

INDEPENDENT SCHOOL DISTRICT NO. 659
REGULAR SCHOOL BOARD MEETING

Monday, September 26, 2022 ~ 6:00 p.m. ~ Regular Board Meeting
Northfield District Office Boardroom

Zoom Link: <https://northfieldschools-org.zoom.us/j/86953114970?pwd=YmpOUmBoSXB2O082azV5NEIDNkVWUT09>
Passcode: 548388

AGENDA

1. Call to Order
2. Agenda Approval/Table File
3. Public Comment
4. Announcements and Recognitions
5. Items for Discussion and Reports
 - a. District Youth Council Update
 - b. Northfield High School Facility Plan Voter Survey Update
 - c. Superintendent Operations & Strategic Plan Update
6. Consent Agenda
 - a. Minutes
 - b. Gift Agreements
 - c. Personnel Items
7. Items for Individual Action
 - a. Policy Committee Recommendations
 - b. Proposed 2022 Payable 2023 Property Tax Levy
8. Items for Information
 - a. Capital Projects Levy Referendum Website and Public Meetings
 - b. Farm-to-School Luncheon at Spring Creek
9. Future Meetings
 - a. Thursday, September 29, 2022, 5:00 p.m., Board Work Session, Northfield DO Boardroom
 - b. Monday, October 10, 2022, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
 - c. Monday, October 24, 2022, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
 - d. Monday, November 14, 2022, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
10. Adjournment

NORTHFIELD PUBLIC SCHOOLS
MEMORANDUM

Monday, September 26, 2022 ~ 6:00 p.m. ~ Regular Board Meeting
Northfield District Office Boardroom

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TO: Members of the Board of Education
FROM: Matthew Hillmann, Ed.D, Superintendent
RE: Explanation of Agenda Items for Monday, September 26, 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. District Youth Council (DYC) Update. DYC co-chairs Grace Ryden and Connor Percy will update the board about their plans for the 2022-2023 school year.
 - b. Northfield High School Facility Plan Voter Survey Update. Superintendent Hillmann and Director of Finance Val Mertesdorf will provide an update on the voter survey with Morris-Leatherman.
 - c. 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.

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 22, 2022
 - Minutes of the Regular School Board meeting held on September 12, 2022
- b. Gift Agreements
 - \$3,000.00 from Multek Flexible Circuits: \$1,000.00 to robotics and \$2,000.00 for scholarships
 - \$1,000.00 from Northfield Raider Touchdown Club for the Northfield Touchdown Club Scholarship
- c. Personnel Items
 - i. Appointments
 1. Richelle Audiss, Program Assistant with Community Ed Recreation, beginning 9/17/2022-5/31/2023; \$11.64/hr.
 2. Erin Blanck, Early Childhood EA/Sib Care Provider for up to 18 hours/week at the NCEC, beginning 9/21/2022; Step 4-\$17.70/hr.
 3. Duane Bogne, Program Assistant with Community Ed Recreation, beginning 9/12/2022-5/31/2023; \$10.75/hr.
 4. Halvor Bratland, Targeted Services MSYC Site Assistant for up to 2 hours/day Mon.-Thurs. at the Middle School, beginning 10/3/2022-5/26/2023; Step 2-\$14.88/hr.
 5. Marly Corona Zuniga, Community School Student Site Assistant for up to 6 hours/day at Bridgewater, beginning 9/28/2022-6/9/2023. Student-\$10.33/hr.
 6. Alijah Cruel, Program Assistant with Community Ed Recreation, beginning 9/19/2022-5/31/2023; \$10.33/hr.

7. Kifah Dubad, Community School Student Site Assistant for up to 6 hours/day at Bridgewater, beginning 10/3/2022-6/9/2023. Student-\$10.33/hr.
 8. Jordan Embry, Program Assistant with Community Ed Recreation, beginning 9/12/2022-5/31/2023; \$10.33/hr.
 9. Gabriel Fisher-Navarro, Program Assistant with Community Ed Recreation, beginning 9/17/2022-5/31/2023; \$10.33/hr.
 10. Brianna Grabinger, Early Childhood EA/Sib Care Provider for up to 10 hours/week at the NCEC, beginning 9/20/2022; Step 1-\$16.33/hr.
 11. Dax Johnson, Program Assistant with Community Ed Recreation, beginning 9/19/2022 - 5/31/2023; \$10.33/hr.
 12. Vicky Johnson, Special Ed EA PCA for 6.75 hours/day at the High School, beginning 9/28/2022; Step 4-\$17.70/hr. + PCA Stipend
 13. Cody Kaslow, Program Assistant with Community Ed Recreation, beginning 9/17/2022 - 5/31/2023; \$10.58/hr.
 14. Lisa Koktavy, 1.0 FTE Administrative Support Assistant Class IV at the NCEC, beginning 10/3/2022; Step 3 - \$22.77/hr.
 15. Melissa Koukkari, Program Supervisor with Community Ed Recreation, beginning 9/19/2022 - 5/31/2023; \$12.39/hr.
 16. Katherine Kreft, Special Ed EA PCA for 6.75 hours/day and Supervisory for .25 hours/day at Spring Creek, beginning 9/19/2022; Step 4-\$17.70/hr. + PCA Stipend \$2,500
 17. Jay Kuivinen, Lifeguard with Community Ed Recreation, beginning 9/19/2022 - 5/31/2023; \$14.64/hr.
 18. Angelica Grobe-Larsen, Child Nutrition Associate I for 3.75 hours/day at the High School, beginning 10/17/2022. \$20.05/hr.
 19. Hailey Malecha, Community School Club Leader for up to 6 hours/day at Bridgewater, beginning 9/27/2022-6/9/2023. \$23.65/hr.
 20. Thomas Neuger, Site Supervisor/Scheduler with Community Ed Recreation, beginning 10/1/2022 - 5/31/2023; \$11.64/hr.
 21. Robert Nutt, Event Worker with the High School Activities, beginning 9/22/2022.
 22. Madelyn Peralta, Community School Student Site Assistant for up to 6 hours/day Mon.-Thurs. at Bridgewater, beginning 9/27/2022-6/9/2023. Student-\$10.33/hr.
 23. Kyan Rauk, Program Assistant with Community Ed Recreation, beginning 9/12/2022 - 5/31/2023; \$10.33/hr.
 24. Kai Richardson, Special Ed EA PCA for 6.5 hours/day at Bridgewater, beginning 9/26/2022; Step 1-\$16.33/hr. + PCA Stipend
 25. Thea Ritter, Community School After School Site Assistant for up to 3 hours/day Mon.-Wed. at Greenvale Park, beginning 9/29/2022-5/26/2023. Step 1-\$14.50/hr.
 26. Marthann Schulte, Special Ed EA PCA for 6.75 hours/day at the High School, beginning 10/3/2022; Step 4-\$17.70/hr. + PCA Stipend
 27. Samantha Shimota, Building Nurse for 7.5 hours/week at St. Dominic, beginning 9/30/2022-6/9/2023; ADN/LPN - \$32.88/hr.
 28. Winston Vermilyea, Water Safety Instructor (WSI) with Community Ed Recreation, beginning 9/20/2022 - 5/31/2023; \$14.89/hr.
- ii. Increase/Decrease/Change in Assignment
1. Kristin Basinger, Special Ed EA PCA at the Middle School, add Special Ed EA PCA Bus EA for approximately 1.5 hours/week with the District, effective 9/7/2022-6/9/2023.
 2. Russel Boyington, KidVentures Site Assistant at Bridgewater, add Community School Evening Club Leader for up to 3 hours/week on Wednesdays at Bridgewater, effective 10/3/2022-5/25/2023. \$23.65/hr.
 3. Kristen Cade, Teacher at Bridgewater, add Community School Teacher for up to 2 hours/day Mon-Thurs. at Bridgewater, effective 10/3/2022-5/25/2023; Yr. 27-\$28.82/hr.
 4. Pamela Charlton, Teacher at Bridgewater, add Community School Teacher for 1 hour/day for 4 days/week at Bridgewater, effective 10/3/2022-5/25/2023; Yr. 1-\$27.11/hr.
 5. Doug Davis, Teacher at the High School, add Event Work with the High School Activities, effective 9/15/2022.
 6. Kelle Edwards, Educational Assistant at the High School, add Event Work with the High School Activities, effective 9/15/2022.
 7. Oscar Gaspar, ESL Educational Assistant at the High School, add Community School Club Leader for up to 2 hours/day Mon.-Thurs. Bridgewater, effective 10/3/2022-5/25/2023. \$23.65/hr.
 8. Rich Guggisberg, Teacher at Spring Creek, add Event Work with the High School Activities, effective 9/15/2022.
 9. Denise Halvorson, Teacher at the Middle School, add MSYC Teacher for up to 10 hours/week Mon.-Thurs. at the Middle School, effective 10/3/2022-5/26/2023; Yr. 3-\$27.11/hr.

10. Catherine Lovrien, Teacher at the Middle School, add MSYC Teacher for up to 6 hours/week Mon.-Thurs. at the Middle School, effective 10/3/2022-5/26/2023; Yr. 2-\$27.11/hr.
 11. Kathleen Malecha, Special Ed EA PCA at Bridgewater, add Community School Club Leader for up to 2 hours/day Mon.-Thurs. Bridgewater, effective 10/3/2022-5/25/2023. \$23.65/hr.
 12. Kim Medin, Teacher at Bridgewater, add Community School Teacher for 2 hour/day for 4 days/week at Bridgewater, effective 10/3/2022-5/25/2023; Yr. 2-\$27.11/hr.
 13. Karen Murphy, Night Custodian 3:00-11:00 p.m. at Spring Creek, change to Night Custodian 1:00-9:00 p.m. at the High School, effective 9/19/2022.
 14. Nicole Rasmussen, Special Educational Assistant PCA at Bridgewater, add KidVentures Site Assistant for 10 hours/week at Bridgewater, effective 9/6/2022. Step 4-\$15.91/hr.
 15. Andrea Redder, Special Ed EA PCA for 14 hours/week at the NCEC, add Special Ed EA PCA for 17.5 hours/week + General Ed EA Wrap around care (extended day) for 5 hours/week at the NCEC, effective 9/6/2022.
 16. Steve Rinderknecht, Night Custodian at Bridgewater, change to Night Custodian at Spring Creek, effective 9/19/2022.
 17. Heather Stanton Ims, Social Worker at the Middle School, add MSYC Teacher for up to 8 hours/week Mon.-Thurs. at the Middle School, effective 10/3/2022-5/26/2023; Yr. 2-\$27.11/hr.
 18. Annie Welch, Community School Evening Site Assistant at Greenvale Park, add Community School After School Site Assistant 2 hours/day on Tuesdays at Greenvale Park, effective 9/29/2022-5/26/2023. Step 1-\$14.50/hr.
- iii. Leave of Absence
1. Monika Burkhead, Teacher at the Middle School, Family/Medical Leave of Absence beginning 1/25/2023-approximately 3/13/2023.
 2. Danielle Crase, Teacher at the High School, Family/Medical Leave of Absence beginning on or about 2/19/2023 for 8 work weeks.
 3. Matt Crase, Teacher at the High School, Family/Medical Leave of Absence beginning on or about 2/19/2023 for 2 work weeks.
 4. Emily Grote, HR Generalist at the District Office, Family/Medical Leave of Absence beginning on or about 11/27/2022 for 12 work weeks.
 5. Correction: Mackenzie Ludwig, ECSE Teacher at the NCEC, Family/Medical Leave of Absence beginning on or about 2/16/2023 for 12 work weeks.
 6. Lori Warner, Occupational Therapist at the Middle School, Family/Medical Leave of Absence beginning 9/19/2022 - 9/23/2022.
- iv. Retirements/Resignations/Terminations
- 1.

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

7. Items for Individual Action

- a. Policy Committee Recommendations. The board is requested to approve the policy committee's recommended updates to policies 104, 610.1, 612 and 619 as presented.

Superintendent's Recommendation: Motion to approve the policy committee's recommended updates to policies 104, 610.1, 612 and 619.

- b. Proposed 2022 Payable 2023 Property Tax Levy. Val Mertesdorf, Director of Finance, will review the levy certification timelines and analysis of the preliminary levy. The amount of the preliminary levy for 2023 is \$21,135,540.24 and represents a 5.63% increase over last year. This represents the maximum levy amount as of this publication. The board, for many years, has certified the preliminary levy using the term "maximum" because the final levy certification can be lower than the preliminary certification but cannot be higher. Certifying at the "maximum" allows for flexibility should the calculation be higher than what is printed at the time of this board action. The preliminary property tax levy for 2023 is required to be certified to the district's home county auditor no later than September 30, 2022.

Superintendent's Recommendation: Motion to certify to County Auditors the 2022 Payable 2023 Preliminary Levy Limitation and Certification at the maximum authority.

8. Items for Information

- a. Capital Projects Levy Referendum Website and Public Meetings. The district has launched its capital projects levy informational campaign website at: <https://northfieldschools.org/cpl>. The next public meeting is scheduled Oct. 6, 6:00 pm—7:15 pm, in the district office gymnasium. Attendees should enter the district office at Door No. 5 off the parking lot.
- b. Farm-to-School Luncheon at Spring Creek. On Thursday, Oct. 27 Spring Creek Elementary Child Nutrition Department will host state and local leaders along with farm to school advocates for lunch. Board members are invited to attend. Please contact Stephany Stromme, Director of Child Nutrition, for specific information and to RSVP.

9. Future Meetings

- a. Thursday, September 29, 2022, 5:00 p.m., Board Work Session, Northfield DO Boardroom
- b. Monday, October 10, 2022, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- c. Monday, October 24, 2022, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- d. Monday, November 14, 2022, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom

10. Adjournment

District Youth Council

Fall 2022 School Board Presentation

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

Subcommittees

Communications

- Leta Prestemon (12th)

Connections

- Chloe Xiao (12th)

Equity, Inclusion, and Wellness

- Maddie Bussmann (11th)
-

Meetings

2nd Wednesday - Subcommittee
Project Work Time

4th Thursday - Meetings with Dr.
Hillmann and Julie Pritchard,
updates from district
committee/school board meetings

District Committees

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

2021-2022 Recap

Goals for 2022-2023

Communications

- Administration Get to Know You
- Work as a conduit to share information between the student body and the School Board

Connections

- School Board Candidate Forum
- School Board Brunch

Equity and Inclusion

- Period Products
- Student Survey
- Yearbook Name Changes

Thank you so much!

Any questions?

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](#).

Health Insurance Renewal Update

strategic commitment highlights: people, stewardship

The Northfield School District's self-funded health insurance program has been a success story — it was honored by the University of Minnesota's Humphrey School for Public Affairs with a local government innovation award in 2018. The district had virtually no increase in its premiums for over a decade.

Due to a variety of factors, that changed in 2021. The board authorized adding \$1 million to the self-insurance fund to mitigate a substantial increase in employee contributions amid some of the toughest parts of the pandemic. The district administration has worked to structurally repair the issue with limited identification of solutions. The district is experiencing high claims from a very small percentage of individuals covered by the program. One percent of program participants account for approximately 32% of the district's claims. We are pleased to offer quality insurance benefits to those who need them, but it impacts the program.

Recently, the district solicited new health insurance bids. Using the health insurance transparency act (HITA) provisions, the district took two rounds of bids. After the first round, the district shares the lowest responsible bid amount with all bidders. Bidders then submit a final bid for the district's consideration. This included bids for returning to a fully insured program. We will share the bid recommendation at the Oct. 10 board meeting. The initial analysis indicates a smaller premium increase than in 2021 but the district will likely need to make a significant amount of the 2021 subsidy permanent to maintain a reasonable employee share of the premiums.

Professional Learning Communities (PLCs) Reset

strategic commitment highlights: people, learner outcomes, equity

As part of the district's "reset" theme for 2022-23, instructional services and teaching staff have been re-establishing expectations for PLCs. The following are the PLC guiding principles for this school year:

- PLC work should be data-driven.
- PLC work is student-focused and supports the district MTSS process which includes differentiation in core instruction.
- PLC work requires adult learning and instructional change.
- PLC work requires professional integrity and personal adherence to team norms.
- PLC work is equity work and equity work is PLC work.

District PLCs are given direction through a planned schedule. The schedule includes guidance for the week's work focused on five critical questions:

- What knowledge, skills and dispositions should every student acquire as a result of this unit, this course or this grade level?
- How will we know when each student has acquired the essential knowledge and skills?
- How will we respond when some students do not learn?
- How will we extend the learning for students who are already proficient?
- Who benefitted from our instruction and who did not? (this is **equity** in the classroom)

PLC teams also have ten "deliverables" to submit during the school year to validate the work toward improving student outcomes.

Northfield Chess

strategic commitment highlights: people, learner outcomes, partnerships

I am pleased to share that the transition to chess shifting to community education from the high school activities department has been successful so far. The team's expenses are paid for by participant fees and with \$4,000 in donations through the community education website. The team has a full schedule planned and Coach Stanina is leading the team once again. Congratulations to the team and their families for their tenacious commitment to the game and their perseverance in shifting to this new funding model.

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

August 22, 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

- The filing period for the school board concluded on Aug. 16. There are six candidates for three board seats. Incumbents Tom Baraniak and Jeff Quinnell have filed along with Ben Miller, Robert Coleman, Ricky Antonio Livingston, and Jenny Nelson.

5. Items for Discussion and Reports

- a. Elementary Schools' Continuous Improvement Plan. Elementary Principals Nancy Antoine, Sam Richardson and Scott Sannes presented to the board the continuous school improvement plan for the elementary schools. 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. Middle School Continuous Improvement Plans. Middle School Principal Greg Gelineau presented to the board the continuous school improvement plan for the Middle School. 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 Plan Voter Survey Update. Dr. Hillmann provided an update on the high school facility plan process. The district has signed a contract with Morris-Leatherman to conduct a voter survey. The City of Northfield will pay one-half of the survey cost and 400 voters will be surveyed. A small administrative group and Chair Gonzalez-George will review the first draft of survey questions. We will engage several board members to help finalize the survey questions. Superintendent Hillmann suggested we schedule a work session to go through hypothetical survey results and how the board may move forward with these results. The district will use its communication channels to notify community members about the survey.
- d. e-Learning Plan. Superintendent Hillmann provided 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 provided an update about fall athletics, bridges to kindergarten, 2022-23 COVID-19 procedures, new legislation regarding student data privacy and kindergarten screen time limitations, and the district's continued anti-racism and equity work.
- f. Request to Hire a 0.5 FTE School Psychometrist for the 2022-23 School Year. Cheryl Hall, Director of Special Services, requested to hire one 0.5 FTE school psychometrist for the 2022-23 school year. The district

was not able to fill a recent vacancy for a school psychologist position at the NCEC and ALC for the 2022-2023 school year. This resulted in the district contracting for a virtual school psychologist to provide these services due to the lack of available school psychologists nationwide. During virtual testing sessions our students will also need additional staff to support them. The school psychometrist would also be able to do some of this supervision, complete some testing and also complete observations across various settings in the community. The district was also recently made aware that one of our school psychologists will be taking a leave of absence during the school year. A school psychometrist is qualified to fill this vacancy under the supervision of a school psychologist in the district. The school psychometrist has at a minimum a B.S. in psychology and potentially an MA in school psychology. The individual is qualified to complete educational evaluations, analyze data and complete observations. The total projected cost of salary and benefits for a .5 FTE is \$50,553.64 with approximately 55% of the salary reimbursed through special education revenue for a net cost of \$33,348.74. This cost is offset by the .5 FTE reduction of an OT who recently resigned and was not filled yet and current educational assistant vacancies that we have not been able to fill. This will allow us to meet our maintenance of effort.

On a motion by Goerwitz, seconded by Pritchard, the board unanimously approved to move this to an item for individual action at tonight's meeting.

6. Consent Agenda

On a motion by Stratmoen, seconded by Baraniak, the board unanimously approved 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 requested 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.
 15. Mary Willman, 1.0 FTE Special Ed Teacher ASD at the High School, beginning 8/25/2022.
- 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.
 22. Noah Gagnon, Teacher at the High School, add Head Student Council Advisor at the High School, effective 8/25/2022. \$4,670 stipend
 23. Kay Goodrich, Special Ed EA PCA at the Middle School, change to Special Ed EA LI Program at the High School, effective 8/30/2022.
 24. Karen Lorena Rodriguez Rosas, .50 Attendance Administrative Assistant for 4 hours/day, add Community School Site Leader for up to 20 hours/week at Bridgewater, effective 8/29/2022. Site Lead - Step 2-\$18.26/hr.
 25. Andrea Redder, Gen Ed EA at the NCEC, add KidVentures Site Assistant Substitute as needed at Spring Creek, Greenvale Park, and Bridgewater, effective 8/22/2022.
 26. Remy Soulak, KidVentures Site Assistant at Spring Creek, add EarlyVentures Assistant Teacher and KidVentures Site Assistant Substitute, effective 8/23/2022. EV Asst. Teacher Step 1 -\$16.48/hr.
 27. Scott Stanina, English Teacher at the High School, add Student Council Assistant at the High School, effective 8/25/2022. \$2,031 stipend

28. Will Todd, Spec Ed EA PCA at the Middle School, add Crossing Guard for .25 hours/day at the Middle School, effective 8/29/2022.

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.
7. Kelli Rehbein, EarlyVentures Teacher, FMLA leave of absence beginning on or about 11/5/2022-1/27/2023.
8. Jane Weiland, English Teacher at the Middle School, FMLA leave of absence beginning on or about December 24, 2022 for 28 work days.

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.
4. Robert Benson, EA at Spring Creek, resignation effective 8/22/2022.
5. Abbie Geiger, Educational Assistant PCA at Spring Creek Elementary, resignation effective immediately.
6. Melody Leidall, Nurse and Bridgewater Elementary, resignation effective 9/2/2022.
7. Curtis Mikkelson, Fitness Center Coach at the Middle School, resignation effective 8/22/2022.
8. Jim Pasch, District Maintenance Coordinator, retirement effective 10/31/2022.

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.

d. Gift Agreement

- \$5,000.00 from Kevin and Nanette Rodgers for teachers/classroom supplies

7. Items for Individual Action

- a. Policy Committee Recommendations. On a motion by Goerwitz, seconded by Butler, the board unanimously approved the recommended updates to policies 203, 414, 428 and 502.
- b. Superintendent's Focus Areas. On a motion by Butler, seconded by Goerwitz, the board unanimously approved Superintendent Hillmann's focus areas for the 2022-2023 school year.
- c. Adult Lunch Price. On a motion by Pritchard, seconded by Baraniak, the board unanimously approved the adult lunch price increase from \$4.50 to \$4.95 to align with the new USDA minimum prices for meals served to adults and other non-program meals 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. On a motion by Baraniak, seconded by Pritchard, the board unanimously adopted by roll call vote, 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. Voting 'yes' was Baraniak, Butler, Goerwitz, Gonzalez-George, Pritchard, Quinnell and Stratmoen. No one voted 'no'.

- e. Request to Hire a 0.5 FTE School Psychometrist for the 2022-23 School Year. On a motion by Stratmoen, seconded by Butler, the board unanimously agreed to hire one 0.5 FTE school psychometrist for the 2022-23 school year at a total projected cost of salary and benefits for a 0.5 FTE of \$50,553.64 with approximately 55% of the salary reimbursed through special education revenue for a net cost of \$33,348.74.

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

On a motion by Stratmoen, seconded by Quinnell, the board adjourned at 8:04 p.m.

Noel Stratmoen
School Board Clerk

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

September 12, 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

- The “Greenvale Park Community School Report to the Community” was completed last month. The report details the results of the eighth year of community school programming at Greenvale Park. The report has been shared with Greenvale Park families, all families with preschool children living in the Greenvale Park attendance boundaries, and community partners.
- At the last board meeting we discussed adding a work session for the purpose of analyzing pre-survey results. Members should have received an email from Anita with two optional meeting dates, Sept. 20 or Sept. 29, beginning at 5:00 p.m. Please email Anita and let her know which meeting date you prefer for this work session.
- Family conferences: 2,673 students had a parent attend the family conferences held on Aug. 31 and Sept. 1. Elementary schools ranged from 86%-97.50% attendance and the middle school had 74% attendance. The high school had 25% of parents attend, the ALC 20%, and 98% of NCEC families participated. 100% of Portage parents attended the family conferences.
- The Northfield Race and Ethnic Equity Coalition of which Northfield Public Schools is a founding member are sharing positive messages about inclusion with the community through the “You Belong Here” and “Everyone Means Everyone” poster campaign. Forty-six posters were shared with the Northfield Chamber of Commerce for distribution throughout the business community and each Northfield district building will receive at least one “you belong here” poster to welcome their families.

5. Items for Discussion and Reports

- a. Data Summit Recap. PreK-12 Systems and Instructional Coach Carrie Duba and student leaders Alejandra Casper Sanchez, Maddie Bussmann, and Connor Percy provided a recap of the youth data summit held in May 2022. The students reviewed the agenda and the data, and shared their proposals resulting from their findings.
- b. High School Activities Department Continuous Improvement Plan. Activities Director Bubba Sullivan presented to the board the continuous school improvement plan for the activities department. 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.
- c. High School Continuous Improvement Plans. High School Principal Shane Baier and Assistant Principals Becca Bang and Rico Bohren presented to the board the continuous school improvement plan for the high school. The presentation 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.

- d. Instructional Services Update. Director of Instructional Services Hope Langston provided an update on the Instructional Services Department and the work being done to support the areas of district operations, a recap of spring and summer work teams, and the department's key priorities for the 2022-23 school year.

Goerwitz left the meeting at 7:21 p.m. and returned at 7:27 p.m.

- e. Special Services Request. Cheryl Hall, Director of Special Services, requested the school board consider approval of the following change in funding special education staff using a cost neutral approach. At this time we have five unfilled educational assistant (EA) positions at the high school and would like to use the funding of up to three EA positions in exchange for a 1.0 FTE licensed special education resource teacher for the high school. The shortage of EAs has impacted the ability to meet all of the services and accommodations required on student individual education program plans (IEP). The high school caseloads, especially in the category of Emotional Behavior Disorders (EBD), has increased due to the number of students transitioning from the middle school and new enrollments. The current special education caseload for our setting II/III is at 18 with 1.5 FTE. K-12 students who receive direct special education instruction and services more than 60% and up to 99% of the instructional day, the maximum caseload limits in MN Rule for EBD is ten students with one EA, or 12 students with two EAs.

The additional resource teacher would allow the reassignment of caseloads across the resource sections and allow 0.5 FTE of our current EBD teacher to shift and support the setting II/III program to bring our caseloads into compliance. The additional 1.0 FTE will allow the necessary flexibility to meet the instruction and accommodations for students.

On a motion by Pritchard, seconded by Butler, the board unanimously approved to move this to an item for individual action at tonight's meeting.

- f. Policy Committee Recommendations. Superintendent Hillmann presented the policy committee's recommendations on policies 104, 610.1, 612 and 619. This will be an item for individual action at the next board meeting.
- g. Northfield High School Facility Plan Voter Survey Update. Dr. Hillmann provided an update on the planned voter survey with Morris-Leatherman. We are on schedule to launch a 35-40 question voter stratified sample survey with the goal of reaching 400 voters representing the district's demographics.
- h. Superintendent's State of the District. Superintendent Hillmann presented an overview of the programs and activities completed during the 2021-2022 school year, as well as the opportunities and challenges the district faces in 2022-2023. Dr. Hillmann will share this presentation at the Chamber of Commerce luncheon on Sept. 21.

6. Consent Agenda

The incorrect minutes were included in the memorandum and board packet and therefore pulled from the consent grouping. On a motion by Quinnell, seconded by Pritchard, the board unanimously approved the consent agenda.

- a. Gift Agreements
 - \$1,500.00 from Cardinal CG Company for Cardinal CG scholarships
 - \$3,463.60 from Northfield Raider Touchdown Club for NMS football jerseys
 - \$4,600.00 from Spring Creek PTO for classroom teachers
 - \$3,370.00 from Greenvale Park PTO for teacher supplies
- b. Personnel Items
 - i. Appointments

1. Kelsie Arch, Special Ed EA PCA for 4 hours/day at the NCEC, beginning 8/29/2022; EA step 3 - \$17.05/hr. + \$1,875 PCA Stipend
 2. Jair Ascencio Puga, Assistant Boys Soccer Coach for 2.5 hours/day at the High School, beginning 9/1/2022; \$4,570
 3. Giovanni Green, Program Assistant with Community Ed Recreation, beginning 9/12/2022-5/31/2023; \$11.50/hr.
 4. Lexi Halvorson, Head Girls Lacrosse Coach for 2.5 hours/day at the High School, beginning 4/3/2023; \$6,093 + step 10
 5. Daniel Hanegraaf, 1.0 FTE Custodian Engineer at Greenvale Park, beginning 9/15/2022; Engineer with license, step 5 - \$26.71/hr.
 6. Matthew Hestorff, Program Assistant with Community Ed Recreation, beginning 9/12/2022-5/31/2023; \$10.50/hr.
 7. Sophia Nevin, Special Ed EA PCA for 18.5 hours/week at the NCEC, beginning 8/29/2022; EA step 1 - \$16.33/hr. + \$1,875 PCA Stipend
 8. Angela Perez, Event Worker at the High School, beginning 9/1/2022.
 9. Elga Reyes de Broughton, Special Ed EA PCA for 7 hours/day at Spring Creek, beginning 9/6/2022; EA step 4 - \$17.70/hr. + \$2,500 PCA Stipend
 10. Lorenzo Riley Combs, Program Assistant with Community Ed Recreation, beginning 9/12/2022-5/31/2023; \$11.50/hr.
 11. Phillip Switzer, Child Nutrition Student Associate for up to 1 hour/day at the ALC, beginning 9/6/2022; \$10.33/hr.
 12. Deonta Thomas, Program Assistant with Community Ed Recreation, beginning 9/12/2022-5/31/2023; \$11.50/hr.
 13. Martavia Thrower, Program Assistant with Community Ed Recreation, beginning 9/12/2022-5/31/2023; \$10.75/hr.
 14. Ellie Warren, 1.0 Security Monitor at the High School, beginning 8/29/2022-6/12/2023; \$17.70/hr.
 15. Suzanne Daehlin, Community School Club Leader for up to 2 hours/week on Tuesdays at Greenvale Park, beginning 9/29/2022-5/26/2023. \$23.65/hr.
 16. Diana Perez Guzman, Community School Club Leader for up to 2 hours/week on Tuesdays at Greenvale Park, beginning 9/29/2022-5/26/2023. \$23.65/hr.
 17. Annie Welch, Community School Evening Site Assistant for up to 6 hours/week on Tuesdays and Thursdays at Greenvale Park, beginning 9/29/2022-5/26/2023. Step 1-\$14.50/hr.
- ii. Increase/Decrease/Change in Assignment
1. Charlie Alvarez, 1.0 FTE Grade 3 Companeros Teacher at Greenvale Park, change to .96 FTE Grade 3 Companeros Teacher at Greenvale Park, effective 8/25/2022-6/9/2023.
 2. Kelsie Arch, Special Ed EA PCA for 3.5 hours/day Mon.-Thurs. at the NCEC, add .59 FTE School Psychometrist for the District, effective 8/31/2022-6/9/2023.
 3. Lucy Archibald, .5 FTE Building Nurse at Bridgewater, change to 1.0 FTE Building Nurse at Bridgewater, effective 8/23/2022.
 4. Anna Bae, KidVentures Site Assistant for up to 40 hours/week at Bridgewater, change to KidVentures Site Assistant Substitute at the Elementary Schools, effective 8/29/2022.
 5. Theresa Bauman, .50 FTE Reading Corps Internal Coach with the District, add .1 FTE Math Corps Internal Coach at Spring Creek, effective 8/25/2022-6/9/2023.
 6. Josie Beacom, KidVentures Site Assistant for up to 40 hours/week at Spring Creek, change to KidVentures Site Assistant at Greenvale Park for a total of 23.5 hours/week, effective 9/5/2022.
 7. Trish Beacom, EarlyVentures Teacher for up to 40 hours/week at the NCEC, change to EarlyVentures Teacher for 40 hours/week at the NCEC, effective 8/29/2022.
 8. Adriana Bermudez, Special Ed EA for 3.3 hours/day at the NCEC, change to General Ed EA for 7.25 hours/day with Hand in Hand preschool, add General Ed EA for 2 hours/week for ECFE at the NCEC, effective 9/6/2022
 9. Ashly Blatti, Teacher at Bridgewater, add Math Lead at Bridgewater, effective 8/25/2022. \$750 stipend.
 10. Russel Boyington, KidVentures Site Assistant for up to 40 hours/week at Spring Creek, change to KidVentures Site Assistant at Bridgewater for a total of 23.5 hours/week, effective 9/5/2022.
 11. Mary Boyum, Special Ed EA PCA at Spring Creek, add Special Ed EA PCA Bus EA for approximately 1.83 hours/day with the District, effective 9/6/2022-6/9/2023.
 12. Elizabeth Brewer, Special Ed EA PCA at the Middle School, add Special Ed EA PCA Bus EA for approximately 1 hour/day with the District, effective 9/6/2022-6/9/2023.
 13. Pam Charlton, Teacher at Bridgewater, add Literacy Lead at Bridgewater, effective 8/25/2022; \$750 stipend

14. Margaret Christiansen, CNA at the Middle School, add Special Ed EA PCA Bus EA for approximately 3.75 hours/day with the District, effective 9/6/2022-6/9/2023.
15. Anita Corwin, EarlyVentures Site Assistant for up to 40 hours/week at the NCEC, change to EarlyVentures Site Assistant for 37.5 hours/week at the NCEC, effective 8/29/2022.
16. Jules Doliscar, Occupational Therapist at the NCEC, add .7 Heads Girls Wrestling Coach at the High School, effective 11/21/2022. \$4,620, step 8
17. Claire Edwards, KidVentures Site Assistant for up to 40 hours/week at Spring Creek, change to KidVentures Site Assistant at Bridgewater for a total of 24.75 hours/week, effective 9/5/2022.
18. Susan Eidenschink, Special Ed EA PCA at the High School, add Special Ed EA PCA Bus EA for approximately 1.83 hour/day with the District, effective 9/6/2022-6/9/2023.
19. Robert Garcia, Teacher at Greenvale Park, add Math Lead at Greenvale Park, effective 8/25/2022; \$750 stipend
20. Aimee Gerdesmeier, KidVentures Site Leader for up to 40 hours/week at Spring Creek, change to KidVentures Site Leader for 35 hours/week at Spring Creek, effective 9/5/2022.
21. Sara Gerdesmeier, EarlyVentures Site Assistant for 22.5 hours/week at the NCEC, change to EarlyVentures Site Assistant for 36.25 hours/week at the NCEC, effective 8/29/2022.
22. Mackie Glassing, KidVentures Site Assistant for up to 40 hours/week at Spring Creek, change to KidVentures Site Assistant Substitute at the Elementary Schools, effective 9/5/2022.
23. Mariah Grisim, KidVentures Site Assistant for up to 40 hours/week at Spring Creek, change to EarlyVentures Teacher for 25 hours/week at the NCEC and KidVentures Site Assistant for 15 hours/week at Bridgewater for a total of 40 hours/week, effective 8/25/2022.
24. Graciela Guerrero, Special Ed EA PCA for 3.60 hours/day at the NCEC, change to Special Ed EA PCA for 6.30 hours/day at the NCEC, effective 8/30/2022.
25. Rich Guggisberg, Teacher at Spring Creek, add Event Work at the High School, effective 8/30/2022.
26. Paige Haley, Teacher at Bridgewater, add Event Worker at the High School, effective 8/30/2022.
27. Inger Hanson, EL Teacher at the ALC, change to EL Teacher at the ALC and Greenvale Park, effective 8/25/2022.
28. Grace Higgins, KidVentures Site Assistant for up to 40 hours/week at Spring Creek, change to KidVentures Site Assistant Substitute at the Elementary Schools, effective 8/29/2022.
29. Jill Keeley, EarlyVentures Teacher for up to 40 hours/week at the NCEC, change to EarlyVentures Teacher for 40 hours/week at the NCEC, effective 8/29/2022.
30. Marcy Korynta, 1.0 FTE School Psychologist at the Middle School, add an overload section of MTSS in lieu of prep at the Middle School, effective 9/6/2022-6/9/2023.
31. Shelly Kruger, Special Ed EA PCA at the High School, add Special Ed EA PCA Bus EA for approximately 1.50 hours/day with the District, effective 9/6/2022-6/9/2023.
32. Briana Lanham, KidVentures Site Assistant for up to 40 hours/week at Spring Creek, change to KidVentures Site Assistant for 28.5 hours/week at Spring Creek, effective 9/5/2022.
33. Alissa Lien, KidVentures Site Assistant for up to 40 hours/week at Spring Creek, change to KidVentures Site Assistant Substitute at the Elementary Schools, effective 9/5/2022.
34. Averie Line, Special Ed EA PCA for 2 hours/day at the NCEC, change to Special Ed EA PCA for 3.50 hours/day at the NCEC, effective 8/30/2022.
35. Catherine Lovrien, WILL Program Teacher for 2021-22 school year only at the Middle School, change to WILL Program Teacher-ongoing at the Middle School, effective 8/25/2022.
36. Becky Malecha. Teacher at Spring Creek, add Math Lead at Spring Creek, effective 8/25/2022; \$750 stipend
37. Joanna McLees, Special Ed EA PCA for 6.30 hours/day at the NCEC, change to Special Ed EA PCA for 7.20 hours/day at the NCEC, effective 8/30/2022.
38. Tonya Merritt (Skruzacek), KidVentures Site Leader for up to 40 hours/week at Spring Creek, change to KidVentures Site Leader for 35 hours/week at Bridgewater, effective 9/5/2022.
39. Becky Meyer, Special Ed EA PCA at the High School, add Special Ed EA PCA Bus EA for approximately 1.33 hours/day with the District, effective 9/6/2022-6/9/2023.
40. Nancy Meyers, Child Nutrition Associate at the Middle School, add Special Ed EA PCA Bus EA for approximately 4 hours/day with the District, effective 9/6/2022-6/9/2023.
41. Peggy Mills, KidVentures Site Assistant on call as needed at Spring Creek, change to KidVentures Site Assistant for 23.5 hours/week at Spring Creek, effective 8/25/2022.
42. Beth Momberg, Special Ed EA PCA for 6.30 hours/day at the NCEC, change to Special Ed EA PCA for 6.80 hours/day at the NCEC, effective 8/30/2022.

43. Ruth Morgan-Malecha, Special Ed EA PCA at the High School, add Special Ed EA PCA Bus EA for approximately 1 hour/day with the District, effective 9/6/2022-6/9/2023.
44. Lacey Neuman Bissonnette, KidVentures Site Leader on call as needed at Greenvale Park, change to KidVentures Site Leader for 35 hours/week at Greenvale Park, effective 8/25/2022.
45. Debra Pack, Special Ed EA PCA at the High School, add Special Ed EA PCA Bus EA for approximately 1 hour/day with the District, effective 9/6/2022-6/9/2023.
46. Nicole Rasmussen, Special Ed EA PCA at Bridgewater, add Special Ed EA PCA Bus EA for approximately 1 hour/day with the District, effective 9/6/2022-6/9/2023.
47. Brent Rauk, Teacher at the Middle School, add Event Worker at the High School, effective 8/30/2022.
48. Andrea Redder, Special Ed EA PCA at the NCEC, add Special Ed EA PCA Bus EA for approximately 1.5 hours/day with the District, effective 9/6/2022-6/9/2023.
49. Andrea Redder, Special Ed EA for 15 hours/week at the NCEC, change to Special Ed EA for 17.5 hours/week, add Hand in Hand extended daycare EA - wrap around care for 5 hours/week at the NCEC, effective 9/6/2022.
50. Kelli Rehbein, EarlyVentures Teacher for up to 40 hours/week at the NCEC, change to EarlyVentures Teacher for 40 hours/week at the NCEC, effective 8/29/2022.
51. Elga Reyes de Broughton, Special Ed EA PCA at Spring Creek, add Special Ed EA PCA Bus EA for approximately 1.25 hours/day with the District, effective 9/6/2022-6/9/2023.
52. Alexis Sanborn, Special Ed EA PCA at the High School, add Special Ed EA PCA Bus EA for approximately .83 hours/day with the District, effective 9/6/2022-6/9/2023.
53. Leah Sand, Teacher at the High School, add Event Work at the High School, effective 8/30/2022.
54. Leah Sand, Teacher at the High School, add Assistant Girls Basketball Coach at the High School, effective 11/15/2022; \$5,078 + Step 7.
55. Mackenzie Schewe, KidVentures Site Assistant for up to 40 hours/week at Spring Creek, change to KidVentures Site Assistant Substitute and EarlyVentures Assistant Teacher Substitute at the Elementary Schools, effective 9/5/2022.
56. Bobbi Schmidtke, EarlyVentures Site Leader for up to 40 hours/week at the NCEC, change to EarlyVentures Site Leader for 40 hours/week at the NCEC, effective 8/29/2022.
57. Tammy Schwagerl, Special Ed EA PCA at the High School, add Special Ed EA PCA Bus EA for approximately .50 hours/day with the District, effective 9/6/2022-6/9/2023.
58. Amanda Sieger, Teacher at Spring Creek, add Literacy Lead at Spring Creek, effective 8/25/2022; \$750 stipend.
59. Jenny Streefland, School Counselor at the Middle School, add MSYC Teacher for up to 6 hours/week Mon.-Thurs. at the Middle School, effective 10/3/2022-5/25/23.
60. Diane Torbenson, Teacher at Greenvale Park, add Literacy Lead at Greenvale Park, effective 8/25/2022. \$750 stipend.
61. Karrie VanZuilen, Special Ed EA PCA for 3.60 hours/day at the NCEC, change to Special Ed EA PCA for 2.40 hours/day at the NCEC, effective 8/30/2022.
62. Michele Warden, Spec Ed EA and General Ed EA at Bridgewater, change to General Ed EA, Media and Copying/Laminating at Bridgewater, effective 8/29/2022.
63. Lisa Williams, KidVentures Site Assistant on call as needed at Greenvale Park, change to KidVentures Site Assistant for 8.5 hours/week at Greenvale Park, effective 9/5/2022.
64. Liz Winter, EarlyVentures Teacher for 10 hours/week at the NCEC, change to EarlyVentures Teacher for 40 hours/week at the NCEC, effective 8/29/2022.
65. Noah Bachmeier, Teacher at the High School, add Head Olympic Weight Lifting Coach for 2 hours/day at the High School, effective 11/1/2022. \$6,903 + Step 6
66. Nives Bakic, EA at the Middle School, add MSYC Site Assistant for up to 8 hours/week Mon.-Thurs. at the Middle School, effective 10/3/2022-5/25/2023. Step 4-\$15.91/hr.
67. Rachael Basinger, Special Ed EA for 6.75 hours/day at the Middle School, change to Special Ed EA for 6.5 hours/day at the Middle School, effective 9/6/2022.
68. Russel Boyington, EA at Greenvale Park, add Community School Club Leader for up to 3 hours/week Tuesdays and Thursdays at Greenvale Park, effective 9/29/2022-5/26/2023. \$23.65/hr.
69. Nancy Fox, Teacher at Spring Creek, add Building Supervisor with Community Ed Recreation, effective 9/9/2022-8/31/2023. \$17.89/hr.
70. Janet Gannon, General Ed EA for 6.75 hours/day at the Middle School, change to Special Ed EA for 7 hours/day at the Middle School, effective 9/6/2022.

71. Anna Kelly, Teacher at Greenvale Park, add Community School Club Leader for up to 10 hours/week Tuesdays and Thursdays at Greenvale Park, effective 9/29/2022-5/26/2023. \$23.65/hr.
72. Lisa Kruger Robb, Teacher at the High School, add Co-Advisor of yearbook at the High School, effective 9/8/2022. \$1,523.50 50% stipend
73. Correction: Marie Kylo, Child Nutrition Manager I for 7 hours/day at Bridgewater, change to Child Nutrition Manager I for 7.5 hours/day at Bridgewater, effective 8/29/2022.
74. Correction: Lori Malecha, Child Nutrition Manager I for 7 hours/day at Spring Creek, change to Child Nutrition Manager I for 7.5 hours/day at Spring Creek, effective 8/29/2022.
75. Sophia Nevin, Special Ed EA PCA for 18.5 hours/week at the NCEC, add General Ed EA-Wrap-around care for 1.50 hours/day at the NCEC, effective 9/6/2022-6/8/2023.
76. Andrea Redder, Special Ed EA PCA-Bus for 1.5 hours/day on Fridays with the District, add Special Ed EA PCA Bus EA for an additional 1.5 hours/day to total approximately 3 hours/day on Fridays with the District, effective 9/19/2022-6/9/2023.
77. Kerry Sexton, Night Custodian at the High School, change to Night Custodian Engineer w/o a license at the Middle School, effective 9/19/2022.
78. Kara Simmons, 1.0 Yearbook Advisor at the High School, change to Co-Advisor of yearbook at the High School, effective 9/8/2022. \$2,519 + step 2 50% stipend.
79. Melissa Spitzack, Teacher at Spring Creek, add Building Supervisor with Community Ed Recreation, effective 9/9/2022-8/31/2023. \$17.89/hr.

iii. Leave of Absence

1. Julene Johnson, General EA Media at Bridgewater, Leave of Absence for the 2022-2023 school year.
2. Rachel Kettwick, ALC Teacher, Family/Medical Leave of Absence beginning on or about 2/11/2023 through the end of 2022-2023 school year.
3. Lynsi Sherry, Psychologist at Greenvale Park, Family/Medical Leave of Absence, beginning on or about 1/17/2023 for 9 weeks.

iv. Retirements/Resignations/Terminations

1. Kathy Innes, Special Ed EA at the High School, resignation effective 8/25/2022.
2. Ian Klotz, Assistant Boys Varsity Lacrosse Coach at the High School, resignation effective 8/24/2022.
3. Nica Patterson, St. Dominic Nurse, resignation effective 9/2/2022.
4. Michelle Oaxaca, Special Ed EA at the High School, resignation effective 8/23/2022.
5. Cory Callahan, Head Weight Lifting Coach at the High School, resignation effective 9/8/2022.
6. Lindsey Davis, Headliners Coach at the High School, resignation effective 8/10/2022.

7. Items for Individual Action

- a. Special Services Request. On a motion by Goerwitz, seconded by Stratmoen, the board unanimously approved the hiring of a 1.0 FTE licensed special education resource teacher for the high school.

8. Items for Information

- a. Capital Projects Levy Referendum Website and Public Meetings. The district has launched its capital projects levy informational campaign website at: <https://northfieldschools.org/cpl>. Public meetings have been scheduled for Sept. 22 and Oct. 6. Both meetings will be held in the district office gymnasium from 6:00 p.m. - 7:15 p.m. Attendees should enter the district office at Door No. 5.

9. Future Meetings

- a. Monday, September 26, 2022, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- b. Monday, October 10, 2022, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- c. Monday, October 24, 2022, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom

10. Adjournment

On a motion by Stratmoen, seconded by Butler, the board adjourned at 8:16 p.m.

Noel Stratmoen
School Board Clerk

NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 9th day of Sept., 2022, by and between Multek Flexible Circuits, hereinafter the "Donor", and Independent School District No. 659, Northfield, Minnesota, pursuant to the District's policy for receiving gifts and donations, as follows:

TERMS

\$1,000.00 to Robotics and \$2,000.00 for scholarships, Check # 462121.

Multek Flexible Circuits

Donor

By: Received in High School Office

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

INDEPENDENT SCHOOL DISTRICT No. 659

By: _____

Clerk

NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 16th day of September, 2022, by and between Northfield Raider Touchdown Club, hereinafter the "Donor", and Independent School District No. 659, Northfield, Minnesota, pursuant to the District's policy for receiving gifts and donations, as follows:

TERMS

\$1,000.00 for the Northfield Touchdown Club Scholarship, check # 3070.

Northfield Raider Touchdown Club
Donor

By: Received in the District office

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

INDEPENDENT SCHOOL DISTRICT No. 659

By: _____

Clerk

RESOLUTION ACCEPTING DONATIONS

The following resolution was moved by _____ and seconded by _____:

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

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

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

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

Donor	Item	Designated Purpose (if any)
Multek Flexible Circuits	\$3,000.00	\$1,000.00 to robotics and \$2,000.00 for scholarships
Northfield Raider Touchdown Club	\$1,000.00	Northfield Touchdown Club Scholarship

The vote on adoption of the Resolution was as follows:

Aye:

Nay:

Absent:

Whereupon, said Resolution was declared duly adopted.

By: Claudia Gonzalez-George, Chair

By: Noel Stratmoen, Clerk

Policy 104 NORTHFIELD SCHOOL DISTRICT MISSION VISION STATEMENT STRATEGIC COMMITMENTS, AND DISTRICT BENCHMARKS

I. PURPOSE

The purpose of this policy is to establish a clear vision for which the Northfield School District exists, the commitments intended to fulfill that vision, and the benchmarks that can assist in measuring progress toward it.

II. GENERAL STATEMENT OF POLICY

The school board believes that a vision statement should be adopted. The vision statement should be based on the beliefs and values of the community, should direct any change effort and should be the basis on which decisions are made. The school board, on behalf of and with extensive participation by the community, should develop a consensus among its members regarding the nature of the enterprise the school board governs, the purposes it serves, the constituencies it should consider, including student representation, and the results it intends to produce.

III. THE VISION STATEMENT OF INDEPENDENT SCHOOL DISTRICT NO. 659.

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

IV. THE BELIEFS STRATEGIC COMMITMENTS OF INDEPENDENT SCHOOL DISTRICT NO. 659.

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.

III. V. THE STRATEGIES OF INDEPENDENT SCHOOL DISTRICT NO. 659. BENCHMARKS

The Northfield School District aspires to meet the benchmarks below.

- All children are ready for kindergarten.
- All students are connected to the community.
- All students are at grade level in reading and mathematics by the end of third and sixth grades.
- All students exhibit physical, social, and emotional well-being.
- All students have a connection with a caring adult beyond their parents as they transition to middle school.
- All students have interests, goals, and a vision for the future by the end of eighth grade.
- All students graduate from high school with a plan to reach their full potential.
- All employees report satisfaction in the workplace.
- All parents report satisfaction with their children's educational experience.
- The district maintains 14% of its annual expenditures in its unassigned fund balance to ensure financial stability.
- Community education provides relevant and accessible learning opportunities for all residents.

Quality Education

~~We will hire and retain highly qualified educators and provide them with ongoing support and training to deliver high quality instruction that meets the unique needs of all learners.~~

Stewardship

~~We will consistently demonstrate good stewardship by analyzing information, prioritizing needs and managing our financial, physical and human resources to support our mission.~~

Climate

~~We will create and strengthen an environment that fosters mutual respect, responsibility and rigor, and ensures the right to physical, emotional and intellectual safety for every person.~~

Communications/Partnerships

~~We will build and strengthen bridges of open communication that engage staff, students, families and communities as effective partners in education.~~

Curricular Outcomes

~~We will implement a consistent, comprehensive and challenging set of curricular outcomes that reach and engage all learners.~~

Diversity

~~We will implement plans and practices that foster full participation by all learners and that address issues that include but are not limited to race, gender, culture, religion, sexual orientation, language, disabilities and socio-economic factors.~~

VI. REVIEW

The school board will review the district's mission vision and strategic commitments annually and conduct a formal strategic planning process at least every two five years, especially when members of the board change. The school board will conduct a comprehensive review of the mission vision, including the beliefs and values strategic commitments of the community, every five to seven years.

Policy 104 Northfield School District Mission Vision, Strategic Commitments, and District Benchmarks.

Adopted: 12.13.2004; UPDATED:

School Board
INDEPENDENT SCHOOL DISTRICT NO. 659
Northfield, Minnesota

Legal References: Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement)

Cross References:

Policy 610.1 SCHOOL ASSEMBLY PROGRAMS

I. PURPOSE

The purpose of this policy is to define and provide guidelines for Northfield School District school assembly programs.

II. GENERAL STATEMENT OF POLICY

For the purposes of this policy, school assembly programs are defined as a large group presentation activity during the school day provided by an organization or individual external to the district to all classrooms at a grade level or a mix of students comprising at least 20% of the student body.

Assembly programs must have educational, cultural and/or entertainment value consistent with the district's values and objectives [vision, strategic commitments, and benchmarks](#) of the school district and or community values as determined by the school board. For the purposes of this policy, an assembly is defined as a large group presentation activity during the school day provided by an organization or individual external to the district to all classrooms at a grade level or a mix of students comprising at least 20% of the student body.

III. APPROVAL

School assembly programs must be approved by ~~the school board~~, the superintendent or their of Schools or designee prior to signing a contract and committing school district resources to the activity.

Policy 610.1 School Assembly Programs

Adopted: 01.14.2008; Updated: INSERT DATE HERE

Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

Policy 612 DEVELOPMENT OF PARENT AND FAMILY ENGAGEMENT POLICIES FOR TITLE I PROGRAMS, ~~Parental Involvement~~

[Note: This policy reflects recent federal statutory changes made by the Every Student Succeeds Act (ESSA) which require school districts and schools to meet with parents and jointly develop parent and family engagement policies at both a district wide and school building level. This policy lists the required components of the parent and family engagement policies described herein and serves as a framework for their development. The policies and these components are mandatory in order for the school district to receive federal funds under this program.]

I. PURPOSE

The purpose of this policy is to encourage and facilitate involvement by parents of students participating in Title I in the educational programs and experiences of students. The policy shall provide the framework for organized, systematic, ongoing, informed, and timely parental involvement in relation to decisions about the Title I services within the Northfield School District. The involvement of parents by the district shall be directed toward both public and private school children whose parents are district residents or whose children attend school within the boundaries of the district.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the district is to plan and implement, with meaningful consultation with parents of participating children, programs, activities, and procedures for the engagement of parents and families in its Title I programs.
- B. The policy of the district is to fully comply with Title 20 United States Code Section 6318, which requires the district to develop jointly with, agree upon with, and distribute to parents of children participating in Title I programs written parent and family engagement policies.

III. DEVELOPMENT OF DISTRICT LEVEL POLICY ~~Parental Involvement~~
Policy at the District Level

The district will develop jointly with, agree upon with, and distribute to parents of children participating in Title I a written parent and family engagement involvement policy that will be incorporated into the district's plan developed under Section 1112 of Title I plan, and establish the ~~district's~~ expectations for parent and family involvement and describe how the district will do the following:

- A. Involve parents and family members in the joint development of the Title I plan (~~grant application~~) and the process of school review and improvement.
- B. Provide the coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance.
- C. Build the schools' and parents' capacity for strong parental involvement to ensure effective involvement of parents and to support a partnership among

the school, parents and the community to improve student academic achievement.

- D. Coordinate and integrate parental involvement strategies for Title I with parental involvement strategies under other programs (such as Head Start, Even Start, the Parents as Teachers Program, Reading First program, Early Reading First program, home instruction program for preschool youngsters and state-run preschool programs).
- E. Conduct, with the involvement of parents, an annual evaluation of the content and the effectiveness of the parental involvement policy in improving the academic quality of the schools served by Title I, including ~~the following~~:
 - 1. Identifying barriers to greater participation by parents in activities authorized by Title I, with particular attention to parents who are economically disadvantaged, disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background.
 - 2. Use the findings of the evaluation to design strategies for more effective parental involvement and to revise, if necessary, the parental involvement policies.
- F. Involve parents in the activities of the schools served through Title I.

IV. DEVELOPMENT OF SCHOOL LEVEL POLICY

- ~~B. A district-level parental involvement policy that applies to all parents may be amended to meet these requirements.~~
- ~~C. The district may establish a district wide parent advisory council to provide advice on all matters related to parental involvement in programs supported under this section.~~

H. Parental Involvement Policy at the Target School Level

Each Title I target school shall jointly develop with, and distribute to, parents of participating children a written parental involvement policy agreeing with requirements of the district parental involvement policy. (If the target school has a parental involvement policy that applies to all parents, this policy may be amended to meet the requirements.) Parents shall be notified about the policy in an understandable and uniform format and, to the extent practicable, in a language the parents can understand. The policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.

- A. The policy will describe the means by which each school with a Title I program will:
- ~~B. If the Title I plan is not satisfactory to the parents of participating children, any parent comments shall be submitted by the district with the plan to the state.~~
- ~~C. Each target school shall take the following actions:~~

1. Convene an annual parent meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation in Title I, to explain the requirements and to inform parents of their right to be involved.
2. Offer a flexible number of alternative meetings and funds (provided through Title I) for transportation, child care or home visits as such services relate to parental involvement.
3. Involve parents in an organized, ongoing and timely way in the planning, review and implementation of school-based Title I programs.
4. Provide parents of participating children with the following:
 - a. Timely information about Title I programs.
 - b. A description and explanation of the curriculum in use at the school, forms of academic assessment used to measure student progress and the proficiency levels students are expected to meet.
 - c. If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.
5. Jointly develop the school-parent compact (as described in federal law) that outlines how parents, the entire school staff and students will share the responsibility for improved student achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards. The compact shall do the following:
 - a. Describe the school's responsibility to provide high quality curriculum and instruction in a supportive and effective learning environment that enables the children served under this part to meet the state's student academic achievement standards.
 - b. Describe the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion and television watching; volunteering in their child's classroom and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time.
 - c. Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum:
 1. Parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as it relates to the individual child's achievement.
 2. Frequent reports to parents on their children's progress.
 3. Reasonable access to staff, opportunities to volunteer and participate in their child's class and observation of classroom activities.
 4. Ensuring regular two-way, meaningful communication between family members and school staff and, to the extent practicable, in a language that family members can understand.

6. Provide parents with an understanding of such topics as the state's academic content standards and state student academic achievement standards, state and local academic assessments, the requirements of the law, and how to monitor a child's progress and work with educators to improve the achievement of their children.
7. Provide materials and training to help parents work with their children to improve their children's achievement, such as literacy training and technology, as appropriate, to foster parental involvement.
8. Educate teachers, pupil services personnel, principals and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school.
9. To the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the home instruction programs for preschool youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities such as parent resource centers that encourage and support parents to more fully participate in the education of their children.
10. Develop appropriate roles for community-based organizations and businesses in parent involvement activities.
11. Conduct other activities, such as parent resource centers and providing opportunities to learn about child development and child rearing issues (such as Community Education activities).
12. To the extent practicable, ensure information sent home is in the language used in the home.
13. Ensure parents with limited English proficiency or disabilities have access to parent involvement activities.
14. May involve parents in the development of training for teachers, principals and other educators to improve the effectiveness of such training.
15. May provide necessary literacy training from Title I funds if all other reasonably available sources of funding for such training have been exhausted.
16. May pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions.
17. May train parents to enhance the involvement of other parents.

18. May arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation.
19. May adopt and implement model approaches to improving parental involvement.
20. Shall provide such other reasonable support for parental involvement activities under this section as parents may request.

D. B. To enhance communications between the school and parents or guardians of Title I students, schools shall take the following actions:

1. Promptly notify parents or guardians of the selection of a student for Title I services and the rationale for the selection.
2. Explain to parents or guardians the specific instructional objectives for their child.
3. Report to parents or guardians on their child's progress.
4. Provide materials and suggestions to help parents and guardians promote the education of their children at home.

Policy 612 Development of Parent and Family Engagement Policies for Title I Programs
Adopted: 09.13.2004; Updated: INSERT DATE HERE

Board of Education
INDEPENDENT SCHOOL DISTRICT NO. 659
Northfield, Minnesota

Legal References: ~~Section 1118, Title I of Public Law 107-110, 2001~~
20 U.S.C. § 6318 (Parent and Family Engagement)

Cross References: None
~~Policy 616 – School District System Accountability~~
~~Policy 650 – Community Involvement in Education Program Development: Site Councils~~

Policy 619 STAFF DEVELOPMENT FOR STANDARDS

I. PURPOSE

The purpose of this policy is to establish opportunities for Northfield School District staff development that advance the staff's ability to work effectively with the Graduation Assessment Requirements and with students as they progress to achievement of those Graduation Assessment Requirements and meet the requirements of federal law.

II. GENERAL STATEMENT OF POLICY

The district shall develop and implement staff policies and processes for continuous improvement of curriculum, instruction and assessment.

III. STANDARDS FOR STAFF DEVELOPMENT

- A. The District Staff Development Committee (the "Committee") shall address and prioritize the needs of all staff to ensure effective implementation of the Graduation Assessment Requirements and with students as they progress to achievement of those Graduation Assessment Requirements.
- B. Staff development plans shall contribute toward continuous improvement of student achievement for all students, including English Learners and those with special needs by addressing the following goals:
 - 1. Improve student achievement of state and local education standards in all areas of the curriculum, including areas of regular academic and applied and experiential learning, by using research-based best practices methods.
 - 2. Effectively meet the needs of a diverse student population, including at-risk children, children with disabilities, English learners, and gifted children, within the regular classroom, applied and experiential learning settings, and other settings.
 - 3. Provide an inclusive curriculum for a racially, ethnically, linguistically, and culturally diverse student population that is consistent with state education diversity rule and the district's education diversity plan.
 - 4. Effectively teach and model violence prevention policy and curriculum that address early intervention alternatives, issues of harassment, and teach nonviolent alternatives for conflict resolution.
 - 5. Effectively deliver digital and blended learning and curriculum and engage students with technology.
 - 6. Support stable and productive professional communities that emphasize coaching, professional learning communities, classroom action research, and other job-embedded models.

7. Maintain a strong subject matter focus premised on students' learning goals consistent with Minnesota Statute 120B.125.
8. Ensure specialized preparation, differentiated instructional strategies, and learning about issues related to teaching English learners and students with special needs by focusing on long-term systemic efforts to improve educational services and opportunities and raise student achievement.
9. Provide opportunities for staff to learn about current workforce trends, the connections between workforce trends and postsecondary education, and training options, including career and technical education options.

III. TRAINING AND PROFESSIONAL DEVELOPMENT

- A. Educational Assistants (commonly known as paraprofessionals). The district will provide initial training for each educational assistant who assists a licensed teacher in providing student instruction. Such training will include training in emergency procedures, confidentiality, vulnerability, reporting obligations, discipline, policies, roles and responsibilities, and building orientation. Training will be provided within the first 60 days an educational assistant begins supervising or working with students.

Additionally, with regard to educational assistants providing support to special education students, the district will ensure that annual training opportunities are required to enable the educational assistants to further develop the knowledge and skills that are specific to the students with whom the educational assistant works, including understanding disabilities, the unique and individual needs of each student according to the student's disability and how the disability affects the student's education and behavior, following lesson plans, and implementing follow-up instructional procedures and activities.

- B. Teachers/Administrators. ~~1. The school—~~district will provide high-quality professional development activities as required by state and federal laws.
- ~~2. An administrator will be identified and assigned to serve as a Highly Objective Uniform State Standard of Evaluation (“HOUSSE”) reviewer. The administrator shall meet with teachers and, where appropriate, certify the teacher’s application for highly qualified status as defined by state and federal statute.~~

Policy 619 Staff Development for Standards

Adopted: 01.28.2008; Updated: 04.2011, 12.2013, 02.2015; INSERT DATE HERE

Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

Legal References: Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota’s Students)
 Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement: Striving for the World’s Best Workforce)

Minn. Stat. § 120B.363 (Credential for Education Paraprofessionals)
Minn. Stat. § 122A.16 (Qualified Teacher Defined)
Minn. Stat. § 122A.60 (Staff Development Program)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0800-3501.0820 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0960 (Academic Standards in Science)
~~Minn. Rules Parts 3501.1000-3501.1190 (Graduation Required Assessment for Diploma)~~
Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
~~Minn. Stat. § 120B.125 (Planning for Students' Successful Transition to Postsecondary Education and
Employment; Personal Learning Plans)~~
20 U.S.C. § 6301, et seq. (Every Student Succeeds Act)

Cross References: MSBA/MASA Model Policy 104 (School District Mission Statement)
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
~~Policy 603 (Curriculum Development, Implementation and Delivery)~~
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 616 (School District System Accountability)

Pay 2023 Preliminary Levy Certification Narrative | September 26, 2022
Val Mertesdorf | Director of Finance

What is the levy? What does it do for our district?

We are asking for preliminary certification of the Pay 2023 property tax levy tonight. The levy is the local portion of taxes that are authorized by voters or the state. Our local levy provides approximately 25% of our general fund budget. Our budget supports the resources needed – human and capital – to provide quality educational programming for every student in our schools. Our preliminary proposed levy is an increase of 5.63% compared to the prior year’s levy. We are proposing preliminary certification at the maximum (as we have every year for many years – a total levy of \$21,135,540.24 as of the time of this publication). This provides us with the most flexibility prior to finalizing the levy amount in December.

Truth in taxation timeline

After we certify this proposed levy, the district will send the information to the county auditor's office by September 30. At that point, the county begins preparing tax statements that are mailed to taxpayers in November. We will hold our Truth in Taxation hearing during the regular school board meeting on December 12 and ask the board to finalize certification of the Pay 2023 levy.

Tax levy and budgeting

The state’s tax year and our budget year don’t quite match up. The Pay 2023 levy will be collected from January 2023 through December 2023. Property taxes are paid in May and October each year. The district’s fiscal year runs from July 2023 - June 2024. These levy dollars will eventually provide a portion of our funding for that budget year. Each levy can also include budget adjustments from previous levy years – both positive and negative. These adjustments can be made for a period of up to three years.

Preliminary Pay 2023 property tax levy

This pie graph demonstrates (see PowerPoint file) the different categories that comprise our total preliminary levy. The general fund is 72% of the total levy, community education is 2% and debt service is 26%. The general fund includes several formulas, but most notably the voter approved operating referendum (41% of total levy), the voter approved capital projects levy (3.5% of total levy), and the other general fund levies (28% of total levy).

The table (next slide) illustrates the subtotals of the levy by fund, by taxation category, and by tax base.

The preliminary general fund levy increase is \$976,921.02 or 6.85%. This increase is related to the inflationary increase in the referendum calculation provided by the state. The referendum authority increased 12.2% over Pay 22, our enrollment estimate is 2.8% lower, but the significant increase in authority generates approximately \$687,000.00.

	Pay 23	Pay 22
Referendum authority per pupil units	\$2,034.12	\$1,812.35
Adjusted pupil units	4,047.60	4,163.60
Total referendum revenue	\$8,233,304.11	\$7,545,900.46

The community education levy increase is 2.75%. This is related to the updated census data and the early childhood revenue being indexed to the increase in the basic formula. Debt service levies increased 2.58%. This is related to the addition of our long-term facilities maintenance (LTFM) bond for the middle school roof. There is a corresponding decrease in our LTFM revenue to offset this. 65.2% of our total levy is generated from voter approved formulas. The Northfield community has been steadfast in their commitment to education.

Levy trends

When we look at the levy over time, the district has been very consistent year over year. The district is intentional in this effort to ensure consistency for taxpayers. The average increase over the past five years is 1.91%. We are grateful for the community’s generosity and the wonderful opportunities this provides for our students.

Preliminary Levy Certification Pay 2023

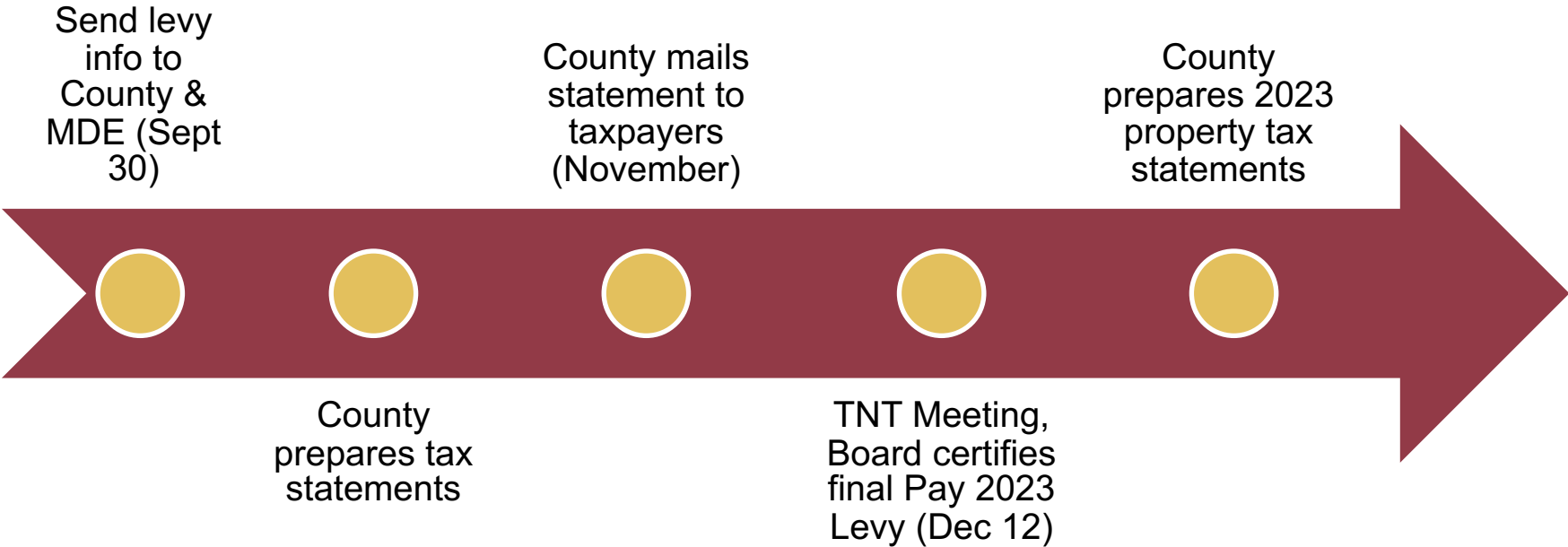
09.26.2022

What is the levy? What does it do for us?

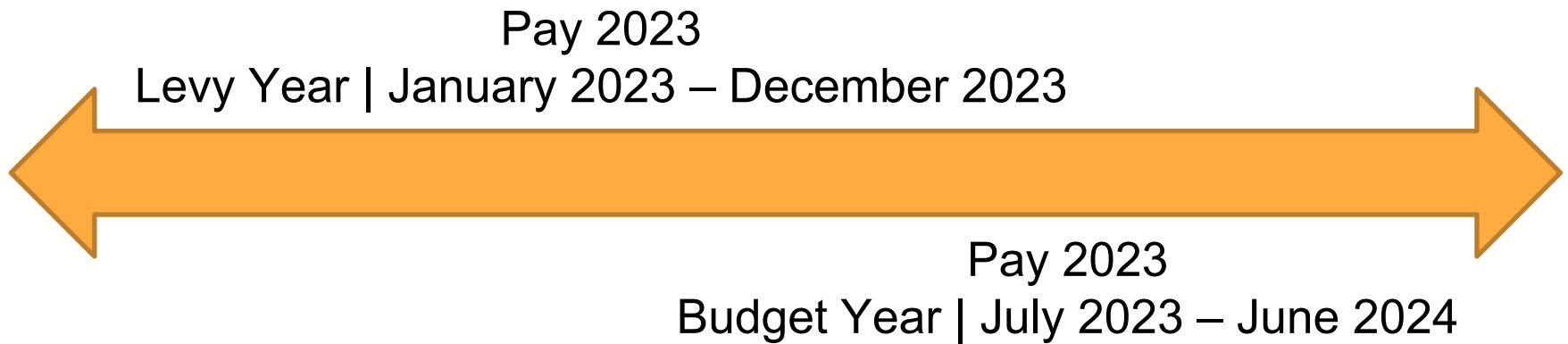
- Provides 25% of our general fund budget
- Provides the revenue to pay our debt service obligations
- Includes voter approved levies as well as state-authorized levies
- Allows the district to provide a world-class learning environment



Truth in Taxation Timeline

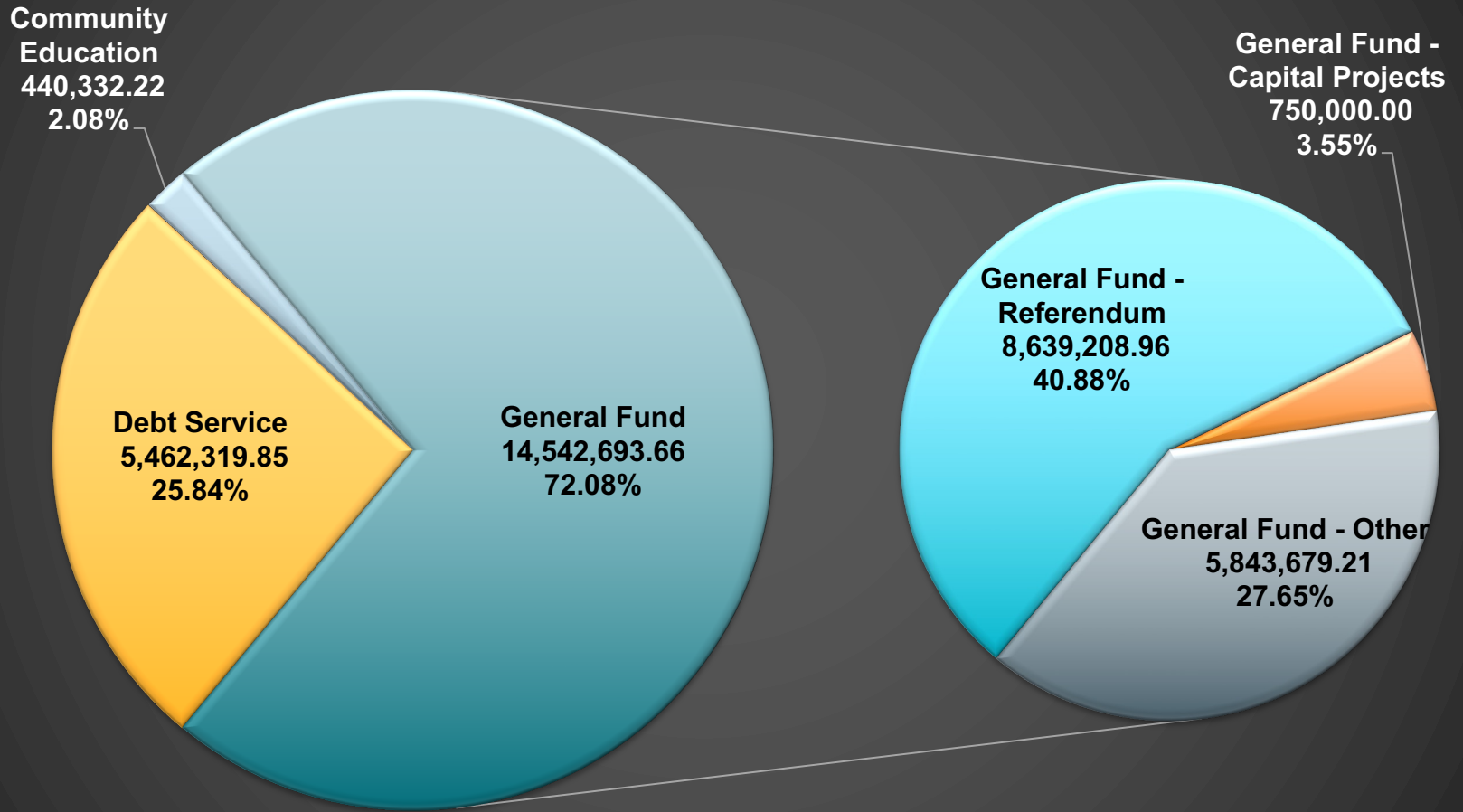


Tax Levy and Budgeting



Pay 2023 includes adjustments from previous years (up to three years)

2022 Pay 2023 Preliminary Levy



Pay 23 Levy Analysis

	Pay 2023 Proposed Levy	Pay 2022 Certified Levy	Increase (Decrease)	Percent Change
General Fund	\$ 15,232,888.17	\$ 14,255,967.15	\$ 976,921.02	6.85%
Community Education	\$ 440,332.22	\$ 428,563.42	\$ 11,768.80	2.75%
Debt Service	\$ 5,462,319.85	\$ 5,324,716.91	\$ 137,602.94	2.58%
Total	\$ 21,135,540.24	\$ 20,009,247.48	\$ 1,126,292.76	5.63%

Subtotals by Truth in Taxation Category	Pay 2023 Proposed Levy	Pay 2022 Certified Levy	Increase (Decrease)	Percent Change
Voter Approved	\$ 13,788,185.16	\$ 12,622,767.88	\$ 1,165,417.28	9.23%
Other	\$ 7,347,355.08	\$ 7,386,479.60	\$ (39,124.52)	-0.53%
Total	\$ 21,135,540.24	\$ 20,009,247.48	\$ 1,126,292.76	5.63%

Subtotals by Tax Base	Pay 2023 Proposed Levy	Pay 2022 Certified Levy	Increase (Decrease)	Percent Change
Referendum Market Value*	\$ 11,474,841.05	\$ 10,526,258.02	\$ 948,583.03	9.01%
Net Tax Capacity	\$ 9,660,699.19	\$ 9,482,989.46	\$ 177,709.73	1.87%
Total	\$ 21,135,540.24	\$ 20,009,247.48	\$ 1,126,292.76	5.63%

*Includes Operating Referendum and Equity Revenue

Funds	Preliminary Pay23	Certified Pay22	Difference
General Fund			
Referendum	\$ 8,233,304	\$ 7,545,900	\$ 687,404
Local Optional Revenue	\$ 2,638,547	\$ 2,639,608	\$ (1,060)
Equity	\$ 294,210	\$ 303,526	\$ (9,316)
Capital Projects Levy	\$ 750,000	\$ 750,000	\$ -
Operating Capital	\$ 379,762	\$ 350,547	\$ 29,215
Achievement & Integration	\$ 100,657	\$ 114,769	\$ (14,112)
Annual OPEB	\$ 830,000	\$ 820,000	\$ 10,000
Reemployment Insurance	\$ 5,000	\$ 25,000	\$ (20,000)
Safe Schools	\$ 145,714	\$ 149,890	\$ (4,176)
Career Technical	\$ 64,750	\$ 36,551	\$ 28,199
LTFM	\$ 1,243,391	\$ 1,300,510	\$ (57,119)
Lease Levy	\$ 407,722	\$ 419,521	\$ (11,799)
Abatements	\$ 53,735	\$ 2,050	\$ 51,685
Adjustments (up to 3 yrs)	\$ 86,095	\$ (201,905)	\$ 288,000
Total General Fund	\$ 15,232,888	\$ 14,255,967	\$ 976,920
Community Education	\$ 440,332	\$ 428,563	\$ 11,769
Debt Service	\$ 5,462,320	\$ 5,324,717	\$ 137,603
Total Levy	\$ 21,135,540	\$ 20,009,247	\$ 1,126,292
Percent Change			5.63%

LEVY TRENDS

	Pay 23 Certified Levy	Pay 22 Certified Levy	Pay 21 Certified Levy	Pay 20 Certified Levy	Pay 19 Certified Levy
General Fund	\$ 15,232,888.17	\$ 14,255,967.15	\$ 14,528,579.31	\$ 14,132,123.97	\$14,009,102.49
Community Education	\$ 440,332.22	\$ 428,563.42	\$ 428,563.42	\$ 417,154.44	\$ 410,997.28
Debt Service	\$ 5,462,319.85	\$ 5,324,716.91	\$ 5,364,977.00	\$ 5,436,717.52	\$ 5,605,745.95
Total	\$ 21,135,540.24	\$ 20,009,247.48	\$ 20,322,119.73	\$ 19,985,995.93	\$20,025,845.72
Difference	\$ 1,126,292.76	\$ (312,872.25)	\$ 336,123.80	\$ (39,849.79)	\$ 769,716.83
Percent Change	5.63%	-1.54%	1.68%	-0.20%	4.00%



Pay 2023 Important Points

- \$1,126,293 increase overall or 5.63% increase over the prior year
- Referendum inflationary increase
- Declining enrollment impacts multiple formulas
- Abatement adjustments



Questions?



Thank you!