

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

Monday, August 22, 2022 ~ Regular Board Meeting  
Northfield District Office Boardroom

Zoom Link: <https://northfieldschools-org.zoom.us/j/84426801122?pwd=cUZUbjBuMFZlRmZOMUh4TWlWm9qOT09>  
Passcode: 465307

**AGENDA**

1. Call to Order
2. Agenda Approval/Table File
3. Public Comment
4. Announcements and Recognitions
5. Items for Discussion and Reports
  - a. Elementary Schools' Continuous Improvement Plan
  - b. Middle School Continuous Improvement Plans
  - c. Northfield High School Facility Plan Voter Survey Update
  - d. e-Learning Plan
  - e. Superintendent Operations & Strategic Plan Update
6. Consent Agenda
  - a. Minutes
  - b. Financial Report
  - c. Personnel Items
7. Items for Individual Action
  - a. Policy Committee Recommendations
  - b. Superintendent's Focus Areas
  - c. Adult Lunch Price
  - d. Resolution Relating to Determining the Necessity of Renewing an Expiring Capital Project Levy Authorization, Approving a New Capital Project Levy Authorization, and Calling a Special Election and Referendum Thereon.
8. Items for Information
  - a. Staff Breakfast and Program
9. Future Meetings
  - a. Monday, September 12, 2022, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
  - b. Monday, September 26, 2022, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
  - c. Monday, October 10, 2022, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
10. Adjournment

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

Monday, August 22, 2022 ~ Regular Board Meeting  
Northfield District Office Boardroom

Zoom Link: <https://northfieldschools-org.zoom.us/j/84426801122?pwd=cUZUbjBuMFZIRmZOMUh4TWILWm9qQT09>  
Passcode: 465307

TO: Members of the Board of Education  
FROM: Matthew Hillmann, Ed.D., Superintendent  
RE: Explanation of Agenda Items for Monday, August 22, 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. Elementary Schools' Continuous Improvement Plan. Elementary Principals Nancy Antoine, Sam Richardson and Scott Sannes will present to the board the continuous school improvement plan for the elementary schools. 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. Middle School Continuous Improvement Plans. Middle School Principal Greg Gelineau will present to the board the continuous school improvement plan for the Middle School. 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 Plan Voter Survey Update. Dr. Hillmann and Director Mertesdorf will provide an update on the planned voter survey with Morris-Leatherman.
  - d. e-Learning Plan. Superintendent Hillmann will provide an overview of the district's e-Learning plan for the 2022-2023 school year. e-Learning days are used on the second and subsequent school days when inclement weather prevents the safe transportation of students to school.
  - e. Superintendent Operations & Strategic Plan Update. Dr. Hillmann will provide an update about district operations and examples of work underway to achieve the district's vision, strategic commitments, and benchmarks. This will include a summary of updated procedures for handling COVID-19 cases.
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 August 8, 2022
  - b. Financial Report  
Financial Report - February 2022. Director of Finance Val Mertesdorf requests the board approve paid bills totaling \$1,814,355.17, payroll checks totaling \$3,627,279.34, a wire transfer totaling \$650,000.00 from Frandsen General to Frandsen Sweep, a wire transfer totaling \$300,000.00 from Frandsen Sweep to Frandsen General, and the financial reports for February 2022. At the end of February 2022 total cash and investments amounted to \$23,287,242.46.

c. Personnel Items

i. Appointments

1. Alix Bettin, KidVentures Site Assistant for up to 15 hours/week at Greenvale Park, beginning 9/7/2022. Step 3-\$15.26/hr.
2. Amelia Brandt, KidVentures Site Assistant for up to 17.5 hours/week at Bridgewater, beginning 8/25/2022. Step 1-\$14.50/hr.
3. Dayanara Enriquez Ponciano, Community School Student Site Assistant for up to 6 hours/day at Bridgewater, beginning 9/6/2022-6/9/2023. Student-\$10.33/hr.
4. Marianna Estrada, Community School Student Site Assistant for up to 6 hours/day at Bridgewater, beginning 9/6/2022-6/9/2023. Student-\$10.33/hr.
5. Lorena Ibanez Arroyo, Community School Student Site Assistant for up to 6 hours/day at Bridgewater, beginning 9/6/2022-6/9/2023. Student-\$10.33/hr.
6. Kailyn Ims, KidVentures Student Site Assistant for up to 15 hours/week at Bridgewater, beginning 8/25/2022. \$10.33/hr.
7. Liliana Quiroga, Community School Student Site Assistant for up to 6 hours/day at Bridgewater, beginning 9/6/2022-6/9/2023. Student-\$10.33/hr.
8. Samantha Massie, Special Ed EA PCA for 3.5 hours/day at the NCEC, beginning 8/30/2022; Step 2-\$16.70/hr. + \$1,250 PCA Stipend
9. Jon McBroom, Football Coach for 2 hours/day at the Middle School, beginning 8/22/2022; \$2,539+step 9
10. Correction: Jamie Moyer, 1.0 FTE Special Ed Resource Room Teacher at Bridgewater, beginning 8/25/2022; MA20, Step 10
11. Grace Shungu, Community School Student Site Assistant for up to 6 hours/day at Bridgewater, beginning 9/6/2022-6/9/2023. Student-\$10.33/hr.
12. Karl Stomley, 1.0 FTE Long Term Substitute Health/Phy Ed Teacher at the High School, beginning 8/23/2022-1/24/2023; Tier 1 - BA, Step 1
13. Todd Thompson, Football Coach for 2 hours/day at the Middle School, beginning 8/15/2022; \$2,539
14. Pam Toepper, Child Nutrition Associate I for 3.75 hours/day at the High School, beginning 8/29/2022; \$20.05/hr.

ii. Increase/Decrease/Change in Assignment

1. Rose Brison, CNA II for 6.25 hours/day at the High School, change to CNA II for 7.50 hours/day at the High School, effective 8/29/2022-10/10/2022.
2. Kathleen Casson, 1.0 FTE German Teacher at the High School, change to .1 MS German/.9 HS German Teacher, effective 8/31/2022-6/9/2023.
3. Rikki Drewitz, Special Ed EA for 6.75 hours/day at the Middle School, add Crossing Guard for .25 hours/day at the Middle School, effective 8/29/2022.
4. Mark Ensrud, 1.0 RALIE Advisor at the High School, changing to share two stipends that equal \$9,140 between three individuals - \$3,046.67 stipend, effective 9/6/2022.
5. Kyle Fearing, Health Teacher at the Middle School, add Assistant 9th Grade Football Coach at the High School, effective 8/15/2022. \$4,062
6. Alison Flannery, EA 1st Grade Assistant at Greenvale Park, change to Special Ed EA PCA for 3.75 hours/day at Greenvale Park, effective 9/6/2022.
7. Kevin Gilbert, 1.0 FTE Custodian at the Middle School, change to 1.0 FTE Custodian at the High School, effective 5/18/2022.
8. Noelle Gilomen, CNA I 3 hours/day at the High School, change to CNA I for 5.25 hours/day at the High School, effective 8/29/2022-10/10/2022.
9. Brenda Lau Toilolo, CNA I - 3.0 hours/day at the High School, change to CNA I for 3.75 hours/day at the High School, effective 8/29/2022-10/10/2022.
10. SueAnn Lepinski, CNA II for 5.5 hours/day at the High School, change to CNA II for 7.25 hours/day at the High School, effective 8/29/2022-10/10/2022.
11. Michelle Murphy, CNA I - 3 hours/day at the High School, change to CNA I for 5.25 hours/day at the High School, effective 8/29/2022-10/10/2022.
12. Lars Prestemon, Assistant Basketball Coach at the High School, add Assistant Football Coach at the High School, effective 8/15/2022. Step 3
13. Jennifer Quinnell, Child Nutrition Associate I for 3.0 hours/day at the Middle School, change start date from 8/22/2022 to 8/18/2022.
14. Tony Rezac, Head Wrestling Coach at the Middle School, add Head Football Coach at the Middle School, effective 8/15/2022. \$3,047

15. Andy Richardson, Robotics Coach - non-mshsl at the High School, change to Robotics Coach - MSHSL at the High School, effective for the 2021-2022 school year. MSHSL - \$6,472 - owed difference of \$1,642.
  16. Leah Sand, 1.0 FTE Full Time Teacher at the High School, add \$3,046.67 for RALIE Advisor, effective 9/6/2022. Two position are shared among three individuals.
  17. Ann Schmidt, CNA II and CNA III from 7.5 hours/day at the High School, change to Child Nutrition Manager II for 8 hours/day at the High School and add Summer Child Nutrition Associate at Greenvale Park, effective 8/23/2022-6/12/2023.\$24.42/hr.
  18. Jennifer Streefland, School Counselor at the Middle School, add Student Council Advisor at the Middle School, effective 8/15/2022 \$1,523.50 - Step 1
  19. Ellen Trotman, EL Teacher at the Middle School, add .5 Head Volleyball Coach and .5 Assistant Volleyball Coach at the Middle School, effective 8/22/2022. \$2,793 + step 1
  20. Travis Wiebe, 1.0 RALIE Advisor at the High School, change to share two stipends that equal \$9,140 between three individuals - \$3,046.67 stipend, effective 9/6/2022.
  21. Dianne Wolbeck, CNA II for 7.25 hours/day at the High School, change to CNA II for 7.75 hours/day at the High School, effective 8/29/2022-10/10/2022.
- iii. Leave of Absence
1. Dorothy Cohan, Administrative Assistant for Buildings & Grounds, FMLA leave of absence beginning 8/12/2022 through 8/24/2022.
  2. Anna Hershberger, Media Educational Assistant at Greenvale Park Elementary, intermittent medical leave of absence beginning 8/17/2022 through 12/31/2022.
  3. Carla Hoppe, Hand-in-Hand Preschool Teacher at NCEC, FMLA leave of absence beginning on or about 2/4/2023 for 7 work weeks.
  4. Mackenzie Ludwig, Early Childhood Special Education Teacher at NCEC, FMLA leave of absence beginning on or about February 16, 2023 for 7 work weeks.
  5. Jenelle Mullin, CNA III at the High School, FMLA leave beginning 8/25/22 through approximately 10/25/22.
  6. Ryan Schnaith, Math teacher at Northfield Middle School, FMLA leave of absence beginning on or about 2/4/2023 for 2 work weeks.
- iv. Retirements/Resignations/Terminations
1. Daniel Peterson, Custodian Engineer without license at Greenvale Park, resignation effective 9/1/2022.
  2. Nathan Porath, Part-time Nordic Skiing Coach, resignation effective 8/17/22.
  3. Tom Sola, Assistant Football Coach at the High School, resignation effective 8/9/2022.
- v. District Administration is Recommending the Approval of the Following  
District Administration submits the following employment agreements for approval.
1. Principal Master Agreement for the period July 1, 2022 through June 30, 2024.

\*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 203, 414, 428 and 502 as presented.

**Superintendent's Recommendation:** Motion to approve the policy committee's recommended updates to policies 203, 414, 428 and 502.

- b. Superintendent's Focus Areas. The board is asked to approve Superintendent Hillmann's proposed focus areas for the 2022-2023 school year as presented.

**Superintendent's Recommendation:** Motion to approve Superintendent Hillmann's proposed focus areas for the 2022-2023 school year.

- c. Adult Lunch Price. The board is asked to approve the adult lunch price increase from \$4.50 to \$4.95 to match the new USDA minimum prices for meals served to adults and other non-program meals requirements.

**Superintendent's Recommendation:** Motion to approve adult lunch price increase from \$4.50 to \$4.95 to align with USDA requirements for the 2022-2023 school year.

- d. Resolution Relating to Determining the Necessity of Renewing an Expiring Capital Project Levy Authorization, Approving a New Capital Project Levy Authorization, and Calling a Special Election and Referendum Thereon. The board is asked to approve the Resolution Relating to Determining the Necessity of Renewing an Expiring Capital Project Levy Authorization, Approving a New Capital Project Levy Authorization, and Calling a Special Election and Referendum Thereon. This resolution determines and declares that it is necessary and expedient to submit an expiring capital project levy authorization renewal to the voters for their approval. The proposed renewed authorization will be in the amount of 3.534% times the net tax capacity of the School District to provide funds for the acquisition, installation, support and maintenance of software and technology and the acquisition, installation, support and maintenance support and maintenance of School District facilities, infrastructure, furnishings, and equipment. This resolution determines and declares that it is necessary and expedient to submit a new capital project levy authorization to the voters for their approval. The proposed new authorization will be in the amount of 1.169% times the net tax capacity of the School District to provide funds for the acquisition, installation, support and maintenance of software and technology and the acquisition, installation, support and maintenance support and maintenance of School District facilities, infrastructure, furnishings, and equipment.

**Superintendent's Recommendation:** Motion to approve Resolution Relating to Determining the Necessity of Renewing an Expiring Capital Project Levy Authorization, Approving a New Capital Project Levy Authorization, and Calling a Special Election and Referendum Thereon.

8. Items for Information

- a. 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, September 12, 2022, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- b. Monday, September 26, 2022, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- c. Monday, October 10, 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
<p>The Literacy Work Team developed these goals to measure the acquisition of foundational skills students need to be a proficient reader. The data showed that goals were met in one grade level. There are gaps evident in student learning that need to be addressed. As we move into the 2022-23 school year, our teacher teams have reviewed data and are using it as a baseline for 2022-23 instructional goals. This data was helpful to our ongoing work after two years of disrupted learning. LETRS training, with over 40 teachers participating, is helping to strengthen teachers' knowledge of how the brain learns to read. Summer work completed by the Literacy Work Team will drive the continued instructional improvements for this coming year.</p>	<p><b>Reading Goal:</b>            For the area of reading, 80% of students will meet district standards for the following skills as measured by district selected common assessments.</p> <p>K -- Phonemic Awareness and Letter Sounds - Goal met. 93% met benchmark.            Gr. 1 -- Decoding Consonant Vowel Consonant (CVC) words 1st semester and CVCC words 2nd semester - Goal not met. 48% met spring benchmark.            Gr. 2 -- Decoding CVCe words 1st semester and vowel teams 2nd semester - Goal not met. 46% met spring benchmark.            Gr. 3-5 -- Grade level reading fluency - Goal not met. Grade 3: 60% met benchmark, Grade 4: 65% met benchmark, Grade 5: 68% met benchmark</p>
<p>This was a new goal for this past year. Fluency is an important skill as it supports students' ability to solve more complex math problems efficiently. Our results were mixed and indicated that we have more work to do in this area. Having the goal of improving fluency and having the time and strategies for effective instruction were key learnings from 2021-22. The Math Work Team has invested time to both review current research on and effective strategies for learning math facts and has developed a schedule with allocated time and specific instructional strategies to include in the math block to address this for the upcoming year.</p>	<p><b>Math Goal:</b>            For the area of math, 80% of Northfield elementary students will attain 90% accuracy on District developed quarterly common assessments of timed math fact fluency. Goal met in Kindergarten (92%) and grade 5 (83%). In other grades, the percent of students meeting benchmarks ranged from 41% to 72%.</p>
<p>We are aware that students who are safe, empowered and have a sense of belonging will perform better academically. This goal was set to be the safety net for our students coming out of the pandemic, and we will continue working in this direction to support our learners. We have not met this goal yet. We also recognize the need to include student voice related social emotional competency and measurement.</p>	<p><b>Social/Emotional Learning Goal:</b>            The elementary schools will reduce the percentage of students scoring "at risk" from fall 2021 to spring 2022 by 2% using the SAEBRS composite score. Goal not met. At risk student percentage increased 2% to 15% of K-5 students from fall to spring.</p>

Family conferences, Zoom conferences and postcards sent to every student helped engage families during a unique learning year. Talking Points was introduced and used by school staff to connect in multiple languages. These goals were met for connections with families.	Family Engagement Goal: Elementary staff will provide positive contacts to students and their families. This year, 100% of students received two positive phone calls, emails, or notes from staff members prior to the end of the 4th quarter. In the fall, 90% of families were able to attend family conferences in-person or via Zoom.
The principals were able to hold rounding conversations and all staff members were able to participate. Spotlight reports were created to share summaries of rounding feedback and strategies for improvement. This year, the goal is to have more time in classrooms to provide feedback as the COVID management duties decrease.	Employee Engagement Goal: Rounding conversations were conducted with 100% of our licensed staff by the end of the 3rd quarter. Feedback was provided quarterly at the minimum following classroom walk-throughs for licensed staff.
Staff were pleased to have volunteers regularly in the building working with students in key academic areas. The colleges and community provided an important support service this past year. The Community School programs at each site will be a true partnership with the community going forward.	We will reinvest into 100% of our community partnerships that we worked with in 2019-2020 when volunteers were allowed in the schools. These partnerships include community members, Accelerate Northfield, St. Olaf College and Carleton College.
Staff members have continued to diversify classroom libraries and the Collaborative Classroom curriculum provides culturally appropriate materials. Equity work was part of the PLC morning Professional Development through the year.	Anti-Racism Goal: A list of culturally appropriate resources will be provided to grade level teachers to use with students during Social Emotional Learning time to ensure every child feels represented. Staff and students will address 100% of racist behaviors/comments within one school day, and we will work together to stand up and support others.

## 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
Employee Engagement Goal At each school, the score for the question “My principal/supervisor consults me on the decisions that affect my job” will increase by 0.2 from spring 2022 to spring 2023.	<ul style="list-style-type: none"> <li>● Q1:</li> <li>● Q2:</li> <li>● Q3:</li> <li>● Q4:</li> </ul>

Learner Outcomes	
SMART Goal(s)	Quarterly Progress
Reading: For 2022-23, 80% of students will meet grade level benchmarks for fluency by Spring of 2023.	<ul style="list-style-type: none"> <li>• Q1:</li> <li>• Q2:</li> <li>• Q3:</li> <li>• Q4:</li> </ul>
Math: For 2022-23, 80% of students will meet grade level benchmarks for fluency by Spring of 2023.	<ul style="list-style-type: none"> <li>• Q1:</li> <li>• Q2:</li> <li>• Q3:</li> <li>• Q4:</li> </ul>

SEL: 100% of eligible students will participate in the new SSIS CoLab SEL screener in the fall and spring. All MTSS School Leadership Teams will have an identified process for responding to screener data.	<ul style="list-style-type: none"> <li>• Q1:</li> <li>• Q2:</li> <li>• Q3:</li> <li>• Q4:</li> </ul>
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Equity	
SMART Goal(s)	Quarterly Progress
Anti-Racism Goal: <ul style="list-style-type: none"> <li>• 100% of staff will complete a self-reflection tool about equity practices in their specific area.</li> <li>• A list of culturally appropriate resources will be provided to grade level teachers to use with students during Social Emotional Learning time to ensure every child feels represented.</li> <li>• Staff and students will address 100% of racist behaviors/comments within one school day, and we will work together to stand up and support others.</li> </ul>	<ul style="list-style-type: none"> <li>• Q1:</li> <li>• Q2:</li> <li>• Q3:</li> <li>• Q4:</li> </ul>

Communication	
SMART Goal(s)	Quarterly Progress
Family Engagement Goal: The score for the statement “I regularly receive feedback from school staff on how well my child is learning” will increase by 0.2 points in spring of 2023..	<ul style="list-style-type: none"> <li>• Q1:</li> <li>• Q2:</li> <li>• Q3:</li> <li>• Q4:</li> </ul>

Partnerships	
SMART Goal(s)	Quarterly Progress
All three schools will be Community School sites with programming being introduced at Spring Creek and Bridgewater this year. Participation goals are listed for the three schools: <ul style="list-style-type: none"><li>75% of students attend at least one Community School event</li><li>25% of students meet the MDE target of 50+ hours in the school year</li></ul>	<ul style="list-style-type: none"><li>Q1:</li><li>Q2:</li><li>Q3:</li><li>Q4:</li></ul>

Summary

The school year ended on a successful note with more traditional school activities taking place. During the school year, staffing and attendance issues due to COVID presented ongoing challenges to instruction. Staff and students demonstrated great resiliency. We do recognize that staff and students’ social and emotional health was negatively impacted, however. This will continue to be an important issue for all schools and our Student Support Teams will continue to play an important role in supporting students. Supporting staff will be imperative to help students reach their full potential. Spring and summer Work Teams provided excellent and timely leadership to drive improvements in the areas of reading, math, professional learning communities and communication with families. We are excited for an opportunity to have a positive impact on students academically and with their social/emotional skills in the new school year.

# Northfield Elementary Schools

2022-23 School Improvement Plan Report  
August 22, 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.

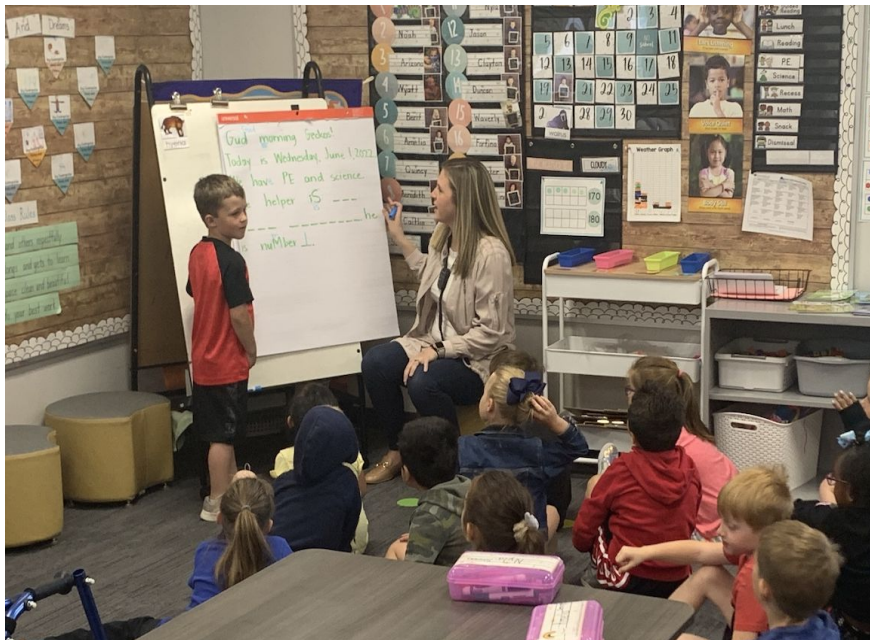
# Northfield Elementary Schools



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.

# 2021-22 Goals Review

- **Reading Goal:** For the area of reading, 80% of students will meet district standards for the identified grade level skills as measured by district selected common assessments.
- **Math Goal:** For the area of math, 80% of Northfield elementary students will attain 90% accuracy on District developed quarterly common assessments of timed math fact fluency.
- **Social/Emotional Learning Goal:** The elementary schools will reduce the percentage of students scoring “at risk” from fall 2021 to spring 2022 by 2% using the SAEBRS composite score.
- **Anti-Racism Goal**
- **Community Partnerships**
- **Family and Employee Engagement Goals**



# 2021-22 Key Reflections, Data & Representative Student Stories



- Important lessons learned from the mixed results received in math and reading. New goals, skills and assessments provided important information for summer Work Teams.
- Foundational reading skills and math fact fluency will continue to be goal areas for 2022-2023 with refined instructional strategies.
- Social emotional instruction and support are increasingly important. Student voice was a missing element in our data collection.

# 2021-22 Key Reflections, Data & Representative Student Stories



- Family Engagement lessons from 2021-22 include the use of a combination of methods for communication home.
- Anti-Racism Goal and Work: Resources, Skills and Strategies
- Employee Engagement Goal and Work: Rounding and Feedback

# 2022-23 School Improvement Plan Goals

- Reading: For 2022-23, 80% of students will meet grade level benchmarks for fluency by Spring of 2023.
- Math: For 2022-23, 80% of students will meet grade level benchmarks for fluency by Spring of 2023.
- SEL: 100% of eligible students will participate in the new SSIS CoLab SEL screener in the fall and spring. All MTSS School Leadership Teams will have an identified process for responding to screener data.
- All three schools will be Community School sites with programming being introduced at Spring Creek and Bridgewater this year. Participation goals are listed for the three schools:
  - 75% of students attend at least one Community School event
  - 25% of students meet the MDE target of 50+ hours in the school year
- Anti-Racism Goal: Reflection, Resources, Response
- Family Engagement Goal: Feedback about Student Learning
- Employee Engagement Goal: On the Employee Engagement Survey, there will be a 0.2 point increase for the question, “My principal/supervisor consults me on the decisions that affect my job.”

# 2022-23 Strategies and Assessments

## Reading

Work Team Updated Recommendations  
LETRS Training for 50 Staff Members

## Math

Work Team Updated Recommendations  
Instructional Strategy Implementation

## SEL

Updated Student Screening Process  
MTSS process and response development  
Continued Instruction and Support

## Family Engagement

Family Conferences  
New Format to Fall/Spring Conferences  
Technology Tools

## Anti-Racism

Self-Reflection  
Culturally Appropriate Materials  
Essential Conversations

## Employee Engagement

Leadership and Building Teams  
Work Team Model  
Decision Making Involvement

# 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.

## 2021-22 Key Reflections

Key Reflections	Supporting Data & Representative Student Stories
Students were happy to have a more typical year.	Looking at the MS SEL survey data, we had great success welcoming students back to in person learning and letting them know we care about them. We went from 73% to 90% of students saying that “most teachers at my school care about students.”
Staff making a concerted effort to prioritize relationships, made a huge difference in our students' experience.	The SEL data goal was intended to be a multi-year goal, but with the tremendous turn around from 40% to over 80% of students feeling most teachers care about them as an individual, we know that most students felt good about the 2021-22 school year.
Students need to build back their learning endurance.	Quarter 2 grades showed us that 31% of students received one or more F's last year. I can also say with confidence that this did not improve as the year progressed.
Adults need to build back their in-person endurance.	I only have general observations and conversations with teachers to support this statement. I was told multiple times by multiple teachers how by the middle of March they felt like it was the end of the year. People were tired.
The middle school has work to do around equity.	Middle school data shows that our students of color received twice as many referrals, proportionally based on our demographics. In addition, we have half as many students of color participating in activities, based on our demographics.
The middle school staff is ready to welcome AVID into their classrooms.	We had a group of teachers lead AVID professional development one PLC a month plus 2 staff meetings a month. Survey showed that not only did people like what was being delivered, but they are excited to continue on this journey. Even our district survey on PLC's showed that the AVID portion was the most well received out of any of the topics.

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
<p><b><u>Family Engagement Goal:</u></b> (This is not a building goal, but an expectation that was created by a district work team and is fully supported by administration) Q1 and 3 core classes will send a Newsletter to all families and Q2 and 4 elective teachers will send a newsletter. Special education teachers will do quarterly progress reports for all students on their caseload. In addition, all families will receive at least two personalized messages from teachers their student sees every day and at least one from each teacher they see every other day.</p>	<ul style="list-style-type: none"> <li>• <b>Q1:</b> TBD</li> <li>• <b>Q2:</b> TBD</li> <li>• <b>Q3:</b> TBD</li> <li>• <b>Q4:</b> TBD</li> </ul> <p>We are working on a system to demonstrate progress with this expectation.</p>
<p><b><u>Employee Engagement Goal:</u></b> Staff will receive feedback concerning areas for improving their performance at least once per semester.</p>	<ul style="list-style-type: none"> <li>• <b>Q1:</b> Internal documentation and results from our family engagement survey.</li> <li>• <b>Q2:</b> Internal documentation and results from our family engagement survey.</li> <li>• <b>Q3:</b> Internal documentation and results from our family engagement survey.</li> <li>• <b>Q4:</b> Internal documentation and results from our family engagement survey.</li> </ul>

Learner Outcomes	
SMART Goal(s)	Quarterly Progress
Northfield Middle School will reduce the percentage of FRP students receiving one or more Q2 F's from 31% in 2022 to 9% by Q2 2025	<ul style="list-style-type: none"> <li>• <b>Q1:</b> Skyward grade report</li> <li>• <b>Q2:</b> Skyward grade report</li> <li>• <b>Q3:</b> Skyward grade report</li> <li>• <b>Q4:</b> Skyward grade report</li> </ul>
100% of Northfield Middle School teachers will implement AVID WICOR strategies into their classroom by spring of 2024-25.	Staff survey, AVID professional development and PLC walk throughs will be done regularly throughout the year.

Equity	
SMART Goal(s)	Quarterly Progress
Students of color participating in activities will be representative of the demographic of	Skyward reports at the end of each athletic/activity season will show us

students at NMS (24.1%) <u>2022 baseline was 12.9% for the year.</u>	progress.
Quarterly referral totals for students of color will be representative of the demographic of students at NMS. (24.1%) <u>2022 baseline was an average of 42% for the year.</u>	Skyward and office referral data will be monitored quarterly for progress.

**Summary**

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I am proud of the work that the middle school did last year. Our goals were focused on making sure students had a positive transition back to full time in person learning and I feel we accomplished this. I also recognize that we have a long way to go in our equity journey. The good news is that I believe the middle school staff is ready to have the uncomfortable conversation about our data.

I am also excited for AVID to begin this year. Our staff has embraced this program and believe that by bringing common language and consistency between grade levels, all of our students will be more successful. I am also excited for our AVID leadership team to lead the way with this building-wide initiative. Our goal is to have full implementation by the 2024-25 school year.

# Northfield Middle School

2022-23 School Improvement Plan  
August 22, 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.



**The middle school is committed to continuous improvement through the four cornerstones of NMS PRIDE, Social Emotional Learning, AVID, and Career and College Choice Readiness.**

# 2021-22 Goals Review

## Academic Goal

90% of students will report that “Teachers at my school care about students.” (Baseline from Spring 2021 student survey was 73% agree or strongly agree.)

## Outcome

**Fall 2021: 91%**

**Winter 2021: 90%**

**Spring 2022: 90%**

# 2021-22 Goals Review

## Academic Goal

70% of students will report that “Most teachers care about and are interested in me as a person.” (from student survey-base line Spring 2021 was 40% agree or strongly agree)

## Outcome

**Fall 2021: 77%**

**Winter 2021: 83%**

**Spring 2022: 86%**

# 2021-22 Goals Review

## Equity Goals

### Student Satisfaction

Students of color will report that they agree or strongly agree with the statement that “Teachers at my school care about students” at an increased rate of 5%, each of the next 3 years. (Baseline from 2020-21 student survey was 70% agree or strongly agree.)

## Outcome

**Fall 2021: 89%**

**Winter 2021: 86%**

**Spring 2022: 89%**

# 2021-22 Goals Review

## Equity Goals

### Student Satisfaction

Students of color will report that they agree or strongly agree with the statement “Most teachers care about and are interested in me as a person.” at an increased rate of 20%, each of the next 3 years. (Baseline from 2020-21 student survey was 20% agree or strongly agree).

## Outcome

**Fall 2021: 76%**

**Winter 2021: 77%**

**Spring 2022: 86%**

# 2021-22 Goals Review

## Equity Goals

## Outcome

### Educational access

(2021-22 will be a baseline year)

Student enrollment in extra-curricular activities will be representative of the demographic of students at NMS. NMS has **24.1%** of students identified as students of color.

**Students of color enrolled in extracurricular school activities was 12.9%.**

Year 1 of 3

# 2021-22 Goals Review

## Equity Goals

### Educational access

(2021-22 will be a baseline year)

Quarterly referral totals for students of color will be representative of the demographic of students at NMS. NMS has **24.1%** of students identified as students of color.

Year 1 of 3

## Outcome

The breakdown of quarterly referrals for students identified as Black, idigineous, persons of color are as follows:

**Q1 - 46.2% of office referrals**

**Q2 - 54.5% of office referrals**

**Q3 - 56.7% of office referrals**

**Q4 - 35.5% of office referrals**

# 2021-22 Key Reflections

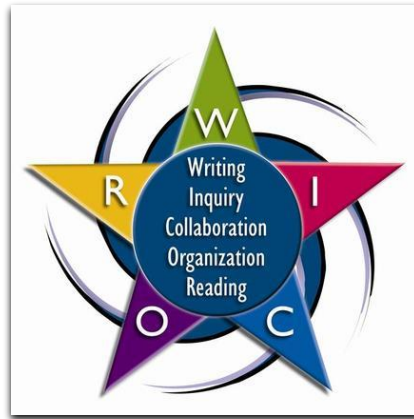


- Students were happy to have a more typical year
- Staff making a concerted effort to prioritize relationships, made a huge difference in our students experience
- Students need to build back their learning endurance
- Adults need to build back their in-person endurance
- The middle school has work to do around equity
- The middle school staff is ready to welcome AVID into their classrooms

# 2022-23 School Improvement Plan

## Academic Goals

100% of Northfield Middle School teachers will implement AVID WICOR strategies into their classroom by spring of 2024-25.



## Assessment & Strategies

A staff survey will be given twice a year with results reported back to staff.

1-2 staff meetings a month will be dedicated to AVID strategies being implemented.

# 2022-23 School Improvement Plan

## Academic Goals

Northfield Middle School will reduce the percentage of FRP students receiving one or more Q2 F's from 31% in 2022 to 9% by Q2 2025.

## Assessment & Strategies

Quarterly skyward grade report

Implementing AVID strategies building wide will create common language and systems that will help all students be more successful.

# 2022-23 School Improvement Plan

## Equity Goals

### Educational access

Student of color participating in activities will be representative of the demographic of students at NMS (24.1%)

Year 2 of 3

### Assessment

Data will be collected and analyzed based on enrollment data from Skyward and activities registration

2021-22 baseline is 12.9%

# 2022-23 School Improvement Plan

## Equity Goals

### Educational Access

Quarterly referral totals for students of color will be representative of the demographic of students at NMS.  
(24.1%)

Year 2 of 3

### Assessment

Data will be collected from Skyward and middle school office classroom removal attendance.

2021-22 baseline of:

Q1: 46.2%

Q2: 54.5%

Q3: 56.7%

Q4: 35.5%

# 2022-23 School Improvement Plan

## Employee Engagement

Staff will receive feedback concerning areas for improving their performance at least once per semester.

## Assessment/Strategy

Internal documentation and results from our family engagement survey.

# Thank You and Questions



**Prepared**

**Respect**

**Integrity**

**Dependability**

**Excellence**

**Preparados**

**Respeto**

**Integridad**

**Digno/a de confianza**

**Excelencia**



**LEARNING TODAY...  
LEADING TOMORROW**



## 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
<b>Special Election</b>	<b>November 8, 2022</b>	<b>February 14, 2023</b>	<b>April 11, 2023</b>	<b>May 9, 2023</b>	<b>August 8, 2023</b>	<b>November 7, 2023</b>

**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
<b>Annual Revenue (Existing &amp; New)</b>	<b>\$750,000</b>	<b>\$1,239,925</b>	<b>\$1,650,000</b>
<b>Additional Annual Revenue</b>	<b>\$0</b>	<b>\$489,925</b>	<b>\$410,075</b>

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%**

**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](#).

### Fall athletics begin

**strategic commitment highlights: people, learner outcomes**

Northfield High School's fall athletic teams began their practices on Monday, Aug. 15. The annual back-to-school parent meeting took place on Aug. 18. We are excited for a season that fosters personal growth, a spirit of competition, a commitment to teamwork, and sportsmanship in our student-athletes!

### Bridges to Kindergarten

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



One hundred twenty-nine (129) incoming Kindergarten students are attending the Bridges to Kindergarten program. The following description is from the district's early childhood website:

Bridges to Kindergarten is a summer program held at each of the elementary schools to provide a boost in readiness skills, such as listening and working in groups, and to otherwise prepare students for the start of their kindergarten year. The program includes orientation to classroom routines and procedures, and academic activities focused on literacy and math. Children are placed in the neighborhood school they will attend. All are encouraged to apply.

Bridges to Kindergarten will meet the week of August 15-19, 2022, with options to attend in the morning or afternoon.

### 2022-23 COVID-19 procedures

**strategic commitment highlights: people, learner outcomes**

Federal rules require districts to update COVID-19 safety plans to receive ESSER-III funds. The district has posted its latest revisions to its website. We are in a better situation than the past two years. We are thrilled to go into the 2022-23 school year with minimal mitigation strategies.

- Face coverings are optional for students and staff.
- While testing for COVID-19 is not required, it is strongly encouraged when you have influenza-like or COVID-19-like symptoms.
- Students and staff with influenza or COVID-19-like symptoms who test negative or choose not to test may return when symptoms have improved.
- Students and staff who test positive for COVID-19 should stay home five (5) days from symptom onset (or from the test date if asymptomatic) and until symptoms have improved.

Families, staff, students, and community members can view the updated procedures at <https://northfieldschools.org/covid-19/>. People can provide feedback about the updated procedures by [emailing me](#) directly.

### New legislation: student data privacy and Kindergarten screen time limitations

**strategic commitment highlights: people**

The Northfield School District is prepared to align with legislation governing student data privacy and limitations on screen time for Kindergarten students. Director of Technology Services Nate Knutson is leading this implementation for the district. He recently shared a summary of the new law and our plan to comply with it.

The student data privacy act requires school districts to notify families about any third-party digital tools containing private student data. The notice must be complete within 30 days of the start of school. The district will post a list on its website of all digital tools that contain private student data as described in the legislation. This list will include the software name, the type of student information used, and the vendor's privacy policy. Families will be notified about how to access the list of software in upcoming communications.

Teachers will be required to notify the technology services department about any third-party digital tools they use in their classrooms so they can be added to the list.

Director of Instructional Services Hope Langston has been the primary conduit for information related to the pre-Kindergarten/Kindergarten screen time legislation that has gone into effect. These are the highlights she shared with impacted staff:

- The legislation does not include a time limit.
- Students may use individual-use screens to practice concepts introduced by the teacher and directly related to learning standards.
- The educator should clearly explain the purpose of the individual-use screen before independent use.
- Teachers should follow up with each student to ensure comprehension and learning.
- Because our iPads are used for Lexia and IXL learning platforms in Kindergarten, we are in compliance with this legislation.

**2022-23 Anti-Racism and Equity Work**

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

The district will continue focusing on anti-racism and equity to ensure a learning environment that prepares every student for lifelong success. The district’s anti-racism framework will continue to guide the work. Each school’s continuous improvement plan will include an anti-racism goal.



The district will continue to be mindful of symbolism and persist in offering education to improve individual behavior to ensure every student feels welcomed and valued. We continue to work with professional learning communities to ensure the use of equitable teaching practices. This year, we will begin employing the Minnesota Department of Education’s Equity Magnifier tool as a discussion guide and decision-making. We will also expand the use of tools like the *Equitable Classroom Practices Observation Checklist* adapted from “A Resource for Equitable Classroom Practice” (2010). Continued professional development focused on cultural competency is scheduled for February 20, 2023.

# **NORTHFIELD PUBLIC SCHOOLS**

## **School Board Minutes**

August 8, 2022

District Office Boardroom

1. Call to Order

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

2. Agenda Approval/Table File

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

3. Public Comment

There was no public comment.

4. Announcements and Recognitions

- Our community experienced the heartbreaking death of Melanie Valencia, a 9th grade student last week as a result of injuries sustained in a bicycle/vehicle accident. Melanie was a vibrant young person who made a difference for so many others. She was a great friend and loved playing soccer. Dr. Hillmann asked all present and those watching the live stream to hold Melanie's family, the Northfield High School girls soccer team, and our entire student body in their hearts as they continue processing this tragedy.
- Forty-eight incoming seventh grade students had a successful trip to Eagle Bluff July 20-22. This trip dovetails with learning the students receive at Northfield Middle School.
- NHS fall sports begin August 15. Families are reminded to register their athlete this week and be sure they have a current physical on file. The fall sport parent meeting is Thursday, August 18 at 6:00 in the NHS Gym.

5. Items for Discussion and Reports

- a. Community Education Continuous Improvement Plan. Director of Community Education Erin Bailey presented the continuous school improvement plan for Community Education. The presentation included 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 Online, presented the continuous school improvement plans for the ALC and Portage Online. The presentations included 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 provided an update on the facility process, including updates on the voter survey with Morris-Leatherman and initial discussions with potential collaborators regarding athletic facilities. We are going to target MEA break as the time frame for completion of the voter survey and receive the survey data. A local business champion has come forward and is going to help coordinate a potential collaboration of public and private partners, as well as the City of Northfield, for investment in improved athletic facilities. The board must adopt a formal resolution on or before December 2, 2022 to include a bond question on the February 14, 2023 ballot.
- d. Policy Committee Recommendations. Dr. Hillmann presented recommended updates to policy 203, 414, 428 and 502. This will be an item for individual action at the next board meeting.

- e. Superintendent's Focus Areas. Superintendent Hillmann shared a draft of his proposed focus areas for 2022-2023. This will be an item for individual action at the next board meeting.
- 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. Superintendent Hillmann's update included a briefing about MDE's back-to-school conference, the booth the district hosted at the City's Crazy Daze celebration, and the selection of Becca Bang as the new assistant principal at Northfield High School.

## 6. Consent Agenda

On a motion by Goerwitz, seconded by Quinnell, the board unanimously approved 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 requested 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 requested 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
  15. Sarah Smith, Special Ed EA PCA for 6.75 hours/day at Greenvale Park, beginning 8/30/2022; Step 1-\$16.33/hr. + \$2,500 PCA Stipend.
  16. Joshua Stalsberg, 1.0 FTE Custodian at the Middle School, beginning 8/22/2022; Step 1-\$19.00/hr.
- 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 Bernstorff, 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.
  65. Craig Cardinal, Part-Time Assistant Cross Country Coach at the High School, change to Assistant Cross Country Coach at the High School, effective 8/15/2022.
  66. Maria Richert, Assistant Cross Country Coach - 40% stipend at the High School, change to Assistant Cross Country Coach - 100% stipend at the High School, effective 8/15/2022.
  67. Elizabeth Valentine, EL Teacher at Spring Creek, change to EL Teacher at Greenvale Park, effective 8/8/2022.
  68. Beth Winter, EA Kindergarten-Lunch Supervision for 5.5 hours/day at Greenvale Park, add Special Ed EA PCA for 1 hour/day at Greenvale Park, effective 9/6/2022-6/9/2023.
- 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.
  15. Tyler Balow, Assistant Cross Country Coach at the High School, resignation effective 8/4/2022.
  16. Jamie Jerdee, Football Coach at the High School, resignation effective 8/4/2022. Will continue as a golf coach.
  17. Robert Matthies, Custodian at the High School, retirement effective 10/3/2022.
  18. Landon Shroyer, Assistant Football Coach at the High School, resignation effective 8/2/2022.
  19. Deb Wagner, Volleyball Coach at the Middle School, resignation effective 8/8/2022.
- 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.

## 7. Items for Individual Action

- a. Policy Committee Recommendations. On a motion by Pritchard, seconded by Baraniak, the board unanimously approved the 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. On a motion by Butler, seconded by Baraniak, the board unanimously adopted by roll call vote, the 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. Voting 'yes' was Baraniak, Butler, Goerwitz, Gonzalez-George, Pritchard, Quinnell and Stratmoen. No one voted 'no'.
- c. Capital Project Levy. On a motion by Pritchard, seconded by Butler, the board unanimously approved 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, 2022.
- 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

On a motion by Stratmoen, seconded by Goerwitz, the board adjourned at 8:37 p.m.

Noel Stratmoen  
School Board Clerk

TO: Dr. Matt Hillmann, Superintendent

FROM: Val Mertesdorf, Director of Finance 

DATE: August 22nd, 2022

RE: Board Approval of Financial Reports – February 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 February 2022.

Bills totaling \$1,814,355.17 were paid in February 2022.

Payroll checks totaling \$3,627,279.34 were issued in February 2022.

No bond payments were paid in February 2022.

At the end of February 2022 Total Cash and Investments amounted to \$23,287,242.46.

Wire transfers initiated by the district during February 2022:

\$650,000.00	From Frandsen General to Frandsen Sweep
\$300,000.00	From Frandsen Sweep to Frandsen General

The following financial reports for February 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

February 2022 Treasurer's Report

FUNDS	BALANCE BEGINNING OF MONTH	RECEIPTS	DISBURSEMENTS	JOURNAL ENTRIES	BALANCE END OF MONTH
GENERAL FUND	(1,515,578.72)	4,574,541.31	4,256,636.24	(932,976.89)	(2,130,650.54) *
FOOD SERVICE	750,891.72	261,117.53	221,367.95	3,690.86	794,332.16
COMMUNITY ED	511,973.40	201,184.20	277,195.88	(2,357.29)	433,604.43
CONSTRUCTION ACCOUNT	16,437.00	7.16	-	170,008.96	186,453.12
DEBT SERVICE	1,927,815.77	8,458.29	3,300.00	-	1,932,974.06
SELF INSURANCE	3,382,796.53	89,220.28	683,134.44	885,713.63	3,674,596.00
TOTALS	5,074,335.70	5,134,528.77	5,441,634.51	124,079.27	4,891,309.23
GENERAL FUND INVESTMENT	15,395,933.23	-	-	-	15,395,933.23 *
CONSTRUCTION INVESTMENT	0.00	-	-	3,000,000.00	3,000,000.00
	15,395,933.23	-	-	3,000,000.00	18,395,933.23
GRAND TOTALS	24,834,271.80	5,134,528.77	5,441,634.51	3,124,079.27	23,287,242.46

\*General Fund includes Certificate of Deposit amount

Disbursement Report

ISD 659 - Northfield

February 2022

Disbursements:

Bills Paid:

General Fund	\$ 999,259.16	
Food Service Fund	97,638.11	
Community Services Fund	31,023.46	
Construction Fund	-	
Trust & Agency Fund	3,300.00	
Self Insurance Fund	683,134.44	
Total Bills Paid	<u>1,814,355.17</u>	1,814,355.17

Payroll:

General Fund	3,257,377.08	
Food Service Fund	123,729.84	
Community Services Fund	246,172.42	
Trust Fund	-	
Self Insurance Fund	-	
Total Payroll	<u>3,627,279.34</u>	3,627,279.34

Bond Payments:

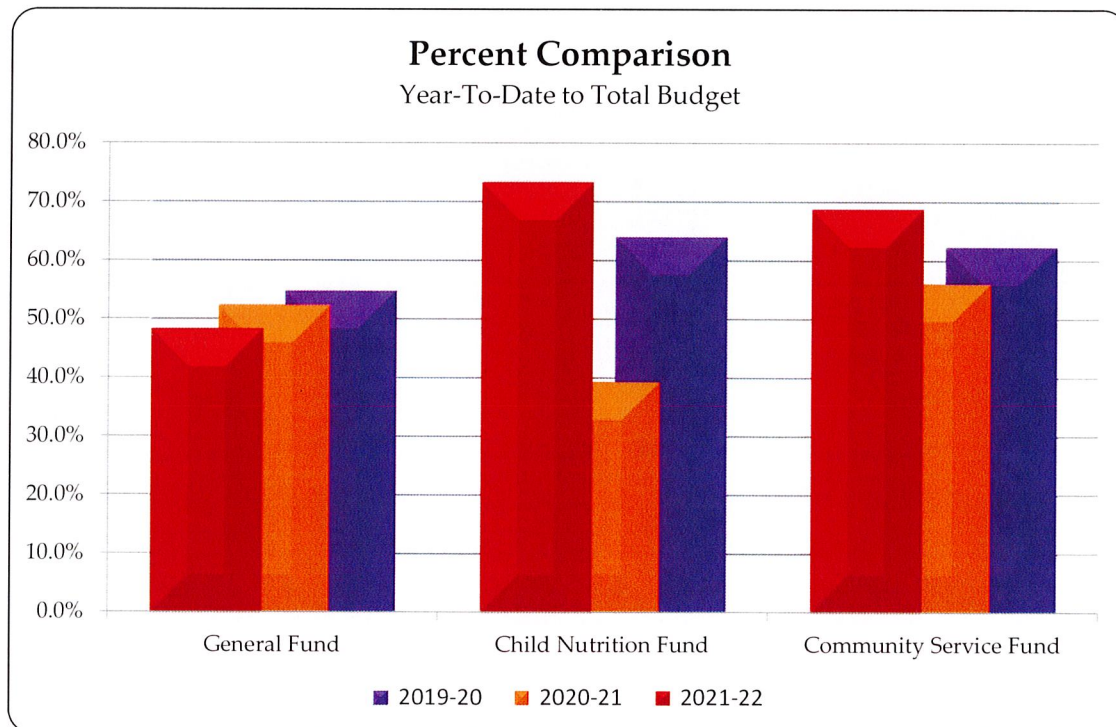
Debt Redemption Fund	<u>-</u>	
Total Bond Payments		<u>-</u>
Total Disbursements		<u><u>\$5,441,634.51</u></u>



## STATEMENT OF REVENUES

For the month ended February 28, 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	20,606,797	39,714,569	51.9%	54.1%	54.6%
Federal Sources	439,559	2,957,748	14.9%	67.9%	110.3%
Local Sources	1,061,434	1,400,993	75.8%	49.2%	95.0%
Total	\$ 28,316,794	\$ 58,601,889	48.3%	52.3%	54.7%
Child Nutrition Fund	\$ 1,617,923	\$ 2,208,619	73.3%	39.2%	64.0%
Community Service Fund	2,112,281	3,073,145	68.7%	56.0%	62.3%
Construction Fund	3,250,554	-	0.0%	206.1%	59.8%
Debt Service Fund	3,818,648	6,089,977	62.7%	238.6%	59.3%
Internal Service Fund	5,743,223	7,547,782	76.1%	69.1%	56.6%
<b>Total All Funds</b>	<b>\$ 44,859,422</b>	<b>\$ 77,521,412</b>	<b>57.9%</b>	<b>68.8%</b>	<b>55.8%</b>

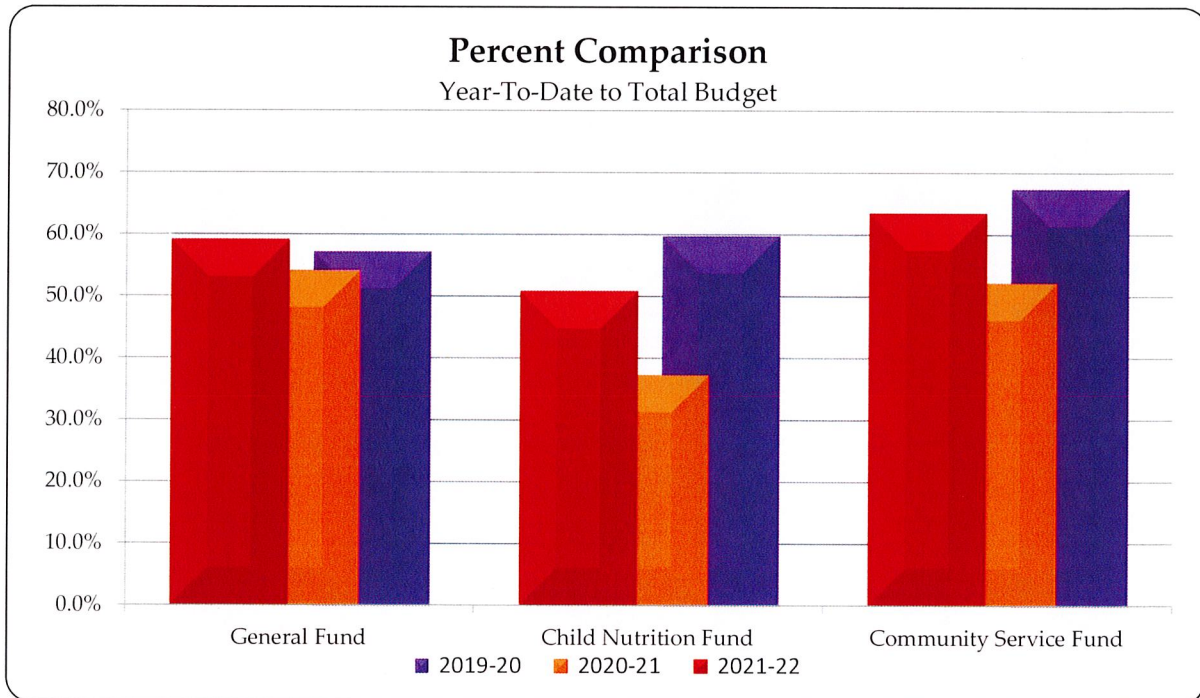




## STATEMENT OF EXPENDITURES

For the month ended February 28, 2022

Fund	Year-To-Date	Budget	YTD as % of Budget		
			2021-22	2020-21	2019-20
General Fund					
Salaries	\$ 19,670,747	\$ 35,262,895	55.8%	51.8%	54.0%
Benefits	7,278,693	13,882,508	52.4%	53.6%	53.4%
Purchased Services	5,331,227	7,101,822	75.1%	51.2%	62.5%
Supplies & Materials	2,281,907	2,381,641	95.8%	68.1%	61.2%
Capital Expenditures	1,284,384	1,665,813	77.1%	91.2%	103.9%
Other Expenses	231,598	726,246	31.9%	36.8%	110.9%
Total General Fund	\$ 36,078,555	\$ 61,020,925	59.1%	54.2%	57.2%
Child Nutrition Fund	\$ 1,227,682	\$ 2,416,599	50.8%	37.3%	59.7%
Community Service Fund	2,081,133	3,275,706	63.5%	52.2%	67.4%
Construction Fund	80,538	-	0.0%	75.0%	36.9%
Debt Service Fund	5,840,479	5,842,017	100.0%	249.5%	97.9%
Internal Service Fund	6,708,042	8,857,880	75.7%	73.4%	80.1%
<b>Total All Funds</b>	<b>\$ 52,016,429</b>	<b>\$ 81,413,127</b>	<b>63.9%</b>	<b>73.2%</b>	<b>56.2%</b>



**MASTER AGREEMENT**  
**BETWEEN**  
**INDEPENDENT SCHOOL DISTRICT NO. 659,**  
**NORTHFIELD, MINNESOTA**  
**AND THE**  
**NORTHFIELD PRINCIPALS ASSOCIATION**

**July 1, 2022 - June 30, 2024**

## **ARTICLE I EMPLOYMENT**

**Section 1.01 Parties** This Agreement is made and entered into by and between the School Board of Independent School District No. 659, Northfield, Minnesota, hereinafter referred to as the “School Board” and the Northfield Principals Association, hereinafter referred to as the “Association”.

**Section 1.02 Purpose:** The purpose of this Agreement is to encourage and increase orderly, constructive and harmonious relationships between the School Board, its principals, and their duly authorized exclusive representative, the Association; to establish the terms and conditions of employment for principals; to preserve the paramount right of the citizens of this community to the operation of their schools without disruption; and to establish an environment in which the children of this community may receive education of the highest quality. Accordingly, the parties have set forth herein all terms and conditions of employment which have been agreed upon by the School Board and the Association, pursuant to and in compliance with the Public Employment Labor Relations Act of 1971, as amended (hereinafter referred to as the “PELRA”). Terms not specifically defined in this Agreement shall have the meanings given them under the PELRA.

## **RECOGNITION**

**Section 1.03 Recognition:** In accordance with the PELRA, the School Board hereby recognizes the Association as the exclusive representative for all employees in the following appropriate unit, as certified by the Bureau of Mediation Services in Case No. 74-PR-300-A:

All employees of Independent School District No. 659, Northfield, Minnesota, who are certificated by the State Department of Education as Principals or Assistant Principals, who are employed for more than 14 hours per week and for more than 67 work days per year, and who devote more than 50% of their time to administrative or supervisory duties in the capacity of a Principal or Assistant Principal.

The Association, as exclusive representative, shall have those rights and duties as prescribed by the PELRA and as described in the provisions of this Agreement.

As used in this Agreement, a “principal” is any person employed by the School Board who is included in the appropriate unit and includes principals and assistant principals except in those cases where there is a clear distinction between the two positions.

## **MANAGEMENT RIGHTS**

**Section 1.04 Authority and Power of the School Board:** The laws of the State of Minnesota have vested in the School Board the full authority and power to manage, control and direct the operation of the school district, and to adopt, modify or repeal policies, budgets, personnel structures, rules, and regulations for the district. All such authority and power of the School Board shall continue unimpaired, except as limited by a specific provision of this Agreement.

## **RIGHTS AND RESPONSIBILITIES OF PRINCIPALS**

**Section 1.05 Basic Duties:** Each Principal shall administer in such places as shall be designated by the School Board, shall faithfully perform the duties prescribed by the School Board for the position held, and shall be governed by federal laws, the laws of the State of Minnesota, rules and regulations of the State Board of Education, and by Board policies, rules, regulations and orders issued by properly designated officials of the school district.

**Section 1.06 Strikes and Work Stoppages:** The School Board and the Association mutually recognize that their first obligation is to the public, and that the right of students and residents of this district to the continuous and uninterrupted operation of their schools is of paramount importance. During the term of this Agreement, neither the Association nor any individual principal shall engage in any strike, work stoppage or similar withholding of services.

In the event of strikes or work stoppages by other employees, principals covered under this Agreement are to be considered on continuing employment for the purpose of carrying out School Board policy and for insuring the protection of personnel and property. If a strike necessitates extending the school year and results in extending the principal's contract year, payment for each additional work day will be based upon each individual principal's annual salary divided by the annual number of work days under such principal's contract.

**Section 1.07 Assignment and Transfer of Principals:** The assignment and transfer of principals shall be made by the School Board upon recommendation by the superintendent, according to the following considerations:

**Subd. 1.** Should there be a vacancy in any principalship within the school system, the Association is to be advised of the vacancy to provide an opportunity for a qualified principal within the system to make application for the position.

**Subd. 2.** The superintendent shall notify the Chairperson of the Association and the principal involved in any proposed transfer, and shall give the reasons for the transfer upon request. The principal and a representative of the Association may meet with the superintendent to discuss any proposed transfer.

## **ARTICLE II COMPENSATION, RATES OF PAY, WORK YEAR, AND HOLIDAYS**

**Section 2.01 Individual Contracts:** Minnesota law requires that each new principal be employed by written contract, signed by the principal and by the Chairperson and Clerk of the School Board. Each principal shall be compensated according to the terms of his/her individual contract. Upon completing the probationary period, the individual contract is not required since there is a master agreement covering wages and benefits.

**Section 2.02 Individual Salaries:** The salary during the term of this Agreement shall be computed in accordance with Appendix A. The School District has the right to withhold salary increases for principals with unsatisfactory performance as determined by the Superintendent. No salary increase will be paid in the 2024-25 school year until an agreement between the parties covering the period from July 1, 2024, to June 30, 2026 is reached.

**Section 2.03 Pay Deductions:** Deductions for each work day of absence under a leave of absence without pay will be based upon the individual principal's annual salary divided by the annual number of work days under such principal's contract.

**Section 2.04 Consultant Services:** Principals shall be required to make up a work day for each day absent for outside consulting activities for which an honorarium is paid. Approval of such days shall be at the discretion of the Superintendent.

**Section 2.05 Work Year:** The School District reserves the right to designate the number of weeks in the work year during the period July 1 through June 30 for each principal. The specified number of duty

weeks shall include paid holidays. The method for establishing the duty year shall be to subtract the number of weeks in the work year from 52 weeks. The resulting number of weeks multiplied times five (5) days shall be non-duty days. It is the principal's responsibility to complete professional responsibilities within the specified work year. Non-duty days are not accumulative and may not be carried over from year to year or result in additional compensation. Principals may take non-duty days off through August for the preceding work year provided they will be continuing in their position the following year. Upon separation of employment, there shall be no compensation for non-duty days which have not been taken by June 30. Exceptions may be made at the discretion of the Superintendent if non-duty days have accumulated due to a specific request by the Superintendent or Board of Education.

**Subd. 1 Holidays.** Principals shall receive the following paid holidays: Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Day, Presidents' Day (if designated as a school holiday), Memorial Day, and Martin Luther King, Jr. Day. Whenever any of the holidays listed above fall on a Saturday, the preceding Friday shall be observed as the holiday. Whenever any of the holidays listed above shall fall on Sunday, the succeeding Monday shall be observed as the holiday. If the approved school calendar precludes the use of any of these days as holidays, an alternate day(s) shall be determined by the Superintendent.

**Subd. 2.** In the event a work day is lost for an emergency, principals shall perform duties on such other day in lieu thereof as the School Board or its designated representative shall determine.

### **ARTICLE III LEAVES AND ABSENCES**

**Section 3.01 Sick Leave:** Principals working 20 hours or more per week will accumulate leave according to the following schedule. Sick leave with pay shall be allowed whenever a principal's absence is due to illness or injury of the principal, the principal's dependent child, or other individuals to the extent provided by Minnesota law which prevented the principal's attendance at work on that day or days.

**Subd. 1. 40-44-week contracts:** 11 days/yr, accumulative to 209 days.

**Subd. 2. 45-46-week contracts:** 12 days/yr, accumulative to 228 days.

**Subd. 3. 47-48-week contracts:** 13 days/yr, accumulative to 247 days.

**Subd. 4.** 15 days of sick leave will be provided for all principals in their first year of employment by the School Board; however, the total accumulated at the end of the second year shall not exceed that provided by the above schedule.

**Subd. 5. Disability qualification:** Sick leave will no longer be used when a principal qualifies for disability benefits.

**Section 3.02 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.

Leave provided under this section does not accumulate and is deducted from sick leave.

**Section 3.03 Personal Business:** Principals shall be allowed five (5) personal business days per year for business that ordinarily cannot be conducted outside the school day. No more than three (3) days can be

used consecutively. The request must be made three days in advance using the District's substitute/leave system. A deduction of these days will be made from sick leave.

**Section 3.04 Leave of Absence:** Principals may apply for leaves of absence in the event of personal extenuating circumstances.

**Section 3.05 Child Care Leave.**

**Subd. 1** 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 principal for an extended period of time.

**Subd. 2** A principal making application for unpaid child care leave shall inform the superintendent in writing with intention to take the leave at least two calendar months before commencement of the intended leave, except in unusual circumstances. The superintendent and the principal will attempt to work out a satisfactory plan for the leave.

**Subd. 3** If the reason for the child care leave is occasioned by pregnancy, the principal shall also provide at the time of the leave application, a statement indicating the expected date of the delivery. Sick leave under Section 1 is available for the disabilities of pregnancy prior to the commencement of the child care leave.

**Subd. 4** The school district may adjust the proposed beginning or ending date of a child care leave so that the dates of the leave are coincident with some natural break in the school year - e.g., winter vacation, spring vacation, semester break or quarter break, end of reporting period, end of the school year, or the like. 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.

**Subd. 5** 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 principal to return to his or her employment prior to the date designated in the request for child care leave.

**Subd. 6** A principal returning from child care leave shall have a right to return to his or her original position as specified in the principal's child care leave plan if the principal's leave is commenced and concluded within the same school year. If the principal's child care leave plan does not call for his or her return within the year it is commenced, a principal shall have the right to be returned to an equivalent contractual position, unless such principal has been previously terminated pursuant to the provision of M.S. 125.12 or such principal has been placed on unrequested leave pursuant to the provisions of M.S. 125.12.

**Subd. 7** Failure of the principal to return pursuant to the date determined under this Section shall constitute grounds for termination unless the school district and the principal mutually agree to an extension in the leave.

**Subd. 8** A principal 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 Agreement at the commencement of the leave. The principal shall accrue additional experience credit or leave time during the period of absence for child care leave, if the leave commences and ends within the same school year.

**Subd. 9** Child care leave shall be without pay. The school district shall continue its contributions for group insurance as specified in Article IV for a principal on child care leave, if the leave commences and ends within the same school year.

**Section 3.06 Disaster Leave** The school district 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 3.07 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 3.08 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 3.09 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 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 GROUP INSURANCE**

**Section 4.01 Group Insurance:** During the term of this Agreement the School Board will purchase the group insurance policies described in this Article. It is understood and agreed that the provisions of this Article are merely descriptive of the coverage provided, and that the eligibility of a principal for benefits shall be governed by the terms of the master insurance contracts in force between the School Board and the insurers providing such coverage. It is further agreed that the School Board's only obligation under the policies described in this Article is to make the premium payments as provided in this Agreement, and no claim shall be made against the School Board in the event of a denial of insurance benefits by an insurance carrier. The Board contribution toward the premium for part-time principals shall be prorated to the proportion of the contract time. The principal must work 20 hours or more per week to be eligible for insurance benefits.

**Section 4.02 Health and Hospitalization Insurance:** The School District shall provide the Principal and his or her dependents a health and hospitalization insurance plan and shall contribute the same amount toward the monthly premium for single or family coverage as identified in the Northfield Education Association Master Agreement.

Participation in the insurance program will be voluntary. Coverage shall be effective only upon enrollment of the individual principal and his/her family. Each principal enrolled under the plan shall contribute, though payroll deduction, any excess of the monthly premium under the plan over the maximum School Board contribution toward the type of coverage for which such principal is enrolled. The effective date for employer contributions shall be January 1.

**Section 4.03 Income Protection:** The School District shall pay the full premium for each principal who qualifies for and is enrolled in coverage under the district's long-term disability insurance plan. Benefits shall be payable after 60 consecutive days of total disability at 66 2/3% of the basic monthly earnings. Up to thirty (30) accumulated sick leave days may be used on a pro-rata basis while receiving disability income; however, the total income generated from using sick leave with disability benefits may not exceed the principal's basic earnings. The School District shall continue its contribution for health and hospitalization insurance for up to six months (180 consecutive days) after the last day worked for absence due to total disability. Thereafter, the principal receiving long-term disability insurance benefits may continue in the district's group insurance plans at the principal's expense. Benefits payment shall continue beyond age 62 in accordance with federal regulations.

**Section 4.04 Life Insurance:** Effective upon enrollment in the District life insurance plan, the Employer will provide group term life insurance coverage for each full-time principal in the amount of \$200,000. Each principal may purchase additional group term life 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 principal through payroll deduction.

**Section 4.05 Dental Insurance:** The School District shall contribute the same amount toward the monthly premium for single or family coverage as identified in the Northfield Education Association Master Agreement. The effective date for employer contributions shall be January 1.

**Section 4.06 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 Section 4.04 for early retirement. However, principals may be continued in the group insurance plans at their own expense for a period following separation determined by the insurance carrier and COBRA Legislation.

## **ARTICLE V LONGEVITY**

### **Longevity added to base and steps:**

	<b><u>2022-23</u></b>	<b><u>2023-24</u></b>
8 years completed	\$3,000	\$3,000
12 years completed	\$4,000	\$4,000
16 years completed	\$5,000	\$5,000
20 years completed	\$6,000	\$6,000

## **ARTICLE VI RETIREMENT**

**Section 6.01 403(b) Matching Plan:** The school district shall contribute \$4,000 for the two years of this contract a tax-deferred matching contribution plan for each full-time principal who authorizes a matching salary reduction for the same period.

An employee working less than full-time as a principal shall be eligible for a prorated school district contribution.

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.

The school district contribution and matching employee contribution will be made to a state-approved company of the principal's choice. It shall be the responsibility of the principal 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 6.02 Early Retirement Insurance:** Any principal who has at least ten (10) years experience in Independent School District No. 659 and retires upon attaining age fifty-five (55) or thereafter may elect to be covered under the group health and hospitalization and dental plans provided by the School District as provided by law. The principal may continue participation in the district's group term life insurance plan according to provisions of Section 6 at the principal's own expense until the principal is eligible for Medicare. The District shall contribute toward the premium for health and hospitalization and dental coverage under the same conditions as an employed principal but no more than 80% of the health and hospitalization insurance premium, for nine (9) years from the date of retirement. Principals who retired prior to July 1, 2002, will continue to be eligible for the School District's contribution toward their insurance for the period of time established at the time of their retirement. Coverage will be available to a retired principal who has group medical insurance available to him/her from another employer; however, such other employer's coverage shall be considered primary.

Once a retired employee becomes eligible for Medicare the retired employee's coverage will convert to a Medicare supplement policy. Such policy (when combined with Medicare) will at a minimum be equivalent coverage to the group health and hospitalization plan offered to active employees and retired employees who are not eligible for Medicare.

In the event a retired employee and his or her dependent(s) become eligible for Medicare at different times, the individual insured will be converted to the Medicare supplement policy upon becoming eligible. At such time as there is only one other insured remaining on the family group health plan, he/she will be converted to a single policy under the group health plan until they become eligible for Medicare. If dependent children are covered under the group health plan they will be eligible to continue coverage until such time that the last parent covered on the group health plan becomes eligible for Medicare.

Once the retired employee or their dependent(s) obtain Medicare eligibility, the District shall contribute up to \$400.00 toward the monthly premium of the Medicare supplement plan for the remainder of the contribution period as defined above.

When the retiree becomes eligible for Medicare, the retiree must be in compliance with M.S. 471.611.

## **ARTICLE VII DISCIPLINE AND DISCHARGE**

**Section 7.01 Discipline and Discharge:** No principal shall be discharged or otherwise disciplined without just cause.

**Section 7.02 Corrective Discipline:**

**Subd. 1. Objective.** The first step in resolving most potential disciplinary situations is through a principal/superintendent conference.

**Subd. 2. Written Reprimand.** If the superintendent believes that a written reprimand is necessary, he/she will first confer with the principal regarding the circumstances.

**Subd. 3. Representation.** Both the principal and the school district are entitled to be represented at all levels of this disciplinary process.

**Subd. 4. Progressive Discipline.** The School District intends to follow a policy of progressive discipline with its employees. The normal sequence of discipline would be:

- (1) Conference with the employee;
- (2) Written reprimand;
- (3) Suspension without pay;

The relative seriousness of this matter will determine at what level disciplinary action is commenced.

**Subd. 5. Appeal.** The employee may request review of the district's decision through the grievance procedure. At the employee's option, the matter may be submitted directly to arbitration pursuant to Section 8 of the grievance procedure.

## **ARTICLE VIII OTHER BENEFITS**

**Section 8.01 Reimbursement for In-District Mileage:** Principals driving their own cars for in-district travel for school purposes such as taking students home in emergencies, home visitations for the purpose of resolving student problems or conferences with parents and the like shall be reimbursed at the rate approved by the School Board consistent with other school district personnel.

**Section 8.02 Severance Plan.** This section does not apply to any principal or assistant principal hired on or after July 1, 2016. Each principal who has completed seven (7) years of continuous service as a licensed principal in the school district or combined with other administrative positions within the district as identified in the Non-Union Administrators policy document agreements shall be eligible for payment upon separation of employment based on the following:

- a. Payment shall be equivalent to his/her daily rate of pay times a number of days determined by multiplying eight (8) days times the number of years' employment with the Northfield School District at the time of separation of employment. The daily rate shall be based on the principal's gross salary rate, including step, longevity and PHD differentials.

- b. The amounts shall be prorated for years during which the principal served part time.
- c. The maximum number of paid days shall be 120 days, and shall not exceed the number of sick leave days accumulated by the principal at the time of separation of employment.
- d. Deferred compensation under this section shall not be payable in the event a principal is terminated for cause.

The severance payment will be made to the Principal's 403(b) account if they have one. If the Principal does not have a 403(b) account the severance payment will be paid on the last paycheck received from the District, subject to all applicable taxes.

Years completed in the principal unit will be applicable toward severance benefits outlined in Non-Union Administrators policy document agreements should a principal be hired for a position associated with one of those agreements. The severance payment will be based on the terms of the agreement the individual is assigned at the time of separation from the District and not the principals agreement.

**Section 8.03 Right to Use of Building:** For Association purposes, the principals shall have the right to use of building, facilities and equipment if and when such equipment is not otherwise in use. The Association agrees to reimburse the school district for the use of materials consumed and for any damages and repairs as a result of the use of the building, facilities and equipment.

**Section 8.04 Professional Improvement:** The School Board, at its sole discretion, agrees to provide funds for the purpose of providing professional improvement conferences for Principals. These funds shall be included in the annual budget amounts approved by the School Board for each building. Travel, meals, lodging, registration fees and gratuities shall be deemed appropriate expenses for these accounts. The Principal shall apply to the Superintendent for approval to attend out-of-state professional conferences.

**Section 8.05 Professional Dues:** Professional dues for individual memberships in state and national principals' associations will be paid from the principals' allotted budget for this purpose as determined by the Principal.

**Section 8.06 Vandalism/Safety & Security Reimbursement:** The School District shall reimburse a principal who experiences vandalism of their vehicle or personal property, or experiences a personal threat, including racially motivated threats, in an amount up to \$1,000 in any given year toward the unreimbursed insurance deductible amount on the vehicle or personal property, or towards security measures for personal threats. As an example, the reimbursement outlined in this section could be used towards a home security system.

**Section 8.07 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.

## ARTICLE IX SENIORITY

**Section 9.01 Seniority Date.** Seniority shall be based upon continuous and unbroken employment as a licensed principal with Independent School District No. 659 from the most recent date of hire as a licensed

principal. The seniority date for individuals employed by the district as site leaders pending receipt of principal licensure shall be the date on which the Board of Teaching issues the principal licensure as noted on the license.

**Section 9.02 Seniority List.** On or before November 15 of each year, the district shall prepare from its records a Principals' Seniority List, in order of seniority date, which shall contain the seniority date, name and areas of licensure for each principal as shown by licenses on file in the district office as of November 1 of said year, and current employment status. The list will be divided into lists for principals and assistant principals. A copy of the Principals' Seniority List will be provided to each principal and assistant principal on or before November 15 of each year. A principal or assistant principal may challenge the correctness of the information by filing a written challenge with the Director of Human Resources. In the absence of a written challenge filed within twenty (20) calendar days from the date the seniority list was issued, the issued seniority list will be conclusively deemed to be correct.

**Section 9.03 Reduction of Principal and Assistant Principal Positions.** In the event of reduction of principal positions, probationary principals shall be non-renewed before principals with continuing contract rights would be affected. Among principals with continuing contract rights, part-time principals shall be placed on unrequested leave of absence before full-time principals. If two or more principals have the same seniority date, the School Board shall determine which of such principals shall be placed on unrequested leave of absence. In the event of reduction of assistant principal positions, probationary assistant principals shall be non-renewed before assistant principals with continuing contract rights would be affected. Among assistant principals with continuing contract rights, part-time assistant principals shall be placed on unrequested leave of absence before full-time assistant principals. If two or more assistant principals have the same seniority date, the School Board shall determine which of such assistant principals shall be placed on unrequested leave of absence. Unrequested leave and recall to positions shall be governed by provisions of M.S. 122A.40.

## **ARTICLE X GRIEVANCE PROCEDURE**

**Section 10.01 Grievance Definition:** A "grievance" shall mean an allegation by a principal resulting in a dispute or disagreement between the principal and the school district as to the interpretation or application of terms and conditions contained in this Agreement.

**Section 10.02 Representative:** The principal, administrator, or School Board may be represented during any step of the procedure by any person or agent designated by such party to act in his behalf.

### **Section 10.03 Definitions and Interpretations:**

**Subd. 1.** Time limits specified in this Agreement may be extended by mutual agreement.

**Subd. 2. Days:** Reference to days regarding time periods in this procedure shall refer to working days. A working day is defined as all week days not designated as holidays by state law.

**Subd. 3. Computation of Time:** In computing any period of time prescribed or allowed by procedures herein, the date of the act, event, or default for which the designated period of time begins to run shall not be included. The last day of the period so computed shall be counted, unless it is a Saturday, a Sunday, or a legal holiday, in which event the period runs until the end of the next day which is not a Saturday, a Sunday, or a legal holiday.

**Subd. 4. Filing and Postmark:** The filing or service of any notice or document herein shall be timely if it is personally served or if it bears a certified postmark of the United States Postal Service within the time period.

**Section 10.04 Time Limitation and Waiver:** Grievances shall not be valid for consideration unless the grievance is submitted in writing to the school district's designee, setting forth the facts and the specific provision of the Agreement allegedly violated and the particular relief sought within twenty days after the date the event giving rise to the grievance occurred. Failure to file any grievance within such period shall be deemed a waiver thereof. Failure to appeal a grievance from one level to another within the time periods hereafter provided shall constitute a waiver of the grievance. An effort shall first be made to adjust an alleged grievance informally between the principal and the school district's designee.

**Section 10.05 Adjustment of Grievance:** The school district and the principal shall attempt to adjust all grievances which may arise during the course of employment of any principal within the school district in the following manner:

**Subd. 1. Level I:** If the grievance is not resolved through informal discussions, the superintendent or his/her designee shall give a written decision on the grievance to the parties involved within ten days after receipt of the written grievance.

**Subd. 2. Level II:** In the event the grievance is not resolved in Level I, the decision rendered may be appealed to the School Board, provided such appeal is made in writing within ten days after receipt of the decision in Level I. If a grievance is properly appealed to the School Board, the School Board shall set a time to hear the grievance within twenty days after receipt of the appeal. Within twenty days after the meeting, the School Board shall issue its decision in writing to the parties involved. At the option of the School Board, a committee or representative(s) of the Board may be designated by the Board to hear the appeal at this level, and report its findings and recommendations to the School Board. The School Board shall then render its decision.

**Section 10.06 School Board Review:** The School Board reserves the right to review any decision issued under Level I of this procedure provided the School Board or its representative notify the parties of its intentions to review within ten days after the decision has been rendered. In the event the School Board reviews a grievance under this section, the School Board reserves the right to reserve or modify such decision.

**Section 10.07 Denial of Grievance:** Failure by the School Board or its representative to issue a decision within the time periods provided herein shall constitute a denial of the grievance and the principal may appeal it to the next level.

**Section 10.08 Arbitration Procedures:** In the event that the principal and the School Board are unable to resolve any grievance, the grievance may be submitted to arbitration as defined herein:

**Subd. 1. Request:** A request to submit a grievance to arbitration must be in writing signed by the aggrieved party, and such request must be filed in the office of the superintendent within ten days following the decision in Level II of the grievance procedure.

**Subd. 2. Prior Procedure Required:** No grievance shall be considered by the arbitrator which has not been first duly processed in accordance with the grievance procedure and appeal provisions.

**Subd. 3. Selection of Arbitrator:** The parties shall endeavor to select a mutually acceptable arbitrator to hear and decide the grievance. If no agreement is reached, either party may request from the Bureau of Mediation Services, a list of arbitrators selected by the Commissioner, providing such request is made within fifteen (15) days after request for arbitration. Upon receipt of the list of arbitrators, the School District and the exclusive representative shall alternately strike names from the list of arbitrators selected by the Commissioner until only one (1) name

remains. If the parties are unable to agree on who shall strike the first name, the question shall be decided by a flip of the coin. Failure to request an arbitrator from the Bureau of Mediation Services within the time periods provided herein shall constitute a waiver of the grievance.

**Subd. 4. Submission of Grievance Information:**

- a. Upon appointment of the arbitrator, the appealing party shall within five days after notice of appointment forward to the arbitrator, with a copy to the superintendent, the submission of the grievance which shall include the following:
  - (1) The issues involved
  - (2) Statement of the facts
  - (3) Position of the grievant
  - (4) The written documents relating to Article X, Section 10.05 of the grievance procedure.
- b. The school district may make a similar submission of information relating to the grievance either before or at the time of the hearing.

**Subd. 5. Hearing:** The grievance shall be heard by a single arbitrator and both parties may be represented by such person or persons as they may choose and designate, and the parties shall have the right to a hearing at which time both parties will have the opportunity to submit evidence, offer testimony, and make oral or written arguments relating to the issues before the arbitrator. The proceeding before the arbitrator shall be a hearing denovo.

**Subd. 6. Decision:** The decision by the arbitrator shall be rendered within thirty days after the close of the hearing. Decisions by the arbitrator in cases properly before him shall be final and binding upon the parties, subject, however, to the limitation of arbitration decisions as provided by the PELRA.

**Subd. 7. Expenses:** Each party shall bear its own expenses in connection with arbitration including expenses relating to the party's representatives, witnesses, and any other expenses which the party incurs in connection with presenting its case in arbitration. A transcript or recording shall be made of the hearing at the request of either party. The parties shall share equally fees and expenses of the arbitrator, the cost of the transcript or recording if requested by either or both parties, and any other expenses which the parties mutually agree are necessary for the conduct of the arbitration. However, the party ordering a copy of such transcript shall pay for such copy.

**Subd. 8. Jurisdiction:** The arbitrator shall have jurisdiction over disputes or disagreements relating to grievances properly before the arbitrator pursuant to the terms of this procedure. The jurisdiction of the arbitrator shall not extend to proposed changes in terms and conditions of employment as defined herein and contained in this written agreement; nor shall an arbitrator have jurisdiction over any grievance which has not been submitted to arbitration in compliance with the terms of the grievance and arbitration procedure as outlined herein; nor shall the jurisdiction of the arbitrator extend to matters of inherent managerial policy, which shall include but are not limited to such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure, and selection and direction and number of personnel. In considering any issue in dispute, in its order the arbitrator shall give due consideration to the statutory rights and obligation of the public school district to efficiently manage and conduct its operation within the legal limitations surrounding the financing of such operations.

## ARTICLE XI DURATION AND RENEGOTIATION OF AGREEMENT

**Section 11.01 Term of Agreement:** This Agreement shall become effective as of July 1, 2022, and shall continue in full force and effect to and including June 30, 2024, and annually thereafter, except as modified or terminated in accordance with the provisions of this Article XI.

**Section 11.02 Effect:** This Agreement constitutes the full and complete contract between the School Board and the Association. The provisions herein relating to terms and conditions of employment supersede any and all prior agreements, resolutions, practices, school district policies, rules or regulations concerning terms and conditions of employment inconsistent with these provisions.

**Section 11.03 Termination or Modification:** Either party desiring to terminate or modify this Agreement must notify the other party in writing at least sixty (60) days but not more than ninety (90) days prior to June 30, 2024, or at least sixty (60) days but not more than ninety (90) days prior to June 30 of any year thereafter. A notice of desire to modify this Agreement shall set forth specifically all proposed modifications sought by the party, and all clauses of this Agreement for which no modification is sought shall be renewed automatically. Negotiations with respect to proposed modifications may commence at any time after notice of proposed modifications has been given.

**Section 11.04 Severability:** Any provision of this Agreement which is deemed by a federal or state court or agency to be in violation of any provision of the laws of Minnesota or of the United States, or any rules or regulations promulgated thereunder, either now or hereafter, shall be null and void and without force and effect. The provisions of this Agreement shall be severable, and if any provision hereof or application of any such provision is held to be invalid, it shall not affect any other provisions of this Agreement or the application of such provision under other circumstances.

The School Board and the Association will meet not later than ten (10) days after such determination for the purpose of renegotiating any affected provision. The School Board reserves the final right to amend any affected provision of this Agreement to the extent necessary to fulfill compliance with federal or state laws, or rules or regulations promulgated thereunder, subject to the arbitration provisions of the grievance procedure.

**Section 11.05 Negotiations During Term:** The parties mutually acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited opportunity to make demands and proposals regarding terms and conditions of employment for principals. All understandings and agreements arrived at by the parties are set forth in this Agreement. For the duration of this Agreement, the School Board and the Association each voluntarily and unqualifiedly waives the right to meet and negotiate regarding any and all terms and conditions of employment, whether or not specifically referred to or covered in this Agreement, even though such matters may not have been within the knowledge or contemplation of either or both of the parties at the time this Agreement was negotiated or executed; provided, however, that any or all of the provisions, except compensation, of this Agreement may be opened for negotiation and modification in writing at any time by mutual consent of the parties.

NORTHFIELD PRINCIPALS ASSOCIATION

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Negotiator

Dated: \_\_\_\_\_

INDEPENDENT SCHOOL DISTRICT NO.659

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Negotiator

Dated: \_\_\_\_\_

## APPENDIX A

<b><u>Position</u></b>	<b><u># Weeks</u></b>	<b><u>2022-23 Base</u></b>	<b><u>2023-24 Base</u></b>
High School Principal	47	\$149,364	\$154,801
Middle School Principal	47	\$146,501	\$151,834
Elementary School Principal	47	\$143,686	\$148,916
High School Assistant Principal	43.4	\$129,162	\$133,864
Middle School Assistant Principal	43.2	\$124,696	\$129,235

### Steps for full-time service (prorate for part-time) added to base salary

	<b><u>2022-23</u></b>	<b><u>2023-24</u></b>
1: 1st Year	\$0	\$0
2. 2 <sup>nd</sup> Year	\$2,167	\$2,167
3. 3 <sup>rd</sup> Year	\$4,334	\$4,334
4. 4 <sup>th</sup> Year and Up	\$6,500	\$6,500
<b>Doctorate Stipend</b>	<b><u>2022-23</u></b>	<b><u>2023-24</u></b>
	\$5,500	\$5,500

**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 Minnesota Statute 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 Minnesota Statute 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:

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\_\_\_\_\_  
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~~ included 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 (6<sup>th</sup> 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)

TO: Claudia Gonzalez-George, Chairperson  
Northfield School District Board of Education

FROM: Superintendent Matthew J. Hillmann, Ed.D.

DATE: August 8, 2022

RE: Draft 2022-23 Superintendent's Focus Areas

In addition to the 45 job responsibilities organized around 8 major topic areas included in the superintendent's evaluation, please consider the following proposed areas of focus for the 2022-23 school year.

1. The superintendent will facilitate the implementation of the district's newly developed core performance expectations. An implementation plan will be shared with the board no later than Sept. 15, 2022.
2. The superintendent will facilitate creation of a dashboard to visually convey the district's performance on the strategic plan's benchmarks. The dashboard will be in place by Nov. 30, 2022.
3. The superintendent will facilitate the redesign of the district's student handbooks, presenting a draft to the board by March 30, 2022.
4. The superintendent will continue addressing the district's academic and social/emotional disparities within the district through ongoing implementation of the district's anti-racism framework, with a special focus on engagement with families of Black, indigenous and students of color by meeting with three parent advisory groups (Black Parent Advisory Committee [new], Hispanic Parent Advisory Committee, and the American Indian Parent Advisory Committee) three times each during the 2022-23 school year.
5. The superintendent will lead the informational campaign for a capital projects levy renewal/expansion and a high school facilities improvement bond election (if applicable.)

*These goals do not encompass all of the superintendent's work during the school year. Progress toward realizing the strategic plan's vision and priorities will continue as well as pursuing the goals outlined in the district's World's Best Workforce Plan.*

CERTIFICATION OF MINUTES RELATING TO SPECIAL ELECTION

Issuer: Independent School District No. 659 (Northfield Public Schools), Minnesota

Governing Body: School Board

Kind, date, time and place of meeting: A regular meeting held on August 22, 2022 at 6:00 p.m. in the Northfield School District Office Boardroom.

Members present:

Members absent:

Documents attached:

Minutes of said meeting (including):

RESOLUTION RELATING TO DETERMINING THE NECESSITY OF  
RENEWING AN EXPIRING CAPITAL PROJECT LEVY AUTHORIZATION,  
APPROVING A NEW CAPITAL PROJECT LEVY AUTHORIZATION, AND  
CALLING A SPECIAL ELECTION AND REFERENDUM THEREON

I, the undersigned, being the duly qualified and acting recording officer of the public corporation referred to in the title of this certificate, certify that the documents attached hereto, as described above, have been carefully compared with the original records of said corporation in my legal custody, from which they have been transcribed; that said documents are a correct and complete transcript of the minutes of a meeting of the governing body of said corporation, and correct and complete copies of all resolutions and other actions taken and of all documents approved by the governing body at said meeting; and that said meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

WITNESS my hand officially as such recording officer on August 22, 2022.

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School District Clerk

Member \_\_\_\_\_ introduced the following resolution and moved its adoption, which motion was seconded by Member \_\_\_\_\_:

RESOLUTION RELATING TO DETERMINING THE NECESSITY OF  
RENEWING AN EXPIRING CAPITAL PROJECT LEVY AUTHORIZATION,  
APPROVING A NEW CAPITAL PROJECT LEVY AUTHORIZATION, AND  
CALLING A SPECIAL ELECTION AND REFERENDUM THEREON

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

It is hereby found, determined and declared as follows:

1. The Board has investigated the facts and does hereby find, determine and declare that it is necessary and expedient to:

- (a) submit an expiring capital project levy authorization renewal to the voters for their approval. The proposed renewed authorization will be in the amount of 3.534% times the net tax capacity of the School District to provide funds for the acquisition, installation, support and maintenance of software and technology and the acquisition, installation, support and maintenance support and maintenance of School District facilities, infrastructure, furnishings, and equipment. The proposed tax rate is not being increased from the previous year's rate. The proposed renewal of the expiring capital project levy authorization will raise approximately \$1,239,925 for taxes first levied in 2023, payable in 2024, and will be authorized for ten (10) years. The estimated total cost of the projects to be funded over that time period is approximately \$12,399,250. The program will be commenced prior to November 8, 2027 which is a date not more than five (5) years from the date of the special election approving the capital project levy authorization; and
- (b) submit a new capital project levy authorization to the voters for their approval. The proposed new authorization will be in the amount of 1.169% times the net tax capacity of the School District to provide funds for the acquisition, installation, support and maintenance of software and technology and the acquisition, installation, support and maintenance support and maintenance of School District facilities, infrastructure, furnishings, and equipment. The proposed capital project levy authorization will raise approximately \$410,075 for taxes first levied in 2023, payable in 2024, and will be authorized for ten (10) years. The estimated total cost of the projects to be funded over that time period is approximately \$4,100,750. The program will be commenced prior to November 8, 2027 which is a date not more than five (5) years from the date of the special election approving the capital project levy authorization.

The question on the renewal of the expiring capital project levy authorization shall be School District Question 1 on the School District ballot at the special election held to approve said authorization. The question on the new capital project levy authorization shall be School District Question 2 on the School District ballot at the special election held to approve said authorization.

The passage of School District Question 2 shall be contingent on the passage of School District Question 1.

2. The projects described in paragraph 1 will be submitted to the Commissioner of Education of the State of Minnesota for Review and Comment. Said projects and such submission are hereby approved by this Board. The actions of the School District's administration in applying to the Minnesota Department of Education for the Commissioner's Review and Comment and taking such other actions as necessary to comply with the provisions of Minnesota Statutes, Section 123B.71, as amended, are hereby directed, authorized, approved and ratified in all respects. The Board's determination to hold the election to approve the capital project levy authorization renewal and the new capital project levy authorization is contingent upon receiving a favorable Review and Comment. When the Commissioner's favorable Review and Comment is received, the Clerk is authorized and directed to publish a summary of the Review and Comment in a legal newspaper of general circulation in the School District not less than twenty (20) nor more than sixty (60) days before the special election date and the School District will hold a public meeting on the Review and Comment prior to the date of the election.

3. The questions on the renewal of the expiring capital project levy authorization and the approval of a new capital project levy authorization of the School District shall be submitted to the qualified electors of the School District at a special election, which is hereby called and directed to be held in conjunction with the state general election on Tuesday, November 8, 2022, between the hours of 7:00 a.m. and 8:00 p.m.

4. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for this special election are those precincts or parts of precincts located within the boundaries of the School District which have been established by the governing bodies located in whole or in part within the School District.

5. The Clerk is hereby authorized and directed to cause written notice of the special election to be: (a) provided to each County Auditor at least seventy-four (74) days before the date of the special election; (b) provided to the Commissioner of Education at least seventy-four (74) days before the date of the special election; (c) mailed to every taxpayer in the School District, at least fifteen (15) days but no more than forty-five (45) days prior to the date of the special election; (d) posted at the administrative offices of the School District, for public inspection, at least ten (10) days before the date of the special election; and (e) published in the official newspaper of the School District once each week for at least two consecutive weeks, with the last publication being at least one week before the date of the special election. The Notice of Special Election shall be prepared in substantially the following form:

**NOTICE OF SPECIAL ELECTION  
INDEPENDENT SCHOOL DISTRICT NO. 659**

**(NORTHFIELD PUBLIC SCHOOLS), MINNESOTA**

NOTICE IS HEREBY GIVEN that a special election has been called and will be held in and for Independent School District No. 659 (Northfield Public Schools), Minnesota, on November 8, 2022, between the hours of 7:00 a.m. and 8:00 p.m. to vote on the following questions:

**School District Question 1  
Renewal of Expiring Capital Project Levy Authorization**

The board of Independent School District No. 659 (Northfield Public Schools), Minnesota has proposed to renew its capital project levy authorization expiring after taxes payable in 2023 in the maximum amount of 3.534% times the net tax capacity of the school district to provide funds for the acquisition, installation, support and maintenance of software and technology and the acquisition, installation, support and maintenance support and maintenance of School District facilities, infrastructure, furnishings, and equipment. The proposed tax rate is not being increased from the previous year's rate. The proposed renewal of the expiring capital project levy authorization will raise approximately \$1,239,925 for taxes first levied in 2023, payable in 2024, and will be authorized for ten (10) years. The estimated total cost of the projects to be funded over that time period is approximately \$12,399,250.

Shall the renewal of the expiring capital project levy authorization proposed by the board of Independent School District No. 659 (Northfield Public Schools), Minnesota be approved?

**BY VOTING "YES" ON THIS BALLOT QUESTION, YOU ARE VOTING  
TO RENEW AN EXISTING CAPITAL PROJECTS REFERENDUM THAT IS  
SCHEDULED TO EXPIRE**

**School District Question 2  
New Capital Project Levy Authorization**

The board of Independent School District No. 659 (Northfield Public Schools), Minnesota has proposed a new capital project levy authorization in the maximum amount of 1.169% times the net tax capacity of the school district to provide funds for the acquisition, installation, support and maintenance of software and technology and the acquisition, installation, support and maintenance support and maintenance of School District facilities, infrastructure, furnishings, and equipment. The proposed capital project levy authorization will raise approximately \$410,075 for taxes first levied in 2023, payable in 2024, and will be authorized for ten (10) years. The estimated total cost of the projects to be funded over that time period is approximately \$4,100,750.

If School District Question 1 above is approved, shall the new capital project levy authorization proposed by the board of Independent School District No. 659 (Northfield Public Schools), Minnesota be approved?

**BY VOTING “YES” ON THIS BALLOT QUESTION, YOU ARE VOTING FOR A  
PROPERTY TAX INCREASE**

The precincts and polling places for the special election will be the precincts and polling places used for the state general election.

All qualified electors residing in said School District may cast their ballots at the polling places for the precincts in which they reside during the polling hours specified above.

A voter must be registered to vote to be eligible to vote in the special election. Unregistered individuals may register to vote at the polling places on election day.

Dated: August 22, 2022.

BY ORDER OF THE SCHOOL BOARD

/s/\_\_\_\_\_, Clerk

6. The Clerk is authorized and directed to acquire and distribute such election materials as may be necessary for the proper conduct of this special election. If an optical scan voting system is being used, the Clerk shall comply with the laws and rules governing the procedures and requirements for optical scan voting systems. The Clerk is authorized and directed to acquire and distribute such election materials and to take such other actions as may be necessary for the proper conduct of this special election and generally to cooperate with election authorities conducting any 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 other elections, including entering into agreements with appropriate municipal and county officials regarding preparation and distribution of ballots or ballot cards, election administration, and cost sharing.


7. The Clerk is authorized and directed to cause a printed ballot for the questions to be prepared in accordance with Minnesota Statutes, Section 205A.08, Subdivision 5 and the rules of the secretary of state for use at the special election. If an optical scan voting system is being used, the Clerk shall cause official ballots to be printed according to the format of ballots for optical scan voting systems provided by the laws and rules governing optical scan voting systems. The Clerk is further authorized and directed to cause a sample ballot to be posted in the administrative offices of the School District, for public inspection, at least four (4) days before the date of the special election and to cause two sample ballots to be posted at each polling place on the date of the special election and to cooperate with the proper election officials to cause ballots or ballot cards to be prepared for use at said election. The ballot shall be in substantially the following form, with such changes in form and instructions as may be necessary to accommodate the use of an optical scan voting system:

**Special Election Ballot  
School District Ballot  
Independent School District No. 659  
(Northfield Public Schools), Minnesota**

**November 8, 2022**

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**Instructions to Voters**

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

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To vote for a question, fill in the oval next to the word "Yes" for that question.

To vote against a question, fill in the oval next to the word "No" for that question.

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**School District Question 1  
Renewal of Expiring Capital Project Levy Authorization**

The board of Independent School District No. 659 (Northfield Public Schools), Minnesota has proposed to renew its capital project levy authorization expiring after taxes payable in 2023 in the maximum amount of 3.534% times the net tax capacity of the school district to provide funds for the acquisition, installation, support and maintenance of software and technology and the acquisition, installation, support and maintenance support and maintenance of School District facilities, infrastructure, furnishings, and equipment. The proposed tax rate is not being increased from the previous year's rate. The proposed renewal of the expiring capital project levy authorization will raise approximately \$1,239,925 for taxes first levied in 2023, payable in 2024, and will be authorized for ten (10) years. The estimated total cost of the projects to be funded over that time period is approximately \$12,399,250.

 **YES**  
 **NO**

Shall the renewal of the expiring capital project levy authorization proposed by the board of Independent School District No. 659 (Northfield Public Schools), Minnesota be approved?

**BY VOTING "YES" ON THIS BALLOT QUESTION, YOU ARE VOTING  
TO RENEW AN EXISTING CAPITAL PROJECTS REFERENDUM THAT IS  
SCHEDULED TO EXPIRE**

**School District Question 2**  
**New Capital Project Levy Authorization**

The board of Independent School District No. 659 (Northfield Public Schools), Minnesota has proposed a new capital project levy authorization in the maximum amount of 1.169% times the net tax capacity of the school district to provide funds for the acquisition, installation, support and maintenance of software and technology and the acquisition, installation, support and maintenance support and maintenance of School District facilities, infrastructure, furnishings, and equipment. The proposed capital project levy authorization will raise approximately \$410,075 for taxes first levied in 2023, payable in 2024, and will be authorized for ten (10) years. The estimated total cost of the projects to be funded over that time period is approximately \$4,100,750.

 **YES**  
**NO**

If School District Question 1 above is approved, shall the new capital project levy authorization proposed by the board of Independent School District No. 659 (Northfield Public Schools), Minnesota be approved?

**BY VOTING “YES” ON THIS BALLOT QUESTION, YOU ARE VOTING FOR A  
PROPERTY TAX INCREASE**

(Reverse side of ballot)

OFFICIAL BALLOT

November 8, 2022

\_\_\_\_\_  
Judge

\_\_\_\_\_  
Judge

(The ballot is to be initialed by two judges)

8. If the School District will be contracting to print the ballots for this special 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, upon request, 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 of 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 special election and shall conduct the special election at the various polling places in the manner prescribed by law.

10. If the capital project levy authorization renewal and the new capital project levy authorization approved, all proceeds from the capital project levy authorizations shall be deposited in the capital project referendum account which is a separate account in the School District's general fund. All interest income attributable to the capital project referendum account must be credited to the capital project referendum account. Money in the capital project referendum account may only be used for the costs of acquisition and betterment of approved projects. The funds in the capital project referendum account may be accumulated and not be expended until sufficient funds are available, may be accumulated and not be expended until additional funds from a bond issue are available, or may be expended on an ongoing basis for approved project costs. Any funds remaining in the capital project referendum account that are not applied to the payment of the costs of the approved projects before their final completion shall be transferred to the School District's debt redemption fund.

11. The special election shall be held and the returns made and canvassed in the manner prescribed by law and the Board shall meet on a date between the third day, November 11, 2022, and the tenth day, November 18, 2022, after the special election for the purpose of canvassing the results thereof.

12. Pursuant to Minnesota Statutes, Section 123B. 63, Subdivision 3(f) and Section 205A.07, Subdivision 3a, the Clerk is hereby instructed to notify the Commissioner of Education of the results of the special election and to provide the certified vote totals for the ballot questions in written form within fifteen (15) days after the results have been certified by the Board.

13. Pursuant to Minnesota Statutes, Section 211A.02, Subdivision 6, the Clerk is hereby instructed to make any campaign finance reports filed with the Clerk by campaign committees within seven (7) days after the special election available on the School District's web site as soon as possible, but no later than thirty (30) days after receipt of any such report. The Clerk is further instructed to provide the Campaign Finance and Public Disclosure Board with a link to the section of web site where such reports are made available. Such reports must remain available on the web site for four (4) years from the date first posted.

Upon vote being taken thereon, the following voted in favor thereof

and the following voted against the same:

Whereupon the resolution was declared duly passed and adopted.