

INDEPENDENT SCHOOL DISTRICT NO. 659
REGULAR SCHOOL BOARD MEETING

Monday, April 25, 2022 ~ Regular Board Meeting
Northfield District Office Boardroom

Zoom Link: <https://northfieldschools-org.zoom.us/j/85184754717?pwd=OWZVVG5lYtYem1DZE1wOmZ5d2ZiUT09>
Passcode: 552618

AGENDA

1. Call to Order
2. Agenda Approval/Table File
3. Public Comment
4. Announcements and Recognitions
 - a. Certificate Presentation to District Youth Council
5. Items for Discussion and Reports
 - a. District Youth Council Recap
 - b. Arcadia Charter School Application
 - c. Proposed 2022-2023 Child Nutrition Fund Budget
 - d. Budget Prioritization Plan and Recommended Program Reductions
 - e. Superintendent Operations and COVID-19 Update
6. Committee Reports
7. Consent Agenda
 - a. Minutes
 - b. Gift Agreements
 - c. Financial Report
 - d. Personnel Items
8. Items for Individual Action
 - a. Resolution for Termination and Non-Renewal of Probationary Licensed Staff
9. Items for Information
 - a. Community Open Forum
 - b. National Teacher Appreciation Week is May 1 - 7, 2022
 - c. Graduation Update
10. Future Meetings
 - a. Monday, May 9, 2022, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
 - b. Monday, May 23, 2022, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
 - c. Monday, June 13, 2022, 4:00 p.m. - 5:45 p.m., NHS Work Session, Northfield DO Boardroom
 - d. Monday, June 13, 2022, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
11. Adjournment

NORTHFIELD PUBLIC SCHOOLS
MEMORANDUM

Monday, April 25, 2022 ~ Regular Board Meeting
Northfield District Office Boardroom

Zoom Link: <https://northfieldschools-org.zoom.us/j/85184754717?pwd=OWZVVG5lYtYem1DZE1wOmZ5d2ZiUT09>
Passcode: 552618

TO: Members of the Board of Education

FROM: Matthew Hillmann, Ed.D., Superintendent

RE: Explanation of agenda items for Monday, April 25, 2022, regular school board meeting

1. Call to Order

2. Agenda Approval/Table File

3. Public Comment

Public comment for this school board meeting may be made in person at the beginning of the meeting and must comply with the district's public comment guidelines.

4. Announcements and Recognitions

- a. Certificate Presentation to Members of District Youth Council

5. Items for Discussion and Reports

- a. District Youth Council (DYC) Recap. DYC co-chairs Amelia Arnold and Sylvi Hanson will provide an end-of-year recap of the 2021-22 school year.
- b. Arcadia Charter School Application. Laura Stelter, Executive Director of Arcadia Charter School, and Superintendent Hillmann will provide an overview of the application for the next five-year contract for Arcadia. The next step in the process is to execute the new contract. That contract will be presented as a report at the next board meeting and the board will be requested to approve the new contract at the May 23 board meeting.
- c. Proposed 2022-2023 Child Nutrition Fund Budget. Stephany Stromme, Director of Child Nutrition, will present the 2022-2023 proposed child nutrition budget. This fund is used to record financial activities of providing nutrition services to students, which include preparation and service of the milk, meals, and snacks in connection with school and community services activities. No board action is required at this meeting.
- d. Budget Prioritization Plan and Recommended Program Reductions. Dr. Hillmann and Director Mertesdorf will present the budget prioritization plan. This will include a recap of the budget prioritization process and a review of the department and program reductions recommended by administration based on the priorities established by the elementary, secondary and district services budget teams. The board will be asked to approve the recommended department and program reductions at the next regular board meeting.
- e. Superintendent Operations and COVID-19 Update. Dr. Hillmann will provide an update about district operations, and local and county COVID-19 data.

6. Committee Reports

7. Consent Agenda

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

- a. Minutes
 - Minutes of the Regular School Board meeting held on April 11, 2022
- b. Gift Agreements

- \$2,400.00 from Mary C. Henry Step Up Scholarship Fund of the Capital Group American Funds for Step Up Scholarships
- \$1,000.00 from Schieck Orthodontics for Schieck Orthodontics Scholarship

c. Financial Report

Financial Report - December 2021. Director of Finance Val Mertesdorf requests the board approve paid bills totaling \$2,130,941.20, payroll checks totaling \$3,648,269.14, a wire transfer totaling \$250,000.00 from Frandsen General to Frandsen Sweep, a wire transfer totaling \$650,000.00 from Frandsen Sweep to Frandsen General, and the financial reports for December 2021. At the end of December 2021 total cash and investments amounted to \$24,834,271.80.

d. Personnel Items

i. Appointments

1. Nicholas Bornhauser, Summer Seasonal Grounds/Custodial Worker with the District, beginning 6/6/2022-8/19/2022; \$15.75/hr.
2. Tory Borovsky, Site Supervisor/Scheduler with Community Education Recreation, beginning 5/6/2022-8/31/2022; \$11.89/hr.
3. Millie Bouvin, Program Assistant with Community Education Recreation, beginning 4/25/2022-5/31/2022; \$10.33/hr.
4. Hannah Breiland, Event Worker at the Middle School, beginning 4/22/2022.
5. Laura Holman, Program Assistant with Community Education Recreation, beginning 4/18/2022-5/31/2022; \$10.33/hr.
6. Kyle Malecha, Summer Seasonal Grounds/Custodial Worker with the District, beginning 5/16/2022-8/19/2022; Year 2-\$15.75/hr.
7. Connor Nagy, Summer Seasonal Grounds/Custodial Worker with the District, beginning 5/23/2022-8/19/2022; Year 2-\$15.75/hr.
8. Sophia Nevin, Special Ed EA PCA for 6.3 hours/day at the NCEC, beginning 4/25/2022-6/9/2022; Step 1-\$16.17/hr.
9. Leta Prestemon, Program Supervisor with Community Education Recreation, beginning 4/18/2022-5/31/2022; \$10.89/hr.

ii. Increase/Decrease/Change in Assignment

1. Nancy Becker, Nurse at the Middle School, add Summer PLUS/BLAST Nurse for up to 6.5 hours/day Mon.-Thurs. at Greenvale Park/High School. effective 7/5/2022-8/11/2022.
2. Tory Borovsky, Site Supervisor with Community Ed Recreation, add Building Supervisor with Community Ed Recreation, effective 5/6/2022-8/31/2022; \$17.41/hr.
3. Stephen Cade, Teacher at the High School, add Summer PLUS Teacher for up to 6.5 hours/day Mon.-Thurs. at Greenvale Park, effective 7/5/2022-8/11/2022; Lane/step
4. Caitlin David, Teacher at Bridgewater, add Summer PLUS Teacher for up to 6.5 hours/day Mon.-Thurs. at Greenvale Park, effective 7/5/2022-8/11/2022; Lane/step
5. Kyle Fearing, Teacher at the Middle School, add Boys Assistant Basketball Coach at the High School, effective 11/20/2022; Level 1, Step 8
6. Michael Garlitz, Community School Site Leader at Greenvale Park, add Community School Summer Site Assistant for up to 35 hours/week for 3/weeks at Greenvale Park, effective 6/20/2022-7/8/2022; Step 4-\$15.48/hr.
7. Cortney Gillum, Nurse at Greenvale Park, add Summer PLUS/BLAST Nurse for up to 6.5 hours/day Mon.-Thurs. at Greenvale Park/High School. effective 7/5/2022-8/11/2022.
8. Julene Johnson, Gen Ed EA at Bridgewater, add Community School Summer Site Assistant for up to 28 hours/week for 2/weeks at Greenvale Park, effective 6/23/2022-7/7/2022; Step 4-\$15.48/hr.
9. Nate Knutson, Network Manager District Wide, change to Director of Technology Services with the District, effective 4/20/2022; \$105,000 + step 1-prorated.
10. Mackenzie Kodada, Long Term Substitute Teacher at Spring Creek, add Summer PLUS Teacher for up to 6.5 hours/day Mon.-Thurs. at Greenvale Park, effective 7/5/2022-8/11/2022; Lane/step
11. Kristi Kortuem, Teacher at the Middle School, add .5 Head Girls Swim Coach at the High School, effective 8/14/2022; Level 2 Head Coach .50 FTE, Step 1
12. Kristi Kortuem, Grade 6 Math Teacher at the Middle School, change to Math Teacher at the High School, effective 8/25/2022.
13. Kayla LaVoy, 1.0 FTE Second Grade Teacher for the 2021-2022 school year only at Bridgewater, change to 1.0 FTE Second Grade Teacher-ongoing at Bridgewater, effective 4/18/2022.

14. Ellen Mucha, .4 English/.6 ADSIS Teacher at the High School, change to 1.0 FTE MTSS Teacher at the High School, effective 8/25/2022.
 15. Jacob Odell, 1.0 Boys Tennis Coach at the Middle School, change to .5 Boys Head Tennis Coach and .5 Assistant Tennis Coach at the Middle School, effective 4/4/2022.
 16. Ashley Opatrny, Special Ed Teacher at Greenvale Park/Portage, change to Special Ed Teacher at Spring Creek, effective 8/25/2022.
 17. Brian Porter, Assistant Boys Swim Coach at the High School, change to .5 Head Girls Swim Coach at the High School, effective 8/15/2022; Level 2-.50 FTE, Step 1
 18. Sydney Rodgers, Grade 1 Teacher at Spring Creek, change to Teacher at Bridgewater, Grade TBD, effective 8/25/2022.
 19. Darrell Sawyer, Teacher at the Middle School, add Private Lesson Sport Coach with Community Education Recreation, effective 4/23/2022-8/31/2022; \$36/person per hour for a single private lesson & \$20/person per hour for a semi-private lesson of up to five people.
 20. Ann Schmidt, CNA III at the High School, add Concessions Coordinator at the High School, effective 8/15/2022; Stipend \$3,000
 21. Renae Schuster, Grade 4 Teacher at Bridgewater, change to Grade 3 Teacher at Bridgewater, effective 8/25/2022.
 22. Paul Stanton, 1.0 Guidance Counselor for the 2021-2022 school year only at the ALC, change to 1.0 Guidance Counselor-ongoing at the ALC, effective 4/18/2022.
 23. Bob Sullivan, English Teacher at the High School, change to Student Activities Director at the High School, effective 7/1/2022; AD salary + step 1.
 24. Eric Swan McDonald, .70 Science Teacher ALC/ .30 Science Teacher High School, change to 1.0 FTE Science Teacher at the ALC, effective 8/25/2022.
 25. Erik Swenson, Grade 4 Compañeros Teacher at Bridgewater, change to Grade 2 Compañeros Teacher at Bridgewater, effective 8/25/2022.
 26. Gina Swenson, Grade 2 Teacher at Spring Creek, change to Grade 1 Teacher at Spring Creek, effective 8/25/2022.
 27. Nate Truman, Grade 3 Teacher at Bridgewater, change to Grade 4 Teacher at Bridgewater, effective 8/25/2022.
 28. Cydney Ulvestad, Community School Site Assistant at Greenvale Park, add Community School Summer Site Assistant for up to 28 hours/week for 2/weeks at Greenvale Park, effective 6/23/2022-7/7/2022; Step 4-\$15.48/hr.
- iii. Leave of Absence
1. Leah Sand, Teacher at the High School, Family/Medical Leave of Absence, beginning 4/11/2022 and continue on an intermittent basis for up to 60 work days.
 2. Bob Sullivan, Teacher at the High School, Leave of Absence for the 2022-2023 school year.
- iv. Retirements/Resignations/Terminations
1. Faith Ring, Program Supervisor with Community Recreation, declined position, effective 4/21/2022.
 2. Jeff Sullivan, EA at the High School, resignation effective 4/11/2022.
 3. Winston Vermilyea, EA at Spring Creek Elementary, termination effective 4/20/2022.

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

8. Items for Individual Action

- a. Resolution for Termination and Non-Renewal of Probationary Licensed Staff The board is requested to adopt the enclosed Resolution related to the termination and non-renewal of the teaching contract of the following probationary licensed teachers effective at the close of the current 2021-2022 school year.

<u>Name</u>	<u>FTE</u>	<u>Position</u>
Arends, Chelsey	1.0	Special Education
Broughton, Scott	1.0	English (long-term substitute)
Carlson, Kathryn	1.0	Grade 5 (long-term substitute)
Engle, Kari	1.0	Grade 3 (long-term substitute)
Hruby, Anna	1.0	Grade 3
Kelly, Anna	1.0	Grade 2 (long-term substitute)
Kodada, Mackenzie	1.0	Grade 4 (long-term substitute)
Kohlbeck, Madeline	1.0	Grade 2
Latterner, Megan	1.0	ECSE - Hand-in-Hand Preschool

Musicant, Elizabeth	.40	German
Schultz, Martha	1.0	Grade 3 (long-term substitute)
Weber, Jessica	1.0	Elementary Portage

Superintendent's Recommendation: Motion to adopt the Resolution related to the termination and non-renewal of the teaching contract of the probationary licensed teachers listed above effective at the close of the current 2021-2022 school year.

9. Items for Information

- a. Community Open Forum. The budget prioritization community open forum is scheduled at Northfield Middle School on Tuesday, May 3, 5:30 p.m. - 8:30 p.m.
- b. National Teacher Appreciation Week is May 1 - 7, 2022. Teacher Appreciation Week is celebrated in the first full week of May and is our chance to say thank you to those that play or have played such a huge role in our lives. Teacher Appreciation Day is Tuesday, May 3, and we recognize the dedicated educators across the country, in our state, and in our district, and the lasting contributions they make to our lives.
- c. Graduation Update. ALC graduation is scheduled at 6:00 p.m. on Wednesday, June 1, in the Middle School Auditorium. Northfield High School's graduation is scheduled at 2:00 p.m. on Sunday, June 5, at Memorial Field.

10. Future Meetings

- a. Monday, May 9, 2022, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
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- c. Monday, June 13, 2022, 4:00 p.m. - 5:45 p.m., NHS Work Session, Northfield DO Boardroom
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11. Adjournment

District Youth Council

Spring 2022 School Board Presentation

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

Subcommittees

Communications and Connections

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

Equity and Inclusion

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

Meetings

2nd Wednesday - Subcommittee
Project Work Time

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

District Committees

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

Goals for 2021-2022

Connections and Communications

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

Equity and Inclusion

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

What We Accomplished During the 2021-2022 School Year

Connections and Communications

- School board brunch
- “Meet Your Administrators”
- Covid-19 updates
- Recruiting for DYC for next year
- Mental health document

Equity and Inclusion

- Yearbook name changing
- Survey about equity within the school district
- Free feminine hygiene products for students

Thank you so much!

Any questions?



**Charter School Contract
Renewal Application 2022**

Contents

1. School Overview
2. Executive Summary
3. Performance Framework and Self Study Narrative
4. Additional Documentation

School Overview

School Name: Arcadia Charter School
School Address: 1719 Cannon Road Northfield, MN 55057
Mission Statement: It is the mission of Arcadia Charter School to prepare our students to transition intellectually, emotionally, and ethically to higher education, future employment, and engaged citizenship. Arcadia Charter School envisions a supportive learning community that, through collaboration and student-driven, project-based learning, encourages and assists students to: <ul style="list-style-type: none">• Express themselves creatively through the visual, literary, and performing arts.• Use technology with innovation, imagination, and responsibility.• Develop critical thinking and creative problem solving skills.• Construct knowledge and meaning for themselves.• Value, advocate, and strive for the wellness of the whole person.• Be empowered to act as local citizens within a rapidly changing global community.
Executive Director: Laura Stelter, Executive Director
Chair, Board of Directors: Melanie Cashin (parent board member)
Current Grades Served: Grades 6-12 Current Enrollment: 127 including one full time PSEO student; 122.01 ADM (not including students taking PSEO classes)
Grade Span for Next Charter Term: 6-12 Maximum Enrollment for Next Charter Term: 126 students (not including students taking PSEO classes)
Address of Campus(es) for Next Charter Term (if different from current address): No change in address

Arcadia Charter School
Charter Renewal Application
Executive Summary

Arcadia Charter School was first conceived as the Southeast Minnesota School of Arts and Technology (SeMSAT) in 2001, when the founders submitted a proposal to the Minnesota Department of Children, Families & Learning (now the Minnesota Department of Education, or MDE). The proposal was for a charter school to be located in Northfield and sponsored by the Northfield School District. The school founders hoped to open in the Fall of 2002, but because the facility had not been secured, the opening was delayed until 2003. In the Fall of 2003, the school opened as the Northfield School of Arts and Technology, a name that was interchangeable with its nickname, ARTech Charter School. In 2010-2011, wishing to project a more inclusive image, the name changed again to Arcadia Charter School. From its beginning in 2003, the school has always served grades 6-12.

When the proposal for SeMSAT was submitted, it drew heavily from the progressive curriculum of the Minnesota New Country School (MNCS). MNCS used a project-based curricular approach that had shown great promise and success in its early years. Both schools remain similar in their progressive approach to education, their commitment to constructivism, and to emergent learning through project-based learning.

In the early years of operation, ARTech students were arranged without attention to grades or ages. The idea was to allow mentoring to emerge, with older students teaching the younger ones. Each student occupied a desk in a large open area, and each child had his or her own desktop computer, provided by the school. The curriculum emphasized arts and technology. Like its model MNCS, ARTech started out as a 100% project-based school. Students created projects based on their own interests and advisors were responsible for seeing that students met the state mandated educational standards.

However passionate the founders were for project based learning (PBL), it soon became apparent that guidance, limitations, and accountability were needed to be sure basic skills were being learned. By 2005, the school faculty expected students to attend certain required 'seminars' to learn the core basic skills necessary to tackle increasingly complex projects. These seminars evolved into the core classes the school offers now, but with an emphasis on experiential learning and projects, a student-centered approach, and small class sizes. The large open space was divided first into two and then four spaces which allowed for physical separation of the middle school and the high school into advisories. The move was in response to the very different needs of developmentally emerging teens (middle school) and emerging adults (high school).

Arcadia's physical layout and hybrid PBL/class scheduling have evolved through careful self study and reflection over the years. However, the mission remains true to the original founders' vision. The first mission, in 2001, read:

Southeast Minnesota School of Arts and Technology is a public learning community committed to personalized, interdisciplinary project and performance based learning, provided through an arts and technology curriculum, that produces successful life performers who demonstrate high levels of individual and communal contribution and achievement.

The current mission statement reads:

It is the mission of Arcadia Charter School to prepare our students to transition intellectually, emotionally, and ethically to higher education, future employment, and engaged citizenship.

Arcadia Charter School envisions a supportive learning community that, through collaboration and student-driven, project-based learning, encourages and assists students to:

- Express themselves creatively through the visual, literary, and performing arts.
- Use technology with innovation, imagination, and responsibility.
- Develop critical thinking and creative problem solving skills.
- Construct knowledge and meaning for themselves.
- Value, advocate, and strive for the wellness of the whole person.
- Be empowered to act as local citizens within a rapidly changing global community.

Arcadians are proud of the learning community they have created here in Northfield. Students score well on state mandated tests and attend top tier colleges. We are proud to serve a large number of special education students who often find Arcadia's supportive community and project-based learning to be a good match for them. Arcadia consistently explores innovative educational approaches that can serve as a model for other schools while building on the success of our project-based program. We look forward to continuing in our mutually supportive relationship with the Northfield Public Schools.

This document is structured around the four key contract renewal application questions:

- 1. Is the educational program a success?**
- 2. Is the organization effective and well-run?**
- 3. Is the school meeting its legal obligations?**
- 4. Are strategies in place for sustaining success and continuing to improve over the next charter term?**

This application provides data and evidence that supports Arcadia's affirmative response to each of these questions. In addition, it addresses Arcadia's next set of goals, highlighting the work Arcadia has committed to completing that will support the school's future success and viability.

With great appreciation for the support of Dr. Hillmann and the Northfield School Board, Arcadia Charter School respectfully submits this Charter School Contract Renewal Application.

Laura Stelter
Executive Director

Barbara Wornson, Ed.D.
Executive Director Emeritus

Performance Framework and Self Study Narrative

1. Is the educational program a success?

Arcadia has been continually developing a progressive, project-based model to promote academic and personal growth and achievement for 6th-12th grade students since 2003. It is Arcadia's mission "to prepare our students to transition intellectually, emotionally, and ethically to higher education, future employment, and engaged citizenship." The school's commitment to student-centered, project-based learning, along with its care for students' social emotional growth and civic empowerment, have shaped graduates for the past nineteen years. Arcadia's graduates matriculate into a wide range of colleges and universities for technical, two-, and four-year degrees, start businesses, support their communities, and participate in local government.

Data from the past five years suggest that Arcadia students continue to leave the school well-prepared for their future endeavors. The educational impact of COVID-19 was significant for many students, but Arcadia students continued to make academic progress during this time. Teachers made some adjustments due to COVID-19, but ensured that students still met standards for their courses. We held synchronous online classes throughout spring of 2020 and the 2020-2021 school year, keeping students and teachers connected with each other every day in a consistent learning environment. We returned to all in-person learning at the beginning of the 2021-2022 school year.

Academic Growth and Achievement

GPA Data

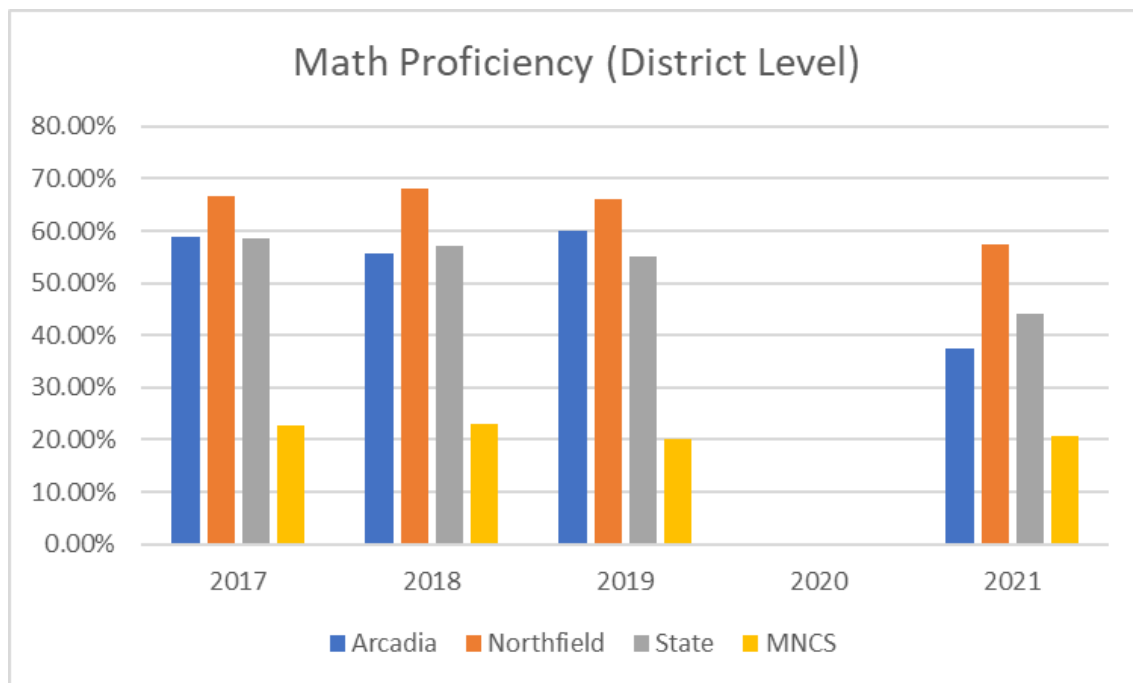
The average GPA for students in grades 9-12 went down slightly between 2019 and 2022, but remained relatively steady throughout the three years impacted by COVID-19, which suggests that the accommodations we made for online, hybrid, and in-person learning were successful. (GPA data for years prior to 2019 is only recorded on individual paper transcripts, so is not included in this comparison.) We did not have a sudden drop in student achievement, or previously successful students suddenly failing classes during the online/hybrid year (2020-2021).

GPA in grades 9-12, 2019-2020 to 2021-2022 School Years

	2019-2020	2020-2021	2021-2022 (up to 3rd quarter)
Grade 9	2.861	3.081	3.049
Grade 10	3.118	3.034	3.007
Grade 11	3.194	3.137	3.038
Grade 12	3.377	3.067	3.061
Average HS GPA	3.138	3.080	3.039

Math Data

Prior to COVID-19, our MCA scores in math showed improvement, exceeding the State average in 2019. Unfortunately, we have no MCA data from 2020, and incomplete data from 2021. Only twenty-four students tested in math across all grades tested in 2021, eleven of whom were in the sixth grade and were presumably the most significantly impacted by interruptions in their learning. Especially with only two students in the high school taking the test, it was difficult to draw any significant conclusions about our program from the math MCA data.



NWEA MAP test data from the Fall 2021 administration of the test showed that students' proficiency in math, based on the mean RIT score for each grade and comparing this year's score with past years' scores, was likely impacted by COVID, especially in the middle school grades. However, looking at the scores over time for a specific cohort, students made gains. The two most consistent cohorts are marked in fuchsia and green, and both demonstrated growth over time. The people in the cohort marked in yellow changed somewhat between 6th and 11th grades, so the scores do not represent an intact cohort's scores over time, but they still suggest growth in math ability between 6th and 11th grades.

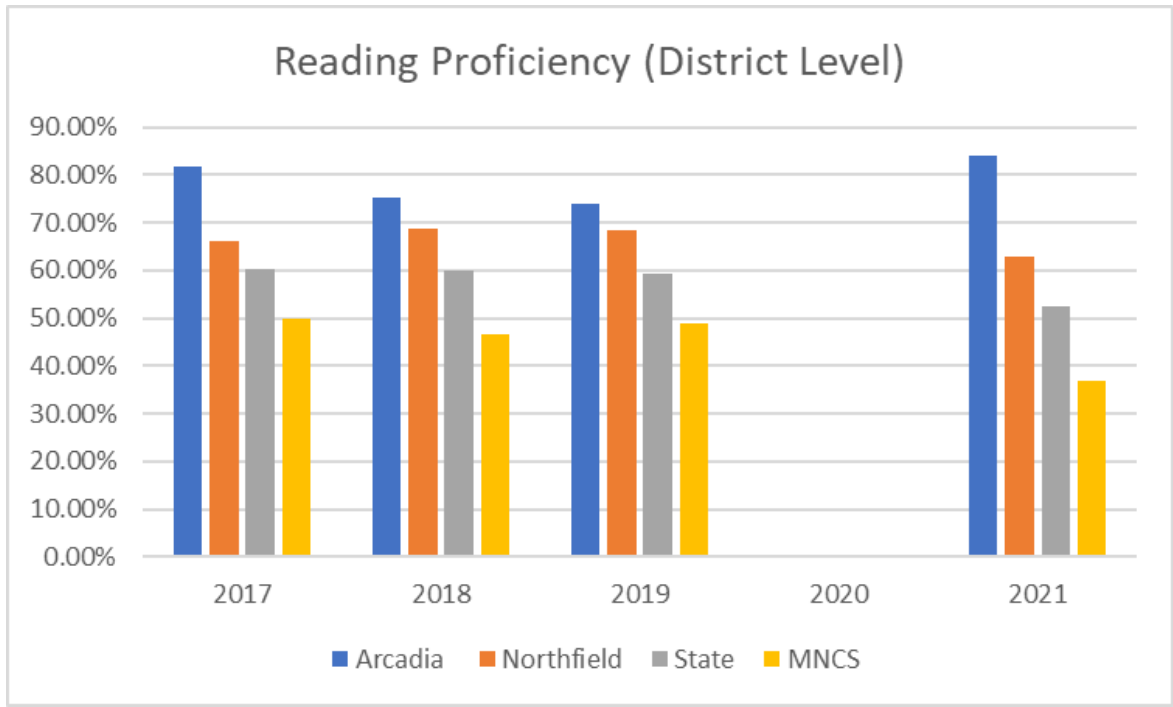
	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11
Fall 2016	226.9	235.1	222.7	243.1	243.6	234.5
Fall 2018	224.7	233.8	241.5	236.3	N/A	N/A
Fall 2019	N/A	227.3	234.5	236.7	N/A	N/A
Fall 2020	(No Testing)	(No Testing)	(No Testing)	(No Testing)	(No Testing)	(No Testing)
Fall 2021	219.3	223.9	221.8	234.5	244.9	241.7

While the data do not provide conclusive evidence of a weak math program, math is an area in which Arcadia students’ proficiency lags behind students in the Northfield School District. We have strong math teachers, both of whom are actively involved in professional development to continually improve their practices. We hired a general education math tutor to offer additional support in math this year to help our teachers ensure that students’ math skills continue to develop. We also have a number of students with anxiety related to math, and we are working to support those students’ mental health to allow them to be more successful in their math courses and on tests like the MCA.

We are planning for a spring administration of the NWEA MAP test to look at students’ growth in math this year, and we will administer it again in the fall to look at how that learning persists over the summer.

Reading Data

Arcadia students excel in reading. Our MCA scores in reading continue to be consistently higher than the state and Northfield School District average, rising even in 2021, when the state average fell.



The NWEA MAP data is somewhat fragmented for reading. It was not as consistently administered as the math test, and a new version of the NWEA MAP reading test was released in July 2021, so it is not clear how comparable the most recent scores would be to previous years’ scores. However, Arcadia students’ reading scores are consistently excellent on the MCA, exceeding state and local achievement levels. Arcadia’s project-based program, which involves a significant amount of independent research, reading, and writing, lends itself to literacy skill development. From intentional instruction in project-based learning at the middle school level through the scaffolded independent work at the high school level, and in our English language arts program, Arcadia students interact with texts from a variety of genres for a range of purposes on a daily basis, and this shows in our reading scores.

Science Data

Students at Arcadia receive excellent, project-based science instruction, and they consistently perform well on the MCA in science. In 2021, despite the impact of COVID-19, the percentage of proficient students was significantly greater than the state average and higher than the average in Northfield Public Schools.

Arcadia's Science MCA Compared to State and Northfield Public Schools Percent Proficient

	2017	2018	2019	(2020)	2021
Arcadia	62.5%	65.9%	51.6%	N/A	69.2%
State of MN	54.2%	52%	50.7%	N/A	43.1%
Northfield	57.2%	60.9%	58.6%	N/A	58.7%

Postsecondary Access and Readiness

Arcadia's graduates consistently report that their experience at Arcadia prepared them for their college and career experiences. Two of Arcadia's World's Best Workforce Goals, documented in our annual report to the State, are included to show how Arcadia does this. In the 2021-2022 school year, we added a college and career counseling position. Arcadia's college and career counselor works with a local community organization, HCI, to provide resources to all Arcadia students, but especially those in grades 9-12, supporting their college and career readiness. Many Arcadia students have participated in postsecondary enrollment options (PSEO), as well, including seven students in the 2021-2022 school year. The number of PSEO participants dropped somewhat during the pandemic, but we anticipate more students will choose to take classes through the state's PSEO program in the future, as they did this year.

All Students Career- and College-Ready by Graduation

Goal: Every year from 2017-2022, each student graduating from Arcadia will complete a proscribed Senior Project. Each student writes their own project-related smart goals with their project advisor. Each approved senior project includes a research paper with full references and a minimum of 15 pages, and a presentation of the project to the Arcadia community.

100% of students who graduated from Arcadia completed this requirement in 2017-2021.

We believe strongly in preparing our graduates for the future with critical thinking and communication skills. Project-based learning readily lends itself to career and college readiness, and the senior project demands that students demonstrate the skills they have developed over the course of their time at Arcadia. Seniors set SMART goals, ask and answer essential questions they determine in conjunction with their advisors, create a plan to manage their time, and then meet regularly with their advisors for guidance on the project and for feedback on their writing. Projects are measured against a rubric that includes content, time management, presentation and oral communication, writing and resources, and a student-created section directly relevant to the student's project. The teachers worked together to develop the rubric and continue to adjust it over time. Feedback from graduates indicates that this process effectively prepares them for college and career situations.

All Students Graduate

Goal: 100% of students who are on track to graduate each year from 2017-2022 will graduate.

The personal attention each student receives from their advisors in completing their senior year ensures that all students stay on track throughout the year and graduate. This strategy appears to be very effective, since we achieved a 100% or near-100% graduation rate the past three years. Distance learning and social isolation due to the pandemic had an impact on students' academic progress and mental health, even with regular contact and individualized feedback from advisors. Students who did not graduate on time did return to Arcadia to complete their requirements the next year.

	Graduation Rate
2017-2018	87.5%
2018-2019	100%
2019-2020	100%
2020-2021	94.7%

PSEO Participation

Many students participate in postsecondary enrollment options during their time at Arcadia. Staff encourage students to take advantage of this program, and information is readily available on our website.

	Students in PSEO classes (#)
2017-2018	6
2018-2019	6
2019-2020	3
2020-2021	3
2021-2022	7

Student Engagement

Advisory Program and Developmental Designs

Arcadia strives to be a welcoming, inclusive learning community for all students. Relationships are key to how the school functions. Staff use the Developmental Designs model to promote social/emotional development and academic learning. Arcadia is hosting a Developmental Designs workshop at the school in August to provide all

Arcadia teachers and advisors with a refresher in this model. Origins has added a Developmental Designs for High School training that all high school advisors will attend. Our advisory program is structured around Developmental Designs, which includes teaching and reinforcing expected behaviors, and setting expectations together as a school community, so we have a lot of buy-in from students.

In addition to the relationship building that occurs in advisory amongst students and between students and advisors, students are assigned to a specific advisor who is their go-to person for support and guidance. All students receive regular 1:1 instruction and feedback from their advisors during project work time. High school students have regularly scheduled 1:1 check-ins to support their academic work.

Small class sizes also promote a lot of connection between students and their teachers.

The emphasis on positive relationships and regular connections with staff means that it is difficult for students to “hide” or fall through the cracks, and knowing that they are surrounded by caring educators typically leads to strong student engagement. Students who choose not to engage are identified as requiring intervention, and staff will typically use projects to re-engage them through their individual interests.

Attendance

Arcadia’s attendance is generally over 90%, but there are students who, for a variety of reasons, miss school. We have a full time school social worker who monitors attendance, and who follows up with students whose attendance is inconsistent. In keeping with state law, the school social worker sends letters to families after three unexcused absences, develops attendance contracts with students and their parents, and works closely with the county’s Student Attendance Review Board to ensure that students are coming to school.

	Percent Average Attendance for the Year
2017-2018	92.8%
2018-2019	93.62%
2019-2020	91.81%
2020-2021	94.98%
2021-2022	92.39% (up to 4/19/2022)

Unique Educational Objectives

Project-Based Learning

Project-based learning is the central way students learn at Arcadia. The schedule is organized around providing students with ample time to complete their project work. Middle school students have two scheduled periods of structured project work time each day, while high school students have more independent project work time at their discretion—they can choose to take classes that meet state standards, or to address the standards through their project work. High school students have at least three project work times each day. Arcadia had started to

move toward more traditional courses, but in the past five years, has recommitted to project-based learning. In addition to independent project work, the staff are working toward more project-based work in structured classes. All staff completed PBL 101 training through PBLWorks last August and developed projects that they ran in their courses. We are continuing to make this shift toward using project-based methods across the curriculum and innovative use of project-based learning in coursework, breaking down the divide between “project work” and “class work.”

Translanguaging and Language Instruction

One of the goals we are currently working toward is encouraging the fluid use of all languages spoken at Arcadia—engaging in [translanguaging](#) practices where the community is encouraged to use all of the linguistic resources available to them, especially students in their project and other academic work. We are exploring the possibility of dual language meetings and materials to model this kind of flexible language use, since Spanish and English are both spoken by many people in the Arcadia community. We are currently working on a contract with a person who can help facilitate this approach.

Despite its small size, Arcadia offers Spanish and Japanese instruction to students, as we have prioritized the availability of language instruction.

Our Spanish program offers heritage Spanish instruction in addition to classes for non-native Spanish speakers. We are working on establishing a bilingual program for grades 6-12, leveraging students’ project work as an opportunity to study and use both languages, since the majority of teachers at Arcadia are monolingual English speakers and classes are primarily in English.

The Japanese program, in particular, draws students from surrounding schools to take classes at Arcadia. In 2022, assuming COVID-19 does not prevent the trip from taking place, nineteen people are traveling to Japan in connection with our Japanese program. We also had two students take exams to qualify for bilingual seals on their diplomas, and two students plan to take the National Japanese Exam. We are currently exploring the possibility of offering AP Japanese next year. This program was originally funded by a grant from the Japan Foundation in 2019-2020, and we were excited to be able to continue the program after the grant funding ended.

Restorative Justice Practices

With a strong emphasis on community, it makes sense that Arcadia’s approach to managing student behavior and discipline would be restorative. Overall, the strong community orientation at Arcadia means that staff deal with fewer behavior concerns, but when they arise, we are developing procedures that rely on restorative instead of punitive measures to address them. Four staff members were previously trained in restorative justice circles and circle-keeping. Only one of those four is still at Arcadia, and a new group of staff have volunteered to complete the training to reinvigorate this approach. There were no serious disciplinary incidents in 2020-2021. In 2021-2022, we have had a few vaping incidents, which have given us the opportunity to try out a restorative and education-based approach. We also tested out a behavior intervention plan approach that has been effective in curbing inappropriate behavior. Exclusionary discipline is used only when safety is seriously compromised and is followed up with restorative work to return the student and others impacted by the behavior to a sense of belonging and safety in the community.

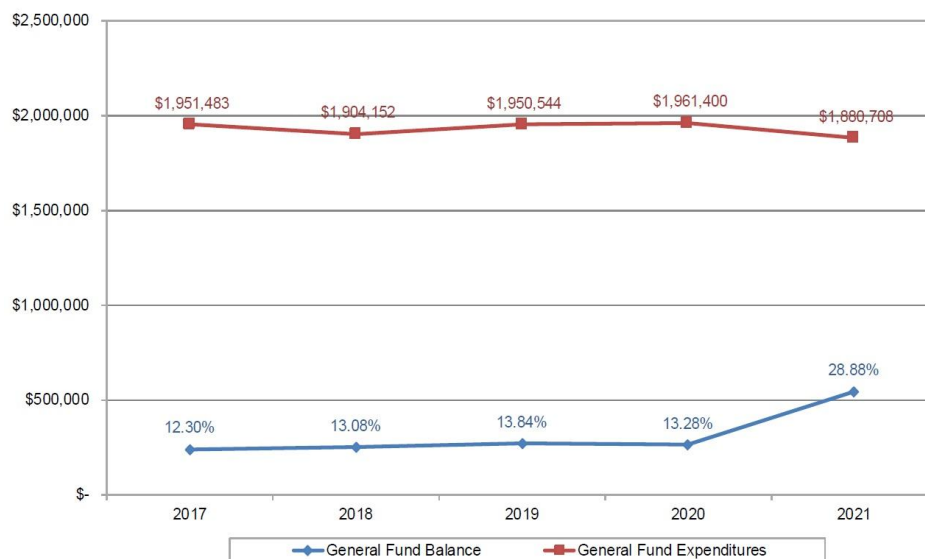
2. Is the organization effective and well run?

Based on indicators of Arcadia's financial performance, school demand, governance, leadership, parent and community engagement, and the newly incorporated affiliated building company, Arcadia is set up for long-term success as an organization. The school has been awarded the School Finance Award from the Minnesota Department of Education, Division of School Finance every year of its current contract, FY18-FY21, and in the years before that. The school is fully enrolled with wait lists in some grades. Leadership has been consistent the past three years, and continues to move the school forward. The school is working to engage families and the community through one-time and ongoing opportunities that allow people to connect with the school community and support students. Arcadia is shifting its focus from setting up an affiliated building company to development efforts with a foundation.

Financial Performance

Arcadia works closely with BergenKDV, especially with our Business Manager, Kelly Rimpila, and her supervisor, Jenny Abbs, to ensure that our finances stay on track. Arcadia's Finance Committee is currently chaired by Board member Tammy Prichard, and the committee meets on the 2nd Thursday of each month. The school's financial information is presented by Kelly or Jenny and carefully reviewed by the committee at each meeting, then presented to the full Board by Tammy.

Arcadia has built a healthy fund balance reserve, finishing FY21 with a fund balance of \$543,084.00 (28.88% of annual expenditures), preparing the school to weather any future financial challenges that may arise.



The audited financial statements for the year ending June 30, 2021 show General Fund total revenue at \$1,907,412 and General Fund total expenses in the amount of \$1,880,708, resulting in a Net Income of \$26,704, plus an additional \$255,876 from a forgiven Paycheck Protection Program loan during the COVID-19 pandemic. This change in the fund balance was a significant increase over previous years, as seen in the

preceding graph, and exceeds the Board’s fund balance goal of \$400,000. Abdo, Eick, and Meyers, an independent auditor, conducts Arcadia’s annual audit.

Arcadia also has a positive relationship with Community Resource Bank, with whom Arcadia has its accounts. According to their most recent report, “The school has adequate profitability to meet obligations and maintain their fund balance over time and within State guidelines. The school has proven support from the Northfield School District as their Authorizer which has been one of the biggest challenges facing Charter Schools in the past due to changes in legislation. They have had a good location with a long term lease in the past with the landlord willing to sell the building to them. The school completed a solar panel project in 2008 which has reduced their electric bill expense by 5%.”

School Demand

	17-18	18-19	19-20	20-21	21-22
Enrollment (6-12)	119	116	110	113	127 (4/19/22)
Average Daily Membership	117.8	112.21	107.74	107.66	122.01 (4/19/22)

Arcadia Charter School is fully enrolled at 127 students in 2021-2022 and maintains a waitlist for open spots. Students participating in PSEO are not included in the FY22 ADM.

Parent Satisfaction

Each spring, Arcadia distributes a parent engagement and satisfaction survey to parents/guardians of Arcadia students. We currently have strong support from parents, as reflected in the Spring 2021 results.

The table below shows the percent of parents answering positively for four key indicators.

Response on Parental Engagement and Satisfaction Survey over Time

Indicator	Spring 2018	Spring 2019	Spring 2020	Spring 2021
My child is learning lifelong skills	92.7% Yes	71.4% Yes	77.8% Yes	78.2% Yes
I would recommend Arcadia to others	70.7% Yes	53.6% Yes	77.8% Yes	91.8% Yes
Staff promote and support the mission	80.5% Always/Frequently	82.1% Always/Frequently	88.9% Always/Frequently	92% Always/Frequently
The school director is an effective leader	65.9% Yes	Data not visible	83.3% Yes	92% Yes

Governance

The membership of the Board is composed of parents and/or guardians of currently enrolled Arcadia students, staff members, and community members. The School Board consists of nine members. The Director serves as a non-voting member. Members' three-year terms run from August 15 to August 14.

There are nine voting members of the Arcadia Board for the 2021-2022 school year. Specific information for each board member can be found below.

Agendas, meeting minutes, policies, and other Board information is posted on the website:

<https://arcadiacharterschool.org/school-board>

Board Members 2021-2022

Member Name	Board Position	Affiliation	Term End Date	Email Address
Melanie Cashin	Chair	Parent	8/2022	mcashin@arcadiacharterschool.org
Kathleen Schmidt	Secretary	Community Member	8/2024	kschmidt@arcadiacharterschool.org
Tammy Prichard	Treasurer	Teacher	8/2023	tprichard@arcadiacharterschool.org
Barb Wornson	Vice-Chair	Community Member	8/2023	bwornson@arcadiacharterschool.org
George Cusack	Member	Parent	8/2022	gcusack@arcadiacharterschool.org
Kirsten Zillmer	Member	Parent	8/2022	kzillmer@arcadiacharterschool.org
Rachel Matney	Member	Parent	8/2022	rmatney@arcadiacharterschool.org
Tami Kasch-Flugum	Member	Teacher	8/2024	tkasch-flugum@arcadiacharterschool.org
Tamra Paulson	Member	Teacher	8/2024	tpaulson@arcadiacharterschool.org

Leadership

The Executive Director works closely with the staff, families, and the Board on long-term planning, and the staff on day to day decision-making. While Arcadia is no longer a democratically run, teacher-led school, having opted for more centralized leadership with an Executive Director in 2008, teacher voice continues to be a significant factor in the direction of the school. The administrative team includes a licensed school administrator, business manager, office manager, and human resource lead.

Administrative Team

Executive Director	Laura Stelter*
Business Manager	Kelly Rimpila
Office Manager	Kim Hansen
Human Resources Lead	Cindy Graff

*The school director has a Principal's License

Family and Community Engagement

Especially during the past three years, engaging students' families has been an important part of making school work. Communication and collaboration with families were imperative to ensuring that students continued to learn during the pandemic. Post-pandemic, we have invited parents and other family members to volunteer at the school, participate in school trips, and attend a parent education night. Parents are invited to visit the school, and we encourage them to do so. We have four parent members of the Board, and more invited to serve on the Education/District Advisory Committee. In the past, the District Advisory Committee consisted of almost exclusively parents working with the director, and we are working to add students to that committee.

We are currently working on collaborations with staff at St. Olaf College, the City of Northfield, the Cannon Valley Makers, and Shattuck-St. Mary's School. All of these are mutually beneficial, and provide exciting opportunities for Arcadia students.

Unique Organizational Objectives

The primary focus of the past five years was starting an affiliated building company that would support the school's mission by owning the building and leasing it to Arcadia. The Arcadia Building Company is now in place. A new addition completed in 2019 intentionally included single-stall restrooms, accommodating students with diverse gender identities—a highly requested amenity. Two new classrooms and a renovated health office also benefit the school and student body.

The next five year strategic plan includes a focus on development. To that end, Arcadia is launching The Arcadia Foundation, a foundation in support of Arcadia Charter School that the Board hopes will provide additional resources to Arcadia's academic program, allowing us to further our mission.

3. Is the school meeting its legal obligations?

There are a number of systems in place to ensure that Arcadia is meeting its legal obligations. The Board of Directors delegates much of the responsibility for meeting legal obligations to the Executive Director, but provides oversight and reviews monthly reports from the director. Board members receive training in the three state-required areas: Board's Role and Responsibilities, Financial Matters, and Employment Matters.

Financial Reporting and Accountability

The school's finances are primarily managed by an outside organization, BKDV. Their breadth of resources, well-established procedures, and impartiality toward the school help ensure that the school meets its financial

obligations. Our Office Manager, Kim Hansen, prepares and tracks invoices, prepares bank deposits following best practices, and communicates regularly with BKDV about procedures, ensuring that Arcadia has appropriate supporting documentation.

Arcadia's financials are audited annually by Abdo, Eick, and Meyers, who then reports our consistently clean audits to the Board since FY19. We had one internal control finding in the 2017-2018 school year, when a student project that should have been reported was left out of the school's financial reports, but the next year, in FY19, the audit showed that this issue was resolved.

As noted above, Arcadia consistently receives MDE's School Finance Award.

Services for Students with Special Education Needs

Arcadia contracts with INDIGO Education and works with Kori Ryan, our Director of Special Education, to ensure that Arcadia is in compliance with state and federal law. Kori is a knowledgeable director, and regularly communicates with school staff. We also have a Special Education Administrative Assistant, Cindy Graff, who facilitates our compliance with due process timelines and maintaining the required documentation. The school employs the appropriate staff to provide special education services to students who qualify.

Services for English Language Learners

Arcadia has a very small number of multilingual students who qualify for EL services. Laura Stelter, the Executive Director, has a master's degree in English: Teaching English as a Second Language, and obtained a Tier 2 license in K-12 ESL to serve as the school's EL teacher. Laura collaborates with students' advisors and teachers to provide appropriate language support. Laura also administers the WIDA Screener, as needed, and annual ACCESS assessments. Laura arranges and provides professional development opportunities for all Arcadia teachers to better serve English learners. Since all of the students who qualify for EL services speak Spanish as a first language, Arcadia offers heritage Spanish classes and strives to support these students' bilingual language proficiency.

Other Legal Compliance

When legal questions arise, Arcadia works with Laura Booth at Ratwik, Roszak, and Maloney to resolve them. Arcadia is currently working with Laura to clean up our policies and procedures, as well as our student handbook. Arcadia also contracts with Kraus Andersen for support in HR compliance. The director receives regular updates from MDE, MACS, and a small network of fellow charter school directors to stay apprised of legislative updates and new legal requirements.

4. Are strategies in place for sustaining success and continuing to improve over the next charter term?

Arcadia recently completed a tool, the [Arcadia Rubric](#), that the school will use to measure its progress toward meeting its mission. The rubric identifies four areas of focus: progressive education, equity and inclusion, growth and transition, and project-based learning. The development of the rubric included parents, students, staff, and the Board, and the process facilitated conversations amongst all stakeholders about the future of the school and the direction it should take. The belief is that taking action to strengthen these areas of focus are essential to Arcadia graduates if they are to be ready to "transition intellectually, emotionally, and ethically to

higher education, future employment, and engaged citizenship.” The next step is to ask stakeholders to complete the rubric and give examples from their experiences. That information will then be used by the Board, director, and staff to celebrate areas of strength and guide their priorities for continuing to improve.

The staff continue to develop innovative, engaging curriculum for students. The QComp leadership team chooses goals that align with the school’s goals and promote academic achievement. Most recently, teachers completed a second round of project development for their classes using the process established in their PBL 101 training.

The Education/District Advisory Committee is a Board-level committee that oversees the academic program and World’s Best Workforce (WBWF) Goals. 2022 is the last year for Arcadia’s previous five-year set of WBWF goals. The committee met to review them, and they will be approved at the Board’s annual meeting in August. Prior to that meeting, the committee will, once again, seek input from all stakeholders.

The Board also completed a strategic plan this year, identifying the following strategic priorities:

Financial sustainability and growth

- Create a development plan
- Continue fundraising while considering alternative revenue sources

Staff sustainability and development

- Achieve adequate staffing levels
- Support staff growth and fulfillment

Communications

- Develop internal communications plan
- Update marketing and educational materials for the public

In response to the first goal, the school is actively pursuing the creation of the Arcadia Foundation to support the school’s mission. In response to the second, the Executive Director, Board, and staff are continually in communication about staffing needs, and are making changes designed to better serve special education students in project work time, bolster the visual and performing arts, and adjust the day to give staff more balanced workloads. For the last goal, the Marketing Committee (Board committee) is working with the director to update the website and improve the school’s social media presence, in addition to a plan for how information is communicated—when and to whom.

With the support of the Arcadia community and the local, Northfield community, the school feels well-positioned to continue providing a progressive, project-based education to students that prepares them well for their future endeavors.

Additional Documentation

1. [Charter School Assurances](#)
2. [Authorizer Report 2022](#)
3. [Arcadia Rubric](#)



**Annual Child Nutrition Program and
Proposed Budget Report
Stephany Stromme
2022-23**

Presented to the Board on April 25, 2022

District Vision: We prepare every student for lifelong success by developing critical thinkers who are curious and ready to engage in our society.

Department Mission: Provide quality nutritious meals that support the growth and development of our students to fuel their learning.

2021-22 Update:

Our free meal program was extended through the end of school year 2021-22, as provided by the United States Department of Agriculture. All students in grades PreK-12 and enrolled in the school district received free breakfast and lunch on student contact days. These free meals did not extend to on-line learners for the 21-22 school year so Portage students were not eligible for meals.

Breakfast: Breakfast has been proven to positively affect learning in children in terms of behavior, cognitive, and school performance. Offering breakfast for all students at Northfield schools ensures that every student can be ready to learn every day. Data collected through March 31, 2022 shows that so far this school year we have served 134,325 breakfasts which was an increase in breakfast meals by approximately 68% from the 2020-21 school year during the same time period. This increase is due to free breakfast for all students and the addition of breakfast at the NCEC. Reimbursement of breakfast is higher with the Summer Food Service Program. During this school year we switched to following the Seamless Summer Option (SSO) per USDA guidelines provided. SSO typically has lower reimbursement rates. Waivers were included that allowed schools operating under the SSO program to receive reimbursement rates from the Summer Food Service Program (SFSP) to help offset increased costs due to disruptions from the pandemic vs the National School Breakfast Program which is the meal program we follow during a typical school year. This increased participation along with the additional reimbursement for breakfast has helped to offset our revenue loss from the decrease in lunch participation.

Lunch: As of March 31, 2022 we were at approximately 71% of possible meal participation days. Data collected through March 31, 2022 shows that so far this school year we have served 283,701 lunches which was an increase in lunch meals by approximately 87% from the 2020-21 school year during the same time period. One main contributor to this is that during this time period the middle school and high school students spent a majority of their school days in the hybrid learning model or distance learning during school year 2020-21. Although we had this increase over the last school year it was noted that comparing school year 2020 to school year 2022 there was a decrease in participation. We are assuming this decrease is due to the number of students in Portage, decrease in enrollment, families sending meals from home to control cross-contamination and students that were home under quarantine. We are also operating under the Seamless Summer Option for lunch and are receiving the higher reimbursement for the Summer Food Service Program, vs the National School Lunch Program which is the meal program we follow during a typical school year. This increased reimbursement for lunch has helped to offset our revenue loss from the decrease in lunch participation.

Supply Chain Assistance Funds: Nationwide, the manufacturing and distribution industry is experiencing staffing and labor shortages as well as rising costs of materials and transportation. These issues are impacting schools with unanticipated food shortages, outages and substitutions, increased prices and reduced options. School nutrition staff have had to make last-minute changes to regular menus based on food availability. To help school districts deal with the challenges of the supply chain disruptions brought on by the pandemic, USDA provided \$1 billion in financial assistance for school meal programs. Northfield is eligible for approximately \$66,000 which can be used toward milk and fresh produce purchases.

Primary Food Vendor RFP: Northfield belongs to a co-op partnership with nine other school districts to collectively purchase our primary food products. These school districts serve a combined population of 41,244 students, which is more than the largest school district in the state and increases our individual districts' buying power. A Request for Proposal (RFP) was sent out to responsible vendors in the region where a market basket of 80 major items was priced. The total estimated value of foods to be ordered on this contract in FY23 was estimated at \$6,290,910. Only one Prime Vendor, Indianhead Foodservice Distributor (IFD), responded to the RFP. Indianhead is the current Prime Vendor for this co-op. The group followed up with the other vendors as to the reasons for not submitting a proposal. Reasons for not submitting a proposal included a lack of truck drivers to staff new routes for new business, and the overall conditions of the supply chain in the food industry, which makes it difficult for vendors to increase their sales due to the limited availability of many food supply items. Indianhead Foodservice Distributors has been able to successfully supply our co-op of schools throughout the pandemic, driver shortages, and food supply shortages and we are confident they will continue to meet our needs.

Farm to School - Even through the pandemic, we continued to work with local farmers in an effort to support our Farm to School program. This year we received a mini bites farm to school grant in the amount of \$5,000.00. Through this grant, we purchased apples from Fireside Apple Orchard. This allowed us to be good stewards and have additional funds to purchase new foods such as Beef from Thousand Hills to create a Beef and Broccoli Stir Fry.

2022-23 Proposed Budget

Revenue Assumptions: Due to so many uncertainties over the last two school years, it was difficult to forecast our revenue assumptions for the 2022-23 school year. Revenue for the school year 2022-23 was calculated using data from the previous three school years' actual budgets. At this time, USDA has not announced operational plans for school nutrition programs for the 2022-23 school year. The current plan is to resume normal program operations for School Breakfast Program/National School Lunch Program operations during the 2022-23 school year. At this time we do not know what the state or federal reimbursement rates will be or which USDA food program we will be following. To be conservative, we are assuming reimbursement rates will remain flat and we will be returning to the National School Breakfast and Lunch program reimbursement rates. It is our goal to provide quality nutritious affordable meals for all students that support their growth and development to fuel learning potential but also understand as a business operation the need to remain fiscally responsible. Our financial projections indicate there is a need to increase adult meal prices to adjust for inflationary costs. We are proposing an increase in our breakfast meal prices from \$2.25 to \$2.50 for adults. Additionally, we are proposing an increase in our lunch meal prices from \$4.25 to \$4.50 for adults. At this time we are not proposing any student meal prices due to the uncertainty of our future program requirements through USDA, but will continue to evaluate as next year's programming becomes clearer. Our goal is to have a minimal, consistent impact rather than larger lump sum changes to help decrease the financial burden on families who must pay for meals. We want to ensure we are in a place where we continue to make incremental changes and feel families can be more planful for this type of meal increase. The proposed budget revenue for the school year 2022-23 is **\$2,236,019**.

Expenditure Assumptions: After consulting with our food vendors regarding the expected market for the 2022-23 school year, we are unable to accurately determine anticipated food costs due to the above-mentioned supply chain issues. This year we budgeted using actual staffing hours and rates to get more accurate data. We are also assuming that there will be a decrease in meal participation if we return to paid meals directly impacting our food expenses. Due to lower meal participation and the above-mentioned expenses, we expect to have an additional spend down in our fund balance for the 22-23 school year that will put us well below the three months operating expenses. The proposed budget expenditures for the 2022-23 school year are **\$2,491,863**.

Budget Plan: We propose a 2022-23 budget with total revenue of **\$2,236,019** and expenditures of **\$2,491,863**. We are projecting to end FY23 with a fund balance of **\$102,112**. The fund balance maximum for the school year 2022-23 should not exceed \$830,621. While MDE sets a maximum fund balance, our department's goal is really to work towards maintaining 16% of expenditures to be consistent with other funds in the district. For 2022-23, 16% of our expenditures would be approximately \$398,698. While our proposed budget is projected to be less than this we are monitoring this year closely. Due to the pandemic, it has been challenging to assess where the program is currently at and to project revenue and expenses forward. We will continue to monitor our revenue and expenses for the remainder of the 2021-22 school year. Based on the results of the 2021-22 school year and any rate changes provided by the state or federal government we would bring a revised budget in the late fall once we have some participation statistics.

Child Nutrition

April 25, 2022

Child Nutrition Services

Will provide quality nutritious meals that support the growth and development of our students to fuel their learning.





2021-22 Update



Meals Served through March 31

Breakfast and Lunch



Elementary/LF

Breakfast

41,880(SY20) 55,114 (SY21)

116,128 (SY22)

Lunch

139,761(SY20) 91,107(SY21)

141,193 (SY22)



Middle School

Breakfast

5,082(SY20) 4,185(SY21)

4,080 (SY 22)

Lunch

85,883(SY20) 20,791(SY21)

74,346 (SY 22)



High School/ALC

Breakfast

16,550(SY20) 20,811(SY21)

14,117 (SY22)

Lunch

78,444(SY20) 39,620(SY21)

68,162 (SY22)



Total Meals

Breakfast

63,512(SY20) 80,110(SY21)

134,325 (SY22)

Lunch

304,088(SY20) 151,518(SY21)

283,701 (SY22)

Breakfast

Meals Served

SY 19 Total: 81,449

As of March 31: 56,616

SY 20 Total: 108,575

As of March 31: 63,512

SY 21 Total: 138,569

As of March 31: 80,110

SY 22 Total: In process

As of March 31: 134,325



Lunch

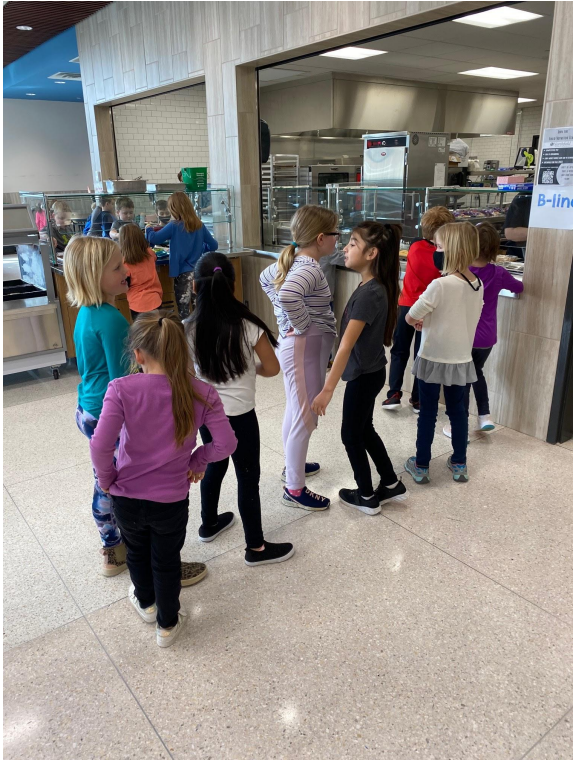
Meals Served

SY 19:	Total: 407,102
	As of March 31: 286,734
SY 20:	Total: 349,173
	As of March 31: 304,088
SY 21:	Total: 267,315
	As of March 31: 151,518
SY 22:	Total: In process
	As of March 31: 283,701





Elementary Meal Service



Menu Offerings



Menu Offerings





Farm to School Grant

- Thousand Hills Beef and Broccoli
- Fireside Apple Orchard
- Hastings Creamery
- Ferndale Farms Turkey



Child Nutrition

2022-23 Proposed Budget



Revenue Summary

	2019-20 Actual	2020-21 Actual	2021-22 Adopted	2022-23 Proposed
Local Sources	\$932,213	\$54,959	\$1,233,100	\$1,252,000
State Sources	98,250	1,611	111,987	111,487
Federal Sources	1,000,095	1,767,487	863,532	872,532
Total Revenue	\$2,030,558	\$1,824,057	\$2,208,619	\$2,236,019

Expenditure Summary

	2019-20 Actual	2020-21 Actual	2021-22 Adopted	2022-23 Proposed
Salaries and Benefits	\$1,067,804	\$1,027,898	\$1,144,699	\$1,181,963
Purchased Services	71,413	17,144	82,900	86,400
Food and Supplies	1,013,696	710,106	1,181,000	1,197,000
Equipment	98,346	--	8,000	26,500
Total Expenditures	\$2,251,259	\$1,755,148	\$2,416,599	\$2,491,863

Child Nutrition 2022-23 Proposed Budget

	2019-20 Actual	2020-21 Actual	2021-22 Adopted	2022-23 Proposed
Beginning Balance	\$717,728	\$497,027	\$565,936	\$357,956
Revenue	2,030,558	1,824,057	2,208,619	2,236,019
Total Sources	2,748,286	2,321,084	2,774,555	2,593,975
Expenditures	2,251,259	1,755,148	2,416,599	2,491,863
Ending Fund Balance	\$497,027	\$565,936	\$357,956	\$102,112
<i>Fund Balance Max</i>	<i>\$750,420</i>	<i>\$585,049</i>	<i>\$805,533</i>	<i>\$830,621</i>





To: School Board Members and Northfield School District Stakeholders
From: Dr. Matt Hillmann, Superintendent and Val Mertesdorf, Director of Finance
Subject: 2022-23 Budget Reduction Recommendations
Date: April 25, 2022

Our district has been fortunate to have effectively managed its financial resources. It has been 11 years since the district had to make any significant reductions in its programming. Our financial oversight was recently validated through a bond rating by Standard & Poor's, who assigned the district a prestigious AA+ bond rating. Only three school districts in the state have a better bond rating than Northfield and only two others have an equivalent bond rating.

Unfortunately, the district is experiencing declining enrollment. Recently, the district [commissioned a demographic study](#) that indicates we will have approximately 400 fewer students over the next 10 years. The vast majority of the district's funding is directly tied to the number of students enrolled. Fewer students means we will have less money to spend. We will be proactive in adjusting our budget to meet the reality of fewer students.

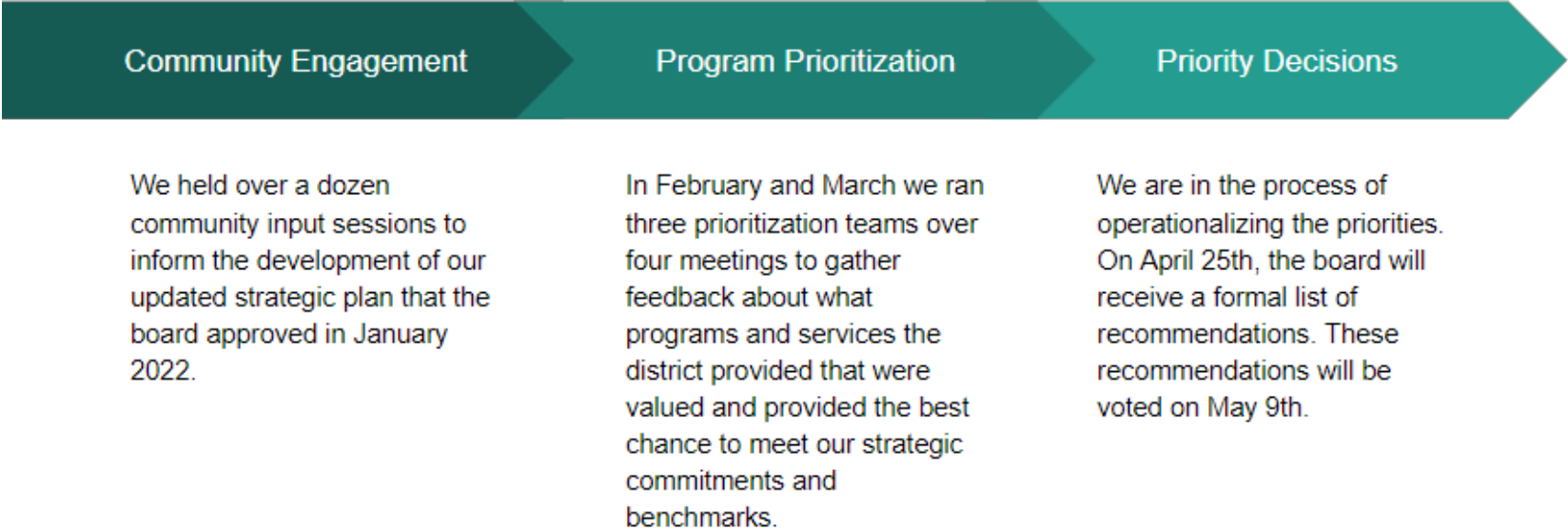
Additionally, state funding has not kept pace with inflation over the last 30 years. Northfield taxpayers have routinely (and generously) voted to fill in the gaps left by this chronic underfunding from the legislature. This past legislative session provided one of the best increases to the state student funding formula in years: 2.45%. As many of you know, the latest inflation rates are around eight percent (8%).

A combination of fewer students and state underfunding has resulted in deficit spending. We have maintained a strong budget reserve that has allowed us to survive the initial impacts of declining enrollment and the challenges presented by the COVID-19 pandemic.

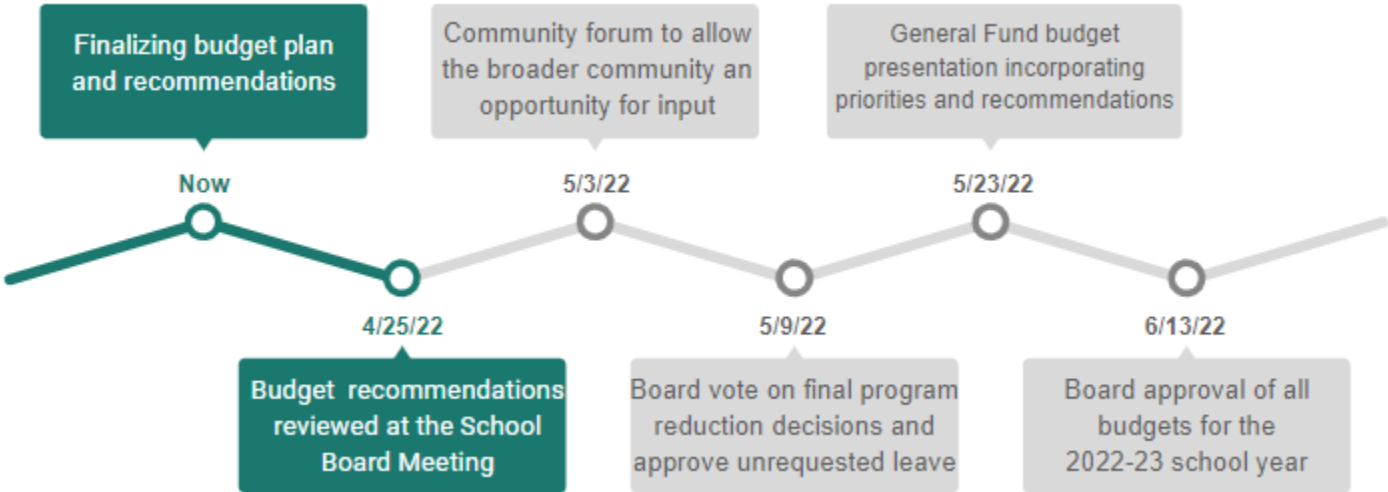
As we have worked toward making sound financial decisions for the district we chose to implement a priority based budget model. The priority based budget model is meant to allow the district to align our limited resources with the programs and expenditures that staff, parents, students and community members identified as providing the most value for students, families and the community while aligning to our newest strategic commitments and benchmarks.

We are grateful that we had 72 people volunteer their time and energy to participate in this process. This included staff, parents, students and community members. Below is a summary from each budget team. As a district we recognize that we don't have expenditures that aren't valuable. It is our responsibility to our staff, students and community to ensure a balanced budget that matches our current reality.

Below is a summary of Priority Based Budget Framework.



Below is a timeline for the budget review and approval process.



ELEMENTARY PACKAGE

Priority Statements

- 27 - Maintaining current special education spending without increasing spending
- 24 - K-3 class sizes of 20 or less and 4-5 class sizes of 23-25
- 22 - High quality early childhood education, full day preschool section at the NCEC.
- 22 - Access to science, music and art in addition to core curriculum.
- 21 - Lowering the district fund balance as a measure to address competing priorities.
- 17 - Looking at how EL services can continue but better assist students in the classroom (what does a caseload look like?)
- 15 - Maintaining classroom support such as behavioral coaches and math & reading coaches.
- 13 - Gifted education
- 9 - Using curriculum in the classroom that is appropriate for students at all levels of learning in an effort to keep all students in the classroom as much as possible.
- 5 - Small class sizes on par with current district ratios.
- 3 - K-2 class sizes of 20 and 3-5 class sizes of 25.

Program		Recommended Reductions <i>(Educational or Operational Impact)</i>	Category	Anticipated Amount
Items with ** are recommended to continue through school year 2022-23 using one-time funding opportunities.				
	English Learner	Reduce 2.0 FTE to align with reduced EL enrollment <i>(This reduction will increase the student to teacher ratio for English Learners to be more consistent with peer districts.)</i>	Licensed Staff	\$200,000
**	Elementary Individualized Instruction	0.55 FTE Reading Support <i>(This reduction will go into effect in the 2023-24 school year. It will decrease the amount of small group or individualized reading instruction offered at Bridgewater. This position was previously funded with discretionary compensatory funding. This funding has decreased significantly since it is tied to free and reduced lunch applications.)</i>	Licensed Staff	\$40,000
**	Elementary Individualized Instruction	1.0 Additional Behavior Coach <i>(This reduction will go into effect in the 2023-24 school year. It will eliminate one of the two behavior coaches at</i>	Licensed Staff	\$90,000

		<i>Greenvale Park. Greenvale Park is the only elementary school with more than one behavior coach. This position was previously funded with discretionary compensatory funding. This funding has decreased significantly since it is tied to free and reduced lunch applications)</i>		
	Portage Elementary	Discontinue elementary Portage 3.0 FTE <i>(This reduction will eliminate the all-the-time-online program for students in Grades K-5. The program has a total of 31 students.)</i>	Licensed Staff	\$300,000
	Elementary Individualized Instruction	Discontinue extra 1 hr/day Kindergarten Educational Assistant allocation <i>(This reduction will decrease the amount of educational assistant support in Kindergarten classrooms at Greenvale Park from three hours to two hours per day. This is consistent with the Kindergarten EA time at the other elementaries. These positions were previously funded with discretionary compensatory funding. This funding has decreased significantly since it is tied to free and reduced lunch applications)</i>	Non-Licensed Staff	\$15,000
	Elementary Individualized Instruction	Reduce Non-Salary Budget (Ex. Supplies, Contracts for Service, Equipment) <i>(This reduction will decrease the funds available to purchase specific supplies, services, and equipment for remedial instruction. These expenditures were previously funded with discretionary compensatory funding. This funding has decreased significantly since it is tied to free and reduced lunch applications)</i>	Non-Salary	\$50,000
	Elementary Education, General	Reduce Non-Salary Budget (Ex. Supplies, Contracts for Service, Equipment) <i>(This reduction will decrease the discretionary funds available to purchase specific supplies, services, and equipment for elementary school programming.)</i>	Non-Salary	\$150,000
	Staff Development	Reduce discretionary staff development <i>(This reduction will decrease the funding to support training and professional development at the school</i>	Non-Salary	\$45,000

		level.)		
TOTAL				\$890,000

SECONDARY PACKAGE

Priority Statements:

- 41 - Continued support for mental health by licensed professionals.
- 40 - Keeping kids in the district through creative scheduling. Access to credit and flexibility
- 37 - Core class size to have a max of 30 and min of 20 for electives.
- 35 - A variety of electives that interest all 6-12 students and engage them.
- 34 - Co-curricular activities (6-12).
- 33 - Recruiting & maintaining a diverse staff and ensuring their access to mental health supports.
- 33 - Continued support for underserved and at-risk students.
- 20 - The kids "in the middle" (so they don't have the largest class size, they get a robust curriculum, etc.).
- 9 - Sustained funding for media centers.
- 6 - Safety.

Program	Recommendation	Category	Anticipated Amount
Items with ** are recommended to continue through school year 2022-23 using one-time funding opportunities.			
English Learner	Reduce 1.4 FTE to align with reduced EL enrollment (<i>This reduction will increase the student to teacher ratio for English Learners to be more consistent with peer districts.</i>)	Licensed Staff	\$140,000
Secondary Education, General	Reduce 5.0 FTE (<i>This reduction will eliminate five full-time equivalent (FTE) positions based on registration data. Three FTE will be eliminated at Northfield High School and two FTE will be eliminated at Northfield Middle School.</i>)	Licensed Staff	\$500,000
** Portage Secondary	Discontinue Secondary Portage - 2.0 FTE Learning Coach - 14 Content Tutors - Non-Salary (<i>This reduction will go into effect in the 2023-24 school year. It will potentially eliminate the</i>)	Licensed Staff Licensed Staff - not FTE Non-Salary	\$200,000 \$165,000 \$60,000

		<i>all-the-time-online program for middle and high school students. The district will do more extensive marketing for the 2022-23 school year as a revenue enhancement opportunity.)</i>		
**	School Security	Reduce Parking Lot & Security Monitor position <i>(This reduction will go into effect in the 2023-24 school year. It will eliminate an eight hour per day position that provides high school administration support related to building security and monitoring parking lots.)</i>	Non-Licensed Staff	\$50,000
	Co-Curricular Activities	Discontinue Cheerleading program <i>(This reduction will eliminate the cheerleading program. In 2021-22, there were five student participants in this program.)</i>	Non-Licensed Staff	\$7,500
	Co-Curricular Activities	Discontinue Chess Club <i>(This reduction will eliminate the competitive chess program available through the Student Activities department at Northfield High School. A chess program will be offered through community education in its place.)</i>	Non-Licensed Staff	\$5,500
	Co-Curricular Activities	Discontinue One Act Play <i>(This reduction will eliminate the one act play event offered through the Student Activities department at Northfield High School. A one act play program will be considered as an option through community education.)</i>	Non-Licensed Staff	\$5,000
	Secondary Education, General	One Promise Fellow <i>(This reduction will reduce the amount of individual support offered to students through the Americorps program.)</i>	Non-Salary	\$8,000
	Agricultural Education	Discontinue agricultural education partnership with Randolph <i>(This reduction will eliminate the opportunity for Northfield High School students to take agricultural education courses at Randolph High School. The Northfield High School will explore opportunities to offer similar programming in the future.)</i>	Non-Salary	\$40,000

	Secondary Education, General	Reduce Non-Salary Budget (Ex. Supplies, Contracts for Service, Equipment) <i>(This reduction will decrease the discretionary funds available to purchase supplies, services, and equipment for middle school, high school, and Area Learning Center programming.)</i>	Non-Salary	\$150,000
	Co-Curricular Activities	Increase Activity Fees <i>(This increase to athletic and/or activity fees will preclude the reduction of at least two MSHSL sports at Northfield High School.)</i>	Increase Revenue	\$50,000
	Total			\$1,381,000

DISTRICT SERVICES PACKAGE

Priority Statements:


- 24 - Funding innovative strategies that will help reduce the number of students needing special education services.
- 21 - The use of technology e-Learning to promote learner outcomes.
- 21 - That each building has the bilingual people and systems (telephones) that allow for Spanish-speaking families to connect with their child's school.
- 19 - The hiring of diverse staff.
- 19 - The emphasis on providing diverse learning paths for students.
- 18 - Technology services
- 17 - Data driven and results oriented curricular materials, selection and procurement and instruction strategies.
- 15 - Student mental health/well-being.
- 14 - Staff who work directly with students, families, and staff on a daily basis; bus drivers, tech specialists.
- 13 - Community partnership (HCI, Hospital, etc.)
- 13 - Safe, reliable and efficient transportation to and from school.
- 9 - Safe, clean, and functional buildings.

Program	Recommendation	Category	Anticipated Amount
Items with ** are recommended to continue through school year 2022-23 using one-time funding opportunities.			
Media Center	Discontinue 1.0 FTE district-wide media specialist <i>(This reduction will decrease the number of district-wide media specialists from two to one. The remaining district-wide media specialist will report to the Director of</i>	Licensed Staff	\$100,000

		<i>Instructional Services and, in conjunction with school principals, supervise the media center educational assistants.)</i>		
	Technology	<i>Technology administration reorganization (This reduction will merge the duties of the district's Network Manager and Director of Technology Services into one position focused on the effective operation and support of the district's technology infrastructure and devices. The instructional service department will be responsible for leading technology integration within curriculum and instruction.)</i>	Non-Licensed Staff	\$145,000
	Buildings & Grounds	<i>Reduce 1.0 FTE custodian (This reduction will decrease one custodial position at Northfield Middle School.)</i>	Non-Licensed Staff	\$70,000
	Contingency	<i>Reduce contingency staffing allocation (This reduction will decrease the amount of additional FTE approved in the budget to address class size concerns at the beginning of the school year from 3.0 to 1.5 FTE.)</i>	Non-Salary	\$150,000
	General Administrative Support	<i>Reduce publications budget (This reduction will decrease the district services budget for public notices.)</i>	Non-Salary	\$12,500
	General Administrative Support	<i>Reduce district office supply budget (This reduction will decrease the district services budget for office supplies.)</i>	Non-Salary	\$5,000
	Business Support Services	<i>Reduce fees for service budget (This reduction will decrease the finance department's budget for consulting fees.)</i>	Non-Salary	\$25,000
	General Administrative Support	<i>Eliminate national conference professional development (This reduction will eliminate the budget at a district level for administrators to attend a national conference.)</i>	Non-Salary	\$19,000
	Instructional Technology	<i>Reduce technology subscriptions/contracts (This reduction will decrease technology services allocation for software/technology subscriptions.)</i>	Non-Salary	\$29,500
	Staff Development	<i>Reduce innovation grants (This reduction will eliminate</i>	Non-Salary	\$34,000

		<i>the budget for the internal staff grants for innovative practices through Northfield Enact.)</i>		
**	Pupil Transportation	Reduce transportation contract <i>(This reduction will go into effect in the 2023-24 school year. This will reduce the transportation contract approximately 10%. The district will review strategies with Benjamin Bus that could include elementary boundary changes and increases in walk boundaries beginning in the 2023-24 school year.)</i>	Non-Salary	\$350,000
	Buildings & Grounds	Reduce utility expenditures <i>(This reduction will reduce utility expenditures by 5%. This could include making intentional building control changes, charging staff for personal electrical appliances, or other energy efficiency best practices not currently in place.)</i>	Non-Salary	\$50,000
	General Administrative Support	Reduce ergonomic furniture budget <i>(This reduction will decrease the district-wide furniture budget for staff with ergonomic needs. A district benefits vendor will provide a risk assessment and offer financial support to purchase recommended equipment in this area.)</i>	Non-Salary	\$2,000
	Elementary Education, General	Reduce district wide purchasing <i>(This reduction will decrease the district-wide budget for elementary expenditures.)</i>	Non-Salary	\$125,000
	Secondary Education, General	Reduce district wide purchasing <i>(This reduction will decrease the district-wide budget for secondary expenditures.)</i>	Non-Salary	\$125,000
Total				\$1,242,000
Option 1: Consider reducing fund balance goal from 16% to 15% on-going				\$600,000
Option 1 Grand Total				\$4,113,000
Option 2: Consider reducing fund balance goal from 16% to 14% on-going				\$1,200,000
Option 2 Grand Total				\$4,713,000
Total recommended to continue through 2022-23				\$955,000

Our most sincere appreciation and gratitude to the individuals who dedicated their personal time, thoughts and ideas to help the district. Their contributions were invaluable.

Priority Based Budget Team Members		
Alejandra Santos, Parent/Community	Jacob Odell, Teacher	Natalie Amy, MS Counselor
Allison Sweeney, Teacher	Jennyffer Barrientos, Parent/Community	Nikki Oakland, Parent/Community
Amanda Tracy, Parent/Community	Jessica Leibrock, Parent/Community	Paige Bowen, Parent/Community
Amy Sieve, Media Specialist	Joel Leer, Administrator	Pasha Quaas, Parent/Community
Amy Stowe, MS Staff	Joel Olson, Administrator	Paula Baragary, Teacher
Andrea Nelson-Walker, DO Staff	John Tracy, Parent/Community	Rebecca Glassing, Media Specialist
Andy Richardson, Teacher	Karen Nelson, Teacher	Rico Bohren, Administrator
Ashley Benhart, Teacher	Karl Viesselman, Teacher	Robert Coleman, Parent/Community
Bill Bruihler, Parent/Community	Kate Woodstrup, Teacher	Sam Richardson, Administrator
Brian McGonegal, Parent/Community	Katherine Norrie, Teacher	Sara Pratt, Administrator
Brian Stevens, Teacher	Katie Lovrien, Teacher	Savannah Mellies, Student
Carolyn Livingston, Parent/Community	Kim Briske, Administrator	Scott Benjamin, Parent/Community
Cheryl Hall, Administrator	Laura Listenberger, Parent/Community	Scott Sannes, Administrator
Christine Hamp, Parent/Community	Laure Benjamin-Miller, Parent/Community	Serena Zabin, Parent/Community
Cole Nelson, Administrator	Lindsey Briskie, Parent/Community	Stephany Stromme, Administrator
Corrie Demas, Student	Lisa Bethke, DO Staff	Steve Taggart, Teacher
Daryl Kehler, Administrator	Maimouna Toure-Keita, District Nurse	Sylvi Hanson, Student
David Rhoades, Student	Mar Valdecantos, Parent/Community	Tallie Berkvam-Peter, Teacher
Erin Bailey, Administrator	Mark Ensrud, HS Counselor	Tammy McDonough, Teacher
Glenda Orrego, Parent/Community	Matthew Berg-Wall, Teacher	Zach Pruitt, Parent/Community
Grace VanVoorst, Student	Mayrany Barreto, Parent/Community	
Greg Gelineau, Administrator	Meleah Follen, Parent/Community	
Hassel Morrison, Parent/Community	Michael O'Keefe, Administrator	
Hope Langston, Administrator	Molly Viesselman, Administrator	
Inger Hanson, Teacher	Nancy Antoine, Administrator	
Jackie DuLac, DO Staff	Nancy Veverka, Administrator	

The following licensed teaching staff program reductions for the 2022-2023 school year are recommended.

<u>Program</u>	<u>Building</u>	<u>FTE</u>
Media Specialist	District Wide	1.0 FTE
Special Education-Oral/Aural	NCEC	1.0 FTE
EL	Elementary	2.0 FTE
Portage	Elementary	3.0 FTE
EL	Secondary	1.4 FTE
FACS	High School	1.0 FTE
German	High School	.40 FTE
Spanish	High School	.80 FTE
Science	High School	.30 FTE
Physical Education	High School	.10 FTE
Social Studies	High School	.20 FTE
English	High School	.20 FTE
French	Middle School	.10 FTE
Spanish	Middle School	.20 FTE
German	Middle School	.10 FTE
Math	Middle School	.40 FTE
Band Lessons	Middle School	.20 FTE
Physical Education	Middle School	.20 FTE

The following Non-teaching staff program reductions for the 2022-2023 school year are recommended.

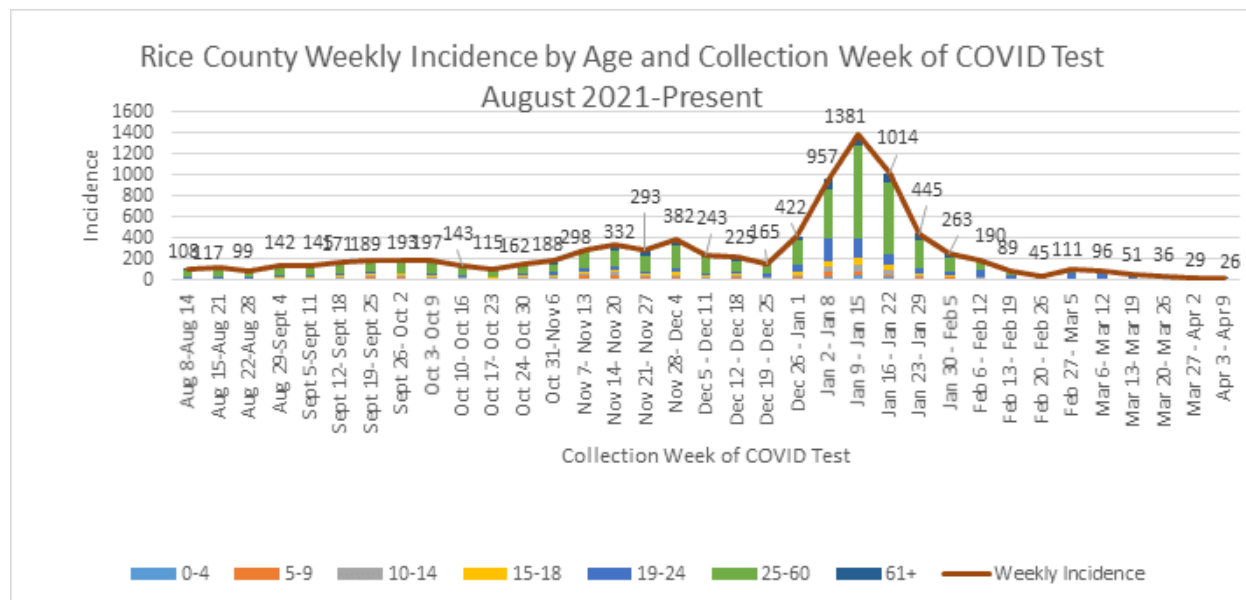
Full-time Substitute	District Wide	1.0 FTE
Custodian	Middle School	1.0 FTE

Superintendent Operations and COVID-19 Update | April 25, 2022

Matt Hillmann, Ed.D.

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

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



The district implemented its updated COVID-19 protocols in K-12 schools on Feb. 21. Newly reported cases have continued to decrease. On March 7, the district aligned the COVID-19 protocols at the Northfield Community Education Center (NCEC) with the protocols with K-12 schools. Face masks are recommended but optional across the entire school district. The vaccination requirement for volunteers has also been removed as of March 14. As of April 21, the district reported 30 new COVID-19 cases in the previous 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 influenza-like illness (ILI) rates have been excellent. During the week of April 11-15, six of seven schools averaged less than 2% of their students absent due to ILI symptoms. All schools were below 5%.

Anti-racism training

strategic commitment highlights: people, learner outcomes, equity

The district continues monthly anti-racism training seminars with licensed staff. In March, the training included instructional techniques intended to ensure intentional inclusivity in classroom discussions. In April, teachers conducted a "tabletop exercise" where they analyzed two scenarios where a student made a racist or homophobic statement in class and how they might address the situation.

Northfield High School facility task force

strategic commitment highlight: stewardship



The Northfield High School facility task force has met three times and holds its next meeting on April 28. Over 30 stakeholders representing staff, students, parents, and community members serve on the task force. As part of the process, the district is considering conducting a stratified random sample survey to better understand the community's perspective about their financial capacity for any projects that the task force may recommend to be part of the master plan.

New leadership: student activities and technology services

strategic commitment highlights: people, stewardship

We are proud to welcome two new administrators to our district's leadership team. **Bubba Sullivan** has been recommended as the new Northfield High School Director of Student Activities and **Nate Knutson** has been recommended as the new Director of Technology Services.



Bubba Sullivan is a Northfield High School graduate who returned to NHS and has taught English since 1989. He started coaching the Raider football team that same year en route to 208 wins over 32 seasons and the Class 4A state title in 1997. During his time in Northfield, Bubba has also coached track and field, hockey and golf.

He begins his appointment as Director of Student Activities on July 1.



Nate Knutson has worked for the Northfield School District since 2004 as a technology specialist and as the district's network manager since 2010. During that time, Nate has played a significant role in every technology equipment implementation and upgrade. He will be appointed to a position that merges his current responsibilities as Network Manager with the Director of Technology Services position. The merging of these two positions will result in \$145,000 of reduced administrative costs. Nate began his new role on April 20.

MCA Testing

strategic commitment highlights: learner outcomes, equity

The district completed its 2022 Minnesota Comprehensive Assessment (MCA) tests between April 4 and 22. Students in Grades 3—8 take annual assessments in mathematics and reading. Students are assessed in science at the end of 5th and 8th grades, and at the end of their biology course in high school. High school students are assessed in reading at the end of Grade 10 and mathematics at the end of Grade 11. We anticipate receiving the official results over the summer.



We prepare every student to be academically and socially ready to choose their preferred pathway after high school graduation.

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

April 11, 2022

District Office Boardroom

1. Call to Order

Board Chair Claudia Gonzalez-George called the Regular meeting of the Northfield Board of Education of Independent School District No. 659 to order at 6:00 p.m. Present: Baraniak, Butler, Goerwitz, Gonzalez-George, Pritchard, Quinnell and Stratmoen. Absent: None. This meeting was open to the public, live-streamed and recorded, and access to the recording was posted to the school district website.

2. Agenda Approval/Table File

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

3. Public Comment

There were no public comments.

4. Announcements and Recognitions

- Three of our Knowledge Bowl teams participated in the State tournament this weekend in Brainerd: Ava Becken, Ilie Hoffert, Nadia Kuxhausen Ralph, James Shuffelton, Will Beaumaster, Wyatt Barber, Max Casson, Gabriel Fisher Navarro, Quinn Lovick, Brekken Modory, Peter Hillmann, Meaghan Kelley, Carter Lefkowitz, Cricket Mohring, and Collin Thomas Green.
- Senior Maggie Malecha is the first ever Northfield Athena Award Winner. This award recognizes outstanding metro area senior female athletes. Maggie was the 2022 Minnesota Senior Goalie of the Year, the 2022 Herb Brooks award winner, and led her team to the state tournament.
- Freshman Ella Pagel is the first ever Northfield female state wrestling champion.
- Senior Jake Messner placed second at the state wrestling tournament and the Wrestling team placed 5th at state.
- Boys Swim was the section 1A runner up. Wrestling and Boys' Hockey teams were conference champs, and the Olympic Weightlifting team placed 2nd at the state meet.
- Arts a la Carte is scheduled on Friday, April 22 at Northfield High School, 6:00 p.m. - 9:00 p.m.
- Congratulations to Bubba Sullivan on being inducted into the Minnesota Football Coaches Association Hall of Fame. Coach Sullivan became the head football coach in Northfield in 1989 and has since won 208 games and the 1997 Class 4A state title.

5. Items for Discussion and Reports

- a. Budget Prioritization Update. Superintendent Hillmann and Director Mertesdorf presented an update to the board on the district's budget prioritization process. The board will review the finalized budget prioritization report on April 25 and will vote on the budget recommendations on May 9. The board, Superintendent Hillmann, and Director Mertesdorf will select a date to host a community forum to allow the broader community an opportunity for input between April 25 and May 9, 2022.
- b. Superintendent Operations and COVID-19 Update. Dr. Hillmann reported COVID-19 numbers continue to stabilize. Northfield Healthy Community Initiative (HCI) held a drive through event celebrating 30 years of making a difference in our community and Northfield Public Schools. Thank you to Northfield High School special education teacher Jake O'Dell for organizing the career speaker series during the high school's flex time, and to Lori Malecha, kitchen manager at Spring Creek Elementary, for making improvements in the inventory tracking system to ensure we are leveraging the food inventory across the district in order to make more efficient use of resources. In 2021, Northfield High School's four-year graduation rate was 96.7%; the state average graduation rate for 2021 was 83.3%.

- c. Charter School Site Visit Reports. Superintendent Hillmann provided a report on his site visit to Prairie Creek Community School on March 29 and to Arcadia Charter School on March 31. Dr. Hillmann met with administrators, staff, students, and board members.

6. Consent Agenda

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

a. Minutes

- Minutes of the Regular School Board meeting held on March 28, 2022
- Minutes of the Closed School Board meeting held on March 28, 2022

- b. Overnight Field Trip. Activities Director Joel Olson and Boys Lacrosse Coach Jeff Wright requested board approval for NHS varsity boys lacrosse team overnight trip May 27-28, 2022.

c. Personnel Items

i. Appointments

1. Joseph Ascencio Bravo, Recreation Program Assistant, beginning 4/2/22 through 5/31/22, \$10.33/hour.
2. Toby Grawe, Recreation Program Assistant, beginning 4/2/2022 through 5/31/2022, \$10.33/hour.
3. Jamie Jerdee, Middle School Head Boys' Golf Coach, beginning 4/4/2022. \$2,987
4. Blake Kane, Head Girls Soccer Coach, beginning 8/15/2022, \$6,601.
5. Chantal Kheirallah, Summer Targeted Services PLUS Teacher, beginning 7/5/2022 through 8/11/2022, lane/step.
6. Justin Raabolle, Master Electrician, beginning 4/25/2022. Master Electrician salary plus step 4, prorated for the 2021-22 school year.
7. Jonathan Singleton, Recreation Program Assistant, beginning 4/2/22 through 5/31/22, \$11.00/hour.
8. Dominic Sasser, Recreation Program Assistant, beginning 4/2/22 through 5/31/22, \$11.00/hour.
9. Laura Kay Allen, 1.0 FTE Long Term Substitute Health Teacher at the High School, beginning 4/11/2022-approximately 6/9/2022; MA+40, Step 10
10. Judith Boehme, AP Test Proctor as needed at the High School, beginning 05/01/2022-5/31/2022. Substitute teacher rate.
11. Jeffrey Eckhoff, AP Test Proctor as needed at the High School, beginning 05/01/2022-5/31/2022. Substitute teacher rate.
12. Rosemary Fink, AP Test Proctor as needed at the High School, beginning 05/01/2022-5/31/2022. Substitute teacher rate.
13. Mark Johnson, Summer Seasonal Grounds/Custodial Technician with Buildings and Grounds, beginning 5/2/2022-10/31/2022; 16.50/hr.
14. Lynda Maus, AP Test Proctor as needed at the High School, beginning 05/01/2022-5/31/2022. Substitute teacher rate.
15. Abigail McFarland, .4 Assistant Girls Lacrosse Coach for 2 hours/day for 2 days/week at the High School, beginning 4/18/2022; .40 Level 3, Asst 8%
16. Rebecca Messer, AP Test Proctor as needed at the High School, beginning 05/01/2022-5/31/2022. Substitute teacher rate.
17. Brenda Niebuhr, AP Test Proctor as needed at the High School, beginning 05/01/2022-5/31/2022. Substitute teacher rate.
18. Jessica Provancha, American Sign Language Interpreter with Community Education Recreation, beginning 4/11/2022-6/6/2022; \$26.24/hr.
19. Joshua Wagner, AP Test Proctor as needed at the High School, beginning 05/01/2022-5/31/2022. Substitute teacher rate.
20. Deborah Winkelman, AP Test Proctor as needed at the High School, beginning 05/01/2022-5/31/2022. Substitute teacher rate.

ii. Increase/Decrease/Change in Assignment

1. Mary Harrity-Davidson, 1.0 Middle School Boys Tennis Coach, change to .50 Head Coach and .50 Assistant Coach, effective 4/4/2022, \$2,738.
2. Ann Jerdee, Middle School English Teacher, add Middle School Assistant Golf Coach, effective 4/4/2022, \$2,489.
3. Jenny Link, Middle School Special Education Teacher, add Summer PLUS/BLAST teacher substitute, effective 7/3/2022 thorough 8/11/2022, lane/step.

4. Ryan Pietsch, Spring Elementary Phy Ed Teacher, add Middle School Head Girls' Golf Coach, effective 4/4/2022, \$2,987.
5. Paul Stanaway, Middle School Phy Ed Teacher, add 1.0 MS Fitness Room Advisor for spring session, effective 4/4/2022.
6. Jeffrey Sullivan, High School Special Education Assistant, add High School spring weight room assistant, effective 4/5/2022, Level 3, \$995.86 stipend.
7. Community Education Summer Brochure Instructors
8. Ann Ackerman, Speech Pathologist .50 FTE Greenvale Park Elementary and .50 FTE Spring Creek Elementary, change to 1.0 FTE Spring Creek Elementary, beginning 8/25/2022.
9. Natalie Amy, Guidance Counselor at the Middle School for 2021-22 only, change to Guidance Counselor ongoing beginning 8/25/2022.
10. Tallie Berkvam Peter, 1.0 FTE Kindergarten Teacher for the 2021-22 school year at Spring Creek, change to 1.0 FTE Kindergarten Teacher-ongoing at Spring Creek, effective 4/7/2022.
11. Briana Bulfer, Elementary Teacher through Portage, change to Grade 2 teacher at Greenvale Park, beginning 8/25/2022.
12. Natalie Deane, Special Education Teacher at Bridgewater Elementary, change to Special Education Teacher at Greenvale Park Elementary, beginning 8/25/2022.
13. Lindsey Downs, 1.0 FTE Reading Interventionist at Spring Creek, change to 1.0 FTE First Grade Teacher at Spring Creek, effective 8/25/2022.
14. Brittany Ellerbusch, Grade 2 Teacher at Bridgewater Elementary, change to Elementary Teacher at Greenvale Park, Grade level to be determined, beginning 8/25/2022.
15. Lydia Gross, 1.0 FTE ECSE Teacher at the NCEC, voluntary reduction in contract time to .60 FTE, beginning 8/25/2022.
16. Becki Haar, 1.0 FTE Portage Teacher with the District, change to 1.0 FTE Fourth Grade Teacher at Spring Creek, effective 8/25/2022.
17. Rebecca Hollister, .4 Assistant Girls Lacrosse Coach at the High School, change to .6 Assistant Girls Lacrosse Coach at the High School, effective 4/12/2022.
18. Christine Howard, 1.0 FTE Speech Pathologist at Spring Creek Elementary, change to Speech Pathologist .50 FTE at Spring Creek Elementary and .50 FTE at Greenvale Park Elementary, beginning 8/25/2022.
19. Stephanie Mahal, 1.0 FTE Occupational Therapist, voluntary reduction in contract time to .80 FTE, beginning 8/25/2022.
20. Nicole Papke, .80 FTE Title I Teacher at Greenvale Park, voluntary reduction in contract time to .50 FTE, beginning 8/25/2022.
21. Betsy Peterson, 1.0 FTE Kindergarten Teacher at Bridgewater Elementary, change to 1.0 FTE Elementary Teacher at Greenvale Park Elementary, grade level to be determined, beginning 8/25/2022.
22. Jennifer Streefland, 1.0 FTE School Counselor at the Middle School, add in lieu of prep a ⅓ overload for 47 days at the Middle School, effective 4/5/2022-6/9/2022.
23. Cori Yamry, 1.0 FTE School Counselor at the Middle School, add in lieu of prep a ⅓ overload for 47 days at the Middle School, effective 4/5/2022-6/9/2022..

iii. Leave of Absence

1. Andrea Nelson-Walker, Benefits/Payroll Specialist, FMLA leave of absence beginning on 5/5/2022 through 5/18/2022.
2. Mohamed Nur, District Technology Specialist, FMLA leave of absence beginning on or about 4/13/2022 for 15 work days.
3. Sarah DuChene, 1.0 FTE Elementary Teacher at Bridgewater, .20 FTE leave of absence for the 2022-2023 school year.
4. JoAnn Gilbert, CNA at the High School, Updated Leave of Absence, effective 2/16/2022-5/6/2022.
5. Rebecca Lorang, 1.0 FTE EL Teacher at the Middle School, 1.0 FTE leave of absence for the 2022-23 school year.
6. Rhea Mehrkens, 1.0 FTE leave of absence for the 2022-23 school year.
7. Lisa Nelson, 1.0 FTE Title I Teacher at Greenvale Park, 1.0 FTE leave of absence for the 2022-23 school year.
8. Briane Stevens, .80 FTE High School Social Studies Teacher, .20 FTE leave of absence for the 2022-23 school year.
9. Linda Temple, Elementary Teacher at Bridgewater, 1.0 FTE leave of absence for the 2022-23 school year.
10. Mark Thornton, 1.0 FTE High School Social Studies Teacher, 1.0 FTE leave of absence for the 2022-23 school year.

11. Jamie Wiebe, 1.0 FTE School Social Worker at Bridgewater, 1.0 FTE leave of absence for the 2022-23 school year.
12. Mary Beth Youngblut, 1.0 Elementary Teacher at Greenvale Park Elementary, 1.0 FTE leave of absence for the 2022-23 school year.
- iv. Retirements/Resignations/Terminations
 1. Karen Lane, Bridgewater Elementary Teacher, retirement effective 6/9/2022.
 2. Jodi DiMaggio, Administrative Assistant at the NCEC, resignation effective 4/22/2022.

7. Items for Individual Action

- a. Bid Approval for High School Office Remodel. On a motion by Pritchard, seconded by Stratmoen, the board approved to solicit bids for the District-Wide Security Camera Upgrade Project. This project includes a full replacement of the district camera management system along with the replacement of the analog cameras throughout the district. The project is scheduled to take place this summer. Director of Buildings and Grounds Cole Nelson reviewed the project manual and answered questions related to the project. The board will be asked to approve the winning bid at the May 9, 2022 board meeting.

8. Items for Information

- a. Enrollment Report. Dr. Hillmann reviewed the April 2022 enrollment report.
- b. School Board Work Sessions. The board will determine a date in early June to discuss the high school master plan recommendations, and the recommendations will be finalized at a work session on June 13, 4:00 p.m. - 5:45 p.m.

9. Future Meetings

- a. Monday, April 25, 2022, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- b. Monday, May 9, 2022, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- c. Monday, May 23, 2022, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom

10. Adjournment

On a motion by Stratmoen, seconded by Goerwitz, the board adjourned at 7:40 p.m.

Noel Stratmoen
School Board Clerk

NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 12th day of April, 2022, by and
between Mary C. Henry Step Up Scholarship Fund of the Capital Group American
Funds,
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

\$2,400.00 for Step Up Scholarships, check # 76632815.

Mary C. Henry Step Up Scholarship Fund of the
Donor Capital Group American
Funds

By: Received in District office

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

INDEPENDENT SCHOOL DISTRICT No. 659

By: _____

Clerk

NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 15th day of April, 2022, by and between Schieck Orthodontics, 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 Schieck Orthodontics scholarship, check #10708.

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)
Mary C. Henry Step Up Scholarship Fund of the Capital Group American Funds	\$2,400.00	Step Up Scholarships
Schieck Orthodontics	\$1,000.00	Schieck Orthodontics Scholarship

The vote on adoption of the Resolution was as follows:

Aye:

Nay:

Absent:

Whereupon, said Resolution was declared duly adopted.

By: Claudia Gonzalez-George, Chair

By: Noel Stratmoen, Clerk

TO: Dr. Matt Hillmann, Superintendent

FROM: Val Mertesdorf, Director of Finance *VM*

DATE: April 25th, 2022

RE: Board Approval of Financial Reports – December 2021

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

Bills totaling \$2,130,941.20 were paid in December 2021.

Payroll checks totaling \$3,648,269.14 were issued in December 2021.

No bond payments were paid in December 2021.

At the end of December 2021 Total Cash and Investments amounted to \$24,834,271.80.

Wire transfers initiated by the district during December 2021:

\$250,000.00	From Frandsen General to Frandsen Sweep
\$650,000.00	From Frandsen Sweep to Frandsen General

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

1. Treasurer's Report
2. Disbursement Report

December 2021 Treasurer's Report

FUNDS	BALANCE BEGINNING OF MONTH	RECEIPTS	DISBURSEMENTS	JOURNAL ENTRIES	BALANCE END OF MONTH
GENERAL FUND	2,029,770.87	2,077,068.04	4,421,800.01	(696,876.64)	(1,011,837.74) *
FOOD SERVICE	640,432.74	275,951.33	207,728.56	1,272.89	709,928.40
COMMUNITY ED	490,813.82	311,095.21	278,877.13	(2,553.75)	520,478.15
CONSTRUCTION ACCOUNT	16,437.00	-	-	-	16,437.00
DEBT SERVICE	6,239,958.26	328,007.14	-	-	6,567,965.40
SELF INSURANCE	2,762,830.76	41,369.00	870,804.64	701,972.24	2,635,367.36
TOTALS	12,180,243.45	3,033,490.72	5,779,210.34	3,814.74	9,438,338.57
GENERAL FUND INVESTMENT	15,395,933.23	-	-	-	15,395,933.23 *
CONSTRUCTION INVESTMENT	0.00	-	-	-	0.00
	<u>15,395,933.23</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>15,395,933.23</u>
GRAND TOTALS	27,910,930.42	3,033,490.72	5,779,210.34	3,814.74	24,834,271.80

*General Fund includes Certificate of Deposit amount

Disbursement Report

ISD 659 - Northfield

December 2021

Disbursements:

Bills Paid:

General Fund	\$ 1,157,738.03	
Food Service Fund	87,350.62	
Community Services Fund	15,047.91	
Construction Fund	-	
Trust & Agency Fund	-	
Self Insurance Fund	<u>870,804.64</u>	
Total Bills Paid		2,130,941.20

Payroll:

General Fund	3,264,061.98	
Food Service Fund	120,377.94	
Community Services Fund	263,829.22	
Trust Fund	-	
Self Insurance Fund	<u>-</u>	
Total Payroll		3,648,269.14

Bond Payments:

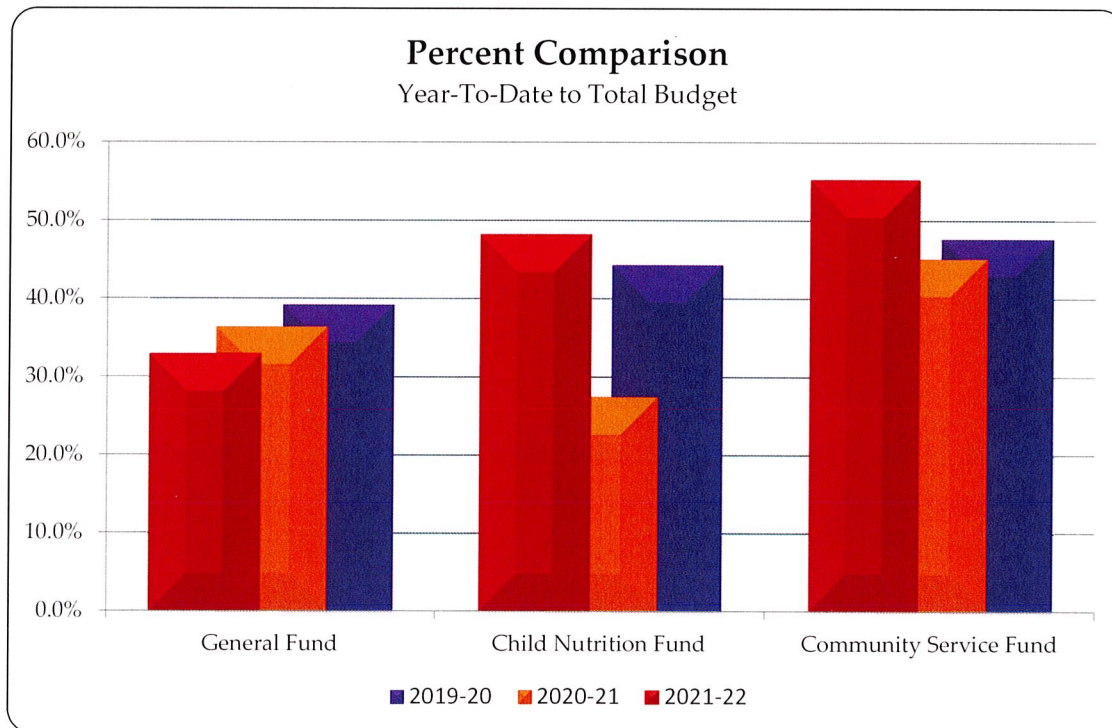
Debt Redemption Fund	<u>-</u>	
Total Bond Payments		<u>-</u>
Total Disbursements		<u><u>\$5,779,210.34</u></u>



STATEMENT OF REVENUES

For the month ended December 31, 2021

Fund	Year-To-Date	Budget	YTD as % of Budget		
			2021-22	2020-21	2019-20
General Fund					
Property Taxes	\$ 6,117,344	\$ 14,528,579	42.1%	44.0%	43.0%
State Sources	11,829,239	39,321,725	30.1%	31.1%	32.2%
Federal Sources	385,562	2,639,748	14.6%	120.2%	110.3%
Local Sources	665,381	1,250,993	53.2%	31.0%	132.0%
Total	\$ 18,997,525	\$ 57,741,045	32.9%	36.4%	39.2%
Child Nutrition Fund	\$ 1,064,880	\$ 2,208,619	48.2%	27.4%	44.3%
Community Service Fund	1,697,240	3,073,145	55.2%	45.1%	47.7%
Construction Fund	-	-	0.0%	124.2%	42.1%
Debt Service Fund	3,765,748	6,089,977	61.8%	234.4%	58.6%
Internal Service Fund	3,991,686	7,547,782	52.9%	50.1%	12.0%
Total All Funds	\$ 29,517,080	\$ 76,660,568	38.5%	53.9%	38.5%

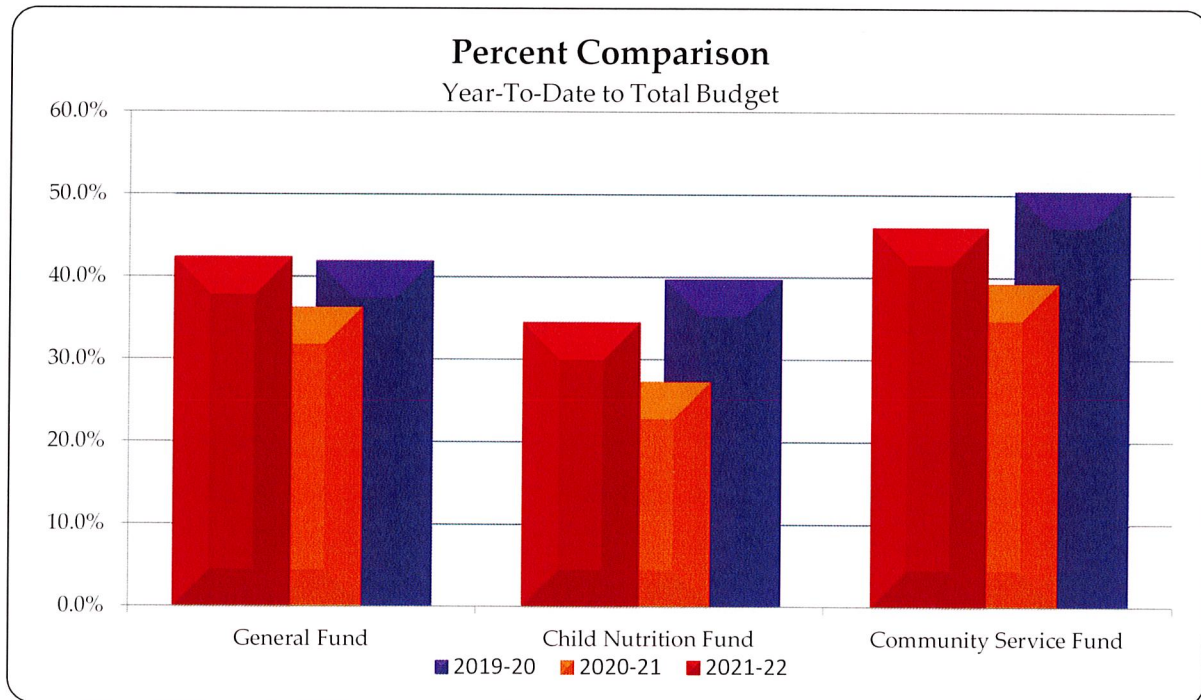




STATEMENT OF EXPENDITURES

For the month ended December 31, 2021

Fund	Year-To-Date	Adopted Budget	YTD as % of Budget		
			2021-22	2020-21	2019-20
General Fund					
Salaries	\$ 13,504,875	\$ 35,112,099	38.5%	35.6%	37.9%
Benefits	4,751,609	12,943,395	36.7%	35.0%	36.1%
Purchased Services	3,899,473	7,097,433	54.9%	34.5%	49.9%
Supplies & Materials	1,822,272	2,336,023	78.0%	70.0%	55.7%
Capital Expenditures	1,223,640	1,665,384	73.5%	31.6%	102.8%
Other Expenses	175,095	725,092	24.1%	24.3%	64.5%
Total General Fund	\$ 25,376,964	\$ 59,879,426	42.4%	36.3%	42.0%
Child Nutrition Fund	\$ 835,099	\$ 2,416,599	34.6%	27.4%	39.8%
Community Service Fund	1,509,637	3,275,706	46.1%	39.3%	50.5%
Construction Fund	-	-	0.0%	78.9%	24.1%
Debt Service Fund	1,152,589	5,842,017	19.7%	15.4%	16.2%
Internal Service Fund	5,995,734	8,857,880	67.7%	57.3%	60.3%
Total All Funds	\$ 34,870,023	\$ 80,271,628	43.4%	40.3%	36.6%



**RESOLUTION RELATING TO THE TERMINATION AND NON-RENEWAL
OF THE TEACHING CONTRACT OF A PROBATIONARY TEACHER**

WHEREAS, {NAME}, is a probationary teacher in Independent School District No. 659,

BE IT RESOLVED by the School Board of Independent School District No. 659, that pursuant to M.S. 122A.40, Subdivision 5, that the teaching contract of {NAME}, a probationary teacher in Independent School District No. 659, is hereby terminated at the close of the current 2021-2022 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding termination and non-renewal of his/her contract as provided by law, and that said notice shall be in substantially the following form:

NOTICE OF TERMINATION AND NON-RENEWAL

Dear {NAME}:

You are hereby notified that at the regular meeting of the School Board of Independent School District No. 659 held on April 25, 2022 a resolution was adopted by majority vote to terminate your contract effective at the end of the current school year and not to renew your contract for the 2022-2023 school year. Said action of the Board is taken pursuant to Minnesota Statutes 122A.40, Subdivision 5.

You may officially request that the School Board give its reasons for the non-renewal of your teaching contract. However, such written request should be received within ten (10) calendar days after the receipt of this notice.

Yours very truly,

SCHOOL BOARD OF INDEPENDENT
SCHOOL DISTRICT NO. 659

Dated this 25th day of April, 2022.

Claudia Gonzalez-George, Chairperson

Valori Mertesdorf, Deputy Clerk