

INDEPENDENT SCHOOL DISTRICT NO. 659
REGULAR SCHOOL BOARD MEETING

Monday, November 8, 2021 ~ 7:00 p.m.

Northfield District Office Boardroom

Zoom Link: <https://northfieldschools-org.zoom.us/j/86789418702?pwd=bWlEbnBIWS9pRVBIZUJpSEc4Y0lvQT09>

Passcode: 065129

AGENDA

1. Call to Order
2. Agenda Approval/Table File
3. Public Comment
4. Announcements and Recognitions
5. Items for Discussion and Reports
 - a. Summary of Public Hearing Regarding the 2021-2022 World's Best Workforce Plan
 - b. Self-Funded Health Insurance Plan
 - c. Policy Committee Recommendations
 - d. Five-Year Strategic Plan
 - e. Superintendent Operations and COVID-19 Update
6. Consent Agenda
 - a. Minutes
 - b. Overnight Field Trips
 - c. Personnel Items
7. Items for Individual Action
 - a. World's Best Workforce 2021-2022 Annual Report
 - b. Co-Curricular Adds or Reductions
 - c. Resolution of Governing Board Supporting Form A Application to MSHSL Foundation
 - d. Resolution Establishing Combined Polling Places for Multiple Precincts and Designating Hours During Which the Polling Places Will Remain Open for Voting for School District Elections Not Held on the Day of a Statewide Election
 - e. One-Time Increase to District's Contribution to Employee Health Insurance
8. Items for Information
 - a. Enrollment Report
 - b. American Education Week
 - c. Northfield Middle School Roof Replacement Process
9. Future Meetings
 - a. Thursday, November 18, 2021, 5:00 p.m., Board Work Session, Northfield DO Boardroom
 - b. Monday, November 22, 2021, 7:00 p.m., Regular Board Meeting, Northfield DO Boardroom
 - c. Monday, December 13, 2021, 7:00 p.m., Regular Board Meeting, Northfield DO Boardroom
10. Adjournment

NORTHFIELD PUBLIC SCHOOLS
MEMORANDUM

Monday, November 8, 2021 ~ 7:00 p.m.

Northfield District Office Boardroom

Zoom Link: <https://northfieldschools-org.zoom.us/j/86789418702?pwd=bWIEbnBIWS9pRVBIZUJpSEc4Y0lvQT09>

Passcode: 065129

TO: Members of the Board of Education

FROM: Matthew Hillmann, Ed.D., Superintendent

RE: Explanation of Agenda Items for Monday, November 8, 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. Summary of Public Hearing Regarding the 2021-2022 World's Best Workforce Plan

Director of Instructional Services Hope Langston will summarize the 2021-2022 World's Best Workforce Plan and any community feedback received at the Public Hearing that will precede the Regular School Board meeting.

b. Self-Funded Health Insurance Plan. Director of Human Resources Molly Viesselman will update the board on the district's self-funded health insurance plan.

c. Policy Committee Recommendations. Superintendent Hillmann will present the policy committee's recommendations on policy 501. This will be an item for individual action at the next board meeting.

d. Five-Year Strategic Plan. Superintendent Hillmann will present a first draft of the district's five-year strategic plan.

e. Superintendent Operations and COVID-19 Update. Dr. Hillmann will provide an update about district operations and COVID-19 preparations.

6. Consent Agenda

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

a. Minutes

- Minutes of the Regular School Board meeting held on October 25, 2021

b. Overnight Field Trips

- i. Area Learning Center teachers Cheryl Mathison and Eric McDonald are requesting board approval for a co-curricular overnight trip for the 2021-2022 school year.
- ii. Northfield High School Activities Director Joel Olson and Nordic Ski Team Head Coach Craig Cardinal are requesting board approval for an overnight trip for the 2021-22 school year.

c. Personnel Items

i. Appointments

1. Julie Borene, Event Worker as needed at the High School, beginning 11/16/2021.

2. Kari Engle, 1.0 FTE Long Term Substitute Third Grade Teacher at Greenvale Park, beginning 3/14/2022-6/9/2022; Short Call Sub Rate
 3. Kari Engle, 1.0 FTE Long Term Substitute Second Grade Teacher at Bridgewater, beginning 11/2/2021-1/28/2022; Short Call Sub Rate
 4. Noelle Gilomen, Child Nutrition Associate I for 3.75 hours/day at the High School, beginning 10/27/2021; \$19.28/hr.
 5. Correction: Debra Gottfried, Health Aide EA PCA for up to 7 hours/day on student contact days at the District Office, beginning 10/28/2021-6/9/2022; Step 4-\$17.52/hr.
 6. Cindy Keogh, Building Supervisor with Community Education, beginning 11/6/2021; \$17.41/hr.
 7. Cindy Keogh, Site Supervisor/Scheduler with Community Education Recreation, beginning 11/3/2021-5/31/2022; \$12.64/hr.
 8. Steven Knutson, Building Supervisor with Community Education, beginning 11/6/2021; \$17.41/hr.
 9. Tricia Lancaster, Building Supervisor with Community Education, beginning 11/6/2021; \$17.41/hr.
 10. Anthony Mathison, 1.0 FTE Long Term Substitute Physical Education Teacher at Bridgewater, beginning on or about 12/3/2021-2/25/2022; MA, Step 10
 11. Thomas Neuger, Site Supervisor/Scheduler with Community Education Recreation, beginning 11/3/2021-5/31/2021; \$11.39/hr.
 12. Mason Nystuen, Targeted Services Student Site Assistant for up to 2 hours/day Mon.-Thurs. at Bridgewater, beginning 11/2/2021-4/28/2022; \$10.08/hr.
 13. Timothy Pollreis, 1.0 FTE Night Custodian at the NCEC, beginning 11/8/2021; Step 1-\$18.38/hr.
 14. Nicholas Sasse, Targeted Services PLUS Student Site Assistant for up to 1.75 hours/day Mon.-Thurs. at Spring Creek, beginning 11/2/2021-4/28/2022; \$10.08/hr.
 15. Ryan Sweeney, 1.0 FTE Technology Specialist with the District, beginning 11/15/2021; Step 4-prorated for the 2021-22 school year.
 16. Correction: Johanna Villa, .5 Assistant Dance Team Coach for 2 hours/day for 3 days/week at the High School, beginning 10/25/2021; Level 2, Step 5.
- ii. Increase/Decrease/Change in Assignment
1. Nives Bakic, Special Ed EA at the Middle School, add Special Ed EA PCA Extracurricular and non-academic activities as needed with the District, effective 9/30/2021-6/10/2022.
 2. Adriana Bermudez, ECFE EA for 11.75 hours/week at the NCEC, add Health Aide EA PCA for 35.25 hours/week at the NCEC, effective 9/27/2021-6/9/2022.
 3. Adriana Bermudez, ECFE EA/Health Aide for 16.25 hours/week at the NCEC, change to ECFE EA for 15.5 hours/week at the NCEC, effective 10/28/2021.
 4. Josten Coleman, Teacher at the Middle School, add Head Softball Coach at the High School, effective 3/14/2022; Level \$6,970 Step 3
 5. Lindsey Davis, 1.0 Assistant Dance Team Coach at the High School, change to .5 Assistant Dance Team Coach at the High School, effective 10/28/2021.
 6. Tyler Faust, Football Coach at the Middle School, change to Assistant Football Coach at the Middle School, effective 10/29/2022.
 7. LeAnne Fricke, Head Gymnastics Coach at the High School, change to Assistant Gymnastics Coach at the High School, effective 11/8/2021; Level 2, Step 10
 8. Denise Halvorson, Head Speech Coach at the Middle School, change to 50% Head Speech Coach and 50% Assistant Speech Coach, at the Middle School, effective 10/29/2021.
 9. Mary Harrity-Davidson, Assistant Girls Tennis Coach at the Middle School, change to 50% Head Girls Tennis Coach and 50% Assistant Girls Tennis Coach, at the Middle School, effective 9/1/2021.
 10. Leslie Hayden, Football Coach at the Middle School, change to Assistant Football Coach at the Middle School, effective 10/29/2021.
 11. Kelly Hebzynski, Assistant Speech Coach at the Middle School, change to 50% Head Speech Coach and 50% Assistant Speech Coach, at the Middle School, effective 10/29/2021.
 12. Zoe Ingersoll, Assistant Gymnastics Coach at the High School, change to Head Gymnastics Coach at the High School, effective 11/8/2021; Level 1, Step 2
 13. Chris Jackson, Football Coach at the Middle School, change to Assistant Football Coach at the Middle School, effective 10/29/2021.
 14. Melanie Klein, Special Ed Teacher at Spring Creek, add Homebound Teacher with the District, effective 10/27/2021-6/10/2022.
 15. Angela Lynch, .40 Sped ALC; .50 Sped High School; .10 Vision Impaired DW, change to .25 Social Studies ALC, .25 English, ALC, .50 Vision impaired DW, effective 8/30/2021-6/9/2022
 16. Tony Mathison, Football Coach at the Middle School, change to Head Football Coach at the Middle School, effective 10/29/2021.
 17. Pete Maus, Football Coach at the Middle School, change to Head Football Coach at the Middle School, effective 10/29/2021.
 18. Curt Mikkelsen, Football Coach at the Middle School, change to Head Football Coach at the Middle School, effective 10/29/2021.
 19. Sean O'Brien, Football Coach at the Middle School, change to Assistant Football Coach at the Middle School, effective 10/29/2021.
 20. Jacob Odell, Head Girls Tennis Coach at the Middle School, change to 50% Head Girls Tennis Coach and 50% Assistant Girls Tennis Coach, at the Middle School, effective 9/1/2021.
 21. Nathan Porath, .3 Nordic Assistant Coach at the High School, change to .5 Nordic Assistant Coach at the High School, effective 11/15/2021.

22. Brent Rauk, Football Coach at the Middle School, change to Head Football Coach at the Middle School, effective 10/29/2021.
 23. Katie Remmey, Special Ed EA at the Middle School, add Special Ed EA PCA Extracurricular and non-academic activities as needed with the District, effective 9/30/2021-6/10/2022.
 24. Alexis Sanborn, Special Ed EA PCA at the High School, Special Ed EA PCA Bus for an additional 1.33 hrs/week with the District, effective 10/29/2021-6/10/2022.
 25. Anita Sasse, Teacher at Spring Creek, add Targeted Services PLUS Teacher for up to 6 hours/week Mon.-Thurs. at Spring Creek, effective 11/1/2021-4/29/2022. Year 1-\$27.11/hr.
 26. Angela Schock, Teacher at the Middle School, add Homebound Teacher with the District, effective 10/27/2021-6/10/2022.
 27. Heather Stanton-Ims, Social Worker at the Middle School, add Targeted Services BLAST Teacher for up to 6 hours/week Mon.-Thurs. at the Middle School, effective 11/1/2021-5/12/2022. Year 1-\$27.11/hr.
 28. Shelley Stulken, Teacher at Spring Creek, add Targeted Services PLUS Teacher for up to 6 hours/week Mon.-Thurs. at Spring Creek, effective 11/1/2021-4/29/2022. Year 1-\$27.11/hr.
 29. Joquan Williams, KidVentures Site Assistant at Greenvale Park, add Community School Club Leader for up to 8 hours/week at Greenvale Park, effective 10/2/2021-6/3/2022; \$23.01/hr.
- iii. Leave of Absence
 1. Natalie Amy, Counselor at the Middle School, Family/Medical Leave of Absence, beginning on or about 4/14/2022 through the 2021-2022 school year.
 2. Kay Goodrich, EA at the Middle School, Family/Medical Leave of Absence, beginning 11/3/2021-1/17/2022.
 3. Brent Lothert, Assistant Network Manager with the District, Family/Medical Leave of Absence, beginning on or about 11/25/2021 for 12 work days.
 - iv. Retirements/Resignations/Terminations
 - 1.

*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. World's Best Workforce 2021-2022 Annual Report.
Superintendent's Recommendation: Motion to approve the 2021-2022 World's Best Workforce Annual Report as presented.
- b. Co-Curricular Adds or Reductions. The 2017-19 Master Agreement with the Northfield Education Association changed the way co-curricular positions are added, eliminated, and modified. In the past, the district negotiated the specific number of coaching or advisor positions for each activity and the amount of stipend each position would receive based on its placement on the co-curricular salary schedule (commonly referred to as Schedule C). After the settlement of the agreement, the school board will approve the additions, reductions, or modifications to positions and the associated stipend amount recommended by the district's co-curricular committee. The co-curricular committee is led by the activities director and includes coaches, advisors, and administrators. The salary schedule itself remains in the NEA Master Agreement and the stipend amounts for each "level" will still be part of the negotiations process with the NEA.

The middle school currently has one stipend for a student council advisor, paid at Level 3 (\$2,987). There are two individuals that have split this stipend in the past. There are no longer individuals interested in splitting this stipend. The co-curricular committee recommends adding a Middle School Assistant Student Council Advisor at Level 4. This recommended change results in a net increase of \$1,991.00. Salaries based on the 2021-22 co-curricular salary schedule. These rates will change for the 2022-23 school year.

Superintendent's Recommendation: Motion to approve the Middle School Assistant Student Council Advisor, Level 4, stipend of \$1,991.00.

- c. Resolution of School Board Supporting FORM A Application to Minnesota State High School League Foundation. Director of Student Activities Joel Olson requests approval of the attached resolution supporting the district's application to the Minnesota State High School League Foundation for a FORM A grant to offset student activity fees.

Superintendent's Recommendation: Motion to approve the Resolution of School Board Supporting FORM A Application to Minnesota State High School League Foundation.

- d. Resolution Establishing Combined Polling Places for Multiple Precincts and Designating Hours During Which the Polling Places Will Remain Open for Voting for School District Elections Not Held on the Day of a Statewide Election. School districts are required to approve a resolution to combine polling places in the event the school district were to hold a special election. This resolution must be approved by December 31 of each year, whether the school district intends to hold a special election or not. The board must designate the combined polling places they would use in the future calendar year and notify county auditors by sending them a copy of the resolution. Combined polling places must be a location currently designated for use by a county or municipality.

Superintendent's Recommendation: Motion to approve the Resolution Establishing Combined Polling Places for Multiple Precincts and Designating Hours During Which the Polling Places Will Remain Open for Voting for School District Elections Not Held on the Day of a Statewide Election.

- e. One-Time Increase to District's Contribution to Employee Health Insurance. Superintendent Hillmann, Director of Human Resources Viesselman, and Director of Finance Val Mertesdorf recommend assigning \$500,000 of ESSER-III funds and \$500,000 of the district's unassigned fund balance to limit the impact of the increase to the health insurance premiums on employees during the 2022 plan year.

Superintendent's Recommendation: Motion to approve assigning \$500,000 of ESSER-III funds and \$500,000 of the district's unassigned fund balance to limit the impact of the 25% increase to the health insurance premiums on employees for the 2022 plan year.

8. Items for Information

- a. Enrollment Report. Superintendent Hillmann will review the November 2021 enrollment report.
- b. American Education Week. American Education Week presents everyone with an opportunity to celebrate public education and honor individuals who are making a difference in ensuring that every student receives a quality education. American Education Week is November 15-19, 2021.
- c. Northfield Middle School Roof Replacement Process Director of Finance Mertesdorf will preview the process for using long term facilities maintenance revenue to pay bond costs associated with replacing the Northfield Middle School roof.

9. Future Meetings

- a. Thursday, November 18, 2021, 5:00 p.m., Board Work Session, Northfield DO Boardroom
- b. Monday, November 22, 2021, 7:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- c. Monday, December 13, 2021, 7:00 p.m., Regular Board Meeting, Northfield DO Boardroom

10. Adjournment

Self-Funded Health Plan Update | November 8, 2021

Molly Viesselman, Director of Human Resources

Val Mertesdorf, Director of Finance

The district moved to the self-insurance model in September of 2011. Overall, this move has been a bright spot for our district. The self-funded health plan won the Government Innovation Award in 2018. The district was able to offer no increase in the premiums from 2013-2018, and actually decreased the premium in 2018. It is a stewardship story in every sense of the word.

The past three to four years we have seen an increase in the number of high cost claims. This is not uncommon in health insurance, to see a few bad years with significant claims and then stabilize again. Unfortunately, this has not been the experience in Northfield. What we initially thought might be a tough year or two has become our new expected experience level. A small, but growing contingent of our health plan participants are dealing with some chronic, significant medical situations. While we are grateful that our staff have the resources and care they need, it is resulting in an unfortunate reality for our premiums.

Claims

As of September 30, our year to date claims total \$6,896,911.78 (this is net of any stop-loss credits we have received). As of September 30, 2020 our year to date claims was \$5,734,957.87. An increase of \$1,161,953.91 or 20%. We pay our claims each week and you can see the comparison of October 2020 and 2021 is a drastic difference.

The charts on slide 4 are comparing the number of high cost claimants (incurring more than \$50,000), as well as the number exceeding stop-loss (\$125,000). As a district we are responsible for the first \$125,000 in claims and Medica covers claims over that. We pay a fixed cost for our stop-loss insurance in our administrative costs.

Year	Claimants exceeding \$50,000	Stop-Loss Coverage	High Claimant Total as a % of Total Claims
2019	18	\$307,789	25.95%
2020	23	\$906,743	33.66%
2021 (thru 9/30/21)	17	\$320,326	30.01%

We have been reviewing aggregate data from our claims to help understand some of the medical trends we are seeing. Unfortunately, the analytics and data are clear that the increase in our claims is not primarily related to high cost single event medical needs such as a hip replacement. The analysis shows the high cost individuals have significant, on-going medical conditions or prescriptions. We have multiple individuals taking a prescription for a chronic condition that costs \$17,000 each time they refill it, which is typically monthly.

Funding

The revenue for our self-funded health is made up of premium revenue received from employees, the district and our retirees. For calendar year 2021 our premium revenue is expected to be \$7.3 million and our projected total expenditures is expected to be \$8.5 million. This significant spend down would put our fund balance under the goal the Benefits Advisory Committee has set.

The Benefits Advisory Committee in consultation with One Digital is recommending a 25% increase to the district's health premium beginning January 1, 2022. This recommendation was not taken lightly. The negotiated increase in the district contribution was 5%. This would leave the 480 employees with absorbing the remainder of the increase.

A 25% increase will generate approximately \$1.8 million in additional premium revenue. It would be a minimum 73% increase in the out of pocket expense for participating employees depending on the plan.

COVID-19

The pandemic has impacted every corner of our education system including our health plan. As a district we chose to cover the cost of COVID-19 tests at 100%. The "free" saliva tests from the State were charged to our health plan if they participated. We also have concerns about future expenditures. We know healthcare institutions have taken significant losses, we anticipate medical inflation increasing to catch up. We also know our staff are getting caught up on all the routine care and procedures that were missed or rescheduled during the lockdown phase of the pandemic. As of September 30, we have incurred \$225,737 in COVID-19 specific expenditures.

Recommendation

As we have reviewed this information, we feel strongly that we need to help ease this financial burden for our staff. Our district has prioritized stewardship and we have the financial capacity to support them. We are proposing for calendar year 2022 that instead of the 5% increase in district contribution that we restore the 80% district, 20% employee contribution ratio. This proposal would cost the district approximately \$1 million. We intend to use \$500,000 of ESSER III funds and \$500,000 of our unassigned general fund balance.

For our highest utilized plan this would mean employees with family insurance would pay an increase of \$45 per paycheck rather than \$167. A 20% increase rather than a 72% increase. The district contribution would increase from 5% to 27%.

The district is fortunate to be in a situation where we can be nimble in our response to support our staff. This is a short term solution. We will have to increase the premium again next year, but this will allow us time to be thoughtful about a longer term solution.

SELF-FUNDED HEALTH PLAN UPDATE

November 8, 2021

Self-funded Health Plan Update

- District went self-funded in September of 2011 (from BCBS to Medica)
- Small increase in the fall of 2012.
- No change in premium until 2018 when there was a slight DECREASE in premium.
- Claims experience for 2018, 2019, 2020, and 2021 has not been positive. We did a 5% increase in premiums for the 2021 calendar year, which was all absorbed by the employee. We also made some modest plan design changes.

CLAIMS

- Total year-to-date claims \$6,896,911.78 (includes stop-loss credits)
(This number was \$5,734,957.87 in 2020, difference of \$1,161,953.91)

Example of monthly claims experience:

OCTOBER 2020 CLAIMS DATA

Week of October 7, 2020	=	\$143,909.81
Week of October 14, 2020	=	\$179,630.19
Week of October 21, 2020	=	\$183,021.29
Week of October 28, 2020	=	<u>\$117,268.00</u>
TOTAL OCTOBER CLAIMS		\$ 623,829.29

OCTOBER 2021 CLAIMS DATA

Week of October 4 2021	=	\$154,102.18
Week of October 11, 2021	=	\$308,733.64
Week of October 18, 2021	=	\$168,975.70
Week of October 25, 2021	=	<u>\$155,639.25</u>
TOTAL OCTOBER CLAIMS		\$787,450.77

Claims Exceeding 50% of Specific

Stop Loss: **\$125,000**

Current Year				
Count	Total Claim	Stop Loss Eligible	Stop Loss	Plan Paid
#1	\$355,845	\$230,845	\$230,845	\$125,000
#2	\$159,191	\$34,191	\$34,191	\$125,000
#3	\$151,133	\$26,133	\$26,133	\$125,000
#4	\$140,383	\$15,383	\$15,383	\$125,000
#5	\$134,682	\$9,682	\$9,682	\$125,000
#6	\$129,092	\$4,092	\$4,092	\$125,000
#7	\$103,711	\$0	\$0	\$103,711
#8	\$102,517	\$0	\$0	\$102,517
#9	\$96,832	\$0	\$0	\$96,832
#10	\$90,747	\$0	\$0	\$90,747
#11	\$85,014	\$0	\$0	\$85,014
#12	\$79,022	\$0	\$0	\$79,022
#13	\$78,738	\$0	\$0	\$78,738
#14	\$72,557	\$0	\$0	\$72,557
#15	\$72,071	\$0	\$0	\$72,071
#16	\$66,471	\$0	\$0	\$66,471
#17	\$62,688	\$0	\$0	\$62,688
#18		\$0	\$0	\$0
#19		\$0	\$0	\$0
#20		\$0	\$0	\$0
#21		\$0	\$0	\$0
#22		\$0	\$0	\$0
#23		\$0	\$0	\$0
#24		\$0	\$0	\$0
Total	\$1,980,695	\$320,326	\$320,326	\$1,660,369
				30.01%

Claims Exceeding 50% of Specific

Stop Loss: **\$125,000**

Prior Year 1				
Count	Total Claim	Stop Loss Eligible	Stop Loss	Plan Paid
#1	\$437,305	\$312,305	\$312,305	\$125,000
#2	\$369,451	\$244,451	\$244,451	\$125,000
#3	\$212,561	\$87,561	\$87,561	\$125,000
#4	\$193,032	\$68,032	\$68,032	\$125,000
#5	\$187,877	\$62,877	\$62,877	\$125,000
#6	\$183,223	\$58,223	\$58,223	\$125,000
#7	\$158,139	\$33,139	\$33,139	\$125,000
#8	\$152,230	\$27,230	\$27,230	\$125,000
#9	\$137,925	\$12,925	\$12,925	\$125,000
#10	\$118,362	\$0	\$0	\$118,362
#11	\$111,570	\$0	\$0	\$111,570
#12	\$98,685	\$0	\$0	\$98,685
#13	\$85,776	\$0	\$0	\$85,776
#14	\$83,547	\$0	\$0	\$83,547
#15	\$82,760	\$0	\$0	\$82,760
#16	\$78,859	\$0	\$0	\$78,859
#17	\$78,123	\$0	\$0	\$78,123
#18	\$77,406	\$0	\$0	\$77,406
#19	\$77,235	\$0	\$0	\$77,235
#20	\$71,014	\$0	\$0	\$71,014
#21	\$70,926	\$0	\$0	\$70,926
#22	\$65,378	\$0	\$0	\$65,378
#23	\$64,234	\$0	\$0	\$64,234
#24		\$0	\$0	\$0
Total	\$3,195,617	\$906,743	\$906,743	\$2,288,875
				33.66%

Claims Exceeding 50% of Specific

Stop Loss: **\$125,000**

Prior Year 2				
Count	Total Claim	Stop Loss Eligible	Stop Loss	Plan Paid
#1	\$402,059	\$277,059	\$277,059	\$125,000
#2	\$155,017	\$30,017	\$30,017	\$125,000
#3	\$125,712	\$712	\$712	\$125,000
#4	\$119,912	\$0	\$0	\$119,912
#5	\$115,839	\$0	\$0	\$115,839
#6	\$114,742	\$0	\$0	\$114,742
#7	\$113,314	\$0	\$0	\$113,314
#8	\$108,562	\$0	\$0	\$108,562
#9	\$107,022	\$0	\$0	\$107,022
#10	\$105,261	\$0	\$0	\$105,261
#11	\$100,854	\$0	\$0	\$100,854
#12	\$96,700	\$0	\$0	\$96,700
#13	\$92,810	\$0	\$0	\$92,810
#14	\$86,118	\$0	\$0	\$86,118
#15	\$80,373	\$0	\$0	\$80,373
#16	\$78,010	\$0	\$0	\$78,010
#17	\$64,776	\$0	\$0	\$64,776
#18	\$64,689	\$0	\$0	\$64,689
#19		\$0	\$0	\$0
#20		\$0	\$0	\$0
#21		\$0	\$0	\$0
#22		\$0	\$0	\$0
#23		\$0	\$0	\$0
#24		\$0	\$0	\$0
Total	\$2,131,770	\$307,789	\$307,789	\$1,823,981
				25.95%

FUNDING

Current funding (premiums) to the self-funded pool (ER contribution + EE contribution + Retiree contribution) is not keeping up with claims experience, so an increase in overall premiums will be required.

Prescription drugs are a large driving factor in our claims experience. For example, we have multiple employees/dependents taking a drug that costs \$17,000 per prescription.

No plan design changes will be recommended for 2022. Making too many plan design changes ends up watering down the plan and you end up with a ineffective plan that costs a lot of money for the employee. The Benefit Advisory Committee in consultation with One Digital recommended a 25% increase in premium for 2022.

Currently, 20% of that increase would be absorbed by the employee. In addition, we are looking at a multiple year approach for rate increases to re-align the self-funded pool. We hope the increase for 2023 will not be as high.

Impact of COVID

- “Free” saliva test for all district staff will be charged to our insurance
- ALL Covid tests are paid 100% by the plan, no charge to the member
- Concerns regarding future medical spend spikes to make up for lost revenues

From the start of the pandemic through 9/30/2021 our self-funded group health plans have incurred the following expenses:

COVID Treatment	= \$ 35,884.00
COVID Testing	= \$146,144.00
Vaccination	= <u>\$ 43,709.00</u>
TOTAL EXPENSE	= \$225,737.00

Recommendation

- Restore district contribution to 80% of the total premium
- This will increase the district's general fund expenditures by \$1,000,000
- We would like to use \$500,000 of ESSER III funds and \$500,000 of general fund unassigned fund balance.

Questions?

Thank you!

Policy 501 SCHOOL WEAPONS ~~POLICY~~

I. PURPOSE

The purpose of this policy is to assure a safe school environment for students, staff and the public within the Northfield School District.

II. GENERAL STATEMENT OF POLICY

No ~~one, including any~~ student or nonstudent, including teachers, administrators, school employees, volunteers, visitors, or any member of the public, shall possess, use or distribute a weapon when in a school location except as provided in this policy. The district will act to enforce this policy and to discipline or take appropriate action against anyone who violates this policy. This policy *does* apply to persons authorized by a permit to carry a firearm, except as stated below.

III. DEFINITIONS

- A. A “firearm” is defined as a gun, whether loaded or unloaded, that discharges shot or a projectile by means of an explosive charge or element, such as gunpowder. A firearm as herein defined may cause serious injury or death.
- B. A “weapon” means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to: any firearm (whether loaded or unloaded), air guns, pellet guns, BB guns (whether loaded or unloaded), all knives, blades, clubs, metal knuckles, nunchucks, throwing stars, explosives, fireworks, mace and other propellants, stun guns, ammunition, poisons, chains, arrows, and objects that have been modified to serve as a weapon.
 - 1. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns, toy guns, and any object that is a facsimile of a real weapon.
 - 2. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate, and such use will be treated as the possession and use of a weapon.
- C. “School Location” includes any district building or grounds, whether leased, rented, owned or controlled by the district, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the district.
- D. “Possession” means having a weapon on one’s person or in an area subject to one’s control in a school location, including a vehicle parked on school grounds.

- E. “Dangerous Weapon” means any firearm, whether loaded or unloaded, or any device designed as a weapon and capable of producing death or great bodily harm, any combustible or flammable liquid or other device or instrumentality that, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm, or any fire that is used to produce death or great bodily harm. As used in this definition, “flammable liquid” means any liquid having a flashpoint below 100 degrees Fahrenheit and having a vapor pressure not exceeding 40 pounds per square inch (absolute) at 100 degrees Fahrenheit but does not include intoxicating liquor. As used in this subdivision, “combustible liquid” is a liquid having a flash point at or above 100 degrees Fahrenheit.

IV. EXCEPTIONS

- A. ~~A student who finds a weapon on the way to school or in a school location, or a student who discovers that they ~~he or she~~ accidentally ~~has~~ have a weapon in ~~his or her~~ their possession, and ~~must~~ immediately ~~notify~~ contact a school administrator. or takes the weapon immediately to the principal’s office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal’s office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon’s location.~~
- B. ~~If a student finds a weapon on the way to school or discovers that ~~he or she~~ they accidentally ~~has~~ have a weapon in ~~his or her~~ their possession, and the student fails to contact ~~notify~~ a school administrator immediately or to take the weapon immediately to the principal’s office, the student will be deemed to have committed a separate violation of the policy prohibiting weapons in school.~~
- C. It shall not be a violation of this policy if a nonstudent, nonemployee, student where specified, or situation falls within one of the following categories:
1. Active licensed peace officers or military personnel participating in military training, when they are on duty performing official duties.
 2. Persons authorized to carry a pistol under Minnesota Statutes Section 624.714 while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle.
 3. Persons who keep or store in a motor vehicle pistols in accordance with Minnesota Statutes, Sections 624.714 or 624.715 or other firearms in accordance with Minnesota Statutes, Section 97B.045.
 - a. Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for “antique firearms which are carried or possessed as curiosities or for their historical significance or value.”

- b. Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with Sections 624.714 and 624.715.
- 4. Firearm safety or marksmanship courses or activities for students or non-students conducted on school property.
- 5. Ceremonial color guard in possession of dangerous weapons, BB guns, or replica firearms.
- 6. Possession of dangerous weapons, BB guns, or replica firearms with written permission of the principal or other school/district administrator ~~person having general control and supervision of the school location~~.

D. Policy Application to Instructional Equipment/Tools

While the district does not allow the possession, use or distribution of weapons by students or non-students, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or nonstudents. Such equipment and tools, when properly possessed, used and stored, shall not be considered in violation of the rule against the possession, use or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

V. CONSEQUENCES FOR STUDENT POSSESSION, USE, OR DISTRIBUTION OF A WEAPON

- A. The district does not allow the possession, use, or distribution of weapons by students. Consequently, the minimum consequence for students willfully possessing, using or distributing weapons shall include:
 - 1. Immediate out-of-school suspension.
 - 2. Confiscation of the weapon.
 - 3. Immediate notification of police.
 - 4. Parent or guardian notification.
 - 5. Possible recommendation to the superintendent of expulsion for a period of time not to exceed twelve months.
- B. The superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

- C. Pursuant to Minnesota law, a student who brings a firearm to school, will be expelled for at least twelve months. The school board may modify this requirement on a case-by-case basis.

VI. CONSEQUENCES FOR WEAPON POSSESSION, USE, OR DISTRIBUTION BY NONSTUDENTS

A. Employees

1. An employee, including one authorized by permit to carry a firearm, who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, or discharge as deemed appropriate by the school board.
2. Sanctions against employees, including nonrenewal, suspension, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and district policies.
3. When an employee violates the weapons policy, law enforcement may be notified, as appropriate.

B. Other Nonstudents

1. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations. In addition, if the person is a student in another school district, that school district may be contacted concerning the policy violation.
2. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location. In addition, criminal charges may be filed.

VII. REPORTS OF DANGEROUS WEAPON INCIDENTS IN SCHOOL ZONES

A. The district must electronically report to the Commissioner of Education incidents involving the use or possession of a dangerous weapon in school zones, as required under Minnesota Statutes, section 121A.06.

Policy 501 School Weapons

Adopted: 02.12.2004; Updated: 12.2007; 06.13.2016; 01.23.2017; INSERT DATE HERE

Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

Legal References: Minn. Stat. § 97B.045 (Transportation of Firearms)
Minn. Stat. § 121A.05 (Referral to Police)
Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)

Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)

Minn. Stat. § 152.01, subd. 14(a) (Definition of a School Zone)

Minn. Stat. § 609.02, subd. 6 (Definition of Dangerous Weapon)

Minn. Stat. § 609.605 (Trespass)

Minn. Stat. § 609.66 (Dangerous Weapons)

Minn. Stat. § 624.714 (Carrying of Weapons without Permit; Penalties)

Minn. Stat. § 624.715 (Exemptions; Antiques and Ornaments)

18 U.S.C. § 921 (Definition of Firearm)

In re C.R.M. 611 N.W.2d 802 (Minn. 2000)

In re A.D., 883 N.W.2d 251 (Minn. 2016)

Cross References: Policy 403 - Dismissal of Employees

MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 525 (Violence Prevention)

MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)

Reaching Out, Reaching Up: The 2027 Northfield School District Strategic Plan Overview and Draft

Matt Hillmann, Ed.D., Superintendent | 11.08.2021

Summary: The district has been soliciting feedback from stakeholders over the past six months about a five-year strategic plan. The district has held 15 meetings with staff, students, families, and advisory groups. It has considered feedback from family and staff surveys. The following is a text-based version of the draft for the board. Neuger Communications will produce a more visual representation of the plan as the board polishes the plan over the next month.

What is a strategic plan? Our strategic plan provides a vision that the district aspires to achieve, strategic commitments (sometimes called values) to guide decision-making, and benchmarks for judging progress.

Schools and district departments use the strategic plan to identify specific goals that align with the benchmarks and strategies to achieve those goals.

A report on the strategic plan process is provided annually for the board and community through the state of the district presentation and school improvement plans.

What is the schedule for the board to approve the plan? The board is seeing the first draft on Nov. 8. A work session about the strategic plan is scheduled for Nov. 18. The second draft will be shared at the Nov. 22 regular board meeting. The board will be asked to adopt the strategic plan at the Dec. 13 board meeting.

Reaching Out, Reaching Up: the Northfield School District Strategic Plan ***draft***

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

Strategic Commitments

- **People:** We will prioritize the engagement, satisfaction, and support of every student, staff member, and family.
- **Learner Outcomes:** We will prepare every student to be academically and socially ready to choose their post-secondary path after high school graduation.
- **Stewardship:** We will judiciously use our funding, human capital, and time while being conscious of our environmental impact.
- **Partnerships:** We will seek community partnerships that accelerate the achievement of district benchmarks.
- **Equity:** Our decisions will ensure that every child has a fair opportunity to reach their full potential.

District and Community Benchmarks

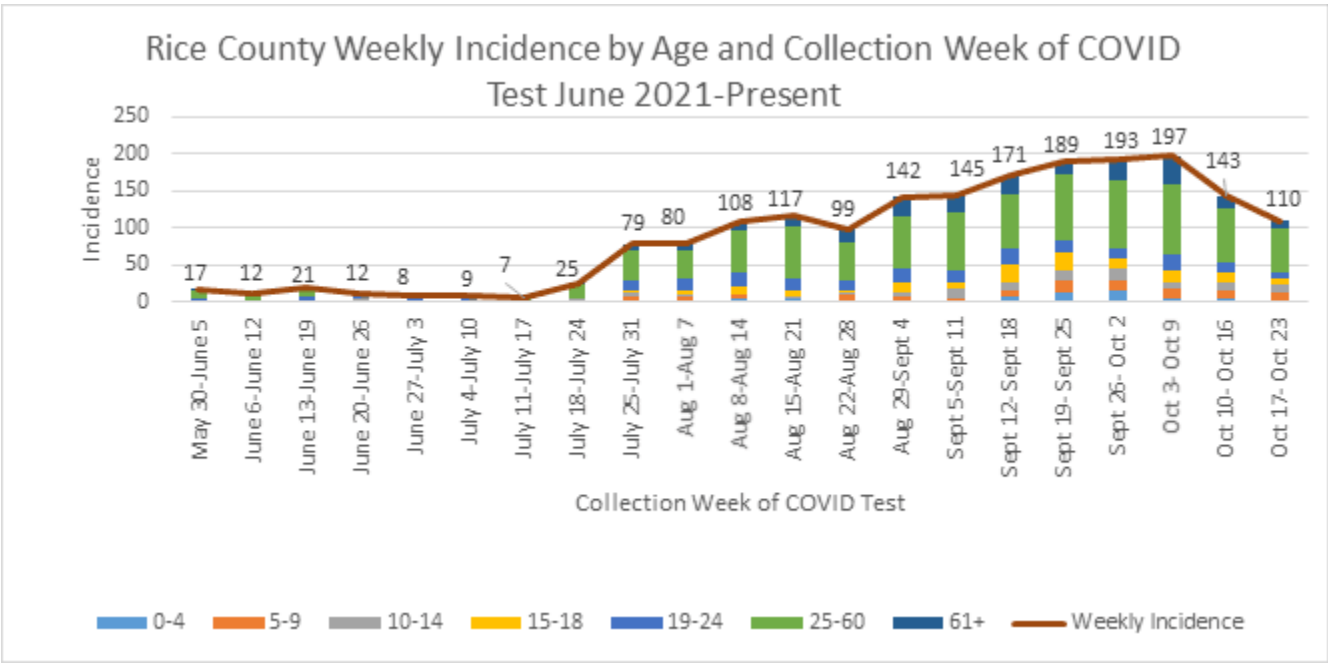
1. All children will be ready for Kindergarten.
2. All children will be connected to the community during the early childhood years.
3. All children will be at grade level in reading and math by the end of third grade.
4. All children will exhibit physical, social, and emotional well-being in elementary school.
5. All children will be at grade level in reading and math by the end of 6th grade.

6. All children will have a connection with a caring adult beyond their parents as they transition to middle school.
7. All children will have interests, goals, and a vision for the future by the end of 8th grade.
8. All children will exhibit physical, social, and emotional well-being in high school.
9. All children will report feeling connected in their high school community.
10. All children will graduate from high school with a plan to reach their full potential.
11. All employees will report satisfaction in the workplace.
12. All parents will report satisfaction with their children's educational experience.
13. The district will maintain 16% of its annual expenditures in its unassigned fund balance to ensure financial stability.

Note: The first ten benchmarks are the same benchmarks identified by Northfield Promise, a collective impact consortium of 20 community organizations committed to helping Northfield's youth thrive "from cradle to career." This alignment would be among the first in the nation in the StriveTogether network of communities focused on similar outcomes for children.

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 November 4, the district had 95 total positive COVID-19 cases and 25 active cases recorded in the last 14 days. 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 of Oct. 25-29 was 0.92%. The district average percentage of students absent with influenza-like illness symptoms was 1.45% during the same time frame.

Vaccination for Students Ages 5-11

The FDA and CDC have approved the use of Pfizer-BioNTech’s vaccine for children ages 5-11. While vaccination is a family’s choice, the district will continue to provide information so that families who desire vaccination can access an appointment.

The district is collaborating with Rice County Public Health and hosting a vaccination clinic on Nov. 18 at the NCEC. This clinic will be held after school hours 3:30 p.m. - 6:00 p.m. for Pfizer (five years and older), and first, second, booster doses, and additional doses for immunocompromised individuals. People can register for this clinic online through [Rice County Public Health](#).

COVID-19 Testing Program Update

The district opened its on-site testing program at the district offices on Nov. 2. We have been able to serve 15 appointments per day to begin. All appointments were utilized during the first three days of testing. The district is using the Cue molecular test. Testing is available to Northfield School District students, staff, and children of district staff who live in a different district (to support staffing levels). People taking the test park their vehicles along Second Street facing east. The



district's health aide brings the nasal swab to the vehicle and collects the sample. The test is processed inside the building and results are ready in approximately 20 minutes. The tests are free to the district at this time. The district has also received a \$200,000 grant from the Minnesota Department of Education to support the staffing costs to administer the program.

The district is still awaiting the BinaxNow rapid antigen tests that it will use to create a "test and stay" program. Students required to quarantine due to being identified as a close contact with someone who tested positive for COVID-19 at school will be permitted to attend classes if they test negative daily during what would have been the quarantine period. The district will provide more information as it is available.

School Resource Officer Change and Contract Update

The district will have a change in its school resource officer. Officer Bart Wiese has been in the position since 2017 and will be shifting back to patrol responsibilities in Jan. 2022. Officer Wiese has done an excellent job leading the DARE program at our elementary schools, building relationships with students and families, and assisting with school-related issues requiring law enforcement support. He will be missed.

Officer Gabriel Crombie will be the new school resource officer. Officer Crombie is a graduate of Northfield High School and has a background in social work, serving in Rice County Social Services for several years before entering law enforcement. We look forward to Officer Crombie supporting the Northfield School District beginning in January. We are excited for Officer Crombie to join our team.

The district is preparing to renew the contract with the City of Northfield for the school resource officer for another term. It will come before the board at the second board meeting in November.

Child Nutrition Supply Chain Update

There have been numerous news stories about challenges related to supply chain issues impacting school food service programs across the country. In Northfield, there has been a limited impact so far. In most cases, the child nutrition department has been able to substitute a like-for-like product (i.e., a different chicken patty instead of the typical one that we order.)

Food costs have increased. One example of increases relates to the fresh produce program that the district participates in through the Department of Defense. Costs related to this program are ahead of pace compared to what has typically been spent at this time of the year.

Some excellent news for peanut butter and jelly sandwich aficionados: after a brief backorder period, the Uncrustable has returned as an option for our students.

Bright Spot: Grade-Level Flexible Grouping at Elementary Schools

The district uses a variety of tools and interventions to accelerate student reading skill development affected by the pandemic. One of the most promising practices is the use of grade-level flexible grouping for a segment of daily literacy instruction. The district had used this practice at times in the past. Due to scheduling issues, it hasn't been a consistent tool used in the district in the past few years.

Flexible grouping breaks students into more class sections than usual for specific instruction, reading in this case. This approach is currently being used with third grade students at Bridgewater and Spring Creek. Spring Creek has five regular sections of third grade. With flexible grouping, reading specialists are added to the team and students are broken into eight sections instead of five. Bridgewater also has eight flexible reading groups (there usually are four sections) in third grade. Early progress monitoring is showing gains at Bridgewater. The program has not been operating at Spring Creek long enough to conduct progress monitoring assessments.

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

October 25, 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-George, 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 Dr. Felicity Enders, Rachel Trnka, Loretta Fossum and Jessica Leibrock.

4. Announcements and Recognitions

- For the first time in 20 years, we congratulate the girls cross country team who are the 2021 Big 9 Champions! We also congratulate Caley Graber (8th grader) 1st place BIG 9 Individual Champion and All Conference; Clara Lippert (12th grader) 6th place and All Conference; Addison Enfield (9th grader) 10th place and All Conference; Adriana Fleming (12th grader) 20th place and Honorable Mention All Conference; Peyton Quaas (7th grader) 24th place and Honorable Mention All Conference; Claire Casson (9th grader) 26th place; Clara Menssen (10th grader) 34th place.
- The boys cross country team placed 6th with a great showing in a competitive field. Congratulations to Nathan Amundson for placing 6th individually and earning All Conference.

5. Items for Discussion and Reports

- a. Principal Antoine, Minnesota's National Distinguished Principal Presentation. Nancy Antoine, Principal at Bridgewater Elementary School, was named Minnesota's National Distinguished Principal. This program honors outstanding elementary and middle-level principals who ensure that America's children acquire a sound foundation for lifelong learning and achievement. Ms. Antoine received her award at a ceremony held in Washington D.C. and she shared her experience with the board.
- b. Request to Hire an Additional Non-Licensed Special Education Staff. Cheryl Hall, Director of Special Services, requested to hire one child specific Special Educational Assistant/Personal Care Assistant (EA/PCA) 6.75 hours per day due to new students entering the district with significant needs for safety and intensive services as required in the Individual Education Program (IEP) plan. The total projected cost of salary and benefits is \$31,000 with approximately 55% of the salary reimbursed through special education revenue for a net cost of \$22,606.00.

On a motion by Goerwitz, seconded by Gonzalez-George, the board approved to move this to an item for individual action. Motion carried.

- c. Superintendent Operations and COVID-19 Update. Dr. Hillmann provided an update about district operations and COVID-19 preparations. The Rice County data indicates a decline in the number of weekly COVID-19 cases. Current COVID-19 cases in the district are 23 and total cases since August 31 is 70. The district will begin a drive-up rapid, molecular COVID testing program using the CUE test. Our initial testing will focus on symptomatic students. The BinaxNow tests are on backorder and we will begin our test-to-stay program when tests arrive and this program can be implemented.

We are finalizing the e-Learning plans for this school year. We intend to begin e-Learning days with the second weather related school day closure. The board is asked to approve this change as an item for individual action at this meeting. To address the traffic congestion at Bridgewater Elementary School the traffic flow was reversed beginning today. We are cautiously optimistic that this will address concerns regarding increased traffic congestion. We are working with the city on solutions to the traffic congestion at Greenvale Park and NCEC. Immediately the city will implement the use of dynamic speed signs, and they are looking at additional solutions such as traffic delineators and pedestrian activated beacons to promote safe driving and crossings.

The Community Action Center has opened a food shelf at the NCEC for those experiencing food insecurity.

6. Consent Agenda

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

a. Minutes

Minutes of the Regular School Board meeting held on October 11, 2021

b. Girls Alpine Skiing Cooperative Agreement with Goodhue Public Schools

Northfield High School Activities Director Joel Olson, with approval from the Minnesota State High School League, recommends the addition of Goodhue Public Schools to the Girls Alpine Skiing cooperatives for the 2021-2022 school year.

c. Personnel Items

i. Appointments

1. Stephen Fox, Building Supervisor with Community Education, beginning 10/20/2021; \$17.41/hr.
2. Debra Gottfried, Health Aide EA PCA for up to 7 hours/day on student contact days at the District Office, beginning 10/25/2021-6/9/2022; Step 4-\$17.52/hr.
3. Isabela Hernandez-Perez, Special Education EA-PCA for 6.75 hours/day at Greenvale Park, beginning 10/25/2021; Step 1-\$16.17/hr.
4. Marcia Simon, Event Worker at the High School, beginning 11/1/2021.
5. Danette Reistad, .5 Assistant Dance Team Coach for 2 hours/day for 3 days/week at the High School, beginning 10/25/2021; Level 2 \$2,240
6. Katiana Trout, Child Nutrition Associate I for 3.75 hours/day at the Middle School, beginning 11/1/2021; \$19.28/hr.
7. Johanna Villa, Assistant Dance Team Coach for 2 hours/day for 3 days/week at the High School, beginning 10/25/2021; Level 2 \$4,480, Step 5
8. John Watkins, Site Supervisor/Scheduler with Community Education Recreation, beginning 10/20/2021-5/31/2021; \$14.39/hr.
9. Margaret Witt, 1.0 FTE Long Term Substitute Special Education Teacher at Spring Creek, beginning 11/30/2021-12/22/2021; MA, Step 10.
10. Jocelyn Giefer, Assistant Dance Team Coach for 2 hours/day at the High School, beginning 10/26/2021; Level 2 \$4,480
11. Winston Vermilyea, Special Ed EA PCA for 6.75 hours/day at Spring Creek, beginning 10/27/2021; Step 1-\$16.17/hr.

ii. Increase/Decrease/Change in Assignment

1. Kristin Basinger, Special Ed EA at the Middle School, add Special Ed EA PCA BUS EA for an additional .50 hours/day with the District, effective 9/21/2021-6/10/2022.
2. Adriana Bermudez, ECFE EA for 14 hours/week at the NCEC, change to ECFE EA for 16.25 hours/week at the NCEC, effective 10/18/2021.
3. Allyson Bernstorf, Nurse Aide and Instructional/Supervisory EA at Spring Creek, change to Nurse Aide and Instructional/Supervisory EA for 5 hours/day and Administrative Assistant class II for 2 hours/day at Spring Creek, effective 10/18/2021-6/9/2022; Class II Office Step 2-\$19.95/hr.
4. Natalie Deane, Teacher at Bridgewater, add Targeted Services PLUS Teacher for up to 8 hours/week Mon.-Thurs. at Bridgewater, effective 11/1/2021-4/29/2022; Yr. 5-\$27.73/hr.
5. Ryan Driscoll, Teacher at Greenvale Park, add Building Supervisor with Community Education, effective 10/15/2021. \$17.41/hr.
6. DeEtte Harris, Administrative Assistant at Spring Creek, change to Administrative Assistant for 6 hours/day and Instructional EA for 2 hours/day at Spring Creek, effective 10/18/2021-6/9/2022; Gen Ed EA Step 4-\$16.92/hr.

7. Leslie Hayden Jr. Middle School Football Coach, add Special Ed EA PCA for 6.75 hours/day and Gen Ed EA Crossing Guard for .25 hours/day at the Middle School, effective 10/25/2021- 6/9/2022; Gen Ed Step 4-\$16.92/hr. Special Ed Step 4-\$17.52/hr.
8. Isabela Hernandez-Perez, Special Ed EA PCA at Greenvale Park, add .50 hours/day Supervision at Greenvale Park, effective 10/26/2021; Gen Ed Step 1-\$15.57/hr.
9. Jenni Roney, Enrichment Coordinator for 20 hours/week with Community Education, change to Enrichment Coordinator for 30 hours/week with Community Education, effective 10/18/2021.
10. Bailey Shimota, Special Ed EA at the Middle School, add Special Ed EA PCA Extra-curricular/non-academic activities with the District, effective 10/1/2021-6/10/2022.
11. Dee Tomczik, Gen Ed EA for 3 hours/day and Health Aide for 4 hours/day at Bridgewater, change to Gen Ed EA for 4.50 hours/day and Health Aide for 2.50 hours/day at Bridgewater, effective 9/9/2021.
12. Mark Johnson, Grounds Worker with the District, add Event worker at the High School, effective 10/25/2021.
13. Ruth Morgan-Malecha, Special Ed EA PCA BUS EA for .92 hours/day with the District, change to Special Ed EA PCA BUS EA for 1.05 hours/day with the District, effective 10/29/2021-6/10/2022.
14. Debra Pack, Special Ed EA PCA BUS EA for 1.67 hours/day with the District, change to Special Ed EA PCA BUS EA for 1.54 hours/day with the District, effective 10/29/2021-6/10/2022.
15. Rebekah Patterson, .55 FTE Reading Intervention Teacher at Bridgewater, change to .80 FTE Reading Intervention Teacher at Bridgewater, Effective 10/25/2021-6/9/2022.

iii. Leave of Absence

1. Katie Bauer, Administrative Assistant at the ALC, Family/Medical Leave of Absence beginning on or about 1/3/2022-3/25/2022.
2. Tom Dickerson, Teacher at the High School, Family/Medical Leave of Absence beginning on 11/24/2021-1/3/2022.
3. Cece Green, CN Manager II at the High School, Family/Medical Leave of Absence beginning on 11/24/2021-12/31/2021.
4. Rich Kleeberger, Custodian at the High School, Family/Medical Leave of Absence beginning on 10/5/2021 and continuing on an intermittent basis for up to 60 work days.

iv. Retirements/Resignations/Terminations

1. Jennifer Eggum, Child Nutrition at the Middle School, termination effective 10/13/2021.

7. Items for Individual Action

- a. Pay Equity Implementation Report. On a motion by Baraniak, seconded by Butler, the board approved the submission of the Pay Equity Implementation Report.
- b. Adjustment of e-Learning Day Starting Point. On a motion by Gonzalez-George, seconded by Goerwitz, the board approved the adjustment of e-Learning day starting point from the third full-day closure to the second full-day closure.
- c. Request to Hire an Additional Non-Licensed Special Education Staff. On a motion by Gonzalez-George, seconded by Goerwitz, the board approved to hire one child specific Special Educational Assistant/Personal Care Assistant (EA/PCA) for 6.75 hours per day at a total projected cost of salary and benefits of \$31,000.00 with approximately 55% of the salary reimbursed through special education revenue for a net cost of \$22,606.00.

8. Items for Information

- a. Enrollment Options and History Report. Superintendent Hillmann reviewed the enrollment options and history report with the board.

9. Future Meetings

- a. Monday, November 8, 2021, 6:15 p.m., World's Best Workforce Presentation, Northfield DO Boardroom
- b. Monday, November 8, 2021, 7:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- c. Thursday, November 18, 2021, 5:00 p.m., Board Work Session, DO Conference Room 105
- d. Monday, November 22, 2021, 7:00 p.m., Regular Board Meeting, Northfield DO Boardroom

10. Adjournment

On a motion by Stratmoen, seconded by Quinnell, the board adjourned at 8:40 p.m.

Noel Stratmoen
School Board Clerk

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

Date of Proposal: October 27, 2021

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

Destination: Tofte, MN and BWCA

Dates: June 13th--June 17^h

Itinerary:

June 13^h - Leave Northfield and drive up to Sawbill Campground, camping there for the night. We stop in Duluth, Gooseberry Falls, Palisade Head and hike up to Carleton Peak and Tofte Overlook on the way.

June 14th - We will go to Sawbill outfitters, get our gear and hopefully be on the water by 10:a.m.

June 15th -Canoe all day, finding a site for the evening.

June 16 - Canoe for a second full day, finding another site for evening.

June 17 - We will canoe out of the BWCA and return to Northfield by early evening.

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

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

Staff Involved: Cheryl Mathison and Eric McDonald

Time Commitment for Planning: This will be our 18th trip up there with students. Due to our experience and knowledge we” have the system down” as far as the planning goes
☺

Transportation: Van

Lodging Arrangements: We will be making BWCA camping reservations.

Budget:

Supplies		Instructional Salary
Gas	\$ 175.00	Appx \$4200
Groceries	\$ 275.00	
Sawbill Outfitter	\$ 1000.00	
<u>BWCA & campground fees</u>	<u>\$125.00</u>	
	\$1575.00	

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

Scholarship Availability- None needed

Student Participants- 7

Staff Chaperones: 2

Parent Chaperones- none

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



Northfield Public Schools
Northfield, MN

EXTENDED FIELD TRIP FORM

Staff Member(s) Responsible (Name and phone): Craig Cardinal 507-663-8232

School and Program: High School Nordic Ski Team

Date of Requested Trip: December 27-29

1. What group is taking this trip? _____

Estimated # of Students 20 Adult Supervisors 4

2. Destination: Ironwood, MI

Date/Time of Departure: December 27, 7:00 AM

Date/Time of Return: December 29, 8:00 PM

3. State purpose and/or educational value of trip (attach information to form if needed).
Nordic Ski training trip to ABR ski trails in Michigan

4. Name the manner of travel and the carrier.
Coach Bus - Either Schmitty or Northfield Lines

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

Quality Inn
210 E Cloverland Dr, Ironwood, MI 49938
(906) 932-2224

6. List of coach, parent or guardian contact info.
Craig Cardinal 507-663-8232
David Folland 507-649-1764
Don Duffy 612-991-1403
Gabby Ayers 952-797-2564

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

Northfield Nordic Ski team

8. Indicate who will be in charge of supervising the trip (roles and responsibilities).
Craig Cardinal - Northfield Head Coach

9. State the safety precautions and procedures for emergencies while on the trip.
Supervisors will have phone numbers to contact parents or athletes
All skiing will be at a set location with ski patrol on site and several warming houses available.

11. Give budget costs, how trip will be funded and estimated cost per student.
Bus - \$80 per skier
Hotel - \$80 per skier
Food - \$30 per skier
Ski Passes - \$30 per skier
Total ~\$220 per skier paid by athlete and money from team fundraising

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

Signature of Staff Member Responsible: Craig Cardinal

Date field trip request was submitted to Principal: _____

Principal/Administrator Signature and Date: _____

Approved: Joel Olson 11/2/21 Not Approved: _____

Superintendent Signature and Date: _____

Approved: _____ Not Approved: _____

School Board Review Date: _____

Approved: _____ Not Approved: _____

Co-Curricular Coach/Advisor Matrix | Recommended Changes | September 28, 2021

Molly Viesselman, Director of Human Resources

The 2017-19 Master Agreement with the Northfield Education Association changed the way co-curricular positions are added, eliminated, and modified. In the past, the District negotiated the specific number of coaching or advisor positions for each activity and the amount of stipend each position would receive based on its placement on the co-curricular salary schedule (commonly referred to as Schedule C). After the settlement of the agreement, the School Board will approve the additions, reductions, or modifications to positions and the associated stipend amount recommended by the District's co-curricular committee. The co-curricular committee is led by the Activities Director and includes coaches, advisors, and administrators. The salary schedule itself remains in the NEA Master Agreement and the stipend amounts for each "level" will still be part of the negotiations process with the NEA.

Recommended Changes		
Position	Total Cost	Rationale
Add - MS Assistant Student Council Advisor, Level 4 (Non-MSHSL)	\$1,991.00	<p>The Middle School currently has one stipend for a student council advisor, paid at Level 3 (\$2,987). There are two individuals that have split this stipend in the past. There are no longer individuals interested in splitting this stipend.</p> <p>The co-curricular committee recommends adding a MS Assistant Student Council Advisor at Level 4 (1,991).</p>
Totals	\$1,991.00	*Note: This is the best approximation at this time.

Salaries based on the 2021-2022 co-curricular salary schedule. These rates will change for the 2022-2023 school year.

FORM A

RESOLUTION OF GOVERNING BOARD SUPPORTING FORM A APPLICATION TO MINNESOTA STATE HIGH SCHOOL LEAGUE FOUNDATION

WHEREAS, the Minnesota State High School League Foundation was formed to provide support for Minnesota's high school youth to participate in athletics and fine arts;

WHEREAS, the Governing Board of _____ recognizes the value of student participation in extracurricular activities; and

WHEREAS, the MSHSL Foundation is offering grants and funding to assist schools in recognizing, promoting and funding extracurricular participation by high school students in athletic and fine arts programs.

THEREFORE, BE IT RESOLVED, that the Governing Board of _____ supports the school's application to the Minnesota State High School League Foundation for a FORM A grant to offset student activity fees.

Date

Board Chair/Head of School

Date

Board Clerk – Treasurer/ Finance Director

**RESOLUTION ESTABLISHING COMBINED POLLING PLACES
FOR MULTIPLE PRECINCTS AND
DESIGNATING HOURS DURING WHICH THE POLLING
PLACES WILL REMAIN OPEN FOR VOTING
FOR SCHOOL DISTRICT ELECTIONS NOT HELD
ON THE DAY OF A STATEWIDE ELECTION**

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

1. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for school district elections are those precincts or parts of precincts located within the boundaries of the school district which have been established by the cities or towns located in whole or in part within the school district. The board hereby confirms those precincts and polling places so established by those municipalities.

2. Pursuant to Minnesota Statutes, Section 205A.11, the board may establish a combined polling place for several precincts for school district elections not held on the day of a statewide election. Each combined polling place must be a polling place that has been designated by a county or municipality. The following combined polling places are established to serve the precincts specified for all school district special and general elections not held on the same day as a statewide election:

Combined Polling Place: Bethel Lutheran Church
1321 North Avenue
Northfield, Minnesota

This combined polling place serves all territory in Independent School District No. 659 located in Castle Rock Township; Eureka Township; Greenvale Township; Sciota Township; Waterford Township; the City of Northfield, the City of Northfield Ward 3, Precinct 1; Rice County, Minnesota; and the City of Northfield, Ward 3, Precinct 2; Dakota County, Minnesota.

Combined Polling Place: St. John's Lutheran Church
500 Third Street West
Northfield, Minnesota

This combined polling place serves all territory in Independent School District No. 659 located in Webster Township Precinct 1 and Precinct 2; the City of Northfield, Ward 1, Precinct 1; the City of Northfield, the City of Northfield Ward 4, Precinct 1; and the City of Northfield Ward 4, Precinct 2; Rice County, Minnesota.

Combined Polling Place: Northfield Community Resource Center
1651 Jefferson Parkway
Northfield, Minnesota

This combined polling place serves all territory in Independent School District No. 659 located in Bridgewater Township; Forest Township; Erin Township; the City of Dundas; Cannon City Township; and the City of Northfield, Ward 2, Precinct 2; Rice County, Minnesota.

Combined Polling Place: United Methodist Church
1401 South Maple Street
Northfield, Minnesota

This combined polling place serves all territory in Independent School District No. 659 located in Northfield Township; Rice County, Minnesota; the City of Dennison; Rice County, Minnesota; the City of Dennison; Goodhue County, Minnesota; Warsaw Township; Goodhue County, Minnesota; the City of Northfield, Ward 1, Precinct 2; and the City of Northfield, Ward 2, Precinct 1; Rice County, Minnesota.

3. Pursuant to Minnesota Statutes, Section 205A.09, the polling places will remain open for voting for school district elections not held on the same day as a statewide election between the hours of 7 o'clock a.m. and 8:00 o'clock p.m.

4. The clerk is directed to file a certified copy of this resolution with the county auditors of each of the counties in which the school district is located, in whole or in part, within thirty (30) days after its adoption.

5. As required by Minnesota Statutes, Section 204B.16, Subdivision 1a, the clerk is hereby authorized and directed to give written notice of new polling place locations to each affected household with at least one registered voter in the school district whose school district polling place location has been changed. The notice must be a nonforwardable notice mailed at least twenty-five (25) days before the date of the first election to which it will apply. A notice that is returned as undeliverable must be forwarded immediately to the appropriate county auditor, who shall change the registrant's status to "challenged" in the statewide registration system.

(If a combined polling place is changed, the change must be adopted at least ninety (90) days prior to the first election where it will be used unless that polling place has become unavailable for use.)

Noel Stratmoen
Board of Education, Clerk

Date

						2021/22						
School and Grade Level	September 9th	September 17th	September 24th	October 1st	November 1st	December 1st	January 3rd	February 1st	March 1st	April 1st	May 2nd	End of Year 6/9/22
NCEC												
Early Childhood	117	108	110	108	115							
Total	117	108	110	108	115	0	0	0	0	0	0	0
Portage												
Grade K-2034	2	2	2	2	1							
Grade 1-2033	3	3	3	3	3							
Grade 2-2032	5	5	5	5	3							
Grade 3-2031	9	9	9	8	8							
Grade 4-2030	4	4	3	3	2							
Grade 5-2029	9	9	9	9	7							
Grade 6-2028	6	7	5	5	5							
Grade 7-2726	11	10	11	11	12							
Grade 8-2026	6	7	8	8	8							
Grade 9-2025	3	4	3	4	4							
Grade 10-2024	10	12	13	13	13							
Grade 11-2023	12	11	11	12	12							
Grade 12-2022	17	21	23	23	22							
Total	97	104	105	106	100	0	0	0	0	0	0	0
Greenvale Park												
Grade K-2034	88	88	88	88	88							
Grade 1-2033	76	76	77	78	78							
Grade 2-2032	77	78	78	78	78							
Grade 3-2031	71	71	71	71	72							
Grade 4-2030	84	84	84	84	86							
Grade 5-2029	64	64	64	64	66							
Total	460	461	462	463	468	0	0	0	0	0	0	0
Spring Creek												
Grade K-2034	70	70	70	70	72							
Grade 1-2033	62	63	63	63	64							
Grade 2-2032	74	74	73	73	73							
Grade 3-2031	87	86	86	86	86							
Grade 4-2030	76	76	76	76	76							
Grade 5-2029	82	81	81	81	82							
Total	451	450	449	449	453	0	0	0	0	0	0	0
Bridgewater												
Grade K-2034	83	83	83	83	84							
Grade 1-2033	89	89	89	89	89							
Grade 2-2032	91	91	91	91	92							
Grade 3-2031	100	100	99	99	98							
Grade 4-2030	93	93	93	93	93							
Grade 5-2029	93	94	94	94	95							
Total	549	550	549	549	551	0	0	0	0	0	0	0
Middle School												
Grade 6-2028	304	303	303	304	304							
Grade 7-2027	305	302	299	298	294							
Grade 8-2026	299	294	294	295	297							
Total	908	899	896	897	895	0	0	0	0	0	0	0
High School												
Grade 9-2025	344	344	342	342	343							
Grade 10-2024	343	340	337	333	336							
Grade 11-2023	291	289	291	286	282							
Grade 12-2022	319	317	316	315	314							
Total	1297	1290	1286	1276	1275	0	0	0	0	0	0	0
ALC												
Grade 9-2025	1	1	1	1	1							
Grade 10-2024	5	5	5	5	7							
Grade 11-2023	10	10	11	11	26							
Grade 12-2022	57	55	53	57	86							
Total	73	71	70	74	120	0	0	0	0	0	0	0
Grand Total	3952	3933	3927	3922	3977	0	0	0	0	0	0	0
Full Time only (excluding EC and Part-time/Independent Study ALC)	3835	3824	3816	3810	3816							

Greenvale Park

Grade	Teacher		
K	Engle	18	
K	Flick	18	
K	Hagberg	17	
K	Kortbein	17	
K	Ziemann	18	
1	Nivala	19	
1	Russell	22	
1	Schultz	19	C
1	Zach	18	
2	Amundson	20	C
2	Kelly	20	
2	Kohlbeck	19	
2	Mitchell	19	
3	Alvarez, C.	19	C
3	Dimick	18	
3	Timerson	18	
3	Youngblut	17	
4	Collins	21	
4	Garcia	25	C
4	Hetzel	20	
4	McLaughlin	20	
5	Harding	20	
5	Sickler	22	
5	Tacheny	24	C
TOTAL		468	

Spring Creek

Grade	Teacher		
K	Berkvam Peter	18	
K	Heil, G	18	
K	Johannes	18	
K	Rud	18	
1	Born	20	C
1	Craft	22	
1	Heil, S	22	
2	Benhart	19	C
2	Soderlund	18	
2	Spitzack	18	
2	Swenson	18	
3	Guggisberg	15	
3	Healy	18	
3	Hruby	15	
3	Jandro	15	
3	Sasse	23	C
4	Fox	20	
4	Hehr	20	
4	Kodada	19	
4	McManus	17	C
5	Baragary	18	
5	Malecha	21	
5	Ostermann	21	C
5	Stulken	22	
TOTAL		453	

Bridgewater

Grade	Teacher		
K	Cade	20	
K	Danielson	21	
K	Peterson	21	
K	Tran	22	
1	Charlton	21	
1	Haley	20	
1	Hall	23	
1	Lanza	25	C
2	Ellerbusch	18	
2	LaVoy	19	
2	Lofquist	19	
2	Rubin	18	C
2	Schwaab	18	
3	Larson	23	C
3	Polzin	25	
3	Sickler	25	
3	Truman	25	
4	Robertson	23	
4	Ryan	23	
4	Schuster	24	
4	Swenson	23	C
5	Duchene	18	
5	Holden	25	
5	Kohl	26	
5	Morrell	26	C
TOTAL		551	

Middle School

Total
Grade 6-2028
Grade 7-2027
Grade 8-2026
TOTAL

High School

Total
Grade 9-2025
Grade 10-2024
Grade 11-2023
Grade 12-2022
TOTAL

ALC

F/T	**P/T	**I/S	Total
Grade 9-2025	1	0	1
Grade 10-2024	5	0	7
Grade 11-2023	15	0	26
Grade 12-2022	53	1	86
TOTAL	74	1	120

	Regular	Portage	Total
Early Childhood**	115		115
Kindergarten-2034	244	1	245
Grade 1-2033	231	3	234
Grade 2-2032	243	3	246
Grade 3-2031	256	8	264
Grade 4-2030	255	2	257
Grade 5-2029	243	7	250
Total K-5	1587	24	1611
Total Middle School	895	25	920
Total High School	1275	51	1326
GRAND TOTAL	3757	100	3857
ALC 9-12			120
GRAND TOTAL w/ALC and Portage			3977

Early Childhood**

Dorey	11
Gross	12
Kremin	15
Kruse	4
Matthews	13
O'Connor	7
Roth	10
Schlim	14
Schnorr	10
Waters	16
Webster	3
TOTAL	115

Portage

Grade	Teacher	
K	Bulfer	1
1	Bulfer	3
2	Weber	3
3	Weber	8
4	Haar	2
5	Haar	7
6	Holz	5
7	Holz	12
8	Holz	8
9	Holz	4
10	Schultz	13
11	Schultz	12
12	Schultz	22
TOTAL		100

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

3816