

INDEPENDENT SCHOOL DISTRICT NO. 659
REGULAR SCHOOL BOARD MEETING

Monday, April 10, 2023 ~ 6:00 p.m. ~ Regular Board Meeting

Northfield District Office Boardroom

Zoom Link: <https://northfieldschools-org.zoom.us/j/81265881970?pwd=biszVnA3bEVWbHBGTm5DK1RjL0IvQT09>

Passcode: 229927

AGENDA

1. Call to Order
2. Agenda Approval/Table File
3. Public Comment
4. Announcements and Recognitions
5. Items for Discussion and Reports
 - a. Proposed 2023-24 Internal Service Fund Budget
 - b. Policy Committee Recommendations
 - c. Superintendent Operations & Strategic Plan Update
6. Consent Agenda
 - a. Minutes
 - b. Gift Agreements
 - c. Financial Reports
 - d. Personnel Items
7. Items for Individual Action
 - a. Budget Prioritization Elementary Package Reductions
 - b. Budget Prioritization Secondary Package Reductions
 - c. Budget Prioritization District Services Package Reductions
 - d. Policy Recommendations
8. Items for Information
 - a. Transportation Reduction Options
9. Future Meetings
 - a. Monday, April 24, 2023, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
 - b. Monday, May 8, 2023, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
 - c. Monday, May 22, 2023, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
10. Adjournment

NORTHFIELD PUBLIC SCHOOLS
MEMORANDUM

Monday, April 10, 2023 ~ 6:00 p.m. ~ Regular Board Meeting
Northfield District Office Boardroom

Zoom Link: <https://northfieldschools-org.zoom.us/j/81265881970?pwd=biszVnA3bEVWbHBGTm5DK1RiL0IvQT09>
Passcode: 229927

TO: Members of the Board of Education
FROM: Matthew Hillmann, Ed.D., Superintendent
RE: Explanation of Agenda Items for Monday, April 10, 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 2023-24 Internal Service Fund Budget. Director of Finance Mertesdorf will present the 2023-2024 Internal Service Fund Budget. The board will be asked to adopt the budget at the May 22, 2023 board meeting.
 - b. Policy Committee Recommendations. Dr. Hillmann will present the policy committee's recommendations on policies 209, 515.5, 706, and 809.
 - c. Superintendent Operations & Strategic Plan Update. Superintendent 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 March 13, 2023
 - Minutes of the Special School Board meeting held on March 23, 2023
 - b. Gift Agreements
 - \$5,000.00 for Tom Blaisdell Scholarship from College City Beverage, Inc.
 - \$1,000.00 for the Nancy Pillsbury Scholarship from Pillsbury Family Charitable Fund of the Fidelity Charitable
 - \$3,000.00 for the Dakota Electric Fund Scholarship from Dakota Electric Association (DCTC Foundation)
 - \$2,400.00 for the Step Up Scholarships from Mary C. Henry Step Up Scholarship Fund of the Capital Group American Funds
 - \$1,725.51 for Tom Blaisdell and \$1,000.00 for Skip Boyum Scholarships from Thomas Blaisdell Scholarship Fund of the Saint Paul & Minnesota Foundation
 - \$5,118.54 for TORCH Scholarship from TORCH Scholarship Fund of the Saint Paul & Minnesota Foundation
 - \$14,732.42 for the Lucille Duesterhoeft Scholarships from Lucille Duesterhoeft Scholarship Fund of the Saint Paul & Minnesota Foundation
 - \$5,842.59 for Wayne Stickley and Jennifer Tuma Scholarships from Wayne R. Stickley and Jennifer A. Tuma Memorial Scholarship Fund of the Saint Paul & Minnesota Foundation
 - c. Financial Reports

Financial Report - December 2022. Director of Finance Mertesdorf requests the board approve paid bills totaling \$2,249,250.90, payroll checks totaling \$3,564,730.88, a wire transfer totaling \$350,000.00 from Frandsen General to Frandsen Sweep, a wire transfer totaling \$700,000.00 from Frandsen Sweep to Frandsen General, \$500,000.00 from Frandsen General to MSDLAF AP Liquid, \$75,000.00 from MSDLAF Max to MSDLAF AP Liquid, \$111,062.54 from MSDLAF AP Liquid to MSDLAF Max, \$47,836.51 from MSDLAF Max to MSDLAF AP Liquid, \$3,000,000.00 from MNTrust Oper to MSDLAF AP Liquid, \$4,000,000.00 from MNTrust Oper to MSDLAF AP Liquid, \$2,352,000.00 from MNTrust Oper to MNTrust Investments, \$6,370,000.00 from MNTrust Investments to MNTrust Oper, and the financial reports for December 2022. At the end of December 2022 total cash and investments amounted to \$22,746,790.35.

Financial Report - January 2023. Director of Finance Mertesdorf requests the board approve paid bills totaling \$2,137,456.42, payroll checks totaling \$3,449,027.83, bond payments totaling \$4,938,679.38, a wire transfer totaling \$350,000.00 from Frandsen General to Frandsen Sweep, a wire transfer totaling \$750,000.00 from Frandsen Sweep to Frandsen General, a wire transfer totaling \$500,000.00 from Frandsen General to MSDLAF Liquid, and the financial reports for January 2023. At the end of January 2023 total cash and investments amounted to \$17,699,274.43.

Financial Report - February 2023. Director of Finance Mertesdorf requests the board approve paid bills totaling \$1,678,490.67, payroll checks totaling \$3,568,289.29, a wire transfer totaling \$700,000.00 from Frandsen General to Frandsen Sweep, a wire transfer totaling \$400,000.00 from Frandsen Sweep to Frandsen General, a wire transfer totaling \$308,094.98 from MNTrust - Fac Maint Bonds to MSDLAF - Liquid, and the financial reports for February 2023. At the end of February 2023 total cash and investments amounted to \$18,132,965.75.

d. Personnel Items

i. Appointments

1. Lillian Berets, Program Assistant with Community Education Recreation, beginning 4/3/2023-5/31/2023. \$10.75/hr.
2. Lindsay Boettiger, Program Assistant with Community Education Recreation, beginning 4/3/2023-5/31/2023. \$10.75/hr.
3. Maria Chace, Community School After School Site Assistant for 6.75 hours/week at Bridgewater, beginning 3/13/2023-5/25/2023. Step 2-\$14.88/hr.
4. Luis Diaz, Community School Club Leader for 8 hours/week at Bridgewater, beginning 4/6/2023-5/25/2023. \$23.65/hr.
5. Robyn Dietz, Long Term Substitute Gen Ed EA-Media for 6.5 hours/day at Bridgewater, beginning 4/5/2023-about 5/17/2023. Step 1-\$16.33/hr.
6. Brandon Foster, .5 Assistant Boys Lacrosse Coach at the High School, beginning 4/3/2023. 50%-\$2,031
7. Anna Halladay, Program Supervisor with Community Education Recreation, beginning 4/3/2023-5/31/2023. \$12.14/hr.
8. Candace Hard, 1.0 FTE Long Term Substitute Special Ed Resource Room Teacher at Bridgewater, beginning 4/1/2023-5/26/2023. BA+10, Step 10
9. Emma Hoelscher, Community School After School Site Assistant for 4 hours/week at Bridgewater, beginning 4/5/2023-5/25/2023. Step 2-\$14.88/hr.
10. Mark Johnson, Summer Seasonal Grounds/Custodial Technician with the District, beginning 5/1/2023-10/1/2023. \$18.00/hr.
11. Stacey Longwich-Kleis, Assistant Softball Coach 9th Grade at the High School, beginning 3/27/2023. \$4,062
12. Jacob Mortenson, .50 Assistant Boys Lacrosse Coach 9th Grade at the High School, beginning 4/3/2023. 50% \$2,031
13. Zoe Morton, Program Supervisor with Community Education Recreation, beginning 4/3/2023-5/31/2023. \$11.14/hr.
14. Christopher Rosas Bermudez, Community School Club Leader for 4 hours/week at Bridgewater, beginning 3/23/2023-5/25/2023. \$23.65/hr.
15. Danica Sorem, Lifeguard with Community Education Recreation, beginning 4/5/2023-5/31/2023. \$10.59/hr.
16. Grace Swanson, Long Term Substitute Special Ed EA PCA for 6.75 hours/day and Gen Ed EA for .50 hours/day at Greenvale Park and Bridgewater, beginning 4/5/2023. Step 1-\$16.33/hr. + prorated PCA stipend.
17. Nic Zabel, Assistant Baseball Coach 9th Grade at the High School, beginning 3/20/2023. \$4,062.

ii. Increase/Decrease/Change in Assignment

1. Charlie Alvarez, 1.0 Assistant Track Coach at the Middle School, change to $\frac{1}{2}$ Assistant Track Coach at the Middle School, effective 4/5/2023. \$2,031.20
2. Natalie Amy, Counselor at the Middle School, add .50 Head Coach and .50 Assistant Coach for Girls Golf at the Middle School, effective 4/5/2023. \$2,793

3. Maria Chace, Community School After School Site Assistant at Bridgewater, change to Community School Club Leader at Bridgewater, effective 4/3/2023-5/25/2023. \$23.65/hr.
4. Rikki Drewitz, EA at the Middle School, add MSYC Site Assistant for 2 hours/day Mon.-Thurs. at the Middle School, effective 3/5/23-5/26/2023. Step 1-\$14.50/hr.
5. Marianna Estrada, Student Site Assistant at \$10.33/hr. at Bridgewater, change pay rate to \$14.50/hr. Effective 3/16/2023.
6. Brianna Grabinger, ECFE EA for 11.5 hours/week at the NCEC, change to ECFE EA for 15.5 hours/week at the NCEC, effective 4/6/2023-5/31/2023.
7. Cece Green, Child Nutrition Manager II at the High School, add Child Nutrition Summer Lead for up to 6 hours/day Mon.-Thurs.at Bridgewater, effective 6/12/2023-8/18/2023.
8. Xela Gunvalson, Community School Club Leader at Bridgewater, add Assistant Girls Lacrosse Coach at the High School, effective 4/3/2023. \$4,062
9. Cindy Keogh, LTS Special Ed EA PCA at Bridgewater through 4/24/2023, extend end date to 6/9/2023 at Bridgewater, effective 4/5/2023-6/9/2023.
10. Lorena Ibanez Arroyo, Student Site Assistant at \$10.33/hr. at Bridgewater, change pay rate to \$14.50/hr. Effective 3/16/2023.
11. Kelly Johnson, Science Teacher at Greenvale Park, change to Grade 3 Companeros Teacher at Greenvale Park, effective 8/24/2023.
12. Margarita Rosas Marcial, Night Custodian Tues.-Sat. 3-11pm at the High School, change to Night Custodian Mon.-Fri.1-9pm at the High School, effective 4/10/2023.
13. Jenelle Mullin, Child Nutrition Associate III at the High School, add Child Nutrition Summer Associate for up to 6 hours/day Mon.-Thurs.at the Middle School, effective 7/5/2023-8/11/2023.
14. Karen Murphy, Custodian 1-9PM at the High School, change to Night Custodian Engineer w/out a license 3-11PM at the High School, effective 3/20/2023.
15. Debbie O'Meara, Administrative Assistant Technology/Instructional Services at the District Office, change to Technology Specialist with the District, effective 4/10/2023. \$63,104-step 1.
16. Lilliana Quiroga, Student Site Assistant at \$10.33/hr. at Bridgewater, change pay rate to \$14.50/hr. Effective 3/16/2023.
17. Elaine Ramirez Gomez, Student Site Assistant at \$10.33/hr. at Bridgewater, change pay rate to \$14.50/hr. Effective 3/16/2023.
18. Nicole Rasmussen, Special Ed EA for 6.75 hrs/day and Special Ed EA BUS for .75 hours/day for 4 days/week at Bridgewater, change to Special Ed EA for 6.75 hrs/day at Bridgewater, effective 3/13/2023.
19. Kyle Roth, Self-contained ECSE Teacher at the NCEC, change to Co-Teaching ECSE Teacher at the NCEC, effective 8/24/2023.
20. Ann Schmidt, Child Nutrition Associate II/III at the High School, add Child Nutrition Summer Associate for up to 5 hours/day Mon.-Thurs.at Bridgewater, effective 7/10/2023-8/10/2023.
21. Ryan Schnaith, Teacher at the Middle School, add ½ Assistant Track Coach at the Middle School, effective 4/5/2023. \$507.80
22. Gracieuse Shunga, Student Site Assistant at \$10.33/hr. at Bridgewater, change pay rate to \$14.50/hr. Effective 3/16/2023.
23. Laura Vind, Spec Ed Teacher at the High School, change to Spec Ed Teacher at the Middle School, effective 8/24/2023.
24. Lynn Zeigler, Special Ed EA at Bridgewater, add Spec Ed EA Extracurricular/nonacademic Support with the District, effective 4/5/2023-6/9/2023.

iii. Leave of Absence

1. Charlie Alvarez, Teacher at Greenvale Park, 1.0 FTE Leave of Absence for the 2023-2024 school year.
2. Sara DeVries, Teacher at Bridgewater, 1.0 FTE Leave of Absence for the 2023-2024 school year.
3. Whitney Docken, Speech Language Pathologist at Greenvale Park, .25 FTE Leave of Absence for the 2023-2024.
4. Tina Dokken, Teacher at the Middle School, 1.0 FTE Extended Leave of Absence for an additional two years, effective at the start of the 2023-2024 school year.
5. Sarah DuChene, Teacher at Bridgewater, .20 FTE Leave of Absence for the 2023-2024 school year.
6. Mitzi Holden, CNA Manager at Greenvale Park, FMLA beginning 4/5/2023 for 3 to 6 work weeks.
7. Tiffany Kortbein, Teacher at Greenvale Park, FMLA beginning 8/24/2023 for 6 work weeks.
8. Shari McCabe, Teacher at Bridgewater, .40 FTE Leave of Absence for the 2023-2024 school year.
9. Rhea Mehrkens, Teacher at the Middle School, 1.0 FTE Extended Leave of Absence for the 2023-2024 school year.
10. Marianne Moser, Enrichment Coordinator with Community Education, FMLA beginning 6/20/23-7/20/2023.
11. Lee Rudebusch, Science teacher at the High School, 1.0 FTE unpaid leave of absence for the 2023-24 school year.

12. Brian Stevens, Teacher at the High School, .3 FTE Leave of Absence for the 2023-2024 school year.
 13. Linda Temple, Teacher at Bridgewater, 1.0 FTE Leave of Absence for the 2023-2024 school year.
 14. Mark Thornton, Teacher at the High School, 1.0 FTE Extended Leave of Absence for the 2023-2024 school year.
 15. Michele Warden, Educational Assistant at Bridgewater, FMLA beginning on 4/5/2023-6/9/2023.
 16. Jamie Wiebe, Social Worker at Bridgewater, 1.0 FTE Extended Leave of Absence for the 2023-2024 school year.
 17. MaryBeth Youngblut, Teacher at Greenvale Park, 1.0 FTE Extended Leave of Absence for the 2023-2024 school year.
 18. Sari Zach, Teacher at Greenvale Park, 1.0 FTE Leave of Absence for the 2023-2024 school year.
- iv. Retirements/Resignations/Terminations
1. Kathleen Beck, EA at Spring Creek, retirement effective 6/9/2023.
 2. Ashley Benhart, Teacher at Spring Creek, resignation effective 6/9/2023.
 3. Diane Frederick, Teacher at the Middle School, retirement effective at the end of the 2022-2023 school year.
 4. Angelica Grobe-Larsen, CNA at the High School, resignation effective 4/20/2023.
 5. Denise Halvorson, French Teacher at the High School, retirement effective at the end of the 2022-2023 school year.
 6. Kari Holden, Speech-Language Pathologist at the NCEC, resignation effective 6/9/2023.
 7. Megan Kremin, ECSE Teacher at the NCEC, resignation effective 7/1/2023.
 8. John Sand, Boys Assistant Basketball Coach at the High School, resignation effective 3/20/2023.
 9. Bob Sullivan, Student Activities Director at the High School, resignation due to returning to teaching position, effective 6/30/2023.
 10. Elizabeth Valentine, EL Teacher at Greenvale Park, retirement effective at the end of the 2022-2023 school year.
 11. Katie Waters, ECSE Teacher at the NCEC, resignation effective at the end of the 2022-2023 school year.
- v. District Administration is recommending the Approval of the Following:
1. Community Education Recreation Wages for the period May 1, 2023 through August 31, 2024.

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

7. Items for Individual Action

- a. Budget Prioritization Elementary Package Reductions. The board will be empowered to remove individual line items from the elementary budget reductions package for separate consideration if desired. After those considerations, the board is asked to approve the remaining elementary budget reductions package and corresponding program reductions as presented, up to a total of \$820,000.

Superintendent's Recommendation: Motion to approve the elementary budget reductions package as presented with the exception of any specific budget line items separately acted upon by the board.

- b. Budget Prioritization Secondary Package Reductions. The board will be empowered to remove individual line items from the secondary budget reductions package for separate consideration if desired. After those considerations, the board is asked to approve the remaining secondary reductions package and corresponding program reductions as presented, up to a total of \$1,480,143.00.

Superintendent's Recommendation: Motion to approve the secondary budget reductions package as presented with the exception of any specific budget line items separately acted upon by the board.

- c. Budget Prioritization District Services Package Reductions. The board will be empowered to remove individual line items from the district services reduction package for separate consideration if desired. After those considerations, the board is asked to approve the remaining district services reductions package and corresponding program reductions as presented, up to a total of \$214,199.00.

Superintendent's Recommendation: Motion to approve the district services reductions budget package as presented with the exception of any specific budget line items separately acted upon by the board.

- d. Policy Recommendations. The board is requested to approve the policy committee's recommended updates to policies 203 and 902 as presented.

Superintendent's Recommendation: Motion to approve the policy committee's recommended updates to policies 203 and 902.

8. Items for Information

- a. Transportation Reductions Options. Director of Finance Mertesdorf and Superintendent Hillmann will share an updated transportation reduction option based on the discussion from the April 3, 2023 work session. No decision will be made at this meeting.

9. Future Meetings

- a. Monday, April 24, 2023, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- b. Monday, May 8, 2023, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- c. Monday, May 22, 2023, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom

10. Adjournment

Internal Service Fund | 2023-24 Proposed Budget

Val Mertesdorf, Director of Finance | April 10, 2023

The Internal Service Fund is used to account for the District's self insured health and dental plans. The dental plan was established in FY06 and the health plan was established in FY12. The revenue is generated by the premiums that the district, our employees and our retirees pay. The Benefits Advisory Committee set the premiums that we charge. Expenditures are actual claims expense and the cost to administer the plan. Currently we use Delta Dental and Medica as our plan administrators. The Internal Service Fund is a proprietary fund that is presented separately in the financial statements.

DENTAL:

Our dental participation continues to be very consistent year over year. The dental fund has performed optimally every year. The benefits advisory committee recommended holding rates flat again. It is important to note, that these are the same rates that were set in 2005 when we started our self insured dental plan! Our dental rates have not increased in 18 years.

On the financial summary you will see the proposed budget for 2023-24. The 2023-24 proposed budget shows a slight increase in charges for services related to the increase in family coverage. The insurance claims are projected to increase at a rate slightly higher than medical inflation. We have seen an increase in claims over the past few months and anticipate this will continue. We anticipate ending 2023-24 with \$331,879 which is above our minimum fund balance goal.

HEALTH:

The health plan participation decreased from previous years. The Benefits Advisory Committee recommended a 10.5% increase in our premiums effective January 1, 2023. This was in response to the continued high claims experience we have seen for the past few years. As a district we have been incredibly fortunate that this fund allowed us to maintain health premiums for multiple years.

From 1/1/22 – 12/31/22 our health plan had twenty-five claimants exceed 50% of the stop loss (\$62,500). These twenty-five claimants made up 32.74% of our total claim spend. Eleven of the twenty-five claimants exceeded our stop loss liability by a cumulative \$1.2 million. For comparison, in 2016 we had thirteen claimants exceed 50% of the stop loss. These thirteen claimants made up 19.5% of our total claim spend. Two of the thirteen claimants exceeded stop loss liability by a cumulative \$24,544. The analytics indicate that this trend is likely to continue for the foreseeable future.

STOP LOSS SUMMARY	1.1.22-12.31.22	1.1.21-12.31.21	1.1.20-12.31.20	1.1.19-12.31.19
# of Claimants +\$62,500	25	24	23	18
Total \$ of Claims	\$3,812,808	\$3,196,612	\$3,195,617	\$2,131,770
Total \$ Stop Loss	\$1,200,620	\$731,466	\$906,743	\$307,789
Total Plan Paid	\$2,612,187	\$2,465,146	\$2,288,875	\$1,823,981
Percentage of Total Claims	32.74%	32.15%	33.66%	25.95%

The 2023-24 proposed budget shows an increase in charges for services (premium revenue) due to increased premium rates. We've seen the prescription rebate revenue continue to increase slightly. The claims and administrative costs were increased based on actual historical claims experience and medical inflation.

A common question I receive is why we have significant administrative fees. The administrative fee is what we pay to Medica to administer the plan. They send out insurance cards to members, answer member questions, pay all the claims that are submitted from health institutions while verifying that the claims are legitimately covered by our plan. A few large districts do this in house, but it does not make financial sense for a district our size.

The proposed budget shows a slight net increase for 2023-24. This means the increases we've implemented were appropriate to stabilize the fund. The fund balance at the end of 2023-24 is projected to be \$2,839,168. While this is less than our fund balance goal, it is an increase from 2022-23 which is where we need to be.

SUMMARY:

The health market is difficult to predict. Currently the self-insurance funds appear stable. I am incredibly proud of the district's financial management. Our stewardship allowed us to step up our district contribution to stabilize the self-insurance fund while protecting employees from the burden of a significant increase in premiums. Despite the current outlook for the health insurance, this is one of the district's best stories in terms of stewardship of our resources. We will continue to ensure financial stability of each fund.



Internal Service Fund
Proposed Budget
2023-24
April 10, 2023

Internal Service Fund Basics

- Stand alone fund that accounts for our self insured health and dental plans
- Dental was established in FY06 and Health was added in FY12
- Revenue is from the premiums paid by the district, employees and retirees
- Expenditures reflect actual claims paid and the administration of the plan
- Currently using Delta Dental and Medica (effective 1/1/2020)
- Stand alone fund that is presented separately on our financial statements
- Stop-loss insurance coverage is \$125,000 per member per year

Dental Fund

Participation						
	2023-24	2022-23	2021-22	2020-21	2019-20	2018-19
Single	202	219	195	189	199	198
Family	412	405	410	405	404	397
Total	614	624	605	594	603	595
Change	-1.6%	3.1%	1.9%	-1.5%	1.3%	3.1%

Monthly Premium						
	2023-24	2022-23	2021-22	2020-21	2019-20	2018-19
Single	\$ 38.07	\$ 38.07	\$ 38.07	\$ 38.07	\$ 38.07	\$ 38.07
Family	\$ 112.21	\$ 112.21	\$ 112.21	\$ 112.21	\$ 112.21	\$ 112.21

Dental Financial Summary

	2020-21 AUDIT RESULTS	2021-22 AUDIT RESULTS	2022-23 PROPOSED BUDGET	2023-24 PROPOSED BUDGET
Beginning Balance	\$474,794	\$473,777	\$447,720	\$417,184
Charges for Services	634,612	643,521	639,263	647,048
Interest Earnings	188	706	100	100
Total Sources	1,109,594	1,118,004	1,087,083	1,064,332
Insurance Claims	598,815	630,301	629,115	691,875
Administrative Fees	37,002	39,983	40,784	40,578
Total Expenditures	635,817	670,284	669,899	732,453
Ending Fund Balance	\$473,777	\$447,720	\$417,184	\$331,879
Goal (40% of Exp Claims)	\$239,526	\$252,120	\$251,646	\$276,750

Health Fund

Participation						
	2023-24	2022-23	2021-22	2020-21	2019-20	2018-19
Single	157	165	134	134	139	149
Family	325	333	344	344	332	335
Total	482	498	478	478	471	484
Change	-3.2%	4.2%	0.0%	1.5%	-2.7%	3.0%

Monthly Premium						
	2023-24	2022-23	2021-22	2020-21	2019-20	2018-19
CMM - S	\$ 729.08	\$ 659.80	\$ 527.84	\$ 502.70	\$ 502.70	\$ 502.70
CMM - F	\$ 2,218.00	\$ 2,007.24	\$ 1,605.79	\$ 1,529.32	\$ 1,529.32	\$ 1,529.32
HRA - S	\$ 723.60	\$ 654.84	\$ 523.87	\$ 498.92	\$ 498.92	\$ 498.92
HRA - F	\$ 2,199.99	\$ 1,990.94	\$ 1,592.75	\$ 1,516.90	\$ 1,516.90	\$ 1,516.90

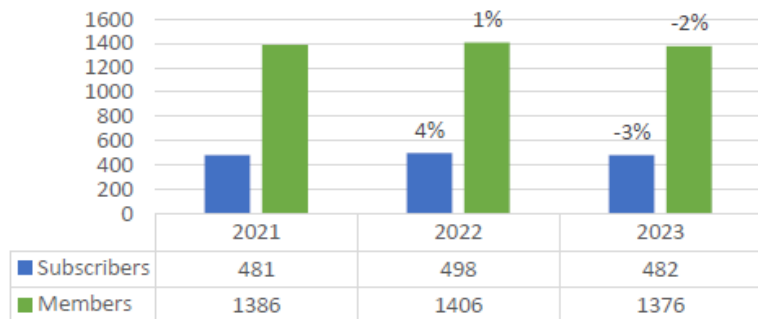
Health Financial Summary

	2020-21 AUDIT RESULTS	2021-22 AUDIT RESULTS	2022-23 PROPOSED BUDGET	2023-24 PROPOSED BUDGET
Beginning Balance	\$4,843,095	\$3,310,424	\$2,712,104	\$2,451,460
Charges for Services	7,134,503	8,256,059	9,500,000	10,398,426
RX Rebates	239,893	305,585	275,000	350,000
Interest Earnings	1,572	4,000	1,000	1,000
Total Sources	12,219,063	11,876,068	12,488,104	13,200,886
Insurance Claims	7,864,958	8,148,921	8,918,862	9,236,574
Administrative Fees	1,043,681	1,015,043	1,117,782	1,125,144
Total Expenditures	8,908,639	9,163,964	10,036,644	10,361,718
Ending Fund Balance	\$3,310,424	\$2,712,104	\$2,451,460	\$2,839,168
Goal (40% of Exp Claims)	\$3,145,983	\$3,259,568	\$3,567,545	\$3,694,630
	42%	33%	27%	31%

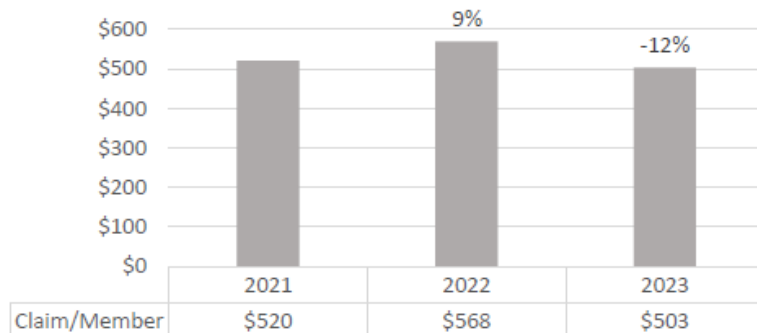
Medical Plan Performance

Plan Year to Date After 2nd Month

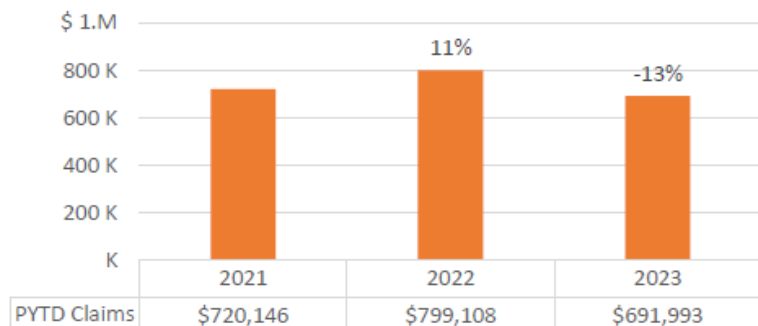
Enrollment



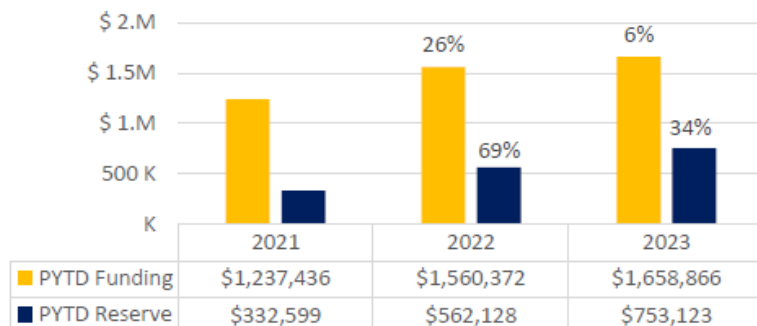
Claim/Member



PYTD Claims



PYTD Funding & Reserve



Questions?

Thank you!

Policy 209 CODE OF ETHICS

I. PURPOSE

The purpose of this policy is to assist the Northfield School District Board of Education members in understanding the role of individual school board members and the contribution that each must make to develop an effective and responsible school board.

II. GENERAL STATEMENT OF POLICY

Each school board member shall follow the code of ethics stated in this policy.

A. AS A MEMBER OF THE SCHOOL BOARD I WILL:

1. Listen to the opinions and views of others (~~including but not limited to, other board members, residents, business and property owners, parent/guardians, students and employees of the Northfield School District, administration, staff, students, and district residents~~).
2. Recognize the integrity of my predecessors and associates and ~~appreciate~~ the merit of their work.
3. Attend board meetings and assigned committees and come prepared for discussion of the agenda items.
4. Be motivated by a desire to provide the best possible education for the students of ~~my school~~ the district.
5. Inform myself about the proper duties and functions of a board member as as outlined in Policy 203.
6. Vote my conscience after informed discussion, unless I abstain because a conflict of interest exists.
7. Support the decision of the board even if my position concerning the issue was different.

B. IN PERFORMING THE PROPER FUNCTIONS OF A SCHOOL BOARD MEMBER I WILL:

1. Focus on education policy as much as possible.
2. Remember my responsibility is to set policy, not to implement policy.
3. Consider myself a trustee of public education and do my best to protect, conserve, and advance its progress.
4. Recognize that my responsibility, exercised through the actions of the board as a whole, is to see that the schools are properly run, not to run them myself.
5. Work through the superintendent, not over or around the superintendent.
6. Delegate the implementation of board decisions to the superintendent.

C. TO MAINTAIN RELATIONS WITH OTHER MEMBERS OF THE SCHOOL BOARD I WILL:

1. Respect the rights of others to have and express opinions.
2. Recognize that authority rests with the board in legal session, not with the individual members of the board except as authorized by law.
3. Make no disparaging remarks, in or out of board meetings, about other members of the board or their opinions.
4. Keep an open mind about how I will vote on any proposition until the board has met and fully discussed the issue.
5. Make decisions by voting in board meetings after all sides of debatable questions have been presented.
6. ~~Insist~~ Recognize that committees be appointed to serve only in an advisory capacity to the board.

D. IN MEETING MY RESPONSIBILITIES TO MY COMMUNITY I WILL:

1. ~~Attempt to~~ appraise and plan for both the present and future educational needs of the district and community.
2. ~~Attempt~~ Advocate to obtain adequate financial support for the district's programs.
3. Insist that business transactions of the district be ethical and open.
4. Strive to uphold my responsibilities and accountability to the ~~taxpayers~~ community and district stakeholders in my district.

E. IN WORKING WITH THE SUPERINTENDENT OF SCHOOLS AND STAFF I WILL:

1. Hold the superintendent responsible for the administration of the district.
2. Give the superintendent authority commensurate with their responsibility.
3. Assure that the district will be administered by the best professional personnel available.
4. Consider the recommendation of the superintendent in hiring all employees.
5. Participate in board action after considering the recommendation of the superintendent and only after the superintendent has furnished adequate information supporting the recommendation.
6. ~~Insist~~ Expect the superintendent keep the board adequately informed at all times.
7. Offer the superintendent counsel and advice.
8. Recognize the status of the superintendent as the chief executive officer and a non voting, ex officio member of the board.
9. Refer all complaints to Policy 103 ~~the proper administrative officer or insist that they be presented in writing to the whole board for proper referral according to~~ and direct them to follow the chain of responsibility.
10. Present ~~any~~ personal criticisms of employees to the superintendent.
11. Provide support for the superintendent and ~~employees of~~ the district so they may perform their proper functions on a professional level.

F. IN FULFILLING MY LEGAL OBLIGATIONS AS A SCHOOL BOARD

MEMBER I WILL:

1. Comply with all federal, state, and local laws relating to my work as a board member.
2. Comply with all district policies as adopted by the board.
3. Abide by all rules and regulations as promulgated by the Minnesota Department of Education and other federal and state agencies with jurisdiction over school districts.
4. Recognize that district business may be legally transacted only in an open meeting of the board.
5. Avoid conflicts of interest and refrain from using my board position for personal gain.
6. Take no private action that will compromise the board or administration.
7. Guard the confidentiality of information that is protected under applicable law.
8. Use district-issued email for all board business to limit security and data privacy issues.

Policy 209 Code of Ethics

Adopted: 2004; Revised: 07.01.2019; Substantive Update: 10.24.2022; Updated: INSERT DATE HERE

Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

Legal References: Minn. Stat. § 123B.02, Subd. 1 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09 (Boards of Independent School Districts)
Minn. Stat. § 123B.143, Subd. 1 (Superintendent)

Cross References: None

Policy 515.5 OVERDOSE MEDICATION

I. PURPOSE

As a means of enhancing the health and safety of its students, staff and visitors, the Northfield School District will acquire, administer, and store doses of an opiate antagonist, specifically Naloxone (Narcan)^[1], and administration devices or kits for emergency use to assist a student, staff member, or other individual believed or suspected to be experiencing an opioid overdose on district property during the school day or at district activities.

II. GENERAL STATEMENT OF POLICY

The Board of Education authorizes district administration to obtain and possess opioid overdose reversal medication, such as Naloxone to be maintained and administered to a student or other individual by trained school staff if the staff member determines in good faith that the person to whom the medication is administered is experiencing an opioid overdose. Authorization for obtaining, possessing and administering Naloxone or similar permissible medications under this policy are contingent upon:

1. The continued validity of state and federal law that permit a person who is not a healthcare professional to dispense an opiate antagonist to the district and its employees by law.
2. That the district and its staff are immune from criminal prosecution and not otherwise liable for civil damages for administering the opiate antagonist to another person who the staff member believes in good faith to be suffering from a drug overdose.
3. The availability of funding either from outside sources or as approved by the board to obtain and administer opioid overdose reversal medication.

III. DEFINITIONS

- A. “Drug-related overdose” means an acute condition, including mania, hysteria, extreme physical illness, respiratory depression or coma, resulting from the consumption or use of a controlled substance, or another substance with which a controlled substance was combined, and that a layperson would reasonably believe to be a drug overdose that requires immediate medical assistance.
- B. “Naloxone Coordinator” is a district staff person or administrator appointed to monitor adherence to protocols outlined in this policy and referenced procedures. The Naloxone Coordinator is responsible for building-level administration and management of Opiate Antagonist medications and supplies. The district’s Naloxone Coordinator is the district’s licensed school nurse.

- C. “Opiate” means any dangerous substance having an addiction forming or addiction sustaining liability similar to morphine or being capable of conversion into a drug having such addiction forming or addiction sustaining liability.
- D. “Opiate Antagonist” means naloxone hydrochloride (“Naloxone”) or any similarly acting drug approved by the federal Food and Drug Administration for the treatment of a drug overdose.
- E. “Standing Order” means directions from the district’s medical provider that sets forth how to house and administer Naloxone or other Opiate Antagonist medications to students, staff members or other individuals believed or suspected to be experiencing an opioid overdose. This Standing Order should include the following information:
 - 1. Administration type.
 - 2. Dosage.
 - 3. Date of issuance.
 - 4. Signature of the authorized provider.

IV. GENERAL STATEMENT OF POLICY AND RESPONSIBILITIES

A. District Collaborative Planning and Implementation Team

To the extent Naloxone is obtained for use consistent with this policy, the district will establish a districtwide collaborative planning and implementation District Planning Team (the ‘Team) to oversee the general development and operations related to the use of opiate antagonist Naloxone and regularly report to the board as to its activities.

- 1. The Team will include the Naloxone Coordinator and may include the superintendent or their designee, ~~school building~~ nurses, public health experts, first responders, student or family representatives, and community partners who will be assigned to the Team by the superintendent or designee or solicited as volunteers by the superintendent.
- 2. The Team, through the Naloxone Coordinator, will obtain a protocol or Standing Order from a licensed medical prescriber for the use of Naloxone or other Opiate Antagonist by district staff in all school facilities and activities and will update or renew the protocol or Standing Order annually or as otherwise required. A copy of the protocol or Standing Order will be maintained in the office of the Naloxone Coordinator.
- 3. The Team will develop districtwide guidelines and procedures and determine the form(s) of Naloxone to be used within the district (nasal, auto injector, manual injector) and the method and manner of arranging for the financing and purchasing, storage and use of Naloxone to be approved by the board.

Once approved by the board, these guidelines and procedures will be attached and incorporated into this policy. At a minimum, these guidelines and procedures will:

- a. Ensure that when Naloxone is administered, district employees must activate the community emergency response system (911) to ensure additional medical support due to the limited temporary effect of Naloxone and the continued need of recipients of additional medical care.
 - b. Require district employees to contact a district healthcare professional to obtain medical assistance for the recipient of the Naloxone, if possible, pending arrival of emergency personnel.
 - c. Direct district employees to make immediate attempts to determine if the recipient is a minor and, if so, locate the identity of the parent or guardian of the minor and ensure contact with that parent or guardian is made as soon as possible after administration of the Naloxone for the purpose of informing the parent or guardian of the actions that have been taken.
 - d. Require district staff to inform the building administrator or other administrator overseeing an event or activity of the administration of Naloxone, as well as the Naloxone Coordinator, after taking necessary immediate emergency steps.
4. The Team will determine the type and method of annual training, identify staff members at each school site to be trained and coordinate the implementation of the training with the assistance of the Naloxone Coordinator.

B. Site Planning Teams

1. In consultation with the Team, the administrator at each school site may establish, in the manner the superintendent or Naloxone Coordinator deems appropriate, a Site Planning Team within the school site.
2. The Site Planning Team will be responsible for the coordination and implementation of this policy, districtwide guidelines and procedures within the school site and will develop and implement any specific guidelines and procedure for the storage and use of Naloxone within the school site in a manner consistent with this policy and districtwide procedures and guidelines.

C. School District Staff

District staff members will be responsible for attending all required training pertaining to the policy, procedures and guidelines for the storage and use of Naloxone and performing any assigned responsibilities pursuant to the guidelines and procedures.

V. NALOXONE STORAGE

- A. The Site Planning Team will select numerous Naloxone storage locations within the school site.
- B. The selected storage locations of Naloxone will be classified as non-public “security information” as the board has determined that the disclosure of this data to the general public would be likely to substantially jeopardize the security of the medication that could be subject to theft, tampering, and improper use. Therefore, the identity of the storage locations will be shared only with those district staff members whom the Team or Site Team have determined need access to this information to aid public health and safety as determined in the procedures and guidelines.
- C. Stock Naloxone will be clearly labeled, monitored for expiration dates, and stored in a secured location that is accessible by trained staff.

VI. PRIVACY PROTECTIONS

The district will maintain the privacy of students and staff related to the administration of Naloxone as required by law.

Policy 515.5 Overdose Medication

Adopted: INSERT DATE

Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

Legal References:

Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 13.37 (General Nonpublic Data)
Minn. Stat. § 121A.21 (School Health Services)
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 144.344 (Emergency Treatment)
Minn. Stat. § 151.37 (Legend Drugs; Who May Prescribe, Possess)
Minn. Stat. § 152.01 (Definitions)
Minn. Stat. § 152.02 (Schedules of Controlled Substances)
Minn. Stat. § 152.212 (Labeling of Prescription Drug Containers)
Minn. Stat. § 604A.01 (Good Samaritan Law)
Minn. Stat. § 604A.015 (School Bus Driver Immunity from Liability)
Minn. Stat. § 604A.04 (Good Samaritan Overdose Prevention)
Minn. Stat. § 604A.05 (Good Samaritan Overdose Medical Assistance)
Minn. R. Pt. 6800.4220 (Schedule II Controlled Substances)
20 U.S.C. § 1232g (Family Educational and Privacy Rights)

Cross Reference:

MSBA/MASA Model Policy 516 (Student Medication)
Minnesota Department of Health Toolkit on the Administration of Naloxone

^[1] Naloxone is the medication that reverses an opioid overdose. Narcan® is the brand name for the intranasal applicator (nasal spray) form of naloxone. Naloxone usually refers to an intramuscular (IM) naloxone form that comes in a vial and is administered with a syringe, normally dispensed as an “IM kit.”

Policy 706 ACCEPTANCE OF GIFTS

I. PURPOSE

The purpose of this policy is to provide guidelines for the acceptance of gifts by the Northfield School District's Board of Education.

II. GENERAL STATEMENT OF POLICY

It is the policy of this school district to accept gifts only in compliance with state law.

III. ACCEPTANCE OF GIFTS

The board may receive, for the benefit of the school district, bequests, donations or gifts ~~Gifts valued at \$1000 or more require school board acceptance.~~ The board shall have the sole authority to determine whether any gift or any precondition, condition, or limitation on use included in a proposed gift benefits, or furthers the interests of, the school district and whether it should be accepted or rejected. The board shall have the option to terminate a continuing gift agreement under extenuating circumstances.

IV. GIFTS OF REAL OR PERSONAL PROPERTY

The board may accept a gift, grant or devise of real or personal property only by the adoption of a resolution approved by two-thirds of its members. The resolution must fully describe any conditions placed on the gift. The real or personal property so accepted may not be used for religious or sectarian purposes.

V. ADMINISTRATION IN ACCORDANCE WITH TERMS

If the board agrees to accept a bequest, donation, gift, grant or devise which contains preconditions, conditions or limitations on use, the board shall administer it in accordance with those terms. Once accepted, a gift shall become the property of the district to be used at its sole discretion ~~and subject to the same controls and regulations that govern the use of other school-owned property and may be relocated according to need unless~~ otherwise provided in the agreed upon terms.

Policy 706 Acceptance of Gifts

Adopted: 08.25.2008; Non-Substantive Update: 10.04.2022; Updated: INSERT DATE HERE

Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

Legal References: Minn. Stat. § 123B.02, Subd. 6 (General Powers of Independent School Boards)
Minn. Stat. § 465.03 (Gifts to Municipalities)

Cross References: None

Policy 809 NAMING OF SCHOOL DISTRICT BUILDINGS

I. PURPOSE

The purpose of this policy is to establish guidelines for the naming of Northfield School District buildings.

II. GENERAL STATEMENT OF POLICY

~~Northfield Public Schools~~ The district shall ensure that namings preserve the long-standing traditions, values, culture, and prestige of the district. The naming of school buildings is the responsibility of the school board. When naming a building, the board may select the name itself, ~~engage the~~ solicit public feedback, and/or appoint a committee to make recommendations to the board. The board will make the final decision.

III. STANDARDS FOR THE NAMING AND RENAMING OF SCHOOL DISTRICT FACILITIES

- A. All district-owned buildings shall be named in accordance with the following standards:
1. Buildings shall not be named for people, individuals or families, either historical or contemporary.
 2. School buildings. Schools shall be given names which are indicative of the areas in which they are located. These include, but are not limited to, names of neighborhoods, townships , and natural features such as bodies of water or characteristic flora. (as long as the neighborhood or township is not named after an individual or family)
 3. District buildings. Sites which serve a district-wide function shall be named to illustrate the nature of their role in the district.
- ~~B. Existing buildings that do not comply with these standards shall be renamed within one year of the adoption of this policy.~~

Policy 809 Naming of School District Buildings

Adopted: 10.12.2020; Updated: INSERT DATE HERE

Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

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](#).

Tom Graupmann inducted to the MnIAAA Hall of Fame

strategic commitment highlights: people

Retired Northfield High School Director of Student Activities Tom Graupmann was inducted into the Minnesota Interscholastic Activities Administrators Association (MnIAAA) Hall of Fame [during the association's annual awards and recognition banquet on March 29, 2023](#).



Why it's important

- Tom Graupmann was a long-time Northfield School District staff member. He served as a teacher, coach, and Director of Student Activities during his 30+ year career in the district.
- [According to the MnIAAA](#), Tom made substantial contributions to the state's high school athletics culture by serving on the MnIAAA strategic planning committee, as a MnIAAA board member and president, and as a regular presenter at MnIAAA state conferences. He served as a Minnesota State High School League (MSHSL) state boys basketball & baseball tournament manager, MSHSL Team-Up advisory committee, MSHSL athletic directors advisory committee, on the MSHSL coaches education faculty, and the MSHSL coaches "Why We Play" conference, sub-committee. Tom also served on the MSHSL board of directors and as its president.
- Tom continues to serve the Northfield School District as a substitute teacher and supports the Activities Department in various capacities.

Heads-up: increase in special education students will likely prompt FTE additions

strategic commitment highlights: people, stewardship, learner outcomes

Why it's important

- The number of students receiving special education services is projected to increase for the 2023-24 school year.
- While the specific data about the number of students and the corresponding FTE is not yet available, the following areas will likely require additional staff to maintain Minnesota Department of Education caseload ratios:
 - Early childhood special education.
 - Incoming kindergarten class. There are a substantial number of students entering kindergarten with high needs.
 - Northfield High School. The rising Grade 9 class has more students receiving special education services than the graduating class. The rising Grade 6 class at Northfield Middle School will have a similar amount of need as the graduating Grade 8 class, not allowing for reduction of staff there.
- Given the priority-based budget reduction process, some community members may be concerned about adding FTE when making significant changes to the general fund budget.

What's next?

- Director of Special Services Cheryl Hall and Assistant Director of Special Services Sara Pratt will present a more complete picture of the needs at a board meeting in May.

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

March 13, 2023

District Office Boardroom

Board Member Ben Miller participated remotely from Gaithersburg Marriott Washingtonian Center, 9751 Washingtonian Blvd, Gaithersburg, MD 20878 | Lobby

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. Board member attendance was taken by roll call. 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 approved the agenda by roll call. Voting 'yes' was Butler, Coleman, Goerwitz, Gonzalez-George, Miller, Nelson and Quinnell. No one voted 'no'.

3. Public Comment

There were two public comments.

4. Announcements and Recognitions

There were no announcements.

5. Items for Discussion and Reports

At 6:21 p.m. we had technical difficulty and IT needed to reboot the system used to broadcast the meeting. On a motion by Goerwitz, seconded by Nelson, the board approved by roll call to recess. Voting 'yes' was Butler, Coleman, Goerwitz, Gonzalez-George, Miller, Nelson and Quinnell. No one voted 'no'. The board reconvened at 6:26 p.m.

- a. Proposed Priority-Based Budget Reductions. The board continued analyzing the budget reduction proposals for FY2023-24. Northfield Middle School Principal Greg Gelineau reviewed the impact of a six period day at the middle school. The board received information regarding transportation and bussing, and Northfield High School FTE reductions.
- b. Proposed 2023-24 Debt Service Fund. Director of Finance Mertesdorf presented 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 provided a brief report regarding the March 6, 2023 Prairie Creek Charter School site visit.
- d. District Handbooks and Approval Process. Superintendent Hillmann informed the board we are looking at a new way to present, update, and process building handbooks to avoid duplication and to have information vertically aligned. Materials in the building handbooks are informative, policy related, or provide building specific administrative guidelines. The Student Citizenship Handbook is the district's discipline policy and the board will always be asked to approve this handbook.
- e. Policy Committee Recommendations. Dr. Hillmann presented the policy committee's recommendations to policies 203 and 902. The board will be asked to approve these policies at the next meeting.
- f. Superintendent Operations & Strategic Plan Update. Superintendent Hillmann provided an update about district operations including YouthBank awards and the competitive successes of high school winter activities.

6. Consent Agenda

On a motion by Quinnell, seconded by Coleman, the board approved the consent agenda items by roll call. Voting 'yes' was Butler, Coleman, Goerwitz, Gonzalez-George, Miller, Nelson and Quinnell. No one voted 'no'.

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 requested 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 requested 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.
7. Dominic DiMaggio, Program Assistant with Community Ed Recreation, beginning 2/24/2023-5/31/2023. \$10.59/hr.
8. Samantha Asplund, Community School After School Site Assistant for 11 hours/week at Bridgewater, beginning 3/21/2023-5/25/2023. Step 1-\$14.50/hr.

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 $\frac{1}{2}$ 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
9. Samantha Becker, 9th Grade Assistant Softball Coach at the High School, change to .5 9th Grade Assistant Coach and .5 Assistant Girls Softball Coach at the High School, effective 3/13/2023. \$4,570
10. Adriana Bermudez, Gen Ed EA at the NCEC, add Spanish Screener as needed at the NCEC, effective 3/10/2023.
11. Correction: 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 18 hours/week at the NCEC, effective 2/27/2023.
12. Mary Franz, 9th Grade Assistant Softball Coach at the High School, change to .5 9th Grade Assistant Coach and .5 Assistant Girls Softball Coach at the High School, effective 3/13/2023. \$4,570
13. Elise Goodfellow, KidVentures Student Site Assistant at Greenvale Park, \$10.59/hour, change to KidVentures Student Site Assistant at Greenvale Park, effective 3/16/2023. \$14.50/hr.
14. Graciela Guerrero, Spec Ed EA at the NCEC, add Spanish Screener as needed at the NCEC, effective 3/10/2023.
15. Ann Jerdee, Girls Golf Coach at the Middle School, change to .5 Head Girls Golf Coach and .5 Assistant Girls Golf Coach at the Middle School, effective 3/10/2023. \$2,793
16. Jamie Jerdee, Boys Golf Coach at the Middle School, change to .5 Head Boys Golf Coach and .5 Assistant Boys Golf Coach at the Middle School, effective 3/10/2023. \$2,793
17. Ryan Pietsch, Boys Golf Coach at the Middle School, change to .5 Head Boys Golf Coach and .5 Assistant Boys Golf Coach at the Middle School, effective 3/10/2023. \$2,793
18. Sara Pratt, Assistant Director of Special Education, change to Director of Special Services, beginning 7/1/2023. Salary based on Non-Union Administrators Agreement (Step 1).

iii. Leave of Absence

1. Susan Eidenschink, Spec Ed EA at the High School, FMLA beginning 3/6/2023-4/14/2023.
2. Amy Boecker, Educational Assistant/PCA at NCEC, medical leave of absence beginning 4/19/23 for up to six weeks.

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.
4. Grace Farwell, Community School Club Leader at Bridgewater, resignation effective 3/10/2023.
5. Jim Hoffman, Head Custodian at the High School, resignation effective 3/24/2023.
6. Lisa Nelson, Title I teacher at Greenvale Park Elementary (currently on leave), retirement effective 8/31/2023.
7. Pam Toepper, CNA at the High School, resignation effective 3/24/2023.

7. Items for Individual Action

- a. Modification of 2022-2023 Superintendent Focus Areas, On a motion by Butler, seconded by Nelson, the board approved by roll call a modified completion date of the redesign of the district's student handbooks and presentation to the board from March 30, 2023 to June 30, 2023. Voting 'yes' was Butler, Coleman, Goerwitz, Gonzalez-George, Miller, Nelson and Quinnell. No one voted 'no'.

8. Items for Information

- a. Enrollment Report. Superintendent Hillmann reviewed 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

On a motion by Quinnell, seconded by Butler, the board approved adjournment by roll call at 8:48 p.m. Voting 'yes' was Butler, Coleman, Goerwitz, Gonzalez-George, Miller, Nelson and Quinnell. No one voted 'no'.

Amy Goerwitz
School Board Clerk

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

March 23, 2023

Northfield District Office Boardroom

1. Call to Order

Board Chair Claudia Gonzalez-George called the Special meeting of the Northfield Board of Education of Independent School District 659 to order at 5:45 p.m. Present: Butler, Coleman, Goerwitz, Gonzalez-George, Nelson and Quinnell. Absent: Miller. 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

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

3. Item for Individual Action

- a. Extended Overnight Trip. On motion by Goerwitz, seconded by Coleman, the board unanimously approved the Northfield High School Choir Florida Tour, March 24-29, 2023.

4. Adjournment

On a motion by Quinnell, seconded by Butler, the board unanimously approved to adjourn at 5:47 p.m.

Amy Goerwitz
School Board Clerk

NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 16th day of March, 2023, by and between College City Beverage, Inc., hereinafter the "Donor", and Independent School District No. 659, Northfield, Minnesota, pursuant to the District's policy for receiving gifts and donations, as follows:

TERMS

\$5,000.00 for Tom Blaisdell scholarship, check # 77147.

College City Beverage, Inc.
Donor

By: Received in the District office

Approved by resolution of the School Board on the 10 day of April, 2023.

INDEPENDENT SCHOOL DISTRICT No. 659

By: _____

Clerk

NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 27th day of March, 2023, by and between Pillsbury Family Charitable Fund of the Fidelity Charitable, hereinafter the "Donor", and Independent School District No. 659, Northfield, Minnesota, pursuant to the District's policy for receiving gifts and donations, as follows:

TERMS

\$1,000.00 for the Nancy Pillsbury Scholarship, EFT payment.

Pillsbury Family Charitable Fund of the Fidelity Charitable
Donor

By: Received in District office

Approved by resolution of the School Board on the 10 day of April, 2023.

INDEPENDENT SCHOOL DISTRICT No. 659

By: _____

Clerk

NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 4th day of April, 2023, by and between Dakota Electric Association (DCTC Foundation), 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

\$3,000.00 for the Dakota Electric Fund Scholarship, check # 5188.

Dakota Electric Association (DCTC Foundation)
Donor

By: Received in District office

Approved by resolution of the School Board on the 10 day of April, 2023.

INDEPENDENT SCHOOL DISTRICT No. 659

By: _____

Clerk

NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 4th day of April, 2023, by and between Mary C. Henry Step Up Scholarship Fund of the Capital Group, American Funds 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

\$2,400.00 for the Step Up Scholarships, check # 76729145.

Mary C. Henry Step Up Scholarship Fund of the Capital Group
Donor American Funds

By: Received in District office

Approved by resolution of the School Board on the 10 day of April, 2023.

INDEPENDENT SCHOOL DISTRICT No. 659

By: _____

Clerk

NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 4th day of April, 2023, by and between Thomas Blaisdell Scholarship Fund of the Saint Paul & Minnesota Foundation, 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

\$1,725.51 for Tom Blaisdell and \$1,000.00 for Skip Boyum scholarship, check #158706.

Thomas Blaisdell Scholarship Fund of the Saint Paul & Minnesota Foundation
Donor

By: Received in District office

Approved by resolution of the School Board on the 10 day of April, 2023.

INDEPENDENT SCHOOL DISTRICT No. 659

By: _____

Clerk

NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 4th day of April, 2023, by and between TORCH Scholarship Fund of the Saint Paul & Minnesota Foundation, 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

\$5,118.54 for TORCH Scholarship, check #158707.

TORCH Scholarship Fund of the Saint Paul & Minnesota Foundation
Donor

By: Received in District office

Approved by resolution of the School Board on the 10 day of April, 2023.

INDEPENDENT SCHOOL DISTRICT No. 659

By: _____

Clerk

NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 4th day of April, 2023, by and between Lucille Duesterhoeft Scholarship Fund of the Saint Paul & Minnesota Foundation, 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

\$14,732.42 for the Lucille Duesterhoeft scholarships, check # 158708.

Lucille Duesterhoeft Scholarship Fund of the Saint Paul & Minnesota Foundation
Donor

By: Received in District office

Approved by resolution of the School Board on the 10 day of April, 2023.

INDEPENDENT SCHOOL DISTRICT No. 659

By: _____

Clerk

NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 4th day of April, 2023, by and
between Wayne R. Stickley and Jennifer A. Tuma Memorial Scholarship, Fund of the Saint Paul & Minnesota Foundation,
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

\$5,842.59 for Wayne Stickley and Jennifer Tuma Scholarships,
check # 158709.

Wayne R. Stickley and Jennifer A. Tuma Memorial Scholarship
Donor Fund of the Saint Paul & Minnesota Foundation
By: Received in District office

Approved by resolution of the School Board on the 10 day of April, 2023.

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:

- \$5,000.00 for Tom Blaisdell Scholarship from College City Beverage, Inc.
- \$1,000.00 for the Nancy Pillsbury Scholarship from Pillsbury Family Charitable Fund of the Fidelity Charitable
- \$3,000.00 for the Dakota Electric Fund Scholarship from Dakota Electric Association (DCTC Foundation)
- \$2,400.00 for the Step Up Scholarships from Mary C. Henry Step Up Scholarship Fund of the Capital Group American Funds
- \$1,725.51 for Tom Blaisdell and \$1,000.00 for Skip Boyum Scholarships from Thomas Blaisdell Scholarship Fund of the Saint Paul & Minnesota Foundation
- \$5,118.54 for TORCH Scholarship from TORCH Scholarship Fund of the Saint Paul & Minnesota Foundation
- \$14,732.42 for the Lucille Duesterhoeft Scholarships from Lucille Duesterhoeft Scholarship Fund of the Saint Paul & Minnesota Foundation
- \$5,842.59 for Wayne Stickley and Jennifer Tuma Scholarships from Wayne R. Stickley and Jennifer A. Tuma Memorial Scholarship Fund of the Saint Paul & Minnesota Foundation

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

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 

DATE: April 10, 2023

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

Bills totaling \$2,249,250.90 were paid in December 2022.

Payroll checks totaling \$3,564,730.88 were issued in December 2022.

No bond payments were paid in December 2022.

At the end of December 2022 Total Cash and Investments amounted to \$22,746,790.35.
Wire transfers initiated by the district during December 2022:

	\$350,000.00	From Frandsen General to Frandsen Sweep
	\$700,000.00	From Frandsen Sweep to Frandsen General
12/15/22	\$500,000.00	From Frandsen General to MSDLAF AP Liquid
12/15/22	\$75,000.00	From MSDLAF Max to MSDLAF AP Liquid
12/16/22	\$111,062.54	From MSDLAF AP Liquid to MSDLAF Max
12/19/22	\$47,836.51	From MSDLAF Max to MSDLAF AP Liquid
12/19/22	\$3,000,000.00	From MNTrust Oper to MSDLAF AP Liquid
12/21/22	\$4,000,000.00	From MNTrust Oper to MSDLAF AP Liquid
12/21/22	\$2,352,000.00	From MNTrust Oper to MNTrust Investments
12/21/22	\$6,370,000.00	From MNTrust Investments to MNTrust Oper

The following financial reports for December 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

December 2022 Treasurer's Report

FUNDS	BALANCE BEGINNING OF MONTH	RECEIPTS	DISBURSEMENTS	JOURNAL ENTRIES	BALANCE END OF MONTH
GENERAL FUND	(2,112,261.42)	1,966,272.31	4,284,129.31	5,724,873.97	1,294,755.55 *
FOOD SERVICE	1,175,596.32	183,316.16	225,183.98	3,058.73	1,136,787.23
COMMUNITY ED	722,206.72	341,119.00	317,488.73	(7,963.88)	737,873.11
CONSTRUCTION ACCOUNT	(1,597,433.99)	1,006.81	146,204.74	-	(1,742,631.92)
DEBT SERVICE	6,394,833.96	227,567.97	-	-	6,622,401.93
SELF INSURANCE	3,703,022.60	37,383.76	840,975.02	853,353.94	3,752,785.28
TOTALS	8,285,964.19	2,756,666.01	5,813,981.78	6,573,322.76	11,801,971.18
GENERAL FUND INVESTMENT	15,337,883.45	-	-	(6,195,987.17)	9,141,896.28 *
CONSTRUCTION INVESTMENT	1,802,922.89	-	-	-	1,802,922.89
	17,140,806.34	-	-	(6,195,987.17)	10,944,819.17
GRAND TOTALS	24,435,399.36	2,756,666.01	5,813,981.78	377,335.59	22,746,790.35

*General Fund includes Certificate of Deposit amount

Disbursement Report

ISD 659 - Northfield

December 2022

Disbursements:

Bills Paid:

General Fund	\$ 1,110,401.05	
Food Service Fund	103,496.83	
Community Services Fund	48,173.26	
Construction Fund	146,204.74	
Trust & Agency Fund	-	
Self Insurance Fund	840,975.02	
Total Bills Paid		2,249,250.90

Payroll:

General Fund	3,173,728.26	
Food Service Fund	121,687.15	
Community Services Fund	269,315.47	
Trust Fund	-	
Self Insurance Fund	-	
Total Payroll		3,564,730.88

Bond Payments:

Debt Redemption Fund	-	
Total Bond Payments		-
Total Disbursements		<u>\$5,813,981.78</u>



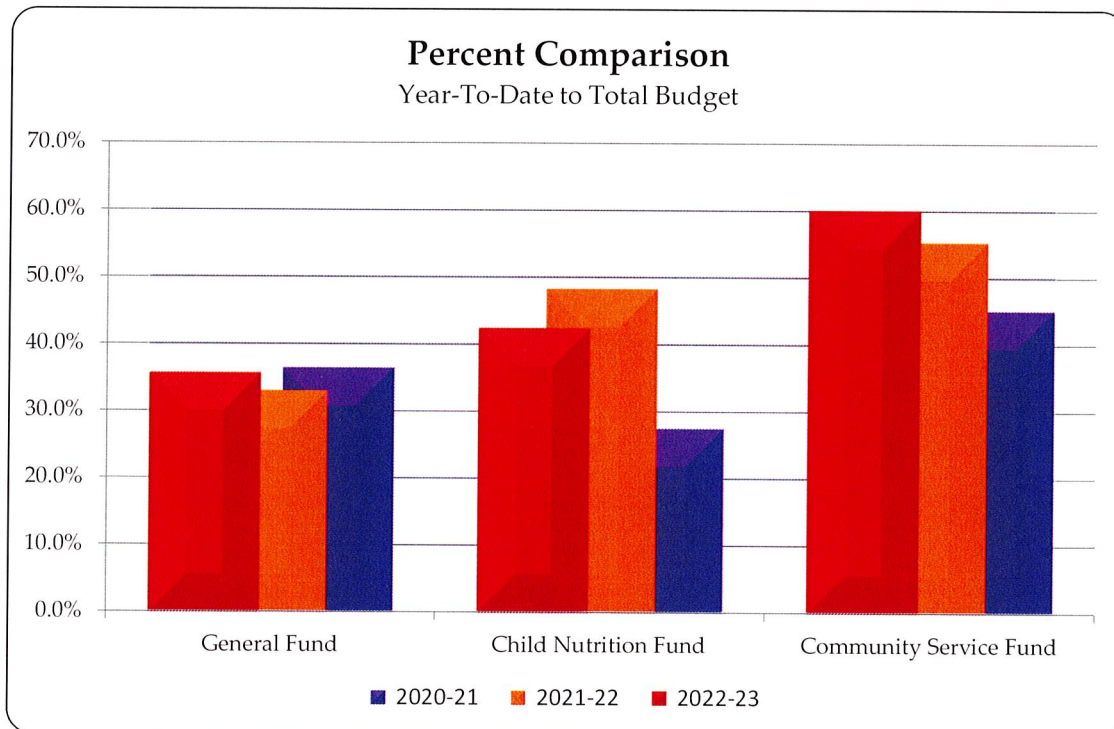
Northfield

PUBLIC SCHOOLS

STATEMENT OF REVENUES

For the month ended December 31, 2022

Fund	Year-To-Date	Budget	YTD as % of Budget		
			2022-23	2021-22	2020-21
General Fund					
Property Taxes	\$ 5,912,937	\$ 14,359,850	41.2%	42.1%	44.0%
State Sources	12,365,685	40,040,698	30.9%	30.1%	31.1%
Federal Sources	2,002,418	4,210,778	47.6%	14.6%	120.2%
Local Sources	1,001,107	1,174,862	85.2%	53.2%	31.0%
Total	\$ 21,282,147	\$ 59,786,188	35.6%	32.9%	36.4%
Child Nutrition Fund	\$ 946,967	\$ 2,236,019	42.4%	48.2%	27.4%
Community Service Fund	1,855,668	3,093,342	60.0%	55.2%	45.1%
Construction Fund	7,453	-	0.0%	0.0%	124.2%
Debt Service Fund	3,730,138	6,276,751	59.4%	61.8%	234.4%
Internal Service Fund	4,792,413	10,415,363	46.0%	52.9%	50.1%
Total All Funds	\$ 32,614,786	\$ 81,807,663	39.9%	38.5%	53.9%

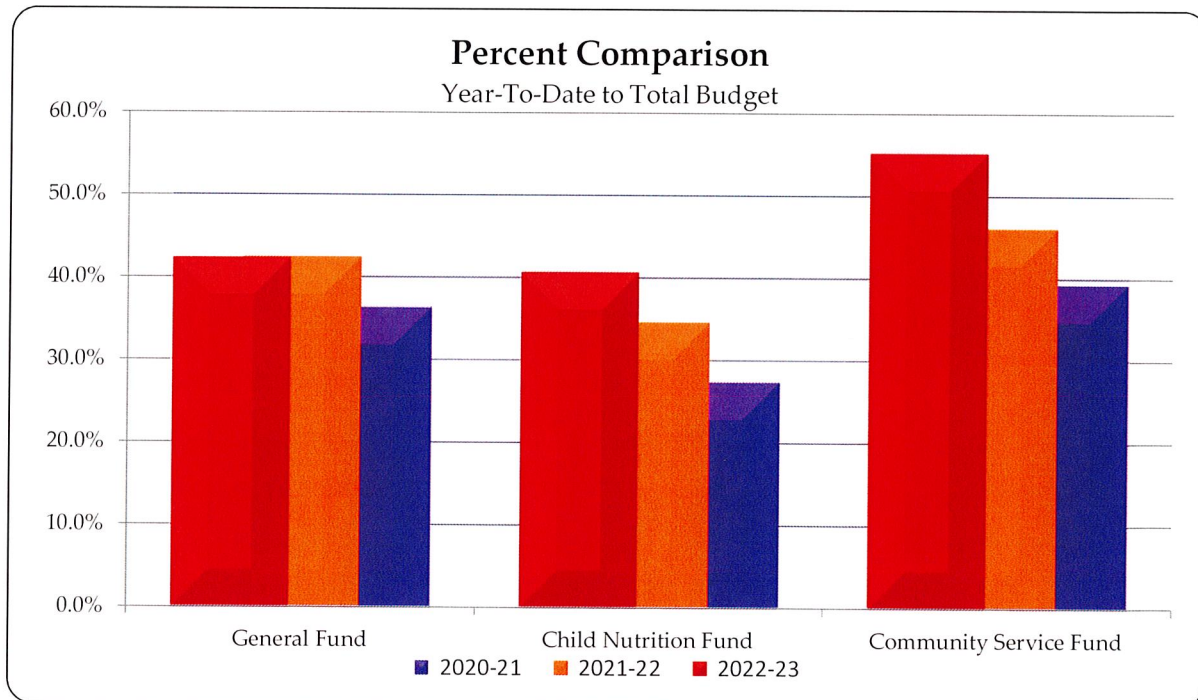




STATEMENT OF EXPENDITURES

For the month ended December 31, 2022

Fund	Year-To-Date	Budget	YTD as % of Budget		
			2022-23	2021-22	2020-21
General Fund					
Salaries	\$ 13,527,525	\$ 35,188,483	38.4%	38.5%	35.6%
Benefits	5,198,178	13,400,306	38.8%	36.7%	35.0%
Purchased Services	3,108,496	6,966,439	44.6%	54.9%	34.5%
Supplies & Materials	1,544,491	2,433,472	63.5%	78.0%	70.0%
Capital Expenditures	2,515,704	3,235,325	77.8%	73.5%	31.6%
Other Expenses	237,647	496,152	47.9%	24.1%	24.3%
Total General Fund	\$ 26,132,041	\$ 61,720,177	42.3%	42.4%	36.3%
Child Nutrition Fund	\$ 1,013,669	\$ 2,491,863	40.7%	34.6%	27.4%
Community Service Fund	1,820,557	3,297,216	55.2%	46.1%	39.3%
Construction Fund	1,105,856	-	0.0%	0.0%	78.9%
Debt Service Fund	982,349	5,926,053	16.6%	19.7%	15.4%
Internal Service Fund	4,806,216	10,706,543	44.9%	67.7%	57.3%
Total All Funds	\$ 35,860,687	\$ 84,141,852	42.6%	43.4%	40.3%



TO: Dr. Matt Hillmann, Superintendent

FROM: Val Mertesdorf, Director of Finance 

DATE: April 10, 2023

RE: Board Approval of Financial Reports – January 2023

We request that the Board of Education approve paid bills, payroll, bond payments, electronic funds transfers, investments and financial reports for the month of January 2023.

Bills totaling \$2,137,456.42 were paid in January 2023.

Payroll checks totaling \$3,449,027.83 were issued in January 2023.

Bond payments totaling \$4,938,679.38 were paid in January 2023.

At the end of January 2023 Total Cash and Investments amounted to \$17,669,274.43.
Wire transfers initiated by the district during January 2023:

	\$350,000.00	From Frandsen General to Frandsen Sweep
	\$750,000.00	From Frandsen Sweep to Frandsen General
1/13/23	\$500,000.00	From Frandsen General to MSDLAF Liquid

The following financial reports for January 2023 are included to show the current cash and investment balances, details of disbursements and electronic funds transfers.

1. Treasurer's Report
2. Disbursement Report

January 2023 Treasurer's Report

FUNDS	BALANCE BEGINNING OF MONTH	RECEIPTS	DISBURSEMENTS	JOURNAL ENTRIES	BALANCE END OF MONTH
GENERAL FUND	1,294,755.55	4,869,007.36	4,405,783.01	(786,606.18)	971,373.72 *
FOOD SERVICE	1,136,787.23	161,908.51	207,500.75	4,967.25	1,096,162.24
COMMUNITY ED	737,873.11	295,397.83	288,783.58	(1,686.89)	742,800.47
CONSTRUCTION ACCOUNT	(1,742,631.92)	1,083.74	-	-	(1,741,548.18)
DEBT SERVICE	6,622,401.93	77,587.66	4,939,154.38	-	1,760,835.21
SELF INSURANCE	3,752,785.28	36,979.21	683,941.91	789,009.22	3,894,831.80
TOTALS	11,801,971.18	5,441,964.31	10,525,163.63	5,683.40	6,724,455.26
GENERAL FUND INVESTMENT	9,141,896.28	-	-	-	9,141,896.28 *
CONSTRUCTION INVESTMENT	1,802,922.89	-	-	-	1,802,922.89
	10,944,819.17	-	-	-	10,944,819.17
GRAND TOTALS	24,435,399.36	5,441,964.31	10,525,163.63	5,683.40	17,669,274.43

*General Fund includes Certificate of Deposit amount

Disbursement Report

ISD 659 - Northfield

January 2023

Disbursements:

Bills Paid:

General Fund	\$ 1,312,839.63	
Food Service Fund	98,573.16	
Community Services Fund	41,626.72	
Construction Fund	-	
Trust & Agency Fund	475.00	
Self Insurance Fund	683,941.91	
Total Bills Paid	<u>2,137,456.42</u>	2,137,456.42

Payroll:

General Fund	3,092,943.38	
Food Service Fund	108,927.59	
Community Services Fund	247,156.86	
Trust Fund	-	
Self Insurance Fund	-	
Total Payroll	<u>3,449,027.83</u>	3,449,027.83

Bond Payments:

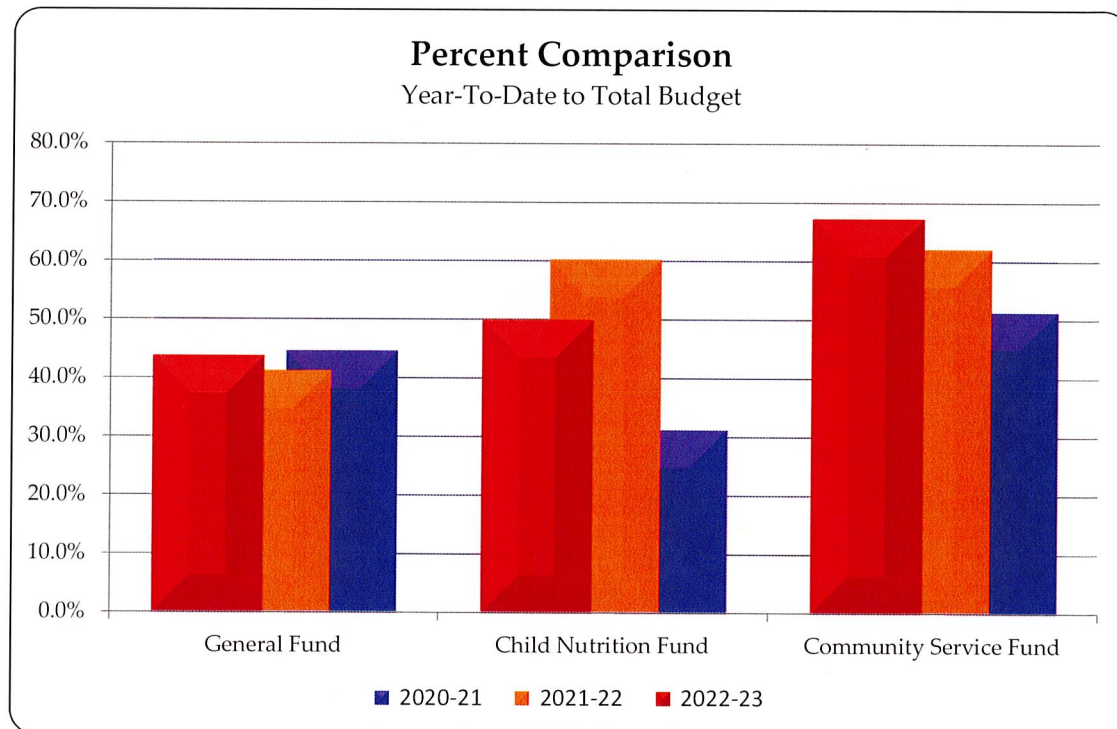
Debt Redemption Fund	4,938,679.38	
Total Bond Payments	<u>4,938,679.38</u>	
Total Disbursements		<u><u>\$10,525,163.63</u></u>



STATEMENT OF REVENUES

For the month ended January 31, 2023

Fund	Year-To-Date	Budget	YTD as % of Budget		
			2022-23	2021-22	2020-21
General Fund					
Property Taxes	\$ 6,072,962	\$ 14,359,850	42.3%	42.7%	44.7%
State Sources	16,870,583	40,040,698	42.1%	41.5%	42.4%
Federal Sources	2,002,418	4,210,778	47.6%	16.4%	120.2%
Local Sources	1,165,550	1,174,862	99.2%	64.2%	35.8%
Total	\$ 26,111,513	\$ 59,786,188	43.7%	41.2%	44.6%
Child Nutrition Fund	\$ 1,116,470	\$ 2,236,019	49.9%	60.2%	31.3%
Community Service Fund	2,079,687	3,093,342	67.2%	62.1%	51.3%
Construction Fund	8,537	-	0.0%	0.0%	124.3%
Debt Service Fund	3,807,726	6,276,751	60.7%	62.6%	235.2%
Internal Service Fund	5,618,177	10,415,363	53.9%	63.2%	51.4%
Total All Funds	\$ 38,742,110	\$ 81,807,663	47.4%	46.4%	60.6%

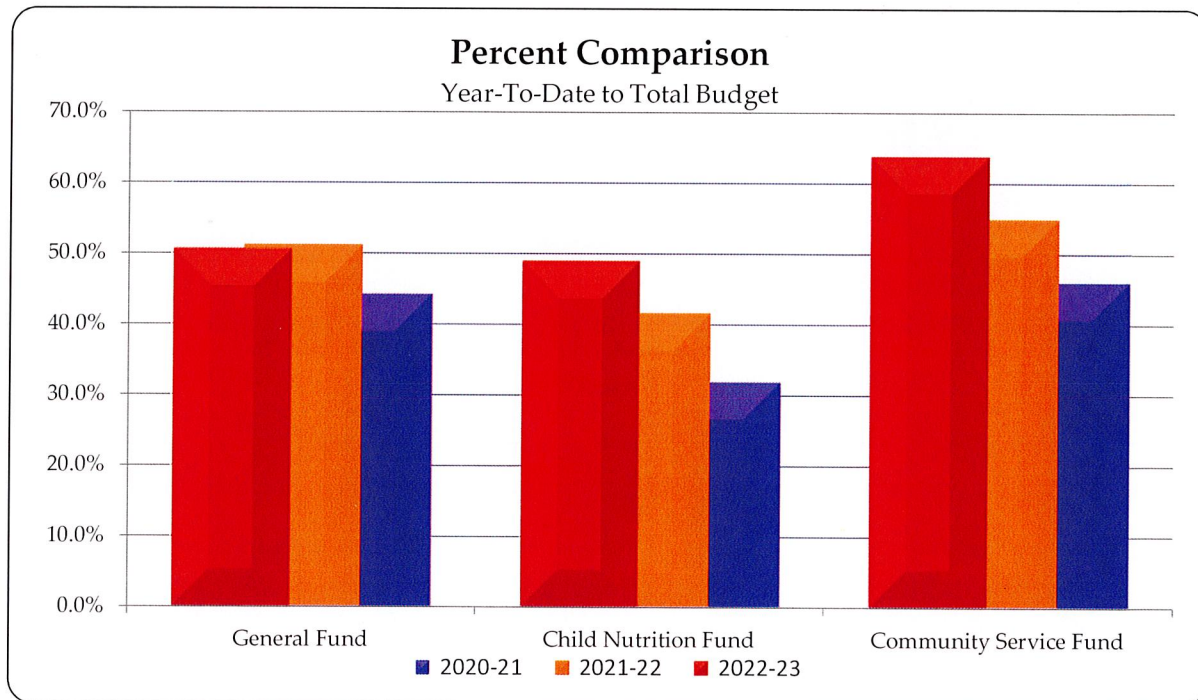




STATEMENT OF EXPENDITURES

For the month ended January 31, 2023

Fund	Year- To-Date	Budget	YTD as % of Budget		
			2022-23	2021-22	2020-21
General Fund					
Salaries	\$ 16,516,159	\$ 35,188,483	46.9%	47.1%	43.7%
Benefits	6,560,011	13,400,306	49.0%	47.4%	44.9%
Purchased Services	3,672,712	6,966,439	52.7%	64.0%	41.3%
Supplies & Materials	1,691,047	2,433,472	69.5%	86.3%	76.7%
Capital Expenditures	2,551,225	3,235,325	78.9%	73.5%	32.8%
Other Expenses	271,082	496,152	54.6%	27.7%	27.3%
Total General Fund	\$ 31,262,236	\$ 61,720,177	50.7%	51.2%	44.2%
Child Nutrition Fund	\$ 1,221,040	\$ 2,491,863	49.0%	41.6%	31.8%
Community Service Fund	2,104,683	3,297,216	63.8%	55.0%	46.0%
Construction Fund	1,105,856	-	0.0%	0.0%	86.9%
Debt Service Fund	5,921,503	5,926,053	99.9%	99.9%	249.5%
Internal Service Fund	5,489,934	10,706,543	51.3%	68.0%	65.7%
Total All Funds	\$ 47,105,251	\$ 84,141,852	56.0%	56.5%	66.4%



TO: Dr. Matt Hillmann, Superintendent

FROM: Val Mertesdorf, Director of Finance *VM*

DATE: April 10, 2023

RE: Board Approval of Financial Reports – February 2023

We request that the Board of Education approve paid bills, payroll, bond payments, electronic funds transfers, investments and financial reports for the month of February 2023.

Bills totaling \$1,678,490.67 were paid in February 2023.

Payroll checks totaling \$3,568,289.29 were issued in February 2023.

No bond payments were paid in February 2023.

At the end of February 2023 Total Cash and Investments amounted to \$18,132,965.75.
Wire transfers initiated by the district during February 2023:

\$700,000.00	From Frandsen General to Frandsen Sweep
\$400,000.00	From Frandsen Sweep to Frandsen General
2/1/23 \$308,094.98	From MNTrust - Fac Maint Bonds to MSDLAF - Liquid

The following financial reports for February 2023 are included to show the current cash and investment balances, details of disbursements and electronic funds transfers.

1. Treasurer's Report
2. Disbursement Report

February 2023 Treasurer's Report

FUNDS	BALANCE BEGINNING OF MONTH	RECEIPTS	DISBURSEMENTS	JOURNAL ENTRIES	BALANCE END OF MONTH
GENERAL FUND	971,373.72	5,088,005.66	4,049,792.86	(917,661.21)	1,091,925.31 *
FOOD SERVICE	1,096,162.24	175,370.87	212,083.59	1,269.43	1,060,718.95
COMMUNITY ED	742,800.47	201,756.70	311,704.80	(464.76)	632,387.61
CONSTRUCTION ACCOUNT	(1,741,548.18)	-	-	-	(1,741,548.18)
DEBT SERVICE	1,760,835.21	8,204.91	-	-	1,769,040.12
SELF INSURANCE	3,894,831.80	231,609.61	673,198.71	922,380.07	4,375,622.77
TOTALS	6,724,455.26	5,704,947.75	5,246,779.96	5,523.53	7,188,146.58
GENERAL FUND INVESTMENT	9,141,896.28	-	-	-	9,141,896.28 *
CONSTRUCTION INVESTMENT	1,802,922.89	-	-	-	1,802,922.89
	10,944,819.17	-	-	-	10,944,819.17
GRAND TOTALS	24,435,399.36	5,704,947.75	5,246,779.96	5,523.53	18,132,965.75

*General Fund includes Certificate of Deposit amount

Disbursement Report

ISD 659 - Northfield

February 2023

Disbursements:

Bills Paid:

General Fund	\$ 889,189.72	
Food Service Fund	85,563.50	
Community Services Fund	30,538.74	
Construction Fund	-	
Trust & Agency Fund	-	
Self Insurance Fund	673,198.71	
Total Bills Paid	<u> </u>	1,678,490.67

Payroll:

General Fund	3,160,603.14	
Food Service Fund	126,520.09	
Community Services Fund	281,166.06	
Trust Fund	-	
Self Insurance Fund	-	
Total Payroll	<u> </u>	3,568,289.29

Bond Payments:

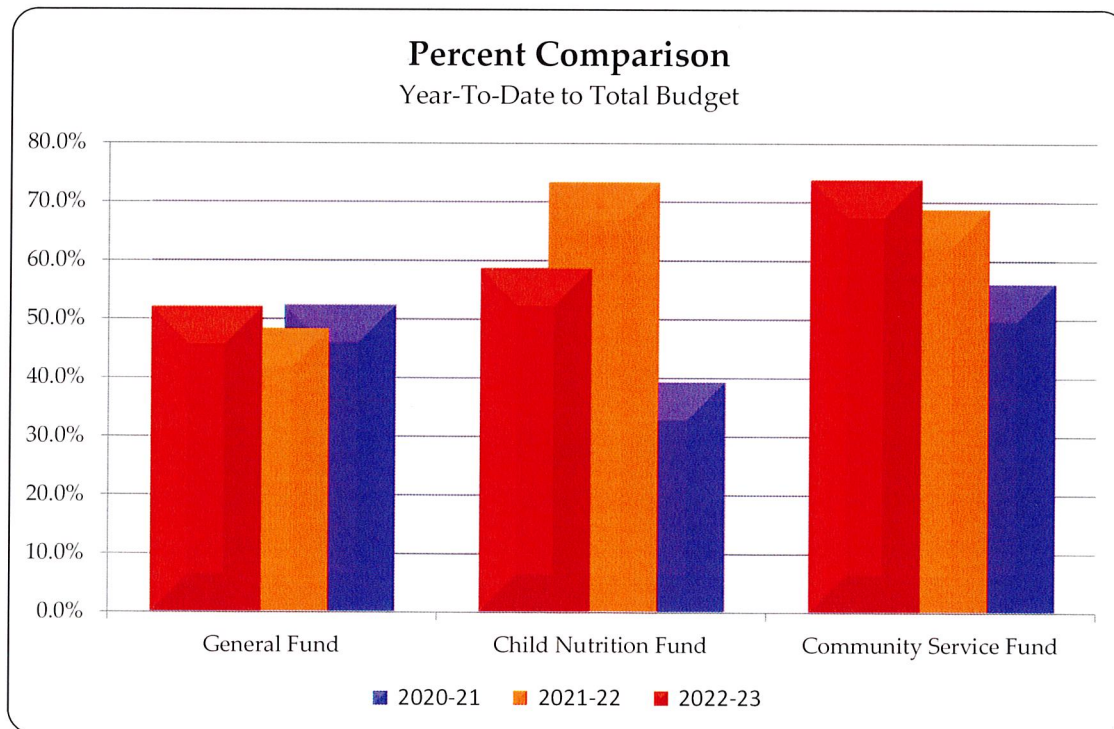
Debt Redemption Fund	<u> </u>	
Total Bond Payments		<u> </u>
Total Disbursements		<u><u>\$5,246,779.96</u></u>



STATEMENT OF REVENUES

For the month ended February 28, 2023

Fund	Year-To-Date	Budget	YTD as % of Budget		
			2022-23	2021-22	2020-21
General Fund					
Property Taxes	\$ 6,072,962	\$ 14,359,850	42.3%	42.7%	44.7%
State Sources	21,583,955	40,040,698	53.9%	51.9%	54.1%
Federal Sources	2,002,418	4,210,778	47.6%	14.9%	67.9%
Local Sources	1,472,074	1,174,862	125.3%	75.8%	49.2%
Total	\$ 31,131,409	\$ 59,786,188	52.1%	48.3%	52.3%
Child Nutrition Fund	\$ 1,312,004	\$ 2,236,019	58.7%	73.3%	39.2%
Community Service Fund	2,281,733	3,093,342	73.8%	68.7%	56.0%
Construction Fund	8,537	-	0.0%	0.0%	206.1%
Debt Service Fund	3,815,931	6,276,751	60.8%	62.7%	238.6%
Internal Service Fund	6,772,128	10,415,363	65.0%	76.1%	69.1%
Total All Funds	\$ 45,321,742	\$ 81,807,663	55.4%	57.9%	68.8%

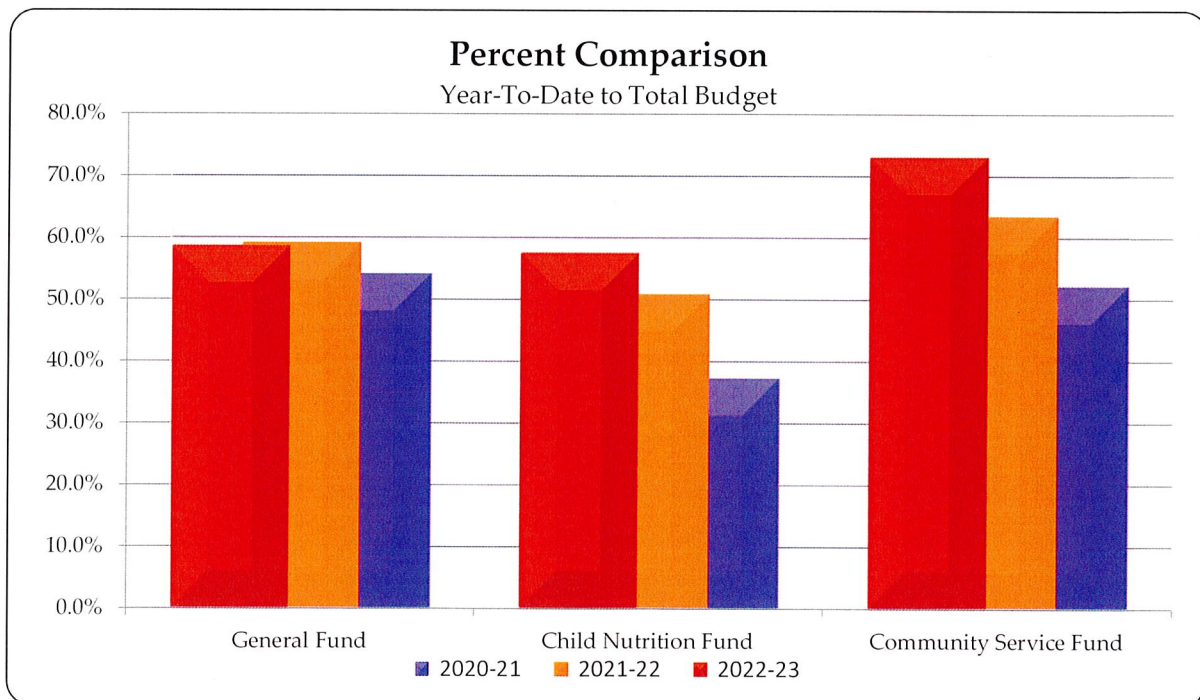




STATEMENT OF EXPENDITURES

For the month ended February 28, 2023

Fund	Year-To-Date	Budget	YTD as % of Budget		
			2022-23	2021-22	2020-21
General Fund					
Salaries	\$ 19,595,820	\$ 35,188,483	55.7%	55.8%	51.8%
Benefits	7,734,637	13,400,306	57.7%	52.4%	53.6%
Purchased Services	4,244,669	6,966,439	60.9%	75.1%	51.2%
Supplies & Materials	1,750,929	2,433,472	72.0%	95.8%	68.1%
Capital Expenditures	2,578,254	3,235,325	79.7%	77.1%	91.2%
Other Expenses	288,663	496,152	58.2%	31.9%	36.8%
Total General Fund	\$ 36,192,971	\$ 61,720,177	58.6%	59.1%	54.2%
Child Nutrition Fund	\$ 1,433,122	\$ 2,491,863	57.5%	50.8%	37.3%
Community Service Fund	2,408,338	3,297,216	73.0%	63.5%	52.2%
Construction Fund	1,105,856	-	0.0%	0.0%	75.0%
Debt Service Fund	5,921,503	5,926,053	99.9%	100.0%	249.5%
Internal Service Fund	6,163,094	10,706,543	57.6%	75.7%	73.4%
Total All Funds	\$ 53,224,884	\$ 84,141,852	63.3%	63.9%	73.2%



INDEPENDENT SCHOOL DISTRICT 659
NORTHFIELD, MINNESOTA
PERSONNEL POLICIES AND PRACTICES

Community Education Recreation Wages

Policy Extends from
May 1, 2023, through August 31, 2024

Recreation Wages
May 1, 2023 through August 31, 2024

Position	Rate of Pay
Life Guard – Step 1	\$14.00/hour
Life Guard – Step 2	\$14.25/hour
Life Guard – Step 3	\$14.50/hour
Life Guard – Step 4	\$14.75/hour
Life Guard – Step 5	\$15.00/hour
Life Guard – Step 6	\$15.25/hour
Water Safety Instructor (WSI) Step 1	\$16.00/hour
Water Safety Instructor (WSI) Step 2	\$16.25/hour
Water Safety Instructor (WSI) Step 3	\$16.50/hour
Water Safety Instructor (WSI) Step 4	\$16.75/hour
Water Safety Instructor (WSI) Step 5	\$17.00/hour
Water Safety Instructor (WSI) Step 6	\$17.25/hour
Swim Lesson Instructor Lead – Step 1	\$15.00hour
Swim Lesson Instructor Lead – Step 2	\$15.25/hour
Swim Lesson Instructor Lead – Step 3	\$15.50/hour
Swim Lesson Instructor Lead – Step 4	\$15.75/hour
Swim Lesson Instructor Lead – Step 5	\$16.00/hour
Swim Lesson Instructor Lead – Step 6	\$16.25/hour
Swim Lesson Instructor Asst – Step 1	\$14.00/hour
Swim Lesson Instructor Asst – Step 2	\$14.25/hour
Swim Lesson Instructor Asst – Step 3	\$14.50/hour
Swim Lesson Instructor Asst – Step 4	\$14.75/hour
Swim Lesson Instructor Asst – Step 5	\$15.00/hour
Swim Lesson Instructor Asst – Step 6	\$15.25/hour
Recreation Instructor Lead – Step 1	\$15.00hour
Recreation Instructor Lead – Step 2	\$15.25/hour
Recreation Instructor Lead – Step 3	\$15.50/hour
Recreation Instructor Lead – Step 4	\$15.75/hour
Recreation Instructor Lead – Step 5	\$16.00/hour
Recreation Instructor Lead – Step 6	\$16.25/hour
Recreation Instructor Asst – Step 1	\$14.00/hour
Recreation Instructor Asst – Step 2	\$14.25/hour
Recreation Instructor Asst – Step 3	\$14.50/hour
Recreation Instructor Asst – Step 4	\$14.75/hour
Recreation Instructor Asst – Step 5	\$15.00/hour
Recreation Instructor Asst – Step 6	\$15.25/hour
Recreation Site Supervisor – Step 1	\$15.00hour
Recreation Site Supervisor – Step 2	\$15.25/hour

Recreation Site Supervisor – Step 3	\$15.50/hour
Recreation Site Supervisor – Step 4	\$15.75/hour
Recreation Site Supervisor – Step 5	\$16.00/hour
Recreation Site Supervisor – Step 6	\$16.25/hour
Softball/Basketball Official	\$30.00/game
Recreation Summer Intern – Step 1	\$15.00/hour
Recreation Summer Intern – Step 2	\$15.25/hour
Recreation Summer Intern – Step 3	\$15.50/hour
Recreation Summer Intern – Step 4	\$15.75/hour
Recreation Summer Intern – Step 5	\$16.00/hour
Recreation Summer Intern – Step 6	\$16.25/hour
Private Lessons:	
Individual lesson	\$36/individual/hour
Group - up to 5 per group	\$20/individual/hour
Swim Lessons	See Swim Instructor Lead or WSI if certified
Summer Weight Room – Lead	\$30.00/hour
Summer Weight Room – Assistant	\$20.00/hour
Yoga Instructor	Rate TBD by specific class dates/hours
Bass Fishing Supervisor	\$85.00/participant
Master's Swim Club Coach	\$90.00/hour
Summit Ski Instructor	\$100.00/participant
Ski Club Chaperone	\$500.00 Stipend
Camp Director	\$20.00/hour

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 3: Board work session
- i. April 10: Board authorizes budget reduction package
- j. May 8: Board general fund budget presentation
- k. 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 \$4.00 \$2.00	Co-curricular	\$50,000	Fans will pay two dollars more for tickets to activities. One dollar will be allocated to maintain the after school activity bus.
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.
15	Reduce extra days for high school 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) beginning in 2024-25	Licensed Staff	\$200,000	The 7 period day will remain in place for the 2023-24 school year to accomodate detailed planning for the schedule change. 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 \$71,458 would still be recommended
22c	Increase MS and High School Activity Fees	Co-curricular	\$131,000	Fee structure for Grades 6-12 will be determined by administration.
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 Non-Salary	\$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	

Northfield High School Priority-Based Budget Reduction FTE Plan 03.13.2023

Northfield High School identified 3.1 FTE as part of the “Secondary Package.” Student registration drives the high school scheduling process. The following recommended FTE reductions are in alignment with the 2022 priority-based budget team priorities and rooted in student registrations.

FTE to be reduced:

- 1.0 Mathematics
- 1.0 Social studies
- 0.40 French
- 0.20 English
- 0.20 Music
 - This is because of low enrollment in the music theory course. The posting for the open orchestra position will be 0.80 FTE — there are no reductions in orchestra offerings. We believe we can hire a quality candidate at 0.80 FTE.
- 0.20 Physical Education
- 0.10 Credit Recovery

While these are difficult, no departments are being eliminated. Even with the 1.0 FTE reductions in mathematics and social studies, overall class sizes are expected to be manageable. There will be some larger sections, but typically in some elective areas or singleton courses.

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.

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.
- X. Advocate for the district within the community and state.

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, and attend committee meetings at their discretion. 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)

Background:

During the priority based budget process in the spring of 2022, the school board approved working with Benjamin Bus to identify \$350,000 of reductions in transportation. The district has reviewed multiple options over the past year.

The current transportation system has 23 morning routes and 22 afternoon routes that transport more than 2000 students each day over 178 square miles in three counties. Benjamin Bus has continuously worked to have an efficient and effective system. Below are options that were discussed.

Routing and Boundaries

- A. Only transport students that live 2 miles or more from their school building. This is the minimum requirement in statute. This would result in approximately 16 morning and afternoon routes. Approximately 1,000 students would lose access to transportation.
- B. Change the parental responsibility boundary from 1.0 to 1.5 for secondary students and from 0.75 to 1.0 for elementary students. This would result in approximately 21 morning and afternoon routes. Approximately 450 students would lose access to transportation.
- C. Opportunities for boundary changes and building times that would facilitate streamlined transportation. This was a robust option that would dramatically change the current landscape. This would result in approximately 19 morning and afternoon routes. Approximately 450 students would lose access to transportation.
- D. Consider routing the rural Bridgewater attendance area on a single tier. This could result in a bell schedule 15 minutes earlier than current. This would allow Benjamin Bus to facilitate transportation needs to early childhood more effectively.

Policies and Practices

- E. Consideration of increasing the acceptable arrival and departure windows at each building to maximize the use of all vehicles.
- F. Require annual registration for transportation. This would enhance efficiency by not planning for capacity that may not exist. Consider the use of bus passes to help facilitate this change and ensure routing is set primarily for students who ride regularly.
- G. Consideration of increases in acceptable length of ride time for rural students.
- H. Leave boundaries in place but implement an annual charge per student transported living less than 2 miles from their school building.
- I. Consider a surcharge for activity travel which annually costs approximately \$250,000.

Recommendations

After thoughtful consideration, we cannot recommend increasing the transportation boundary. The potential negative impacts on students and families significantly outweighs the budget savings. The recommendations below will not meet the goal reduction of \$350,000.

1. Opt-In Transportation

An opt-in model for transportation will allow maximum efficiency in routing as well as enhancing student safety. This model would likely include a bus pass for easy identification.

2. Fee for Service Transportation

Minnesota Statute requires the district to provide transportation for students who live 2.0 miles from their school building. Currently the district transports elementary students at 0.75 miles and secondary at 1.0. Our goal is to provide safe and reliable transportation to allow students access to a high quality education. One model would still provide transportation as it currently is, but require a fee for transportation that is less than what is mandated by the State.

Below is an estimated calculation. The recommendation would not have families that qualify for free or reduced meals pay a fee.

	Elementary	Secondary	Total
.75 to 1.0 mi	195	0	195
1.0 to 1.5 mi	80	352	432
1.5 to 2.0 mi	84	380	464
Totals	359	732	1,091
	Fee Level \$250	Fee Level \$300	Fee Level \$350
Total Students	1091	1091	1091
Annual Fee	\$250	\$300	\$350
Total Potential Revenue	\$272,750	\$327,300	\$381,850
75% (FRP/Subsidy)	\$204,563	\$245,475	\$286,388

3. Collaborate with the City of Northfield on road planning

If the City were to construct a street or path to connect Aspen Street to Southbridge Dr this would greatly benefit Middle School students who are currently transported due to the walk distance due to the lack of a direct route.

4. Allow flexibility in bus arrival and departure times

Allowing a larger window for bus drop off in the morning allows more efficient use of vehicles that can make more in-town “mini routes” to enhance efficiency. There is the potential for additional supervision requirements, the district will work with Benjamin Bus and each building to determine the appropriate windows that meet all parties needs.

5. Review activities transportation

There is a significant variation in the amount of transportation per participant. An in depth review could help isolate excess expenditures.

Additional Information | April 10, 2023

At the board work session on April 3, the board requested potential scenarios with a nominal fee for transportation. Below are a few additional scenarios for context.

Annual Fee	Est. Students	Est. Revenue
\$75	1,091	\$61,369
\$100	1,091	\$81,825
\$200	1,091	\$163,650
\$300	1,091	\$245,475
\$350	1,091	\$286,388
*Estimated revenue is calculated at 75% of the total. This accounts for families that would qualify for FRL, ask for a subsidy or reach the recommended cap.		

In addition, the district inquired with the City regarding a potential connection of Aspen St and Southbridge Dr. City staff indicated that the path is already complete. Benjamin Bus was made aware of this update and is reviewing the potential impact this will have on transportation walk boundaries in that area.