

INDEPENDENT SCHOOL DISTRICT NO. 659
REGULAR SCHOOL BOARD MEETING

Monday, February 13, 2023 ~ 6:00 p.m. ~ Regular Board Meeting

Northfield District Office Boardroom

Zoom Link: <https://northfieldschools-org.zoom.us/j/87150524024?pwd=ZIM2aHc3akxvSkt4UHZISGtLS21FUT09>

Passcode: 468824

AGENDA

1. Call to Order
2. Agenda Approval/Table File
3. Public Comment
4. Announcements and Recognitions
5. Items for Discussion and Reports
 - a. School Resource Officer Report
 - b. Proposed 2023-2024 Operating Capital and Long-Term Facilities Maintenance Budget
 - c. Long-Term Facilities Maintenance Ten Year Plan
 - d. Arcadia Charter School Site Visit
 - e. Policy Committee Recommendations
 - f. Indigenous (American Indian) Parent Advisory Committee
 - g. Superintendent Operations & Strategic Plan Update
6. Consent Agenda
 - a. Minutes
 - b. Gift Agreements
 - c. Overnight Field Trip
 - d. Financial Reports
 - e. Personnel Items
7. Items for Individual Action
 - a. Resolution Requiring Administration to Make Recommendations Regarding Programming and Staffing for Next Year
8. Items for Information
 - a. Enrollment Report
9. Future Meetings
 - a. Monday, February 27, 2023, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
 - b. Monday, March 13, 2023, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
 - c. Monday, April 10, 2023, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
10. Adjournment

NORTHFIELD PUBLIC SCHOOLS
MEMORANDUM

Monday, February 13, 2023 ~ 6:00 p.m. ~ Regular Board Meeting
Northfield District Office Boardroom

Zoom Link: <https://northfieldschools-org.zoom.us/j/87150524024?pwd=ZIM2aHc3akxvSkt4UHZISGtLS21FUT09>
Passcode: 468824

TO: Members of the Board of Education
FROM: Matthew Hillmann, Ed.D., Superintendent
RE: Explanation of Agenda Items for Monday, February 13, 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. School Resource Officer Report. Northfield High School Assistant Principal Rico Bohren, Northfield Middle School Assistant Principal Michael O'Keefe, Police Chief Mark Elliott and Gabriel Crombie, School Resource Officer (SRO), will provide a report about the duties, training and support the SRO provides to district students, staff and community members.
 - b. Proposed 2023-2024 Operating Capital and Long-Term Facilities Maintenance Budget. Val Mertesdorf, Director of Finance, will present the 2023-2024 Operating Capital Budget and Long-Term Facilities Maintenance Plan. Cole Nelson, Director of Buildings & Grounds, will be available for questions. The board will be asked to adopt the budget at the Feb. 27, 2023 board meeting.
 - c. Long-Term Facilities Maintenance Ten Year Plan. Director Nelson and Director Mertesdorf will review the Long-Term Facilities Maintenance ten year revenue and expenditure plan. In addition, the Indoor Air Quality Management Plan is part of the ten year plan and must be reviewed annually. The board will be asked to approve the plan at the Feb. 27, 2023 board meeting. The approved plan must be submitted to the Department of Education.
 - d. Arcadia Charter School Site Visit. Superintendent Hillmann will provide a brief report regarding the Feb. 2, 2023 Arcadia Charter School site visit.
 - e. Policy Committee Recommendations. Dr. Hillmann will present the policy committee's recommendations on policies 644, 721, 807 and 808.
 - f. Indigenous (American Indian) Parent Advisory Committee. Superintendent Hillmann will provide an update on the Indigenous Parent Advisory Committee meetings held this year. The committee affirmed a resolution of concurrence for this school year at its third meeting on Feb. 7, 2023.
 - g. 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 January 23, 2023

b. Gift Agreements

- \$1,125.00 from Bethel Church to Greenvale Park Elementary school snack cart program
- \$1,151.00 from Bridgewater Booster Club to help offset the cost of the roller skating unit in Phys Ed for grades 3-5
- \$1,995.16 from Northfield Fine Arts Booster Club, Inc. for an art drying rack for the high school art department

c. Overnight Field Trip

Northfield High School teachers Andy Richardson and Nick Connor are requesting board approval for a Robotics Team overnight trip for the 2022-2023 school year.

d. Financial Reports

Financial Report - September 2022. Director of Finance Val Mertesdorf requests the board approve paid bills totaling \$2,273,679.01, payroll checks totaling \$3,409,501.60, a wire transfer totaling \$650,000.00 from Frandsen General to Frandsen Sweep, a wire transfer totaling \$500,000.00 from Frandsen Sweep to Frandsen General, and the financial reports for September 2022. At the end of September 2022 total cash and investments amounted to \$24,969,527.11.

Financial Report - October 2022. Director of Finance Val Mertesdorf requests the board approve paid bills totaling \$2,609,348.56, payroll checks totaling \$3,625,252.33, a wire transfer totaling \$600,000.00 from Frandsen General to Frandsen Sweep, a wire transfer totaling \$400,000.00 from Frandsen Sweep to Frandsen General, and the financial reports for October 2022. At the end of October 2022 total cash and investments amounted to \$25,912,189.14.

e. Personnel Items

i. Appointments

1. Jennifer Antoine, Long Term Substitute Special Ed EA PCA for 3.5 hours/day M,T,TH,F, and 3 hours/day on W at the NCEC, beginning 2/16/23-5/24/23. Step 4-\$17.70/hr.
2. Jennifer Antoine, Community School Club Leader for 13 hours/week Mon.-Thurs. at Greenvale Park, beginning 2/6/2023-6/9/2023. \$23.65/hr.
3. Odalis Ascencio, Community School Club Leader for up to 5 hours/day Mon.-Thurs. at Bridgewater, beginning 2/13/2023-5/25/2023. \$23.65/hr.
4. Alan Barrientos, Community School Student Site Assistant for 13 hours/week Mon.-Thurs. at Greenvale Park, beginning 2/6/2023-6/9/2023. \$10.59/hr.
5. Meg Diviney-Fearing, Long Term Substitute Special Ed EA PCA for 3.5 hours/day M,T,TH,F, and 3 hours/day on W at the NCEC, beginning 2/21/23 - 5/24/23. Step 4-\$17.70/hr.
6. Grace Farwell, Community School Club Leader for up to 5 hours/day Mon.-Thurs. at Bridgewater, beginning 2/13/2023-5/25/2023. \$23.65/hr.
7. Ana Gallego, Community School Club Leader for 6 hours/week Mon.-Wed.. at Greenvale Park, beginning 1/30/2023-6/9/2023. \$23.65/hr.
8. Daisy Gomez-Olvera, Community School Club Leader for 13.25 hours/week Mon.-Thurs. at Greenvale Park, beginning 2/6/2023-6/8/2023. \$23.65/hr.
9. Grace LaCanne, Program Supervisor with Community Education Recreation, beginning 2/7/2023-5/31/2023. \$10.64/hr.
10. Emyla Lewis, Community School Club Leader for 7 hours/week Tues.-Thurs. at Greenvale Park, beginning 2/1/2023-6/9/2023. \$23.65/hr.
11. Elaine Ramirez Gomez, Community School Student Site Assistant for 15 hours/week Mon.-Thurs. at Greenvale Park, beginning 2/2/2023-6/9/2023. \$10.59/hr.
12. Coral Ramos, Community School Club Leader for 8 hours/week Mon.-Thurs. at Greenvale Park, beginning 2/7/2023-6/10/23. \$23.65/hr.
13. Amelia Rosenhamer, Program Assistant with Community Education Recreation, beginning 2/11/2023-5/31/2023. \$10.59/hr.

14. Heather Sexauer, Program Assistant with Community Education Recreation, beginning 4/1/2023-5/31/2023. \$11.64/hr.
- ii. Increase/Decrease/Change in Assignment
 1. Elaine Boda, Special Ed EA PCA at Greenvale Park, change to Long Term substitute Speech-Language Pathologist at Greenvale Park, effective 4/24/23-6/9/23. MA, Step 10 prorated-contingent upon obtaining license.
 2. Scott Broughton, Teacher at Bridgewater, add Community School Teacher for up 2 hours/day Mon.-Thurs. at Bridgewater, effective 1/25/2023-6/9/2023. Yr. 1-\$27.11/hr.
 3. Liam Fisher, Auditorium Tech, add Site Supervisor with Community Ed Recreation, effective 1/31/2023-5/31/2023. \$11.64/hr.
 4. Chris Graupmann, Game/Event Worker at the High School, add Assistant Baseball Coach at the High School, effective 3/20/2023. \$4,570 + Step 9
 5. Kristin Johnson, Behavioral Coach at Greenvale Park, add Community School Teacher for 2 hours/day on Tuesdays at Greenvale Park, effective 2/7/2023-6/10/2023. Yr. 5-\$27.73/hr.
 6. Cindy Keogh, Building Supervisor with Community Education, add Long Term Substitute Special Ed EA PCA for 6.75 hours/day at Bridgewater, effective 2/15/2023-4/25/2023. \$17.70/hr. Step 4 of EA agreement.
 7. Elizabeth King, Teacher at Bridgewater, add Head Volleyball Coach at the High School, effective 8/14/2023. 13% \$16,601 + step 10
 8. Mark Langevin, Fitness Center Coach at the Middle School, will split half of $\frac{1}{2}$ of stipend for quarter 3, effective 1/30/2023.
 9. Sara Redetzke, Special Ed EA for 6.75 hours/day at the Middle School, change to Special Ed EA for 6 hours/day at the Middle School, effective 4/1/2023-6/10/2023.
 10. Dan Riesgraf, Teacher at the Middle School, add Fitness Center Coach at the Middle School, effective 1/30/2023. \$609.30 half of $\frac{1}{2}$ of stipend for quarter 3.
 11. Miriam Rogers, Long Term Substitute English Teacher at the High School, add Behind the Wheel Instructor with Community Education effective 2/1/2023.
 12. Joshua Stalsberg, Night Custodian Tues.-Saturday at the Middle School, change to Night Custodian Mon.-Fri. at the Middle School, effective 2/27/2023.
 13. Jeff St. Martin Substitute Custodian at the District Office/ALC at \$26.71/hr., correction of pay rate to \$29.17/hr. effective 9/29/2022.
 14. Tallie Berkvam Peter, Teacher at Spring Creek, add Community School Teacher for 2 hours/day for 4 days/week at Spring Creek, effective 1/3/2023-6/9/2023. Yr. 1-\$27.11/hr.
 15. Juan Trinidad Ramos, Night Custodian at the Middle School, change to Night Custodian Engineer w/o license at the Middle School, effective 1/30/2023.
- iii. Leave of Absence
 1. Sue Bolton, Teacher at Bridgewater, FMLA effective 2/14/23 and continue on an intermittent basis for up to 30 working days.
- iv. Retirements/Resignations/Terminations
 1. Rachael Basinger, Special Ed EA at the Middle School, resignation effective 2/7/2023.
 2. Page Kassner, Community School Site Assistant at Greenvale Park, resignation effective 2/2/2023.
 3. Angie Schock, 8th Grade Volleyball Coach at the Middle School, resignation effective 2/1/23.
 4. Lisa Williams, Special Ed EA at the NCEC, resignation effective 2/20/2023.

*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. Resolution Requiring Administration to Make Recommendations Regarding Programming and Staffing for Next Year. A copy of the resolution is enclosed. The board passes this resolution at this time each year to allow the process to begin regarding making changes in the budget. This resolution must be in place in the event that staff positions are discontinued.

Superintendent's Recommendation: Motion to authorize the administration to make recommendations for additions and reductions in programs and for adding or discontinuing positions.

8. Items for Information

- a. Enrollment Report. Superintendent Hillmann will review the February 2023 enrollment report.

9. Future Meetings

- a. Monday, February 27, 2023, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- b. Monday, March 13, 2023, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
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10. Adjournment

School Resource Officer Partnership

Northfield School District and City of Northfield
February 13, 2023

The District Vision

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

Strategic Commitments



People

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



Learner Outcomes

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



Equity

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



Communication

We communicate effectively and transparently with all stakeholders.



Stewardship

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



Partnerships

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

Our
current
SRO:

Gabriel
Crombie



Purpose of the School Resource Officer Partnership

- **Relationship development** — an opportunity for students, staff, and the Northfield Police Department to make connections in a positive manner.
- **Communication** — the ability to share information to support students and safety.
- **Prompt support** — the district has swift response for safety or law enforcement support (during and outside the school day)
- **Instruction** — DARE, career development, and other instructional support as needed.



The partnership — Northfield High School

- Makes all the difference in the world.
- Students as the whole person
- Well-versed in mental health awareness
- Utilization of trauma informed techniques
- Relationships number one
- Involved in ways that help dispel misconceptions about police
- Takes the time to educate everyone
- The “It” factor - both Bart and Gabriel



The partnership — Northfield Middle School

- Resource for families and students
- Navigates pre-teen and early teen behaviors
- Follow through on student citizenship handbook



DARE Program

- DARE program taught in all 5th grade classes
- Three officer instructors share the duties
- Messages not only of drug resistance, but of positive self esteem, anti-bullying, and internet/social media safety
- Building connections between officers and students



The partnership: Northfield Police Department

- Partners in safety
- Partners in security
- Partners in development of student potential
- Partners in community investment
- Partners in trust



Questions

2023-24 Capital and Long Term Facilities Maintenance | Proposed Budget | 2.13.23

Val Mertesdorf | Director of Finance

What is Capital?

Our capital budget is a segment of our general fund budget that we present separately as required by the Minnesota Department of Education. Our capital budget has four revenue components.

- 1) Operating Capital – This must be used for equipment and facility needs. The calculation is \$79 per adjust pupil unit plus \$109 multiplied by our average building age. We receive approximately \$221 per pupil unit. This formula is a mix of levy and state aid.
- 2) Lease Levy – This is a levy source of revenue to pay for rent of leased facilities. The calculation for our total authority is \$212 per pupil unit. Northfield has a cap of approximately \$858,000. We currently utilize about 47% of this revenue.
- 3) Capital Levy – This is our voter approved levy of \$750,000. This is used to support technology and facilities. The voters authorized a renewal and increase of this levy in November. The additional revenue will be included in the 2024-25 budget.
- 4) Long Term Facilities Maintenance – This was a new revenue source beginning 7/1/2016. The legislature combined the deferred maintenance and health and safety revenue formulas into a new formula. The formula is a combination of aid and levy. This funding is for capital expenditures and maintenance projects necessary to prevent further erosion of facilities. The calculation is \$380 per pupil unit, pro-rated based on average building age.

The Capital and Long Term Facilities Maintenance programs have restricted expenditure categories. These funding streams are intended to support technology, facilities and infrastructure needs. Each category also has a restricted fund balance category. This means if we don't spend all of our revenue in a given year the remainder is set aside for only these types of expenditures in the future. Each year in December, we project our capital revenue and if there is a projected surplus, the Capital Committee prioritizes needs and comes to consensus on how to allocate the remaining funds.

Projected Revenue

For 2023-24, LTFM revenue will be our largest source at 40%. Operating Capital and our Capital Levy are the next largest with 26% and 23%, respectively. Our total capital revenue is projected to be \$3,307,427 which is a slight increase from the prior year due to the anticipated sale of our iPads at the end of the current lease.

Projected Expenditures

We are projecting capital expenditures of approximately \$1,787,812. The capital committee approved expenditures such as replacing a 72" mower, a new server and a new riding scrubber. The capital

committee was only provided a small target to ensure we could replenish the operating capital fund balance to the designated minimum.

The LTFM funding has a ten-year plan that the board approves each year. Based on the funding and projects listed, Director of Buildings and Grounds Cole Nelson prioritizes projects and sets the expenditures for the year. For fiscal year 2023-24 we plan to upgrade some building controls, flooring replacements, asphalt repairs and utilizing Wold Architects to make a long term plan for the ALC spaces.

Financial Summary

At the end of 2023-24 we are projecting that the operating capital fund balance will be \$215,384. The long-term facilities maintenance fund balance is projected to be \$847,259. Our fund balance goal is to maintain a minimum of \$200,000 in operating capital and \$600,000 in LTFM. The current projections are more than our goal.

Overall, the funding and flexibility we have because of the long term facilities maintenance program has been incredibly beneficial for the district. We will continue to strive to allocate our resources as effectively and efficiently as possible to ensure our facilities are adequately maintained and our students and staff have access to the necessary technology and tools to continue providing a world class education.

2023-24 PROPOSED BUDGET

Capital & Long Term Facilities Maintenance

February 13, 2023

What is Capital?

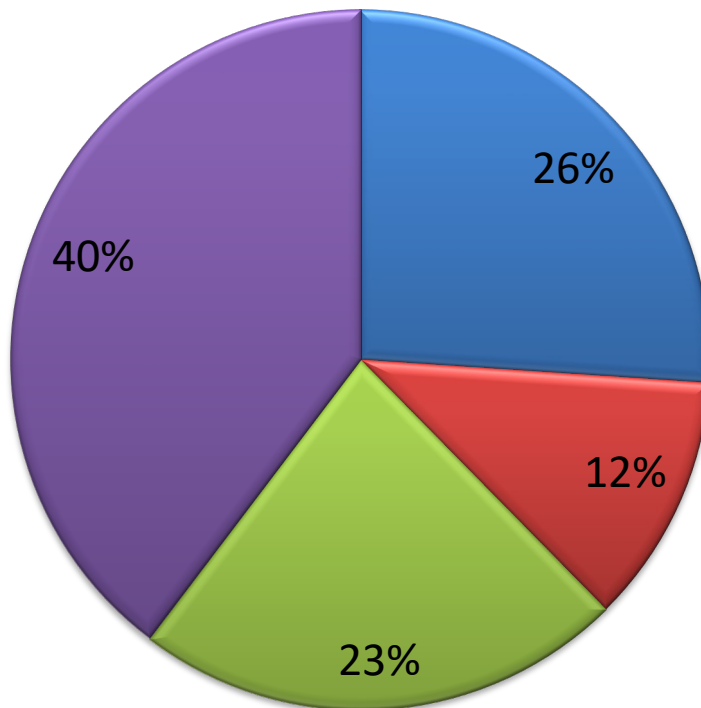
- The capital budget consists of 4 revenue streams
 - Operating Capital – levy/aid formula
 - Lease Levy – levy for certain lease commitments
 - Capital Levy – voter approved levy
 - Long Term Facility Maintenance – funding for repairs and maintenance of facilities
- The capital budget is included in the general fund
- Restricted expenditures
- Fund Balance restriction
- There is a portion of the operating capital money each year that is prioritized by the Capital Committee – this committee meets to discuss building and district priorities and comes to consensus on the proposed spending

High School Main Office Remodel



Capital and LTFM Sources

\$3,307,427



■ Operating Capital
\$861,823

■ Lease Levy
\$382,517

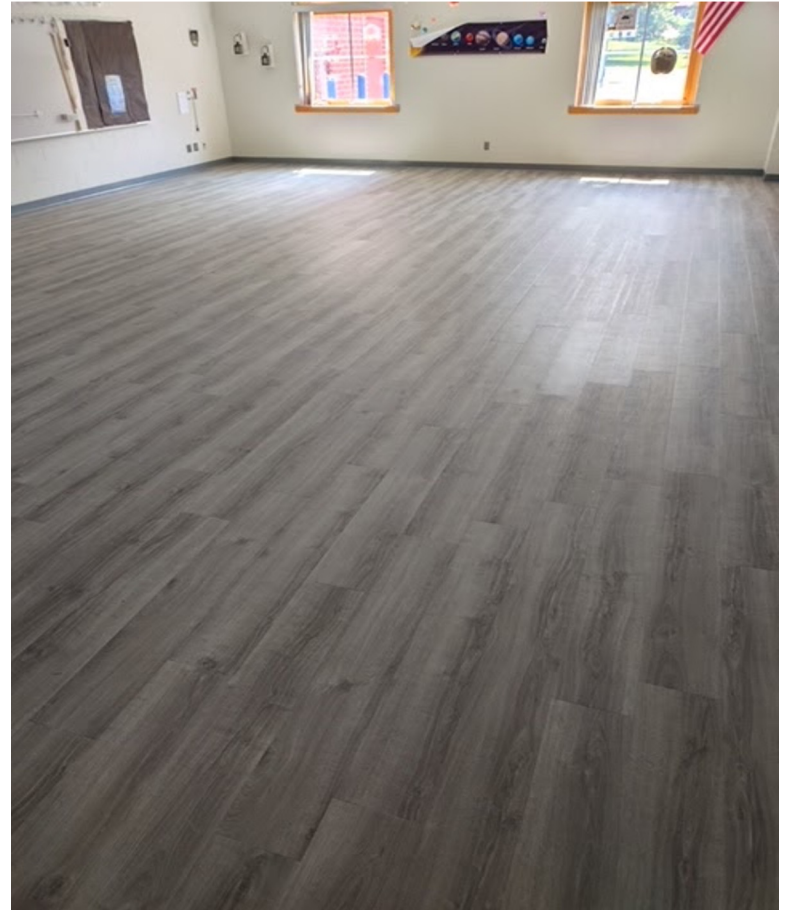
■ Capital Levy
\$750,000

■ Long Term Facilities
Maintenance
\$1,313,087

Revenue Summary

	2020-21 Audit Results	2021-22 Audit Results	2022-23 Revised Budget	2023-24 Proposed Budget
Revenue Summary				
Operating Capital	\$ 779,194	\$ 755,922	\$ 770,227	\$ 761,823
Capital Projects Levy	750,000	750,000	750,000	750,000
Lease Levy	381,394	353,449	407,986	382,517
Long Term Facility Maintenance	1,538,303	1,487,915	1,348,320	1,313,087
Sale of Equipment		141,004		100,000
Total Revenues	\$ 3,448,891	\$ 3,488,290	\$ 3,276,533	\$ 3,307,427

Bridgewater Science Classroom & Flooring



Projected Expenditures

Expenditure Summary	2020-21 Audit Results	2021-22 Audit Results	2022-23 Revised Budget	2023-24 Proposed Budget
Leased Facility Space/Assessments	\$ 283,373	\$393,276	\$435,802	\$417,722
Lease Purchase Agreement	212,352	\$212,352	\$212,352	\$212,352
Building/Program Allocation	79,107	\$138,061	\$135,078	\$140,763
Textbooks/Digital Curriculum	106,226	\$194,858	\$250,000	\$250,000
Technology Leases	544,016	\$529,431	\$529,841	\$582,825
Network Administration	347,469	\$350,000	\$0	\$0
Capital Committee Recommendations	62,551	\$480,376	\$613,023	\$184,150
Long Term Facility Maintenance	1,386,318	1,593,168	1,602,175	1,287,350
Total Expenditures	\$ 3,021,412	\$3,891,522	\$ 3,778,271	\$ 3,075,162

Projected LTFM Expenditures

CATEGORY	2020-21 Audit Results	2021-22 Audit Results	2022-23 Revised Budget	2023-24 Proposed Budget
347 - Physical Hazards	\$ 11,346	\$ 19,805	\$ 35,300	\$ 48,550
349 - Other Haz. Materials	2,393	44,296	9,250	8,300
352 - Environmental H&S	112,597	120,030	110,900	112,250
358 - Asbestos Removal	90,585	18,589	6,800	41,850
363 - Fire Safety	89,104	37,122	44,425	37,900
366 - Indoor Air Quality	-	1,463	-	-
367 - Accessibility	27,025	564,041	-	-
368 - Building Envelope	479,107	10,100	25,000	50,000
369 - Bldg Hrdwr & Equip	1,400	90,158	50,000	75,000
370 - Electrical	-	47,160	-	30,000
379 - Interior Surfaces	178,415	380,619	1,075,500	309,000
380 - Mechanical Systems	355,370	122,318	75,000	415,000
381 - Plumbing	25,226	28,225	-	10,000
382 - Professional Services	-	26,452	40,000	35,000
383 - Roofing	1,135	-	-	-
384 - Site Projects	12,615	82,790	130,000	114,500
TOTAL	\$ 1,386,318	\$ 1,593,168	\$ 1,602,175	\$ 1,287,350

ALC Garage Construction



PROJECTS FOR FY2023-24

Capital Recommendations

- Replace 72" Mower
- New Server
- Replace riding scrubber
- Chromebook replacement

LTFM

- Building controls upgrade @ SC, DO/ALC and NCEC
- Interior door replacement @ NCEC, MS
- Flooring replacement
- District wide asphalt repairs
- ALC design process with Wold
- District wide facilities assessment

B&G Truck Replacement



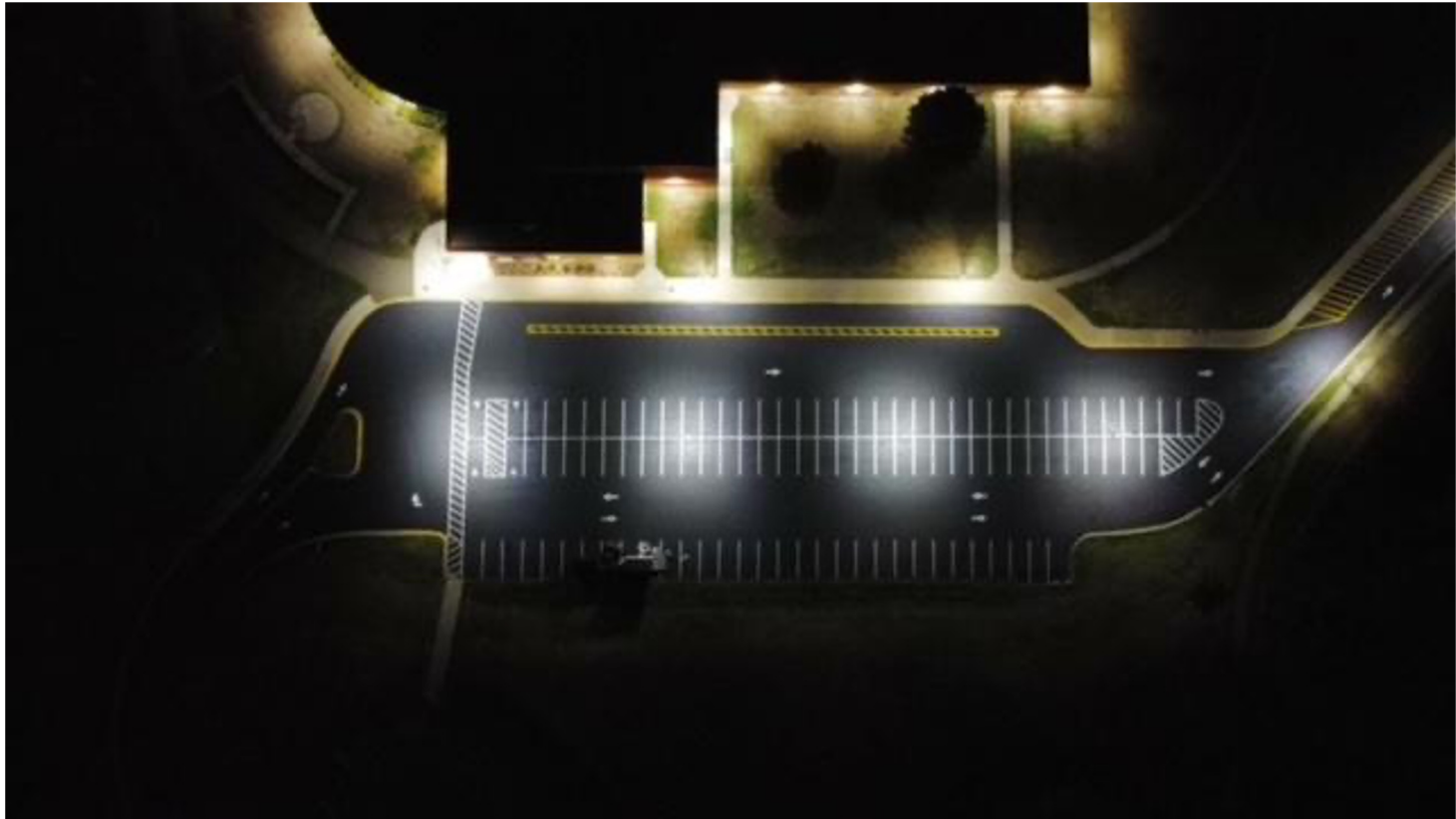
Financial Summary

	2020-21	2021-22	2022-23	2023-24
	Audit	Audit	Revised	Proposed
Fund Summary	Results	Results	Budget	Budget
Beginning Balance	\$ 1,307,869	\$ 1,735,348	\$ 1,332,116	\$ 830,378
Revenue	3,448,891	3,488,290	3,276,533	3,307,427
Expenditures	3,021,412	3,891,522	3,778,271	3,075,162
Ending Balance	1,735,348	1,332,116	830,378	1,062,643
Operating Capital	\$ 554,717	\$ 256,739	\$ 8,856	\$ 215,384
Long Term Facility Maintenance	1,180,631	1,075,377	821,522	847,259
Ending Fund Balance	\$ 1,735,348	\$ 1,332,116	\$ 830,378	\$ 1,062,643

Fund Balance Goal

- Operating Capital: minimum of \$200,000
- LTFM: minimum of \$600,000

Bridgewater Parking Lot Striping



LTFM 10 Year Plan

	2022	2023	2024	2025	2026
Revenue	\$ 1,487,915	\$ 1,348,320	\$ 1,313,087	\$ 1,306,288	\$ 1,305,448
Expenditures	\$ 1,593,168	\$ 1,602,175	\$ 1,287,350	\$ 1,300,050	\$ 1,274,850
Difference	\$ (105,253)	\$ (253,855)	\$ 25,737	\$ 6,238	\$ 30,598
Beginning Fund Balance	\$ 1,180,630	\$ 1,075,377	\$ 821,522	\$ 847,259	\$ 853,497
Ending Fund Balance	\$ 1,075,377	\$ 821,522	\$ 847,259	\$ 853,497	\$ 884,095

	2027	2028	2029	2030	2031
Revenue	\$ 1,304,765	\$ 1,283,240	\$ 1,283,503	\$ 1,283,923	\$ 1,284,500
Expenditures	\$ 1,064,450	\$ 526,400	\$ 668,300	\$ 682,700	\$ 525,500
Difference	\$ 240,315	\$ 756,840	\$ 615,203	\$ 601,223	\$ 759,000
Beginning Fund Balance	\$ 884,095	\$ 1,124,410	\$ 1,881,250	\$ 2,496,453	\$ 3,097,676
Ending Fund Balance	\$ 1,124,410	\$ 1,881,250	\$ 2,496,453	\$ 3,097,676	\$ 3,856,676

Fiscal Year 2023 – 2031 are estimates

Questions?

Thank you!

IEA, INC.

NORTHFIELD PUBLIC SCHOOLS



Contact Us:

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Management Plan for Indoor Air Quality

Northfield Public Schools

Management Plan for Indoor Air Quality

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Appendices:

- A Indoor Air Quality Walkthrough Reports
- B Annual Notification Documentation
- C Indoor Air Quality Assessment Reports

Contact Person: Cole Nelson

Phone Number: 507-645-3435

Email Address: cnelson@northfieldschools.org

Certification

2/9/2023

Date

[illegible]

1.0 Introduction

Good quality indoor air contributes to a favorable learning environment for students, productivity for teachers and staff, and a sense of comfort, health, and well-being for all school occupants. This management plan describes procedures and guidelines relating to indoor air quality (IAQ) for Northfield Public Schools and references the Tools for Schools Action Kit from the Environmental Protection Agency (EPA).

2.0 Responsibilities

The program coordinator, or designee, is responsible for the following:

- Oversee the implementation of the management plan
- Provide resources needed to implement the plan
- Determine when outside professional assistance is needed
- Ensure the annual notification to staff, students and parents is completed
- Register IAQ questions from staff, students, and parents

3.0 Communication

The management plan for IAQ and other related reports are located at the District Office with the District's health and safety programs.

A statement is distributed annually via the school website, informing the staff, students, and parents about the location of the management plan for Indoor Air Quality and how to contact the IAQ coordinator. This information is documented with this program.

4.0 Procedures for Handling IAQ Concerns and Remediation

The following describes the process to be implemented if a building occupant is concerned about IAQ:

- A person who has concerns about IAQ contacts the building principal or head custodian in their building for reporting and assistance with concerns.
- After reviewing the situation, the building custodian will investigate to try to resolve the problem internally. If the concern cannot be alleviated, the building custodian will notify the IAQ coordinator and a questionnaire may be provided to the affected person. The completed questionnaire would be returned to the IAQ coordinator.
- The IAQ coordinator will review the questionnaire and contact the appropriate outside firm to help investigate and/or remediate the problem, if deemed necessary.
- Remediation will be conducted and may require an outside contractor.
- The IAQ coordinator, or designated consultant, will communicate with the initiating party during the process of investigating and remediating the issue.

Northfield Public Schools may have an IAQ assessment and sampling performed in an area in response to symptoms experienced by a staff member or student. If the assessment and sampling does not identify a condition or concern that might account for the symptoms experienced by an individual, involvement of a physician is often warranted as the next step. It is recommended that an allergist or other specialist (not a general physician) conduct the examination and help to determine if there are specific triggers or allergens that might be affecting the individual. The specialist may show that the individual is sensitive to or affected by low levels of a specific contaminant that does not usually affect the general population. If a specific trigger or contaminant is identified, further sampling might then be warranted.

5.0 Building Walkthroughs

Building walkthrough inspections are completed annually to identify potential IAQ issues. The walkthrough is modeled after the EPA Tools for Schools checklists and reports of walkthroughs are located in Appendix A. The walkthrough uses sight, sound, and smell to assess if there are obvious water intrusion problems (interior and exterior), obvious ventilation failures and/or problems, obvious building/structural failures and/or problems, overall cleanliness of buildings and classrooms, and operations and maintenance programs. It is intended to be a quick overall assessment of each room for obvious problems that may impact indoor air quality. The reports are reviewed by the IAQ coordinator or designee, who will then take appropriate action to address problems that were identified.

6.0 Indoor Air Quality Teacher Surveys

An IAQ survey may be distributed annually to provide an avenue for reporting any IAQ concerns and to inform employees on what they can do to improve IAQ in their own areas. The survey may cover the following topics: animals, thermal comfort, ventilation, building maintenance, moisture concerns and general cleanliness.

The IAQ coordinator reviews the surveys and any concerns discovered are addressed. The surveys may be completed online, and a final report is maintained with the management plan.

7.0 Ventilation Assessments

A ventilation assessment is completed each year by the head engineers or designated consultant. The ventilation assessment is maintained with this program and covers the following topics:

- Outdoor Air Intakes
- System Cleanliness
- Control for Outdoor Air Supply
- Air Distribution
- Exhaust Systems

8.0 Facility Cleanliness

The current maintenance program involves vacuuming of carpeted rooms and dusting regularly. Dusting of personal items is the responsibility of the classroom teacher. A deep cleaning of furniture and flooring is conducted in each room over the summer break.

The District maintains a routine heating, ventilation, and air conditioning (HVAC) inspection and maintenance program that includes coil and drain pan cleaning and inspection, adjustment of motor operators and dampers, regular filter changes, unit cleaning, and checking of damper controls and settings.

9.0 Related Guidelines

9.1 Animals in the Classroom

The goal of the IAQ program is to decrease student and staff exposure to potentially harmful animal allergens. Bringing animals into the buildings should be discouraged. If animals are to be allowed in the classroom, the protocol will be as follows:

- Before bringing an animal into the building, the teacher will ask the principal for permission. The principal will consult with facilities staff.
- All animals are required to be properly vaccinated.
- The location of the habitat for the animal will include consideration of HVAC components. Animal habitats will not be placed near air supply or return air vents and will not be kept near unit ventilators. The habitat will be placed on a hard floor surface. The animal will not be allowed to wander around the room (especially on carpet).

- A cleaning schedule will be implemented for the habitat and surrounding area. The classroom teacher is responsible for regularly cleaning the cage, as well as the table or floor the cage rests upon. Students will not be allowed to clean cages or equipment.
- The teacher will always be present when animals are handled by a student.
- All staff and students will wash their hands before and after handling animals, cage debris, or animal supplies.
- Concerns regarding the health issues or care of the animal should be brought to the building principal for immediate consideration.

9.2 Pest Management

Integrated Pest Management (IPM) is a coordinated approach to pest control using the most cost-effective means to prevent unacceptable levels of pests, while causing the least possible hazard to people, property, and the environment. IPM uses a combination of methods that include:

- Reducing or not allowing food or snacks in the classroom, especially when the room is carpeted
- Inspection and monitoring of pest population sites
- Managing waste by keeping refuse in tight containers and locating waste containers away from buildings, if possible
- Maintaining structures (fixing leaking pipes promptly, sealing cracks)
- Adding physical barriers to pest entry and movement (screens for chimneys, doors, and windows)
- Modifying habitats (removing clutter, relocating outside light fixtures away from doors)
- Using traps (light traps, snap traps, and glue boards)
- Using pesticides judiciously

9.3 Food Services

Cooking activities generate odors, moisture, food waste, and other trash, which, if not managed carefully, can lead to IAQ problems. The District ensures the following precautions are taken:

Cooking Area

- The exhaust fans are inspected to make sure they are working properly. If problems are noted, the building custodian is contacted.
- Exhaust fans are operational whenever cooking, washing dishes, or cleaning.
- Any leaks or odors of combustion gas are reported immediately to the building custodian.
- The kitchen is cleaned after use as required by the district and Department of Health policy.
- Signs of mold, mildew, or algae are reported to the building custodian.
- Pest problems are reported to the building custodian.

Food Handling and Storage

- Food service areas are regularly checked for signs of insects or vermin.
- Food handling and storage practices followed are as recommended by the District and the Department of Health.
- General cleanliness is maintained.

Waste Management

- The District's policy of recycling waste is followed.
- Waste is stored in appropriate sealed containers.
- Dumpsters are located away from air intake vents and operable windows.

9.4 Latex

Latex allergy is a reaction to certain proteins in latex rubber. The amount of latex exposure needed to produce sensitization or an allergic reaction is unknown. Increasing the exposure to latex proteins increases the risk of developing allergic symptoms. In sensitized persons, symptoms usually begin within minutes of exposure; but they can occur hours later and can be quite varied. Mild reactions to latex involve skin redness, rash, hives, or itching. More severe reactions may involve respiratory symptoms such as runny nose, sneezing, itchy eyes, scratchy throat, and asthma (difficult breathing, coughing spells, and wheezing).*

Because gloves and balloons are the most common and accessible sources of latex, the District has chosen to prohibit their use in District buildings. If an employee or student has a severe latex allergy, other forms of latex will be assessed in that particular building.

** Information from NIOSH Publication #98-113: Latex Allergy, A Prevention Guide.*

9.5 Fragrances

Exposure to fragrances and scents can cause some staff and/or students to experience asthma or allergic reactions, including upper respiratory irritation, headaches, and other symptoms. All District employees are encouraged to use personal products (such as perfume, cologne, after-shave, hairspray, and body lotion) that are low odor or fragrance free. In addition, the district selects maintenance and cleaning products that are low in odor.

As a district policy essential oils may not be used as follows:

- In diffusers
- Applied to any student, even if the parent requests staff to administer, without a Health Care Provider order
- In professional development sessions
- Any circumstance that is disruptive or puts another's health at risk

If essential oils are found:

- In diffusers:
 - Diffuser is removed and disposed of properly
- On students/staff which are disruptive or putting another's health at risk
 - Do not use water to wash off as it may increase irritation by spreading the oils.
 - Offer clean clothing, as needed and as available

10.0 Annual Review

The Northfield Public Schools IAQ coordinator, along with a designated safety consultant, reviews the IAQ plan on an annual basis. Changes to the plan are identified on the annual review form found at the beginning of this plan.

Appendix A

*Indoor Air Quality Walkthrough Reports and
Teacher Surveys
(Maintained in the District Office)*

Appendix B

Annual Notification Documentation

Linked on website: <https://northfieldschools.org/wp-content/uploads/Indoor-Air-Quality.Right-to-Know.Asbestos.etc.FINAL-2021-22.pdf>

Appendix C

*Indoor Air Quality Assessment Reports
(Maintained in the District Office)*

Arcadia Authorizer Site Visit Report

Matt Hillmann, Ed.D., Superintendent

Thursday, February 2, 2023

On February 2, 2023, Northfield Public Schools visited Arcadia Charter School for the annual authorizer site visit.

The purpose of the visit was to gather data on these four key questions:

- Is the educational program a success?
- Is the organization efficient and well-run?
- Is the school meeting its legal obligations?
- Are strategies in place for sustaining success and continuing to improve over the next charter term?

Schedule		
Time	Meeting	Location
8:05-8:25am	MS Morning Circles	MS Advisories
8:30-8:55am	MS PWT	MS Advisories
9:00-9:25am	MS Student Panel	Conference Room: Alex, Bel, Zac, Theo, Kaylee, Felix
9:30-9:55am	Arcadia Parent Panel	Conference Room: Amy Fields Morgan McCarty George Cusack
10:00-10:15am	Break	Conference Room
10:20-10:45am	MS Classes	ROR: Math 6 Lamarr: Language Arts 7 Purple: PWT 8
10:50-11:15am	HS Student Panel	Conference Room: Heath, Charlotte, Eden, Leo, Gwyn, Darneshia, Cameron, Helen, Isaac U, Milo
11:20-12:00pm	HS PWT (Blue and Red Advisories) Visit classes/wander freely	Goodall: Biology (Kasch-Flugum) Tesla: Art 6 (Schomburg) ROR: Math 8 (Merritt) Tubman: ACT Prep (Prichard)
12:05-12:35pm	Lunch with staff in Tubman	Tubman (all staff welcome)
12:40-1:10pm	12:40: SS7 with Chris 12:50 with Laura (front office) Wander freely	Tesla: Health 8 (Freiermuth) Tubman: Advanced Composition (Prichard)

		ROR: Social Studies 7 (Sullivan Kelley) Lamarr: Calculus (Heidtke)
1:10-1:20pm	Break	Conference Room
1:25-1:45pm	Check-in with the Special Education team	Plato: Melissa Roth Tamra Paulson Terri Swenson Morgan McCarty Elise Wrolstad Cindy Graff Kari Black Kori Ryan (virtual)
1:50-2:10pm	Check in with Arcadia's School Board	Conference Room: Kathleen Schmidt Tami Kasch-Flugum Jo Janssens Barb Wornson
2:15-2:35pm	Finance Conversation	Conference Room: Kelly Rimila Mindy Wachter Tammy Prichard Laura Stelter
2:40-3:00pm	Closing with Laura	Laura's Office

Is the educational program a success?

Arcadia continues to focus on its commitment to project-based learning. This work was evident throughout the visit. I observed teachers providing overviews of project-based learning skills and processes to students and students were excited to share their projects with me. Students, families, and staff feel the school's response to and recovery from the pandemic has been exceptional.

Arcadia outperformed the state average on the MCA assessments in reading and science in 2021-2022. The school performed below the state average in mathematics. They continue to work on refreshing mathematics instruction to improve their performance on the state-mandated assessments. Arcadia centers social-emotional learning through its "social contract" that students develop at the beginning of the school year and through advisory groups. Year-over-year Interviews with students and parents demonstrate Arcadia's culture of inclusiveness is the top reason they are proud to attend the school.

Is the organization efficient and well-run?

The school has rebounded financially over the past two years, though its nature as a small charter school will always require financial stewardship and vigilance. The school made a modest budget adjustment due to a small deficit of \$6,000. A December report showed the school is on target to meet its projected budget. The school's fund balance is \$651,925, equating to 52 days of expenditures. The most recent school audit was "clean."

There are 114 students enrolled at Arcadia, with a capacity of 126 students. The school has very few sixth graders this year compared to previous years. It is challenging to over-enroll in other grades and maintain the school's mission.

The school is being thoughtful about capital expenditures and planning for major purchases, such as staff laptop computers and a building lease refinancing that will come due in two years.

Last year, special education staffing was a substantial concern. This year, the school has filled its special education teacher positions but is still working to secure paraprofessionals and substitutes. The special education team was lauded last year for their dedication and extra effort despite being short-staffed. With a whole team this year, the special education teaching staff demonstrated significant progress and synergy.

Arcadia leadership, staff, and families are concerned about competitive salaries compared to the marketplace. They recognize the dual reality of the budgetary constraints and the potential that higher compensation may draw quality staff members to other schools.

The school should analyze its administrative support structure. The administration is universally respected for their dedication and staff, students, and parents understand there is an issue of capacity. The school should explore providing additional clerical support. The school could contract this support with a virtual administrative assistant who handles routine tasks that frees the director to focus on the school's leadership.

Is the school meeting its legal obligations?

No data was available to suggest that Arcadia is not meeting its legal obligations. The board has a process to regularly review and update policies to keep up with the latest statutory implications.

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

Yes, the school recently held a strategic planning retreat with the board. They continue to evaluate their academic performance and social-emotional learning strategies; are vigilant about their enrollment and finances; and are committed to improving the school through student, family, and staff engagement.

Summary

This year's site visit to Arcadia reinforced its reputation as an inclusive, welcoming school that is committed to providing specialized support to its students for their intellectual and social development. The visit gave a snapshot of their work and indicates they are progressing toward achieving their mission to "...prepare our students to transition intellectually, emotionally, and ethically to higher education, future employment, and engaged citizenship."

Policy 644 ~~COMMUNITY RESOURCE PERSONS~~ GUEST SPEAKERS

I. PURPOSE

This policy provides guidelines for guest speakers in the Northfield School District.

II. GENERAL STATEMENT OF POLICY

Guest speakers are individuals invited to speak on topics consistent with the general educational goals of the district, the goals and purposes of the curriculum in general, and with the educational goals and objectives of the class(es) that the speaker will address. The superintendent or their designee, building administrators, teaching staff and student organizations with the permission of their adviser may invite a guest speaker to the district. Guest speakers should speak on topics that enhance, support and align with the district's vision, strategic commitments and benchmarks.

~~Guest speakers will be encouraged to provide multiple perspectives about the issues they are addressing information on different sides of issues. If a guest speaker represents or is expected to represent only one side perspective of an issue, which is clearly controversial, the teacher who has extended the invitation must provide evidence to the building principal that other views of the issue will be adequately addressed or presented to the students. Such views may be presented through other speakers, materials, films, books, or other media. The ultimate goal is to enrich student exposure to ideas and issues in a fair and impartial fashion.~~

The district may host candidate forums. However, as a public institution the district is prohibited from endorsing political campaigns for candidates, political parties, political organizations and lobbying activities. Individuals may speak in a non-partisan capacity.

Policy 644 Guest Speakers

Adopted: 04.28.2008; Updated: INSERT DATE HERE

Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

Policy 721 GRANT WRITING

I. PURPOSE

The purpose of this policy is to provide guidance for Northfield School District staff members, parents, students or ~~citizens~~ district stakeholders who are writing grants ~~for additional revenue on behalf of Northfield Public Schools to financially support programs or activities of the district. It will ensure that All grant funding sources for programs or activities funded by grants are must align consistent~~ with the vision and strategic commitments of the district.

II. GENERAL STATEMENT OF PHILOSOPHY

The district recognizes the value of accessing resources from external funding streams. Grants can provide significant funding resources for programs and activities for staff and students. As a result, opportunities for learners are increased throughout our community.

III. DEFINITIONS

Grants are soft money funds awarded by the government, a corporation, a family or a community for a specific purpose over a limited period of time and do not require repayment to the grantor. Grants are generally given to ~~K-12 education school districts~~ for two basic purposes:

1. As seed money to start up new or innovative programs that improve student learning.
2. To facilitate reform or bring about change that will improve ~~our work to get better results~~ student achievement in academic or non-academic areas. The district recognizes that grants will not solve general funding issues, but that grants can help improve students' experience learning for students.

IV. GRANT APPLICANT RESPONSIBILITIES

It is the role of the grant applicant to find funding sources, develop an innovative idea, write a plan of action, write measurable learning outcomes and review the final application. It is also the grant applicant's responsibility to follow these procedures:

- A. All grant applications must be written to support the district's mission and goals, be financially feasible, and demonstrate a commitment from all affected district departments or buildings.
- B. All grant applications must be approved by the Program Administrator and the Director of Finance prior to submission to the granting agency.

- C. All grants will receive a financial and procedural review by the Director of Finance, ~~and personnel and salary review by the Human Resources Director.~~
- D. All grant applications more than \$15,000 must be approved by the board.
- E. Grant applicants must designate a responsible person to administer the grant who will regularly communicate with the building principal or district administrator and the Director of Finance to make sure that the intent and financial responsibilities of the grant are met.
- F. Financial accountability is the responsibility of the applicant and the building principal or district administrator and the Director of Finance. Any unspent money will be disbursed per the guidelines of the grant. ~~If overspent, the building principal or district administrator and the Director of Finance is responsible.~~ Any overage not pre-approved by the Director of Finance will be coded to the building or program budget. Depending on the situation, the responsible party may become personally liable for the overage.
- G. All grants funded with federal monies will be required to follow the district's [Fiscal Compliance and Procedures Manual](#).
- H. All grants will follow usual district accounting and contractual practices unless otherwise approved by the board.

Policy 721 Grant Writing

Adopted: 12.8.08; Revised: 04.25.16; Updated: 03.09.2020; INSERT DATE HERE

Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

Legal References:

- 2 C.F.R. § 200.1 (Definitions: Capital Assets)
- 2 C.F.R. § 200.112 (Conflict of Interest)
- 2 C.F.R. § 200.113 (Mandatory Disclosures)
- 2 C.F.R. § 200.205(d) (Federal Awarding Agency Review of Risk Posed by Applicants)
- 2 C.F.R. § 200.214 (Suspension and Debarment)
- 2 C.F.R. § 200.300(b) (Statutory and National Policy Requirements)
- 2 C.F.R. § 200.302 (Financial Management)
- 2 C.F.R. § 200.303 (Internal Controls)
- 2 C.F.R. § 200.305(b)(1) (Federal Payment)
- 2 C.F.R. § 200.310 (Insurance Coverage)
- 2 C.F.R. § 200.311 (Federally-owned and Exempt Property)
- 2 C.F.R. § 200.313(d) (Equipment)
- 2 C.F.R. § 200.314 (Supplies)
- 2 C.F.R. § 200.315 (Intangible Property)
- 2 C.F.R. § 200.318 (General Procurement Standards)
- 2 C.F.R. § 200.319(c) (Competition)
- 2 C.F.R. § 200.320 (Methods of Procurement to be Followed)
- 2 C.F.R. § 200.321 (Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms)
- 2 C.F.R. § 200.328 (Financial Reporting)
- 2 C.F.R. § 200.339

2 C.F.R. § 200.403(c) (Factors Affecting Allowability of Costs)
2 C.F.R. § 200.430 (Compensation – Personal Services)
2 C.F.R. § 200.431 (Compensation – Fringe Benefits)
2 C.F.R. § 200.447 (Insurance and Indemnification)
2 C.F.R. § 200.463 (Recruiting Costs)
2 C.F.R. § 200.464 (Relocation Costs of Employees)
2 C.F.R. § 200.474 (Transportation Costs)
2 C.F.R. § 200.475 (Travel Costs)

Cross References: MSBA/MASA Model Policy 208 (Development, Adoption, and Implementation of Policies)
MSBA/MASA Model Policy 210 (Conflict of Interest – School Board Members)
MSBA/MASA Model Policy 210.1 (Conflict of Interest – Charter School Board Members)
MSBA/MASA Model Policy 412 (Expense Reimbursement)
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)
MSBA/MASA Model Policy 701.1 (Modification of School District Budget)
MSBA/MASA Model Policy 702 (Accounting)
MSBA/MASA Model Policy 703 (Annual Audit)

Policy 807 HEALTH AND SAFETY

I. PURPOSE

The purpose of this policy is to assist the Northfield Public Schools District in promoting ~~has developed a District Health/Safety Policy to promote safe and healthful working conditions for our employees. In addition to adopting a District Health/Safety Policy, Northfield Public Schools, has incorporated several other~~ health and safety, reducing injuries, and complying with federal, state and local health and safety laws and regulations. ~~programs that not only promote employee/student safety, but ensures compliance with local, state and federal regulations.~~

II. GENERAL STATEMENT OF POLICY

- A. ~~The policy of the district will is to implement a health and safety program that includes plans and procedures to protect employees, students, volunteers, and members of the general public who enter district buildings and grounds. The objective of the health and safety program will be to provide a safe and healthy learning environment, increase safety awareness, help prevent accidents, illnesses and injuries, reduce liability, assign duties and responsibilities to district staff to implement and maintain the health and safety program, establish written procedures for the identification and management of hazards or potential hazards, train district staff on safe work practices, and to comply with all health and safety, environmental, and occupational health laws, rules, and regulations.~~
- B. All district employees have a responsibility for maintaining a safe and healthy environment within the district and are expected to be involved in the health and safety program to the extent practicable. For the purpose of implementing this policy, the district will form a health and Safety Advisory Committee (“the committee”) to be appointed by the superintendent. ~~The advisory committee will provide recommendations to the administration regarding plans and procedures to implement this policy and to establish procedures for identifying, analyzing, and controlling hazards, minimizing risks, and training district staff on safe work practices. The committee will also recommend procedures for investigating accidents and enforcement of workplace safety rules. Each recommendation shall include estimates of annual costs of implementing and maintaining that proposed recommendation.~~

III. PROCEDURES

- A. The Director of Buildings and Grounds, with direction from outside consultants and professionals, is responsible for planning and implementation of this District Health/Safety Policy.

- B. Based upon recommendations from the ~~health and safety advisory~~ committee and subject to the budget adopted by the school board to implement or maintain these recommendations, the administration will adopt and implement written plans and procedures for identification and management of hazards or potential hazards existing within the district in accordance with federal, state, and local laws, rules, and regulations. Written plans and procedures will be maintained, updated, and reviewed by the ~~school board~~ Director of Buildings and Grounds on an annual basis ~~and shall be an addendum to this policy. This policy~~ The Health and Safety Management Plans can be viewed on the district's website. The administration shall identify in writing a contact person to oversee compliance with each specific plan or procedure.
- C. To the extent that federal, state, and local laws, rules, and regulations do not exist for identification and management of hazards or potential hazards, the ~~health and safety advisory~~ committee shall evaluate other available resources and generally accept best practice recommendations from outside consultants and professionals. Best practices are techniques or actions which, through experience or research, have consistently proven to lead to specific positive outcomes.
- D. The district shall monitor and make good faith efforts to comply with any new or amended laws, rules or regulations to control potential hazards.

IV. PROGRAM AND PLANS

- A. For the purpose of implementing this policy, the administration will, within the budgetary limitations adopted by the school board, implement a health and safety program that includes specific plan requirements in various areas as identified by the ~~health and safety advisory~~ committee. These plans are maintained with the health and safety files in the Buildings and Grounds office and are listed on the district website. ~~Areas that may be considered include, but are not limited to, the following:~~
- ~~1. Asbestos~~
 - ~~2. Fire and life safety~~
 - ~~3. Employee right to know~~
 - ~~4. Emergency action planning~~
 - ~~5. Combustible and hazardous materials storage~~
 - ~~6. Indoor air quality~~
 - ~~7. Mechanical ventilation~~
 - ~~8. Mold cleanup and abatement~~
 - ~~9. Accident and injury reduction program: Model AWAIR Program for Minnesota Schools - are we still using the Model AWAIR program for MN?~~

- ~~10. Infectious waste/bloodborne pathogens~~
- ~~11. Community right to know~~
- ~~12. Compressed gas safety~~
- ~~13. Confined space standard~~
- ~~14. Electrical safety~~
- ~~15. First aid/CPR/AED~~
- ~~16. Food safety inspection~~
- ~~17. Forklift safety~~
- ~~18. Hazardous waste~~
- ~~19. Hearing conservation~~
- ~~20. Hoist/lift/elevator safety~~
- ~~21. Integrated pest management~~
- ~~22. Laboratory safety standard/chemical hygiene plan~~
- ~~23. Lead~~
- ~~24. Control of hazardous energy sources (lockout/tagout)~~
- ~~25. Machine guarding~~
- ~~26. Safety committee~~
- ~~27. Personal protection equipment (PPE)~~
- ~~28. Playground safety~~
- ~~29. Radon~~
- ~~30. Respiratory protection~~
- ~~31. Underground and above ground storage tanks~~
- ~~32. Welding/cutting/brazing~~
- ~~33. Fall protection~~
- ~~34. National emission standards for hazardous air pollutants for school generators established by the United States E.P.A.~~
- ~~35. Other areas determined to be appropriate by the health and safety advisory committee.~~

~~If a risk is not present in the district, the preparation of a plan or procedure for that risk will not be necessary.~~

- B. The administration shall establish procedures to ensure, to the extent practicable, that all employees are properly trained and instructed in job procedures, crisis response duties, and emergency response actions where exposure or possible exposure to hazards and potential hazards may occur.
- C. The administration shall conduct and/or arrange safety inspections and drills with the Institute for Environmental Assessment (IEA). Any identified hazards, unsafe conditions, or unsafe practices will be documented and corrective action taken to the extent practicable to control that hazard, unsafe condition or unsafe practice.
- D. Communication from employees regarding hazards, unsafe or potentially unsafe working conditions, and unsafe or potentially unsafe practices is encouraged in

either written or oral form to a supervisor or administrator and shall be documented by the receiving party. No employee will be retaliated against for reporting hazards or unsafe or potentially unsafe working conditions or practices.

~~E. The administration shall conduct periodic workplace inspections to identify potential hazards and safety concerns.~~

F. In the event of an accident or incident, the district shall order an investigation to determine the cause(s) of the accident or incident in order to prevent a similar incident. ~~from occurring.~~ All accidents or incidents must be reported to the immediate supervisor as soon as possible. The Director of Buildings and Grounds shall make reports to governing state or federal agencies as appropriate or required by law.

V. BUDGET

~~The superintendent or their designee shall be responsible to provide for periodic school board review and approval of the various plan requirements of the health and safety program, including current plan requirements and related written plans and procedures and recommendations for additional plan requirements proposed to be adopted. The superintendent or their designee such other school official as designated by the superintendent, each year shall prepare preliminary revenue and expenditure budgets for the district's health and safety program. The preliminary budgets shall be accompanied by such written commentary as may be necessary for them to be clearly understood by the members of the school board and the public. The school board shall review the projected revenues and expenditures for this program and make such adjustments within the expenditure budget to carry out the current program and to implement new recommendations within the revenues projected and appropriated for this purpose. No funds may be expended for the health and safety program in any school year prior to the adoption of the budget document authorizing that expenditure for that year, or prior to the adoption of an amendment to that budget document by the school board to authorize that expenditure for that year. The health and safety program shall be implemented, conducted and administered within the fiscal restraints of the budget so adopted.~~

VI. COMMUNICATION

~~Northfield Public Schools~~ The district regards communication of health and safety issues as a continual process. Health and safety procedures are communicated through safety training at the beginning of an employee's new job assignment, whenever material, process, or procedural changes are implemented, and whenever the employer notices deficiencies in safe work practices.

In addition to training, posters, employee handbooks, handout materials and

computer-based learning may also be utilized to communicate job safety and health information.

Safety communication also takes place through distribution of safety committee meeting minutes, which includes accident information, reported employee concerns, inspection findings, and status updates on safety items.

VII. ENFORCEMENT

Enforcement of this policy is necessary for the goals of the district's health and safety program to be achieved. Within applicable budget limitations, district employees will be trained and receive periodic reviews of safety practices and procedures, focusing on areas that directly affect the employees' job duties. Employees shall participate in practice drills. Willful violations of safe work practices may result in disciplinary action in accordance with applicable district policies.

Policy 807 Health and Safety

Adopted: 05.29.2012; Updated: 07.08.2013, 08.2013, 06.2014, 12.2014, 06.2015, 07.01.2019

Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

Legal References: Minn. Stat. § 123B.56 (Health, Safety, and Environmental Management)
Minn. Stat. § 123B.57 (~~Capital Expenditure~~; Health and Safety Projects)
Minn. Stat. § 182.676 (Safety Committees)
Minn. Rules Part 5208.0010 (Accident and Injury Reduction Program; Applicability)
Minn. Rules Part 5208.0070 (Accident and Injury Reduction Program; Alternative Forms of Committee)

Cross References: MSBA/MASA Model Policy 407 (Employee Right to Know - Exposure to Hazardous Substances)
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)
MSBA/MASA Model Policy 806 (Crisis Management Policy)

Policy 808 KEY ACCESS CONTROL ~~POLICY~~ TO BUILDINGS AND SITES

I. PURPOSE

The purpose of this policy is to ensure the safety of all Northfield School District students, staff, volunteers and visitors along with ensuring the security of the buildings.

II. GENERAL STATEMENT OF POLICY

This policy ~~shall~~ governs the issuance, surrender and replacement of both metal keys and identification badges which function as electronic keys. This document ~~will~~ refers to “key(s)” as both metal keys and electronic identification badge access cards.

~~H.~~ III. STAFF IDENTIFICATION BADGE CARDS

The district ~~shall~~ requires permanent school employees, substitute employees and volunteers/visitors to wear appropriate identification. ~~as described in the procedures to accompany Policy 808.~~ As identification badges are also electronic keys, employees will not surrender their badge to any other party or leave their badge in a compromised location.

~~HH.~~ IV. STAFF BUILDING METAL KEYS

The district shall issue permanent school employees and substitute employees metal keys ~~to the buildings~~ as outlined in the procedures for this policy. Employees will not surrender their metal keys to any other party or leave their metal keys in a compromised location.

Policy 808 Key Access Control to Buildings and Sites

Adopted: 02.08.2016; Reviewed: 07.01.2019; Updated:

Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

Legal References: Minn. Stat. § 123B.02 (General Powers of Independent School Districts)

Cross References: MSBA/MASA Model Policy 903 and Procedures (Visitors to School District Buildings and Sites)

The American Indian Parent Advisory Committee Resolution

WHEREAS, the school board or district has an AIPAC composed of parents/guardians of American Indian children who are eligible for Indian education programs, American Indian language and culture teachers and paraprofessionals, American Indian teachers, American Indian counselors, American Indian adults enrolled in educational programming, and American Indian representatives from community;

WHEREAS, the school board or district affords the AIPAC the necessary information and the opportunity to effectively express their views concerning all aspects of American Indian education and the educational needs of the American Indian children enrolled in the school(s) and program(s); and,

WHEREAS, the AIPAC is directly involved with and advises the school board and district staff on Indian Education program planning; and,

WHEREAS, the AIPAC develops and submits recommendations to the school board and district staff pertaining to the needs of American Indian students.

THEREFORE BE IT RESOLVED, that the AIPAC concurs that the school board and district are compliant with Minnesota Statutes, section 124D.78, and that the school board and district are meeting the needs of American Indian students.

☒ **We, the American Indian Parent Advisory Committee**, issue a **Vote of Concurrence**. We attest that the school board and/or district are compliant with Minnesota Statutes and that the school board and/or district are meeting the needs of American Indian students; **or**,

☐ **We, the American Indian Parent Advisory Committee**, issue a **Vote of Nonconcurrence**. We attest that the school board and/or district are not compliant with Minnesota Statutes and that the school board and/or district are not meeting the needs of American Indian students. We have provided written recommendations for improvements to the school board, and we acknowledge that the school board has 60 days from the receipt of these recommendations in which to respond, in writing, to each recommendation.

SYBIL BETSINGER Sybil Betsinger
AIPAC Chairperson Printed Name and Signature

2/7/2023
Date

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](#).

K-8 Winter Academic Benchmarks

strategic commitment highlights: learner outcomes, equity, stewardship

Our district is committed to excellence in student academic results. We recently completed a mid-year check on student growth.

What matters:

- Students demonstrated substantial gains in reading and mathematics across all grade levels.
- The district's investment in the Language Essentials for Teachers of Reading and Spelling (LETRS) training for teachers is having a positive impact on student growth in reading.
- Students in classes where teachers are trying out a new elementary math curriculum are also showing significant results.

[You can see a visual representation of student fall-to-winter growth here.](#)

Congratulations to our students, teachers, and families on this excellent work. Let's keep working together to center this essential academic work!

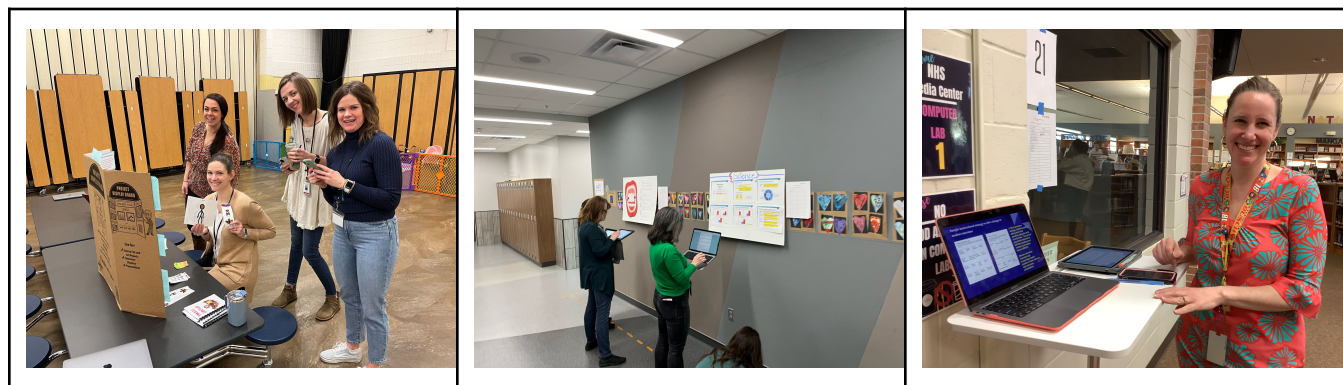
Semester Professional Learning Community Gallery Walk

strategic commitment highlights: learner outcomes

Seventy-nine (79) district PLCs across seven schools participated in an end-of-semester “gallery walk” on Feb. 8, 2023.

Why it matters

- PLCs set measurable goals at the beginning of the year to improve student learning. Teachers use strategies intended to positively influence student outcomes.
- The “gallery walk” provides an opportunity to share goals, strategies, and results with the rest of the PLCs in the school. Each educator who participated was asked to offer feedback to at least five different PLCs through a Google Form.
- Over 1,500 individual feedback forms were submitted and will be shared with the PLC teams.



 Erin Bailey, Sam Richardson, and Julene Johnson

Crisis Go App & Homeland Security Emergency Procedure Analysis

strategic commitments: people, learner outcomes, communication, partnerships

The district is implementing the Crisis Go app to improve communication in emergencies. The app includes immediate access to the district's crisis plan, allows for immediate mass communication, and centralizes offsite attendance when evacuation is needed.

Additionally, the district is scheduled to meet with a representative from Homeland Security to review our emergency and crisis plans. This service is free to schools and offers expert analysis to improve our response in the case of a true emergency.

District Priority Based Budgeting Timeline 2023

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

The Northfield School District is experiencing declining enrollment and chronic state underfunding. The district made a substantial budget adjustment in 2022 to address these fiscal issues from a position of strength. The district's financial management has been recognized, including earning the AA+ bond rating from Standard & Poor's — very few school districts in the state have achieved a better bond rating than Northfield. However, we need to continue taking action to maintain the district's commitment to stewardship and maintain a financially responsible system. The current budget reduction target is \$2.5 million for 2023-24.

Why will there be budget reductions?

- **Declining enrollment continues to be a serious problem.** This year, we have 245 fewer students than we did in 2018-19. Using round numbers, each student generates approximately \$10,000 in revenue. This decline has resulted in approximately \$2.45 million less revenue each year.
- **Inflationary pressure is real.** One example is our property insurance premium was proposed to increase by \$50,000 this year. The replacement of our property increased by \$62 million over the last year to \$315 million.
- **The state has not kept up with inflation.** The state provides approximately 70% of the district's revenue each year. Since 1990, there have been only a few years when the increase in the general education revenue formula has equaled or exceeded the inflation rate. If the state had increased the formula with the inflation rate, the district would have \$6.7 million more in revenue this year.
- **Special education cross-subsidy.** The special education cross-subsidy is the amount of money the district spends on required (and morally imperative) services for students with disabilities that are not reimbursed by the state or federal governments. In Northfield, this has been approximately \$5 million annually.

What about the capital projects levy passed in November? Or the state legislature providing more funding?

- The district's capital projects levy was renewed and expanded in Nov. 2022. As shared during the levy campaign, most of these funds are used to pay for maintaining and improving facilities and grounds and purchasing materials and equipment to support students and staff. A portion of the funds will relieve pressure on the general fund by paying the salaries and benefits of eligible technology services staff.
- While the state legislature has presented several bills that will provide more funding for schools, our declining enrollment trend mitigates the relief these bills would provide.. While we anticipate our enrollment to stabilize in the coming years, we will need to make necessary changes to ensure the long-term financial health of the school district.

What is the timeline?

Here is the budget timeline.

- a. Jan. 23: financial forecast presented to the board
- b. Jan. 24-Feb. 22: the district's leadership team develops reduction proposals based on the 2022 budget prioritization team's priorities.
- c. Feb. 23: initial list shared with staff members and in the board packet.
- d. Feb. 27: budget reduction list presented at the board meeting.
- e. March 13: Board meeting
- f. March 16: Public hearing
- g. March 23: Public hearing
- h. April 10: Board authorizes budget reduction package
- i. May 8: Board general fund budget presentation
- j. May 22: Board approves general fund budget for 2023-24

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

January 23, 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 6:00 p.m. Present: Butler, Coleman, Gonzalez-George, Miller, Nelson and Quinnell. Absent: Goerwitz. This meeting was open to the public, live-streamed and recorded, and access to the recording was posted to the school district website.

2. Agenda Approval/Table File

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

3. Public Comment

There was no public comment.

4. Announcements and Recognitions

- Over fifty community members were invited to participate in the Legislative Action Committee.

5. Items for Discussion and Reports

- a. Financial Forecast. Director of Finance Val Mertesdorf provided an updated financial forecast and the schedule for 2023-24 budget presentations to the board.
- b. Summary of Superintendent's Mid-Year Evaluation. Board Chair Claudia Gonzalez-George shared her summary of the superintendent's mid-year performance evaluation July 1, 2022 - December 31, 2022. Board members gave Dr. Hillmann a very strong performance rating across all key areas. His overall average score was 4.7 on a 5.0 point scale across 48 job responsibilities organized around eight major topics and five goals. Board members cited Dr. Hillmann's exceptional work in two key areas: instructional leadership and staff relations.
- c. Superintendent Operations & Strategic Plan Update. Dr. Hillmann provided an update about district operations which included the family engagement pulse survey, Governor Walz's education proposal, and the progress of the career technical education advisory task force.

6. Consent Agenda

On a motion by Nelson, seconded by Coleman, the board unanimously approved the consent agenda.

a. 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
- \$1,030.00 from Merchants Bank Northfield for Angel Funds for student lunches

c. Personnel Items

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.
 5. Diana Camargo, EL Educational Assistant for 6.5 hours/day at the High School, beginning 01/25/2023. Step 4- \$17.70/hr.
 6. Jade Fransen, 1.0 FTE Long Term Substitute Grade 6 Teacher at the Middle School, beginning 2/7/2023-3/17/2023. BA, Step 3.
 7. Hope Kordahl, 1.0 FTE Long Term Substitute Special Ed Teacher EBD/ABS at the High School, beginning 2/20/2023-on or about 4/21/2023. MA40, Step 10.
- ii. Increase/Decrease/Change in Assignment
1. 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 Nysteen, 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.
 12. Craig Johnson, 1.0 Science Teacher at the High School, add a ½ overload in lieu of a supervision for semester 2, at the High School, effective 1/25/2023-6/9/2023.
- 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.
 3. Donna Torgeson, EA at the Middle School, FMLA beginning 11/8/2022 and continue on an intermittent basis for up to 60 work days.
- 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. Dissolution of Girls Hockey Cooperative Sponsorship On motion by Butler, seconded by Quinnell, the board unanimously approved the dissolution of the girls hockey cooperative sponsorship with Randolph Independent School District 195 beginning with the 2023-2024 school year due to no girls from Randolph ISD 195 currently participating in this program.
- b. Policy Committee Recommendation On a motion by Coleman, seconded by Miller, the board unanimously approved the policy committee's recommended updates to policy 801 as presented.

- c. Board Committee Assignments. On a motion by Butler, seconded by Miller, the board unanimously approved member committee appointments and representation to various organizations and school liaisons for calendar year 2023 as presented.

8. Items for Information

- a. Board Workshop. The board will hold a workshop on Saturday, February 4, 2023, 9:00 a.m. - 12:00 p.m. in the Northfield DO Boardroom.
- b. Paraprofessional Recognition Week 2023. Governor Tim Walz has proclaimed the week of January 23–29, 2023 as Paraprofessional Recognition Week. Northfield Public Schools appreciates our educational assistants and the support and services they provide to enhance student achievement. Educational assistants have stepped up in many ways over the past few years — supporting school-age care, assisting with virtual learning, helping deliver meals for students and more. We are grateful for their commitment to meeting the needs of students.

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

On a motion by Coleman, seconded by Quinnell, the board adjourned at 7:14 p.m.

Amy Goerwitz
School Board Clerk

NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 20th day of January, 2023, by and between Bethel Church, 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

\$1,125 donation to the Greenvale Park Elementary school snack cart program.

Bethel Church
Donor

By: *Received in the Greenvale Park 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 26 day of January, 2023, by and between Bridgewater Booster 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

Check #1159 in the amount of \$1,151.00 to help offset the cost of the roller skating unit in Phy Ed (for grades 3-5). Families paid \$7.00 per student, the Donation covers the remaining balance

Bridgewater Booster Club
Donor

By: Received by Jessie Huebsch-BW 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 8th day of February, 2023, by and between Northfield Fine Arts Booster Club, Inc., 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

\$1,995.16 donation for an art drying rack for the High School Art department, check # 2094.

Northfield Fine Arts Booster Club, Inc.
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

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)
Bethel Church	\$1,125.00	GVP school snack cart program
Bridgewater Booster Club	\$1,151.00	To help offset the cost of the roller skating unit in Phys Ed for grades 3-5
Northfield Fine ARTs Booster Club, Inc.	\$1,995.16	Art drying rack for the high school art department

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



Northfield Public Schools
Northfield, MN

EXTENDED FIELD TRIP FORM

Staff Member(s) Responsible (Name and phone): Andy Richardson, 651-214-6504; Nick Connor

School and Program: Northfield HS, Robotics Team - RoboRaiders (FRC Team 3691)

Date of Requested Trip: March 8-11, 2023

1. What group is taking this trip? Robotics Team
2. Estimated # of Students: 21 # Adult Supervisors: 2
3. Destination: Grand Forks North Dakota Alerus Area and nearby hotel.
4. Date/Time of Departure: Wed, March 8, 9am
5. Date/Time of Return: Sat., March 11, 7-8:00pm
6. State purpose and/or educational value of trip (attach information to form if needed).
The international

Combining the excitement of sport with the rigors of science and technology. We call *FIRST* Robotics Competition the ultimate Sport for the Mind. High-school student participants call it "the hardest fun you'll ever have." Under strict rules, limited time and resources, teams of students are challenged to raise funds, design a team "brand," hone teamwork skills, and build and program industrial-size robots to play a difficult field game against like-minded competitors. It's as close to real-world engineering as a student can get. Volunteer professional mentors lend their time and talents to guide each team. Each season ends with an exciting *FIRST* Championship.

7. Name the manner of travel and the carrier.

Benjamin Bus / Northfield Lines

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

Baymont Inn & Suites
951 S 42nd Street
Grand Forks, ND 58201
P: 701.757.2345 F: 701.757.2346

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

See attached

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

See attached

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

Andy Richardson and Nick Connor are the coaches in charge and responsible for the trip

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

Students have a buddy system, regular check in times and places, assigned rooms, and a curfew.

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

Trip is funded by donations raised by the team. Funds are already in hand.

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

There are several students with IEP's on our team. In each case they will need to be accompanied by a parent or guardian or Special Ed. staff member.

Signature of Staff Member Responsible:



Date field trip request was submitted to Principal:

1/20/2023

Principal/Administrator Signature and Date:

 , Shume Brier, 1/23/23

Approved: ☒ Not Approved: ☐

Superintendent Signature and Date: _____

Approved: _____ Not Approved: _____

School Board Review Date: _____

Approved: _____ Not Approved: _____

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

TO: Dr. Matt Hillmann, Superintendent

FROM: Val Mertesdorf, Director of Finance *VM*

DATE: February 13, 2023

RE: Board Approval of Financial Reports – September 2022

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

Bills totaling \$2,273,679.01 were paid in September 2022.

Payroll checks totaling \$3,409,501.60 were issued in September 2022.

No bond payments were paid in September 2022.

At the end of September 2022 Total Cash and Investments amounted to \$24,969,527.11.
Wire transfers initiated by the district during September 2022:

\$650,000.00 From Frandsen General to Frandsen Sweep

\$500,000.00 From Frandsen Sweep to Frandsen General

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

1. Treasurer's Report
2. Disbursement Report

September 2022 Treasurer's Report

FUNDS	BALANCE BEGINNING OF MONTH	RECEIPTS	DISBURSEMENTS	JOURNAL ENTRIES	BALANCE END OF MONTH
GENERAL FUND	(126,112.94)	5,539,905.57	4,310,272.18	(758,148.87)	345,371.58 *
FOOD SERVICE	1,263,491.44	166,610.35	159,902.29	5,654.95	1,275,854.45
COMMUNITY ED	854,094.46	322,958.36	360,542.98	(1,887.50)	814,622.34
CONSTRUCTION ACCOUNT	(2,680,686.97)	576.97	13,536.54	1,299,547.11	(1,394,099.43)
DEBT SERVICE	3,280,360.76	141,793.46	-	-	3,422,154.22
SELF INSURANCE	3,448,319.38	37,126.98	838,926.62	718,297.87	3,364,817.61
TOTALS	6,039,466.13	6,208,971.69	5,683,180.61	1,263,463.56	7,828,720.77
GENERAL FUND INVESTMENT	15,395,933.23	-	-	(58,049.78)	15,337,883.45 *
CONSTRUCTION INVESTMENT	3,000,000.00	-	-	(1,197,077.11)	1,802,922.89
	18,395,933.23	-	-	(1,255,126.89)	17,140,806.34
GRAND TOTALS	24,435,399.36	6,208,971.69	5,683,180.61	8,336.67	24,969,527.11

*General Fund includes Certificate of Deposit amount

Disbursement Report

ISD 659 - Northfield

September 2022

Disbursements:

Bills Paid:

General Fund	\$ 1,270,492.83	
Food Service Fund	55,958.15	
Community Services Fund	94,764.87	
Construction Fund	13,536.54	
Trust & Agency Fund	-	
Self Insurance Fund	838,926.62	
Total Bills Paid	<u> </u>	2,273,679.01

Payroll:

General Fund	3,039,779.35	
Food Service Fund	103,944.14	
Community Services Fund	265,778.11	
Trust Fund	-	
Self Insurance Fund	-	
Total Payroll	<u> </u>	3,409,501.60

Bond Payments:

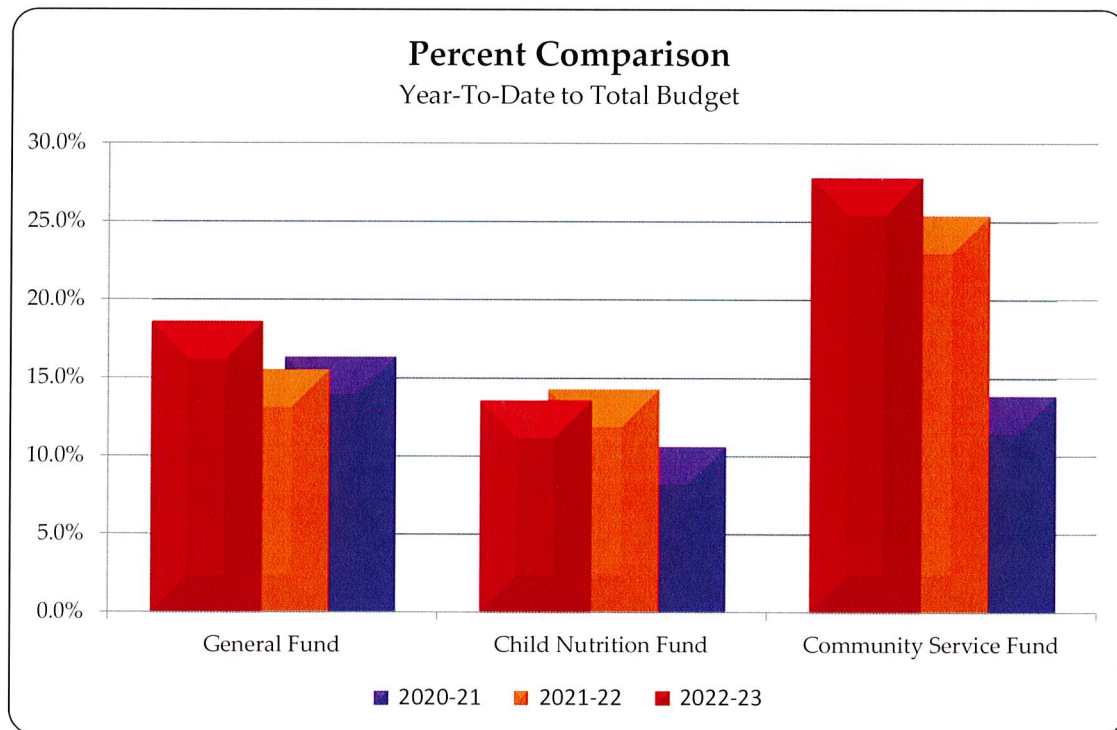
Debt Redemption Fund	<u> </u>	
Total Bond Payments		<u> </u>
Total Disbursements		<u><u>\$5,683,180.61</u></u>



STATEMENT OF REVENUES

For the month ended September 30, 2022

Fund	Year-To-Date	Budget	YTD as % of Budget		
			2022-23	2021-22	2020-21
General Fund					
Property Taxes	\$ 39,074	\$ 14,359,850	0.3%	0.5%	0.8%
State Sources	8,764,574	40,040,698	21.9%	21.7%	22.2%
Federal Sources	1,900,883	4,210,778	45.1%	1.3%	9.6%
Local Sources	416,573	1,174,862	35.5%	25.1%	12.2%
Total	\$ 11,121,103	\$ 59,786,188	18.6%	15.5%	16.3%
Child Nutrition Fund	\$ 298,625	\$ 2,200,719	13.6%	14.2%	10.6%
Community Service Fund	884,080	3,180,180	27.8%	25.4%	13.8%
Construction Fund	4,846	-	0.0%	0.0%	99.8%
Debt Service Fund	529,341	6,276,751	8.4%	7.8%	6.7%
Internal Service Fund	2,034,100	10,415,363	19.5%	22.7%	21.2%
Total All Funds	\$ 14,872,093	\$ 81,859,201	18.2%	15.9%	15.9%

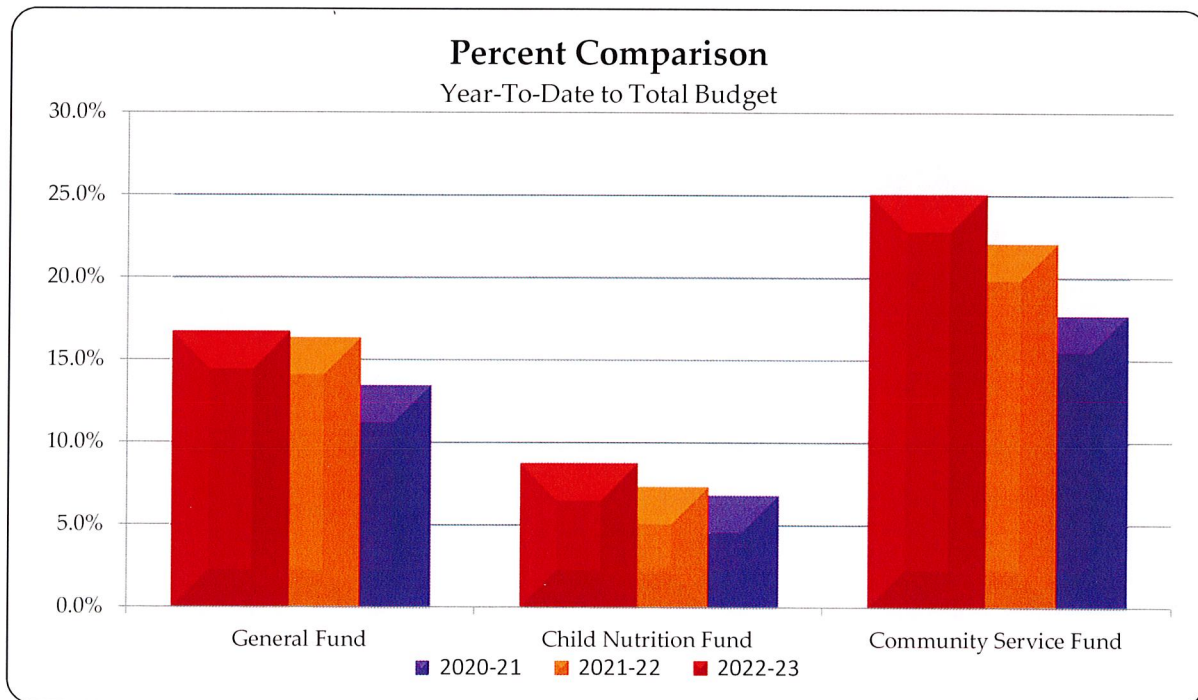




STATEMENT OF EXPENDITURES

For the month ended September 30, 2022

Fund	Year-To-Date	Budget	YTD as % of Budget		
			2022-23	2021-22	2020-21
General Fund					
Salaries	\$ 4,333,368	\$ 35,188,483	12.3%	12.3%	10.8%
Benefits	1,850,929	13,400,306	13.8%	13.2%	12.2%
Purchased Services	916,383	6,932,909	13.2%	21.3%	16.6%
Supplies & Materials	1,026,767	2,459,705	41.7%	53.8%	38.2%
Capital Expenditures	2,044,333	3,235,325	63.2%	52.7%	22.2%
Other Expenses	142,569	494,352	28.8%	15.2%	17.0%
Total General Fund	\$ 10,314,348	\$ 61,711,080	16.7%	16.3%	13.5%
Child Nutrition Fund	\$ 214,358	\$ 2,452,163	8.7%	7.3%	6.8%
Community Service Fund	841,886	3,359,727	25.1%	22.1%	17.7%
Construction Fund	754,716	-	0.0%	0.0%	57.6%
Debt Service Fund	981,799	5,926,053	16.6%	19.7%	14.0%
Internal Service Fund	2,435,533	10,706,543	22.7%	31.6%	29.9%
Total All Funds	\$ 15,542,640	\$ 84,155,566	18.5%	18.2%	19.0%



TO: Dr. Matt Hillmann, Superintendent

FROM: Val Mertesdorf, Director of Finance *VM*

DATE: February 13, 2023

RE: Board Approval of Financial Reports – October 2022

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

Bills totaling \$2,609,348.56 were paid in October 2022.

Payroll checks totaling \$3,625,252.33 were issued in October 2022.

No bond payments were paid in October 2022.

At the end of October 2022 Total Cash and Investments amounted to \$25,912,189.14.
Wire transfers initiated by the district during October 2022:

\$600,000.00	From Frandsen General to Frandsen Sweep
\$400,000.00	From Frandsen Sweep to Frandsen General

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

1. Treasurer's Report
2. Disbursement Report

October 2022 Treasurer's Report

FUNDS	BALANCE BEGINNING OF MONTH	RECEIPTS	DISBURSEMENTS	JOURNAL ENTRIES	BALANCE END OF MONTH
GENERAL FUND	345,371.58	5,279,095.72	4,676,301.64	(827,315.38)	120,850.28 *
FOOD SERVICE	1,275,854.45	101,482.69	252,314.79	2,123.64	1,127,145.99
COMMUNITY ED	814,622.34	274,002.60	327,028.96	(1,482.39)	760,113.59
CONSTRUCTION ACCOUNT	(1,394,099.43)	720.54	204,935.14	-	(1,598,314.03)
DEBT SERVICE	3,422,154.22	1,462,188.57	550.00	-	4,883,792.79
SELF INSURANCE	3,364,817.61	52,245.97	773,470.36	834,200.96	3,477,794.18
TOTALS	7,828,720.77	7,169,736.09	6,234,600.89	7,526.83	8,771,382.80
GENERAL FUND INVESTMENT	15,337,883.45	-	-		15,337,883.45 *
CONSTRUCTION INVESTMENT	1,802,922.89	-	-		1,802,922.89
	17,140,806.34	-	-	-	17,140,806.34
GRAND TOTALS	24,435,399.36	7,169,736.09	6,234,600.89	7,526.83	25,912,189.14

*General Fund includes Certificate of Deposit amount

Disbursement Report

ISD 659 - Northfield

October 2022

Disbursements:

Bills Paid:

General Fund	\$ 1,438,181.73	
Food Service Fund	130,112.75	
Community Services Fund	62,098.58	
Construction Fund	204,935.14	
Trust & Agency Fund	550.00	
Self Insurance Fund	<u>773,470.36</u>	
Total Bills Paid		2,609,348.56

Payroll:

General Fund	3,238,119.91	
Food Service Fund	122,202.04	
Community Services Fund	264,930.38	
Trust Fund	-	
Self Insurance Fund	<u>-</u>	
Total Payroll		3,625,252.33

Bond Payments:

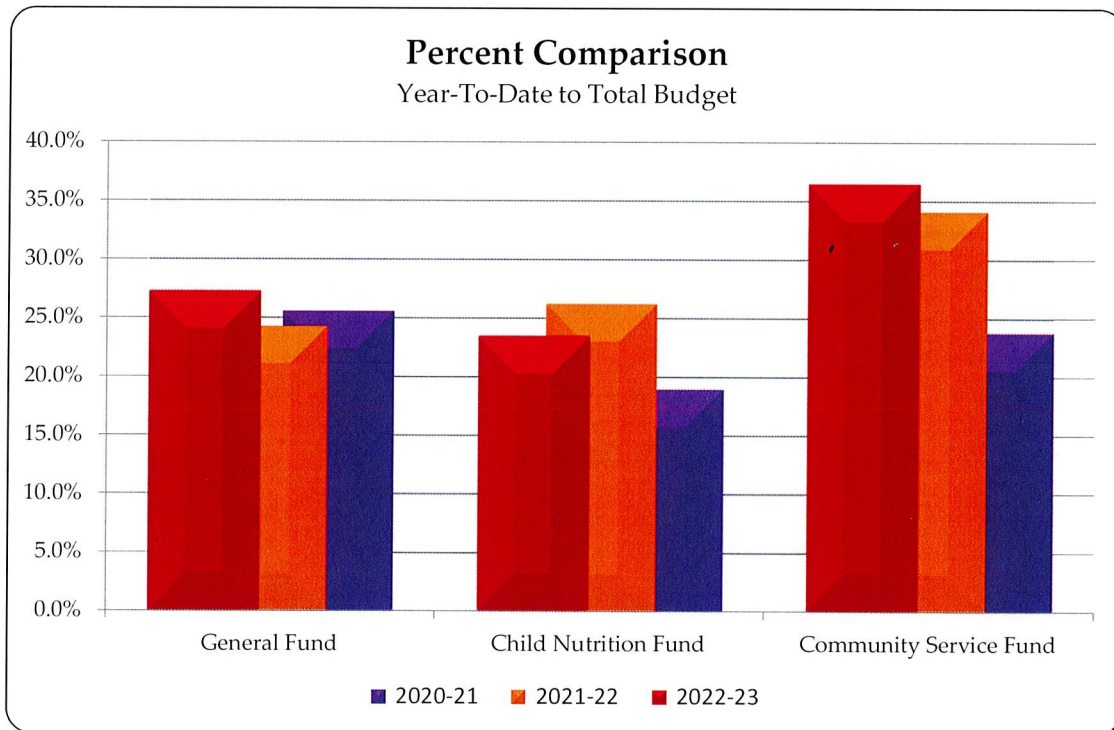
Debt Redemption Fund	<u>-</u>	
Total Bond Payments		<u>-</u>
Total Disbursements		<u><u>\$6,234,600.89</u></u>



STATEMENT OF REVENUES

For the month ended October 31, 2022

Fund	Year-To-Date	Budget	YTD as % of Budget		
			2022-23	2021-22	2020-21
General Fund					
Property Taxes	\$ 2,826,783	\$ 14,359,850	19.7%	19.8%	23.4%
State Sources	10,817,368	40,040,698	27.0%	27.0%	27.0%
Federal Sources	1,960,666	4,210,778	46.6%	2.5%	10.0%
Local Sources	698,962	1,174,862	59.5%	33.7%	22.5%
Total	\$ 16,303,779	\$ 59,786,188	27.3%	24.2%	25.6%
Child Nutrition Fund	\$ 516,241	\$ 2,200,719	23.5%	26.2%	18.9%
Community Service Fund	1,159,266	3,180,180	36.5%	34.1%	23.8%
Construction Fund	5,566	-	0.0%	0.0%	110.5%
Debt Service Fund	1,991,529	6,276,751	31.7%	32.1%	33.4%
Internal Service Fund	2,920,209	10,415,363	28.0%	32.4%	30.5%
Total All Funds	\$ 22,896,590	\$ 81,859,201	28.0%	26.1%	26.5%

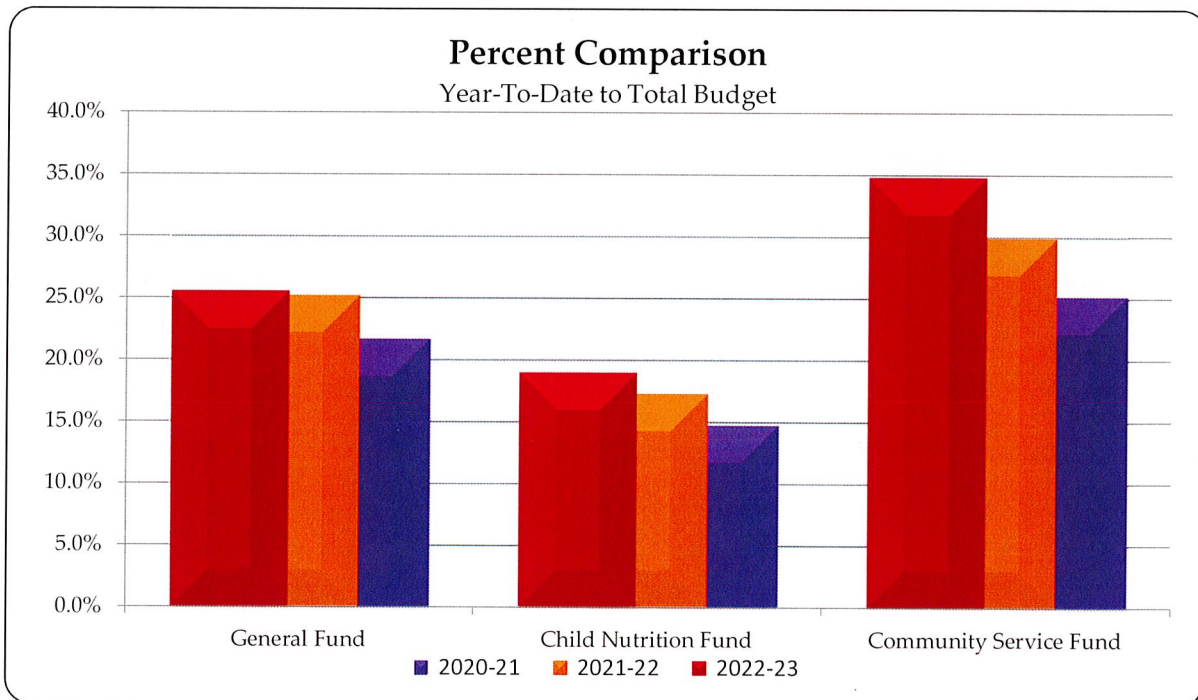




STATEMENT OF EXPENDITURES

For the month ended October 31, 2022

Fund	Year-To-Date	Budget	YTD as % of Budget		
			2022-23	2021-22	2020-21
General Fund					
Salaries	\$ 7,424,863	\$ 35,188,483	21.1%	21.1%	19.2%
Benefits	2,958,752	13,400,306	22.1%	20.8%	19.9%
Purchased Services	1,790,542	6,952,189	25.8%	33.8%	22.8%
Supplies & Materials	1,239,178	2,440,425	50.8%	64.9%	60.9%
Capital Expenditures	2,190,790	3,235,325	67.7%	55.5%	25.1%
Other Expenses	171,413	494,352	34.7%	19.3%	20.4%
Total General Fund	\$ 15,775,538	\$ 61,711,080	25.6%	25.2%	21.7%
Child Nutrition Fund	\$ 466,606	\$ 2,452,163	19.0%	17.3%	14.7%
Community Service Fund	1,170,181	3,359,727	34.8%	29.9%	25.2%
Construction Fund	959,651	-	0.0%	0.0%	68.6%
Debt Service Fund	982,349	5,926,053	16.6%	19.7%	14.0%
Internal Service Fund	3,209,004	10,706,543	30.0%	41.5%	39.2%
Total All Funds	\$ 22,563,329	\$ 84,155,566	26.8%	26.6%	26.9%



RESOLUTION REQUIRING THE ADMINISTRATION TO MAKE RECOMMENDATIONS REGARDING PROGRAMMING AND STAFFING FOR NEXT YEAR

WHEREAS, the financial condition of the school district dictates that the school district may require reallocation of resources between programs for the 2023-2024 school year, and

WHEREAS, there may be reductions in student enrollments within specific programs and/or grade levels, and,

WHEREAS, this reduction in expenditures may require discontinuance of positions and discontinuance or curtailment of programs, and

WHEREAS, a determination must be made as to which teachers' contracts must be terminated and not renewed and which teachers may be placed on unrequested leave of absence without pay or fringe benefits in effecting discontinuance of positions,

BE IT RESOLVED, by the School Board of Independent School District No. 659, as follows:

That the school board hereby directs the Superintendent of Schools and the administration to consider the reduction and/or discontinuance of programs or positions to accomplish economies in the school district as a result of reductions in enrollment and/or funding and to make recommendations to the school board for the discontinuance of programs, curtailment of programs, discontinuance of positions or curtailment of positions.

Dated: February 13, 2023

[illegible]

Greenvale Park

Grade	Teacher	
K	Flick	21
K	Grundman	18
K	Kortbein	19
K	Schroyer	19
K	Ziemann	21
1	Borgerding	19
1	Nivala	19
1	Russell	24
1	Zach	20
2	Amundson	21
2	Bulfer	19
2	Ellerbusch	20
2	Feldmann	17
3	Alvarez, C.	21
3	Dimick	20
3	Peterson	22
3	Timerson	20
4	Collins	19
4	Garcia	20
4	Hetzel	16
4	McLaughli	18
5	Carlson	19
5	Kelly	18
5	Sickler	18
5	Tacheny	24
TOTAL		492

Spring Creek

Grade	Teacher	
K	Berkvam	18
K	Heil, G	18
K	Matson	17
K	Rud	17
1	Bom	21
1	Craft	16
1	Downs	15
1	Swenson	15
2	Benhart	16
2	Soderlund	24
2	Spitzack	25
3	Guggisberg	20
3	Healy	21
3	Jandro	20
3	Sasse	20
4	Fox	22
4	Hehr	21
4	McManus	22
4	Schrank	22
5	Baragary	21
5	Malecha	23
5	Ostermann	15
5	Stulken	24
TOTAL		453

Bridgewater

Grade	Teacher	
K	Cade	17
K	Danielson	17
K	Rodgers	17
K	Tran	17
1	Charlton	22
1	Haley	22
1	Hall	21
1	Lanza	23
2	LaVoy	22
2	Lofquist	23
2	Schwaab	23
2	Swenson	23
3	Hruby	19
3	Larson	18
3	Schuster	19
3	Sickler	18
3	Truman	18
4	Broughton	21
4	Peterson	26
4	Robertson	24
4	Ryan	23
5	Blatti	24
5	DeVries	23
5	Duchene/K	23
5	Holden	24
TOTAL		527

Middle School

	Total
Grade 6-2029	276
Grade 7-2028	303
Grade 8-2027	304
TOTAL	883

High School Total

Grade 9-2026	309
Grade 10-2025	332
Grade 11-2024	307
Grade 12-2023	266
TOTAL	1214

<u>ALC</u>	F/T	**P/T	**I/S	Total
Grade 9-2026	4	0	4	8
Grade 10-2025	13	0	11	24
Grade 11-2024	27	1	24	52
Grade 12-2023	37	2	55	94
TOTAL	81	3	94	178

	<u>Regular</u>	<u>Portage</u>	<u>Total</u>
Early Childhood**	138		138
Kindergarten-2035	236	2	238
Grade 1-2034	237	3	240
Grade 2-2033	233	1	234
Grade 3-2032	256	4	260
Grade 4-2031	254	3	257
Grade 5-2030	256	1	257
Total K-5	1610	14	1624
Total Middle School	883	22	905
Total High School	1214	49	1263
<u>GRAND TOTAL</u>	3707	85	3792
<u>ALC 9-12</u>			178
<u>GRAND TOTAL w/ALC and Portage</u>			3970
**Full Time only			3735

Early Childhood**

Dorey	11
Gross	11
Holden	6
Hubbard	8
Kremin	17
Kruse	4
Ludwig	17
O'Connor	12
Roth	9
Schnorr	7
Townzen	18
Waters	16
Webster	2
TOTAL	138

Portage

Grade	Teacher	
Grade K-20	Rubin	2
Grade 1-20	Rubin	3
Grade 2-20	Rubin	1
Grade 3-20	Haar	4
Grade 4-20	Haar	3
Grade 5-20	Haar	1
Grade 6-20	Holz	3
Grade 7-20	Holz	8
Grade 8-20	Holz	11
Grade 9-20	Holz	13
Grade 10-2	Schultz	5
Grade 11-2	Schultz	14
Grade 12-2	Schultz	17
TOTAL		85

Previous enrollments did not include part-time students between NHS and Portage. They were counted for funding, just not reflected on this report. As of 2/1/23 the student is counted at the reported under the school with the higher enrollment percentage.