INDEPENDENT SCHOOL DISTRICT NO. 659 REGULAR SCHOOL BOARD MEETING

Monday, January 23, 2023 ~ 6:00 p.m. ~ Regular Board Meeting Northfield District Office Boardroom

Zoom Link: https://northfieldschools-org.zoom.us/j/85857317360?pwd=Nno1WnBPV3ljK0owcmVVRHBER1hKQT09 Passcode: 007996

AGENDA

- 1. Call to Order
- 2. Agenda Approval/Table File
- 3. Public Comment
- 4. Announcements and Recognitions
- 5. Items for Discussion and Reports
 - a. Financial Forecast
 - b. Summary of Superintendent's Mid-Year Evaluation
 - c. Superintendent Operations & Strategic Plan Update
- 6. Consent Agenda
 - a. Minutes
 - b. Gift Agreements
 - c. Personnel Items
- 7. Items for Individual Action
 - a. Dissolution of Girls Hockey Cooperative Sponsorship
 - b. Policy Committee Recommendation
 - c. Board Committee Assignments
- 8. Items for Information
 - a. Board Workshop
- 9. Future Meetings
 - a. Saturday, February 4, 2023, 9:00 a.m. 12:00 p.m., Board Workshop, Northfield DO Boardroom
 - b. Monday, February 13, 2023, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
 - c. Monday, February 27, 2023, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- 10. Adjournment

NORTHFIELD PUBLIC SCHOOLS MEMORANDUM

Monday, January 23, 2023 ~ 6:00 p.m. ~ Regular Board Meeting Northfield District Office Boardroom

Zoom Link: https://northfieldschools-org.zoom.us/j/85857317360?pwd=Nno1WnBPV3ljK0owcmVVRHBER1hKQT09
Passcode: 007996

TO: Members of the Board of Education FROM: Matthew Hillmann, Ed.D., Superintendent

RE: Explanation of Agenda Items for Monday, January 23, 2023, 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. Financial Forecast. Director of Finance Val Mertesdorf will provide an updated financial forecast.
 - b. <u>Summary of Superintendent's Mid-Year Evaluation</u>. Board Chair Claudia Gonzalez-George will share her summary of the superintendent's mid-year performance evaluation. A copy of the summary is enclosed.
 - c. <u>Superintendent Operations & Strategic Plan Update</u>. 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

- Minutes
 - Minutes of the Organizational School Board meeting held on January 9, 2023
 - Minutes of the Regular School Board meeting held on January 9, 2023

b. Gift Agreements

- \$2,320.00 for two individual Pat Lamb and Ele Hansen Scholarships from Pat Lamb and Ele Hansen Charitable Fund of Northfield SHARES
- \$2,000.00 for Hudl software from Northfield Raider Touchdown Club

c. <u>Personnel Items</u>

- i. Appointments
 - 1. William Heywood, KidVentures Site Assistant for up to 15 hours/week at Greenvale Park, beginning 1/18/2023-6/9/2023. Step 3-\$15.26/hr.
 - 2. Augustus Lehn, Speech Judge as needed at the High School, beginning 2/1/2023. \$77/event
 - 3. Mariah Thomas-McCarty, Lifeguard Monday evenings for 2.5 hours/day with Community Ed Recreation, beginning 1/9/2023-5/31/2023. \$10.64/hr.
 - 4. Emily Torres, General Ed EA-Media for 7 hours/day at the Middle School, beginning 1/25/2023. Step 4-\$17.70/hr.
- ii. Increase/Decrease/Change in Assignment
 - Erin Blanck, ECFE EA for 18 hours/week at the NCEC, change to ECFE EA for 14.1 hours/week at the NCEC, effective 1/9/2023.

- 2. Jennifer Jones, Community School Coordinator for 22 hours/week at Bridgewater, change to Community School Coordinator for 30 hours/week at Bridgewater, effective 1/17/23.
- 3. Gretta Kunze, Summer Bridges to Kindergarten Teacher with the District, add Screening Substitute as needed at the NCEC, effective 1/12/23.
- 4. Joanna McLees, EA for 33.5 hours/week at the NCEC, change to EA for 13.5 hours/week at the NCEC and add .56 FTE LTS Early Childhood Teacher at the NCEC, effective on or around 2/4/2023 until 7 weeks after starting date.
- 5. Mallory Nysteun, Special Ed EA PCA at Spring Creek, add Special Ed EA PCA Extracurricular/Nonacademic support with the District, effective 1/18/2023-6/9/2023.
- 6. Andrea Redder, EA/PCA for 35.75 hours/week (not including bus route) at the NCEC, change to EA for 22 hours/week (not including bus route) at the NCEC and add .44 FTE LTS Early Childhood Teacher at the NCEC, effective on or around 2/4/2023 until 7 weeks after starting date.
- 7. Karen Lorena Rodriguez Rojas, .45 FTE Community School Coordinator at Bridgewater, change to 1.0 FTE Community School Coordinator at Greenvale Park, effective 1/17/2023.
- 8. Karen Lorena Rodriguez Rojas, Attendance Liaison for 20 hours/week at the High School, change to Attendance Liaison for 15 hours/week at the High School, effective 1/18/2023-6/9/2023.
- 9. Mariah Thomas-McCarty, Lifeguard with Community Ed Recreation, add Program Supervisor with Community Ed Recreation, effective 1/16/2023-5/31/2023. \$11.14/hr.
- 10. Juan Trinidad Ramos, Custodian at the Middle School, change to Night Custodian Engineer w/o license at the Middle School, effective 1/11/2023-approximately 1/27/2023.
- 11. Correction: Dianne Wolbeck, CNA II for 7.75 hrs/day at the High School, change to CNA II for 8 hrs/day at the High School, effective 12/15/2022-6/9/2023.

iii. Leave of Absence

- 1. Monika Burkhead, Teacher at the Middle School, Family/Medical Leave of Absence beginning 1/30/2023-approximately 3/17/2023.
- 2. Caitlin David, Teacher at Bridgewater, FMLA leave beginning on or about 4/1/2023-5/26/2023.

iv. Retirements/Resignations/Terminations

- 1. Cheryl Hall, Director of Special Services, retirement effective 6/30/2023.
- 2. Jennifer Quinnell, CNA I at the Middle School, resignation effective 1/20/2023.
- 3. Benjamin Siegel, TS MSYC Site Assistant at the Middle School, declined position effective 1/17/2023.

7. Items for Individual Action

a. <u>Dissolution of Girls Hockey Cooperative Sponsorship</u> The board is asked to approve the dissolution of the girls hockey cooperative sponsorship with Randolph Independent School District 195 beginning with the 2023-2024 school year. The governing boards of each participating school must jointly make an application for dissolution of cooperative sponsorship to the Minnesota State High School League.

Superintendent's Recommendation: Motion to approve the dissolution of the girls hockey cooperative sponsorship with Randolph Independent School District 195 beginning with the 2023-2024 school year as proposed.

b. <u>Policy Committee Recommendation</u>. The board is requested to approve the policy committee's recommended updates to policy 801.

Superintendent's Recommendation: Motion to approve the policy committee's recommended updates to policy 801 as presented.

c. <u>Board Committee Assignments</u>. The board is requested to approve board member committee appointments and representation to various organizations and school liaisons for calendar year 2023 as presented at the January 9, 2023 organizational board meeting.

Superintendent's Recommendation: Motion to approve board member committee appointments and representation to various organizations and school liaisons for calendar year 2023 as presented.

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

8. Items for Information

a. <u>Board Workshop</u>. The board will hold a workshop on Saturday, February 4, 2023, 9:00 a.m. - 12:00 p.m. in the Northfield DO Boardroom.

9. Future Meetings

- a. Saturday, February 4, 2023, 9:00 a.m. 12:00 p.m., Board Workshop, Northfield DO Boardroom
- b. Monday, February 13, 2023, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
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10. Adjournment

Financial Forecast and Budget Plan | Jan. 23, 2023 | Narrative

Val Mertesdorf, Director of Finance

Financial Cycle

One of our strategic commitments is stewardship. Our financial cycle ensures that we are regularly reviewing information and sharing it with the board and our community. For the financial projection, we utilize the recently approved revised budget as our base information and then use assumptions to project forward. The assumptions that we set in January are the building blocks for the budget process in the spring. After the fiscal year is complete, we go through our audit process and finalize the prior fiscal year data. Using our final audited data, our October 1 enrollment, and staffing information we are then revise the budget as needed.

Known Parameters/Budget Priorities

The financial forecast is a projection using information that we know along with a set of assumptions for the next several years. We ended fiscal year 2021-22 with 14.19% unassigned fund balance. The revised budget approved in December anticipates a \$1.8 million deficit. The district is experiencing declining enrollment that is consistent with our most recent demographic study. Eighty percent (80%) of our budget is salaries and benefits and seventy percent of our revenue is driven off enrollment. More than 70 community members, parents, staff and students helped the district prioritize the budget. We use these as a starting block for our financial future.

Enrollment Projection

Enrollment drives over 70% of our total revenue. The district has been experiencing declining enrollment since the 2019-20 school year. The projection indicates a shift back to a slight increase in elementary and a subsequent decline for secondary. The past few years have been the opposite. For 2023-24 we are projecting a very small increase in students, essentially having stable enrollment. The projection indicates a continued decline after 2023-24. We use the Frontline Financial Planning Analytics software. This tool provides us with enrollment and financial forecasting.

Financial Assumptions

Given what we know, there are still a significant number of variables in the future that affect our budget. We utilize the information we have at the current time, our professional judgment and historical trends to make assumptions.

Revenue Assumptions:

- Enrollment will decrease slightly over the next several years
- 2.0% increase in the basic per pupil revenue formula each year
- Referendum inflationary increases average 2.0%
- Capital projects levy increase in FY25
- 2% increase in special education funding
- Federal funding held flat after pandemic sources are spent

Expenditure Assumptions:

- Salaries and Benefits will average 3.0% increase across all employee groups
- 2% increase in health insurance, based on the board approved increase in the fall
- 3-5% increase for non-salary budgets, larger increase next year then tapering off
- 3% increase for transportation

Financial Projection

For the 2023-24 budget, the projection shows revenues of approximately \$59.8 million and expenditures of \$60.9 million. This will be a deficit of just over \$1 million and ending with 10.3% unassigned fund balance which is below the board's goal of 14%.

The priority-based budget process in the spring of 2022 helped the district align our budget to our new reality of declining enrollment. Several factors over the past year have impacted our financial outlook. The primary drivers of this deficit are the board approved increase in district health contribution as recommended by administration, uncharacteristic inflation increases, and supply chain disruptions. In addition, the elementary priority around class size resulted in less of a reduction than originally expected.

I am recommending an additional reduction of at least \$2.5 million. I am hopeful that the legislature will step up and provide public schools the needed funding, but until we know what we are receiving we must make a plan to create a sustainable budget. I am recommending that our administrative team make the initial proposal using the priorities determined last spring. The proposal will be presented to the board. Forums to hear input from staff and the public will be held before the board makes a final decision.



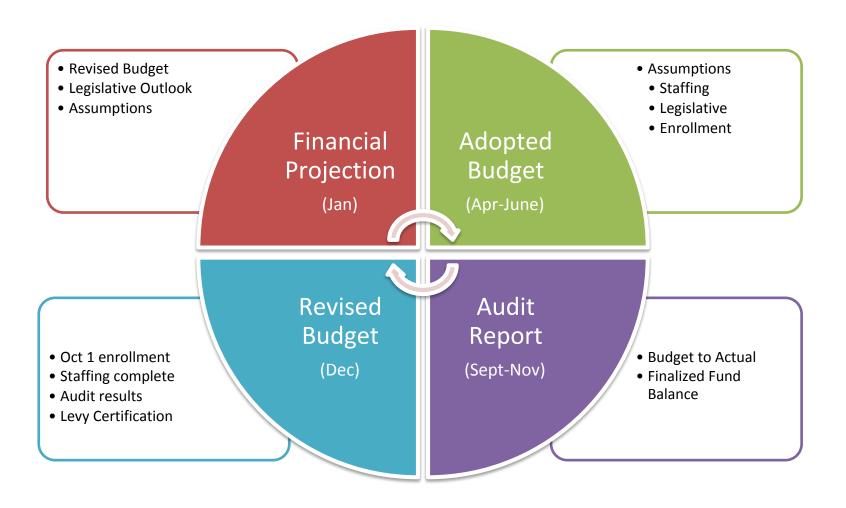


Financial Forecast and Budget Plan January 23, 2023

Discussion Items

- Financial Cycle
- Known Parameters
- Enrollment Projections
- Financial Assumptions
- Summary of 2022-23 Budget Parameters
- Budget Presentation Timeline

Financial Cycle



Known Parameters

- Strategic Commitment: Stewardship
 - We responsibly manage our personnel, finances, property, time and environmental impact.
- Ended 2021-22 with 14.19% unassigned fund balance
- 2022-23 Revised Budget plans for a \$1.8 million deficit
- Enrollment is still declining
- Nearly 80% of our budget is salary and benefits
- Health insurance contribution
- Enrollment drives over 70% of our total revenue
- Budget priorities from last year are in place

Budget Priorities

• Elementary (Top 7)

- Maintaining current special education spending without increasing spending
- K-3 class sizes of 20 or less and 4-5 class sizes of 23-25
- High quality early childhood education, full day preschool section at the NCEC.
- Access to science, music and art in addition to core curriculum.
- Looking at how EL services can continue but better assisting students in the classroom (what does a caseload look like?)
- Maintaining classroom supports such as behavioral coaches and math & reading coaches.
- Gifted education

Secondary (Top 7)

- Continued support for mental health by licensed professionals.
- Keeping kids in the district through creative scheduling. Access to credit and flexibility
- Core class size to have a max of 30 and min of 20 for electives.
- A variety of electives that interest all 6-12 students and engages them.
- Co-curricular activities (6-12).
- Recruiting & maintaining a diverse staff and ensuring their access to mental health supports.
- Continued support for underserved and at-risk students.

District Services

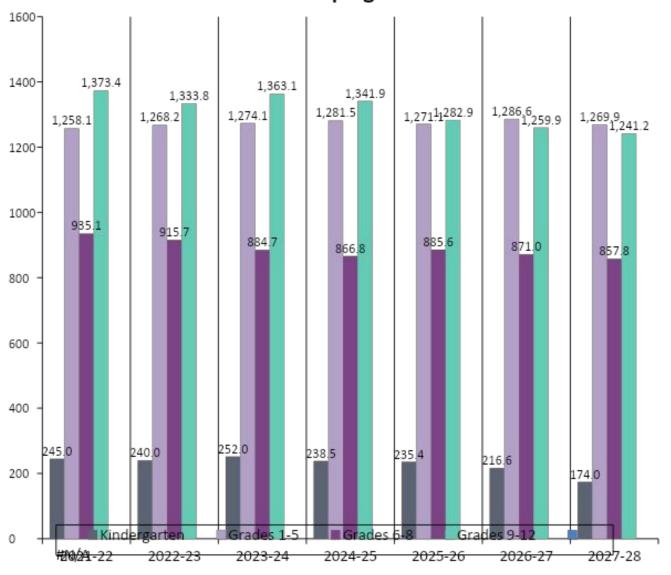
- Funding innovative strategies that will help reduce the number of students needing special education services.
- The use of technology e-Learning to promote learner outcomes.
- That each building has the bilingual people and systems (telephones) that allow for Spanish-speaking families to connect with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

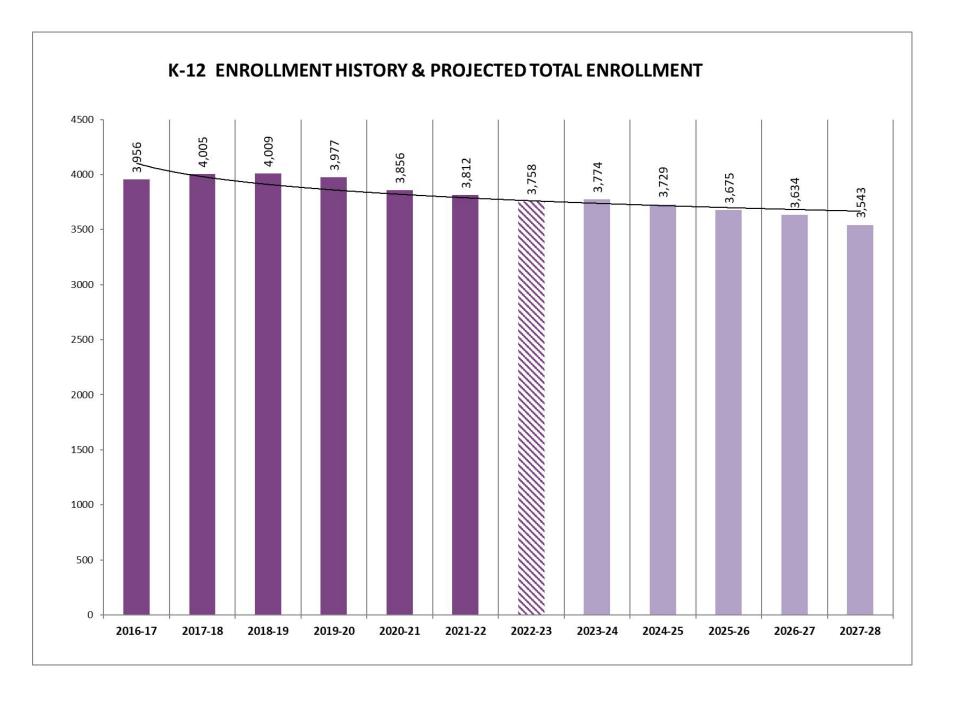
Enrollment Projection

Adjusted Pupil Units (APU)							
	Pre-K	KG	1-3	4-6	7-12	Total	APU
2018-19	41.2	248.4	797.6	911.0	2,051.8	4,050.0	4,460.4
2019-20	42.8	246.5	764.1	892.8	2,073.4	4,019.6	4,434.3
2020-21	44.3	202.4	747.9	843.9	2,062.3	3,900.8	4,313.3
2021-22	49.1	245.0	750.8	822.9	1,993.0	3,860.7	4,259.3
2022-23#	47.8	240.0	743.7	808.4	1,965.6	3,805.4	4,198.5
2023-24#	48.8	245.1	734.1	825.6	1,962.2	3,815.8	4,208.2
2024-25#	46.1	231.9	758.7	813.7	1,910.5	3,760.9	4,143.0

#Projection

Current and Projected Enrollment by Grade Groupings





Financial Assumptions

- Fund balance goal 14%
- Revenue Assumptions
 - Per pupil basic funding 2% increase each year
 - Declining enrollment
 - Referendum inflationary increase
 - Capital Projects Levy increase FY25
 - 2% increase in special education funding each year
 - Federal funding held flat after pandemic funds are spent

Financial Assumptions cont.

- Expenditure Assumptions
 - Salaries and Benefits: average for all employee groups is 3.0%
 - 3-5% increase for non-salary
 - Higher next year, then slowly declining
 - 3% increase for transportation

Financial Projection

	2023	2024	2025	2026
Unassigned Fund Balance Goal %	14%	14%	14%	14%
Pupil Unit Value	\$6,863	\$7,000	\$7,140	\$7,283
Pupil Unit Value % Change		2%	2%	2%
1% increase on Basic Formula		\$288,808	\$289,381	\$290,821
REVENUES				
Property Taxes	\$14,359,850	\$15,286,378	\$16,335,565	\$16,535,309
State	\$40,040,698	\$41,458,137	\$41,790,445	\$42,046,405
Federal	\$4,210,778	\$1,881,167	\$1,388,662	\$1,388,662
Other Local	\$1,174,862	\$1,174,862	\$1,174,862	\$1,174,862
Total Revenue	59,786,188	59,800,544	60,689,534	61,145,238
% Revenue Change	-0.04%	0.02%	1.49%	0.75%
EXPENDITURES				
Salaries & Wages	\$35,194,090	\$35,733,385	\$37,098,847	\$38,545,782
Benefits	\$13,400,727	\$13,232,652	\$14,365,651	\$15,117,545
All Other	\$13,030,003	\$11,911,441	\$12,400,127	\$13,352,882
Total Expenditures	\$61,624,819	\$60,877,477	\$63,864,625	\$67,016,209
% Expenditure Change	-1.82%	-1.21%	4.91%	4.93%
Spending Variance	(\$1,838,631)	(\$1,076,933)	(\$3,175,091)	(\$5,870,971)

Financial Projection, cont.

	2023	2024	2025	2026
E.O.Y. APU's	4,198.49	4,208.19	4,133.86	4,072.97
	2023	2024	2025	2026
Begin Fund Equity	\$15,193,220	\$12,073,034	\$9,808,617	\$5,412,097
Non Spendable	\$140,344	\$140,344	\$140,344	\$140,344
Assigned	\$3,766,309	\$3,766,309	\$3,766,309	\$3,766,309
Restricted	\$1,450,177	\$2,101,841	\$2,448,963	\$2,262,786
Change in Restricted	(\$385,892)	\$651,665	\$347,122	(\$186,177)
Unassigned Fund Balance	\$7,997,759	\$6,269,162	\$2,746,949	(\$2,937,845)
Ending Fund Balance	\$13,354,589	\$12,277,656	\$9,102,565	\$3,231,594
Unassigned Fund Balance %	12.98%	10.30%	4.30%	-4.38%
-2.5% or less is S.O.D.	ОК	ОК	OK	S.O.D.
Goal Reserve Amount	\$8,627,475	\$8,522,847	\$8,941,048	\$9,382,269
Goal Achieved	NO	NO	NO	NO
Plan Change Needed	-\$629,715	-\$2,253,685	-\$6,194,099	-\$12,320,114

2023-24 BUDGET DEVELOPMENT CALENDAR

Feb 13

Operating Capital & Long Term Facilities Maintenance (LTFM)
 Budget

Mar 13

Debt Service and Internal Service Fund

Apr 24

Child Nutrition and Community Services Budgets

May 8

General Fund Budget

May 22

• School Board adopts the 2023-24 Proposed Budgets— All Funds

Questions?

Thank you!

Summary of Mid-Year Performance Appraisal for Matthew Hillmann Ed.D. Superintendent Northfield Public Schools For the appraisal period of 7/1/2022-12/31/2022 Summarized by Board Chair, Claudia Gonzalez-George January 25, 2023 Regular School Board Meeting

For this review period, six out of seven board members completed the mid-year performance appraisal. One board seat was vacant for part of this evaluation period.

The evaluation covers all facets of the superintendent's job responsibilities. Board members provide numeric ratings on 1-5 scale. (1=low, 5=high) for 48 job responsibilities organized around 8 major topics and 4 goals. In addition to completing the numeric ratings, board members provide additional comments in support of their rating.

Board Chair Claudia Gonzalez-George compiled and summarized board member's evaluations. For the numeric ratings, means were calculated. All written comments were shared with Dr. Hillmann verbatim, but were not attributed to a specific board member. The chair met with Dr. Hillmann on January 18, 2023 to review the mid-year appraisal.

At this mid-year evaluation while goals are still in progress, Dr. Hillmann received an excellent appraisal achieving an overall rating of 4.7 out of 5.0. Board members provided numerous narrative comments that supported their ratings. I will highlight 2 areas of the evaluation: Instructional Leadership and Staff Relations.

The category "Instructional Leadership" includes several key components. The superintendent is evaluated on his effective leadership and involvement on various district needs including development of district educational programs, staff and curriculum development, knowledge of federal educational programs, and keeping the school board informed of district educational needs. Besides continuing excellent programs such as Bridges to Kindergarten, Dr. Hillmann and his staff secured a highly competitive Multi-Tiered System of Support Grant from the Minnesota Department of Education awarded to only 1 of 12 districts. His mentorship and guidance continues to empower his administrators and directors. He is currently implementing a Core Performance Expectations system which will be fully implemented next school year. Dr. Hillmann did an excellent job keeping the board informed via Hope Langston's World's Best Workforce Annual Report as well as through his regular Operations Updates which now include ties back to strategic commitments and benchmarks.

The category "Staff Relations" includes contractual negotiations, fostering staff professional growth, and creating a positive and open atmosphere in which dialogue may occur. One of the largest investments Dr. Hillmann has made into his staff's professional development was securing funding so that they can participate in LETRS (Language Essentials for Teachers for Teachers of Reading and Spelling) training during contract hours; something the State did not provide. Additionally, with the theme "Reset" for this year, Dr. Hillmann renewed his commitment to positive relationships with his administrators and their staff. Administrators were trained on how to have healthy dialogue to resolve concerns as they arise and before they

become issues. In addition, Dr. Hillmann now has additional "office hours" when any community member, which includes staff, can meet with him to discuss issues face to face.

In late September Northfield Public Schools contracted The Morris Leatherman Company to perform a scientific random-sample survey of the district's registered voters to understand the capacity for updating the high school. That survey included questions regarding the operation of the district and its financial management. The result was that 83% of the 400 participants gave the district an "A" or "B" letter grade and only three percent gave the district a "D" or "F" letter grade. Dr. Lifto shared that the district rating outpaced the national results. On the subject of district financial management the survey results showed around 66% of the 400 participants in the district's randomized, stratified sample survey gave the district's financial management an "A" or "B" letter grade.

Additionally, during the mid-evaluation period, Dr. Hillmann successfully managed the district's campaign to successfully pass two capital projects levy referendum questions on November 8. Over a dozen informational meetings were held throughout the community. The district sent two mailings to voters. Multiple interviews and advertisements were included on KYMN radio and Northfieldlive.com. The results were outstanding:

Question No. 1 earned 68.81% approval. Question No. 2 earned 58.34% approval.

Finally, the superintendent was selected as "Superintendent of the Year" for 2023 by the Minnesota Association of School Administrators and is currently one of four finalists for the national title.

In closing, Dr. Hillmann has the full support and confidence of the entire board. His staff and community stakeholders speak highly of him. The relationships he has cultivated over the years in the community continue to yield for him and the district strong relationships and resources to keep our district special.

Superintendent Operations and Strategic Plan Board Update | Jan. 23, 2023 | Matt Hillmann, Ed.D.

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

Family Engagement "Pulse" Survey

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

★Why it matters

- We work to continuously improve our connections with our families.
- Family feedback about our plan to shift family engagement from an event that happens twice per year to an ongoing conversation is helpful.

Key data points

• There were **611** survey submissions.

I receive positive communication about my child from the school.					
Bridgewater	Greenvale Park	Spring Creek	Middle School	High School	NCEC
74% 82% 72% 61% 41% 86%					
	Doutage and the ALC did not have enough nectourses to analyze				

Portage and the ALC did not have enough responses to analyze

I regularly receive feedback from school staff on how well my child is learning.						
Bridgewater Greenvale Park Spring Creek Middle School High School NCEC						
69%	65%	68%	52%	38%	82%	

Portage and the ALC did not have enough responses to analyze

What' next?

- We will share the feedback with the district's family engagement work team as part of our ongoing effort to improve our communication about your students' progress at school.
- You can read the full dashboard at: https://bit.ly/3IZtriY.

Governor's education proposal.

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

Governor Walz announced his education priorities on Jan. 17 in a press event.

What did the Governor propose?

- A basic formula increase of 4% in 2023-24 and 2% in 2024-25 It would link the basic formula to inflation starting in 2026.
- A 50% reduction in school district special education cross-subsidies.
- A 25% increase in funding for English Learners.
- Universal free meals for all students.

\$ Go deeper

See the attachment for additional details.

Career Technical Education Advisory Task Force

strategic commitment highlights: learner outcomes, partnerships, equity

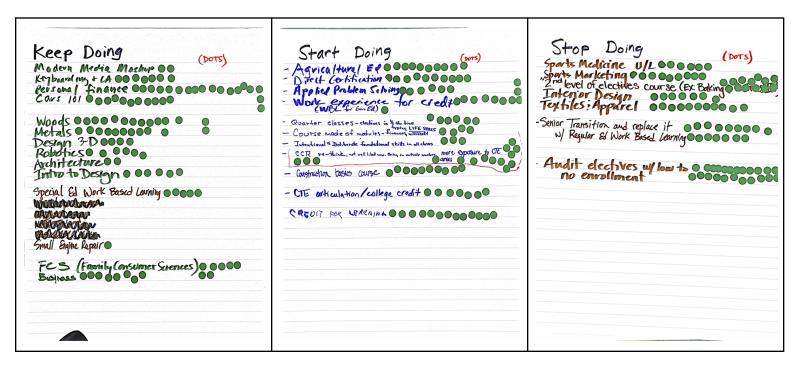
Why it matters

- Our vision is to prepare **every** student for lifelong success. Offering a robust suite of career technical education elective offerings is essential to achieving that vision.
- There is a limited amount of budget to support a wide range of offerings. Not all current offerings meet student needs.
- The task force included more than 20 people. It included representatives from our community's agriculture, automotive, aviation, construction, electrical, emergency management, health care, media production, and law enforcement segments.

The work

- Meeting No. 1: Community mapping exercise. What learning opportunities are available throughout the community?
- Meeting No. 2: What skills are needed for students to successfully transition into the workforce?
- Meeting No. 3: Facility tour and "keep/start/stop doing" exercise focused on courses and events. A power voting exercise
 helped clarify the will of the group.
- This was an opportunity to give the administration feedback to inform decision-making.

The product



Next steps

• The administration will write a report summarizing the feedback and draft an action plan rooted in it.

NORTHFIELD PUBLIC SCHOOLS School Board Minutes

January 9, 2023 Northfield District Office Boardroom

1. Call to Order

The Organizational meeting of the School Board of Independent School District No. 659 was called to order at 6:00 p.m. by Acting Chair Claudia Gonzalez-George for the purpose of organizing the board for the 2023 calendar year. Present: Butler, Goerwitz, Gonzalez-George, Miller, Nelson and Quinnell. Absent: None.

2. Grace Ryden, District Youth Council representative, read the Land Acknowledgement Statement.

3. Seat New Board Members

Acting Chair Gonzalez-George administered a ceremonial oath of office to newly elected board members Jenny Nelson and Ben Miller, and re-elected board member Jeff Quinnell.

4. Agenda Approval / Table File

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

5. Items for Individual Action

a. Election of Officers

i. Election of board chair.

Butler moved that Claudia Gonzalez-George be nominated as board chair. There were no further nominations. Claudia Gonzalez-George was the only candidate nominated for the office of chair, and was hereby declared elected by acclamation. Motion carried 6/0. Acting Chair Gonzalez-George directed the acting clerk to so record in the minutes. Board Chair Gonzalez-George then chaired the remainder of the Organizational board meeting.

ii. Election of vice-chair.

Gonzalez-George moved that Corey Butler be nominated as vice-chair. There were no further nominations. Corey Butler was the only candidate nominated for the office of vice-chair, and was hereby declared elected by acclamation and Chair Gonzalez-George directed the acting clerk to so record in the minutes. Motion carried 6/0.

iii. Election of clerk.

Quinnell moved that Amy Goerwitz be nominated as clerk. There were no further nominations. Amy Goerwitz was the only candidate nominated for the office of clerk, and was hereby declared elected by acclamation and Chair Gonzalez-George directed the acting clerk to so record in the minutes. Motion carried 6/0.

iv. Election of treasurer.

Goerwitz moved that Jeff Quinnell be nominated as treasurer. There were no further nominations. Jeff Quinnell was the only candidate nominated for the office

of treasurer, and was hereby declared elected by acclamation and Chair Gonzalez-George directed the clerk to so record in the minutes. Motion carried 6/0.

b. Set Dates, Times, and Location for Regular Board Meetings

On a motion by Butler, seconded by Miller, the board approved the schedule for school board meetings January 2023 - January 2024. Regular meetings of the Northfield School Board will begin at 6:00 p.m. on the second and fourth Mondays in January, February, April, May, August, September, October and November, and will be held in the District Office Boardroom. One meeting will be held the first Monday of the month in March, June, July and December. Motion carried 6/0.

c. School Board Member Stipends

On a motion by Goerwitz, seconded by Miller, the board approved to increase the stipends for board members to \$4,000 annually \$330 per month, and \$5,000 annually \$416 per month for the board chair. Motion carried 6/0.

d. <u>Designate the Official District Newspaper</u>

On a motion by Quinnell, seconded by Goerwitz, the board designated the *Northfield News* as the official newspaper of the district. Motion carried 6/0.

e. Designate Legal Counsel

On a motion by Butler, seconded by Goerwitz, the board designated Rupp, Anderson, Squires & Waldspurger, P.A. as the official legal counsel for Northfield Public Schools and Dorsey & Whitney, LLP as the official bond attorneys for Northfield Public Schools. Persons authorized to contact legal counsel are the Superintendent, the Director of Human Resources, the Director of Finance, the Director of Special Services, and other district level administration only after receiving Superintendent approval. Motion carried 6/0.

f. Authorization of Use of Facsimile Signatures

On a motion by Goerwitz, seconded by Miller, the board authorized that facsimile signatures of officers of the board be utilized in signing school district checks and documents. Motion carried 6/0.

g. Mileage Reimbursement Rate

On a motion by Butler, seconded by Goerwitz, the board approved the mileage reimbursement rate for use of private automobiles on school district business will be 65.5 cents per mile effective January 1, 2023. This is the new mileage rate established by the Internal Revenue Service. Motion carried 6/0.

6. Items for Information

- a. <u>Policy 209 Code of Ethics</u> Board members are expected to familiarize themselves with Policy 209 Code of Ethics. The purpose of this policy is to assist board members in understanding the role of individual board members and the contribution that each must make to develop an effective and responsible school board.
- b. <u>Board Committee Memberships</u>. Board member committee appointments, representatives to various organizations and school liaisons, as well as a brief description of each committee or

organization for calendar year 2023 was attached. This will be an action item at the Jan. 23 regular board meeting.

7. Adjournment

On a motion by Quinnell, seconded by Miller, the board adjourned the Organizational meeting at 6:13 p.m.

Amy Goerwitz School Board Clerk

NORTHFIELD PUBLIC SCHOOLS School Board Minutes

January 9, 2023 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 6:15 p.m. Present: Butler, Goerwitz, Gonzalez-George, Miller, Nelson and Quinnell. 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 Butler, seconded by Nelson, the board unanimously approved the agenda and realigned the order of items for individual action.

3. Public Comment

There was no public comment.

4. Announcements and Recognitions

- The Duck Cup Memorial is a nonprofit organization that is dedicated to providing resources for mental health awareness and suicide prevention. Students in grades 6-8 will have an opportunity to listen to Mallory, a mental health advocate sponsored by The Duck Cup Memorial, on February 9, 2023.
- Northfield Police Department Interagency Crisis Event Training hosted an event on Saturday, Jan. 7, 2023. Joint services (local EMTs, fire, rescue, and law enforcement agencies) attended the event. These agencies practiced responding to crisis events, including active shooter situations. NMS was closed during the training.
- Dr. Hillmann is one of four finalists for the 2023 National Superintendent of the Year. He will have an
 opportunity to meet the national education community during a press conference on Thursday, Jan. 12, 2023, at
 the National Press Club in Washington, D.C. The 2023 National Superintendent of the Year® will be announced
 during AASA's National Conference on Education, Feb. 16, 2023, in San Antonio, Texas.

5. Items for Discussion and Reports

- a. Prairie Creek Community School & Arcadia Charter School Annual Reports. Simon Tyler, Director of Prairie Creek Community School, and Laura Stelter, Director of Arcadia Charter School, reported on the programs being provided in their two charter schools. Prairie Creek is in its 20th year of operation as a charter school under the sponsorship of Northfield Public Schools. Arcadia is in its 19th year of operation. These reviews and written reports fulfill state requirements for annual reporting as well as our district's request that each charter school authorized by Northfield Public Schools present an annual report to the school board.
- b. <u>Dissolution of Girls Hockey Cooperative Sponsorship</u> Superintendent Hillmann recommended the dissolution of the girls hockey cooperative sponsorship with Randolph Independent School District 195 beginning with the 2023-2024 school year. The governing boards of each participating school must jointly make an application for dissolution of cooperative sponsorship to the Minnesota State High School League. Approval of this dissolution will be an item for individual action at the next board meeting.
 - The district is also considering the long-term viability of the boys hockey cooperative sponsorship with Randolph. Both cooperative sponsorships are being considered for dissolution because of the low participation from Randolph and its impact on our team's Minnesota State High School League competitive section placement.
- c. <u>Policy Committee Recommendation</u>. Dr. Hillmann presented the recommended updates to policy 801. This will be an item for individual action at the next board meeting.

d. <u>Superintendent Operations Update</u>. Dr. Hillmann provided an update about district operations and examples of work underway to achieve the district's vision, strategic commitments, and benchmarks. He reported on the special education Dec. 1 child count, the district's top priorities for the 2023 legislature, and the district's perishable food donation to the food shelf when there is a snow day.

6. Consent Agenda

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

a. Minutes

- Minutes of the Regular School Board meeting held on December 12, 2022
- Minutes of the Special School Board meeting held on December 28, 2022

b. Personnel Items

i. Appointments

- 1. Saxon Egge, Speech Judge as needed at the High School, beginning 2/2/2023. \$77/event
- 2. James Hoffman, 1.0 FTE Head Custodian at the High School, beginning 1/9/2023. Step 6-\$29.17/hr. + stipends
- 3. Lauren Johnson, Special Ed EA PCA for 6.75 hours/day at the High School, beginning 2/6/2023-6/9/2023. Step 2-\$16.70/hr. + pro rated PCA Stipend.
- 4. Anne Larson, 1.0 FTE Long Term Substitute Third Grade Companeros Teacher at the Greenvale Park, beginning 1/3/2023-2/3/2023. MA30, Step 10-for 23 days.
- 5. Brenda Lau Toilolo, CNA I for 3 hours/day at the High School, beginning 1/9/2023. \$20.05/hr.
- 6. Benjamin Siegel, Speech Judge as needed at the High School, beginning 2/4/2023. \$77/event
- 7. Joshua Spitzack, Head Boys Baseball Coach at the high school, beginning 3/20/2023. \$6,601, step 10
- 8. Lynn Ziegler, Special Ed EA PCA for 6.75 hours/day at Bridgewater, beginning 1/9/2023. Step 1-\$16.33/hr. + pro rated PCA Stipend.
- 9. Jolee Harris, .5 Assistant Gymnastics Coach at the High School, beginning 1/10/2023. 50% Stipend prorated is \$1,142.50
- 10. Benjamin Siegel, Targeted Services MSYC Site Assistant for up to 5 hours/day on Tuesdays and up to 2 hours/day on Thursdays at the Middle School, beginning 1/30/2023-5/26/2023. Step 2-\$14.88/hr.

ii. Increase/Decrease/Change in Assignment

- 1. Erin Blanck, ECFE EA for 18 hours/week at the NCEC, add ECFE Special Event EA for 8 hours/week at the NCEC, effective 1/9/2023.
- 2. Amelia Brandt, KidVentures Site Assistant for up to 17.5 hours/week at Bridgewater, change to KidVentures Site Assistant for up to 21 hours/week at Bridgewater, effective 1/9/2023.
- 3. Vicky Chlan, Teacher at the High School, add Ski and Snowboard Club Chaperone with Community Services Recreation, effective 1/9/2023-5/31/2023. \$500 stipend
- 4. Peggy Christensen, CNA I at Bridgewater, add Community School Club Leader for up to 2 hours/day at Bridgewater, effective 1/3/2023-5/26/2023. \$23.65/hr.
- 5. Claire Edwards, KidVentures Site Assistant for 24.75 hours/week at Bridgewater and Spring Creek, change to KidVentures Site Assistant for 10 hours/week at Spring Creek, effective 1/9/2023.
- 6. Claire Edwards, KidVentures Site Assistant for 10 hours/week at Spring Creek, add Special Ed EA PCA for 6 hours/day at Spring Creek, effective 1/9/2023-6/9/2023. Step 4-\$17.70/hr.
- 7. Daniel Foley, LTS 4th Grade Teacher at Spring Creek with an end date of 12/22/22, extending end date to 1/27/2023.
- 8. Erin Hall, Teacher at Bridgewater, add Community School Teacher for up to 2 hours/day at Bridgewater, effective 1/3/2023-5/26/2023. year 7-\$27.73/hr.
- 9. Candy Hard, Long Term Substitute Teacher at Bridgewater with an end date of 12/14/2022, extending end date to 1/25/2023.
- 10. Cara Holland, Teacher at the Middle School, add Spelling Bee Advisor at the Middle School, effective 12/15/2022. \$551 stipend
- 11. Craig Johnson, Teacher at the High School, add Bass Fishing Coordinator with Community Services Recreation, effective 12/13/2022-8/31/2023. \$85/registrant
- 12. Melissa Reed, School Psychologist at Spring Creek, add a ½ overload 46 days at Greenvale Park, effective 1/17/2023-3/24/2023.
- 13. John Rieber Paulson, Event Worker at the High School add Ski and Snowboard Club Chaperone with Community Services Recreation, effective 12/19/2022-5/31/2023. \$500 stipend

- 14. Alexis Sanborn, Special Ed EA PCA at the High School, add Special Ed EA PCA-Bus afternoon route for an additional 40 minutes with the District, effective 11/1/2022-6/9/2023.
- 15. Amanda Sieger, Teacher at Spring Creek, add Yoga Instructor with Community Services Recreation, effective 12/19/2022-5/31/2023.
- Sarah Smith, Special Ed EA PCA for 6.75 hrs/day and Gen Ed EA for .50 hrs/day at Greenvale Park, change to Special Ed EA PCA for 6.75 hrs/day and Gen Ed EA for .25 hrs/day at Greenvale Park, effective 9/6/2022.
- 17. Cynthia Thomas, Special Ed EA PCA at the High School, add Special Ed EA PCA, Extracurricular/Non academic activities with the District, effective 1/4/2023-6/9/2023.
- 18. Dianne Wolbeck, CNA II for 7.25 hrs/day at the High School, change to CNA II for 7.50 hrs/day at the High School, effective 12/15/2022-6/9/2023.
- 19. Mary Boyum, Special Ed EA PCA at Spring Creek, add Special Ed EA PCA, Extracurricular/Non academic activities with the District, effective 12/12/2022-6/9/2023.
- 20. Tracy Closson, District Grounds Coordinator, add Summit Ski Instructor, beginning 1/9/2023, \$100 per registrant.
- 21. Rafael Estrella, Teacher at the Middle School, add MSYC Teacher for up to 8 hours/week Mon.-Thurs. at the Middle School, effective 1/9/2023-5/26/2023. Yr. 2-\$27.11/hr.
- 22. Joe Greenwood, Temporary Head Custodian at the High School, change to Day Custodian Engineer at the High School, effective 1/9/2023.
- 23. Quinn Line, EA Substitute, add KidVentures Site Assistant Substitute at BW, SC, and GVP, effective 1/9/2023.
- 24. Deb Pack, Special Ed EA Bus for 1 hr/day Mon.-Thurs. with the District, add 1.25 hrs/day Mon.-Thurs. with the District, effective 1/5/2023-6/9/2023.
- 25. Kerry Sexton, 1.0 FTE Night Engineer at the Middle School, change to 1.0 FTE Head Custodian at the NCEC, effective 1/11/2023; Head custodian rate-prorated.

iii. Leave of Absence

- 1. Charlie Alvarez, Grade 3 Teacher at Greenvale Park Elementary, change in FMLA leave dates. Leave begins on 12/15/2022 and will go through 2/3/2023.
- 2. Michelle Bauer, Instructional Coach with the District, FMLA leave beginning 12/5/2022 and continue on an intermittent basis for up to 60 work days.
- 3. Renee Brunham, Teacher at the ALC, FMLA leave beginning 11/30/2022 and continue on an intermittent basis for up to 60 work days.
- 4. Ann Hehr, Teacher at Spring Creek Elementary, FMLA leave of absence beginning 1/5/2023 and extending for up to 60 work days.
- 5. Jennifer Streeflalnd, Guidance Counselor at the Middle School, intermittent FMLA leave beginning 12/21/2022 for up to 60 work days.

iv. Retirements/Resignations/Terminations

- 1. Jennifer Borchers, Assistant Gymnastics Coach at the High School resignation effective 12/27/2022.
- 2. Oscar Gaspar, EL Educational Assistant at the High School, resignation effective 1/18/2023.
- 3. Mark Harder, Head Custodian at the Northfield Community Resource Center, retirement effective 1/13/2023.
- 4. Shelby Miller, Substitute Nurse with the District, resignation effective 1/1/2023.
- 5. David Piper, Special Education Teacher at the Middle School, retirement effective 6/9/2023.
- 6. Kathy Wiertsema-Miller, Counselor at the High School, retirement effective 2/1/2023.
- 7. Brisa Zubia, Community School Coordinator at Greenvale Park, resignation effective 1/3/2023.
- 8. Nancy Becker, Nurse at the Middle School, retirement effective 1/6/2023.
- 9. Tim Torstenson, Head Volleyball Coach at the High School, resignation effective 1/5/2023.
- 10. Justin Wagner, Assistant Volleyball Coach at the High School, resignation effective 1/5/2023.

On a motion by Gonzalez-George, seconded by Goerwitz, the board took a ten minute recess at 7:28 p.m. The meeting reconvened at 7:38 p.m.

7. Items for Individual Action

a. Resolution of School Board Supporting Form B1 Application to Minnesota State High School League Foundation. On motion by Nelson, seconded by Goerwitz, the board unanimously approved by roll call vote, the Resolution of School Board Supporting Form B1 Application to Minnesota State High School League Foundation. Voting 'yes' was Butler, Goerwitz, Gonzalez-George, Miller, Nelson and Quinnell. No one voted 'no'.

b. Nominations and Appointment of Board Member. At the Dec. 12, 2022 regular school board meeting, the board approved by roll call vote, the Resolution Declaring a School Board Vacancy Caused by Illness or Prolonged Absence effective December 12, 2022 for board member Noel Stratmoen. Pursuant to Minnesota Statute 123B09, subd. 4, the board was requested to nominate and appoint a school board member to fill the seat until Mr. Stratmoen is again able to resume his duties as a board member or for the remainder of the unexpired term, whichever date is earliest. The district invited eligible residents to submit their interest in the seat via an online form. Seven people completed the interest form by the deadline and one person withdrew prior to the Jan. 9, 2023 board meeting. Chair Gonzalez-George reviewed the process for nominating and appointing a board member.

Quinnell explained his perspective about the process used in 2016 to seat a board member when there was a resignation and permanent vacancy. Twice Quinnell began to make a motion to form a subcommittee that would report back to the board by Jan. 23, and twice before completing the motion Quinnell withdrew the motion.

Candidates Paige Anderson Bowen, Dr. Ralph Brauer, Robert Coleman, Victoriya Lemke, Rodney Oto and Emily Zimmer completed interest forms and were viable candidates for this vacancy. All candidates, with the exception of Lemke, were present at the board meeting and were given two minutes to address the board. Lemke could not be present and had provided a written statement to Dr. Hillmann and asked him to read it on her behalf.

Gonzalez-George opened nominations for the board vacancy. Quinnell nominated Lemke. Goerwitz nominated Coleman. Nelson nominated Oto. Butler nominated Zimmer. Hearing no further nominations, nominations for the board vacancy seat were closed. Following the nominations the board members had an opportunity for discussion. Following discussion the board conducted a roll call vote for nominees in the order in which they were nominated.

Lemke: Voting 'yes' was Quinnell. Voting 'no' was Butler, Goerwitz, Gonzalez-George, Miller and Nelson. The nomination of Victoriya Lemke did not pass 1/5.

Coleman: Voting 'yes' was Butler, Goerwitz, Gonzalez-George and Miller. Voting 'no' was Nelson and Quinnell. The nomination of Robert Coleman passed 4/2. Having received a majority vote, Coleman signed the Acceptance of Office and Oath of Office document, recited the Oath of Office, and was seated on the school board until Mr. Stratmoen is again able to resume duties as a member of the board or for the remainder of Mr. Stratmoen's term, whichever date is earliest.

8. Items for Information

- a. Enrollment Report. Dr. Hillmann reviewed the January 2023 enrollment report.
- b. <u>Board Workshop</u>. The board will hold a workshop on Saturday, February 4, 2023, 9:00 a.m. 12:00 p.m. in the Northfield DO Boardroom.

9. Future Meetings

- a. Monday, January 23, 2023, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- b. Saturday, February 4, 2023, 9:00 a.m. 12:00 p.m., Board Workshop, Northfield DO Boardroom
- c. Monday, February 13, 2023, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- d. Monday, February 27, 2023, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom

10. Adjournment

On a motion by Quinnell, seconded by Miller, the board adjourned at 8:22 p.m.

School Board Clerk

NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 13th day of January, 2023, by and
between Pat Lamb and He Hansen Charitable Fund of Northfield SHARES
hereinafter the "Donor", and Independent School District No. 659,
Northfield, Minnesota, pursuant to the District's policy for receiving gifts
and donations, as follows:
\$2,320.00 for two individual Pat Lamb and Ele Hansen scholarships, check #1240.
Pat Lamband Ele Hansen Charitable Fund of Northfie Donor
By: Received in District office
Approved by resolution of the School Board on the day of,
INDEPENDENT SCHOOL DISTRICT No. 659
By:
Clerk

NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 12 day of 2023 , by and
This agreement made this 12 day of Jun, 2023, by and between 144 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:
<u>TERMS</u>
Clast 3106- \$ 2000 as donation
Chet 3106- \$ 2000.00 donation For the Hud software
Ald Rader Touchdown Clubs Donor
By: Received by Activities Office
Approved by resolution of the School Board on the day of,
INDEPENDENT SCHOOL DISTRICT No. 659
By:
Clerk

RESOLUTION ACCEPTING DONATIONS

Γhe	following	resolution	was moved by	and and	seconded by	<i>i</i>

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)
Pat Lamb and Ele Hansen Charitable Fund of Northfield SHARES	\$2,320.00	Two individual Pat Lamb and Ele Hansen Scholarships
Northfield Raider Touchdown Club	\$2,000.00	Hudl software

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: Amy Goerwitz, Clerk

Minnesota State High School League

2100 Freeway Blvd., Brooklyn Center, MN 55430-1735 763-560-2262, Fax: 763.569.0499

Application for DISSOLUTION of Cooperative Sponsorship

Deadline: Not later than the first day of practice for that sport season.

PLEASE SEE BYLAW 403.2 (A-C) and 403.4 (A-D) (amended May 15, 2017) FOR INFORMATION REGARDING REQUIRED DOCUMENTATION AND APPLICATION PROCEDURE

The governing boards of each participating school must jointly make an application for dissolution of cooperative sponsorship.

On behalf of the following schools, we hereby apply for dissolution of the cooperative sponsorship of

<u>Girls' Hockey</u> beginning with the 2023 - 2024 school year. (activity) (boys' or girls')

List ALL schools included in the cooperative sponsorship. Attach another form if necessary.

	School	City
High School #1:	Northfield HS	Northfield, MN
High School #2:	Randolph HS	Randolph, MN

- 1. Has the school board of each member school of the existing co-op approved a resolution to dissolve the co-op?
 - X Yes A copy of the resolution approved by the school board of each member school, stating the reason to dissolve the co-op, MUST be included with this application.
 - □ No DO NOT SUBMIT this application until a resolution, stating the reason to dissolve the existing co-op, has been approved by the school board of each member school.
- 2. Please circle appropriate letter.

	Member	School School		Reason for the Dissolution
High School #1	Α	(B)	С	A. Our school is dropping the activity.
High School #2	(A)	В	С	 Our school will sponsor this activity without a cooperative sponsorship.
High School #3	Α	В	С	C. Our school will sponsor this activity as part of a new cooperative
High School #4	Α	В	С	sponsorship. Please submit an Application for Cooperative Sponsorship for the new co-op.

Signature of the person duly authorized by the member school to act on behalf of the member school.

High School #1:		
	Designated School Representative	Title of the Designated School Representative
High School #2:		
	Designated School Representative	Title of the Designated School Representative
High School #3:		
	Designated School Representative	Title of the Designated School Representative
High School #4:		
	Designated School Representative	Title of the Designated School Representative

Official Action of the MSHSL Board of Directors

□ Approved	 Not Approved
□ Approved	□ Not Approve

Signature: Date:

MSHSL Executive Director

Policy 801 EQUAL ACCESS TO SECONDARY SCHOOL FACILITIES BY STUDENTS

I. PURPOSE

The purpose of this policy is to implement the Equal Access Act by granting equal access to secondary school facilities for students who wish to conduct a meeting for religious, political, or philosophical purposes during noninstructional time in the Northfield School District.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of this school district not to deny equal access or a fair opportunity to, or to discriminate against, any students who wish to conduct a meeting, on the basis of the religious, political, philosophical, or other content of the speech at such meetings.
- B. The school board has created a limited open forum for students enrolled in secondary schools during which noncurriculum-related student groups shall have equal access and a fair opportunity to conduct meetings during noninstructional time.
- C. Student use of facilities under this policy does not imply district sponsorship, approval, or advocacy of the content of the expression at such meetings.
- D. The district retains its authority to maintain order and discipline on school premises, to protect the well-being of students and faculty, and to assure that attendance of students at meetings is voluntary.
- E. In adopting and implementing this equal access policy the district will not:
 - 1. Influence the form or content of any prayer or other religious activity.
 - 2. Require any person to participate in prayer or other religious activity.
 - 3. Expend public funds beyond the incidental cost of providing the space for student-initiated meetings.
 - 4. Compel any school agent or employee to attend a school meeting if the content of the speech at the meeting is contrary to the beliefs of the agent or employee.
 - 5. Sanction meetings that are otherwise unlawful.
 - 6. Limit the rights of groups of students based on the size of the group.
 - 7. Abridge the constitutional rights of any person.

III. DEFINITIONS

A. "Noninstructional time" means time set aside by the school <u>one hour</u> before actual classroom instruction begins or <u>one hour</u> after actual classroom instruction ends, including such other periods that occur during the school day when no classroom instruction takes place. <u>Students wanting to hold a limited open forum more than one hour before classroom instruction begins or more than one hour after classroom instruction ends may be granted permission by the building principal and must be</u>

scheduled through community education.

- B. "Limited open forum" means that the school grants an offering to or opportunity for one or more noncurriculum related student groups to meet on school premises during noninstructional time.
- C. "Secondary school" means any school with enrollment of pupils ordinarily in grades 6 through 12 or any portion thereof.
- D. "Sponsorship" includes the act of promoting, leading, or participating in a meeting. The assignment of a school employee for custodial, observation, or maintenance of order and discipline purposes does not constitute sponsorship of the meeting.
- E. "Meeting" includes activities of student groups which are permitted under a limited open forum and are not directly related to the school curriculum. Distribution of literature does not constitute a meeting protected by the Equal Access Act.
- F. "Student" means a Northfield School District actively enrolled student in a secondary school including the middle school, high school, Portage or Area Learning Center.

IV. FAIR OPPORTUNITY CRITERIA

Schools in this district shall uniformly provide that:

- A. A meeting held pursuant to this policy is voluntary and student-initiated.
- B. There is no sponsorship of the meeting by the school or its agents or employees.
- C. Employees or agents of the school are present at religious meetings only in a nonparticipatory capacity.
- D. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school.
- E. Nonschool persons may not direct, control or regularly attend activities of student groups.

V. PROTOCOLS

- A. Any student who wishes to initiate a meeting under this policy shall apply to the principal of the building at least 48 hours in advance of the time of the activity or meeting. The student must agree to the following:
 - 1. All activities or meetings must comply with existing policies, regulations, and procedures that govern operation of school-sponsored activities.
 - 2. The activities or meetings are voluntary and student-initiated. The principal may

require assurances of this fact.

- B. Student groups meeting under this policy must comply with the following rules:
 - 1. Those attending must not engage in any activity that is illegal, dangerous, or which materially and substantially interferes with the orderly conduct of the educational activities of the school. Such activities shall be grounds for discipline of an individual student and grounds for a particular group to be denied access.
 - 2. The groups may not use the school name, school mascot name, school emblems, the school district name, or any name that might imply school or district sponsorship or affiliation in any activity, including fundraising and community involvement.
 - 3. The groups must comply with school policies, regulations and procedures governing school-sponsored activities.
- C. Students applying for use of school facilities under this policy must provide the following information to the principal: time and date of meeting, estimated number of students in attendance, and special equipment needs.
- D. The building principal has responsibility to:
 - 1. Keep a log of application information.
 - 2. Find and assign a suitable room for the meeting or activity. The number of students in attendance will be limited to the safe capacity of the meeting space.
 - 3. Note the condition of the facilities and equipment before and after use.
 - 4. Assure proper supervision. Assignment of staff to be present in a supervisory capacity does not constitute district sponsorship of the meeting or activity.
 - 5. Assure that the meeting or activity does not interfere with the school's regular instructional activities.
- E. The district shall not expend public funds for the benefit of students meeting pursuant to this policy beyond the incidental cost of providing space. The district will provide no additional or special transportation.
- F. Nonschool persons may not direct, conduct, control, or regularly attend meetings and activities held pursuant to this policy.
- G. District employees or agents may not promote, lead, participate in, or otherwise sponsor meetings or activities held pursuant to this policy.
- H. A copy of this policy and procedures shall be made available to each student who initiates a request to use school facilities.

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

Legal References: 20 U.S.C. §§ 4071-74 (Equal Access Act)

20 U.S.C. § 7905 (Boy Scouts of America Equal Access Act)

Board of Educ. Of Westside Community Schools v. Mergens, 496 U.S. 226 (1990)

Good News Club v. Milford Central School, 533 U.S.98, (2001)

Child Evangelism Fellowship of Minnesota v. Special Sch. Dist. 1, 690 F.3d 996 (8th Cir. 2012)

Child Evangelism Fellowship of Minnesota v. Elk River Area School Dist. 728, 599 F.Supp. 2d 1136 (D. Min.

2009)

Cross References: MSBA/MASA Model Policy 902 (Use of School District Facilities and Equipment)

Northfield Public Schools ISD No. 659 School Board and District Committees

Individual school board members serve on several board and district standing committees. In addition, board members represent the school district in interaction with various organizations and governing bodies. The school board will also be represented by individual members who will serve on task forces and ad hoc committees.

Membership on Board and District Standing Committees

Board Committees

Board Legislative Action Committee Claudia Gonzalez-George, Ben Miller

Board Meet and Confer Corey Butler, Claudia Gonzalez-George
Board Negotiations Board members assigned by Board Chair

Board Policy Review Committee Ben Miller, Claudia Gonzalez-George, Robert Coleman

District Committees

Current Board Representative

Meets Monthly:

Community Education Advisory Council Corey Butler
Wellness Advisory Committee Jenny Nelson
District Youth Council Ben Miller

Meets Quarterly:

Northfield Forward Jenny Nelson, Ben Miller

Communications Advisory Committee Amy Goerwitz, Jenny Nelson

Equity Advocacy Advisory Committee Amy Goerwitz
Facilities Advisory Committee Jeff Quinnell

Finance Advisory Committee Claudia Gonzalez-George, Jeff Quinnell, Corey Butler

Professional Growth (NEA) Corey Butler

Meets As Needed:

Review of Instructional Resources

Amy Goerwitz

TORCH Advisory Group

Activities Advisory Committee (yearly)

Jeff Quinnell

Representatives to Organizations and Governing Bodies

Meets Monthly:

Cannon Valley Special Education Cooperative (CVSEC)

Superintendent Hillmann, Robert Coleman

Human Rights Commission Robert Coleman

Northfield Area Chamber of Commerce Superintendent Hillmann

Meets Quarterly:

Schools for Equity in Education (SEE)

Jeff Quinnell

Council of Champions – Northfield Promise Claudia Gonzalez-George

Communication as Needed:

Legislative Liaison (MSBA) Claudia Gonzalez-George

Minnesota State High School League (MSHSL)

Claudia Gonzalez-George

Updated 01.2023 for 2023 assignments