

INDEPENDENT SCHOOL DISTRICT NO. 659
REGULAR SCHOOL BOARD MEETING

Monday, August 8, 2022 ~ Regular Board Meeting
Northfield District Office Boardroom

Zoom Link: <https://northfieldschools-org.zoom.us/j/83762478744?pwd=aVRlMENZSUJ4V1dIZjkyYm9LdjByQT09>
Passcode: 953949

AGENDA

1. Call to Order
2. Agenda Approval/Table File
3. Public Comment
4. Announcements and Recognitions
5. Items for Discussion and Reports
 - a. Community Education Continuous Improvement Plan
 - b. Area Learning Center (ALC) and Portage Continuous Improvement Plans
 - c. Northfield High School Facility Task Force
 - d. Policy Committee Recommendations
 - e. Superintendent's Goals
 - f. Superintendent Operations & Strategic Plan Update
6. Consent Agenda
 - a. Minutes
 - b. Gift Agreements
 - c. Financial Reports
 - d. Overnight Field Trips
 - e. Personnel Items
7. Items for Individual Action
 - a. Policy Committee Recommendations
 - b. Resolution Relating to the Election of School Board Members and Calling the School Board Election
 - c. Capital Projects Levy
8. Items for Information
 - a. Filing for School Board
 - b. Staff Breakfast and Program
9. Future Meetings
 - a. Monday, August 22, 2022, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
 - b. Monday, September 12, 2022, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
 - c. Monday, September 26, 2022, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
10. Adjournment

NORTHFIELD PUBLIC SCHOOLS
MEMORANDUM

Monday, August 8, 2022 ~ Regular Board Meeting
Northfield District Office Boardroom

Zoom Link: <https://northfieldschools-org.zoom.us/j/83762478744?pwd=aVRlMENZSUJ4V1dlZjkyYm9ldjByQT09>
Passcode: 953949

TO: Members of the Board of Education
FROM: Matthew Hillmann, Ed.D., Superintendent
RE: Explanation of Agenda Items for Monday, August 8, 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
5. Items for Discussion and Reports
 - a. Community Education Continuous Improvement Plan. Director of Community Education Erin Bailey will present to the board the continuous school improvement plan for Community Education. The presentation will include a progress report on the goals set for the 2021-2022 school year as well as new goals set for the 2022-2023 school year.
 - b. Area Learning Center (ALC) and Portage Continuous Improvement Plans. Daryl Kehler, Director of the ALC and Portage, will present to the board the continuous school improvement plan for the ALC and Portage. The presentations will include progress reports on the goals set for the 2021-2022 school year as well as new goals set for the 2022-2023 school year.
 - c. Northfield High School Facility Planning Update. Dr. Hillmann and Director Mertesdorf will provide an update on the facility process, including updates on the voter survey with Morris-Leatherman and initial discussions with potential collaborators regarding athletic facilities.
 - d. Policy Committee Recommendations. Dr. Hillmann will present the recommended updates to policy 203, 414, 428 and 502.
 - e. Superintendent's Goals. Superintendent Hillmann will share a draft of his proposed goals for 2022-2023. These will be included in the table file.
 - f. Superintendent Operations & Strategic Plan Update. Dr. Hillmann provided an update about district operations and examples of work underway to achieve the district's vision, strategic commitments, and benchmarks.
6. Consent Agenda
Recommendation: Motion to approve the following items listed under the Consent Agenda
 - a. Minutes
 - Minutes of the Regular School Board meeting held on July 11, 2022
 - Minutes of the Special School Board meeting held on August 1, 2022
 - b. Gift Agreements
 - \$1,000.00 from CFS Foundation for the backpack food program

- \$1,000.00 from Land O'Lakes Foundation for the backpack food program

c. Financial Reports

Financial Report - January 2022. Director of Finance Val Mertesdorf requests the board approve paid bills totaling \$1,171,702.00, payroll checks totaling \$3,888,129.49, bond payments totaling \$4,684,115.63, a wire transfer totaling \$350,000.00 from Frandsen General to Frandsen Sweep, a wire transfer totaling \$700,000.00 from Frandsen Sweep to Frandsen General, and the financial reports for January 2022. At the end of January 2022 total cash and investments amounted to \$20,470,268.93.

d. Overnight Field Trips

Activities Director Bubba Sullivan is requesting board approval for overnight field trips for high school boys and girls cross country, high school nordic ski team, and high school varsity volleyball for the 2022-23 school year.

e. Personnel Items

i. Appointments

1. Michael Allen, 6th Grade Football Coach for 2 hours/day at the Middle School, beginning 8/15/2022; Step 10, \$2,031.
2. Ella Andrew, Targeted Services Summer PLUS Site Assistant for up to 6 hours/day Mon.-Thurs. at Greenvale Park, beginning 7/18/2022-8/11/2022; Step 1-\$14.50/hr.
3. Rebecca Bang, 1.0 FTE Assistant Principal at the High School, beginning 7/15/2022; \$124,614 - Step 1 (subject to change on settlement of new principal agreement)
4. Elaine Boda, Special Ed EA PCA for 6.75 hours/day at Greenvale Park, beginning 8/30/2022; Step 4-\$17.70/hr. plus \$2,500 PCA stipend.
5. Rikki Drewitz, Special Ed EA PCA for 6.75 hours/day at the Middle School, beginning 8/30/2022; Step 1 - \$16.33/hr. + \$2,500 PCA stipend
6. Cecelia Green, 1.0 FTE Long Term Substitute Family and Consumer Science Teacher at the High School, beginning 8/23/2022; Tier 1 - BA, Step 6 - \$57,664 - contingent upon obtaining a Tier 1 license in FACS.
7. Michele Knutson, Gen Ed EA for 6.75 hours/day at the High School, beginning 8/30/2022.
8. Gail Kohl, .2 FTE Long Term Substitute Fifth Grade Teacher at Bridgewater, beginning 8/29/2022-6/9/2022; MA, Step 10
9. Terri Line, Gen Ed EA-Bridges to Kindergarten for 44 hours/total with Community Education, beginning 8/8/2022-8/19/2022; Step 1-\$16.33/hour.
10. Jennifer Quinnell, Child Nutrition Associate I for 3 hours/day at the Middle School, beginning 8/22/2022; CNA I-\$20.05/hr.
11. Brent Rauk, Summer Recreation Program Assistant with Community Education, beginning 7/14/2022-8/31/2022; \$14.50/hr.
12. Ian Rhoades, 1.0 FTE English/Language Arts Teacher at the High School beginning 8/25/2022; MA, Step 10
13. Andrew Richardson, 1.0 FTE Industrial Technology Teacher at the High School beginning 8/25/2022; MA40, Step 10
14. Karen Rodriguez Rojas, Office Specialist Class III - Secondary Attendance Liaison for 4 hours/day at the Middle/High School, beginning 9/6/2022-6/9/2023; Class III Step 1-\$21.22/hr.
15. Rebekka Schrank, 1.0 FTE Fourth Grade Teacher at Spring Creek, beginning 8/22/2022; MA, Step 2
11. Calvin Sneed, 7th Grade Football Coach at the Middle School, beginning 8/15/2022; \$2,539.
12. Garret Swenson, Summer KidVentures Site Assistant for up to 40 hours/week at Spring Creek, beginning 7/18/2022-9/2/2022; Step 2-\$14.88/hr.
13. William Todd, Special Ed EA PCA for 6.75 hours/day at the Middle School, beginning 8/30/2022. Step 1-\$16.33/hr. + \$2,500 PCA Stipend
14. Nicole Torkelson, 1.0 FTE Special Ed Resource Room Teacher at the High School, beginning 8/25/2022; BA, Step 1

ii. Increase/Decrease/Change in Assignment

1. Danielle Amundson, Teacher at Greenvale Park, add Gen Ed Teacher Mentor at Greenvale Park, effective 8/1/2022-6/9/2023; \$750 Stipend
2. Janet Amundson, EA at the Middle School, add Special Ed EA Bridges to Kindergarten at Greenvale Park, effective 8/15/2022-8/19/2022.
3. Joy Serie-Amunrud, Social Worker at Greenvale Park, add EBD BEST Project Participant for up to 40 hours at Greenvale Park, effective 7/11/2022-6/30/2023.

4. Mark Auge, Teacher at the High School, add 6th grade Football Coach at the Middle School, effective 8/15/2022. \$2,031
5. Paula Baragary, Teacher at Spring Creek, add Gen Ed Teacher Mentor at Spring Creek, effective 8/1/2022-6/9/2023; \$750 Stipend
6. Michelle Bauer, PreK-12 Instructional Coach with the District, add 10 work days outside of teacher school year in each fiscal year, effective 7/1/2022.
7. Kathy Beck, Spec Ed EA for 6.75 hours/day and Supervisory EA for .25 hours/day at Spring Creek, change to Special Ed EA for 6.50 hours/day and Supervisory EA for .25 hours/day at Spring Creek, effective 8/29/2022.
8. Adriana Bermudez, EA at the NCEC, add Bridges to Kindergarten EA for a total of 24 hours, at Greenvale Park, effective 8/8/2022-8/19/2022.
9. Allyson Bernstorf, EA Supervisory for 3 hours/day, Health Aide for 2 hours/day, and Admin Support for 2 hours/day at Spring Creek, change to EA Supervisory for 2 hours/day, Spec Ed EA for 3.38 hours/day, and Admin assistant Class II for 1.50 hours/day at Spring Creek, effective 8/29/2022.
10. Anne Campbell, Special Ed Teacher at the High School, add EBD BEST Project Participant for up to 40 hours at the High School, effective 7/11/2022-6/30/2023.
11. Kathleen Casson, .1 MS German/.9 HS German, change to 1.0 German Teacher at the High School, effective 8/25/2022.
12. Margaret Christensen, CNA at the Middle School, add ESY Bus EA for up to 2 hours/day with the District, effective 7/11/2022-8/4/2022.
13. Tyla Christiansen (Patrick), EA at Bridgewater, add EBD BEST Project Participant for up to 40 hours at Bridgewater, effective 7/11/2022-6/30/2023.
14. Alisha Clarey, PreK-12 Instructional Coach with the District, add 10 work days outside of teacher school year in each fiscal year, effective 7/1/2022.
15. Danielle Crase, Special Ed Teacher at the High School, add Junior Class Advisor at the High School, effective 8/25/2022; \$2,244 stipend
16. Matthew Crase, Special Ed Teacher at the High School, add EBD BEST Project Participant for up to 40 hours at the High School, effective 7/11/2022-6/30/2023.
17. Carrie Duba, PreK-12 Instructional Coach with the District, add 10 work days outside of teacher school year in each fiscal year, effective 7/1/2022.
18. Kelle Edwards, EA at the High School, add Senior Class Advisor at the High School, effective 9/5/2022.
19. Jan Ensrud, Teacher at the Middle School, add Gen Ed Teacher Mentor at the Middle School, effective 8/1/2022-6/9/2023; \$750 Stipend
20. Tyler Faust, Special Ed Teacher at Bridgewater, add EBD BEST Project Participant for up to 40 hours at Bridgewater, effective 7/11/2022-6/30/2023.
21. Jamie Forbord, Special Ed Teacher at the High School, add Special Ed Teacher Mentor at the High School, effective 8/22/2022-6/9/2023; \$750 Stipend
22. Greg Fredrickson, Custodian at the High School, change to Substitute Custodian with the District, effective 7/21/2022.
23. Joseph Greenwood, Custodian Engineer w/out license, change to Custodian Engineer with license, effective 6/22/2022.
24. DeEtte Harris, Kindergarten EA for 2 hours/day at Spring Creek, change to Kindergarten EA for 1.5 hours/day at Spring Creek, effective 8/29/2022-6/9/2023.
25. Julene Johnson, Media EA for 5.5 hours/day and Supervisory for 2 hours/day at Bridgewater, change to Long Term Substitute Media EA for 8 hours/day at the High School, effective 9/6/2022-6/9/2023.
26. Roanne Johnson, Special Ed Teacher at Bridgewater, add Special Ed Teacher Mentor at Bridgewater, effective 8/22/2022-6/9/2023; \$750 Stipend
27. Jill Kohel, .6 Social Studies/.4 English Teacher at the High School, add an English class overload in lieu of her supervision for the 2022-2023 school year at the High School, effective 8/25/2022-6/9/2023.
28. Annie Kruse, Early Childhood Coordinator at the NCEC, add Special Ed Teacher Mentor at the NCEC, effective 8/22/2022-6/9/2023. \$750 stipend
29. Ashley Larish, Long Term Substitute Media Center EA at the High School, change to Office Specialist Class III at the High School, effective 8/1/2022; Class III, Step 3-\$22.07/hr.
30. Kristy Malecha, EA at Greenvale Park, add ESY EA/Targeted Services PLUS for up to 7 hours/day at Greenvale Park, effective 7/18/2022-8/11/2022.
31. McKenzie Mikulski, Special Ed Teacher at Greenvale Park, add EBD BEST Project Participant for up to 40 hours at Greenvale Park, effective 7/11/2022-6/30/2023.
32. Marianne Moser, Administrative Support Assistant - Class IV at the NCEC, change to 1.0 FTE Enrichment Coordinator at the NCEC, effective 8/22/2022.
33. Ellen Mucha, .2 ADSIS Reading/.8 MTSS at the High School, change to 1.0 FTE MTSS Teacher at the High School, effective 8/31/2022.

34. Sophia Nevin, EA at the NCEC, add Special Ed EA Bridges to Kindergarten at Spring Creek/Greenvale Park, effective 8/15/2022-8/19/2022.
35. Sean O'Brien, Assistant Football Coach at the Middle School, change to Head Football Coach at the Middle School, effective 8/15/2022.
36. Danielle Olson, Social Worker at Bridgewater, add EBD BEST Project Participant for up to 40 hours at Bridgewater, effective 7/11/2022-6/30/2023.
37. April Ostermann, Grade 5 Teacher at Spring Creek, add Mentor Teacher - Companeros at Spring Creek, effective 8/1/2022-6/9/2023. \$750 stipend
38. Kelli Otting, Special Ed Teacher at Spring Creek, add Special Ed Teacher Mentor at Spring Creek, effective 8/22/2022-6/9/2023; \$750 Stipend
39. Alyssa Parsons, EA at the High School, add EBD BEST Project Participant for up to 40 hours at the High School, effective 7/11/2022-6/30/2023.
40. Natalie Ponciano Bartolo, EA at Bridgewater, add EBD BEST Project Participant for up to 40 hours at Bridgewater, effective 7/11/2022-6/30/2023.
41. Kari Prestemon, Social Worker at the High School, add EBD BEST Project Participant for up to 40 hours at the High School, effective 7/11/2022-6/30/2023.
42. Teri Quamme, EA at the Middle School, add EBD BEST Project Participant for up to 40 hours at the Middle School, effective 7/11/2022-6/30/2023.
43. Nicole Rasmussen, EA at Bridgewater, add EBD BEST Project Participant for up to 40 hours at Bridgewater, effective 7/11/2022-6/30/2023.
44. Andrea Redder, EA at the NCEC, add Bridges to Kindergarten EA for a total of 40.25 hours with the District, effective 8/8/2022-8/19/2022.
45. Sara Redetzke, EA at the Middle School, add EBD BEST Project Participant for up to 40 hours at the Middle School, effective 7/11/2022-6/30/2023.
46. Andrew Richardson, Teacher at the High School, add Summer PLUS/BLAST Sub for up to 6 hours/day as needed at Greenvale Park/High School, effective 7/25/2022-8/12/2022.
47. Lee Ritter, Night Custodian at the Middle School, change to Substitute Custodian with the District, effective 8/8/2022.
48. Sydney Rogers, Teacher at Bridgewater, add Bridges to Kindergarten Teacher for 40 hours at Bridgewater, effective 8/8/2022-8/19/2022.
49. Deborah Russell, 1st Grade Teacher at Greenvale Park, add Mentor Teacher - Companeros at Greenvale Park, effective 8/1/2022-6/9/2023. \$750 stipend
50. Leah Sand, 1.0 FTE Phy-Ed Teacher at the High School, change to .9 Phy-Ed Teacher/.1 Health Teacher at the High School, effective 8/25/2022-6/9/2023.
51. Michael Sherman, Special Ed Teacher at the Middle School, add EBD BEST Project Participant for up to 40 hours at the Middle School, effective 7/11/2022-6/30/2023.
52. Janet Smith, Teacher at the High School, add Gen Ed Teacher Mentor at the High School, effective 8/1/2022-6/9/2023; \$750 Stipend
53. Janet Smith, Assistant Cross Country Coach at the High School, change to Head Boys Cross Country Coach at the High School, effective 8/15/2022. Head 12% \$6,093
54. Scott Stanina, 1.0 FTE English Teacher at the High School, add an overload for ADSIS reading in lieu of supervision, at the High School, effective 8/31/2022-6/9/2023.
55. Heather Stanton Ims, Social Worker at the Middle School, add EBD BEST Project Participant for up to 40 hours at the Middle School, effective 7/11/2022-6/30/2023.
56. Jane Streitz, EA at Greenvale Park, add EBD BEST Project Participant for up to 40 hours at Greenvale Park, effective 7/11/2022-6/30/2023.
57. Sarah Swan McDonald, Teacher at the High School, add Gen Ed Teacher Mentor at the High School, effective 8/1/2022-6/9/2023; \$750 Stipend
58. Erik Swenson, Grade 4 Teacher at Bridgewater, add Mentor Teacher - Companeros at Bridgewater, effective 8/1/2022-6/9/2023. \$750 stipend
59. Lori Taylor, .6 ADSIS/.4 Spanish at the High School, change to .4 ADSIS/.2 MTSS/.4 Spanish at the High School, effective 8/25/2022-6/9/2023.
60. Emy Torres, EA at Greenvale Park, add EBD BEST Project Participant for up to 40 hours at Greenvale Park, effective 7/11/2022-6/30/2023.
61. Lahna Tran, Teacher at Bridgewater, add Gen Ed Teacher Mentor at Bridgewater, effective 8/1/2022-6/9/2023; \$750 Stipend
62. Cydney Ulvestad, EA at Greenvale Park, add EBD BEST Project Participant for up to 40 hours at Greenvale Park, effective 7/11/2022-6/30/2023.
63. Lori Warner, Occupational Therapist, add EBD BEST Project Participant for up to 40 hours at Greenvale Park, effective 7/11/2022-6/30/2023.

64. Megan Zwolenski, EA at Greenvale Park, change to Community School Coordinator at Spring Creek, effective 8/10/2022.
- iii. Leave of Absence
 1. Kim Slegers, Teacher at the High School, Leave of Absence beginning 8/25/2022-1/24/2023.
- iv. Retirements/Resignations/Terminations
 1. Sohair Abboud, EA at the NCEC, resignation effective 7/20/2022.
 2. Kim Bauer, Parking Lot and Building Security Monitor at the High School, resignation effective 8/3/2022.
 3. Carley Benjamin, EA at Spring Creek, resignation effective 8/1/2022.
 4. Kayla Christmas, EA at Greenvale Park, resignation effective 7/21/2022.
 5. Greg Fredrickson, Custodian at the High School, resignation effective 7/21/2022. Will continue as a sub.
 6. JoAnn Gilbert, CNA I at the High School, resignation effective 7/22/2022.
 7. Kathleen Mellstrom, EA at the High School, retirement effective 8/1/2022.
 8. Jacalyn Moon, EA at the Middle School, retirement effective 6/9/2022.
 9. Ron Oeltjenbruns, Head Custodian at the Middle School, retirement effective 9/30/2022.
 10. Lee Ritter, Custodian at the Middle School, resignation effective 8/5/2022. Will continue as a sub.
 11. Jenni Roney, Enrichment and Project ABLE Coordinator with Community Education, resignation effective 8/12/2022.
 12. Bailey Shimota, EA at the Middle School, resignation effective 7/19/2022.
 13. Anne Vander Martin, EA at Spring Creek, resignation effective 8/19/2022.
 14. Kristin Wilson, CNA at the High School, resignation effective 7/20/2022.
- v. District Administration is Recommending the Approval of the Following
District Administration submits the following employment agreements for approval.
 1. Community Education & Other Coordinators for the period July 1, 2022 through June 30, 2024.
 2. Substitute rates of pay for the 2022-23 school year.

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

7. Items for Individual Action

- a. Policy Committee Recommendations. The board is requested to approve the policy committee's recommended updates to policies 527, 614, 711 and 712 as presented at the July 11, 2022 board meeting.

Superintendent's Recommendation: Motion to approve the policy committee's recommended updates to policies 527, 614, 711 and 712.

- b. Resolution Relating to the Election of School Board Members and Calling the School Board Election
The Board of Education is requested to adopt the attached resolution regarding the school board election to be held on Tuesday, November 8, 2022. This resolution is the board authorization necessary to formally establish this year's election process. The adoption of this resolution will meet the requirements necessary to comply with the election process. Ballots for school board election will be included in the general election ballots prepared by the county auditors. The official canvass of the election results will be scheduled as an agenda item for the Regular board meeting on Monday, November 14, 2022.

Superintendent's Recommendation: Motion to approve the Resolution Relating to the Election of School Board Members and Calling the School Board Election.

- c. Capital Projects Levy. The board is requested to direct administration to prepare official ballot language that will renew and expand the capital projects levy. The district will need to submit a Review and Comment document to the Minnesota Department of Education. This document is much simpler than what needs to be submitted for a bond proposal but is required.

Superintendent's Recommendation: Motion to direct administration to prepare official ballot language that will propose the renewal and expansion of the capital projects levy and authorizes the administration to submit the required Review and Comment document to the Minnesota Department of Education.

8. Items for Information

- a. Filing for School Board is August 2–16, 2022 in the district office. An affidavit of candidacy must be filed in the office of the school district clerk and the \$2 filing fee paid prior to 5:00 o'clock p.m. on August 16, 2020.
- b. Staff Breakfast and Program We will welcome back staff for the 2022-23 school year on Monday, August 29, 7:00 a.m.–10:10 a.m. at Northfield Middle School. The board is invited to join us.

9. Future Meetings

- a. Monday, August 22, 2022, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- b. Monday, September 12, 2022, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- c. Monday, September 26, 2022, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom

10. Adjournment

Purpose

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

School Improvement Planning Team

2021-22 Key Reflections

Key Reflections	Supporting Data & Representative Student Stories
When leaving the NCEC, children are ready for Kindergarten.	<p>Hand in Hand Preschool According to our Minnesota Department of Education (MDE) approved assessment, 95% of students were Kindergarten ready.</p> <p>Early Ventures 100% of Early Ventures students were Kindergarten ready according to the Preschool Early Literacy Indicators (PELI) nationally normed assessment.</p>
The NCEC serves diverse populations.	<p>Early Ventures and Hand in Hand Preschool student enrollment stayed stable throughout last year. 2021-22 demographics for each program:</p> <p>Early Ventures total enrollment at the end of the year - 77 students</p> <ul style="list-style-type: none"> Students receiving scholarship = 7 students (9%) Students of color = 6 students (8%) Special Education students = 12 students (16%) <p>Hand in Hand Preschool total enrollment at the end of the year - 167 students</p> <ul style="list-style-type: none"> Students receiving scholarship = 61 students (37%) Students of color = 52 students (31%) Special Education students = 62 students (37%)
Partnerships serve an important role in meeting the needs of students, families and staff.	<p>The NCEC food shelf opened in September of 2021, and since that time it has distributed more than 63,000 lbs of food among 350 individual households over the course of nearly 2,000 visits.</p> <p>Early Childhood Navigators (located at the NCEC) worked with 219 children ages birth to Pre-Kindergarten and 285 parents/caregivers. Navigators helped to connect these children/families with preschool, other early childhood programs, screening, and social services.</p>
The Northfield community has a need for more childcare slots	Rice County childcare shortage as of April 2022:

and more accessible childcare.	<ul style="list-style-type: none"> Approximately 1,000 children ages 0-1 who would benefit from having childcare services. Approximately 550 infant/toddler childcare spots with licensed in-home and center-based childcare providers Short ~450 infant/toddler childcare spots! (Data provided by Jeff Andrews, Early Childhood Business Consultant, Southern Minnesota Initiative Foundation (SMIF)). <p>Currently, Early Ventures does not have an opening for an infant or toddler until Summer 2023.</p>
Rounding conversations are valuable in gathering feedback from staff.	A rounding conversation was offered to all staff in the 2nd and 4th quarter and 66 staff participated in these conversations. These conversations were in addition to monthly small team meetings that all staff in the building participate in.

2022-23 School Improvement Plan Goals, Strategies, and Evaluation

The following goals are written with the intent to measure progress quarterly during the 2022-23 school year. All goals are written to equitably serve every student. Buildings are required to have a goal(s) for the People, Learner Outcomes, and Equity strategic commitments every year. Buildings are not required to have goals in Communication, Stewardship, and Partnerships every year.

People	
SMART Goal(s)	Quarterly Progress
Family Engagement Goal Adult Basic Education, Early Childhood Family Education, Early Ventures Learning Center, Hand in Hand Preschool, Kid Ventures and the Middle School Youth Center will provide positive contacts to students and their families. This year, 100% of students will receive two positive phone calls, emails or notes from staff members prior to the end of the 4th quarter. 100% of eligible families will have the capability to connect with building staff through Talking Points and/or SeeSaw.	<ul style="list-style-type: none"> Q1: Q2: Q3: Q4:
Employee Engagement Goal Two rounding conversations will be offered to 100% of licensed and non-licensed staff working in the Northfield Community Education Center by the end of the 2nd and 4th quarters.	<ul style="list-style-type: none"> Q1: Q2: Q3: Q4:

Learner Outcomes	
SMART Goal(s)	Quarterly Progress
Hand in Hand Preschool In the spring of 2023, 80% of incoming Kindergarteners will be Kindergarten ready, according to our Minnesota Department of Education (MDE) approved assessment.	<ul style="list-style-type: none"> Q1: Q2: Q3:

<p>(We recognize these are local norms, so this year we are studying the alignment of our assessment with a sample set of kids who will also be assessed using the PELI.)</p> <p>Early Ventures Learning Center In the spring of 2023, 90% of incoming Kindergarteners will score “proficient” in all areas on the PELI (nationally normed Reading Corp assessment, which also assess math skills).</p>	<ul style="list-style-type: none"> • Q4:
100% of eligible Hand in Hand Preschool classrooms will implement Pre-Kindergarten Heggerty curriculum with fidelity.	<ul style="list-style-type: none"> • Q1: • Q2: • Q3: • Q4:

Equity	
SMART Goal(s)	Quarterly Progress
<p>Anti-Racism goal Measure family engagement at conferences. Participation in family conferences for students of color is 100% (which would be equal or greater than the overall population).</p>	<ul style="list-style-type: none"> • Q1: • Q2: • Q3: • Q4:

Communication	
SMART Goal(s)	Quarterly Progress
<p>Hand in Hand Preschool</p> <ul style="list-style-type: none"> ○ Monthly Newsletters <ul style="list-style-type: none"> ■ Hand in Hand Program ■ Classroom teacher ○ Seesaw <ul style="list-style-type: none"> ■ 2/day week classes - 1 x per week update ■ 3 and 4 day week classes - 2 x per week updates ■ 5 and full day - 3 x per week updates ○ Portfolio (e.g. share updated assessment data) updates 2x (end of Quarter 1 and end of Quarter 3) ● End of Quarter 1 and Quarter 3 - engagement/feedback via an in-person visit or Zoom/phone call opportunity ● End of Quarter 2 - engagement <ul style="list-style-type: none"> ○ Phone call or email check in with each student’s family 	<ul style="list-style-type: none"> • Q1: • Q2: • Q3: • Q4:
<p>Early Ventures</p> <ul style="list-style-type: none"> ○ SeeSaw <ul style="list-style-type: none"> ■ 5x per week for those who attend full-time ○ Portfolio (e.g. share updated assessment data) updates 2x (end of Quarter 1 and end of Quarter 3) ● End of Quarter 1 and Quarter 3 - engagement/feedback via an in-person visit or Zoom/phone call opportunity 	<ul style="list-style-type: none"> • Q1: • Q2: • Q3: • Q4:

Stewardship

SMART Goal(s)	Quarterly Progress
The Community Education Department will manage resources to remain within the department budget.	<ul style="list-style-type: none"> • Q1: • Q2: • Q3: • Q4:

Partnerships	
SMART Goal(s)	Quarterly Progress
The NCEC food shelf will distribute more than 63,000 pounds of food this year.	<ul style="list-style-type: none"> • Q1: • Q2: • Q3: • Q4:
<p>Early Childhood Navigators will work with the families of at least 50 children to support their readiness for kindergarten (navigate childcare, early learning opportunities, wrap-around supportive services, etc.)</p> <p>Early Childhood Navigators will continue collaboration with the district to support its Screen at 3 initiative, ensuring all age-eligible children complete early childhood screening (support family outreach, scheduling appointments, interpretation as needed, etc.)</p>	<ul style="list-style-type: none"> • Q1: • Q2: • Q3: • Q4:

Summary

As we settle into our third year of the Northfield Community Education Center, we are excited to continue to serve a community within the building and outside its walls.

Northfield Community Education Center

2022-23 School Improvement Plan Report
August 8, 2022

VISION

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

Strategic Plan: Commitments



People

We prioritize the engagement, satisfaction, and support of every student, staff member, and family.



Learner Outcomes

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



Equity

We ensure that every child has a fair opportunity to reach their full potential.



Communication

We communicate effectively and transparently with all stakeholders.



Stewardship

We responsibly manage our personnel, finances, property, time and environmental impact.



Partnerships

We seek community partnerships that accelerate student achievement of district benchmarks.

Northfield Community Education Center

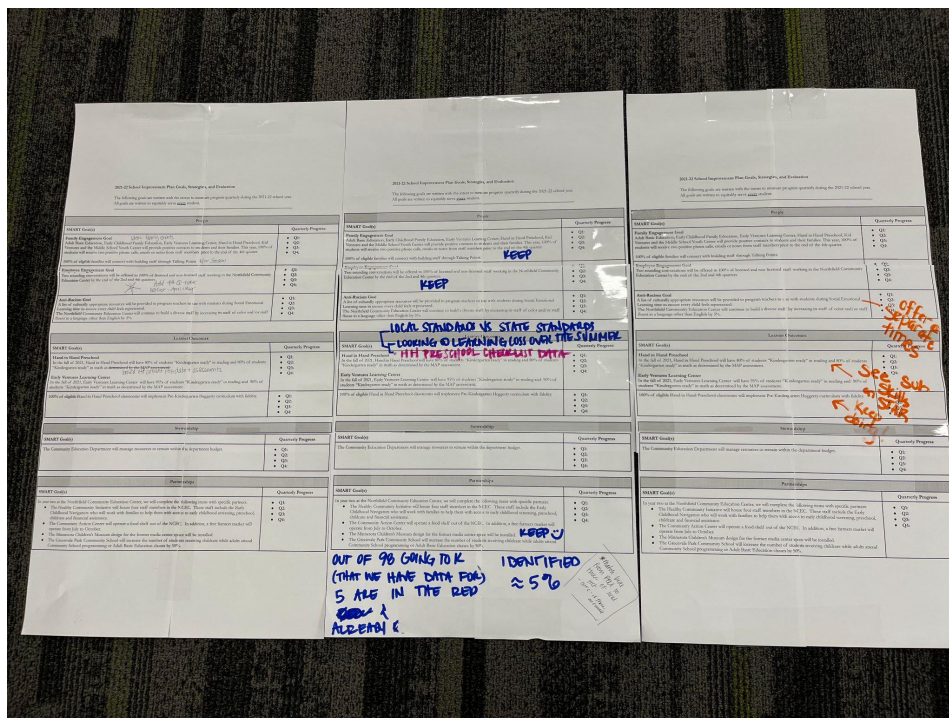


Northfield Public Schools' Community Education Department supports the learning and participation of adults and children in our community. Through citizen involvement, access to school and community resources, and promotion of collaboration and partnerships, Community Education brings the community together.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

2021-22 Goals Review

- The Northfield Community Education Center established goals in the following areas:

- Students being prepared for Kindergarten
- Creating strong partnerships to serve NCEC families and the Northfield community
- Establishing regular rounding conversations to gather staff feedback



2021-22 Key Reflections, Data & Representative Student Stories



Rounding Summary
3-2-1 Report

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

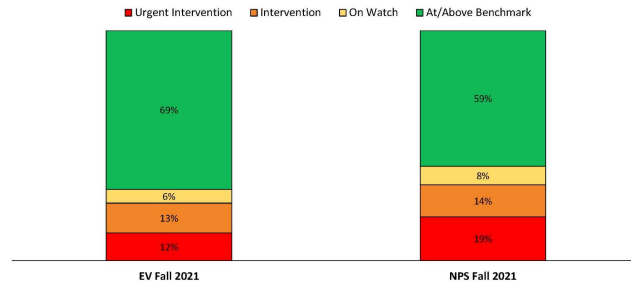
School/Department:	Northfield Community Education Center		
Total Rounding Sessions:	22	Rounding Window:	October 25-29, 2021

3•2•1 Rounding Summary

3 things going well	<ul style="list-style-type: none"> Staff love being all together in one building. Staff work well together and support each other. The building as a whole is a great team and there are great teams in classrooms. Overall, communication within the building is good.
2 things for improvement	<ul style="list-style-type: none"> There is a need for additional permanent staff to support kids. Transportation - the distance to the buses is challenging and buses regularly running late is a challenge.
1 leader action	<ul style="list-style-type: none"> Tris and the Problem Solving Team will reach out to teachers and invite them to a Problem Solving meeting to discuss the specific needs in their classrooms and how best to address them.



Early Ventures vs NPS
Fall 2021 Star Early Literacy Distribution



- When leaving the NCEC, children are ready for Kindergarten.
- The NCEC serves diverse populations.
- Partnerships serve an important role in meeting the needs of students, families and staff.
- The Northfield community has a need for more childcare slots and more accessible childcare.
- Rounding conversations are valuable in gathering feedback from staff.

2022-23 School Improvement Plan Goals

Learner Outcomes Goal

Hand in Hand Preschool

In the spring of 2023, 80% of incoming Kindergarteners will be Kindergarten ready, according to our Minnesota Department of Education (MDE) approved assessment.

Early Ventures Learning Center

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

Partnerships Goal

- The NCEC food shelf will distribute more than 63,000 pounds of food this year.
- Early Childhood Navigators will work with the families of at least 50 children to support their readiness for kindergarten (navigate childcare, early learning opportunities, wrap-around supportive services, etc.)
- Early Childhood Navigators will continue collaboration with the district to support its Screen at 3 initiative, ensuring all age-eligible children complete early childhood screening (support family outreach, scheduling appointments, interpretation as needed, etc.)

2022-23 Strategies and Assessments

- Using our Minnesota Department of Education (MDE) approved assessment, Hand in Hand Preschool will assess children in the fall and spring.
 - (We recognize these are local norms, so this year we are studying the validity of our assessment with a sample set of kids who will also be assessed using the PELI.)
- Using the PELI, a nationally normed assessment, Early Ventures children will be assessed in the fall and spring.
- All other strategies are outlined in the Site improvement Plan narrative.

Thank You and Questions



Purpose

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

School Improvement Planning Team

2021-22 Key Reflections

Key Reflections	Supporting Data & Representative Student Stories
Interrupted learning was felt by our attendance rates as we slid back to where we were pre-pandemic.	Average attendance rate went from 81% to 90% pre-pandemic (school years 16-17 to 19-20) and now we are at 81%
Positive relationships remain strong	100% agree/strongly agree that... “overall, my teachers are open and honest with me” and “overall, adults at my school treat students fairly” and “at my school, teachers care about the students”
Continued work with Hanover research and working with students to regain lost credit continues to improve	Our average credit completion rate is at an all time high (70.46%)

2022-23 School Improvement Plan Goals, Strategies, and Evaluation

The following goals are written with the intent to measure progress quarterly during the 2022-23 school year. All goals are written to equitably serve every student. Buildings are required to have a goal(s) for the People, Learner Outcomes, and Equity strategic commitments every year. Buildings are not required to have goals in Communication, Stewardship, and Partnerships every year.

People	
SMART Goal(s)	Quarterly Progress
Family Engagement Goal The ALC will have 20% of parents complete the Parent Satisfaction survey for the 2022-23 school year to gain additional feedback.	Q4: 9 responses (11%) <ul style="list-style-type: none"> - 4.67 School is clean and maintained - 4.56 - Family treated with respect - safe environment - child recognized for good work - staff demonstrate genuine concern - principal is approachable and reachable
Employee Engagement Goal	<ul style="list-style-type: none"> • Principal staff meetings went

-(previous goal) Increase principal led staff meetings make efficient use of time and are productive. score as measured by employee engagement survey. -(new goal) Increase the “My principal sets clear expectations for judging my performance” score from 4.0.	from 3.71 to 4.0 (goal met)
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Learner Outcomes	
SMART Goal(s)	Quarterly Progress
The overall attendance rate for ALC students will reach the consistent attendance of 85% as measured per grading period for the 2022-23 school year.	<ul style="list-style-type: none"> ● 2021-22 (goal was 90%) <ul style="list-style-type: none"> ○ GP 1 85.96% ○ GP 2 81.63% ○ GP 3 83.38% ○ GP 4 79.25% ○ GP 5 79.95% ○ GP 6 76.34% ○ GP 7 77.45% ○ GP 8 82.33%
The overall credit completion rate for ALC students will reach the consistent credit acquisition rate of 75% as measured per grading period for the 2022-23 school year.	<ul style="list-style-type: none"> ● 2021-22 (goal was 70%) <ul style="list-style-type: none"> ○ GP 1 76.43% ○ GP 2 70.99% ○ GP 3 71.91% ○ GP 4 73.95% ○ GP 5 75.63% ○ GP 6 71.92% ○ GP 7 60.10% ○ GP 8 62.72%

Equity	
SMART Goal(s)	Quarterly Progress
Anti-Racism goal Increase cultural/diversity awareness by expanding the class that includes cultural appreciation and communication through discussion and reflection.	<ul style="list-style-type: none"> ● Offered class all year through English standards (Communication and Culture)
The ALC will continue to offer cultural meals as a way to appreciate other cultures.	<ul style="list-style-type: none"> ● We had a cultural meal for Thanksgiving, Lunar New Year countries, East Africa region, and Hispanic countries

Communication	
SMART Goal(s)	Quarterly Progress
Increase the information given to families on the events happening at the ALC.	<ul style="list-style-type: none"> ●

Stewardship

SMART Goal(s)	Quarterly Progress
The ALC will maintain a positive budget at the end of the 2022-23 school year.	<ul style="list-style-type: none"> ● Has had positive budget for FY 20 and FY 21

Partnerships	
SMART Goal(s)	Quarterly Progress
The ALC will enhance programming by adding a partnership with the Workforce Development of Rice County, called Youthbuild.	<ul style="list-style-type: none"> ● Goal met, we had 19 students enrolled during the 21-22 school year ● Projects completed <ul style="list-style-type: none"> ○ Flower planters ○ Raised Garden (2) ○ Shed (in process) ○ Assisted with mobile home renovation
The ALC will enhance programming by adding a partnership with the Community Action Council (CAC) to provide chemical dependency support for students.	<ul style="list-style-type: none"> ● Position is posted at this time. (Peer Recovery Specialist)

Summary

The ALC remains committed to building positive relationships with students and families. We strive to provide a welcoming, safe, and respectful environment for all who are involved in our program. We would like to increase our communication to families by providing more information about the activities happening at the ALC. We will also continue to use research based strategies to encourage an increase in attendance and credit acquisition. The partnership with the CAC should allow for additional chemical dependency support for students in need. The ALC would like to expand the communication and culture class to continue our work on anti-racism, equity, respect, and a general welcoming atmosphere. The ALC staff is committed to providing these supports and quality programming while maintaining a positive fund balance.

Northfield Area Learning Center (ALC)

2022-23 School Improvement Plan Report
August 8, 2022

VISION

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

Strategic Plan: Commitments



People

We prioritize the engagement, satisfaction, and support of every student, staff member, and family.



Learner Outcomes

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



Equity

We ensure that every child has a fair opportunity to reach their full potential.



Communication

We communicate effectively and transparently with all stakeholders.



Stewardship

We responsibly manage our personnel, finances, property, time and environmental impact.



Partnerships

We seek community partnerships that accelerate student achievement of district benchmarks.

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



- Flywheel to continually improve the following
 - The ALC remains committed to building positive relationships with students and families.
 - We strive to provide a welcoming, safe, and respectful environment for all who are involved in our program.

2021-22 Goals Review

- People

- Family Engagement Goal
 - 20% of parents complete survey
 - We had 11% of parents complete the survey
 - 4.67 score
 - School clean and maintained
 - 4.56 score
 - Family treated with respect
 - safe environment
 - child recognized for good work
 - staff demonstrate genuine concern
 - principal is approachable and reachable

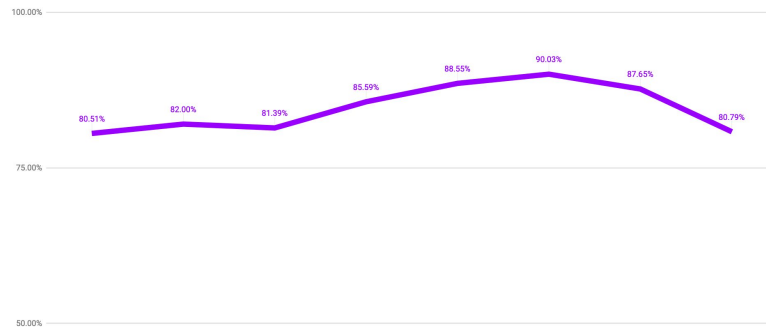


2021-22 Goals Review

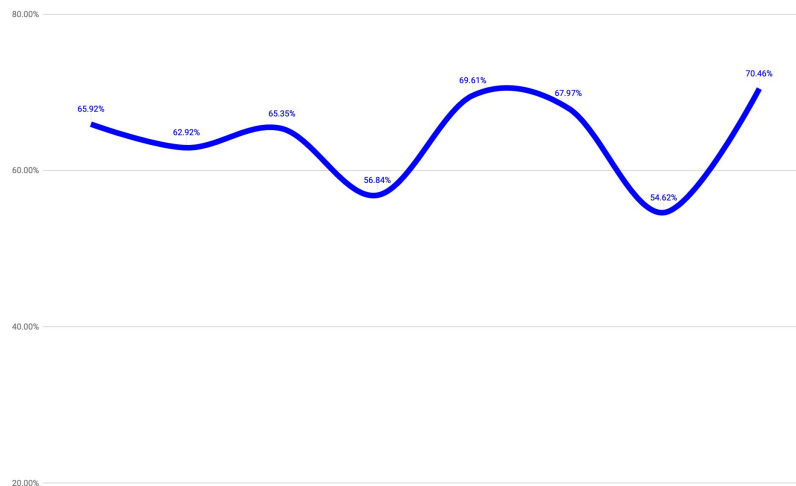
- **Learner Outcomes**

- The overall attendance rate for ALC students will reach the consistent attendance of 90% as measured per grading period for the 2021-22 school year.
 - Range of 76%-86%
- The overall credit completion rate for ALC students will reach the consistent credit acquisition rate of 70% as measured per grading period for the 2021-22 school year.
 - Range of 60%-76%
 - 6 out of 8 grading periods were above 70%

Average attendance by year



Average credits earned



2021-22 Goals Review

- Equity
 - Implement a class that includes anti-racism philosophy and discussion
 - Communication and Culture class offered all year
 - Cultural meals
- Stewardship
 - ALC will maintain a positive budget at the end of the 2021-22 school year.
 - FY21 was positive and indications that FY22 will be as well.
- Partnerships
 - Workforce Development partnership YouthBuild
 - 19 students enrolled for 21-22 school year



2021-22 Key Reflections, Data & Representative Student Stories



- SEI survey
 - 100% agree/strongly agree that...
 - “overall, my teachers are open and honest with me”
 - “overall, adults at my school treat students fairly”
 - “at my school, teachers care about the students”
- Our average credit completion rate is at an all time high (70.46%)

2022-23 School Improvement Plan Goals

- People
 - Family Engagement Goal
 - 20% of parents will complete Parent Satisfaction survey
 - Employee Engagement
 - Principal provide clear expectations for judging performance
- Learner Outcomes
 - ALC overall attendance rate will be 85% per grading period
 - ALC overall credit completion rate will be 75% per grading period

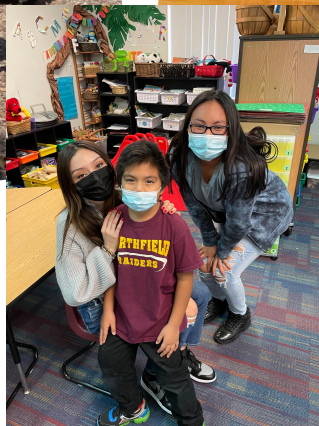
2022-23 School Improvement Plan Goals

- Equity
 - Expand class that enhances cultural appreciation and communication of ideas.
 - ALC will continue to offer cultural meals as a way to appreciate other cultures and traditions.
- Communication
 - Increase information to families on the events happening at the ALC.
- Stewardship
 - ALC will maintain a positive budget at the end of the 2022-23 school year.
- Partnerships
 - ALC will enhance programming by adding partnership with CAC to provide chemical dependency support for students.

2022-23 Strategies and Assessments

- Attendance and credit completion
 - Hanover Research (Best practices for improving attendance in secondary schools, 2016)
- Equity
 - Continue to expand Communication and Culture class, incorporate ideas into Social Studies classes as well
 - Continue to offer and expand cultural meals
- Family engagement and communication
 - Continue to increase use of Talking Points, website, text messaging.
- Partnership
 - Position is posted for Recovery Specialist which is located at the CAC and ALC.

Thank You and Questions



Purpose

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

School Improvement Planning Team

2021-22 Key Reflections

Key Reflections	Supporting Data & Representative Student Stories
We continue to explore the best way to measure attendance/engagement/pacing.	Pacing was first started, then we moved to Target progress, then we moved to Actual grade <ul style="list-style-type: none"> Pacing range 23%-45% on pace Target progress 13%-47% on pace Actual grade 40%-60% passing Student engagement instrument was used to survey students. <ul style="list-style-type: none"> 100% of secondary students agree/strongly agree <ul style="list-style-type: none"> Learning Coach, Content Tutor there for me when I need them Adults at my school treat students fairly. School staff cares about students
Continued movement between programs	<ul style="list-style-type: none"> Elementary had 13 transfer out and 6 transfer in during the school year. Secondary had 43 transfer out and 52 transfer in for 2nd semester
For secondary, the number one reason for choosing Portage was mental health related.	<ul style="list-style-type: none"> 36% of 10-12 graders indicated enrolling in Portage due to mental health 100% secondary students surveyed (16) agreed/strongly agreed "I feel safe in my learning environment".

2022-23 School Improvement Plan Goals, Strategies, and Evaluation

The following goals are written with the intent to measure progress quarterly during the 2022-23 school year. All goals are written to equitably serve every student. Buildings are required to have a goal(s) for the People, Learner Outcomes, and Equity strategic commitments every year. Buildings are not required to have goals in Communication, Stewardship, and Partnerships every year.

People	
SMART Goal(s)	Quarterly Progress
Family Engagement Goal	<ul style="list-style-type: none"> We held 2

Elementary Portage staff will offer two events per quarter for students and families to attend.	<p>informational/conference sessions for families and had 0 attend.</p> <ul style="list-style-type: none"> • We did have 90% of families attend at least one event during the 21-22 school year
Employee Engagement Goal Rounding conversations will be conducted with Learning Coaches, Elementary teachers, and Content Tutors by the end of the third quarter.	<ul style="list-style-type: none"> • The Director met with Elementary every other week for check ins and every week with Secondary for check ins.

Learner Outcomes	
SMART Goal(s)	Quarterly Progress
70% of Secondary Portage students' classes will maintain a passing grade throughout the 2022-23 school year.	<ul style="list-style-type: none"> • Pacing range 23%-45% on pace • Target progress 13%-47% on pace • Actual grade 40%-60% passing
60% of Portage students will meet or exceed their Fall to Spring STAR expected growth for the 2022-23 school year.	<ul style="list-style-type: none"> • 87% met or exceeded Literacy • 63% met or exceeded Math

Equity	
SMART Goal(s)	Quarterly Progress
Anti-Racism goal Portage Online staff will address 100% of racist behaviors/comments that arise and we will work with students to stand up and support others.	

Stewardship	
SMART Goal(s)	Quarterly Progress
The Portage program will at least break even with the 2022-23 school year budget.	

Partnerships	
SMART Goal(s)	Quarterly Progress
The Portage program will work with the Middle School Administration, families, and students to offer foreign languages to students interested.	

Summary

Administering the Portage Online had many learning lessons and continuous improvement opportunities. We have new plans for scheduling, policies, and marketing. The staff used a variety of data collection methods to measure student growth, engagement, and

credit completion. We will continue to put systems in place to meet the needs of the students attending Portage Online as their educational choice.

Portage Online

2022-23 School Improvement Plan Report
August 8, 2022

VISION

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Strategic Plan: Commitments



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Equity

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Communication

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Stewardship

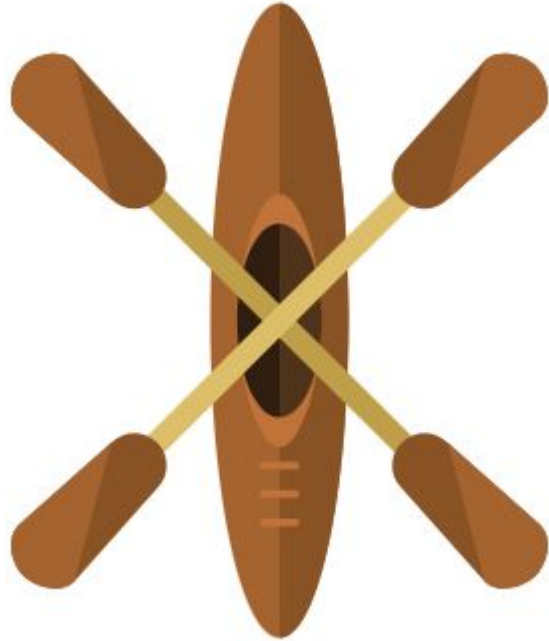
We responsibly manage our personnel, finances, property, time and environmental impact.



Partnerships

We seek community partnerships that accelerate student achievement of district benchmarks.

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



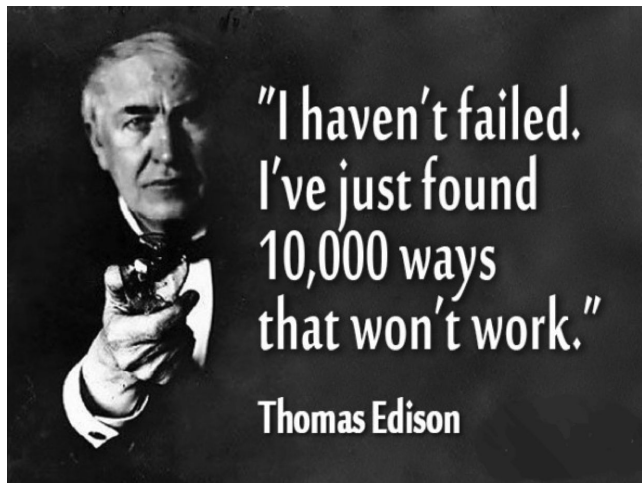
- Most families indicate the need for flexibility as a reason of interest
 - Move to Portage due to Mental Health
 - 36% of 10-12 grade students
 - 27% of 6-9 grade students
- 100% of secondary students surveyed strongly agreed/agreed with “I feel safe in my learning environment”.

2021-22 Goals Review

- People
 - 100% of families attend informational meeting (0% attended)
 - Pivoted to have field trips, events, activities (90% attended at least one)
- Learner Outcome
 - 80% secondary students stay on pace
 - Pacing range 23-45%
 - Target progress 13-47%
 - Actual grade 40-60%
 - 60% elementary meet/exceed STAR growth
 - 87% met or exceeded Literacy
 - 63% met or exceeded Math
- Stewardship
 - Portage program will break even



2021-22 Key Reflections, Data & Representative Student Stories



- Learned many ways not to do things
 - Scheduling/credits
 - "At your own pace" vs staying on pace
 - Class rigor
 - Check ins
 - Get togethers

- 100% Secondary students agreed/strongly agree
 - Learning Coach, Content Tutor, Teachers are there for me when I need them.
 - Adults at my school treat students fairly.
 - School staff cares about students
- Continued movement
 - Elementary 13 out, 6 in
 - Secondary 43 out, 52 in
 - Total enrolled last year
 - Elementary 40
 - Secondary 167
 - Location breakdown
 - 138 Nfld/Dundas (67%)
 - 69 Other (33%)

2022-23 School Improvement Plan Goals

- People

- Elementary Portage will offer 2 events per quarter for students/families to attend.
- Rounding conversations will be conducted with Learning Coaches, Elementary teachers, and Content Tutors by the end of 3rd quarter.

- Learner Outcomes

- 70% of Secondary Portage students' classes will maintain a passing grade throughout the 2022-23 school year.
- 60% of Portage students will meet or exceed their Fall to Spring STAR expected growth for the 2022-23 school year.

- Equity

- Portage Online staff will address 100% of racist behaviors/comments that arise and we will work with students to stand up and support others.

- Stewardship

- The Portage program will maintain a positive budget for the 2022-23 school year.

- Partnership

- The Portage program will work with Middle School administration to offer foreign languages to students interested.

2022-23 Strategies and Assessments

- People
 - Continue to have frequent communication to welcome students and families to be part of the community.
- Learner Outcomes
 - Secondary staff continue to implement strategies such as zoom and other check ins, to ensure students get support and stay focused.
 - Truancy procedure has been developed and will be implemented
- Equity
 - Continue to offer a welcoming environment for all those involved with the program.
- Partnership
 - Develop a process for Middle School students to take foreign language classes through Edgenuity with assistance from a Content Tutor.

Thank You and Questions





Northfield High School Master Plan Election Timeline Options

	<u>November 8, 2022</u>	<u>February 14, 2023</u>	<u>April 11, 2023</u>	<u>May 9, 2023</u>	<u>August 8, 2023</u>	<u>November 7, 2023</u>
Community Surveying	N/A	August – September 2022	August – September 2022	September – October 2022 (or ASAP)	January – February 2023 (or ASAP)	March – April 2023 (or ASAP)
Board Work Session(s)	May – June 2022	August – September 2022	October – November 2022	November – December 2022	March – April 2023	May – June 2023
Board Finalize Proposal Regular Board Meeting	July __, 2022	October __, 2022	December __, 2022	January __, 2023	April __, 2023	July __, 2023
Submit Review & Comment to MDE 90 days before election	Before August 10, 2022	Before November 16, 2022	Before January 11, 2023	Before February 8, 2023	Before May 10, 2023	Before August 9, 2023
Adopt Formal Resolution 74 days before election	Before August 26, 2022	Before December 2, 2022	Before January 27, 2023	Before February 24, 2023	Before May 26, 2023	Before August 25, 2023
Early Voting Begins 46 days before election	September 23, 2022	December 29, 2022	February 24, 2023	March 24, 2023	June 23, 2023	September 22, 2023
Publish Review & Comment 20 days before election	Before October 19, 2022	Before January 25, 2023	Before March 22, 2023	Before April 19, 2023	Before July 19, 2023	Before October 18, 2023
Special Election	November 8, 2022	February 14, 2023	April 11, 2023	May 9, 2023	August 8, 2023	November 7, 2023

**Policy 203 OPERATION OF THE SCHOOL BOARD OF EDUCATION -
BYLAWS**

I. NAME

The name of this body is the Independent School District 659 ~~School Board of~~ Education.

II. LEGAL BASIS

The basis for the establishment and operation of the school board lies in the State of Minnesota Constitution, Minnesota Statutes, court interpretations of these laws, and the powers implied under them.

III. RESPONSIBILITIES OF THE SCHOOL BOARD

The school board will create policy, delegate responsibility for, and/or take action to:

- A. Review the district ~~mission~~ vision statement and strategic plan annually.
- B. Provide for the evaluation and improvement of instructional programs and the services that support them.
- C. Establish a suitable learning environment for education by providing necessary buildings and equipment to support the instructional process and to provide for the comfort, health, and safety of students and staff when they are in attendance at school or engaged in school sponsored activities.
- D. Provide for the recruitment, assignment, supervision, evaluation, professional growth, compensation, and termination of all permanent, temporary, and part-time employees.
- E. Enroll students for instruction, and excuse, exclude, suspend, or expel students from instruction for sufficient cause in accordance with Minnesota Statutes and current school board policy.
- F. Provide transportation for students to and from school, in accordance with Minnesota Statutes and other applicable laws.
- G. Set standards for student conduct and clear guidelines for employee responses in the case of unacceptable student behavior. Inform students and their parents/guardians of their rights as well as their responsibilities.
- H. Maintain and preserve essential student and other governmental records according to federal law and Minnesota Statutes.
- I. Establish graduation requirements and provide for reports to students and parents on educational progress.
- J. Disseminate district information to residents of the district in accordance with Minnesota Statutes.
- K. Pursuant to law, provide for levying of taxes as necessary for the operation of schools, and for the payment of indebtedness and all proper expenses of the district. These levies are to be certified to the county

auditor by the date established by statute unless otherwise provided for by special directive.

- L. Approve the budget for all funds of the district before July 1 of each year.
- M. Authorize an annual financial audit.
- N. Approve a school calendar for each academic year at the discretion of the school board.
- O. Finance the district through the receipt of state and federal aids; the adoption of local tax levies; the sale of bonds; the borrowing of money; and the receipt of gifts, grants, fees and other revenues.
- P. Designate depositories for school funds.
- Q. Maintain a financial accounting and reporting system.
- R. Approve payment of all bills and disbursements.
- S. Coordinate services of the district with those of other governmental agencies and school districts.
- T. Provide for the use of school facilities by the general public.
- U. Participate in local, state, regional and national school board organizations, as deemed appropriate by the school board.
- V. Perform such other duties and carry out such other responsibilities as may be authorized or required by law.

The school board freely subscribes to tenets of the School Board Member Code of Ethics of the Minnesota School Boards Association, and will strive to uphold those principles in carrying out its responsibilities.

IV. MEMBERSHIP

- A. The school board will consist of seven elected members and the superintendent as a non-voting ex-officio member.
- B. Newly elected members will be sworn in at the first regular meeting in January following the election, or at some other time prior to January 15.
- C. The term of office for members will be four years and until a successor qualifies.
- D. The school board will fill a vacancy in accordance with Minnesota Statutes.
- E. The school board may remove for proper cause any member or officer of the school board and fill the vacancy in accordance with Minnesota Statutes.

V. COMPENSATION

Members of the school board will receive compensation as fixed by the school board at the annual organizational meeting.

VI. OFFICERS

- A. At the first meeting in January, the school board will select a chairperson, vice-chairperson, clerk and treasurer, who will hold their offices for one year and until their successors are selected.
- B. Duties:

1. The chairperson will:
 - a. Preside at all meetings of the school board when present.
 - b. Countersign all orders for claims approved by the school board.
 - c. Sign contracts or agreements approved by the school board when the signature of the chairperson is required. If a deadline must be met and the chairperson is unavailable, the vice-chairperson is authorized to sign the document as acting chairperson.
 - d. Represent the district in all appropriate actions consistent with school board directives and policies.
 - e. Appoint all special committees and standing committees and serve as an ex-officio member on all such committees. Such appointments will be made at the organizational meeting in January.
 - f. Appoint a parliamentarian.
 - g. Confer with the superintendent, as may be necessary and desirable regarding school matters, including the preparation of regular and special meeting agendas as needed.
 - h. Lead evaluation of the superintendent.
 - i. Perform such other duties as required by law, and perform all duties usually incumbent on such an officer.
2. The vice-chairperson will:
 - a. Perform the duties of the chairperson in the event that they are unable to preside. Should both the chairperson and vice-chairperson be unable to preside, the remaining members will select a member to serve in that capacity.
 - b. Perform such other duties as required by law and perform all duties usually incumbent on such an officer.
3. The clerk, either directly or through the administrative staff of the district, will:
 - a. Keep a record of all meetings of the school board.
 - b. In a timely manner, file with the school board a report of the revenues, expenditures, and balances in each fund for the preceding fiscal year.
 - c. Make and transmit reports pursuant to the Uniform Financial Accounting and Reporting System for Minnesota School as required by state law.
 - d. Sign all orders from the treasurer for claims approved by the school board.
 - e. With the chairperson, sign contracts or agreements approved by the school board, when the signature of the clerk is required. If a deadline must be met and the clerk is unavailable, the treasurer is authorized to sign the document as acting clerk.
 - f. Perform such duties as required by state election laws relative to school district elections.
 - g. Perform such other duties as required by law and perform all duties usually incumbent on such an officer.
4. The treasurer, either directly or through the administrative staff of the district, will:

- a. Keep detailed records of all orders processed by the school board, according to law.
- b. Have custody of all monies belonging to the district. Upon receipt of district funds, the treasurer will cause such funds to be promptly deposited in the legal depositories designated and approved by the school board.
- c. Sign all orders for claims approved by the school board.
- d. Perform such other duties as required by law and perform all duties usually incumbent on such an officer.

VII. MEETINGS OF THE BOARD

A. Open Meetings

1. All meetings of the school board will be open to the public for attendance except as otherwise provided by law.
2. Meeting times, dates and locations or any changes thereof will be posted at the district office, on the district website and given to the official newspaper of the district.

B. Types of Meetings

1. Organizational meeting
 - a. The first meeting in January will be devoted to business required for the proper organization of the school board.
 - b. The agenda will include the following topics:
 1. Administration of the oath of office to new or reelected members.
 2. Election of officers.
 3. Compensation for school board members.
 4. Approval of a mileage reimbursement rate for use of private automobiles on district business.
 5. Designation of an official newspaper.
 6. Designation of official depositories for district funds.
 7. Designation of official depositories for district investments.
 8. Authorization of procedures for the investment of excess funds in accordance with Minnesota Statutes.
 9. Authorization of payments for goods and services in advance of school board approval.
 10. Authorization of use of facsimile signatures and surety bonds pursuant to Minnesota Statutes.
 11. Approval of school board membership in local, state and national organizations.
 12. Appointment of school board representatives to other groups and committees.
 13. Other items deemed appropriate by members for the proper organization of the school board.
- To align with fiscal and planning calendars, certain of these topics may be included in the agenda of a meeting held the prior July.

- c. Adjournment:
The meeting will be adjourned following the organization of the school board. Other business may be introduced at regular or special meetings following the organizational meeting.

2. Regular meeting

- a. Regular meetings of the school board will be held at 6:00 p.m. on the second and fourth Mondays of each month in the District Office Boardroom. Meetings of the board shall be adjourned at or before 9:00 p.m. whenever possible. The school board may change the time, date, or location of regular meetings by majority action, and must notify the official newspaper accordingly.
- b. Order of business: Business topics at regular meetings will normally be treated in the following order:
 - 1. Call to order
 - 2. Approval of the agenda
 - 3. Public comment
 - 4. Announcements and recognitions
 - 5. Items for discussion and reports
 - 6. Committee reports
 - 7. Consent agenda
 - 8. Items for individual action
 - 9. Items for information
 - 10. Future meetings
 - 11. Adjournment

Non-controversial and/or routine items of business will be included as part of the consent agenda and passed as one motion. At the request of any school board member, an item will be removed from the consent agenda for separate discussion and action.

3. Special meeting

- a. Special meetings of the school board may be called by the chairperson, clerk or by any four members of the school board who file such a request with the clerk.
- b. Unless specifically provided to the contrary, special meetings will be held in the District Office Boardroom. The clerk will notify members of special meetings in writing by mail or electronic transmission received at least three days prior to the date set for the meeting.
- c. Closed meetings will be held as allowed by law.
- d. Work sessions may be called by the chairperson as needed.
- e. The Minnesota Department of Education has issued an opinion that a government entity is limited to acting only on those matters specifically included in the notice of a special meeting.

4. Emergency meeting

- a. An emergency meeting may be called by the chairperson, clerk or any four members of the school board when, and only when, the

immediate action of the school board is required. While the statute leaves the question to the board of whether the circumstances require immediate consideration at an emergency meeting, the advisory opinions of the Minnesota Department of Education would limit such meetings to responding to natural disasters or health epidemics caused by an event such as an accident or terrorist attack.

- b. All such meetings will, if possible, be held in the District Office Boardroom.
- c. No business may be transacted at an emergency meeting except as noted in the request for the meeting.

5. ~~Adjourned~~ Recessed or Continued meeting

- a. ~~An organizational, regular, special or emergency meeting may be adjourned and subsequently reconvened as an "adjourned meeting" by majority action on a motion setting forth the time, date and place of the reconvening.~~

- ~~b. The business interrupted by adjournment will be the first in order after approval of the minutes of the "adjourned meeting."~~

If a meeting is a recessed or continued session of a previous meeting, and the time and place of the meeting was established during the previous meeting and recorded in the minutes of that meeting, then no further published or mailed notice is necessary.

6. Closed Meeting

The notice requirements of the Minnesota Open Meeting Law apply to closed meetings.

7. Meeting during Pandemic or Chapter 12 Emergency

In the event of a health pandemic or an emergency declared under Minn. Stat. Ch. 12, a meeting may be conducted by telephone or interactive technology in compliance with Minn. Stat. § 13D.021.

8. Meeting by Interactive Technology

A meeting may be conducted by interactive technology, Zoom, Skype, or other similar electronic means in compliance with Minn. Stat. § 13D.02.

C. Quorum

A quorum will be four voting members of the school board. In the absence of a quorum, the only official action that the school board may take is to adjourn the meeting.

D. Agenda Preparation and Dissemination

- 1. The superintendent will prepare the agenda for all meetings of the school board and they will consult with the school board chairperson, other

school board members as needed, and members of the administrative staff when appropriate.

2. Items of business may be suggested by any school board member, staff member, student, or citizen of the district. Items suggested by staff members, students, or citizens may be included at the discretion of the superintendent and the chairperson of the school board. Individuals may address the school board under the rules of the public comment as listed on the school board agenda.
3. The agenda, together with available supporting materials, will be distributed to school board members on Thursday prior to each board meeting, or sooner when appropriate.
4. The agenda will also be made available to the press; to representatives of community, staff, and student organizations; and to others upon request.
5. Late items will be distributed to school board members at the board meeting.
6. The school board may not, unless required by urgent circumstances, revise current or adopt new school board policies unless such action has been scheduled.

E. Voting

Each elected member of the school board will have one vote. A roll call vote will be taken when required by law or when requested by one or more board members.

F. Minutes

The district will maintain its records so that they will be available for inspection by members of the general public and to provide for the publication of its official proceedings in compliance with Minnesota Statutes.

G. Parliamentary Authority

Robert's Rules of Order Newly Revised will govern the parliamentary procedure of the school board in its deliberations.

VIII. SCHOOL BOARD COMMITTEES AND REPRESENTATIVES

- A. School board standing or special committees may be created by the board when it is determined that a committee process facilitates the mission of the school board.
- B. The school board has determined that certain permanent standing committees, as described in this policy, do facilitate the operation of the school board and the school district.
- C. A school board committee or subcommittee will be formed by school board resolution which shall outline the duties and purpose of the committee or subcommittee.

- D. A committee or subcommittee is advisory in nature and has only such authority as specified by the school board.
- E. The school board will receive reports or recommendations from a committee or subcommittee for consideration. The school board, however, retains the right and has the duty to make all final decisions related to such reports or recommendations.
- F. The school board also may establish such ad hoc committees for specific purposes as it deems appropriate.
- G. The school board reserves the right to limit, create or abolish any standing or ad hoc committee as it deems appropriate.
- H. A committee of the school board shall not appoint a subcommittee of that committee without approval of the school board.

IX. APPOINTMENT OF COMMITTEES

- A. The school board hereby appoints the following standing committees:
 - 1. Meet and confer.
 - 2. Negotiations.
 - 3. Policy.
- B. The school board will establish, by resolution, for each standing or ad hoc committee the number of members, the term and the charge or mission of each such committee.

X. PROCEDURES FOR SCHOOL BOARD ADVISORY COMMITTEES

- A. Advisory committees will be representative of the community in relation to the tasks delegated to them. Based on the recommendation of the superintendent, the school board may approve the members of a committee and/or the method of their selection.
- B. Advisory committees will serve in an advisory capacity only, proposing recommendations based on analysis of a problem, and will exist only as long as necessary for the study and the report to the school board on particular projects assigned to them. The school board will give careful consideration to all recommendations from advisory committees, although final action and responsibility will remain with the school board. The school board may dissolve advisory committees as needed.
- C. The superintendent, or the superintendent's designee, will be an ex-officio member of all advisory committees.

XI. AMENDMENTS TO BYLAWS

The school board may temporarily suspend these bylaws at any regular or special school board meeting by a unanimous vote of the school board members present.

XII. APPLICATION OF LAWS

These bylaws or any portion thereof will be superseded by subsequent changes in the applicable laws.

Policy 203 Operation of the School Board - Bylaws

Adopted: 12.13.2004; Revised: 05.13.2013, 07.01.2019, 12.02.2019, 12.13.2021; Non-Substantive Update: 02.08.2022;

Updated: INSERT DATE HERE

Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

Legal References: Minn. Stat. § 13D.01, Subds. 4-6 (Open Meeting Law)
Minn. Stat. § 123B.09, Subd. 10 (Publishing Proceedings)
Minn. Stat. § 123B.09, Subd. 7 (School Board Powers)
Minn. Stat. § 123B.14, Subd. 7 (Record of Meetings)
Minn. Stat. § 331A.01 (Definition)
Minn. Stat. § 331A.05, Subd. 8 (Notice Regarding Published Summaries)
Minn. Stat. § 331A.08, Subd. 3 (Publication of Proceedings)
Op. Atty. Gen. 161-a-20, December 17, 1970
Ketterer v. Independent School District No. 1, 248 Minn. 212, 79 N.W.2d 428 (1956)
Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. Ch. 13D (Open Meeting Law)
Minn. Stat. § 121A.47, Subd. 5 (Exclusion and Expulsion Procedures)
Minn. Stat. § 122A.33, Subd. 3 (Coaches; Opportunity to Respond)
Minn. Stat. § 122A.40, Subd. 14 (Teacher Discharge Hearing)
Minn. Stat. § 179A.14, Subd. 3 (Labor Negotiations)
Minn. Rules Part 5510.2810 (Bureau of Mediation Services)
Brown v. Cannon Falls Township, 723 N.W.2d 31 (Minn. App. 2006)
Brainerd Daily Dispatch v. Dehen, 693 N.W.2d 435 (Minn. App. 2005)
The Free Press v. County of Blue Earth, 677 N.W.2d 471 (Minn. App. 2004)
Prior Lake American v. Mader, 642 N.W.2d 729 (Minn. 2002)
Star Tribune v. Board of Education, Special School District No. 1, 507 N.W.2d 869 (Minn. App. 1993)
Minnesota Daily v. University of Minnesota, 432 N.W.2d 189 (Minn. App. 1988)
Moberg v. Independent School District No. 281, 336 N.W.2d 510 (Minn. 1983)
Sovereign v. Dunn, 498 N.W.2d 62 (Minn. App. 1993), *rev. denied*. (Minn. 1993)
Dept. of Admin. Advisory Op. No. 10-013 (April 29, 2010)
Dept. of Admin. Advisory Op. No. 19-006 (April 9, 2019)
Dept. of Admin. Advisory Op. No. 21-003 (April 19, 2021)
Dept. of Admin. Advisory Op. No. 21-002 (January 13, 2021)
Dept. of Admin. Advisory Op. No. 19-012 (October 24, 2019)
Dept. of Admin. Advisory Op. No. 19-008 (May 22, 2019)
Dept. of Admin. Advisory Op. No. 18-019 (December 28, 2018)
Dept. of Admin. Advisory Op. No. 17-005 (June 22, 2017)
Dept. of Admin. Advisory Op. No. 13-009 (March 19, 2013)
Dept. of Admin. Advisory Op. No. 13-015 (December 23, 2013)
Dept. of Admin. Advisory Op. No. 12-004 (March 8, 2012)
Dept. of Admin. Advisory Op. No. 11-004 (April 18, 2011)
Dept. of Admin. Advisory Op. No. 10-020 (September 23, 2010)
Dept. of Admin. Advisory Op. No. 09-020 (September 8, 2009)
Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)
Dept. of Admin. Advisory Op. No. 06-027 (September 28, 2006)
Dept. of Admin. Advisory Op. No. 04-004 (February 3, 2004)

M.S., Sec. 127.26, et. seq.	M.S. 123.33, Subd. 1	M.S. 123.34, Subd. 3,4,5,7
M.S. 123.76, et seq.	M.S. 123.33, Subd. 2,3,4	M.S. 471.705
M.S. 13.01, et. seq.	M.S. 123.33, Subd. 8	M.S. 118.005, 118.01, 124.05
M.S. 123.35, Subd. 4; M.S. 275.07	M.S. 123.34, Subd. 1	M.S. 123.335 and 471.38
M.S. 121.908, Subd. 3a.	M.S. 123.34, Subd. 2	M.S. 47.41, M.S. 47.42
M.S. 124.05	M.S. 123.34, Subd. 8	M.S. 123.33, Subd. 5
M.S. 125.12	M.S. 121.908	M.S. 123.38, Subd 11
M.S. 127.26, et. seq.	M.S. 124.19	M.S. 123.33, Sub. 6

Cross References: MSBA/MASA Model Policy 201 (Legal Status of the School Board)

MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)
MSBA/MASA Model Policy 203.2 (Order of the Regular School Board Meeting
MSBA/MASA Model Policy 203.6 (Consent Agendas)
MSBA/MASA Model Policy 204 (School Board Meeting Minutes)
MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)
MSBA/MASA Model Policy 206 (Public Participation in School Board
Meetings/Complaints about Persons at School Board Meetings and Data Privacy
Considerations)
MSBA/MASA Model Policy 207 (Public Hearings)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties
MSBA Service Manual, Chapter 13, School Law Bulletin “C” (Minnesota’s Open Meeting
Law)
MSBA Law Bulletin “C” (Minnesota’s Open Meeting Law)

**Policy 414 MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL
OR SEXUAL ABUSE**

[Note: This policy reflects the mandatory law regarding reporting of maltreatment of minors and is not discretionary in nature.]

I. PURPOSE

The purpose of this policy is to make clear the statutory requirements of Northfield Public Schools' personnel to report suspected child neglect or physical or sexual abuse.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to fully comply with Minnesota Statute Ch. 260E requiring school personnel to report suspected child neglect or physical or sexual abuse.
- B. A violation of this policy occurs when any school personnel fails to immediately report instances of child neglect, or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused, or has been neglected or physically or sexually abused within the preceding three years.

III. DEFINITIONS

- A. "Accidental" means a sudden, not reasonably foreseeable, and unexpected occurrence or event that:
 - 1. is not likely to occur and could not have been prevented by exercise of due care; and
 - 2. if occurring while a child is receiving services from a facility, happens when the facility and the employee or person providing services in the facility are in compliance with the laws and rules relevant to the occurrence of event.
- B. "Child" means one under age 18 and, for purposes of Minnesota Statute Ch. 260C (Juvenile Safety and Placement) and Minnesota Statute Ch. 260D (Child in Voluntary Foster Care for Treatment), includes an individual under age 21 who is in foster care pursuant to Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18).
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. "Mandated reporter" means any school personnel who knows or has reason to believe a child is being ~~neglected or physically or sexually~~

~~abused, maltreated~~ or has been ~~neglected or physically or sexually abused~~ maltreated within the preceding three years.

E. “Mental injury” means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child’s ability to function within a normal range of performance and behavior with due regard to the child’s culture.

F. “Neglect” means the commission or omission of any of the acts specified below, other than by accidental means:

1. failure by a person responsible for a child’s care to supply a child with necessary food, clothing, shelter, health care, medical, or other care required for the child’s physical or mental health when reasonably able to do so;
2. failure to protect a child from conditions or actions that seriously endanger the child’s physical or mental health when reasonably able to do so, including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;
3. failure to provide for necessary supervision or child care arrangements appropriate for a child after considering factors such as the child’s age, mental ability, physical condition, length of absence, or environment, when the child is unable to care for the child’s own basic needs or safety or the basic needs or safety of another child in his or her care;
4. failure to ensure that a child is educated in accordance with state law, which does not include a parent’s refusal to provide his or her child with sympathomimetic medications;
5. prenatal exposure to a controlled substance used by the mother for a nonmedical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child’s birth, or medical effects or developmental delays during the child’s first year of life that medically indicate prenatal exposure to a controlled substance or the presence of a fetal alcohol spectrum disorder;
6. medical neglect as defined by Minn. Stat. § 260C.007, Subd.6, Clause (5);
7. chronic and severe use of alcohol or a controlled substance by a person responsible for the care of the child that adversely affects the child’s basic needs and safety; or
8. emotional harm from a pattern of behavior that contributes to impaired emotional functioning of the child which may be demonstrated by a substantial and observable effect in the child’s behavior, emotional response, or cognition that is not within the normal range for the child’s age and stage of development, with due regard to the child’s culture.

Neglect does not occur solely because the child's parent, guardian, or other person responsible for the child's care in good faith selects and depends upon spiritual means or prayer for treatment of care of disease or remedial care of the child in lieu of medical care. ~~include spiritual means or prayer for treatment or care of disease where the person responsible for the child's care in good faith has selected and depended on those means for treatment or care of disease, except where the lack of medical care may cause serious danger to the child's health.~~

- G. "Nonmaltreatment mistake" occurs when: (1) at the time of the incident, the individual was performing duties identified in the center's child care program plan required under Minn. Rules Part 9503.0045; (2) the individual has not been determined responsible for a similar incident that resulted in a finding of maltreatment for at least seven years; (3) the individual has not been determined to have committed a similar nonmaltreatment mistake under this paragraph for at least four years; (4) any injury to a child resulting from the incident, if treated, is treated only with remedies that are available over the counter, whether ordered by a medical professional or not; and (5) except for the period when the incident occurred, the facility and the individual providing services were both in compliance with all licensing requirements relevant to the incident. This definition only applies to child care centers licensed under Minn. Rules Ch. 9503.
- H. "Person responsible for the child's care" means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employee or agent, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.
- I. "Physical abuse" means any physical injury, mental injury (under subdivision 13), or threatened injury (under subdivision 23), inflicted by a person responsible for the child's care on a child other than by accidental means; or any physical or mental injury that cannot reasonably be explained by the child's history of injuries or any aversive or deprivation procedures, or regulated interventions, that have not been authorized by Minn. Stat. § 125A.0942 or § 245.825.

Abuse does not include reasonable and moderate physical discipline of a child administered by a parent or legal guardian that does not result in an

injury. Abuse does not include the use of reasonable force by a teacher, principal, or school employee as allowed by Minn. Stat. § 121A.582.

Actions that are not reasonable and moderate include, but are not limited to, any of the following: (1) throwing, kicking, burning, biting, or cutting a child; (2) striking a child with a closed fist; (3) shaking a child under age three; (4) striking or other actions that result in any nonaccidental injury to a child under 18 months of age; (5) unreasonable interference with a child's breathing; (6) threatening a child with a weapon, as defined in Minn. Stat. § 609.02, Subd. 6; (7) striking a child under age one on the face or head; (8) striking a child who is at least age one but under age four on the face or head, which results in an injury; (9) purposely giving a child poison, alcohol, or dangerous, harmful, or controlled substances that were not prescribed for the child by a practitioner, in order to control or punish the child, or giving the child other substances that substantially affect the child's behavior, motor coordination, or judgment, or that result in sickness or internal injury, or that subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances; (10) unreasonable physical confinement or restraint not permitted under Minn. Stat. § 609.379 including, but not limited to, tying, caging, or chaining; or (11) in a school facility or school zone, an act by a person responsible for the child's care that is a violation under Minn. Stat. § 121A.58.

- J. "Report" means any communication received by the local welfare agency, police department, county sheriff, or agency responsible for child protection pursuant to this section that describes ~~neglect or physical or sexual abuse~~ maltreatment of a child and contains sufficient content to identify the child and any person believed to be responsible for the maltreatment ~~neglect or abuse~~, if known.
- K. "School personnel" means professional employee or professional's delegate of the school district who provides health, educational, social, psychological, law enforcement, or child care services.
- L. "Sexual abuse" means the subjection of a child by a person responsible for the child's care, by a person who has a significant relationship to the child (as defined in Minn. Stat. § 609.341, Subd. 15), or by a person in a current or recent position of authority (as defined in Minn. Stat. § 609.341, Subd. 10) to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration, sexual contact, solicitation of children to engage in sexual conduct, and communication of sexually explicit materials to children. Sexual abuse also includes any act involving a minor that constitutes a violation of Minnesota statutes prohibiting prostitution or use of a minor in a sexual performance. Sexual abuse includes all reports of known or suspected child sex trafficking involving a child who is identified as a victim of sex

trafficking. Sexual abuse includes threatened sexual abuse which includes the status of a parent or household member who has committed a violation that requires registration under Minn. Stat. § 243.166, Subd. 1b(a) or (b) (Registration of Predatory Offenders).

M. “Threatened injury” means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child’s care who has (1) subjected the child to, or failed to protect a child from, an overt act or condition that constitutes egregious harm; (2) been found to be palpably unfit; (3) committed an act that resulted in an involuntary termination of parental rights; (4) , or committed an act that resulted in the involuntary transfer of permanent legal and physical custody of a child to a relative.

K. ~~“Mental injury” means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child’s ability to function within a normal range of performance and behavior with due regard to the child’s culture.~~

L. ~~“Person responsible for the child’s care” means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employees or agents, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.~~

M. ~~“Threatened injury” means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child’s care who has subjected the child to, or failed to protect a child from, egregious harm, or a person whose parental rights were involuntarily terminated, been found palpably unfit, or one from whom legal and physical custody of a child has been involuntarily transferred to another.~~

IV. REPORTING PROCEDURES

A. A mandated reporter shall immediately report the information to the local welfare agency, agency responsible for assessing or investigating the report, police department, county sheriff, tribal social services agency, or tribal police department. The reporter will include his or her name and address in the report.

- B. ~~An oral report shall be made immediately. If the immediate report has been made orally,~~ by telephone or otherwise. The oral report shall be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate police department, the county sheriff, local welfare agency, or agency responsible for assessing or investigating the report. Any report shall be of sufficient content to identify the child, any person believed to be responsible for the maltreatment of the child if the person is known, the nature and extent of the maltreatment, and the name and address of the reporter.
- C. Regardless of whether a report is made, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.
- D. A mandated reporter who knows or has reason to know of the deprivation of custodial or parental rights or the kidnapping of a child shall report the information to the local police department or the county sheriff.
- E. With the exception of a health care professional or a social service professional who is providing the woman with prenatal care or other health care services, a mandated reporter shall immediately report to the local welfare agency if the person knows or has reason to believe that a woman is pregnant and has used a controlled substance for a nonmedical purpose during the pregnancy, including, but not limited to, tetrahydrocannabinol, or has consumed alcoholic beverages during the pregnancy in any way that is habitual or excessive.
- F. A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, up to and including termination of employment.
- G. An employer of a mandated reporter shall not retaliate against the person for reporting in good faith maltreatment against a child with respect to whom a report is made, because of the report.
- ~~G. Submission of a good faith report under Minnesota law and this policy will not adversely affect the reporter's employment, or the child's access to school.~~
- H. Any person who knowingly or recklessly makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury, plus costs and reasonable attorney fees. Knowingly or recklessly and the reckless

making of a false report also may result in discipline. ~~The court may also award attorney's fees.~~

[Note: The Minnesota Department of Education (MDE) is responsible for assessing or investigating allegations of child maltreatment in schools. Although a report may be made to any of the agencies listed in Section IV. A., above, and there is no requirement to file more than one report, if the initial report is not made to MDE, it would be helpful to MDE if schools also report to MDE.]

V. INVESTIGATION

- A. The responsibility for assessing or investigating reports of suspected maltreatment rests with the appropriate state, county, or local agency or agencies. The agency responsible for assessing or investigating reports of child maltreatment has the authority to interview the child, the person or persons responsible for the child's care, the alleged offender perpetrator, and any other person with knowledge of the maltreatment for the purpose of gathering the facts, assessing safety and risk to the child, and formulating a plan. The investigating agency may interview the child at school. The interview may take place outside the presence of the alleged offender or parent, legal guardian, or a school official. The investigating agency, not the school, is responsible for either notifying or withholding notification of the interview to the parent, guardian or person responsible for the child's care. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded.
- B. When the investigating agency determines that an interview should take place on school property, written notification of intent to interview the child on school property ~~will~~ must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school property.
- C. Except where the alleged offender is believed to be a school official or employee, the time and place, and manner of the interview on school premises shall be within the discretion of school officials, but the local welfare or law enforcement agency shall have the exclusive authority to determine who may attend the interview. The conditions as to time, place, and manner of the interview set by the school officials shall be reasonable and the interview shall be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school officials and the local welfare or law enforcement agency. Every effort must be made to reduce the disruption of the educational program of the child, other students, or school employees when an interview is conducted on school premises.

- D. Where the alleged offender is believed to be a school official or employee, the school district shall conduct its own investigation independent of MDE and, if involved, the local welfare or law enforcement agency.
- E. Upon request by MDE, the school district shall provide all requested data that are relevant to a report of maltreatment and are in the possession of a school facility, pursuant to an assessment or investigation of a maltreatment report of a student in school. The school district shall provide the requested data in accordance with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g.

VI. MAINTENANCE OF SCHOOL RECORDS CONCERNING ABUSE OR POTENTIAL ABUSE

- A. When a local welfare or local law enforcement agency determines that a potentially abused or abused child should be interviewed on school property, written notification of the agency's intent to interview on school property must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct the interview. The notification shall be private data. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notice or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation has been concluded.
- B. All records regarding a report of maltreatment, including any notification of intent to interview which was received by the school as described above in Paragraph A., shall be destroyed by the school only when ordered by the agency conducting the investigation or by a court of competent jurisdiction.

VII. PHYSICAL OR SEXUAL ABUSE AS SEXUAL HARASSMENT OR VIOLENCE

Under certain circumstances, alleged physical or sexual abuse may also be sexual harassment or violence under Minnesota law. If so, the duties relating to the reporting and investigation of such harassment or violence may be applicable.

VIII. DISSEMINATION OF POLICY AND TRAINING

- A. Staff will receive notification of this policy annually.
- B. The school district will develop a method of discussing this policy with school personnel.

- C. This policy shall be reviewed at least annually for compliance with state law.

Policy 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse

Adopted: 02.28.2005; Updated: 2011, 05.2013, 05.11.2020; Statutory Update: 02.08.2022

Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.58 (Corporal Punishment)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 125.A0942 (Standards for Restrictive Procedures)
Minn. Stat. § 243.166, Subd. 1b(a)(b) (Registration of Predatory Offenders)
Minn. Stat. § 245.825 (Use of Aversive or Deprivation Procedures)
Minn. Stat. § 260C.007, Subd. 6, clause (5) (Child in Need of Protection)
Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18)
Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
Minn. Stat. § 609.02, Subd. 6 (Definitions–Dangerous Weapon)
Minn. Stat. § 609.341, Subd. 10 (Definitions–Position of Authority)
Minn. Stat. § 609.341, Subd. 15 (Definitions–Significant Relationship)
Minn. Stat. § 609.379 (Reasonable Force)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

Cross References:

MSBA/MASA Policy 415 - Mandated Reporting of Maltreatment of Vulnerable Adults

Policy 428 DISTRICT ~~SICK LEAVE ALLOWANCE BANK~~ MEDICAL EMERGENCY LEAVE BANK

I. PURPOSE

~~The purpose of this policy is to establish a Sick Leave Allowance Bank for all Northfield School District employees working more than 20 hours per week. The purpose of this policy is for the Northfield School District to establish a bona fide medical emergency leave sharing program for eligible employees of the district who are experiencing a medical emergency. This medical emergency leave sharing program is intended to comply with IRS Revenue Ruling 90-29.~~

II. GENERAL STATEMENT OF POLICY

~~Employees working 20 hours or more~~ Eligible employees have the ability to participate in a districtwide ~~sick leave allowance~~ Medical Emergency Leave Bank (“Bank”). This ~~Sick Leave Allowance Bank~~ is intended to support employees who have exhausted all other appropriate leave options and ~~find themselves in a situation~~ experience a medical emergency that would normally qualify for sick or bereavement leave. This policy may only be modified by mutual agreement between the Northfield Education Association and the Northfield School District.

A “medical emergency” means a medical condition of the employee that will require the prolonged absence from duty and will result in a substantial loss of income to the employee because the employee has exhausted all forms of paid leave. A medical condition means a serious health condition that is recognized by the mainstream medical community. By way of example, but without limitation, conditions such as multiple chemical sensitivity and idiopathic environmental illness are not recognized as valid diagnoses by the mainstream medical community. A “prolonged absence” means an absence of more than five (5) consecutive duty days.

III. ELIGIBILITY

~~An employee must work 20 hours or more per week to participate in the Sick Leave Allowance Bank.~~

IV. PARTICIPATION AND USE

~~When an employee has used all their leave allowance, the employee will be allowed to use days drawn from the Sick Leave Allowance Bank. An employee experiencing a medical emergency may apply for leave from the Bank.~~

1. All employees who wish to participate shall notify the Human Resources Office by Sept. 30 of each year. If Sept. 30 falls on a weekend, the deadline will be the close of business on the Monday immediately following Sept. 30. Participating employees will be assessed one (1) day of sick leave allowance at the time they join the ~~Sick Leave Allowance Bank~~. All assessed days will be accumulated in a bank where they will be available to participants who have used all their designated sick leave allowance days and experience a medical emergency of more than five (5) consecutive days. All donations are nonrefundable. Once a day is donated, the employee may not retract or reclaim the donated sick leave for any reason. When the days in the bank have been used, all participants will contribute one additional day. If at any point the Bank is reduced to twenty (20) or fewer days, the district will assess all members one (1) additional day.
2. An employee withdrawing from the ~~Sick Leave Allowance Bank~~ shall notify the Human Resources Office by Sept. 30 of each year. If Sept. 30 falls on a weekend, the deadline will be the close of business on the Monday immediately following Sept. 30. In case of withdrawal, an employee's contribution of days to the ~~Sick Leave Allowance Bank~~ stays in the Bank.
3. An employee may use no more than twenty (20) days from the ~~Sick Leave Allowance Bank~~ in any given school year.
4. Both the employer and employees have a substantial interest in ensuring that days from the ~~Sick Leave Allowance Bank~~ are used only for legitimate reasons in accordance with the terms of this policy. To withdraw leave from the Bank, eligible employees must submit a written application to the district's human resources department along with medical certification of the serious health condition from the employees' treating physician. An employee may not begin to withdraw leave from the Bank until the district has approved the written application. Every reasonable effort will be made to involve both the employee groups and the employer in counseling employees repeatedly using the Sick Leave Allowance Bank to insure that the appropriate contractual standards are met.
5. Days from the ~~Sick Leave Allowance Bank~~ shall be used only for the illness or medically necessary appointments for the employee and/or the employee's dependent child. Days from the ~~Sick Leave Allowance Bank~~ may be used for bereavement leave not to exceed the number of days allowed in each individual employee contract or agreement. The ~~Sick Leave Allowance Bank~~ shall not be used when an employee qualifies for disability income, workers' compensation, or other pay or

other benefits from the district or the state in place of any part of their salary.

~~6. An employee must use all personal leave prior to accessing the Sick Leave Allowance Bank.~~

~~6. This policy may only be modified by mutual agreement of the Northfield Education Association and the Northfield School District.~~

Policy 428 District ~~Sick Leave Allowance~~ Medical Emergency Leave Bank

Adopted: 08.24.2015; Nonsubstantive Updates: 02.25.2021; Updated: INSERT DATE HERE

School Board

NORTHFIELD SCHOOL DISTRICT NO. 659

Northfield, Minnesota

Policy 428 - MEDICAL EMERGENCY SICK LEAVE BANK - APPLICATION

Employee Name:_____

Building:_____

Brief explanation of medical emergency (medical certification required for approval:

Name (Please print)

Signature

Date

For HR use only:

Medical certification received: Yes No

Approved: Yes No

Director of Human Resources

Date

502 SEARCH OF STUDENT LOCKERS, DESKS, PERSONAL POSSESSIONS AND STUDENT'S PERSON

I. PURPOSE

The purpose of this policy is to provide for a safe and healthful educational environment by enforcing the Northfield School District's policies against contraband.

II. GENERAL STATEMENT OF POLICY

A. Lockers and Personal Possessions Within a Locker

Pursuant to Minnesota statutes, school lockers are the property of the district. At no time does the district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

B. Desks

School desks are the property of the district. At no time does the district relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials or the classroom teacher for any reason at any time, without notice, without student consent, and without a search warrant.

C. Personal Possessions and Student's Person

The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

D. A violation of this policy occurs when students use lockers and desks for unauthorized purposes or to store contraband. A violation occurs when students carry contraband on their person or in their personal possessions.

III. DEFINITIONS

A. "Contraband" means any unauthorized item possession of which is prohibited by district policy and/or law. It includes but is not limited to weapons and "look-alikes," alcoholic beverages, controlled substances and "look-alikes," overdue books and other materials belonging to the district, and stolen property.

B. "Personal possessions" includes but is not limited to purses, backpacks, bookbags, packages and clothing.

- C. “Reasonable suspicion” means that a school official has grounds to believe that the search will result in evidence of a violation of district policy, rules, and/or law. Reasonable suspicion may be based on a school official’s personal observation, a report from a student, parent or staff member, a student’s suspicious behavior, a student’s age and past history or record of conduct both in and out of the school context, or other reliable sources of information.
- D. “Reasonable scope” means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g., to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.
- E. “School official” means superintendent, building principal or their designee. For the purposes of this policy assistant principal and parking lot/security monitors are considered designees.

IV. SEARCH PROCESSES

- A. School officials may inspect the interiors of lockers and desks for any reason at any time, without notice, without student consent, and without a search warrant.
- B. School officials may inspect the personal possessions of a student and/or a student’s person based on a reasonable suspicion that the search will uncover a violation of law or school rules. A search of personal possessions of a student and/or a student’s person will be reasonable in its scope and intrusiveness.
- C. As soon as practicable after a search of personal possessions within a locker pursuant to this policy, the school officials must provide notice of the search to students whose possessions were searched unless disclosure would impede an ongoing investigation by police or school officials.
- D. Whenever feasible, a search of a person shall be conducted in private by a school official of the ~~same sex~~ preferred gender. A second school official of the ~~same sex~~ preferred gender shall be present as an observer during the search of a person whenever feasible.
- E. A strip search is a search involving the removal of coverings or clothing from private areas. Mass strip searches, or body cavity searches, are prohibited. Strip searches will be conducted only in circumstances involving imminent danger.
- F. A school official conducting any other search may determine when it is appropriate to have a second official present as an observer.
- G. School officials may ask that law enforcement to assist with any search.

- H. A copy of this policy will be printed in the student handbook, posted on the district website, and disseminated in any other way which school officials deem appropriate. The district shall provide a copy of this policy to a student when the student is given use of a locker.

V. DIRECTIVES AND GUIDELINES

- A. A school official conducting any search will notify the parent/guardian of the student, unless the student is 18 years or older and has specifically requested the parent/guardian not be informed of educational data.
- B. If a teacher or staff member has grounds to believe that a search will result in evidence of a violation of district policy, rules, and/or law, they must inform a school official. School officials only may conduct a search.
- C. School administration may establish reasonable directives and guidelines which address specific needs of the district, such as use of tape in lockers, standards of cleanliness and care, posting of pin-ups and posters which may constitute sexual harassment, etc.

VI. SEIZURE OF CONTRABAND

If a search yields contraband, school officials will seize the item and, where appropriate, turn it over to legal officials for ultimate disposition.

VIII. VIOLATIONS

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to discipline in accordance with the district's Student Discipline Policy, which may include suspension, exclusion, or expulsion, and the student may, when appropriate, be referred to legal officials.

Policy 502 Search of Student Lockers Desks, Personal Possessions and Student's Person

Adopted: 08.28.2006; Updated: 12.2014, INSERT DATE HERE

Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

Legal References: U.S. Const., amend. IV
Minn. Const., art. I, §10
New Jersey v. T.L.O., 469 U.S. 325, 105 S.Ct. 733, 83 L.Ed.2d 720 (1985)
Minn. Stat. §121A.72 (school locker policy)
G.C. v. Owensboro Public Schools, 711 F.3d 623 (6th Cir. 2013)

Cross References: Board Policy 417 (Chemical Use/Abuse)
Board Policy 418 (Drug-Free Workplace / Drug-Free School)
Board Policy 501 (School Weapons)
Board Policy 506 (Student Discipline)

Executive Summary: This report provides an overview of the district's operations, bright spots, anti-racism work, and progress towards the district's vision, commitments, and benchmarks outlined in the [2027 strategic plan](#).

Students participate in Minnesota Department of Education (MDE) back-to-school conference

strategic commitment highlights: people, learner outcomes, equity, partnerships

Northfield High School students Connor Percy and Jennifer Salina Santos participated in a panel about student voice at the MDE back-to-school conference for school leaders on Aug. 1. Anne Mitchell, the principal leadership support specialist with MDE, led the session. Recent graduate Amelia Arnold shared her thoughts with Ms. Mitchell about student voice before the session but could not attend due to a prior commitment.



Connor, Alejandra, and Amelia shared their perspective on why elevating student voice was important in schools, how their voice has been valued in Northfield, and offered suggestions for other districts about how to successfully incorporate student feedback into decision-making. I am proud that our district's commitment to amplifying student voice continues to be recognized across the state.

Crazy Daze booth

strategic commitment highlights: people, partnerships



The district participated in the Northfield Area Chamber of Commerce's Crazy Daze event, hosting a booth in downtown Northfield on July 28. The event allows for an informal way for school leaders to connect with the community and staff members. The first 50 staff members to visit the booth received a \$5 gift card to The Blast, a downtown ice cream shop (the gift cards were donated.) We invited students, families, and other members of the community the chance to write a thank you note to one of our amazing educators. We collected 89 cards that will be sent to staff members in the coming weeks, providing a nice reminder of our "why" as we head into the school year.

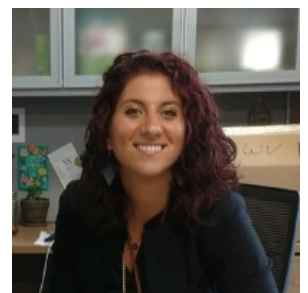
We thank the Chamber of Commerce for their efforts to host this event that brought thousands of people together in downtown Northfield for a much-needed celebration of our business community!

Welcome to Becca Bang!

strategic commitment highlights: people, learner outcomes

The district is pleased to welcome Becca Bang as the new assistant principal at Northfield High School. Ms. Bang succeeds Nancy Veverka, who has accepted a position at St. Olaf College. She was selected from a strong field of 32 candidates for the position.

An experienced educator, Ms. Bang has served as a classroom teacher in Inver Grove Heights; a classroom teacher, interventionist, targeted services coordinator, and instructional coach in Rosemount-Apple Valley-Eagan; and a Dean of Students in Burnsville. She has a bachelor's degree from the University of Wisconsin-River Falls, a master's degree in Curriculum and Instruction with an emphasis in K-12 Literacy from Concordia University, Saint Paul, and completed her administrative licensure at the University of Minnesota.



With a strong commitment to relationships, equity, and academic excellence, Ms. Bang has valuable leadership skills and experiences in literacy, staff development, and instructional coaching. Her leadership will be instrumental in helping the district achieve its vision of preparing every student for lifelong success.

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

July 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, Goerwitz, Gonzalez-George, Pritchard, Quinnell and Stratmoen. Absent: Butler. This meeting was open to the public, live-streamed and recorded, and access to the recording was posted to the school district website.

2. Agenda Approval/Table File

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

3. Public Comment

There was no public comment.

4. Announcements and Recognitions

- Khia Brown, MCEA Region 5 Representative, presented the Minnesota Community Education Association Project Award to Flavia Berg, Ellen Haefner, and Director of Community Education Erin Bailey for the ECFE outdoor classroom.
- The district was notified we will be receiving a \$6,000 donation from Dakota Electric Cooperative and those funds will be allocated to the high school technology and engineering department. The district is grateful to Dakota Electric for their generous donation.
- We welcomed Shane Baier who assumed his role as the new high school principal on July 1, 2022.

5. Items for Discussion and Reports

- a. Review Northfield High School Facility Task Force Findings. The board discussed the next steps with the Northfield High School facility task force findings. Dr. Hillmann, Director of Finance Val Mertesdorf, and Sal Bagley from Wold Architects and Engineers were available to facilitate and support the board's discussion. The board agreed to hold a special meeting at 6:00 p.m. on Monday, August 1, 2022 to finalize the next steps in the process.
- b. Policy Committee Recommendations. Dr. Hillmann presented the policy committee's recommended updates to policies 527, 614, 711 and 712. The policy committee also reviewed policies 528, 530, 533, 540, 558 and 560, and found no substantive updates. This will be an item for individual action at the next regular board meeting.
- c. Annual Fundraising Report. Director Mertesdorf reviewed the fundraising report as required by Policy 713 Student Activity Accounting. The board suggested the activities department begin using district social media to help promote students' fundraising efforts.
- d. Activity Fees. Director Mertesdorf provided information about the proposed activity fee increase authorized during the budget prioritization process. Students who qualify for free and reduced lunch will continue to receive a discounted activity fee.

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

- e. Financial Forecast. Director Mertesdorf provided an updated financial forecast. While this update is unusual for the July meeting, it is being provided as the next step of implementing the district's five year strategic plan.

It is intended to provide the latest projections of the district's revenue and expenditures given the volatile economic climate. The finance department is working on some guidelines and opportunities to share with district personnel to assist with decision making and stewardship.

- f. Summary of Superintendent's Performance Appraisal Chair Gonzalez-George shared her summary of the superintendent's annual performance appraisal. All seven board members completed the annual performance appraisal for the period July 1, 2021–June 30, 2022. The evaluation covers all facets of the superintendent's job responsibilities. Board members provided numeric ratings on 1-5 scale (1=low, 5=high) for 45 job responsibilities organized around eight major topics. In addition to completing the numeric ratings, board members provided additional comments. Dr. Hillmann received an outstanding appraisal achieving an overall rating of 4.93/5.00.
- g. Superintendent Operations & Strategic Plan Update. Dr. Hillmann provided an update about district operations and examples of work underway to achieve the district's vision, strategic commitments, and benchmarks. The district won a competitive MTSS grant that will bring \$237,000 per year for two years to support developing systems that help every student achieve the district's strategic plan benchmarks. The district is using a "work team" approach to empower staff members to solve complex issues facing the district.

6. Consent Agenda

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

- a. Minutes
 - Minutes of the Regular School Board meeting held on June 13, 2022
 - Minutes of the Special School Board meeting held on June 27, 2022
- b. Gift Agreements
 - \$1,445.27 from Northfield Fine Arts Booster for art supplies at Spring Creek Elementary
 - \$1,782.00 from Northfield Booster Club, Inc. for boys swim and dive bags and banner
 - \$2,500.00 from Brian Porter for girls swim activity
- c. Fiscal Year Organization Actions. The school district's financial year runs from July 1 to June 30. Each year at the first school board meeting in July, financial organizational issues must be approved. They are as follows:
 - i. Motion to approve authorizing the Director of Finance to invest surplus district funds in accordance with applicable laws and with the district's Policy 705 Investments, for fiscal year 2022-2023.
 - ii. Motion to approve designating PMA/Associated Bank, Frandsen Bank & Trust Dundas, U.S. Bank Minnesota and the Minnesota School District Liquid Asset Fund as official bank depositories provided they maintain adequate pledged collateral as required by law per district procedures to Policy 705 Investments, for fiscal year 2022-2023.
 - iii. Motion to approve authorizing the Director of Finance to make appropriate wire transfers to and from district depository accounts for fiscal year 2022-2023.
- d. Memberships for 2022-2023. The school district belongs to several cooperatives, leagues and associations. Membership in the groups listed below should be renewed for the 2022-2023 school year.
 - i. Minnesota State High School League. The designated Northfield High School representative is Activities Director Bubba Sullivan and the designated school board representative is Board Chair Claudia Gonzalez-George.
 - ii. Minnesota Association of School Administrators.
 - iii. Minnesota Association of Charter School Authorizers.
 - iv. Schools for Equity in Education.
 - v. Southeast Service Cooperative.
 - vi. Region V Computer Services Cooperative.
 - vii. Rice County Family Services Collaborative.
 - viii. Minnesota School Boards Association.

ix. Healthy Community Initiative.

e. Mileage Reimbursement Rate

The mileage reimbursement rate for use of private automobiles on school district business will be 62.5 cents per mile effective July 1, 2022. This is the new mileage rate established by the Internal Revenue Service.

f. Personnel Items

i. Appointments

1. Noah Bachmeier, 1.0 FTE Long Term Substitute Social Studies Teacher at the High School, beginning 8/24/2022-6/9/2023; BA, Step 1
2. Luke Redetzke, Summer Recreation Lifeguard with Community Education, beginning 6/20/2022-8/31/2022; \$10.39/hr.
3. Miriam Rogers, 1.0 FTE Long Term Substitute English/Language Arts Teacher at the High School, beginning 8/24/2022-6/9/2023; MA30, Step 10
4. Paula Seeborg, 1.0 FTE Long Term Substitute Second Grade Teacher at Greenvale Park, beginning 8/25/2022-11/28/2022; MA40, Step 10
5. Emma Torstenson, Summer Recreation Program Assistant with Community Education, beginning 6/21/2022-8/31/2022; \$10.50/hr.
6. Margaret Witt, Summer ESY Teacher for 3.5 hours/day at Greenvale Park, beginning 6/23/2022-8/4/2022; MA, Step 10.
7. Andrew Bealles, Summer KidVentures Site Assistant for up to 40 hours/week at Spring Creek, beginning 7/11/2022-9/2/2022; Step 2, \$14.88/hr.
8. Andrea Peterson, 1.0 FTE Fourth Grade Teacher at Bridgewater, beginning 8/25/2022; MA, Step 6
9. Katherine Waters, 1.0 FTE Early Childhood Special Education Teacher at the NCEC, beginning 7/1/2022; BA10, Step 4.
10. Jessica Weber, 1.0 FTE Special Education Teacher with Portage, beginning 8/25/2022-6/9/2023; MA, Step 2.

ii. Increase/Decrease/Change in Assignment

1. Kari Adelmann, Special Ed EA PCA at Bridgewater, add Special Ed EA PCA, Extended school year for up to 3.5 hours/day at Greenvale Park, effective 6/23/2022 - 8/4/2022.
2. Paula Baragary, Teacher at Spring Creek, add Eagle Bluff Coordinator with Community Education, effective 6/22/2022-9/30/2022; \$1,000 Stipend.
3. Adriana Bermudez, ECFE EA for 16.5 hours/week at NCEC, change to Hand in Hand Gen Ed EA for 40 hours/week at the NCEC, effective 8/25/2022.
4. Adriana Bermudez, ECFE EA at the NCEC, add Special Ed EA PCA, Extended school year for up to 3.5 hours/day at the NCEC, effective 6/23/2022 - 8/4/2022.
5. Russel Boyington, Lunch Supervision for 2.5 hours/day for the 21-22 school year only at Greenvale Park, change to Lunch Supervision for 2.5 hours/day for the 22-23 school year only at Greenvale Park, effective 8/29/2022-6/9/2023.
6. Ana Bravo Gatton, EL EA for 6.75 hours/day at the Middle School, change to EL EA for 6.75 hours/day and Supervisory EA for .25 hours/day at the Middle School, effective 8/29/2022.
7. Elizabeth Brewer, Special Ed EA ESY for 3.5 hours/day at the High School, add Special Ed EA PCA, Extended school year for an additional 4 hours/day at the High School, effective 7/11/2022 - 8/11/2022.
8. Lupema Celis Castillo, Special Ed EA for 5.38 hours/day at Greenvale Park, change to Special Ed EA for 6.75 hours/day and Supervisory EA for .50 hours/day at Greenvale Park, effective 8/29/2022.
9. Thomas Dickerson, Special Ed Teacher at the High School, add Special Ed Teacher, Extended school year for up to 4 hours/day with the District, effective 6/13/2022 - 8/4/2022.
10. Anna Edwards, Special Ed EA PCA at Spring Creek, add Special Ed EA PCA, Extended school year for up to 3.5 hours/day at Greenvale Park, effective 6/23/2022 - 8/4/2022.
11. Diane Frederick, Special Ed Teacher at the Middle School, add Special Ed Teacher, Extended school year for up to 6 hours/day at the Middle School, effective 6/23/2022 - 8/18/2022.
12. Janet Gannon, WILL Program EA for 6.75 hours/day and Supervisory EA for .25 hours/day at the Middle School, change to WILL Program EA for 6.75 hours/day at the Middle School, effective 8/29/2022.
13. Emma Hodapp, Special Ed EA PCA at Spring Creek, add Special Ed EA PCA, Extended school year for up to 3.5 hours/day at Spring Creek, effective 6/23/2022 - 8/4/2022.
14. Jennifer Jones, EL Teacher Greenvale Park, change to Community School Coordinator at Bridgewater, effective 8/1/2022.

15. Leanne King, Special Ed EA PCA at Spring Creek, add Special Ed EA PCA, Extended school year for up to 3.5 hours/day at Greenvale Park, effective 6/28/2022 - 8/4/2022.
16. Kristi Kortuem, .5 Head Girls Swim Coach at the High School, add .5 Assistant Girls Swim Coach at the High School, effective 8/15/2022; .5 Stipend \$2,285.
17. Heather Kuehl, Teacher at the Middle School, add Targeted Services Summer BLAST Teacher for up to 6 hours/day Mon.-Thurs. at the High School, effective 6/14/2022-8/11/2022; Lane/step.
18. Beth Kuyper, Special Ed EA at the Middle School, change to Special Ed EA PCA at the High School, effective 8/29/2022.
19. Marie Kylo, Child Nutrition Manager I for 7 hours/day at Bridgewater, change to Child Nutrition Manager I for 7.5 hours/day at Bridgewater, effective 9/6/2022.
20. Ashley Larish, Long Term Substitute Media Center EA at the High School for the 2021-2022 school year only, change to Long Term Substitute Media Center EA for 7.25 hours/day M/T/TH/F and 6.25 hours/day on Wed. at the High School for the 2022-2023 school year only, effective 8/31/2022-6/9/2023.
21. Lori Malecha, Child Nutrition Manager I for 7 hours/day at Spring Creek, change to Child Nutrition Manager I for 7.5 hours/day at Spring Creek, effective 9/6/2022.
22. Sarah Marohl, Kindergarten EA for 2 hours/day, Health Aide for 2 hours/day and Supervisory for .25 hours/day at Greenvale Park, change to Kindergarten EA for 2 hours/day, Nurse Lunch Coverage for .50 hours/day, Special Ed EA for 2 hours/day and Supervisory for .50 hours/day at Greenvale Park, effective 8/29/2022.
23. Beth McClune, Special Ed EA ESY for 3.5 hours/day at the Middle School, add Special Ed EA PCA, Extended school year for an additional 4 hours/day at the High School, effective 7/11/2022 - 8/4/2022.
24. Beth Momberg, Special Ed EA PCA at the NCEC, add Special Ed EA PCA, Extended school year for up to 3.5 hours/day at the NCEC, effective 6/23/2022 - 8/4/2022.
25. Sophia Nevin, Special Ed EA PCA at the NCEC, add Special Ed EA PCA, Extended school year for up to 3.5 hours/day at Spring Creek, effective 6/23/2022 - 8/4/2022.
26. Ashley Northrup, School Psychologist at the NCEC, add School Psychologist, Extended School Year with the District, effective 7/1/2022-8/23/2022.
27. Sean O'Brien, .6 Social Studies .4 EL Teacher at the High School, change to 1.0 FTE Social Studies Teacher at the High School, effective 8/25/2022.
28. Michael O'Keefe, Assistant Principal at the Middle School, add Eagle Bluff Chaperone with Community Education, effective 7/20/2022-7/22/2022; Stipend \$500.
29. Chris O'Neill, Teacher at the Middle School, add Eagle Bluff Coordinator with Community Education, effective 6/22/2022-9/30/2022; Stipend \$1000.
30. Ashley Opatrny, Special Ed Teacher at Greenvale Park, add Special Ed Teacher, Extended school year for up to 3.5 hours/day at Greenvale Park, effective 6/23/2022 - 8/4/2022.
31. Brian Porter, .5 Head Girls Swim Coach at the High School, add .5 Assistant Girls Swim Coach at the High School, effective 8/15/2022. .5 Stipend \$2,285.
32. Brynn Puppe, Targeted Services Summer PLUS Site Assistant at Greenvale Park, add Community School Summer Site Assistant for up to 7 hours/day at Greenvale Park, effective 6/27/2022-7/15/2022; Step 4-\$15.48/hr.
33. Andrea Redder, General Ed EA at the NCEC, add Special Ed EA PCA, Extended school year for up to 3.5 hours/day at the NCEC, effective 6/23/2022 - 8/4/2022.
34. Luke Redetzke, Lifeguard with Community Ed Recreation, add Program Supervisor at \$10.64/hr. and Program Assistant at \$10.33/hr. with Community Ed Recreation, effective 6/20/2022-8/31/2022.
35. Katie Remmey, Spec Ed EA for 6.75 hours/day and Supervisory EA for .25 hours/day at the Middle School, change to Special Ed EA for 6.75 hours/day at the Middle School, effective 8/29/2022.
36. Jamin Sawyer, Physical Therapist with the District, add Physical Therapist, Extended School Year for up to 40 hours with the District, effective 6/23/2022-8/4/2022.
37. John Schnorr, Speech Language Pathologist at the NCEC, add Speech Language Pathologist, Extended School Year for up to 40 hours with the District, effective 6/23/2022-8/4/2022.
38. Bailey Shimota, Spec Ed EA for 6.75 hours/day and Supervisory EA for .25 hours/day at the Middle School, change to Special Ed EA for 6.75 hours/day at the Middle School, effective 8/29/2022.
39. Donna Torgeson, Special Ed EA ESY for 3.5 hours/day at the Middle School, add Special Ed EA PCA, Extended school year for an additional 4 hours/day at the High School, effective 6/23/2022 - 8/4/2022.
40. Donna Torgeson, Spec Ed EA for 6.75 hours/day and Supervisory EA for .25 hours/day at the Middle School, change to Special Ed EA for 6.75 hours/day at the Middle School, effective 8/29/2022.
41. Heather Tousignant, Special Ed EA PCA at Spring Creek, add Special Ed EA PCA, Extended school year for up to 7.5 hours/day at Greenvale Park, effective 6/23/2022 - 8/4/2022.
42. Michele Warden, Gen Ed EA for 3 hours/day, Special Ed EA for 3.38 hours/day at Bridgewater, change to Gen Ed EA for 3 hours/day, and Special Ed EA for 4.5 hours/day at Bridgewater, effective 8/29/2022.

43. Lori Warner, Occupational Therapist/Assistive Technology Specialist with the District, add Occupational Therapist/Assistive Technology Specialist, Extended School Year for up to 40 hours with the District, effective 6/23/2022-8/4/2022.
44. Brisa Zubia, Office Generalist for Community School, change to Community School Coordinator at Greenvale Park, effective 7/6/2022.
45. Amelia Becker, Targeted Services Site Assistant Sub, add Targeted Services BLAST Site Assistant for up to 6 hours/day Mon.-Thurs. at the High School, effective 7/7/2022-8/11/2022; Step 1-\$14.50/hr.
46. Correction: Adriana Bermudez, EA/Health Aide at the NCEC, change to EarlyVentures Assistant Teacher for up to 40 hours/week at the NCEC, effective 6/10/2022-9/2/2022. Step 2-\$17.07/hr.
47. Lynnsey Carlsen, Gen Ed EA for 2 hours/day and Special Ed for 4 hours/day at Bridgewater, change to Spec Ed EA for 6.75 hours/day at Bridgewater, effective 8/29/2022.
48. Nicholas Connor, .6 ADSIS/.4 Math Teacher at the High School, change to 1.0 FTE Math Teacher at the High School, effective 8/25/2022.
49. Danielle Crase, Special Ed Teacher at the High School, add Junior Class Advisor at the High School, effective 8/25/2022; Stipend \$2,244.
50. Kelle Edwards, Special Ed EA at the High School, add Senior Class Advisor at the High School, effective 9/5/2022. Stipend \$2,244.
51. Joseph Greenwood, Custodian Engineer w/out a license at the High School, change to Custodian Engineer with license, effective 6/22/2022.
52. Mara Hessian, Spec Ed EA for 6.92 hours/day at Bridgewater, change to Spec Ed EA for 6.75 hours/day at Bridgewater, effective 8/29/2022.
53. Julene Johnson, Kindergarten EA for 2 hours/day, Lunchroom Supervisory for 2 hours/day and Media for 3.5 hours/day at Bridgewater, change to Lunchroom Supervisory for 2 hours/day and Media for 5.5 hours/day at Bridgewater, effective 8/29/2022.
54. Jill Kohel, .6 Social Studies/.4 English Teacher at the High School, add an English overload in lieu of supervision for the 2022-2023 school year, effective 8/25/2022-6/9/2023.
55. Kristi Kortuem, Math Teacher at the Middle School, change to .6 ADSIS Math/.4 Math Teacher at the High School, effective 8/25/2022.
56. Angela Lynch, Spec Ed Teacher Teacher Visually Impaired with the District, add .5 Spec Ed Resource Teacher at the ALC, effective 8/25/2022.
57. Jonathan Thompson, .4 FTE Social Studies Teacher at the High School, change to 1.0 FTE Social Studies Teacher at the High School, effective 8/25/2022.

iii. Leave of Absence

iv. Retirements/Resignations/Terminations

1. Cindy Boyum, Assistant Swim Coach at the High School, resignation effective 6/17/2022.
2. Tiffany Donkers, EarlyVentures Teacher at the NCEC, resignation effective 7/1/2022.
3. Chris Jackson, 7th Grade Football Assistant Coach at the Middle School, resignation effective 6/23/2022.
4. Kristi Kortuem, Math League Coach at the Middle School, resignation effective 6/16/2022.
5. Shawna Molloy, Special Education Teacher at the High School, resignation effective 6/15/2022.
6. Ashley Northrup, School Psychologist with the District, resignation effective 8/23/2022.
7. Sue Reuvers, Community School Summer Site Assistant at Greenvale Park, declined the position.
8. Nancy Veverka, Assistant Principal at the High School, resignation effective 6/30/2022.
9. Christina Suhsen, Special Ed EA at the NCEC, resignation effective 6/23/2022.

v. District Administration is Recommending the Approval of the Following:

District Administration submits the following employment agreements for approval. These agreements cover the period of July 1, 2022 through June 30, 2024.

1. Educational Assistants for the period July 1, 2022 through June 30, 2024.

7. Items for Individual Action

- a. Policy Committee Recommendations. On a motion by Goerwitz, seconded by Pritchard, the board unanimously approved the Coaches, Early Childhood Family Education, Hand In Hand, High School, KidVentures and Portage Secondary Handbooks for the school year 2022-23.
- b. Request to Hire an Additional Non-Licensed Special Education Staff. On a motion by Baraniak, seconded by Goerwitz, the board unanimously approved the request to hire one Child Specific Special Educational Assistant/Personal Care Assistant (EA/PCA) 6.75 hours per day at a projected cost of salary and benefits of \$31,000.00, with approximately 55% of the salary reimbursed through special education revenue for a net cost of \$22,606.00.

- c. Resolution Regarding Conducting School Business on the Federal Christopher Columbus Holiday. On a motion by Pritchard, seconded by Quinnell, the board unanimously approved by roll call vote, the following resolution regarding Columbus Day. Voting 'yes' was Baraniak, Goerwitz, Gonzalez-George, Pritchard, Quinnell and Stratmoen. No one voted 'no'. Absent: Butler.

WHEREAS, Minnesota Statutes, Section 645.44, Subdivision 5, and Minnesota Statutes, 120A.42 gives the district an option of determining whether Christopher Columbus Day shall be a holiday, then BE IT RESOLVED, that Christopher Columbus Day on October 10, 2022, shall not be a holiday.

- d. Resolution Designation of Identified Official with Authority for the MDE External User Access Recertification System. On a motion by Goerwitz, seconded by Baraniak, the board unanimously approved by roll call vote, the resolution to authorize Dr. Matthew Hillmann to act as the Identified Official with Authority (IOwA) and Christine Neset to act as the IOwA to add and remove names only for Northfield Public Schools 0659-01. Voting 'yes' was Baraniak, Goerwitz, Gonzalez-George, Pritchard, Quinnell and Stratmoen. No one voted 'no'. Absent: Butler.
- e. Activity Fees. On a motion by Quinnell, seconded by Baraniak, the board unanimously approved the activity fee increase authorized during the budget prioritization process and discussed at this meeting.

8. Items for Information

- a. Filing for School Board is August 2–16, 2022 in the District Office. An affidavit of candidacy must be filed in the office of the school district clerk and the \$2 filing fee paid prior to 5:00 o'clock p.m. on August 16, 2022.

9. Future Meetings

- a. Monday, August 1, 2022, 6:00 p.m., Special Board Meeting, Northfield DO Boardroom
- b. Monday, August 8, 2022, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- c. Monday, August 22, 2022, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- d. Monday, September 12, 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 8:43 p.m.

Noel Stratmoen
School Board Clerk

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

August 1, 2022

Northfield District Office Boardroom

1. Call to Order

Board Chair Claudia Gonzalez-George called the Special meeting of the Northfield Board of Education of Independent School District 659 to order at 6:00 p.m. Present: Baraniak, Butler, Goerwitz, Gonzalez-George, Pritchard, and Quinnell. Absent: Stratmoen. Also present at this meeting was Superintendent Dr. Matt Hillmann, Director of Finance Val Mertesdorf, Director of Buildings & Grounds Cole Nelson, and Sal Bagley from Wold Architects and Engineers. Stratmoen arrived at 6:01 p.m.

2. Items for Discussion and Reports

- a. Review Northfield High School Facility Task Force Findings. Superintendent Hillmann provided a review of what the district and the board have done so far, approximately \$40 million of the district's existing debt and when it expires, three potential pathways forward, and a recap of the meeting between district and city personnel regarding an ice arena. After discussion, the board's consensus was to renew and expand the capital projects levy to address the district's general fund budget stability issues and include a referendum question on the November 2022 ballot, and to take additional time to further solidify the consensus of the board regarding the facilities plan for the high school.

3. Adjournment

On a motion by Goerwitz, seconded by Butler, the board adjourned at 7:32 p.m.

Noel Stratmoen
School Board Clerk

NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 21st day of July, 2022, by and between CFS Foundation, hereinafter the "Donor", and Independent School District No. 659, Northfield, Minnesota, pursuant to the District's policy for receiving gifts and donations, as follows:

TERMS

\$1,000.00 donation for the Backpack Food Program, check #1511.

CFS Foundation

Donor

By: Received in ALC 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 21st day of July, 2022, by and between Land O Lakes Foundation, hereinafter the "Donor", and Independent School District No. 659, Northfield, Minnesota, pursuant to the District's policy for receiving gifts and donations, as follows:

TERMS

\$1,000.00 donation for the Backpack Food Program, check #27854.

Land O Lakes Foundation

Donor

By: Received in ALC 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)
CFS Foundation	\$1,000.00	Backpack food program
Land O'Lakes Foundation	\$1,000.00	Backpack food program

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

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

TO: Dr. Matt Hillmann, Superintendent

FROM: Val Mertesdorf, Director of Finance *VM*

DATE: August 8th, 2022

RE: Board Approval of Financial Reports – January 2022

We request that the Board of Education approve paid bills, payroll, bond payments, electronic funds transfers, investments and financial reports for the month of January 2022.

Bills totaling \$1,171,702.00 were paid in January 2022.

Payroll checks totaling \$3,888,129.49 were issued in January 2022.

Bond payments totaling \$4,684,115.63 were paid in January 2022.

At the end of January 2022 Total Cash and Investments amounted to \$20,470,268.93.

Wire transfers initiated by the district during January 2022:

\$350,000.00 From Frandsen General to Frandsen Sweep

\$700,000.00 From Frandsen Sweep to Frandsen General

The following financial reports for January 2022 are included to show the current cash and investment balances, details of disbursements and electronic funds transfers.

1. Treasurer's Report
2. Disbursement Report

January 2022 Treasurer's Report

	BALANCE BEGINNING OF MONTH	RECEIPTS	DISBURSEMENTS	JOURNAL ENTRIES	BALANCE END OF MONTH
GENERAL FUND	(1,011,837.74)	4,804,075.91	4,568,812.09	(739,004.80)	(1,515,578.72) *
FOOD SERVICE	709,928.40	210,154.15	170,614.68	1,423.85	750,891.72
COMMUNITY ED	520,478.15	282,275.30	289,988.95	(791.10)	511,973.40
CONSTRUCTION ACCOUNT	16,437.00	-	-	-	16,437.00
DEBT SERVICE	6,567,965.40	44,441.00	4,684,590.63	-	1,927,815.77
SELF INSURANCE	2,635,367.36	35,150.05	29,940.77	742,219.89	3,382,796.53
TOTALS	9,438,338.57	5,376,096.41	9,743,947.12	3,847.84	5,074,335.70
GENERAL FUND INVESTMENT	15,395,933.23	-	-	-	15,395,933.23 *
CONSTRUCTION INVESTMENT	0.00	-	-	-	0.00
	15,395,933.23	-	-	-	15,395,933.23
GRAND TOTALS	24,834,271.80	5,376,096.41	9,743,947.12	3,847.84	20,470,268.93

*General Fund includes Certificate of Deposit amount

Disbursement Report

ISD 659 - Northfield

January 2022

Disbursements:

Bills Paid:

General Fund	\$ 1,028,638.21	
Food Service Fund	57,524.80	
Community Services Fund	55,123.22	
Construction Fund	-	
Trust & Agency Fund	475.00	
Self Insurance Fund	<u>29,940.77</u>	
Total Bills Paid		1,171,702.00

Payroll:

General Fund	3,540,173.88	
Food Service Fund	113,089.88	
Community Services Fund	234,865.73	
Trust Fund	-	
Self Insurance Fund	<u>-</u>	
Total Payroll		3,888,129.49

Bond Payments:

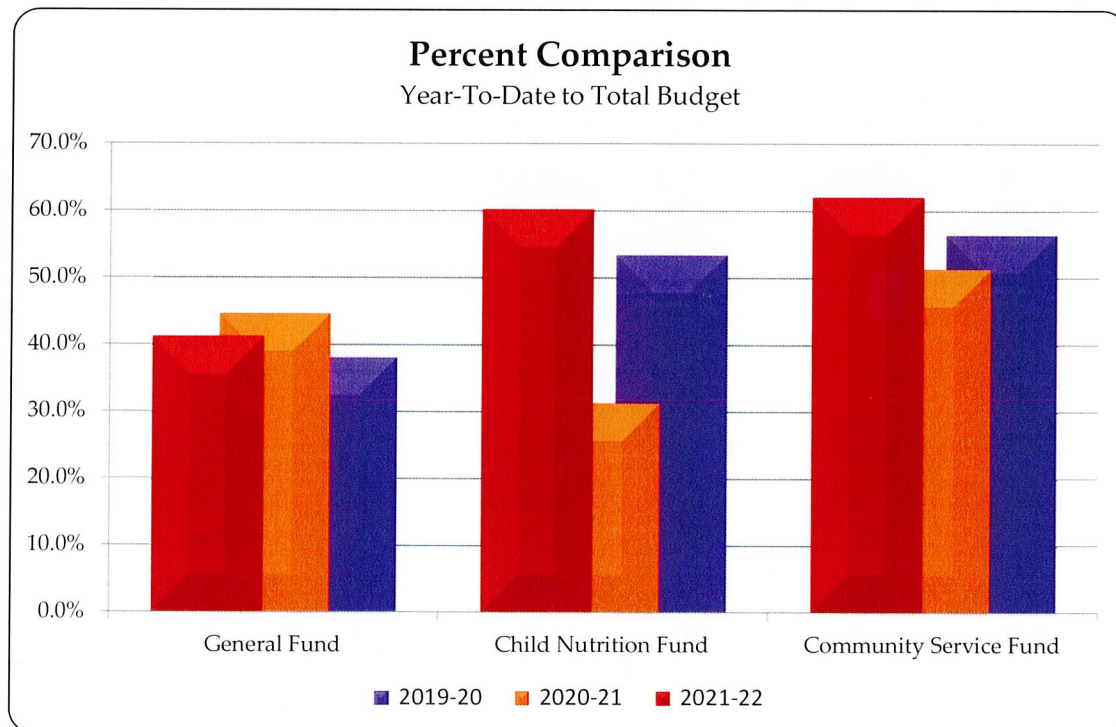
Debt Redemption Fund	<u>4,684,115.63</u>	
Total Bond Payments		<u>4,684,115.63</u>
Total Disbursements		<u><u>\$9,743,947.12</u></u>



STATEMENT OF REVENUES

For the month ended January 31, 2022

Fund	Year-To-Date	Budget	YTD as % of Budget		
			2021-22	2020-21	2019-20
General Fund					
Property Taxes	\$ 6,209,003	\$ 14,528,579	42.7%	44.7%	43.6%
State Sources	16,325,266	39,321,725	41.5%	42.4%	43.0%
Federal Sources	431,896	2,639,748	16.4%	120.2%	110.3%
Local Sources	802,596	1,250,993	64.2%	35.8%	86.4%
Total	\$ 23,768,760	\$ 57,741,045	41.2%	44.6%	38.0%
Child Nutrition Fund	\$ 1,329,411	\$ 2,208,619	60.2%	31.3%	53.4%
Community Service Fund	1,907,350	3,073,145	62.1%	51.3%	56.4%
Construction Fund	-	-	0.0%	124.3%	47.5%
Debt Service Fund	3,810,189	6,089,977	62.6%	235.2%	59.3%
Internal Service Fund	4,769,056	7,547,782	63.2%	51.4%	47.2%
Total All Funds	\$ 35,584,766	\$ 76,660,568	46.4%	60.6%	41.8%

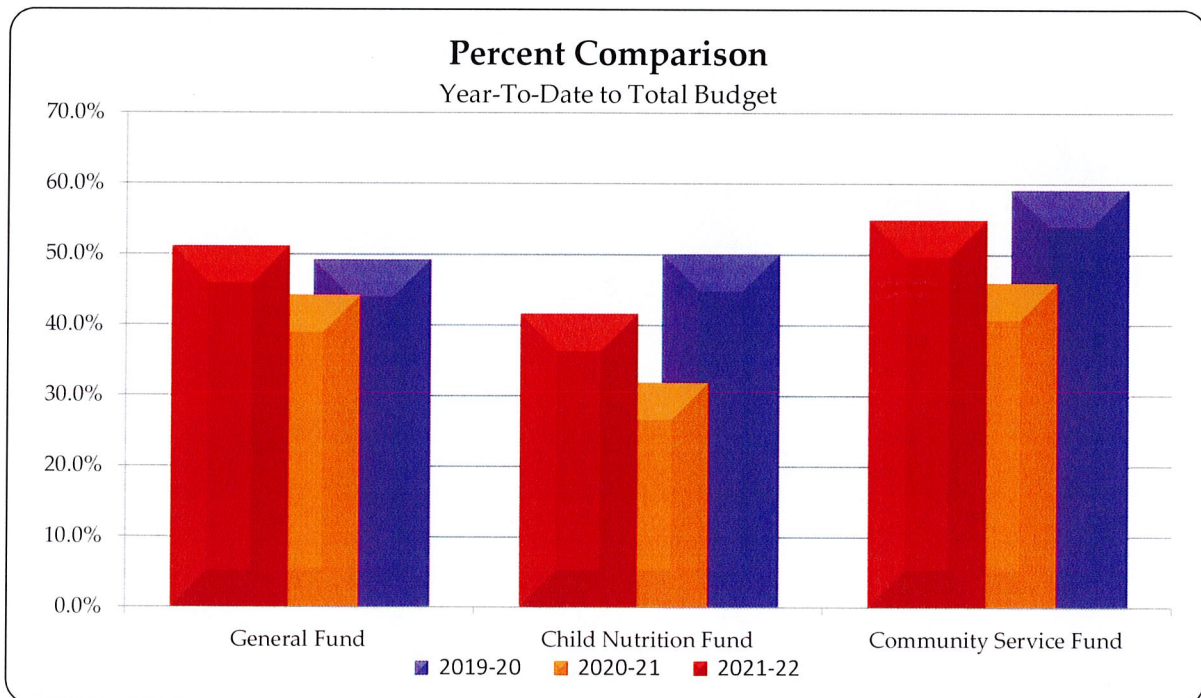




STATEMENT OF EXPENDITURES

For the month ended January 31, 2022

Fund	Year-	Adopted	YTD as % of Budget			
	To-Date	Budget	2021-22	2020-21	2019-20	
General Fund						
Salaries	\$ 16,533,345	\$ 35,112,099	47.1%	43.7%	45.5%	
Benefits	6,128,988	12,943,395	47.4%	44.9%	45.4%	
Purchased Services	4,543,220	7,097,433	64.0%	41.3%	55.0%	
Supplies & Materials	2,016,785	2,336,023	86.3%	76.7%	56.5%	
Capital Expenditures	1,224,637	1,665,384	73.5%	32.8%	102.8%	
Other Expenses	201,112	725,092	27.7%	27.3%	92.3%	
Total General Fund	\$ 30,648,087	\$ 59,879,426	51.2%	44.2%	49.3%	
Child Nutrition Fund	\$ 1,005,680	\$ 2,416,599	41.6%	31.8%	50.0%	
Community Service Fund	1,800,391	3,275,706	55.0%	46.0%	59.2%	
Construction Fund	-	-	0.0%	86.9%	24.3%	
Debt Service Fund	5,837,179	5,842,017	99.9%	249.5%	97.9%	
Internal Service Fund	6,025,675	8,857,880	68.0%	65.7%	72.3%	
Total All Funds	\$ 45,317,013	\$ 80,271,628	56.5%	66.4%	47.5%	





Northfield Public Schools
Northfield, MN

EXTENDED FIELD TRIP FORM

Staff Member(s) Responsible (Name and phone): Nichole Porath, Janet Smith

School and Program: Northfield High School, Boys and Girls Cross Country

Date of Requested Trip: Aug 22-23, 2022

1. What group is taking this trip? Cross Country
2. Estimated # of Students: 40 # Adult Supervisors: 4-5
3. Destination: Decorah, IA
4. Date/Time of Departure: Leave Aug 22nd around 9am
5. Date/Time of Return: Return Aug 23rd around 3pm
6. State purpose and/or educational value of trip (attach information to form if needed).

This training trip allows us to train on the trails and hills around Decorah, IA. We get in a hard hill workout, a strength session, and a long run in the 1.5 days we are there.

It allows the team the time to really focus on cross country (different types of training, purpose of strength, among many other things) before school starts and things get really busy. This trip also helps to build a strong team bond before the racing season starts.

7. Name the manner of travel and the carrier.

Benjamin Bus/Northfield Lines - one coach bus.

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

Fairfield Inn & Suites Decorah

2041 IA-9

Decorah, IA 52101

563-382-8800

9. List of coach, parent or guardian contact info.(Attach)

Nichole Porath, head girls coach 651-769-7477

Janet Smith, head boys coach 651-491-1429

Craig Cardinal, assistant coach 507-301-2409

Maria Richert, assistant coach 507-403-9835

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

Will collect participant info at the start of practice (Aug 15th).

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

Nichole Porath, head girls coach 651-769-7477 - organizing the trip/transportation/hotel, organizing girls routes and workouts

Janet Smith, head boys coach 651-491-1429 - organizing boys routes and workouts

Craig Cardinal, assistant coach 507-301-2409 - helping supervise all activities

Maria Richert, assistant coach 507-403-9835 - helping supervise all activities

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

We will bring a first aid kit along with us, and will have parent information for all participants in case of an emergency.

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

About \$4,000-5,000 total. We will fundraise through the 24 hour relay, and the student athlete will contribute approx \$100/each for the trip. It will be funded and paid for through our student activities account.

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

None.

Signature of Staff Member Responsible:

Date field trip request was submitted to Principal: 7/22/22

Principal/Administrator Signature and Date:

 7/22/22

Approved:  Not Approved:

Superintendent Signature and Date: _____

Approved: _____ Not Approved: _____

School Board Review Date: _____

Approved: _____ Not Approved: _____



Northfield Public Schools
Northfield, MN

EXTENDED FIELD TRIP FORM

Staff Member(s) Responsible (Name and phone): Craig Cardinal 507-301-2409

School and Program: High School Nordic Ski Team

Date of Requested Trip: 3 days in week of 12/25

1. What group is taking this trip? Nordic Ski Team
2. Estimated # of Students: 25 # Adult Supervisors: 4
3. Destination: Ironwood, MI
4. Date/Time of Departure: 12/28 6:00AM
5. Date/Time of Return: 12/30 8:00PM
6. State purpose and/or educational value of trip (attach information to form if needed).

Ski training

7. Name the manner of travel and the carrier.

Northfield Lines Charter Bus

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

Quality Inn - Ironwood
210 E. Cloverland Drive
Ironwood, MI 49938
906-932-2224

9. List of coach, parent or guardian contact info.(Attach)

TBD

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

TBD

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

Craig Cardinal - Head Coach, Trip Planner

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

Transportation will be by Charter bus. Entire group will be together when traveling, at meals, and while in Hotel. All skiers required to ski with a partner or a group. Cell reception is decent in all areas, and skiers will be given a phone list for coaches and chaperones.

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

Costs: Transportation, Food, Lodging, Trail Passes
Funding: by team fundraiser and individual athletes
Cost: ~\$200/athlete

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

Signature of Staff Member Responsible:

Date field trip request was submitted to Principal: 8/4/22

Principal/Administrator Signature and Date:

 8/4/22

Approved:

Not Approved:

Superintendent Signature and Date: _____

Approved: _____ Not Approved: _____

School Board Review Date: _____

Approved: _____ Not Approved: _____



Northfield Public Schools
Northfield, MN

EXTENDED FIELD TRIP FORM

Staff Member(s) Responsible (Name and phone): Tim Torstenson 507.301.8531

School and Program: High School Varsity Volleyball Team

Date of Requested Trip: September 9-10

1. What group is taking this trip? Varsity Volleyball
2. Estimated # of Students: 12 # Adult Supervisors: 2
3. Destination: Marshall, MN
4. Date/Time of Departure: 9/9 12:00PM
5. Date/Time of Return: 9/10 8:00PM
6. State purpose and/or educational value of trip (attach information to form if needed).

Volleyball Tournament

7. Name the manner of travel and the carrier.

Northfield Lines Charter Bus

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

AmericInn
11106 East Main Street
Marshall, MN
888.978.6882

9. List of coach, parent or guardian contact info.(Attach)
TBD

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

TBD

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

Tim Torstenson - Head Coach, Trip Planner

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

Transportation will be by Charter bus. Entire group will be together when traveling, at meals, and while in hotel.

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

Costs: Transportation, Food, Lodging,
Funding: Activities fund
Cost: approximately \$900

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

Signature of Staff Member Responsible:

Date field trip request was submitted to Principal: 8/4/22

Principal/Administrator Signature and Date:

 8/4/22

 Approved:

Not Approved:

Superintendent Signature and Date: _____

Approved: _____ Not Approved: _____

School Board Review Date: _____

Approved: _____ Not Approved: _____

INDEPENDENT SCHOOL DISTRICT 659
NORTHFIELD, MINNESOTA
PERSONNEL POLICIES AND PRACTICES

Community Education and Other Coordinators

JULY 1, 2022 THROUGH JUNE 30, 2024

ARTICLE I EMPLOYMENT

Section 1.01 – Introduction

These Personnel Policies and Practices contain information pertaining to your employment with Independent School District No. 659, Northfield (“District”). Please note that the information contained in this document may be changed from time to time. Nothing in this document establishes any form of a contract between you and the District, nor does anything in this document alter your at-will employment relationship with the District. In the same sense that you can resign your employment with the District at any time for any reason or no reason at all, so can the District terminate your employment at any time for any reason or no reason at all, consistent with the concept of at-will employment. When changes occur to the information contained in this document, the revisions will be issued to you. The statements contained in this Section 1.01 are subject to the requirements of any applicable law, such as the Veterans’ Preference Act, granting the employee employment rights.

Section 1.02 – Basic Services

Employees shall faithfully perform the services prescribed by the School Board or designated representative whether or not such services are specifically described in this manual or in a general job description, abide by the rules, regulations and policies as established by the School Board and the State Board of Education, and any additions or amendments thereto, for the annual salary indicated in this contract.

Section 1.03 - Duty Year

The duty year shall be as listed in Appendices A and B. The employee shall perform services on those legal holidays on which the School Board so determines.

ARTICLE II SALARIES

Section 2.01 - Compensation

The annual salary of positions covered by these policies shall be based upon the salary schedule set forth in Appendices A and B.

While the District reserves the right to set salaries, it will seek and receive input from employees and their supervisor regarding the salary structure. The input may be in the form of written or oral communication.

Section 2.02 – Other Compensation

Individuals having completed an advanced degree shall receive a stipend as outlined in this section. If the advanced degree is earned after the beginning of the contract period, the amount of the stipend outlined below shall be prorated to the number of months remaining in the contract year after receiving the advanced degree. The employee is required to provide official transcripts

to the District outlining completion of their advanced degree. Proration begins from the date the transcripts are received.

Masters Degree \$1,500.00 per year (prorated as outlined above if earned after the beginning of the contract year).

Section 2.03 – Experience Credit

Individuals employed before January 1st, who are still employed by the District on June 30th, shall for the purposes of salary increases be given credit for (1) year of experience.

Section 2.04 - Holidays

Employees who work 20 hours or more per week with a duty year of 50 or more weeks shall be entitled to the following ten (10) paid holidays: Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Day, New Year's Day, Presidents' Day (if designated as a school holiday), Memorial Day, Christmas Eve Day, and Martin Luther King, Jr. Day. If the approved school calendar precludes the use of any of these days as holidays, an alternate day(s) shall be determined by the immediate supervisor.

ARTICLE III VACATION/LEAVES

Section 3.01 - Vacation

An employee must work a regular schedule of 20 or more hours per week in order to be eligible for vacation.

Vacations for employees working 50 or more weeks per year shall be as follows:

<u>Year of Service in District</u>	<u>Number of Vacation Days</u>
1 - 5 Years	15
After 5 years	20

Part-time employees working between 20 hours and 40 hours per week will receive pro rata vacation. Vacation shall be available to the employee at the beginning of the year (July 1st), however, vacation is considered earned on a monthly basis. Individuals hired after July 1st will receive pro rata vacation provided the employee has been assigned to a position which normally consists of 50 or more weeks per year.

Unused vacation must be taken within one year following the contract year in which it was earned. Vacation use will be as scheduled with and approved by their immediate supervisor. There shall be no payment for unused, earned vacation balances upon termination or separation of employment, for any reason, with the School District.

Employees working fewer than 50 weeks per year shall not receive vacation.

Section 3.02 - Sick Leave

An employee must work a regular schedule of 20 or more hours per week in order to be eligible for sick leave benefits.

Employees shall receive sick leave at the rates listed below to a maximum accumulation of 228 days:

Employees working a duty year of less than 50 weeks	10 days/year
Employees working a duty year of 50 weeks or more	12 days/year

Sick leave shall be available to the employee at the beginning of the year (July 1st), however, sick leave is considered earned on a monthly basis.

One day of leave allowance may be used by an employee for each day of absence due to illness or injury which precludes the employee from performing the duties of his/her position. Sick leave with pay shall be allowed whenever an employee's absence is due to illness or injury of the employee, or the employee's dependent child, or another individual as allowed by Minnesota law which prevented the employee's attendance at work on that day or days.

Any employee who has been absent may be required to present a statement from a doctor of medicine verifying an illness and certifying that the employee has recovered sufficiently to return to normal duties. Any employee absent more than five (5) consecutive working days must present such certification. If certification is required for an absence of fewer than six (6) days, the District will designate the physician and pay his/her fee. Charges for certification of absences greater than five (5) consecutive working days will be the responsibility of the District unless the employee requires examination by a specified physician, in which instance the employee will assume the cost of the examination.

There shall be no payment for unused, earned sick leave balances upon termination or separation of employment, for any reason, with the School District.

Section 3.03 – Disaster Leave

The Employer will provide paid disaster leave for employees who have exhausted accumulated sick leave days prior to the commencement of long-term disability insurance benefits. An employee will become eligible for paid disaster leave after the employee has been continuously disabled and unable to work for fifteen (15) consecutive duty days, as certified by a medical doctor. Disaster leave payments shall commence as of the duty day following the last day of sick leave payment, and shall continue only for the period during which the employee remains continuously disabled and unable to work.

Disaster leave payments shall cease in any event after the fortieth (40th) duty day of absence.

Section 3.04 – Bereavement Leave

Employees may be allowed up to ten (10) days per year of leave with pay in case of death. Bereavement leave may be used in the case of a death of family or friends.

Section 3.05 - Personal Business

The employee shall be allowed five (5) personal business days per year for business that ordinarily cannot be conducted outside the duty day with prior approval of the immediate supervisor. A deduction of these days will be made from sick leave. No more than three (3) days of personal leave can be used consecutively.

Section 3.06 - Leave of Absence Without Pay

The employee may apply for a leave of absence without pay in the event of personal extenuating circumstances. The employee, when on medical leave of absence, is eligible to continue to participate in group insurance programs as permitted under the insurance policy provisions, but shall pay the entire premium for such programs as he/she wishes to retain commencing with the beginning of the leave, subject to the requirements of applicable law.

Section 3.07 - Child Care Leave and Adoption Leave

A. A child care leave shall be granted by the school district subject to the provisions of this Section. Child care leave may be granted because of the need to prepare and/or provide parental care for a child or children of the employee for an extended period of time.

B. An employee making application for unpaid child care leave shall inform the superintendent in writing of his/her intention to take the leave at least two calendar months before commencement of the intended leave, except in unusual circumstances. The superintendent and the employee will attempt to work out a satisfactory plan for the leave.

C. If the reason for the child care leave is occasioned by pregnancy, the employee shall also provide at the time of the leave application, a statement indicating the expected date of the delivery. Sick leave under Section 3.02 is available for any period of disability associated with the pregnancy prior to the commencement of the child care leave.

D. The availability of a suitable replacement may also be considered by the school district in both the granting of a child care leave or the duration of such leave.

E. In making a determination concerning the commencement and duration of a child care leave, the School Board shall not, unless otherwise agreed, be required to:

- (1) grant any leave more than six (6) months in length or at the beginning of the school year following such six (6) month period.
- (2) permit the employee to return to his or her employment prior to the date designated in the request for child care leave

F. An employee returning from child care leave shall have a right to return to his or her original position as specified in the employee's child care leave plan if the employee's leave is commenced and concluded within the same fiscal year. If the employee's child care leave plan does not call for his or her return within the fiscal year it is commenced, the employee shall have the right to be returned to an equivalent contractual position, unless such employee has been previously terminated pursuant to the provision of M.S. 122A.40 or such employee has been placed on unrequested leave pursuant to the provisions of M.S. 122A.40.

G. Failure of the employee to return pursuant to the date determined under this Section shall constitute grounds for termination unless the school district and the employee mutually agree to an extension in the leave.

H. An employee who returns from child care leave within the provisions of this Section shall retain all previous experience credit and any unused leave time accumulated under the provisions of this document at the commencement of the leave. The employee shall accrue additional experience credit or leave time during the period of absence for child care leave only if the leave commences and ends within the same fiscal year.

Section 3.08 – Religious Observance Leave

Up to three (3) days leave shall be granted to an employee for required religious observance. Such days must be recognized religious holidays and shall not be permitted for circumstances where personal alternative attendance options exist. A deduction of these days will be made from sick leave. Notification must be submitted to their immediate supervisor, in writing, at least three (3) days prior to such absence.

Section 3.09 – Judicial Duty

For any employee who is required to serve as a juror or is subpoenaed to appear as a witness (not as a defendant) in a criminal court case, Northfield Public Schools will make up the difference between such employees basic salary and the fees (but not reimbursed expenses) received by the employee. In order to be eligible for this supplement, the employee must submit to the finance office an itemized certification of fees and expenses for judicial duty.

Section 3.10 – Superintendent’s Discretionary Leave

Any circumstance that arises necessitating the absence of an employee not specifically included in any of the sections above may be granted as discretionary leave. Such leave must be approved in advance by the superintendent or his/her authorized representative.

Section 3.11 – School Conference and Activities Leave

In accordance with the provisions of MS.181.9412, the District will provide each employee with up to sixteen hours of school conference and activities leave during any twelve month period to attend school conferences or school related activities related to the employee's child, provided the conference, activity or observation cannot be scheduled during non-work hours. One school day advance written notice shall be provided via the District’s substitute/leave reporting system. The Human Resources Director can waive the advanced written notice requirement in emergency situations under exceptional or unusual circumstances. Such leave will be deducted from the employee's sick leave allowance.

In addition to the statutory definition of school conference and activity leave, employees may also use school conference and activity leave for post-secondary college visits for high school age students.

ARTICLE IV INSURANCE

Section 4.01– Insurance Eligibility

An employee must work a regular schedule of 20 or more hours per week in order to be eligible for group insurance coverage.

Section 4.02 – District Obligation

The District's only obligation is to purchase the group insurance policies addressed below and pay such amounts as stated herein. No claim shall be made against the District as a result of a denial of insurance benefits by an insurance carrier.

Section 4.03 - Health and Hospitalization

The School District shall provide eligible employees an opportunity to enroll for either single or family coverage in the District health and hospitalization insurance plan. The effective date for employer contributions shall be January 1.

The school district will contribute the same amount toward the monthly premiums for single and family coverage as identified in the NEA Master Agreement.

Section 4.04 - Dental Insurance

The School District shall provide eligible employees with an opportunity to enroll for either single or family coverage in the District dental insurance plan. The effective date for employer contributions shall be January 1.

The school district will contribute the same amount toward the monthly premiums for single and family coverage as identified in the NEA Master Agreement.

Section 4.05 - Life Insurance

The School District shall provide, at District expense, a group term life insurance plan providing \$50,000 of coverage for each eligible employee. The eligible employees may purchase additional group term life insurance in increments of \$25,000 up to a maximum of \$100,000 at the group rate upon evidence of insurability and acceptance by the carrier. The cost of such additional coverage shall be paid fully by the employee through payroll deduction.

Section 4.06 - Long-Term Disability Insurance

The School District shall pay the full premium for long-term disability insurance for eligible employees. Benefits shall be payable after 60 consecutive days of total disability at 66 2/3% of the basic monthly earnings.

Section 4.07 - Liability Insurance

The School District agrees to insure the employee for loss because of claims brought against him/her caused by any negligent act, error, omission, or breach of duty while acting within the scope of his/her employment or any claim against him/her solely by reason of the holding of his/her position. The amount and extent of coverage shall be subject to limitations imposed by the insurance carrier and applicable law.

Section 4.08 - Duration of Insurance Contribution

Upon separation of employment, all district participation and contribution toward group insurance benefits shall cease effective at the end of the month of the last working day except as provided under other provisions of this manual. However, the employee may be continued in the group insurance plans at his or her own expense for a period following separation determined by the insurance carrier and applicable laws.

ARTICLE V OTHER BENEFITS

Section 5.01 - Travel

Necessary and approved transportation that is required of the employee in the performance of school duty shall be at the expense of the School District. The mileage reimbursement rate and the rate between buildings shall be set by the School Board.

Section 5.02 - Professional Improvement

The employee will participate in professional development activities which are directly related to his or her areas of responsibility and other areas designated by their immediate supervisor. The School District shall pay for all legally valid travel, lodging, and meal expenses and fees for attendance at professional conferences and meetings with other educational agencies when attendance thereof is required, directed, or permitted by their immediate supervisor.

Section 5.03 – Professional Membership Dues

The School District shall pay the annual membership dues for the employee for relevant professional organizations approved by the district.

Section 5.04 - Vandalism Reimbursement

The School District shall reimburse the employee for vehicular vandalism, which occurs in the course of the employee performing his or her required duties, in an amount up to \$500 in a given year toward the unreimbursed insurance deductible amount on the vehicle.

Section 5.05 - 403(b) Matching Plan

The School District shall match employee payments up to \$2,000 per school year to a 403(b) plan for the full-time employee. Maximum lifetime district contribution will be \$35,000.

- a. The employee shall be eligible for a prorated school district contribution for any years that are less than full time.
- b. Such plan shall be approved and subject to applicable provisions of Minnesota Statutes and IRS Code Section 403(b) or IRS Code Section 457 and any amendments thereto.
- c. The school district contribution will be made to a District approved company of the employee's choice. It shall be the responsibility of the employee to make all arrangements required by the vendor to ensure that proper payment is made by the school district. The district shall make payment to the employee's selected company bi-monthly.

Section 5.06 – Interim or Temporary Coordinators

In the event an interim or temporary coordinator is appointed by the School Board, that individual shall not be eligible for the benefits outlined in Section 5.05 of this document. The individual shall receive pro-rated daily pay based on the corresponding position listed in Appendices A and/or B for the time of the interim or temporary appointment. The individual will be eligible for district contributions outlined in Sections 4.03 (Health,) 4.04 (Dental,) and 4.05 (Life) and 4.06 (LTD).

APPENDIX A

SALARIES AND DUTY YEAR 2022-23

Position	Duty Year	Annual Salary
Rec. Program Coordinator	52 Weeks	\$64,830
Enrichment Coordinator	52 weeks	\$64,830
Student & Community Liaison for Minority Issues	198 days	\$52,328
Ventures Coordinator	52 Weeks	\$72,089
Youth Development Coordinator	52 Weeks	\$64,830
Early Childhood Coordinator *	50 Weeks	\$69,597
Community School Co- Coordinators	52 Weeks (40 hrs/week)	\$50,473

* Position requires valid Minnesota Teaching Licensure.

Steps for service – added to base salary:

Step 1: \$0
Step 2: \$900
Step 3: \$2,000
Step 4: \$3,500

APPENDIX B

SALARIES AND DUTY YEAR 2023-24

Position	Duty Year	Annual Salary
Rec. Program Coordinator	52 Weeks	\$67,086
Enrichment Coordinator	52 weeks	\$67,086
Cultural Liaison	198 days	\$54,149
Ventures Coordinator	52 Weeks	\$74,598
Youth Development Coordinator	52 Weeks	\$67,086
Early Childhood Coordinator *	50 Weeks	\$72,018
Community School Co-Coordinator	52 Weeks (40 hrs/week)	\$52,230

* Position requires valid Minnesota Teaching Licensure.

Steps for service – added to base salary:

Step 1:	\$0
Step 2:	\$900
Step 3:	\$2,000
Step 4:	\$3,500

NORTHFIELD PUBLIC SCHOOLS SUBSTITUTE PAY

Administration recommends substitute pay as follows, effective September 1, 2022

Teachers – Elementary & Secondary	Up to 1 hour	\$40.00
	Over 1 hour up to ½ Day	\$100.00
	Full Day	\$200.00
	<i>(maximum - \$200.00/day)</i>	
Substitute Educational Support Staff	Step 1 of Educational Support Staff	
Substitute Retired Educational Support Staff	Step at time of retirement	
Substitute Child Nutrition Associates	CNA I Rate of Pay	
Substitute Student CNA	\$10.33* (beginning 1/1/22)	
Substitute Clerical	Step 1 of Class II Pay scale	
Substitute Retired Clerical	Class/Step at time of separation	
Substitute Custodian	Step 1 of Custodian Pay Scale	
Substitute Retired Custodian	Class/Step at time of separation	
Substitute Nurse	Step 1 of ADN Nurse Agreement	
Long-term substitute Clerical, Custodian or Educational Assistant – more than 10 consecutive days for the same employee	Step 1 of Appropriate Agreement	

** Tied to MN Minimum Wage rate of pay.*

527 STUDENT USE AND PARKING OF MOTOR VEHICLES; PATROLS, INSPECTIONS AND SEARCHES

I. PURPOSE

The purpose of this policy is to provide guidelines for use and parking of motor vehicles by students in Northfield School District locations, to maintain order and discipline in the schools and to protect the health, safety and welfare of students and school personnel.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to allow the limited use and parking of motor vehicles by students in school district locations. This policy applies to all students in the school district.

III. DEFINITIONS

- A. “Contraband” means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes but is not limited to weapons and “look-alikes,” alcoholic beverages, controlled substances and “look-alikes,” ~~overdue books and other~~ materials belonging to the school district that the student should not possess, and stolen property.
- B. “Reasonable suspicion” means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official’s personal observation, a report from a student, parent or staff member, a student’s suspicious behavior, a student’s age and past history or record of conduct both in and out of the school context, or other reliable sources of information.
- C. “Reasonable scope” means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g., to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.
- D. “School district location” means property that is owned, rented, leased, or borrowed by the school district for school purposes, as well as property immediately adjacent to such property that may be used for parking or gaining access to such property. A school district location also shall include off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.
- E. “School official” means superintendent, building principal or their designee. For the purposes of this policy assistant principal and parking lot/security monitors are considered designees.

IV. STUDENT PARKING OF MOTOR VEHICLES AT SCHOOL DISTRICT LOCATIONS

- A. Students are permitted to park in a school district location as a matter of privilege, not of right. Students driving a motor vehicle to a high school campus may park the motor vehicle only in parking lots designated for student parking. Students may not park vehicles in driveways, on private property, or in other designated no parking areas.
- B. When there are unauthorized vehicles parked on school district property, school officials may:
 - 1. Require the driver or other person in charge of the vehicle to move it off school district property.
 - 2. Provide for the removal of the vehicle, at the expense of the owner or operator.

V. PATROLS, INSPECTIONS AND SEARCHES

- A. Patrols and Inspections.
School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.
- B. Search of Interior of Student Motor Vehicle.
The interiors of unlocked or locked motor vehicles of students in school district locations, including glove or trunk compartments, may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student must unlock a locked motor vehicle or its compartments upon the request of a school official. Failure to do so is a violation of this policy. A school resource officer may assist in the search of a student vehicle at the request of a school official.
- C. Drug Dog Search - Purpose and Procedure.
The district will conduct periodic searches of the schools and their adjacent parking lots with the assistance of local and county law enforcement officers and drug-sniffing dogs. Each canine unit will be accompanied by at least one school official ~~district staff~~ and, when possible, the school resource officer.

In the event of a positive identification by the canines, two school ~~personnel~~ officials will conduct a search of the locker or vehicle in question. If the search reveals unauthorized or illegal items, ~~district personnel~~ school officials may ask that law enforcement finish the search of the locker or vehicle.
- D. Prohibition of Contraband and Interference with Patrols, Inspections, Searches and/or Seizures.

A violation of this policy occurs when students store or carry contraband in motor vehicles in a school district location or interfere with patrols, inspections, searches and/or seizures as provided by this policy.

E. Seizure of Contraband.

If a search yields contraband, school officials will seize the item and may turn it over to legal officials for ultimate disposition when appropriate.

F. Dissemination of Policy.

A copy of this policy ~~will be~~ is available on the district's website ~~printed in the student handbook or disseminated in any other way which school officials deem appropriate.~~

VI. DIRECTIVES AND GUIDELINES

The superintendent or their designee shall develop reasonable directives and guidelines to accompany this policy.

VII. VIOLATIONS

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to withdrawal of parking privileges and/or to discipline in accordance with the school district's Student Discipline Policy, which may include suspension, exclusion, or expulsion. In addition, the student may be referred to legal officials when appropriate.

Policy 527 Student Use and Parking of Motor Vehicles; Patrols, Inspections and Searches

Adopted: 01.28.2008; Updated: 05.2013, 07.11.2016, INSERT DATE HERE

Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

Legal References: U.S. Const., amend. IV
Minn. Const., art. I, §10
Minn. Stat. § 123B.02, Subds. 1 and 5 (General Powers of Independent School Districts)
New Jersey v. T.L.O., 469 U.S. 325, 105 S.Ct. 733, 83 L.Ed.2d 720 (1985)

Cross References: MSBA/MASA Model Policy 417 (Chemical Use/Abuse)
MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)
MSBA/MASA Model Policy 501 (School Weapons)
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions and Student's Person)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

**Policy 614 ~~Mandated Testing~~ DISTRICT TESTING PLAN AND
PROCEDURE FOR MINNESOTA STATE TEST ADMINISTRATION - ALL NEW**

~~I. GENERAL STATEMENT OF POLICY~~

~~Procedures for testing, test security, reporting, documentation, notification to students and parents, and student recordkeeping for mandated tests will be developed and maintained in accordance with Minnesota law, rule, and regulation.~~

I. PURPOSE

The purpose of this policy is to establish the Northfield School District's testing plan and procedure for all state required tests.

II. GENERAL STATEMENT OF POLICY

The policy of the district is to implement procedures for Minnesota Comprehensive Assessments (MCA), the Minnesota Test of Academic Skills (MTAS) and ACCESS for English Language students testing, test security, documentation, and record keeping.

III. DUTIES OF DISTRICT PERSONNEL REGARDING TEST ADMINISTRATION

A. Superintendent or Their Designee

1. Responsibilities before testing.

- a. Designate a district assessment coordinator and district technology coordinator.
- b. Pre-authorize staff access for applicable Minnesota Department of Education (MDE) secure systems. Alternatively, another board-approved identified official with authority may complete this task.
- c. Review and recertify annually staff who have access to MDE secure systems.
- d. Read and complete the Assurance of Test Security and Non-Disclosure.
- e. Establish a culture of academic integrity.
- f. Cooperate fully with MDE representatives conducting site visits or Minnesota Test of Academic Skills (MTAS) audits during testing.
- g. Ensure student information is current and accurate.

- h. Ensure that a current district test security procedure is in place and that all relevant staff have been provided district training on test administration and test security.
- i. Ensure that a current process is included for tracking which students tested with which test monitors and any other adult(s) who were present in the testing room (e.g., staff providing assistance, paraprofessionals, etc.).
- j. Confirm the district assessment coordinator has current information and training specific to test security and the administration of statewide assessments.
- k. Confirm the district assessment coordinator completes Pre-test Editing in the Test Web Edit System (WES).
- l. Post on the district website the complete Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing form.

2. Responsibilities after testing.

- a. Confirm the district assessment coordinator and Minnesota Automated Reporting Student System (MARSS) coordinator complete Post-test Editing in Test WES.
- b. Verify with the district assessment coordinator that all test security issues have been reported to MDE and are being addressed.
- c. Confirm the MARSS coordinator has updated all student records for Post-test Editing.
- d. Confirm the district assessment coordinator has finalized the district's assessment information prior to the close of Post-test Editing in Test WES.
- e. Confirm the district assessment coordinator, or designee, has access to the Graduation Requirements Records (GRR) system and enters necessary information.
- f. Discuss assessment results with the district assessment coordinator and school administrators.

B. District Assessment Coordinator

1. Responsibilities before testing.

- a. Serve as primary contact with MDE regarding policy and procedure questions related to test administration.

- b. Read and complete the Assurance of Test Security and Non-Disclosure.
- c. Confirm that all staff who handle test materials, administer tests, or have access to secure test content have completed the Assurance of Test Security and Non-Disclosure. Maintain the completed Assurance of Test Security and Non-Disclosure for two years after the end of the academic school year in which testing took place.
- d. Review with all staff the Assurance of Test Security and Non-Disclosure and their responsibilities thereunder.
- e. Identify appropriate tests for students and ensure student data sent to service providers for testing are correct.
- f. Establish district testing schedule within the testing windows specified by the MDE and service providers.
- g. Prepare testing conditions, including user access to service provider websites, preparing readiness for online testing, preparing a plan for tracking which students test on which computers or devices, ensure accommodations are indicated as necessary, providing students with opportunity to become familiar with test format, item types, and tools prior to test administration; establishing process for inventorying and distributing secure test materials where necessary; preparing procedures for expected and unexpected situations occurring during testing; planning for addressing technical issues while testing; identify staff who will enter student responses from paper accommodated test materials and scores from MTAS administration online.
- h. Train school assessment coordinators, test monitors, MTAS test administrators, and ACCESS (test for English language learners) and Alternate ACCESS test administrators.
 - (1) Provide training on proper test administration and test security (Pearson's Training Management System).
 - (2) Verify staff complete any and all test-specific training.
- i. Maintain security of test content, test materials, and record of all staff involved.
 - (1) Receive secure paper test materials from the service provider and immediately lock them in a previously identified secure area, inventory same, and contact service provider with any discrepancies.
 - (2) Organize secure test materials for online administration and keep them secure.

- (3) Define chain of custody for providing test materials to test monitors and administrators. The chain of custody must address the process for providing test materials on the day of testing, distributing test materials to and collecting test materials from students at the time of testing, keeping test materials secure between testing sessions, and returning test materials after testing is completed.
 - j. Confirm that all students have appropriate test materials.
- 2. Responsibilities on testing day(s).
 - a. Conduct random, unannounced visits to testing rooms to observe staff adherence to test security and policies and procedures.
 - b. Fully cooperate with MDE representatives conducting site visits or MTAS audits.
 - c. Contact the MDE assessment contact within 24 hours of a security breach and submit the Test Security Notification in Test WES within 48 hours.
 - d. Address invalidations and test or accountability codes.
- 3. Responsibilities after testing.
 - a. Ensure that student responses from paper accommodated test materials and MTAS scores are entered.
 - b. Arrange for secure disposal of all test materials that are not required to be returned within 48 hours after the close of the testing window.
 - c. Return secure test materials as outlined in applicable manuals and resources.
 - d. Collect security documents and maintain them for two years from the end of the academic school year in which testing took place.
 - e. Review student assessment data and resolve any issues.
 - f. Distribute Individual Student Reports no later than fall parent/teacher conferences.
 - g. Enter Graduation Requirements Records in the GRR system.

C. School Principal

- 1. Responsibilities before testing.

- a. Designate a school assessment coordinator and technology coordinator for the building.
- b. Be knowledgeable about proper test administration and test security as outlined in manuals and directions.
- c. Read and complete the Assurance of Test Security and Non-Disclosure.
- d. Communicate the importance of test security and expectation that staff will keep test content secure and act with honesty and integrity during test administration.
- e. Provide adequate secure storage space for secure test materials before, during, and after testing until they are returned to the service provider or securely disposed of.
- f. Ensure adequate computers and/or devices are available and rooms are appropriately set up for online testing.
- g. Verify that all test monitors and test administrators receive proper training for test administration.
- h. Ensure students taking specified tests have the opportunity to become familiar with test format, item types, and tools prior to test administration.
- i. Include the complete Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing form in the student handbook.

2. Responsibilities on testing day(s).

- a. Ensure that test administration policies and procedures and test security requirements in all manuals and directions are followed.
- b. Fully cooperate with MDE representatives conducting site visits or MTAS audits.

3. Responsibilities after testing.

- a. Ensure all secure test materials are collected, returned, and/or disposed of securely as required in any manual.
- b. Ensure requirements for embargoed final assessment results are followed.

D. School Assessment Coordinator

1. Responsibilities before testing.

- a. Implement test administration and test security policies and procedures.
- b. Read and complete the Assurance of Test Security and Non-Disclosure.
- c. Ensure all staff who handle test materials, administer tests, or have access to secure test content read and complete the Assurance of Test Security and Non-Disclosure.
- d. Identify appropriate tests for students and ensure student data sent to service providers for testing are correct.
- e. Prepare testing conditions, including the following: schedule rooms and computer labs; arrange for test monitors and administrators; arrange for additional staff to assist with unexpected situations; arrange for technology staff to assist with technical issues; develop a plan for tracking which students test on which computers or devices; plan seating arrangements for students; ensure preparations are completed for Optional Local Purpose Assessment (OLPA), Minnesota Comprehensive Assessment (MCA), and ACCESS online testing; ensure accommodations are properly reported; confirm how secure paper test materials will arrive and quantities to expect; address accommodations and specific test administration procedures; determine staff who will enter the student responses from paper accommodated test materials and scores from MTAS administrations online.
- f. Train staff, including all state-provided training materials, policies and procedures, and test-specific training.
- g. Maintain security of test content and test materials.

- (1) Receive secure paper test materials from the service provider and immediately lock them in a previously identified secure area, inventory same, and contact service provider with any discrepancies.
- (2) Organize secure test materials for online administration and keep them secure.
- (3) Follow chain of custody for providing test materials to test monitors and administrators. The chain of custody must address the process for providing test materials on the day of testing, distributing test materials to and collecting test materials from students at the time of testing, keeping test

materials secure between testing sessions, and returning test materials after testing is completed.

- (4) Identify need for additional test materials to district assessment coordinator.
- (5) Provide MTAS student data collection forms if necessary.
- (6) Distribute applicable ACCESS and Alternate ACCESS Test Administrator Scripts and Test Administration Manuals to test administrators so they can become familiar with the script and prepare for test administration.
- (7) Confirm that all students taking ACCESS and Alternate ACCESS have appropriate test materials and preprinted student information on the label is accurate.

2. Responsibilities on testing day(s).

- a. Distribute materials to test monitors and ACCESS test administrators and ensure security of test materials between testing sessions and that district procedures are followed.
- b. Ensure Test Monitor and Student Directions and Test Administrator Scripts are followed and answer questions regarding same.
- c. Fully cooperate with MDE representatives conducting site visits or MTAS audits, as applicable.
- d. Conduct random, unannounced visits to testing rooms to observe staff adherence to test security and test administration policies and procedures.
- e. Report testing irregularities to district assessment coordinator using the Test Administration Report.
- f. Report security breaches to the district assessment coordinator as soon as possible.

3. Responsibilities after testing.

- a. Ensure that all paper test materials are kept locked and secure and security checklists completed.
- b. Ensure that student responses from paper accommodated test materials and MTAS scores are entered.
- c. Arrange for secure disposal of all test materials that are not required to be returned within 48 hours after the close of the testing window.

- d. Return secure test materials as outlined in applicable manuals and resources.
- e. Prepare materials for pickup by designated carrier on designated date(s). Maintain security of all materials.
- f. Ensure requirements for embargoed final assessment results are followed.

E. Technology Coordinator

- 1. Ensure that district is prepared for online test administration and provide technical support to district staff.
- 2. Acquire all necessary user identifications and passwords.
- 3. Read and complete the Assurance of Test Security and Non-Disclosure.
- 4. Fully cooperate with MDE representatives conducting site visits or MTAS audits.
- 5. Attend district training and any service provider technology training.
- 6. Review, use, and be familiar with all service provider technical documentation.
- 7. Prepare computers and devices for online testing.
- 8. Confirm site readiness.
- 9. Provide all necessary accessories for testing, technical support/troubleshooting during test administration and contact service provider help desks as needed.

F. Test Monitor

- 1. Responsibilities before testing.
 - a. Read and complete the Assurance of Test Security and Non-Disclosure.
 - b. Attend trainings related to test administration and security.
 - c. Complete required training course(s) for tests administering.
 - d. Be knowledgeable about how to contact the school assessment coordinator during testing, where to pick up materials on day of test, and plan for securing test materials between test sessions.
 - e. Be knowledgeable regarding student accommodations.
 - f. Remove or cover any instructional posters or visual materials in the testing room.
- 2. Responsibilities on testing day(s).

a. Before test.

- (1) Receive and maintain security of test materials.
- (2) Verify that all test materials are received.
- (3) Ensure proper number of computers/devices or paper accommodated test materials are present.
- (4) Verify student testing tickets and appropriate allowable materials.
- (5) Assign numbered test books to individual students.
- (6) Complete information as directed.
- (7) Record extra test materials.

b. During test.

- (1) Verify that students are logged in and taking the correct test or using the correct grade-level and tier test booklet for students with paper accommodated test materials.
- (2) Follow all directions and scripts exactly.
- (3) Follow procedures for restricting student access to cell phones and other electronic devices, including wearable electronic devices.
- (4) Stay in testing room and remain attentive during entire test session. Practice active monitoring by circulating throughout the room during testing.
- (5) Be knowledgeable about responding to emergency or unusual circumstances and technology issues.
- (6) Do not review, discuss, capture, email, post, or share test content in any format.
- (7) Ensure all students have been provided the opportunity to independently demonstrate their knowledge.
- (8) Fully cooperate with MDE representatives conducting site visits or MTAS audits.
- (9) Document the students who tested with the test monitor and any other adult(s) who were present in the testing room (e.g., staff providing assistance, paraprofessionals, etc.).
- (10) Document students who require a scribe or translated directions or any unusual circumstances and report to school assessment coordinator.
- (11) Report any possible security breaches as soon as possible.

- c. After test.
 - (1) Follow directions and scripts exactly.
 - (2) Collect all materials and keep secure after each session. Upon completion return to the school assessment coordinator.
 - (3) Immediately report any missing test materials to the school assessment coordinator.

G. MTAS Test Administrator

- 1. Before testing.
 - a. Read and complete the Assurance of Test Security and Non-Disclosure.
 - b. Attend trainings related to test administration and security.
 - c. Complete required training course(s) for tests administering.
 - d. Be knowledgeable as to when and where to pick up MTAS materials and the school's plan for keeping test materials secure.
 - e. Prepare test materials for administration, including objects and manipulatives, special instructions, and specific adaptations for each student.
- 2. Responsibility on testing day(s).
 - a. Before the test.
 - (1) Maintain security of materials.
 - (2) Confirm appropriate MTAS materials are available and prepared for student.
 - b. During the test.
 - (1) Administer each task to each student and record the score.
 - (2) Be knowledgeable about how to contact the district or school assessment coordinator, if necessary, and responding to emergency and unusual circumstances.
 - (3) Fully cooperate with MDE representatives conducting site visits or MTAS audits.

- (4) Document and report any unusual circumstances to district or school assessment coordinator.

c. After the test.

- (1) Keep materials secure.
- (2) Return all materials.
- (3) Return objects and manipulatives to classroom.
- (4) Enter MTAS scores online or return data collection forms to the district or school assessment coordinator.

H. MARSS Coordinator

1. Responsibilities before testing.

- a. Confirm all eligible students have unique state student identification (SSID) or MARSS numbers.
- b. Ensure English language and special education designations are current and correct for students testing based on those designations.
- c. Submit MARSS data on an ongoing basis to ensure accurate student demographic and enrollment information.

2. Responsibilities after testing.

- a. Ensure accurate enrollment of students in schools during the accountability windows.
- b. Ensure MARSS identifying characteristics are correct, especially for any student not taking an accountability test.
- c. Work with district assessment coordinator to edit discrepancies during the Post-test Edit window in Test WES.

I. Any Person with Access to Test Materials

Read and complete the Assurance of Test Security and Non-Disclosure.

IV. TEST SECURITY

A. Test Security Procedures will be adopted by school district administration.

B. Students will be informed of the following:

1. The importance of test security.
2. Expectation that students will keep test content secure.
3. Expectation that students will act with honesty and integrity during test administration.
4. Expectation that students will not access cell phones, wearable technology (e.g., smart watches, fitness trackers), or other devices that can electronically send or receive information. The test of a student who wears a device during testing must be invalidated. If a student completes testing and then accesses a cell phone or other prohibited device (including wearable technology), the school district must take further action to determine if the test should be invalidated, rather than automatically invalidating the test.
5. Availability of the online Test Security Tip Line on the MDE website for reporting suspected incidents of cheating or other improper or unethical behavior.

C. Staff will be informed of the following:

1. Availability of the online Test Security Tip Line on the MDE website for reporting suspected incidents of cheating or other improper or unethical behavior.
2. Other contact information and options for reporting security concerns.

V. REQUIRED DOCUMENTATION FOR PROGRAM AUDIT

A. The school district shall maintain records necessary for program audits conducted by MDE. The records must include documentation consisting of the following:

1. Signed Assurance of Test Security and Non-Disclosure forms must be maintained for two years after the end of the academic year in which the testing took place.
2. School district security checklists provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.
3. School security checklists provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.
4. Test Monitor Test Materials Security Checklist provided for each group of students assigned to a test monitor must be maintained for two years after the end of the academic school year in which testing took place.

5. School district test monitor tracking documentation must be maintained for two years after the end of the academic year in which the tracking took place.
6. ACCESS and Alternate ACCESS Packing List and Security Checklist provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.
7. Documentation of school district staff training on test administration and test security must be maintained for two years after the end of the academic school year in which testing took place.
8. Test Security Notification must be maintained for two years after the end of the academic school year in which testing took place.
9. Test Administration Report must be maintained for one year after the end of the academic school year in which testing took place.
10. Record of staff trainings and test-specific trainings must be maintained for one year after the end of the academic year in which testing took place.

Policy 614 District Testing Plan and Procedures

Adopted: 01.28.2008; Updated: 08.2013, 05.2016, 08.2017; Substantive Update: INSERT DATE

Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

Legal References:

Minn. Stat. § 13.34 (Examination Data)
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum Instruction, and Student Achievement; Striving for the World's Best Workforce)
Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)
Minn. Stat. § 120B.36, Subd. 2 (~~Adequate Yearly Progress~~ School Accountability)
~~Minn. Rules Parts 3501.0010-3501.0180 (Graduation Standards — Mathematics and Reading)~~
~~(repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)~~
~~Minn. Rules Parts 3501.0200-3501.0290 (Graduation Standards — Written Composition) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)~~
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0820-3501.0815 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
~~Minn. Rules Parts 3501.1000-3501.1190 (Graduation Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)~~
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, et seq. (Every Student Succeeds Act)

Cross References:

MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
MSBA/MASA Model Policy 616 (School District System Accountability)
Minnesota PearsonAccess Next Resources and Forms:
<http://minnesota.pearsonaccessnext.com/policies-and-procedures/>

Policy 711 VIDEO RECORDING ON SCHOOL BUSES

I. PURPOSE

The purpose of this policy is to establish a school bus video recording system for the Northfield School District. The transportation of eligible students to and from school is an important function of the district, and it is a privilege, not a right. The behavior of students and employees on the bus is a significant factor in the safety and efficiency of school bus transportation. Student and employee misbehavior increases the risk of injury. Therefore, the district believes that video recording student passengers and employees on the school bus will promote good behavior and safety.

II. GENERAL STATEMENT OF POLICY

A. Placement

1. Each and every school bus owned, leased, contracted, and/or operated by the district shall be equipped with a fully enclosed box for placement and operation of a video camera and plainly placed signs notifying riders that their conversations or actions may be recorded.
2. A video camera will not necessarily be installed in each and every school bus owned, leased, contracted, and/or operated by the district, but cameras may be rotated from bus to bus without prior notice to students.
3. Video cameras will be placed on a particular school bus, to the extent possible, where the district has received complaints of inappropriate behavior.

B. Use of video recordings

1. A video recording of the actions of student passengers and/or employees may be used by the district as evidence in any disciplinary action brought against any student or employee arising out of the student's or employee's conduct on the bus.
2. A video recording will be released only in conformance with the Minnesota Government Data Practices Act, Minnesota Statutes Ch. 13 and the Family Educational Rights and Privacy Act, 20 U.S.C. Sec. 1232g and the rules and/or regulations promulgated thereunder.
3. Video recordings may be viewed by school administrators and/or the contracted bus company management on a random basis and/or when

discipline problems on the bus have been brought to the attention of the district.

4. A video recording will be retained by the district or by the contracted bus company until relooped or until the conclusion of disciplinary proceedings in which the video recording is used for evidence.

Policy 711 Video Recording on School Buses

Adopted: INSERT DATE HERE

Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.585 (Notice of Recording Device)
Minn. Stat. § 138.17 (Government Records, Administration)
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)
MSBA Service Manual, Chapter 2, Transportation

Policy 712 VIDEO SURVEILLANCE OTHER THAN ON BUSES

I. PURPOSE

Maintaining the health, welfare, and safety of students, staff, and visitors while on Northfield School District property and the protection of district property are important functions of the district. The behavior of individuals who come on to district property is a significant factor in maintaining order and discipline and protecting students, staff, visitors, and district property. The school board recognizes the value of video/electronic surveillance systems in monitoring activity on school property in furtherance of protecting the health, welfare, and safety of students, staff, visitors, and district property.

II. GENERAL STATEMENT OF POLICY

A. Placement

1. District buildings and grounds may be equipped with video cameras.
2. Video surveillance may occur in any district building or on any district property.
3. Placement of surveillance cameras is prohibited in the interior of restrooms, changing rooms, and locker rooms.

B. Use of video recordings

1. Video recordings may be viewed by district officials on a random basis and/or when problems have been brought to the attention of the district. "District officials" include the superintendent or their designee, licensed school administrators, high school activities director, high school parking lot security monitor, the director of human resources, the director of buildings and grounds and their administrative assistant.
2. A video recording of the actions of students and/or employees may be used by the district as evidence in any disciplinary action brought against any student or employee arising out of the student's or employee's conduct in district buildings or on school grounds.
3. A video recording will be released only in conformance with the Minnesota Government Data Practices Act, Minnesota Statutes Ch. 13, and the Family Educational Rights and Privacy Act, 20 U.S.C. Sec. 1232g, and the rules and/or regulations as outlined.

C. Security and maintenance

1. The district shall establish appropriate security safeguards to ensure that video recordings are maintained and stored in conformance with the Minnesota Government Data Practices Act, Minnesota Statutes Ch. 13, and the Family Educational Rights and Privacy Act, 20 U.S.C. Sec. 1232g, and the rules and/or regulations as outlined.
2. Only designated school officials have access to the camera equipment and operations system. For the purposes of this policy, school officials are the superintendent or their designee. Only the school officials will handle the camera or copies of video segments.

Policy 712 Video Surveillance Other Than On Buses

Adopted: INSERT DATE HERE

Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.585 (Notice of Recording Device)
Minn. Stat. § 138.17 (Government Records; Administration)
Minn. Stat. § 609.746 (Interference with Privacy)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA Service Manual, Chapter 2, Transportation

**RESOLUTION RELATING TO THE ELECTION OF SCHOOL BOARD MEMBERS
AND CALLING THE SCHOOL BOARD ELECTION**

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

1. (a) It is necessary for the school district to hold its general election for the purpose of electing three (3) school board members for terms of four (4) years each.

(b) The clerk shall include on the ballot the names of the individuals who file or have filed affidavits of candidacy during the period established for filing such affidavits, as though they had been included by name in this resolution. The clerk shall not include on the ballot the names of individuals who file timely affidavits of withdrawal in the manner specified by law.

2. The general election is hereby called and elected to be held in conjunction with the state general election on Tuesday, the 8th day of November, 2022.

3. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for this general election are those polling places and precincts or parts of precincts located within the boundaries of the school district and which have been established by the cities or towns located in whole or in part within the school district. The voting hours at those polling places shall be the same as for the state general election.

4. The clerk is hereby authorized and directed to cause written notice of said general election to be provided to the county auditor of each county in which the school district is located, in whole or in part, at least seventy-four (74) days before the date of said election. The notice shall include the date of said general election and the office or offices to be voted on at said general election. Any notice given prior to the date of the adoption of this resolution is ratified and confirmed in all respects.

The clerk is hereby authorized and directed to cause notice of said general election to be posted at the administrative offices of the school district at least ten (10) days before the date of said general election.

The clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the school district at least four (4) days before the date of said general election and to cause two sample ballots to be posted in each polling place on election day. The sample ballot shall not be printed on the same color paper as the official ballot. The sample ballot for a polling place must reflect the offices, candidates and rotation sequence on the ballots used in that polling place.

The clerk is hereby authorized and directed to cause notice of said general election to be published in the official newspaper of the school district for two (2) consecutive weeks with the last publication being at least one (1) week before the date of said election.

The notice of election so posted and published shall state the offices to be filled set forth in the form of the ballot below, and shall include information concerning each established precinct and polling place.

The clerk is authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in each polling place on election day.

5. The clerk is authorized and directed to acquire and distribute such election materials as may be necessary for the proper conduct of this election, and generally to cooperate with election authorities conducting other elections on that date. The clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with those other elections, including entering into agreements or understandings with appropriate election officials regarding preparation and distribution of ballots, election administration and cost sharing.

6. The clerk is further authorized and directed to cause or to cooperate with the proper election officials to cause ballots to be prepared for use at said election in substantially the following form, with such changes in form, color and instruction as may be necessary to accommodate an optical scan voting system.

GENERAL ELECTION BALLOT
INDEPENDENT SCHOOL DISTRICT NO. 659
NORTHFIELD PUBLIC SCHOOLS
November 8, 2022

INSTRUCTIONS TO VOTERS

To vote, completely fill in the oval(s) next to your choice(s) like this:



**SCHOOL BOARD MEMBER – 4 YEAR TERM
VOTE FOR UP TO THREE**

- ☐ Candidate A
- ☐ Candidate B
- ☐ Candidate C
- ☐ _____ Write in, if any
- ☐ _____ Write in, if any
- ☐ _____ Write in, if any

Optical scan ballots must be printed in black ink on white material, except that marks to be read by the automatic tabulating equipment may be printed in another color ink. The name of the precinct and machine-readable identification must be printed on each ballot. Voting instructions must be printed at the top of the ballot on each side that includes ballot information. The instructions must include an illustration of the proper mark to be used to indicate a vote. Lines for initials of at least two election judges must be printed on one side of the ballot so that the judges' initials are visible when the ballots are enclosed in a secrecy sleeve.

7. The name of each candidate for office at this election shall be rotated with the names of the other candidates for the same office in the manner specified in Minnesota law.

8. If the school district will be contracting to print the ballots for this election, the clerk is hereby authorized and directed to prepare instructions to the printer for layout of the ballot. Before a contract in excess of \$1,000 is awarded for printing ballots, the printer shall, if requested by the election official, furnish, in accordance with Minnesota Statutes, Section 204D.04, a sufficient bond, letter of credit, or certified check acceptable to the clerk in an amount not less than \$1,000 conditioned on printing the ballots in conformity with the Minnesota election law and the instructions delivered. The clerk shall set the amount of the bond, letter or credit, or certified check in an amount equal to the value of the purchase.

9. The individuals designated as judges for the state general election shall act as election judges for this election at the various polling places and shall conduct said election in the manner described by law. The election judges shall act as clerks of election, count the ballots cast and submit them to the school board for canvass in the manner provided for other school district elections. The general election must be canvassed between the third and tenth day following the general election.

10. The School District Clerk shall make all Campaign Financial Reports required to be filed with the school district under Minnesota Statutes, Section 211A.02, and received on or after May 17, 2014, available on the school district's website. The clerk must post the report on the school district's website as soon as possible, but no later than thirty (30) days after the date of the receipt of the report. The school district must make a report available on the school district's website for four years from the date the report was posted to the website. The clerk must also provide the Campaign Finance and Public Disclosure Board with a link to the section of the website where reports are made available.

Dated: August 8, 2022

Noel Stratmoen, School Board Clerk

PRELIMINARY INFORMATION - FOR DISCUSSION ONLY

Northfield Public School District, ISD No. 659

Estimated Tax Impact of Potential Capital Project Levy Increase

August 4, 2022

	Amount Levied	Q1 Renewal (Full Existing Authority)	Q2 Increase
Annual Revenue (Existing & New)	\$750,000	\$1,239,925	\$1,650,000
Additional Annual Revenue	\$0	\$489,925	\$410,075

Type of Property	Estimated Market Value	Estimated Taxes Payable 2023*	Estimated <u>Additional</u> Annual Taxes Payable 2023*		Additional Levy Impact	Annual Totals	Monthly Totals
Residential Homestead	\$100,000	\$14	\$9	\$8	\$17	\$31	\$2.58
	125,000	19	13	11	24	43	3.58
	150,000	25	16	13	29	54	4.50
	175,000	30	20	16	36	66	5.50
	200,000	35	23	19	42	77	6.42
	250,000	46	30	25	55	101	8.42
	300,000	57	37	31	68	125	10.42
	350,000	67	44	37	81	148	12.33
	400,000	78	51	43	94	172	14.33
	500,000	98	64	53	117	215	17.92
	600,000	122	80	67	147	269	22.42
Commercial/ Industrial #	\$100,000	\$29	\$19	\$16	\$35	\$64	\$5.33
	250,000	83	54	45	99	182	15.17
	500,000	180	118	99	217	397	33.08
	1,000,000	375	245	205	450	825	68.75
	2,000,000	766	500	419	919	1,685	140.42
Agricultural Homestead ** (average value per acre of land & buildings)	\$4,000	\$0.39	\$0.25	\$0.21	\$0.46	\$0.85	\$0.07
	5,000	0.49	0.32	0.27	0.59	1.08	0.09
	6,000	0.59	0.38	0.32	0.70	1.29	0.11
	7,000	0.68	0.45	0.37	0.82	1.50	0.13
	8,000	0.78	0.51	0.43	0.94	1.72	0.14
Agricultural Non-Homestead ** (average value per acre of land & buildings)	\$4,000	\$0.78	\$0.51	\$0.43	\$0.94	\$1.72	\$0.14
	5,000	0.98	0.64	0.53	1.17	2.15	0.18
	6,000	1.17	0.76	0.64	1.40	2.57	0.21
	7,000	1.37	0.89	0.75	1.64	3.01	0.25
	8,000	1.56	1.02	0.85	1.87	3.43	0.29

* The amounts in the table are based on school district taxes for the proposed capital project levy only, and do not include tax levies for other purposes. Tax increases shown above are gross increases, not including the impact of the homeowner's Homestead Credit Refund ("Circuit Breaker") program. Owners of homestead property may qualify for a refund, based on their income and total property taxes. This may decrease the net tax increase for those property owners.

+ For commercial-industrial property, the tax impact estimates above are for property in Rice and Goodhue counties. For commercial-industrial property in Dakota county, the tax impact would be less than shown above, due to the impact of the Twin Cities Fiscal Disparities program.

** Average value per acre is the total assessed value of all land & buildings divided by total acres. Homestead examples exclude the house, garage, and one acre, which has the same tax impact as a residential homestead.

Tax Rate to Include on Ballot: **3.534%** **1.169%**