

INDEPENDENT SCHOOL DISTRICT NO. 659
REGULAR SCHOOL BOARD MEETING

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

Northfield District Office Boardroom

Zoom Link: <https://northfieldschools-org.zoom.us/j/85094842325?pwd=VmZlVmVIR3NkRkZJRmhCWTZXWUp1QT09>

Passcode: 380133

AGENDA

Board Member Ben Miller will participate remotely from this location:

Gaithersburg Marriott Washingtonian Center, 9751 Washingtonian Blvd, Gaithersburg, MD 20878 | Lobby

1. Call to Order
2. Agenda Approval/Table File
3. Public Comment
4. Announcements and Recognitions
5. Items for Discussion and Reports
 - a. Proposed Budget Reductions
 - b. Proposed 2023-24 Debt Service Fund
 - c. Prairie Creek Charter School Site Visit
 - d. District Handbooks and Approval Process
 - e. Policy Committee Recommendations
 - f. Superintendent Operations & Strategic Plan Update
6. Consent Agenda
 - a. Minutes
 - b. Gift Agreements
 - c. Overnight Field Trip
 - d. Financial Report
 - e. Personnel Items
7. Items for Individual Action
 - a. Modification of 2022-2023 Superintendent Focus Areas
8. Items for Information
 - a. Enrollment Report
9. Future Meetings
 - a. Thursday, March 16, 2023, 6:00 p.m., Public Meeting, Northfield Middle School
 - b. Thursday, March 23, 2023, 6:00 p.m., Public Meeting, Northfield Middle School
 - c. Monday, April 10, 2023, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
 - d. Monday, April 24, 2023, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
10. Adjournment

NORTHFIELD PUBLIC SCHOOLS

MEMORANDUM

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

Northfield District Office Boardroom

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Passcode: 380133

Board Member Ben Miller will participate remotely from this location:

Gaithersburg Marriott Washingtonian Center, 9751 Washingtonian Blvd, Gaithersburg, MD 20878 | Lobby

TO: Members of the Board of Education
FROM: Matthew Hillmann, Ed.D., Superintendent
RE: Explanation of Agenda Items for Monday, March 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. Proposed Priority-Based Budget Reductions. The board will continue to review the proposed budget reduction proposals for FY2023-24. Northfield Middle School Principal Greg Gelineau will review the impact of a six period day at the middle school.
 - b. Proposed 2023-24 Debt Service Fund. Director of Finance Mertesdorf will present the 2023-2024 Debt Service Fund Budget. The board will be asked to adopt the budget at the May 22, 2023 board meeting.
 - c. Prairie Creek Charter School Site Visit. Superintendent Hillmann will provide a brief report regarding the March 6, 2023 Prairie Creek Charter School site visit.
 - d. District Handbooks and Approval Process. Superintendent Hillmann will present the suggested process for updating and approving district handbooks. For some time, the board has approved all handbooks each year. As the district aims to shift to a more comprehensive online resource for parents, this approach may need to change. Handbooks typically point to board-approved policy or include operational information and direction. Dr. Hillmann will share a concept of board involvement in this process moving forward and will seek board members' feedback.
 - e. Policy Committee Recommendations. Dr. Hillmann will present the policy committee's recommendations on policies 203 and 902.
 - f. 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 February 27, 2023

b. Gift Agreements

- \$10,576.00 from Greenvale Park PTO to purchase outdoor benches and picnic tables
- \$1,000.00 from Jesus Huerta Amores for the Greenvale Park Elementary Angel Fund
- \$1,000.00 from Barbara Holmes for Philanthropic Education Organization (PEO) Scholarship Chapter N.

c. Overnight Field Trip

Northfield High School head coach Mel Miller is requesting board approval for a girls golf team overnight trip for the 2022-2023 school year.

d. Financial Report

Financial Report - November 2022. Director of Finance Mertesdorf requests the board approve paid bills totaling \$2,314,184.38, payroll checks totaling \$3,553,901.80, a wire transfer totaling \$350,000.00 from Frandsen General to Frandsen Sweep, a wire transfer totaling \$400,000.00 from Frandsen Sweep to Frandsen General, and the financial reports for November 2022. At the end of November 2022 total cash and investments amounted to \$25,426,770.53.

e. Personnel Items

i. Appointments

1. Emma Freedman, Community School Coordinator for 30 hours/week at Bridgewater, beginning 3/27/2023-5/26/2023. Pro-rated community school coordinator pay.
2. Barry Hayes, Long Term Substitute Assistant Girls Golf Coach for 2 hours/day for 12 days at the High School, beginning 3/20/2023-4/4/2023. \$71.26/day
3. Heidi Melnychuk, Special Ed EA PCA for 6.75 hours/day at the High School, beginning 3/9/2023-6/9/2023. Step 4-\$17.70/hr. + prorated PCN stipend
4. Jeniffer Rosas Bermudez, Community School Club Leader for up to 3 hours/day Monday-Thursday at Bridgewater, beginning 3/15/2023-5/25/2023; \$23.65/hr.
5. Suzy Running, KidVentures Site Assistant for up to 15 hours/week at Spring Creek, beginning 3/6/2023-6/9/2023. Step 1-\$14.50/hr.
6. Margaret Witt, .45 FTE EL Teacher at Bridgewater and Spring Creek, beginning 3/6/2023-6/9/2023. MA, Step 10.

ii. Increase/Decrease/Change in Assignment

1. Jennifer Antoine, Spec Ed EA PCA for 13.50 hours/week at the NCEC, add Spec Ed EA PCA at Open Door Preschool for a total of 28 hours/week, effective 3/6/2023-3/24/2023.
2. Quinn Line, KidVentures Site Assistant Substitute, add KidVentures Site Assistant for 8.5 hours/week at Spring Creek, effective 3/6/2023.
3. Michelle Murphy, CNA I for 3.75 hours/day at the High School, change to CNA II for 5.5 hours/day at the High School, effective 4/5/2023. \$22.59/hr.
4. Michelle Oaxaca, Community School Site Leader for 21 hours/week at Greenvale Park, change to Community School Site Leader for up to 30 hours/week at Greenvale Park, effective 2/27/2023-5/25/2023.
5. Teri Quamme, Spec Ed EA PCA at the Middle School, change to Spec Ed EA PCA at the High School, effective 3/6/2023-6/9/2023.
6. Haley Sawatzke, Community School Club Leader for 10 hours/week at Greenvale Park, change to Community School Club Leader for up to 15 hours/week at Greenvale Park, effective 2/27/2023-5/25/2023.
7. Rebecca Stoufis, Special Ed Teacher at the High School, add an ⅓ overload in lieu of prep at the High School, effective 3/6/2023-4/8/2023.
8. Shelley Stulken, Teacher at Spring Creek, add Homebound Instructor for 1 hour/day and 1 hour of prep per 5 hours of service, at Spring Creek, effective 3/6/2023. Lane/step

iii. Leave of Absence

1. Susan Eidenschink, Spec Ed EA at the High School, FMLA beginning 3/6/2023-4/14/2023.

iv. Retirements/Resignations/Terminations

1. Tricia Christopherson, Early Childhood Screener with the District, resignation effective 03/1/2023.
2. Jake Kromschroeder, Custodian Engineer at the High School, resignation effective 3/10/2023.
3. SueAnn Lepinski, CNA II at the High School, resignation effective 2/23/2023.

*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. Modification of 2022-2023 Superintendent Focus Areas Superintendent Hillmann will present a modified completion date for the following area of focus: "The superintendent will facilitate the redesign of the

district's student handbooks, presenting a draft to the board by March 30, 2023.”

The focus area statement will read: “The superintendent will facilitate the redesign of the district's student handbooks, presenting a draft to the board by ~~March 30, 2023~~. June 30, 2023.”

Superintendent's Recommendation: Motion to approve the modification as presented.

8. Items for Information

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

9. Future Meetings

- a. Thursday, March 16, 2023, 6:00 p.m., Public Meeting, Northfield Middle School
- b. Thursday, March 23, 2023, 6:00 p.m., Public Meeting, Northfield Middle School
- c. Monday, April 10, 2023, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- d. Monday, April 24, 2023, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom

10. Adjournment

Executive Summary: 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 excellent 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 must continue acting to maintain the district's commitment to stewardship and a financially responsible system. **The current budget reduction target is \$2.5 million for 2023-24.**

Budget reductions are difficult in schools. Every program has value. Our school district is diligent about being fiscally responsible and excellent stewards of our resources. You can rarely reduce a school district's budget without impacting people because we hire people to do good things for kids. The district sincerely regrets that reductions are necessary. However, it must take appropriate steps to sustain as much programming as possible in the long term.

Why will there be budget reductions?

- **Declining enrollment continues to be a serious problem.** This year, we have 245 fewer students than in 2018-19. This decline has resulted in approximately \$2.45 million less revenue this year. [Our most recent demographic study](#) indicates enrollment will continue declining in the next several years.
- **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 general education revenue formula increase 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.
- **Inflationary pressure is real.** For example, our property insurance premium was proposed to increase by \$50,000 this year. While our rates remained the same, the replacement value of our property increased by \$62 million over the last year to \$315 million.
- **Special education cross-subsidy.** The special education cross-subsidy is the amount of money the district spends on legally required (and morally imperative) services for students with disabilities that are not reimbursed (as promised) by the state or federal governments responsible for the mandates. Northfield's cross-subsidy is approximately \$5 million annually. The special education cross-subsidy is a stark example of how underfunded state and federal mandates force budget reductions at the local level.

How are the priority-based budget reduction recommendations created?

- In 2022, 72 staff, students, parents, and community members participated in a community-wide priority-based budgeting team. Using the district's adopted strategic plan, this team worked together over four meetings to develop budget priorities for elementary schools, secondary schools, and district services.
- Administrators used the 2022 budget teams' priorities to develop 2023-24 reduction recommendations for the board's consideration.

Is there an opportunity for public feedback?

There are several ways to provide public feedback:

- You can make public comment at any board meeting. Review the district's guidelines for public comment at <https://northfieldschools.org/about/school-board/meetings/> under the "Public Comment at a School Board Meeting" tab.
- The board will hold public hearings on March 16 and 23 from 6—8 pm at Northfield Middle School.
- You can email the school board at board@northfieldschools.org

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 maintain and improve facilities and grounds and purchase materials and equipment to support students and staff. A portion of the new revenue will relieve pressure on the general fund by paying the salaries and benefits of eligible technology services staff. Additionally, this increased revenue is not received until the 24-25 school year.
- The state legislature has proposed several bills to provide schools with additional funds. Because the state funds schools based on enrollment, any current proposed bills that may become law would minimize future reductions but have limited impact on next year's budget. While we hope our enrollment stabilizes in the coming years, we will make necessary changes to ensure the long-term financial health of the school district. Due to declining enrollment, the district has engaged in deficit spending for the past three years and progress toward a balanced budget is responsible to our stakeholders. The administration cannot recommend restorations for the 2023-24 school year even if the legislature provides additional funding. Additional funding will help avoid or limit future reductions.

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

Questions?

You can direct any questions about the priority-based budget reduction process or reduction recommendations to [Superintendent Matt Hillmann](#) and [Director of Finance Val Mertesdorf](#).

ELEMENTARY PACKAGE				
Priority Statements 27 - Maintaining current special education spending without increasing spending 24 - K-3 class sizes of 20 or less and 4-5 class sizes of 23-25 22 - High quality early childhood education, full day preschool section at the NCEC. 22 - Access to science, music and art in addition to core curriculum. 21 - Lowering the district fund balance as a measure to address competing priorities. 17 - Looking at how EL services can continue but better assist students in the classroom (what does a caseload look like?) 15 - Maintaining classroom support such as behavioral coaches and math & reading coaches. 13 - Gifted education 9 - Using curriculum in the classroom that is appropriate for students at all levels of learning in an effort to keep all students in the classroom as much as possible. 5 - Small class sizes on par with current district ratios. 3 - K-2 class sizes of 20 and 3-5 class sizes of 25.				
LINE ITEM	RECOMMENDATION	CATEGORY	ANTICIPATED AMOUNT	EDUCATIONAL IMPACT
1	Discontinue elementary Portage	Licensed Staff	\$220,000	While we are working on a cooperative approach to online learning with regional partners, we may lose these students to another district/venue.
2	Reduce 6 elementary section due to declining enrollment	Licensed Staff	\$600,000	The projected average K-3 class size is 21.5 and 4-5 is 22.5. This will require shifting of staff and we may lose quality non-tenured teachers.
		TOTAL	\$820,000	
SECONDARY PACKAGE				
Priority Statements: 41 - Continued support for mental health by licensed professionals. 40 - Keeping kids in the district through creative scheduling. Access to credit and flexibility 37 - Core class size to have a max of 30 and min of 20 for electives. 35 - A variety of electives that interest all 6-12 students and engage them. 34 - Co-curricular activities (6-12). 33 - Recruiting & maintaining a diverse staff and ensuring their access to mental health supports. 33 - Continued support for underserved and at-risk students. 20 - The kids "in the middle" (so they don't have the largest class size, they get a robust curriculum, etc.). 9 - Sustained funding for media centers. 6 - Safety.				
LINE ITEM	RECOMMENDATION	CATEGORY	ANTICIPATED AMOUNT	EDUCATIONAL IMPACT
3	Reduction in FTE at NHS based in student numbers per course (Targeting class numbers below 20)	Licensed Staff	\$310,000	Potential class size increases, loss of some class choices due to lower registrations.
4	Reduce the credit recovery educational assistant position at NHS	Non-Licensed Staff	\$40,000	This reduction lessens support for students making up lost credits.
5	Reduce 3 special education educational assistants and replace with 1 special education teacher at NMS	Non-Licensed Staff	\$20,000	This reduction will consolidate unfilled EA positions and replace them with one teacher. A teacher will provide specialized instruction but direct support may be more limited than in the past.
6	Reduce 3 special education educational assistants and replace with 1 special education teacher at NHS	Non-Licensed Staff	\$20,000	This reduction will consolidate unfilled EA positions and replace them with one teacher. A teacher will provide specialized instruction but direct support may be more limited than in the past.
7	Discontinue the secondary Portage program	Licensed Staff Non-Licensed	\$340,000	While we are working on a cooperative approach to online learning with regional partners, we may lose these students to another district/venue.
8	Discontinue secondary Portage software	Non-Salary	\$65,000	This software becomes unnecessary with the Portage program reduction.
9	Reduce Science Olympiad at NHS	Co-curricular	\$6,131	This program has not had participants for several years.
10	Reduce Math Team at NHS	Co-curricular	\$4,978	This program has not had participants for several years.
11	Increase activity fees by \$5.00 for each activity	Co-curricular	\$6,000	Students will pay additional fees to participate in activities.
12	Increase ticket prices for admission to activities by \$1.00	Co-curricular	\$25,000	Fans will pay one dollar more for tickets to activities.
13	Reduce the use of coach buses for activities	Co-curricular	\$60,000	Regular school buses are less comfortable for traveling longer distances, don't have the same storage capability, and do not have wi fi access.
14	Discontinue after school activity bus	Co-curricular	\$25,000	Students will be responsible for their own transportation to their practice site if it is not at the school they attend.
14a	Increase ticket prices for admission to activities by an additional \$1.00	Co-curricular	\$25,000	Increasing ticket prices an additional \$1.00 would cover the annual activity bus expenditure.
15	Reduce extra days for counselors from 15 to 10 days	Licensed Staff	\$10,000	While there are fewer days available for each counselor, the increase in counseling staff mitigates some of this impact.
16	Reduce HS Attendance Administrative Assistant scheduled hours from 1,872 to 1,463	Non-Licensed Staff	\$10,394	This staff member will have less time to prepare for the school year and to bring the school year to closure.
17	Replace Randolph Agriculture Education option with a class at NHS	Non-Salary	\$16,640	Students would have access to an Agricultural Education program in Northfield instead of traveling to Randolph during part of the school day.
18	Reduce 1 Administrative Assistant at the ALC	Non-Licensed Staff	\$33,000	This reduction is partially due to the reduction in Portage. It will add more work to the remaining ALC office staff.
19	Partial reduction in software costs for credit recovery	Non-Salary	\$14,000	This reduction will reduce the number of concurrent licenses available for credit recovery.

20	Reduce Academic Advocate position at ALC	Licensed Staff	\$80,000	This reduction will lessen the amount of student support at the ALC but is mitigated by maintaining a full-time counselor there.
21	Restructure NMS schedule to a 6 period day (currently 7)	Licensed Staff	\$200,000	Grade 6 teams will move from five core teachers to four core teachers. This arrangement could take place in a variety of ways yet to be determined. Grade 6 music programs would move to meeting every day instead of every other day.
22	Reduce all MS activities with the exception of Student Council and WEB (6th grade transition program)	Co-curricular	\$125,000	Reducing after school activities limits student opportunities. Community Education is reviewing how local intramural programming could fill this void.
22a	Increase MS Activity Fees 235%	Co-curricular	\$126,529	Fees would range from \$229-363 per activity
22b	Increase MS Activity Fees 100%	Co-curricular	\$53,842	Fees would range from \$137-217 per activity; a reduction of \$100,000 would still be recommended
23	Reduce psychologist overload at NMS	Licensed Staff	\$20,000	Reduce additional duties being performed by the school psychologist, such as lunchroom supervision.
24	Change NMS Spanish elective to every other day (Amistades)	Licensed Staff	\$20,000	Grade 7 and 8 Amistades would move to an every other day elective instead of every day as it has been. It would require a teacher to be shared between NMS and NHS.
25	Move Will program educational assistant to A&I funding	Non-Licensed Staff	\$29,000	We will utilize Achievement & Integration funding to support this position.
		TOTAL	\$1,480,143	
DISTRICT SERVICES PACKAGE				
Priority Statements: 24 - Funding innovative strategies that will help reduce the number of students needing special education services. 21 - The use of technology e-Learning to promote learner outcomes. 21 - That each building has the bilingual people and systems (telephones) that allow for Spanish-speaking families to connect with their child's school. 19 - The hiring of diverse staff. 19 - The emphasis on providing diverse learning paths for students. 18 - Technology services 17 - Data driven and results oriented curricular materials, selection and procurement and instruction strategies. 15 - Student mental health/well-being. 14 - Staff who work directly with students, families, and staff on a daily basis; bus drivers, tech specialists. 13 - Community partnership (HCI, Hospital, etc.) 13 - Safe, reliable and efficient transportation to and from school. 9 - Safe, clean, and functional buildings.				
LINE ITEM	RECOMMENDATION	CATEGORY	ANTICIPATED AMOUNT	EDUCATIONAL/PROGRAM IMPACT
26	Reduce the child nutrition administrative assistant, combine duties with district office receptionist	Non-Licensed Staff	\$36,299	Realizing improved systems efficiencies.
27	Switch absence management and time tracking software	Non-Salary	\$6,000	The new software is less expensive and will provide enhanced administrative and staff functionality
28	Transfer buildings & grounds equipment budget to capital projects levy	Non-Salary	\$60,000	Utilize the increased capital projects levy in FY25 to implement the ten year equipment plan. No equipment outside of operating capital will be funded in FY24.
29	Discontinue Schools for Equity in Education (SEE) membership	Non-Salary	\$5,700	Duplicate legislative advocacy
30	Discontinue financial forecasting software	Non-Salary	\$20,000	Implementing in-house process
31	Charge allowable percentage of finance and HR software to operating capital	Non-Salary	\$9,000	Positive impact on General Fund
32	New B&G Work Order system	Non-Salary	\$2,000	The new software is less expensive and will provide enhanced administrative and staff functionality
33	Reduce communications/PR budget	Non-Salary	\$17,700	Reorganization of communications services
34	Discontinue hot spots	Non-Salary	\$10,000	Families needing internet service support can utilize other community partner resources
35	Change process for back up of Google Suite data	Non-Salary	\$6,000	Eliminating extra redundancy in systems
36	Eduvision — move to YouTube	Non-Salary	\$1,500	Moving to a free vendor that provides the same service.
37	Eliminate Star testing at NMS	Non-Salary	\$10,000	Staff will use state testing data for instructional purposes.
38	Reduce volunteer coordinator position - run through buildings	Non-Licensed Staff	\$16,500	Volunteers will be organized at the building level.
39	Discontinue Amity Intern program	Non-Licensed Staff	\$13,500	The reduction will decrease the amount of small group support for the Companeros program.
		TOTAL	\$214,199	
		GRAND TOTAL	\$2,514,342	
2022-23 PRIORITY BASED BUDGET PROCESS REDUCTIONS TO BE IMPLEMENTED IN 2023-24				
	Reduce transportation budget	Non-Salary	\$350,000	This will reduce the transportation contract approximately 10%. The district will review strategies with Benjamin Bus that could include charging for transportation less than two miles from school and increases in walk boundaries beginning in the 2023-24 school year
	Reduce HS Parking Lot & Security Monitor	Non-Licensed Staff	\$50,000	It will eliminate an 7.50 hour per day position that provides high school administration support related to building security and monitoring parking lots
	Reduce small group reading support at BW	Licensed Staff	\$40,000	The reduction will decrease the amount of small group or individualized reading instruction offered at Bridgewater.

	Reduce additional behavior coach at GVP	Licensed Staff	\$90,000	The reduction will eliminate one of the two behavior coaches at Greenvale Park. Greenvale Park is the only elementary school with more than one behavior coach.
		TOTAL	\$530,000	

Middle School Activities Elimination

2/28/2023

The following middle school activities are part of Line Item No. 22 in the priority-based budget reduction recommendations. Please contact Northfield Middle School principal Greg Gelineau with any questions.

Fine Arts Activities

- MS Musical/Drama Club

Academic Activities

- Yearbook Club
- Math League
- Knowledge Bowl
- Speech Team
- Spelling Bee

Fall Sports

- Football
- Boys & Girls Soccer
- Volleyball
- Girls Tennis
- Fitness Center

Winter Sports

- Wrestling
- Fitness Center

Spring Sports

- Boys & Girls Track
- Boys & Girls Golf
- Boys Tennis
- Fitness Center

Activity Fee and Potential Fee Increase Camparison									
HS Activity	FY22 Participation	FY22	FY23	25%	50%	75%	100%	200%	
Alpine Ski (7-12)	24	\$260	\$296	\$371	\$445	\$519	\$593	\$889	
Baseball	60	\$165	\$188	\$235	\$282	\$329	\$376	\$564	
Basketball	73	\$165	\$188	\$235	\$282	\$329	\$376	\$564	
Bowling (7-12)	15	\$75	\$86	\$107	\$128	\$150	\$171	\$257	
Clay Target (7-12)	91	\$75	\$86	\$107	\$128	\$150	\$171	\$257	
Cross Country (7-12)	87	\$130	\$148	\$185	\$222	\$259	\$296	\$445	
Dance Team	26	\$165	\$188	\$235	\$282	\$329	\$376	\$564	
Drama (Fall/Spring)	116	\$70	\$80	\$100	\$120	\$140	\$160	\$239	
Football	108	\$165	\$188	\$235	\$282	\$329	\$376	\$564	
Golf	50	\$155	\$177	\$221	\$265	\$309	\$353	\$530	
Gymnastics	15	\$215	\$245	\$306	\$368	\$429	\$490	\$735	
Hockey	65	\$215	\$245	\$306	\$368	\$429	\$490	\$735	
Knowledge Bowl	46	\$70	\$80	\$100	\$120	\$140	\$160	\$239	
Lacrosse	71	\$155	\$177	\$221	\$265	\$309	\$353	\$530	
Math Team	4	\$70	\$80	\$100	\$120	\$140	\$160	\$239	
Mock Trial	23	\$70	\$80	\$100	\$120	\$140	\$160	\$239	
Nordic Ski (7-12)	54	\$215	\$245	\$306	\$368	\$429	\$490	\$735	
Science Olympiad	0	\$70	\$80	\$100	\$120	\$140	\$160	\$239	
Soccer	94	\$182	\$207	\$259	\$311	\$363	\$415	\$622	
Softball	52	\$165	\$188	\$235	\$282	\$329	\$376	\$564	
Speech	14	\$70	\$128	\$160	\$192	\$224	\$256	\$384	
Strength Training	**	\$0	\$80	\$100	\$120	\$140	\$160	\$240	
Swim/Dive (7-12)	90	\$165	\$188	\$235	\$282	\$329	\$376	\$564	
Tennis	53	\$130	\$148	\$185	\$222	\$259	\$296	\$445	
Track	131	\$130	\$148	\$185	\$222	\$259	\$296	\$445	
Volleyball	50	\$165	\$188	\$235	\$282	\$329	\$376	\$564	
Weightlifting	48	\$130	\$148	\$185	\$222	\$259	\$296	\$445	
Wrestling	29	\$165	\$188	\$235	\$282	\$329	\$376	\$564	

Total Registrations	1,489	1,489	1,489	1,489	1,489	1,489	1,489	1,489	
Total Revenue		\$187,081	\$213,347	\$266,684	\$320,020	\$373,357	\$426,694	\$640,040	
Increase			\$26,266	\$53,337	\$106,673	\$160,010	\$213,347	\$426,693	
** Registration not required in FY22									
MS Activity	FY22 Participation	FY22	FY23	25%	50%	75%	100%	200%	235%
6th Grade Athletics	183	\$75	\$86	\$107	\$128	\$150	\$171	\$257	\$286
Drama	0	\$60	\$68	\$86	\$103	\$120	\$137	\$205	\$229
Fitness Center	127	\$25	\$68	\$85	\$102	\$119	\$136	\$204	\$228
Football	86	\$95	\$108	\$135	\$162	\$190	\$217	\$325	\$363
Golf	19	\$95	\$108	\$135	\$162	\$190	\$217	\$325	\$363
Knowledge Bowl	26	\$60	\$68	\$86	\$103	\$120	\$137	\$205	\$229
Math Team	11	\$60	\$68	\$86	\$103	\$120	\$137	\$205	\$229
Soccer	45	\$95	\$108	\$135	\$162	\$190	\$217	\$325	\$363
Speech	28	\$60	\$68	\$86	\$103	\$120	\$137	\$205	\$229
Tennis	46	\$95	\$108	\$135	\$162	\$190	\$217	\$325	\$363
Track	78	\$95	\$108	\$135	\$162	\$190	\$217	\$325	\$363
Volleyball	30	\$95	\$108	\$135	\$162	\$190	\$217	\$325	\$363
Wrestling	10	\$95	\$108	\$135	\$162	\$190	\$217	\$325	\$363
Total Registrations	689	689	689	689	689	689	689	689	689
Total Revenue		\$45,864	\$53,842	\$67,303	\$80,763	\$94,224	\$107,684	\$161,527	\$180,371
Increase			\$7,978	\$13,461	\$26,921	\$40,382	\$53,842	\$107,685	\$126,529
Other Rates	Current	Proposed	Increase						
Family Cap	\$700	\$1,000	\$300						
Reduced	40%	40%	0%						
Free	20%	20%	0%						

Note: Revenue calculations assume 86.8% of total revenue at HS and 90.6% at Middle School based on FY22 calculation including discounted rates.

2023-24 Debt Service Proposed Budget | March 13, 2023

Val Mertesdorf, Director of Finance

Debt Service Fund

State statute requires the district to ask the voters for authority to bond. This means that property taxes are the main source of revenue for the debt service fund. The majority of our bonds are voter approved and we are required by statute to levy 105% of our debt service payments annually. This is part of our levy certification process we do each fall. The expenditures of the debt service fund are restricted for principal and interest payments as well as any potential service fees we might incur from the debt.

As you can see the debt service fund revenue is consistent. Our debt payments are structured to be similar from year to year to provide consistency for tax payers. The proposed budget is approximately \$6.3 million. The debt service principal and interest amounts tie to our current debt schedules. The other fees are annual fees that cover payment of the bond as well as required reporting. The proposed expenditures are \$5.9 million.

The 2023-24 ending fund balance is consistent with what we would expect for the debt service fund. For the 2023-24 school year we have five outstanding bonds with principal totaling \$4.13 million and interest totaling \$1,775,049. These five issues have a total debt of \$61,019,405 to be paid over the next nineteen years.



Debt Service Fund
Proposed Budget
2023-24

Debt Service Basics

Debt Service Revenue:

- Levy - 105% of debt principal and interest payments
- State - LTFM Aid, Ag credit and other state credits
- Offset of operating capital and LTFM
- Other financing sources – Refunding bond and capitalized interest

Debt Service Expenditures:

- Outstanding principal and interest payments
- Other debt costs, i.e. service fees
- Other financing uses – Refunding bond and capitalized interest

Debt Service Revenue

	2020-21	2021-22	2022-23	2023-24
Revenue Summary	Audit Results	Audit Results	Revised Budget	Proposed Budget
Local property Taxes	\$ 4,944,766	\$ 4,981,365	\$ 5,324,717	\$ 5,462,320
Interest on Investments	3,371	4,841	3,000	3,000
State of MN	923,168	803,669	949,034	835,890
Other Sources	10,863,211	-	-	-
Total Revenues	\$ 16,734,516	\$ 5,789,875	\$ 6,276,751	\$ 6,301,210

Debt Service Expenditures

Expenditure Summary	2020-21 Audit Results	2021-22 Audit Results	2022-23 Revised Budget	2023-24 Proposed Budget
Bond Principal	\$ 5,230,000	\$ 3,650,000	\$ 3,955,000	\$ 4,130,000
Bond Interest	2,027,675	2,185,017	1,964,053	1,775,409
Other Debt Service Fees	109,226	5,462	7,000	7,000
Other Uses	10,760,000	-	-	-
Total Expenditures	\$ 18,126,901	\$ 5,840,479	\$ 5,926,053	\$ 5,912,409

Debt Service Summary

	2020-21	2021-22	2022-23	2023-24
	Audit	Audit	Revised	Proposed
Fund Summary	Results	Results	Budget	Budget
Beginning Fund Balance	\$ 2,780,012	\$ 1,387,627	\$ 1,337,023	\$ 1,687,721
Revenue	16,734,516	5,789,875	6,276,751	6,301,210
Total Sources	19,514,528	7,177,502	7,613,774	7,988,931
Expenditures	18,126,901	5,840,479	5,926,053	5,912,409
Ending Fund Balance	\$ 1,387,627	\$ 1,337,023	\$ 1,687,721	\$ 2,076,522

Principal and Interest Schedule

Issue Date	Net Interest Rate	Original Issue	Purpose	Final Maturity	FY 2023-24 Payments		
					Principal	Interest	Total
5/13/2014	2.0-3.0%	\$ 1,525,000	GVP/HS Roofs	2/1/2025	\$ 160,000	\$ 9,750	\$ 169,750
3/23/2017	0.0193	\$ 1,325,000	BW Roof	2/1/2027	\$ 140,000	\$ 17,250	\$ 157,250
			Elementary/Early Childhood				
1/31/2019	3.22%	\$ 39,255,000	Childhood	2/1/2039	\$ 480,000	\$ 1,446,381	\$ 1,926,381
11/4/2020	0.37%	\$ 9,665,000	Refund '11A/'12A	2/1/2025	\$ 3,350,000	\$ 227,750	\$ 3,577,750
2/17/2022	1.95%	\$ 3,120,000	LTFM MS Roof	2/1/2042	\$ -	\$ 74,278	\$ 74,278
					<u>\$ 4,130,000</u>	<u>\$ 1,775,409</u>	<u>\$ 5,905,409</u>

Maturity Schedule

General Obligation Debt Annual Maturity Schedule			
Fiscal Year	Principal	Interest	Total
2024	4,130,000	1,775,509	5,905,509
2025	2,445,000	1,575,009	4,020,009
2026	2,085,000	1,458,859	3,543,859
2027	2,230,000	1,357,509	3,587,509
2028	2,360,000	1,249,009	3,609,009
2029	2,470,000	1,132,759	3,602,759
2030	2,590,000	1,011,059	3,601,059
2031	2,680,000	919,484	3,599,484
2032	2,785,000	816,084	3,601,084
2033	2,865,000	734,484	3,599,484
2034	2,950,000	650,534	3,600,534
2035	3,040,000	564,084	3,604,084
2036	3,140,000	464,371	3,604,371
2037	3,240,000	361,353	3,601,353
2038	3,350,000	251,178	3,601,178
2039	3,465,000	137,228	3,602,228
2040	230,000	15,165	245,165
2041	235,000	10,450	245,450
2042	240,000	5,280	245,280
	\$ 46,530,000	\$ 14,489,405	\$ 61,019,405

Questions?

Thank you!

Prairie Creek Authorizer Site Visit Report

Matt Hillmann, Ed.D., Superintendent

Monday, March 6, 2023

On March 6, 2023, Northfield Public Schools visited Prairie Creek Charter School for the annual authorizer site visit.

The visit aimed 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	Activity	Location / Notes
8:30am	Welcome / Coffee with the Director / Board Chair / CFO ~ schedule review	Simon's Office
9:00 am	Classrooms	K-1 Team (Amy N - 9am snack, 9:15am reading, Amanda, Amy B) Literacy, theme
9:45 am	Classrooms	4-5 Team (Michelle, Amber, Ryan) Math/Writing/Project Work
10:30 am	Classrooms	2-3 Team (Molly, Nancy, Amy H) Larks: PE/Theme, Cranes: Curiosity and Wonder Workshop Egrets: Theme- Bridges
11:15 am	BREAK	
11:45 am	Lunch with Faculty (classroom teachers and specialists)	Gym
12:15 pm	SpEd Team Meeting	Simon's Office (Kelsey, Michelle B, Cale, and Anna Lisa)
12:45 pm	Specials - 4/5	Art (Liz), Music (Megan), Spanish (Tricia)
1:15 pm	BREAK	
1:30 pm	Student meeting with student leaders	Simon's Office
2:00 pm	Closing conversation with Simon	Simon's Office

Is the educational program a success?

Prairie Creek continues to outperform the Minnesota averages on the Minnesota Comprehensive Assessment (MCA).

Scores in %	2017	2018	2019	2021
PCCS Science	70.0	73.3	85.7	65.5
State Science	60.6	58.7	54.9	47.9
PCCS Math	67.4	61.4	70.5	51.9
State Math	59.2	57.7	55.5	44.2
PCCS Reading	73.0	71.6	70.5	72.0
State Reading	60.6	60.4	58.3	52.5

Conversations with board members, teachers, staff, students, and the director yielded a high level of satisfaction with the educational program. The school continues to balance direct content instruction with its commitment to being a progressive school, allowing students to engage and have an integral voice in their individual learning process.

Special education staff indicated their alternative delivery of specialized services (ADSIS) reading program is producing results. While the school has the most individual education plans (IEPs) that it has had in some time, the special education team feels they are solid referrals because of the ADSIS intervention.

The challenge of re-acclimating students to the progressive model where students have substantial agency was noted across interview groups. Prairie Creek shifted to a more directed instructional model during the school years most impacted by the pandemic. There is substantial intentionality in re-centering learning agency with the student this year because the current student body has less experience with that freedom. All indications from the site visit show that the effort is paying off.

Is the organization efficient and well-run?

Evidence continues to suggest that Prairie Creek is efficient and well-run. Teachers, board members, and administrators described a high level of competence in operating the organization.

The financial stability of the school is strong. Enrollment is stable. At the end of the 2021-22 school year, the unassigned fund balance was 39% or approximately \$832,000. The board has a goal of a 25% fund balance as projected three years into the future. Because the school is small, minor financial disruptions can have a dramatic and adverse impact. However, the school has experienced two years of deficit spending and there is concern about its fourth year out, which is showing the potential to fall below its fund balance goal. They plan to consider reductions over the next two years to ensure alignment with their fund balance goal.

As with students, Prairie Creek staff is working to re-acclimate parents to Prairie Creek traditions and culture. Because of pandemic-related disruptions, the school's family events were not held in the same way as in the past. The "handoff" from one generation of parents to the next was interrupted. School staff is working hard to re-establish the school's most

beloved traditions while letting less effective traditions change or sunset. Staff noted they have been unable to recruit as many parent volunteers as in the pre-pandemic school years. Parent volunteers are an essential component of the Prairie Creek structure. The staff is confident it will return to pre-pandemic levels but is working to accelerate that process.

The school plans to shift its facility leasing to an “affiliated building corporation” from its long-time non-profit facility owner. The affiliated building corporation is a common strategy for charter schools to manage their facility because they cannot own their school building. This approach is intended to provide greater transparency. The transition will provide the Prairie Creek school board with opportunities to be more involved with building and grounds management, sustainable planning, and engaging student voice more in environmental stewardship.

The latest audit was “clean” and had minimal findings. More information about the audit and other Prairie Creek accountability measures are available at: <https://prairiecreek.org/accountability/>.

Is the school meeting its legal obligations?

No data suggests that Prairie Creek 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?

Prairie Creek is committed to continuous improvement. The school is returning to intentional development (financial fundraisers) to assist with its financial sustainability. The school is implementing a new teacher evaluation model and mathematics curriculum. Regular PLC meetings, board reports, and their annual improvement plans presented to the board indicate they are on track to sustaining their success.

Summary

The site visit to Prairie Creek was enjoyable and productive. It is a joyful learning environment and a well-run school. Prairie Creek continues to purposefully seek to realize its mission as a public progressive charter school.

Policy 203 OPERATION OF THE SCHOOL BOARD OF EDUCATION - BYLAWS

I. NAME

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

II. LEGAL BASIS

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

III. RESPONSIBILITIES OF THE SCHOOL BOARD

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

- A. Hire the superintendent, delegate operational responsibilities, and evaluate them as outlined in Policy 302.
- B. Review the district vision statement and strategic plan annually.
- C. Provide for the evaluation and improvement of instructional programs and the services that support them.
- D. Establish a ~~suitable~~ learning environment for education by providing necessary buildings and equipment, materials and staffing to support the instructional process and to provide for the comfort, health, and safety of students and staff and visitors when they are in attendance at school or engaged in school-sponsored activities.
- E. Provide for the recruitment, assignment, supervision, evaluation, professional growth, compensation, and termination of all permanent, temporary, and part-time employees.
- F. Enroll students for instruction, and excuse, exclude, suspend, or expel students from instruction for sufficient cause in accordance with Minnesota Statutes and current board policy.
- G. Provide transportation for students to and from school, in accordance with Minnesota Statutes and other applicable laws.
- H. Set standards for student conduct and clear guidelines for employee responses in the case of unacceptable student behavior. Inform students and their parents/guardians of their rights as well as their responsibilities.
- I. Maintain and preserve essential student and other governmental records according to federal law and Minnesota Statutes.
- J. Establish graduation requirements and provide for reports to students and parents on educational progress.
- K. Disseminate district information to residents of the district in accordance with Minnesota Statutes.
- L. Pursuant to law, provide for levying of taxes as necessary for the operation of schools, and for the payment of indebtedness and all proper expenses of the district. These levies are to be certified to the county

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

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

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

IV. MEMBERSHIP

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

V. COMPENSATION

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

VI. OFFICERS

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

- a. Preside at all meetings of the board when present.
 - b. Countersign all orders for claims approved by the board.
 - c. Sign contracts or agreements approved by the board when the signature of the chairperson is required. If a deadline must be met and the chairperson is unavailable, the vice-chairperson is authorized to sign the document as acting chairperson.
 - d. Represent the district in all appropriate actions consistent with board directives and policies.
 - e. Appoint all special committees and standing committees and serve as an ex-officio member on all such committees. Such appointments will be made at the organizational meeting in January but no later than the second meeting in January.
 - f. Appoint a parliamentarian.
 - g. Confer with the superintendent, as may be necessary and desirable regarding school matters, including the preparation of regular and special meeting agendas as needed.
 - h. Lead evaluation of the superintendent.
 - i. Perform such other duties as required by law, and perform all duties usually incumbent on such an officer.
 - j. The chair will provide leadership in carrying out the powers and duties of the board and act as spokesperson for the board unless this responsibility has been delegated to others. The chair shall have completed MSBA Phase I, II, III, and IV training prior to serving as chair to ensure governance norms and protocols. If the board determines there is not a member who qualifies, this policy may be waived upon majority vote, and the appointed chair will commit to completing phases within one year.
2. The vice-chairperson will:
- a. Perform the duties of the chairperson in the event that they are unable to preside. Should both the chairperson and vice-chairperson be unable to preside, the remaining members will select a member to serve in that capacity until such time that the chairperson or vice-chairperson can return to their duties.
 - b. Perform such other duties as required by law and perform all duties usually incumbent on such an officer.
3. The clerk, either directly or through the administrative staff of the district, will:
- a. Keep a record of all meetings of the board.
 - b. In a timely manner, file with the board a report of the revenues, expenditures, and balances in each fund for the preceding fiscal year.
 - c. Make and transmit reports pursuant to the Uniform Financial Accounting and Reporting System for Minnesota Schools as required by state law.
 - d. Sign all orders from the treasurer for claims approved by the board.
 - e. With the chairperson, sign contracts or agreements approved by the board, when the signature of the clerk is required. If a deadline must be met and

the clerk is unavailable, the treasurer is authorized to sign the document as acting clerk.

- f. Perform such duties as required by state election laws relative to district elections.
 - g. Perform such other duties as required by law and perform all duties usually incumbent on such an officer.
4. The treasurer, either directly or through the administrative staff of the district, will:
- a. Keep detailed records of all orders processed by the board, according to law.
 - b. Have custody of all monies belonging to the district. Upon receipt of district funds, the treasurer will cause such funds to be promptly deposited in the legal depositories designated and approved by the board.
 - c. Sign all orders for claims approved by the board.
 - d. Perform such other duties as required by law and perform all duties usually incumbent on such an officer.

VII. MEETINGS OF THE BOARD

A. Open Meetings

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

B. Types of Meetings

- 1. Organizational meeting
 - a. The first meeting in January will be devoted to business required for the proper organization of the board.
 - b. The agenda will include the following topics:
 - 1. Administration of the oath of office to new or reelected members.
 - 2. Election of officers.
 - 3. Compensation for board members.
 - 4. Approval of a mileage reimbursement rate for use of private automobiles on district business.
 - 5. Designation of an official newspaper.
 - 6. Designation of official depositories for district funds.
 - 7. Designation of official depositories for district investments.
 - 8. Authorization of procedures for the investment of excess funds in accordance with Minnesota Statutes.
 - 9. Authorization of payments for goods and services in advance of board approval.
 - 10. Authorization of use of facsimile signatures and surety bonds pursuant to Minnesota Statutes.

11. Approval of board membership in local, state and national organizations.
12. Appointment of board representatives to other groups and committees.
13. Other items deemed appropriate by members for the proper organization of the board.

To align with fiscal and planning calendars, certain of these topics may be included in the agenda of a meeting held the prior July.

c. Adjournment:

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

2. Regular meeting

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

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

3. Special meeting

- a. Special meetings of the board may be called by the chairperson, clerk or by any four members of the board who file such a request with the clerk.
- b. Unless specifically provided to the contrary, special meetings will be held in the District Office Boardroom. The clerk will notify members of special meetings in writing by mail or electronic transmission received at least three days prior to the date set for the meeting.
- c. Closed meetings will be held as allowed by law.
- d. Work sessions may be called by the chairperson as needed.

- e. The Minnesota Department of Education has issued an opinion that a government entity is limited to acting only on those matters specifically included in the notice of a special meeting.

4. Emergency meeting

- a. An emergency meeting may be called by the chairperson, clerk or any four members of the board when, and only when, the immediate action of the board is required. While the statute leaves the question to the board of whether the circumstances require immediate consideration at an emergency meeting, the advisory opinions of the Minnesota Department of Education would limit such meetings to responding to natural disasters or health epidemics caused by an event such as an accident or terrorist attack.
- b. All such meetings will, if possible, be held in the District Office Boardroom.
- c. No business may be transacted at an emergency meeting except as noted in the request for the meeting.

5. Recessed or Continued meeting

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

6. Closed meeting

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

7. Meeting during Pandemic or Chapter 12 Emergency

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

8. Meeting by Interactive Technology

A meeting may be conducted by interactive technology, Zoom, Skype, or or other similar electronic means in compliance with Minnesota Statute [13D.02](#).

C. Quorum

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

D. Agenda Preparation and Dissemination

1. The superintendent will prepare the agenda for all meetings of the board and they will consult with the board chairperson, other board members as needed, and members of the administrative staff when appropriate.
2. Items of business may be suggested by any board member, staff member, student, business or property owner, resident, or citizen parent/guardian of the district. Items suggested ~~by staff members, students, or citizens~~ may be included at the discretion of the superintendent and the chairperson of the board. Individuals may address the board under the rules of the public comment as listed on the board agenda.
3. The agenda will be distributed to board members on the Thursday prior to each board meeting. ~~together with available~~ Supporting materials will normally be distributed to board members with the agenda on the Thursday prior to each board meeting but may be distributed as late as Friday in special circumstances as agreed upon by the superintendent and the board chair.
4. The agenda will also be made available to the press, representatives of the community, staff, and student organizations, and to others upon request.
5. Late items will be distributed to board members at the board meeting.
6. The board may not, unless required by urgent circumstances, revise current or adopt new board policies unless such action has been scheduled.

E. Voting

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

F. Minutes

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

G. Parliamentary Authority

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

VIII. SCHOOL BOARD COMMITTEES AND REPRESENTATIVES

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

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

IX. APPOINTMENT OF COMMITTEES

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

X. PROCEDURES FOR SCHOOL BOARD ADVISORY COMMITTEES

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

XI. AMENDMENTS TO BYLAWS

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

XII. APPLICATION OF LAWS

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

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

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

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

Cross References: MSBA/MASA Model Policy 201 (Legal Status of the School Board)
MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)
MSBA/MASA Model Policy 203.2 (Order of the Regular School Board Meeting)

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

Policy 902 USE OF SCHOOL DISTRICT FACILITIES AND EQUIPMENT

I. PURPOSE

The Northfield School District encourages maximum use of school facilities and equipment for community purposes if, in its judgment, that use will not interfere with use for school purposes. The Board of Education expects members of the community who use facilities and equipment to do so with respect for school district property and an understanding of proper use.

II. USE OF SCHOOL FACILITIES AND EQUIPMENT

- A. The board may authorize the use of school facilities and equipment by community groups, churches or individuals. It may impose reasonable regulations and conditions upon the use of school facilities and equipment as it deems appropriate.
- B. The Community Education Department shall be charged with the process of scheduling school facilities, equipment and special areas. Requests for use of school facilities and equipment by community groups, churches or individuals shall be made through the community education department. Administration will present recommended procedures for the processing and review of requests to the board. Upon approval by the board, such procedures shall be an addendum to this policy.
- C. The board may require a rental fee for the use of school facilities and equipment. Such fee may include the cost of custodial and supervisory service and energy use if deemed necessary. Individuals and groups shall be responsible for damage to facilities and equipment. The board may also require a deposit or surety bond for the proper use and repair of damage to school facilities and equipment. A rental fee schedule, deposit or surety bond schedule and payment procedure shall be presented for review and approval by the board.
- D. If unforeseen circumstances arise that necessitate rescheduling the use of school facilities, the district may cancel the facility use agreement. If a facility use agreement is canceled, the district will refund the facility use rental fee, which was paid to the district. The district is not responsible for expenses incurred to any group or individual due to cancellation or scheduling change by the district due to unforeseen circumstances.
- E. If a new facility comes online mid-year, the Director of Community Education and the Superintendent of Schools will set rates for that facility in consultation with the school board chair.

Policy 902 Use of School District Facilities and Equipment

Adopted: 11/24/08; Updated: 08.12.19

Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

Legal References: Minn. Stat. § 123B.51 (Schoolhouses and Sites; Access for Noncurricular Purposes)

Cross References: MSBA/MASA Model Policy 801 (Equal Access to School Facilities)
MSBA/MASA Model Policy 901 (Community Education)

Procedures to Policy 902 - Use of School District Facilities and Equipment

Northfield Public Schools encourages and promotes public use of district owned facilities and provides these procedures to manage this use.

A. Use priority

All groups or individuals wishing to use school facilities outside the school day are required to apply for such use and meet all the requirements of facility usage. Use of district facilities is assigned in the following priority:

- | | |
|--------------------------------|--|
| 1st Priority | Regular school district curricular activities and programs. |
| 2nd Priority | School district co-curricular activities and events. |
| 3rd Priority | School district Community Education programs and activities. |
| 4th Priority | Community and other non-school use receiving an approved facility use permit from Community Education based on the classifications set forth in this policy. |

B. Classifications

Class I All school district usage

- Regular school district curricular activities and programs.
 - School district co-curricular activities and events.
 - School district Community Education programs and activities.
1. No rent, energy, or service fees charged (*i.e. food service, custodial, or other district personnel*).
 2. No permit fee. Activity must be scheduled on the facility use calendar.

Class II Public activities and not-for-profit community organizations

- Meetings and events of tax-supported entities such as city, township, and county governments as defined by State Statute (*i.e. public hearings, elections*).
 - Non-profit youth groups (*i.e. scouts, 4-H clubs, athletic organizations, etc.*).
 - Extension Classes from local colleges.
 - Charitable group meetings.
 - Organized community services.
 - Citizen and civic groups (*i.e. Rotary, Lions, VFW, American Legion, Chamber of Commerce*).
 - Political party meetings and conventions.
 - Religious and church organizations.
 - Charter and private schools.
1. Rental and energy fees charged for the first two hours the space is rented. An energy fee will be charged for ~~the third and subsequent~~ all hours of usage per space per day.
 2. May be charged service fees depending on schedule and event needs (*i.e. food service, custodial, auditorium technician or other district personnel*).
 3. Proof of liability insurance required.
 4. \$35.00 non-refundable application fee required.

Class III Local for-profit enterprises

- Business and commercial organizations within district boundaries.
 - Non-profit organizations not within district boundaries.
1. Rental and energy fees charged for each hour of use.
 2. May be charged service fees depending on schedule and needs (*i.e. food service, custodial, auditorium technician or other district personnel*).
 3. Proof of liability insurance required.
 4. \$35.00 non-refundable application fee required.

Class IV Non-local for-profit enterprises

- Business and commercial organizations out of district boundaries.
1. Rental and energy fees charged for each hour of use.
 2. May be charged service fees depending on schedule and needs (*i.e. food service, custodial, auditorium technician or other district personnel*).
 3. Proof of liability insurance required.
 4. \$80.00 non-refundable application fee required.
-
- **Long-term contracts**
Individual contracts will be written for groups who use the facilities on a consistent and long-term basis upon consultation with the Community Education Director.
1. Rental and energy fees negotiated.
 2. May be charged service fees depending on schedule and needs (*i.e. food service, custodial, auditorium technician or other district personnel*).
 3. Proof of liability insurance required.
 4. Subject to approval of the Board of Education.
 5. \$35.00 non-refundable application fee required.

C. Regulations

1. The district reserves the right to grant or deny permission for use of facilities in accordance with Federal Equal Access Laws.
2. Authorization for use of district facilities shall not be considered a Northfield Public School District endorsement or sponsorship of the activity taking place.
3. Permit holder use shall not interfere with any major maintenance, construction, or alteration projects.
4. The responsibility for injury to persons, or damage to school property, including equipment, must be assumed by the organization individual/s making the application.
5. Evidence of insurance is required of applicants requesting use of district facilities. Based on consultation with the district's insurance carrier, the Director of Community Education can waive the requirement for liability insurance for small sponsoring groups who do not have liability insurance.

6. Groups using district facilities will be required to provide responsible adult supervision of their activities.
7. Alcohol or illegal chemical substances in any form are prohibited on school premises. Exceptions require permission of the board.
8. District buildings and vehicles are tobacco, smoking and vaping free. Smoking, vaping or use of tobacco products is prohibited in all district buildings.
9. Weapons and firearms in any form are not allowed on district property except with administrative authorization for instructional programs and/or law enforcement personnel. Exceptions require permission of the board.
10. The board will review annually the rental and service fees that cover maintenance, operations and staffing of facilities.
11. Facility rental fees will be charged based on the classification placement of the user at the time of the request.
12. The district will comply with all federal, state and municipal equal opportunity laws and regulations prohibiting discrimination in regards to the use of its facilities.
13. All facility use requests must be accompanied by a \$35.00 or \$80.00 non-refundable application fee.
14. All requests for facility use must be made at least two weeks in advance of the event.
15. Any group requesting use of school facilities shall not advertise the event until receiving an approved permit from Community Education.
16. Any requests for facility use not covered by this policy shall be referred to the Director of Community Education.
17. District facilities are not available to private groups for personal activities such as wedding dances, receptions, private parties, graduation parties or other privately sponsored activity.
18. The district reserves the right to require partial or full payment at the time the permit is signed.
19. Permits that require a change will be charged a \$10.00 fee per change order. All changes must be made minimally one week in advance.

Outdoor facilities, excluding Memorial Field, the Varsity baseball field, and the Varsity softball field, are open to the public at no charge on a first-come, first-served basis when not occupied by district programs. (Permits will be granted for the Varsity baseball field and Varsity softball field to local non-profit associations on a case-by-case request.) Individuals or groups may reserve outdoor facilities in advance by obtaining a permit from Community Education. Groups that use fields and tracks may be assessed a custodial fee for clean up of trash and garbage and any other unforeseen costs due to the use.

HOURLY RENTAL FEES *

	<u>CLASS II</u>	<u>CLASS III</u>	<u>CLASS IV</u>
Category A	\$11.00	\$20.00	\$39.00
Classroom Dressing Room Lounge Similar Small Space Energy Fee	\$1.00	\$1.00	\$1.00
Category B	\$14.00	\$25.00	\$50.00
Small Gym (DO, NCEC, Balcony Gym) Fitness/Weight Room/Locker Room Wrestling Room Small Media Center (Elementary) Energy Fee	\$2.00	\$2.00	\$2.00
Category C	\$16.00	\$29.00	\$57.00
Medium Gym (Spring Creek, BW, GVP, Aux) Cafeteria Large Media Center (MS, HS) High School Auditorium Energy Fee	\$5.00	\$5.00	\$5.00
Category D	\$18.00	\$32.00	\$64.00
Large Gym (HS, MS) Energy Fee	\$5.00	\$5.00	\$5.00
Category E	\$18.00	\$32.00	\$64.00
Middle School Auditorium (includes hallway) Energy Fee	\$7.00	\$7.00	\$7.00
Category F	\$25.00	\$45.00	\$90.00
MS Pool/Locker Room(s) Energy & Chemical Fee	\$12.00	\$12.00	\$12.00

Rental fees are per hour.

* Necessary custodial, food service or other personnel charges are not included in these fees.

* Fees may be adjusted on an annual basis as determined by the Consumer Price Index (CPI).

School equipment (audio-visual, technology, etc.) may only be used on district property. Equipment must be applied for at the same time the facility use permit application is placed. Special arrangements may have to be made to have trained personnel in charge. Fees are billed at 100% for all users. Equipment will be checked after use and the permit holder will be charged for any damage at the full cost to replace the equipment.

Equipment Item <i>(per day/per event costs)</i>	<i>Northfield</i>
Microphone (standard)	\$ 10.00
Microphone (cordless)	\$ 10.00
Overhead Projector	\$ 10.00
LCD Projector	\$ 10.00
Slide Projector	\$ 10.00
Choral Risers (per section)	\$ 10.00
Shell	\$ 100.00
Grand Piano (Plus cost of tuning)	\$ 100.00
Television	\$ 20.00

Procedures to Policy 902 Use of School District Facilities and Equipment

Adopted: 11/24/08; Revised: 05/11; Updated: 08.12.19 and fee increases effective 07.01.2020

Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

Legal References: Minn. Stat. § 123B.51 (Schoolhouses and Sites; Access for Noncurricular Purposes)

Cross References: MSBA/MASA Model Policy 801 (Equal Access to School Facilities)
MSBA/MASA Model Policy 901 (Community Education)

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](#).

YouthBank Awards

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

[YouthBank](#) is "... an innovative youth philanthropy program in which a team of trained youth grant-makers award funds to youth-led projects that will improve the quality of life in Northfield."

💡 Why it's important

- YouthBank members learn important skills like prioritization, budgeting, and return on investment.
- YouthBank applicants learn how to secure funding for projects they believe make a difference in our community.
- Student organizations receive funding to impact their peers and our community.
- The program is sponsored by community partners like Carleton College, the City of Northfield, Community Resource Bank, HCI, Northfield Public Schools, Northfield Shares, WINGS, and YouthPrise



💰 Almost \$20,000 in grants were awarded

- Mayor's Youth Council
- District Youth Council
- Black Student Union (field trip to Rondo neighborhood)
- Latinx Affairs
- Mighty Hucks Ultimate Frisbee
- "More water" a high school hydration project
- TORCH
- Students Supporting Students

Winter activities success

strategic commitment highlights: people, learner outcomes

💡 Why it's important

- Students learn critical life skills through high school competition — the former ABC "Wide World of Sports" mantra is appropriate: "the thrill of victory and the agony of defeat." Learning happens either way.
- Competitive success at the high school level brings pride to the school and community.

🏆 The results...so far

- Ella Pagel won her second consecutive state wrestling championship. Caley Graber won her first state wrestling championship. Keith



Harner, Owen Murphy, and Ryan Kuyper also qualified for the state meet. (Ella and Caley are pictured at the right)

- Ali Malecha and Bella Pressnall qualified for the state gymnastics meet.
- Sam Foland qualified for the state Nordic Ski meet.
- The Northfield High School boys' swim team placed sixth at the state championship meet and third at the state “true team” meet in February.
- The Raiders’ boys’ hockey team won the Section 1A championship and are playing in the storied state hockey tournament as of the time of this document’s publication.
- The Alpine Ski team sent three skiers to the state meet.
- The NHS Knowledge Bowl squad will send teams (two teams) to the state competition for the sixth consecutive year.

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

February 27, 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, Goerwitz, Gonzalez-George, Miller, Nelson and Quinnell. Absent: None. This meeting was open to the public, live-streamed and recorded, and access to the recording was posted to the school district website.

2. Agenda Approval/Table File

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

3. Public Comment

There were five public comments.

4. Announcements and Recognitions

- Amy Goerwitz, on behalf of MSBA, congratulated Dr. Hillmann for being the 2023 Superintendent of the Year and presented him with an award from MSBA.
- World Down Syndrome Day is marked each year on March 21. Northfield Public Schools may have the opportunity to view a locally made video about the importance of inclusion of children with disabilities such as Down Syndrome.

5. Items for Discussion and Reports

- a. Proposed Budget Reductions. Superintendent Hillmann and Director of Finance Val Mertesdorf presented the proposed budget reductions for FY2023-24. The proposed elementary, secondary and district services budget reductions total \$2,514,342. There will be further discussion by the board and final budget reductions will be decided at the April 10 board meeting. The district will host public hearings at Northfield Middle School from 6:00 p.m. - 8:00 p.m. on Thursdays, March 16 and March 23. The public is invited to attend and will have an opportunity to meet with board members and administrators.
- b. Superintendent Operations & Strategic Plan Update. Dr. Hillmann provided a recap of the district's Feb. 20 professional development day and the Feb. 21 Schools for Equity in Education Day at the Capitol.

6. Committee Reports

There were no committee reports.

7. Consent Agenda

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

a. Minutes

- Minutes of the Regular School Board meeting held on February 13, 2023

b. Gift Agreements

- \$5,000.00 from Northfield Booster Club, Inc. for Hudl software

c. Personnel Items

i. Appointments

1. Elizabeth Acheson, .5 Assistant Boys/Girls Track Coach at the High School, beginning 3/13/2023; \$2,539 (.50 FTE of \$5,078)

2. Jessica Fowers, Child Nutrition Associate I at the Middle School for 3 hours/day, beginning 2/21/2023. \$20.05/hour.
 3. Erna Janssens, Building Supervisor as needed with Community Education, beginning 2/19/2023-5/31/2023. \$17.89/hr.
 4. Isaiah Mahal, Program Assistant with Community Education Recreation, beginning 2/19/2023-5/31/2023. \$10.59/hr.
 5. Leila Sassine, Spec Ed EA PCA for 6.75 hours/day at the High School, beginning 2/13/2023-6/9/2023. Step 4-\$17.70/hr. Plus prorated PCA stipend.
 6. Rachael Thompson, School Psychologist at the NCEC/ALC, beginning July 1, 2023. MA+20, Step 1, subject to obtaining appropriate Minnesota licensure.
 7. Carol Reed, 1.0 FTE Licensed Building Nurse at the Middle School, beginning 8/24/2023. ADN/RN Step 4-\$38.18/hr.
- ii. Increase/Decrease/Change in Assignment
1. Diana Camargo Rojas, EA at the NCEC, add KidVentures Site Assistant for 8.5 hours/week at Greenvale Park, effective 2/20/2023-6/9/2023. Step 4, \$15.91/hour.
 2. Mary Franz, .9 FTE 9th Grade Assistant Softball Coach at the High School, change to 1.0 FTE 9th Grade Assistant Softball Coach at the High School, effective 3/13/2023. \$5,078 stipend.
 3. Kyle Korynta, .40 FTE Assistant Track Coach at the High School, change to 1.0 FTE Assistant Track Coach at the High School, effective 3/13/2023. \$5,078 stipend.
 4. Lisa Krueger Robb, EL Teacher at the High School, add a $\frac{1}{2}$ overload in lieu of prep for EL Intensive Tutor at the High School, effective 1/30/2023-6/9/2023.
 5. Margaret Diviney-Fearing, Long Term Substitute Special Ed EA PCA for 16.5 hours/week at the NCEC, change to Long Term Substitute Special Ed EA PCA for 17.5 hours/week at the NCEC, effective 2/27/2023.
 6. Nancy Fox, .5 Student Council Co-Advisor at Spring Creek, change to Student Council Advisor at Spring Creek, effective 1/1/2023.
 7. Ann Hehr, .5 Student Council Co-Advisor at Spring Creek. Ann went on FMLA leave and is no longer doing student council for the 2022-23 school year.
 8. Michelle Oaxaca, General Ed EA Supervisory for 1.25 hours/day at Greenvale Park, add Special Ed EA for .50 hours/day at Greenvale Park, effective 2/28/2023-6/9/2023.
 9. Tamara Wunderlich, CNA I at the Middle School, change to Night Custodian at the Middle School, effective 3/6/23. Step 1-\$19.00/hr.
- iii. Leave of Absence
1. Lynsi Sherry, extending FMLA leave of absence for an additional week. She will return to work on April 12, 2023.
 2. Laura Vind, Special Education Teacher at Bridgewater Elementary, FMLA leave of absence beginning 2/13/2023 and extending for up to 60 work days.
 3. Kay Goodrich, Educational Assistant at the High School, FMLA Leave of Absence, beginning 2/24/2023-and continue for up to 60 work days.
- iv. Retirements/Resignations/Terminations
1. Diana Camargo, Community School Site Assistant at Greenvale Park, resignation effective 2/21/2023.
 2. Oscar Gaspar, Assistant Soccer Coach at the High School, resignation effective 2/14/2023.
 3. Jenny Jones, Community School Coordinator at Bridgewater Elementary, resignation effective 2/24/2023.
 4. Jenny Jones, .45 FTE EL Teacher at Bridgewater Elementary and Spring Creek Elementary, resignation effective 2/24/2023.
 5. Peggy Mills, KidVentures Site Assistant at Spring Creek, retirement effective 3/3/2023.
 6. Lorena Rodriguez Rojas, Attendance Liaison at the High School and Community School Coordinator at Greenvale Park Elementary, termination of employment effective 2/14/2023.
 7. Tory Borovsky, Assistant Tennis Coach at the High School, resignation effective 2/27/2023.
 8. Ben Hanson, Community School Assistant at Spring Creek, resignation effective 2/17/2023.
 9. Shari Karlsrud, Family and Consumer Science Teacher at the High School, resignation effective at the end of the 2022-2023 school year.
 10. Mohamed Nur, Technology Specialist with the District, resignation effective 3/10/2023.
 11. Paul Ousley, High School Orchestra Teacher, retirement effective 6/9/2023.

8. Items for Individual Action

- a. 2023-2024 Operating Capital and Long-Term Facilities Maintenance Budgets. On a motion by Butler, seconded by Coleman, the board unanimously approved the 2023-2024 Operating Capital and Long Term Facilities Maintenance Budgets as follows:

Revenues

Expenditures

Operating Capital	\$1,994,340	\$1,787,812
Long-Term Facilities Maintenance	\$1,313,087	\$1,287,350

- b. Long Term Facilities Maintenance Ten Year Plan. On a motion by Miller, seconded by Goerwitz, the board unanimously approved the Long Term Facilities Maintenance Ten Year Revenue and Expenditure Plan and the Indoor Air Quality Management Plan.
- c. Policy Recommendations. On a motion by Coleman, seconded by Nelson, the board unanimously approved the policy committee's recommended updates to policies 644, 721, 807 and 808.
- d. Additional Online Learning Day Authorization for 2022-23. On a motion by Nelson, seconded by Miller, the board unanimously authorized the superintendent to shift instruction online when weather conditions necessitate school closures for the remainder of the 2022-23 school year.

9. Items for Information

10. Future Meetings

- a. Monday, March 13, 2023, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- b. Monday, April 10, 2023, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- c. Monday, April 24, 2023, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom

11. Adjournment

On a motion by Quinnell, seconded by Coleman, the board unanimously approved to adjourn at 8:06 p.m.

Amy Goerwitz
School Board Clerk

NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 2nd day of March, 2023, by and between Greenvale Park PTO, 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

\$10,576.⁰⁰ to use for the purchase of outdoor benches and picnic tables. Check #5188.

Greenvale Park PTO

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 2nd day of March, 2023, by and
between Jesus Huerta Amores, owner of Huerta Brothers Lawn Care and
snow Removal Services,
hereinafter the "Donor", and Independent School District No. 659,
Northfield, Minnesota, pursuant to the District's policy for receiving gifts
and donations, as follows:

TERMS

\$1,000 towards the Greenvale Park Elementary
Angel Fund.

Jesus Huerta Amores

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 6th day of March, 2023, by and
between Barbara Holmes,
hereinafter the "Donor", and Independent School District No. 659,
Northfield, Minnesota, pursuant to the District's policy for receiving gifts
and donations, as follows:

TERMS

\$1,000 towards Scholarship, Chapter "N".
check # 1155.
PEO

Barbara Holmes
Donor

By: received in District Office Front
Desk

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)
Greenvale Park PTO	\$10,576.00	To purchase outdoor benches and picnic tables
Jesus Huerta Amores	\$1,000.00	Greenvale Park Angel Fund
Barbara Holmes	\$1,000.00	PEO Scholarship, Chapter N

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) : **Mel Miller - 612-703-2665**

School and Program: **High School - Girls Golf Team**

Date of Requested Trip: **May 19, 2023**

1. What group is taking this trip? **Girls Golf Team**
2. Estimated # of Students: **6** # Adult Supervisors: **1**
3. Destination: **Coon Rapids MN - Bunker Hills Golf Course**
4. Date/Time of Departure: **May 19, 2023 - 9:00 am**
5. Date/Time of Return: **May 20th, 2023 - 9:00 pm**
6. State purpose and/or educational value of trip (attach information to form if needed).
 2 Day Golf Tournament at Bunker Hills Golf Course
7. Name the manner of travel and the carrier.
 School Bus with Northfield Lines
8. State housing arrangements (must include name, address and phone number of hotel).

Wingate by Wyndam Coon Rapids
3420 Northdale Blvd
Coon Rapids MN 55448

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

Mel Miller

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

Emerson Garlie	Annika Johnson	Karina Johnson
Marie Labenski	TBD	TBD

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

Mel Miller

12. State the safety precautions and procedures for emergencies while on the trip.
Will use an approved school bus provided by Northfield Lines for travel.
Will have lights out time at 10:30 pm

11. Give budget costs, how the trip will be funded and estimated cost per student.
School Bus provided by School - Appox \$720 per day
Hotel Rooms - Appox \$200 per day for students - paid for by students
1 hotel room for coach - paid for by coach

TOTAL COST INCLUDING MEALS
Appox - \$100 PER STUDENT

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

None

Signature of Staff Member Responsible:

Date field trip request was submitted to Principal:

Principal/Administrator Signature and Date:

 3/3/23

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: March 13, 2023

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

Bills totaling \$2,314,184.38 were paid in November 2022.

Payroll checks totaling \$3,553,901.80 were issued in November 2022.

No bond payments were paid in November 2022.

At the end of November 2022 Total Cash and Investments amounted to \$25,426,770.53.
Wire transfers initiated by the district during November 2022:

\$350,000.00 From Frandsen General to Frandsen Sweep

\$400,000.00 From Frandsen Sweep to Frandsen General

The following financial reports for November 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

November 2022 Treasurer's Report

FUNDS	BALANCE BEGINNING OF MONTH	RECEIPTS	DISBURSEMENTS	JOURNAL ENTRIES	BALANCE END OF MONTH
GENERAL FUND	120,850.28	3,059,848.12	4,452,667.89	(840,291.93)	(2,112,261.42) *
FOOD SERVICE	1,127,145.99	368,743.28	324,081.83	3,788.88	1,175,596.32
COMMUNITY ED	760,113.59	287,450.13	323,781.27	(1,575.73)	722,206.72
CONSTRUCTION ACCOUNT	(1,598,314.03)	880.04	-	-	(1,597,433.99)
DEBT SERVICE	4,883,792.79	1,511,041.17	-	-	6,394,833.96
SELF INSURANCE	3,477,794.18	148,604.13	767,555.19	844,179.48	3,703,022.60
TOTALS	8,771,382.80	5,376,566.87	5,868,086.18	6,100.70	8,285,964.19
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	5,376,566.87	5,868,086.18	6,100.70	25,426,770.53

*General Fund includes Certificate of Deposit amount

Disbursement Report

ISD 659 - Northfield

November 2022

Disbursements:

Bills Paid:

General Fund	\$ 1,287,231.62	
Food Service Fund	210,528.00	
Community Services Fund	48,869.57	
Construction Fund	-	
Trust & Agency Fund	-	
Self Insurance Fund	<u>767,555.19</u>	
Total Bills Paid		2,314,184.38

Payroll:

General Fund	3,165,436.27	
Food Service Fund	113,553.83	
Community Services Fund	274,911.70	
Trust Fund	-	
Self Insurance Fund	<u>-</u>	
Total Payroll		3,553,901.80

Bond Payments:

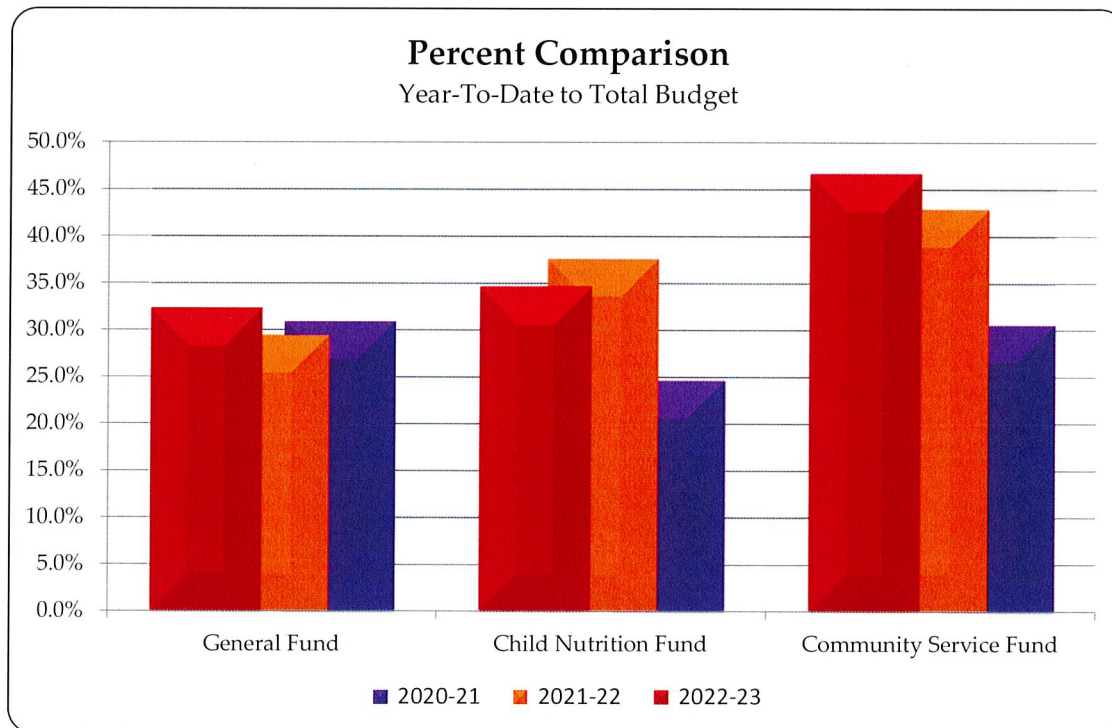
Debt Redemption Fund	<u>-</u>	
Total Bond Payments		<u>-</u>
Total Disbursements		<u><u>\$5,868,086.18</u></u>



STATEMENT OF REVENUES

For the month ended November 30, 2022

Fund	Year-To-Date	Budget	YTD as % of Budget		
			2022-23	2021-22	2020-21
General Fund					
Property Taxes	\$ 5,684,702	\$ 14,359,850	39.6%	39.2%	40.8%
State Sources	10,823,795	40,040,698	27.0%	27.0%	27.0%
Federal Sources	1,960,666	4,210,778	46.6%	3.1%	48.2%
Local Sources	843,885	1,174,862	71.8%	43.7%	24.9%
Total	\$ 19,313,048	\$ 59,786,188	32.3%	29.4%	30.8%
Child Nutrition Fund	\$ 773,676	\$ 2,236,019	34.6%	37.5%	24.6%
Community Service Fund	1,442,668	3,093,342	46.6%	42.8%	30.5%
Construction Fund	6,446	-	0.0%	0.0%	117.4%
Debt Service Fund	3,502,570	6,276,751	55.8%	56.4%	229.2%
Internal Service Fund	3,912,993	10,415,363	37.6%	82.8%	39.7%
Total All Funds	\$ 28,951,401	\$ 81,807,663	35.4%	37.5%	47.6%

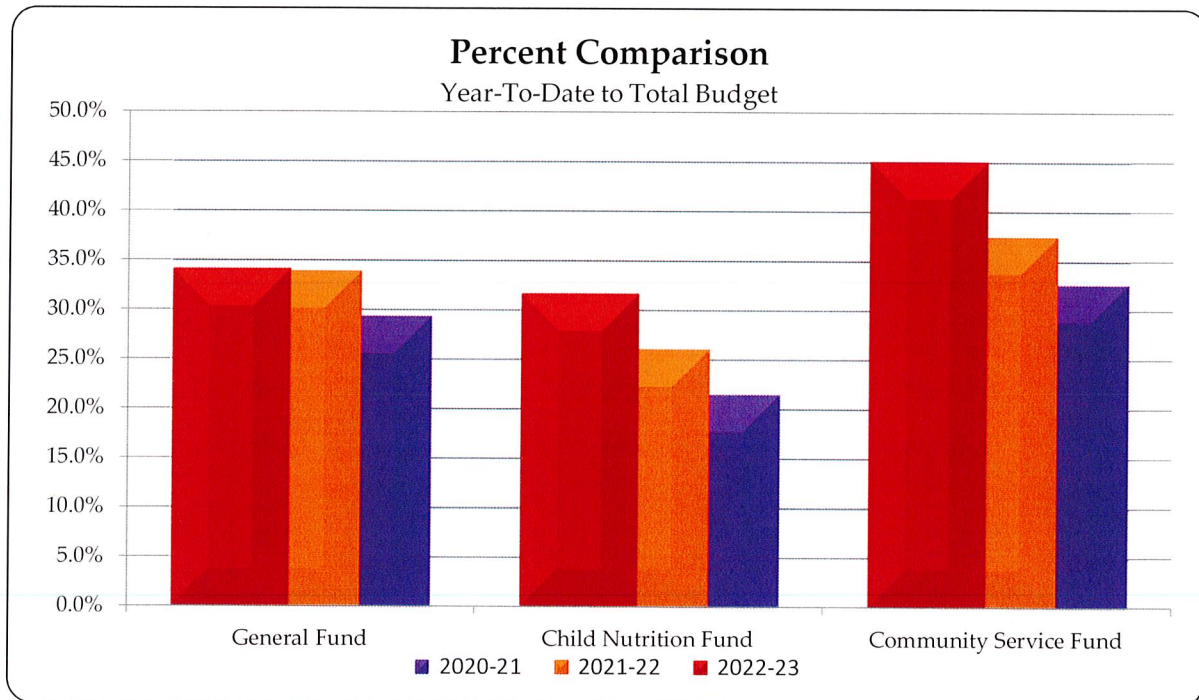




STATEMENT OF EXPENDITURES

For the month ended November 30, 2022

Fund	Year-To-Date	Budget	YTD as % of Budget		
			2022-23	2021-22	2020-21
General Fund					
Salaries	\$ 10,471,621	\$ 35,188,483	29.8%	29.7%	27.6%
Benefits	4,060,932	13,400,306	30.3%	28.5%	27.6%
Purchased Services	2,490,629	6,952,189	35.8%	45.5%	29.5%
Supplies & Materials	1,428,149	2,449,522	58.3%	70.8%	65.5%
Capital Expenditures	2,395,707	3,235,325	74.0%	68.4%	30.8%
Other Expenses	196,459	494,352	39.7%	21.8%	21.4%
Total General Fund	\$ 21,043,497	\$ 61,720,177	34.1%	33.9%	29.3%
Child Nutrition Fund	\$ 788,707	\$ 2,491,863	31.7%	26.0%	21.5%
Community Service Fund	1,495,065	3,316,324	45.1%	37.5%	32.6%
Construction Fund	959,651	-	0.0%	0.0%	78.2%
Debt Service Fund	982,349	5,926,053	16.6%	19.7%	15.4%
Internal Service Fund	3,976,559	10,706,543	37.1%	57.9%	47.3%
Total All Funds	\$ 29,245,828	\$ 84,160,960	34.7%	35.4%	34.2%



							2022/23						
School and Grade Level	September 6th	September 9th	September 16th	September 23rd	October 3rd	November 1st	December 1st	January 3rd	February 1st	March 1st	April 5th	May 1st	End of Year 6/9/23
NCEC													
Early Childhood	101	98	100	104	105	114	137	138	138	142			
Total	101	98	100	104	105	114	137	138	138	142	0	0	0
Portage													
Grade K-2035	3	4	3	3	3	3	3	3	2	2			
Grade 1-2034	2	2	2	2	1	1	2	2	3	3			
Grade 2-2033	1	1	1	1	1	1	1	1	1	1			
Grade 3-2032	4	4	4	4	4	4	4	4	4	4			
Grade 4-2031	3	3	3	3	3	3	3	3	3	3			
Grade 5-2030	2	2	2	2	1	1	0	0	1	1			
Grade 6-2029	1	1	1	1	1	1	1	1	3	3			
Grade 7-2028	7	5	6	6	6	6	5	5	8	8			
Grade 8-2027	4	7	7	7	7	7	8	11	11	11			
Grade 9-2026	4	6	6	6	7	8	13	12	13	14			
Grade 10-2025	2	1	1	2	2	3	4	4	5	5			
Grade 11-2024	6	7	9	9	9	9	11	9	14	14			
Grade 12-2023	10	15	15	17	19	17	15	15	17	17			
Total	49	58	60	63	64	64	70	70	85	86	0	0	0
Greenvale Park													
Grade K-2035	100	99	99	99	100	101	100	98	98	98			
Grade 1-2034	82	82	82	82	82	82	83	83	82	82			
Grade 2-2033	77	77	77	77	77	77	78	77	77	78			
Grade 3-2032	84	83	83	83	83	83	83	83	83	84			
Grade 4-2031	77	77	77	76	76	75	74	74	73	73			
Grade 5-2030	78	78	78	77	77	77	77	77	79	78			
Total	498	496	496	494	495	495	495	492	492	493	0	0	0
Spring Creek													
Grade K-2035	71	69	69	69	69	70	70	71	70	70			
Grade 1-2034	74	71	71	71	71	69	70	67	67	67			
Grade 2-2033	62	62	62	62	62	63	65	65	65	66			
Grade 3-2032	83	83	83	83	83	82	82	81	81	82			
Grade 4-2031	91	92	92	92	92	92	92	89	87	87			
Grade 5-2030	84	83	83	83	83	83	85	83	83	83			
Total	465	460	460	460	460	459	464	456	453	455	0	0	0
Bridgewater													
Grade K-2035	64	65	66	66	66	67	67	66	68	67			
Grade 1-2034	88	88	88	88	88	88	88	89	88	88			
Grade 2-2033	91	91	91	91	91	89	89	91	91	90			
Grade 3-2032	95	94	94	94	94	94	93	93	92	91			
Grade 4-2031	97	95	95	95	95	95	94	94	94	94			
Grade 5-2030	95	94	94	94	94	94	94	94	94	94			
Total	530	527	528	528	528	527	525	527	527	524	0	0	0
Middle School													
Grade 6-2029	276	277	277	277	277	277	277	275	276	277			
Grade 7-2028	308	306	306	305	305	307	303	304	303	304			
Grade 8-2027	308	304	304	306	306	306	308	307	304	305			
Total	892	887	887	888	888	890	888	886	883	886	0	0	0
High School													
Grade 9-2026	318	315	315	315	313	314	310	308	309	309			
Grade 10-2025	344	342	341	341	342	336	334	331	332	328			
Grade 11-2024	333	326	321	320	320	317	316	313	307	306			
Grade 12-2023	275	272	271	271	270	271	270	269	266	265			
Total	1270	1255	1248	1247	1245	1238	1230	1221	1214	1208	0	0	0
ALC													
Grade 9-2026	1	1	2	2	1	4	5	6	8	10			
Grade 10-2025	7	8	9	16	8	20	21	22	24	28			
Grade 11-2024	17	24	27	38	24	41	42	44	52	60			
Grade 12-2023	38	48	48	73	48	85	83	85	94	96			
Total	63	81	86	129	81	150	151	157	178	194	0	0	0
Grand Total	3868	3862	3865	3913	3866	3937	3960	3947	3970	3988	0	0	0
Full Time only (excluding EC and Part-time/Independent Study ALC)	3765	3757	3755	3752	3754	3747	3742	3723	3735	3721			
Budget Projection (excluding EC and Part-time/Independent Study ALC)	3727	3727	3727	3727	3727	3727	3727	3727	3727	3727	3727	3727	3727
Difference (negative numbers in parentheses)	38	30	28	25	27	20	15	-4	8	-6	-3727	-3727	-3727
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.													

Greenvale Park

Grade	Teacher	
K	Flicek	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	19
2	Feldmann	19
3	Alvarez, C.	20
3	Dimick	21
3	Peterson	22
3	Timerson	21
4	Collins	19
4	Garcia	20
4	Hetzel	16
4	McLaughli	18
5	Carlson	18
5	Kelly	18
5	Sickler	18
5	Tacheny	24
TOTAL		493

Spring Creek

Grade	Teacher	
K	Berkvam	18
K	Heil, G	18
K	Matson	17
K	Rud	17
1	Born	21
1	Craft	16
1	Downs	15
1	Swenson	15
2	Benhart	16
2	Soderlund	25
2	Spitzack	25
3	Guggisberg	20
3	Healy	21
3	Jandro	22
3	Sasse	19
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		455

Bridgewater

Grade	Teacher	
K	Cade	17
K	Danielso	17
K	Rodgers	16
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	22
3	Hruby	19
3	Larson	17
3	Schuster	19
3	Sickler	18
3	Truman	18
4	Broughto	21
4	Peterson	27
4	Robertso	24
4	Ryan	22
5	Blatti	24
5	DeVries	23
5	Duchene/	23
5	Holden	24
TOTAL		524

Middle School

	<u>Total</u>
Grade 6-2029	277
Grade 7-2028	304
Grade 8-2027	305
TOTAL	886

High School

	<u>Total</u>
Grade 9-2026	309
Grade 10-2025	328
Grade 11-2024	306
Grade 12-2023	265
TOTAL	1208

ALC

F/T	<u>**P/T</u>	<u>**I/S</u>	<u>Total</u>
Grade 9-2026	3	0	7
Grade 10-2025	14	0	14
Grade 11-2024	24	0	36
Grade 12-2023	28	2	66
TOTAL	69	2	123

	<u>Regular</u>	<u>Portage</u>	<u>Total</u>
Early Childhood**	142		142
Kindergarten-2035	235	2	237
Grade 1-2034	237	3	240
Grade 2-2033	234	1	235
Grade 3-2032	257	4	261
Grade 4-2031	254	3	257
Grade 5-2030	255	1	256
Total K-5	1614	14	1628
Total Middle School	886	22	908
Total High School	1208	50	1258
<u>GRAND TOTAL</u>	3708	86	3794
ALC 9-12			194
<u>GRAND TOTAL w/ALC and Portage</u>			3988
**Full Time only			3721

Early Childhood**

Dorey	13
Gross	10
Holden	7
Hubbard	8
Kremin	15
Kruse	6
Ludwig	16
O'Connor	12
Roth	8
Schnorr	7
Townzen	19
Waters	18
Webster	3
TOTAL	142

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	14
Grade 10-2	Schultz	5
Grade 11-2	Schultz	14
Grade 12-2	Schultz	17
TOTAL		86

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.