52.97 per hour to the School for custodial services related to the NSC's use of the Premises should the use fall outside the normal hours of building operation. The NSC understands and agrees that the custodial services shall include any clean up necessary from any other event

located on or about the premises which might occur during the day or evening prior to the NSC's practices. The NSC understands and agrees that custodial service is required in the building prior to, and after, the NSC's use of the premises. In addition, any use during non-school months in June, July and August, as the schedule allows, up to two hours per day of regular custodial time may be charged.

V. Payment of Expenses – The School will bill the NSC monthly for any of the aforementioned expenses. The NSC will make payment within 30 days of its receipt of any such invoice. Invoices will be sent electronically to the NSC Treasurer, email to be provided by the NSC.

VI. Limitations on NSC Use of Premises

- School and Non-school Related Activities and Events – The NSC understands that, according to the school district facility policy, school district activities and events and other school and non-school related activities may take precedence over permit usage. In the event the NSC's use of the premises is precluded by any such activity, the School will attempt to provide two weeks' notice to the NSC that it will not be allowed to use the premises. In addition, the NSC understands there may be School or non-school activities which may require that certain pieces of equipment be left in the pool area or in locker rooms located on the premises. The NSC agrees that in such an event it will take every precaution not to disturb such equipment. Activities scheduled in school facilities can be viewed at <http://fs-northfield.rschooldtoday.com/calendar/index/publicview/>. Northfield High School Swim and Dive Team meet schedules can be viewed at [http://www.big9.org/g5-bin/client.cgi?G5genie=4&school\\_id=2493](http://www.big9.org/g5-bin/client.cgi?G5genie=4&school_id=2493)
- Weather Closing – The NSC understands and agrees that if the School announces that schools will close early or are canceled due to inclement weather, NSC practices for those days are also canceled.
- Calamitous Event – The NSC understands and agrees that, in the event of an event which may substantially impair the safety or viability of the premises, the School will exercise its discretion in deciding whether to cancel any scheduled use of the premises by the NSC. The School hereby agrees to make every effort to provide the NSC with as much advance notice of any such cancellation as possible.

VII. Keys – The NSC understands and agrees that this Agreement shall entitle the NSC to possess two sets of keys to access the swimming pool, pool office, pool equipment room and locker rooms on the premises. The NSC has determined that these keys are to be issued to the current President and the current Head Coach of the NSC. The assigned key holders will each sign for and be issued a key from the Facilities Scheduler at the beginning of the contract period and shall return the key at the end of the contract period, or when there is a change in key holder. In the event these keys are lost, the NSC will be charged actual costs for re-keying/re-coring as necessary.

VIII. Storage – The NSC understands and agrees that it shall be allowed to store items of a swim practice nature only on the premises with the knowledge and permission of the School's Facilities Scheduler, Activities Director and Director of Buildings and Grounds. All stored items, plus any School items used, must be returned to their assigned location at the end of each day.

IX. Northfield Public School Access Policy – The NSC understands and agrees that the Northfield Public Schools Policy regarding Community Use of School Facilities (the Policy), including any amendments thereto, and the permit delineating dates of use and expectations of use are hereby incorporated into this Agreement. Adequate and responsible adult supervision must be present in all areas where participants in NSC activities are located. In the event any provision of this Agreement contradicts any provision of the Policy, this Agreement shall control.

X. Assignment and Delegation – The NSC hereby agrees that none of its rights contained in this Agreement may be assigned, nor may any of its duties be delegated, without the express written permission of the School. The NSC further agrees that any such permission will be at the sole discretion of the School.

XI. Default – The NSC understands that in the event the NSC violates any provision of this agreement, or any provision of the Policy, the School may, at its sole discretion, declare this Agreement void and discontinue the NSC’s use of the premises.

XII. No Oral Representations – The parties hereto understand that this Agreement constitutes the complete understanding of the parties, and that neither party is relying on any oral representations made by the other party.

XIII. Insurance – During the term of this agreement, the NSC shall obtain and maintain at its expense, the following types and amounts of insurance:

Insurance against bodily injury and property damage which is to be in the amount of at least One Million Dollars (\$1,000,000) per occurrence and naming the School as an additional insured with copies thereof to be provided by the NSC. Furthermore, insurance covering all property owned by the NSC and stored on the premises shall be the sole responsibility of the NSC.

XIV. Waiver of Subrogation – The NSC hereby waives all claims for recovery from the School for any loss or damage to any of its property regardless of the nature of how said loss or damage occurred.

**Northfield Swim Club**

**Northfield Public Schools**

\_\_\_\_\_  
NSC President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Noel Stratmoen, Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
NSC Treasurer

\_\_\_\_\_  
Date

## 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 Title IX Coordinator/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 applicant ~~tion~~ for, or lessee ~~ase~~ 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, Ssubdivision 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
  - ~~C.~~ 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)

## Northfield Public Schools COVID-19 Safety Measures Addendum 2021-22 Minnesota State High School League-Governed Activities and Fall Play Protocols

Last updated Oct. 11, 2021

Note: These guidelines are subject to change without advance notice. This addendum to the district's COVID-19 safety measures only applies to Minnesota State High School League activities.

**Why do we have special guidelines for MSHSL activities?** MSHSL activities are optional but also impact the school day. Because these activities are interscholastic, an effort to provide a similar set of expectations across schools is desirable. The district's universal masking safety measure during the school day is intended to prioritize in-person learning and to protect against school day transmission.

The district [will use and interpret the MSHSL guidelines](#) as a basis for its COVID-19 safety plans.

**Masking:** the district has adopted a universal indoor masking requirement. It will be applied to Minnesota State High School League activities in this way:

- Outdoor activities: no masking required
- Indoor athletic activities
  - Students will wear a face mask indoors unless they are actively engaged in an athletic drill, scrimmage, performance, or competition. Students may choose to wear a face mask during an athletic drill, scrimmage, performance, or competition.
  - Coaches, staff, and officials will wear a face mask at all times indoors
  - Spectators are strongly recommended to wear face masks.
- Northfield High School Fall Play

The high school fall play is the equivalent of a varsity level athletic activity that includes public performances. The following protocols will govern the masking during the fall play:

  - Student performers will wear a face mask indoors unless they are actively engaged on stage in a tech week rehearsal or during a public performance. Students may choose to wear a face mask while on stage in a tech week rehearsal or during a public performance.
  - Advisors, crew, staff, and officials will wear a face mask at all times indoors
  - Audience members are required to wear face masks.

**Quarantine:** It is probable that a student could be quarantined after an indoor exposure to a positive COVID-19 case if they are considered a close contact (within six feet for 15 or more minutes) unless:

- The close contact was vaccinated OR
- Both parties were wearing a face mask at the time of exposure

**Testing:** Unvaccinated students are strongly encouraged to take a COVID-19 test once per week. Testing will be available through the activities office.

The district will work with the Minnesota Department of Health's sports division to determine if an athletic team's season needs to pause due to a COVID-19 outbreak.



**Greenvale Park**

**Spring Creek**

**Bridgewater**

Grade	Teacher		Grade	Teacher		Grade	Teacher	
K	Engle	18	K	Berkvam		K	Cade	20
K	Flicek	18	K	Peter	18	K	Danielson	20
K	Hagberg	17	K	Heil, G	18	K	Peterson	21
K	Kortbein	17	K	Johannes	17	K	Tran	22
K	Ziemann	18	K	Rud	17	K	Charlton	21
1	Nivala	19	1	Born	20	1	Charlton	21
1	Russell	22	1	Craft	21	1	Haley	20
1	Schultz	19	1	Heil, S	22	1	Hall	23
1	Zach	18	2	Benhart	19	1	Lanza	25
2	Amundson	20	2	Soderlund	18	2	Ellerbusch	18
2	Kelly	20	2	Spitzack	18	2	LaVoy	18
2	Kohlbeck	19	2	Swenson	18	2	Lofquist	18
2	Mitchell	19	3	Guggisberg	15	2	Rubin	19
3	Alvarez, C.	19	3	Healy	18	2	Schwaab	18
3	Dimick	18	3	Hruby	15	3	Larson	23
3	Timerson	17	3	Jandro	15	3	Polzin	25
3	Youngblut	17	3	Sasse	23	3	Sickler	26
4	Collins	20	4	Fox	20	3	Truman	25
4	Garcia	24	4	Hehr	20	4	Robertson	23
4	Hetzel	20	4	Kodada	18	4	Ryan	23
4	McLaughlin	20	4	McManus	18	4	Schuster	24
5	Harding	19	5	Baragary	18	4	Swenson	23
5	Sickler	22	5	Malecha	21	5	Duchene	25
5	Tacheny	23	5	Ostermann	21	5	Holden	26
	<b>TOTAL</b>	<b>463</b>	5	Stulken	21	5	Kohl	25
				<b>TOTAL</b>	<b>449</b>	5	Morrell	18
							<b>TOTAL</b>	<b>549</b>

**Middle School**

**High School**

**ALC**

**F/T**

**\*\*P/T**

**\*\*I/S**

**Total**

Grade 6-2028	304	Grade 9-2025	342	Grade 9-2025	1	0	0	1
Grade 7-2027	298	Grade 10-2024	333	Grade 10-2024	5	0	0	5
Grade 8-2026	295	Grade 11-2023	286	Grade 11-2023	11	0	0	11
<b>TOTAL</b>	<b>897</b>	Grade 12-2022	315	Grade 12-2022	53	1	3	57
		<b>TOTAL</b>	<b>1276</b>	<b>TOTAL</b>	<b>70</b>	<b>1</b>	<b>3</b>	<b>74</b>

	<b>Regular</b>	<b>Portage</b>	<b>Total</b>
Early Childhood**	108		108
Kindergarten-2034	241	2	243
Grade 1-2033	230	3	233
Grade 2-2032	242	5	247
Grade 3-2031	256	8	264
Grade 4-2030	253	3	256
Grade 5-2029	239	9	248
<b>Total K-5</b>	<b>1569</b>	<b>30</b>	<b>1599</b>
<b>Total Middle School</b>	<b>897</b>	<b>24</b>	<b>921</b>
<b>Total High School</b>	<b>1276</b>	<b>52</b>	<b>1328</b>
<b>GRAND TOTAL</b>	<b>3742</b>	<b>106</b>	<b>3848</b>
<b>ALC 9-12</b>			<b>74</b>
<b>GRAND TOTAL w/ALC and Portage</b>			<b>3922</b>

**Early Childhood\*\***

Dorey	12
Gross	11
Kremin	11
Kruse	5
Larsen	6
Matthews	11
O'Connor	6
Roth	9
Schlim	14
Schnorr	10
Waters	11
Webster	2
<b>TOTAL</b>	<b>108</b>

**Portage**

Grade	Teacher	
K	Bulfer	2
1	Bulfer	3
2	Weber	5
3	Weber	8
4	Haar	3
5	Haar	9
6	Holz	5
7	Holz	11
8	Holz	8
9	Holz	4
10	Schultz	13
11	Schultz	12

**\*\*Full Time only  
(excluding EC and  
Part-time/Independent  
Study ALC)**

12 Schultz 23  
**TOTAL 106**