

**INDEPENDENT SCHOOL DISTRICT NO. 659**  
**REGULAR SCHOOL BOARD MEETING**

Monday, April 24, 2023 ~ 6:00 p.m. ~ Regular Board Meeting

Northfield District Office Boardroom

Zoom Link: <https://northfieldschools-org.zoom.us/j/86879983452?pwd=bzRhUUUpY1hEbXNudmgxSWo1S3R5Zz09>

Passcode: 252162

**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 Child Nutrition Fund Budget
  - b. Revised 2022-23 and Proposed 2023-24 Community Education Fund Budgets
  - c. Special Education Staffing Update
  - d. Updated Recommendation on Potential Transportation Service Changes
  - e. Superintendent Operations & Strategic Plan Update
6. Committee Reports
7. Consent Agenda
  - a. Minutes
  - b. Gift Agreements
  - c. Personnel Items
8. Items for Individual Action
  - a. Policy Recommendations
  - b. Resolution Discontinuing and Reducing Educational Programs and Positions
  - c. Resolution for Termination and Non-Renewal of Probationary Licensed Staff
9. Items for Information
  - a. Enrollment Report
  - b. National Teacher Appreciation Week is May 8–12, 2023
  - c. Graduation Update
10. Future Meetings
  - a. Monday, May 1, 2023, 5:15 p.m., Special Closed 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
11. Adjournment

**NORTHFIELD PUBLIC SCHOOLS**  
**MEMORANDUM**

Monday, April 24, 2023 ~ 6:00 p.m. ~ Regular Board Meeting  
Northfield District Office Boardroom

Zoom Link: <https://northfieldschools-org.zoom.us/j/86879983452?pwd=bzRhUUUpIY1hEbXNudmqxSWo1S3R5Zz09>  
Passcode: 252162

TO: Members of the Board of Education  
FROM: Matthew Hillmann, Ed.D., Superintendent  
RE: Explanation of Agenda Items for Monday, April 24, 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 Child Nutrition Fund Budget. Stephany Stromme, Director of Child Nutrition, will present the 2023-24 proposed child nutrition budget. This fund is used to record financial activities of providing nutrition services to students, which include preparation and service of the milk, meals, and snacks in connection with school and community services activities. No board action is required at this meeting.
  - b. Revised 2022-23 and Proposed 2023-24 Community Education Fund Budgets. Director of Community Education Erin Bailey will present a revised 2022-23 Community Education Budget and the Proposed 2023-24 Community Education Budget. Approval of the revised budget will be an item for individual action at the next board meeting. The 2023-24 proposed budget has been developed with input from each program coordinator and the Community Education Advisory Council. No board action is required at this meeting.
  - c. Special Education Staffing Update. Director of Special Services Cheryl Hall and Assistant Director of Special Services Sara Pratt will provide information about projected special education caseloads and associated additional staffing for the 2023-24 school year. No board action is required at this meeting.
  - d. Updated Recommendation on Potential Transportation Service Changes. Director of Finance Val Mertesdorf and Superintendent Hillmann will provide an updated recommendation about potential transportation service changes. No board action is required at this meeting.
  - e. 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. Committee Reports
7. 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 April 10, 2023
  - b. Gift Agreements

- \$1,000.00 for the TORCH Scholarship from Beth Berry's Donor Advised Fund
- \$1,500.00 to be used toward the portable baseball fence from the Northfield Booster Club, Inc.

c. Personnel Items

i. Appointments

1. Laura Kay Allen, AP Test Proctor at the High School, beginning 5/1/2023.
2. Doug Bengston, AP Test Proctor at the High School, beginning 5/1/2023.
3. Elaine Boda, .5 FTE Speech and Language Pathologist at the NCEC, beginning 7/1/2023. MA+10, Step 10.
4. Elaine Boda, .25 FTE Long-term Substitute Speech and Language Pathologist at Greenvale Park, beginning 8/24/2023-6/6/2024. MA+10, Step 10.
5. Izzy Charlton, Targeted Services Plus/Blast Summer Site Assistant for up to 6 hours/day Mon.-Thurs. at BW/Middle School, beginning 6/12/2023-8/12/2023. Step 2-\$14.88/hr.
6. Jeffrey Eckhoff, AP Test Proctor at the High School, beginning 5/1/2023.
7. Stephanie Ennis, Summer Plus Teacher for up to 6 hours/day Mon.-Thurs. at BW/Middle School, beginning 6/12/2023-8/11/2023. Year 7-\$40/hr.
8. Rosemary Fink, AP Test Proctor at the High School, beginning 5/1/2023.
9. Naomi Golden, 1.0 FTE Chemistry/Earth Science Teacher at the High School, beginning 8/24/2023. MA+10, Step 10-pending receipt of transcripts.
10. Tom Graupmann, AP Test Proctor at the High School, beginning 5/1/2023.
11. Meha Hnatyszyn, Summer Instructor/Swim Assistant with Community Ed Recreation, beginning 5/31/2023-8/31/2023. Step 1-\$14.00/hr.
12. Mary (Alexa) Hotz Zenk, 1.0 FTE Family and Consumer Science Teacher at the High School, beginning 8/22/2023. BA+30, Step 7.
13. Glenn Ivers, Event Worker at the High School, beginning 4/17/2023. \$77/event
14. Andrea James, Long Term Substitute Special Ed EA PCA for 4.75 hours/week at the NCEC, beginning 4/19/2023-5/31/2023. Step 3-\$17.05/hr.
15. Kaitlin Knott, Summer Instructor/Swim Lead with Community Ed Recreation, beginning 5/31/2023-8/31/2023. Step 6-\$16.25/hr.
16. Kayla Knott, Summer Instructor/Swim Lead with Community Ed Recreation, beginning 5/31/2023-8/31/2023. Step 6-\$16.25/hr.
17. Gail Kohl, .2 FTE Long Term Substitute 5th Grade Teacher at Bridgewater, beginning 8/24/2023-6/6/2024. MA, Step 10.
18. Kathleen Kopseng, AP Test Proctor at the High School, beginning 5/1/2023.
19. John Mahal, 1.0 FTE Student Activities Director at the High School, beginning 7/1/2023. \$123,616 + Step 1.
20. Anthony Mathison, .4 FTE Long-term substitute Physical Education Teacher at Bridgewater, beginning 8/24/2023-6/6/2024. MA, Step 10.
21. Lynda Maus, AP Test Proctor at the High School, beginning 5/1/2023.
22. Rebecca Messer, AP Test Proctor at the High School, beginning 5/1/2023.
23. Reuben Menk, Summer Instructor/Swim Assistant with Community Ed Recreation, beginning 5/31/2023-8/31/2023. Step 2-\$14.25/hr.
24. Tammara Moore, Office Specialist Class III at the ALC for 7 hours/day, add Secondary Attendance Liaison for 1 hour/day at the High School, beginning 4/20/2023-6/9/2023. Step 5-\$22.89/hr.
25. Brenda Niebuhr, AP Test Proctor at the High School, beginning 5/1/2023.
26. Heidi Peterson, AP Test Proctor at the High School, beginning 5/1/2023.
27. Julia Peterson, KidVentures Site Assistant for up to 17.5 hours/week at Greenvale Park, beginning 5/15/2023-6/9/2023. Step 2-\$14.88/hr.
28. Halea Picha, Assistant Girls Soccer Coach at the High School, beginning 8/14/2023. \$4,570
29. Angel Ramos, Community School Club Leader for up to 4 hours/week at Bridgewater, beginning 4/25/2023-5/25/2023. \$23.65/hr.
30. Tony Rezac, 1.0 FTE Custodian at the High School, beginning 5/1/2023. Step 5, \$20.75/hr.
31. Elizabeth Schuerman, Summer Community Education Recreation Intern at the NCEC, beginning 5/15/2023-8/31/2023. Step 1-\$15.00/hr.
32. John Schnorr, .5 FTE Speech and Language Pathologist at the NCEC, beginning 7/1/2023-6/30/2023. MA+40, step 10.
33. Andrea Serrano Garcia, Community School After School Site Assistant for up to 6 hours/day at Bridgewater, beginning 4/18/2023-5/25/2023. Step 1-\$14.50/hr.
34. Peyton Truman, Summer Lifeguard with Community Ed Recreation, beginning 5/31/2023-8/31/2023. Step 2-\$14.00/hr.
35. Nancy Veverka, AP Test Proctor at the High School, beginning 5/1/2023.

36. Lauren Weber, Assistant Girls Tennis Coach at the High School, beginning 8/14/2023. \$4,062
  37. Kathy Wiertsema–Miller, AP Test Proctor at the High School, beginning 5/1/2023.
  38. Belinda Zubia, Targeted Services Plus/Blast Summer Site Assistant for up to 6 hours/day Mon.-Thurs. at BW/Middle School, beginning 6/12/2023-8/12/2023. Step 2-\$14.88/hr.
- ii. Increase/Decrease/Change in Assignment
1. Michelle Anderson, EA at Greenvale Park, Add Summer Plus Site Assistant for up to 6 hours/day at Bridgewater, beginning 6/12/2023-8/15/2023. Step 4-\$15.91/hr.
  2. Jennifer Antoine, EA PCA for 13.5 hours/week at the NCEC, add LTS EA PCA NB for 14 hours/week for a total of 27.5 hours/week at the NCEC, effective 4/19/2023-5/22/2023.
  3. Mark Auge, Teacher at the High School, add ALC Summer School Teacher for 5 hours/day Mon.-Thurs. at the ALC, effective 6/9/2023-7/27/2023. Lane/Step
  4. Elizabeth Brewer, EA at the Middle School, Add Summer Plus/Blast Site Assistant for up to 6 hours/day Mon.-Thurs. at Bridgewater/Middle School, beginning 6/12/2023-8/12/2023. Step 4-\$15.91/hr.
  5. Margaret Christianson, Child Nutrition at Bridgewater, Add Summer Plus/Blast Site Assistant for up to 6 hours/day at Bridgewater, beginning 6/12/2023-8/12/2023. Step 3-\$15.26/hr.
  6. Ray Coudret, Teacher at the High School, add ALC Summer School Teacher for 5 hours/day Mon.-Thurs. at the ALC, effective 6/9/2023-7/27/2023. Lane/step
  7. Ashley Douglas, EA at Bridgewater, Add Summer Plus/Blast Site Assistant and Club Leader for up to 6 hours/day at Bridgewater, beginning 6/12/2023-8/12/2023. Club Leader-\$23.65/hr. And Site Asst. Step 3-\$15.26/hr.
  8. Ana Gallego, Community School Club Leader at Greenvale Park, Add Summer Plus/Blast Site Assistant and Club Leader for up to 6 hours/day at Bridgewater, beginning 6/12/2023-8/12/2023. Club Leader-\$23.65/hr. And Site Asst. Step 4-\$15.91/hr.
  9. Jessica Holz, Learning Coach with Portage, add ALC Summer School Teacher for 4 hours/day Mon.-Thurs. at the ALC, effective 6/12/2023-7/27/2023. :Lane/step.
  10. Jessica Holz, Portage Learning Coach with Portage, change to 1.0 FTE Special Ed Teacher at the High School, effective 8/24/2023.
  11. Brittany Hubbard, Teacher at the NCEC, add Summer Plus/Blast Teacher for up to 6 hours/day Mon.-Thurs. at Bridgewater/Middle School, effective 6/12/2023-8/12/2023. Year 1-\$40/hr.
  12. Julene Johnson, LTS Media Center EA at the High School, change to Media Center EA-on going at the High School, effective 8/24/2023.
  13. Shelly Kruger, EA at the High School, add Summer Plus/Blast substitute Teacher for up to 6 hours/day Mon.-Thurs. at Bridgewater/Middle School, effective 6/12/2023-8/12/2023. Sub \$40/hr.
  14. Mackenzie Ludwig, ECSE Teacher-Integrated Pre-K at the NCEC, change to ECSE B-5 Teacher at the NCEC, effective 7/1/2023.
  15. Rebecca Meyer, EA at the High School, Add Summer Plus/Blast Site Assistant for up to 6 hours/day Mon.-Thurs. at Bridgewater/Middle School, beginning 6/12/2023-8/12/2023. Step 4-\$15.91/hr.
  16. Diane Nagy, Teacher at Bridgewater, add Summer Plus/Blast substitute Teacher for up to 6 hours/day Mon.-Thurs. at Bridgewater/Middle School, effective 6/12/2023-8/12/2023. Sub \$40/hr.
  17. Katie O'Connor, ECSE Teacher-Integrated Pre-K at the NCEC, change to ECSE B-3 Teacher at the NCEC, effective 7/1/2023.
  18. Danielle Olson, Social Worker at Bridgewater, add Community School Teacher for 1.5 hours/day on Tuesdays at Bridgewater, effective 4/5/2023-5/25/2023. Year 1-\$27.11/hr.
  19. Danielle Olson, .50 FTE School Social Worker at Bridgewater, add .50 FTE long-term substitute School Social Worker at Bridgewater, effective 8/24/2023-6/6/2024.
  20. Andy Richardson, Teacher at the High School, add Summer Plus/Blast Teacher for up to 6.5 hours/day Mon.-Thurs. at Bridgewater/Middle School, effective 6/12/2023 -8/12/2023. Year 2-\$40/hr.
  21. Deborah Russell, Teacher at Greenvale Park, add Summer Plus/Blast substitute Teacher for up to 6 hours/day Mon.-Thurs. at Bridgewater/Middle School, effective 6/12/2023-8/12/2023. Sub \$40/hr.
  22. Darrell Sawyer, Teacher at the Middle School, add Private Lesson Coach with Community Education Recreation, effective 4/15/2023-5/31/2023. \$36/individual/hour, \$20/person up to 5 in a group/hour.
  23. Najah Siciid, Community School Site Assistant at Greenvale Park, add Long Term Substitute Spec Ed EA PCA for 5.5 hours/week at the NCEC/HeadStart, effective 4/19/2023-5/31/2023.
  24. Remy Soulak, Early Ventures Assistant Teacher at the NCEC, change to Early Ventures Teacher at the NCEC, effective 2/7/2023. Step 1-\$17.66/hr.
  25. Grace Swanson, LTS EA at Bridgewater/Greenvale Park, add Community School Site Assistant for 8 hours/week Mon.-Thurs. at Bridgewater, effective 4/10/2023-5/25/2023. Step 1-\$14.50/hr.
  26. Allison Sweeney, Teacher at Spring Creek, add Summer Plus/Blast Teacher for up to 6.5 hours/day Mon.-Thurs. at Bridgewater/Middle School, effective 6/12/2023-8/12/2023. Year 3- \$40/hr.



27. Gina Swenson, Teacher at Spring Creek, add Summer Plus/Blast Teacher for up to 6 hours/day Mon.-Thurs. at Bridgewater, effective 6/12/2023-8/12/2023. Year 10- \$40/hr.
  28. Brigitte Tisdale, Teacher at Greenvale Park, add Summer Plus/Blast Teacher for up to 6.5 hours/day Mon.-Thurs. at Bridgewater, effective 6/12/2023-8/12/2023. Year 8- \$40/hr.
  29. Katrina Warner, EA at Bridgewater, Add Summer Plus/Blast Site Assistant and Club Leader for up to 6 hours/day at Bridgewater, beginning 6/12/2023-8/12/2023. Club Leader-\$23.65/hr., Site Asst. Step 4-\$15.91/hr.
  30. Jessica Weber, Special Ed Teacher with Portage, change to Special Ed Teacher at the High School, effective 8/24/2023. MA, Step 3.
- iii. Leave of Absence
1. Rico Bohren, Assistant Principal at the High School, FMLA beginning 4/13/2023-approximately 5/4/2023.
  2. Stacey Garry, EA at Spring Creek, FMLA beginning 5/4/2023-5/12/2023.
  3. Kristin Johnson, Behavior Coach at Greenvale Park, Leave of Absence for the 2023-2024 school year.
  4. Teresa Hasse, EA/PCA at Spring Creek, medical leave of absence beginning 4/17/2023 through 4/28/2023.
  5. Kim Slegers, HealthTeacher at the High School, Leave of Absence for the 2023-2024 school year.
  6. Sari Zach, Teacher at Greenvale Park, 1.0 FTE 3-year Leave of Absence beginning with the 2023-2024 school year.
- iv. Retirements/Resignations/Terminations
1. Jolee Harris, Gymnastic Coach at the High School, resignation effective 4/18/2023.
  2. Lauren Johnson, EA at the High School, resignation effective 5/19/2023.
  3. Curt Mikkelson, Social Studies Teacher at the Middle School, retirement effective at the end of the 2022-2023 school year.

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

8. Items for Individual Action

- a. Policy Recommendations. The board is requested to approve the policy committee's recommended updates to policies 209, 515.5, 706, and 809 as presented.

**Superintendent's Recommendation:** Motion to approve the policy committee's recommended updates to policies 209, 515.5, 706, and 809.

- b. Resolution Discontinuing and Reducing Educational Programs and Positions. This resolution is approved by the Board of Education annually as part of the legal process for reducing or discontinuing the contracts of licensed staff.

<u>Program</u>	<u>Building</u>	<u>FTE</u>
Mathematics	High School	1.0
Social Studies	High School	1.0
French	High School	.40
English	High School	.20
Music	High School	.20
Physical Education	High School	.20
Credit Recovery	High School	.10
Guidance Counselors	High School	202 days to 197 days
Academic Advocate	ALC	.80
Spanish	Middle School	.20
Elementary Education (General Ed)	Greenvale Park	1.0
Elementary Education (General Ed)	Bridgewater	2.0
Elementary Education (General Ed)	Spring Creek	3.0
Secondary Learning Coach	Portage	2.0
Special Education Teacher	Portage	1.0
Elementary Education (General Ed)	Portage	2.0
Elementary Behavior Coach	Greenvale Park	1.0 (second position)
Reading Specialist	Bridgewater	.55

The following non-teaching staff program reductions for the 2023-24 school year are recommended.

<u>Program</u>	<u>Building</u>	<u>FTE</u>
Attendance Secretary	High School	234 paid days at 8 hrs/day to 209 paid days at 7 hrs/day
Credit Recovery EA	High School	.84
Administrative Assistant	ALC	.88
Educational Assistant	Portage	.84
Volunteer Coordinator	Elementary	.53
Security Monitor	High School	.94
Kindergarten Educational Assistant	Greenvale Park	.625

**Superintendent's Recommendation:** Motion to approve the Resolution Discontinuing and Reducing Educational Programs and Positions.

- c. Resolution for Termination and Non-Renewal of Probationary Licensed Staff. The board is requested to adopt the enclosed resolution related to the termination and non-renewal of the teaching contract of the following probationary licensed teachers effective at the close of the current 2022-2023 school year.

<u>Name</u>	<u>FTE</u>	<u>Position</u>
Bachmeier, Noah	1.0	Social Studies
Broughton, Scott	1.0	Elementary Education
Engle, Kari	1.0	Elementary Education (LTS)
Green, Cecelia	1.0	FACS
Hruby, Anna	1.0	Elementary Education
Lane, Melodie	1.0	Early Childhood Education (LTS)
Legros, Marckileine	1.0 – 202 days	Guidance Counselor
Peterson, Andrea	1.0	Elementary Education
Rhoades, Ian	1.0	English/Language Arts
Richardson, Andrew	1.0	Industrial Technology
Robertson, Caitlin	1.0	Elementary Education
Rodgers, Sydney	1.0	Elementary Education
Rogers, Miriam	1.0	English/Language Arts
Schrank, Rebecca	1.0	Elementary Education
Selwan, Bernard	1.0	Mathematics
Stromley, Karl	1.0	Health
Turnquist, Ryan	1.0 – 202 days	Guidance Counselor
Willman, Mary	1.0	Special Education

This action is taken with the understanding that the following individuals will be offered a contract for the 2023-24 school year as follows:

<u>Name</u>	<u>FTE</u>	<u>Position</u>
Legros, Marckileine	1.0 – 197 days	Guidance Counselor
Rhoades, Ian	.80	English/Language Arts
Turnquist, Ryan	1.0 – 197 days	Guidance Counselor

**Superintendent's Recommendation:** Motion to adopt the resolution related to the termination and non-renewal of the teaching contract of the probationary licensed teachers listed above effective at the close of the current 2022-2023 school year.

- a. Enrollment Report. Superintendent Hillmann and Director Mertesdorf will review the April 2023 enrollment report.
- b. National Teacher Appreciation Week is May 8–12, 2023. Teacher Appreciation Week is celebrated in the first full week of May and is our chance to say thank you to those that play or have played such a huge role in our lives. We recognize the dedicated educators across the country, in our state, and in our district, and the lasting contributions they make to our lives.
- c. Graduation Update. ALC graduation is scheduled at 6:00 p.m. on Friday, June 2 in the Middle School Auditorium. Northfield High School's graduation is scheduled at 2:00 p.m. on Sunday, June 11 at Memorial Field.

10. Future Meetings

- a. Monday, May 1, 2023, 5:15 p.m., Special Closed 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

11. Adjournment

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

**Department Mission:** Provide quality nutritious meals that support the growth and development of our students to fuel their learning.

### **2022-23 Update:**

**Breakfast:** Breakfast has been proven to positively affect learning in children in terms of behavior, cognitive, and school performance. Offering breakfast for all students at Northfield schools ensures that every student can be ready to learn every day. Data collected through March 31, 2023 shows that so far this school year we have served **49,710** breakfasts which was a decrease in breakfast meals by approximately 63% from the 2021-22 school year during the same time period. This decrease is due to the discontinuation of free breakfast for all students and breakfast at the NCEC. During school year 21-22 we switched to following the Seamless Summer Option (SSO) per USDA guidelines. SSO typically has lower reimbursement rates. Waivers were included that allowed schools operating under the SSO program to receive reimbursement rates from the Summer Food Service Program (SFSP) to help offset increased costs due to disruptions from the pandemic vs the National School Breakfast Program (NSBP) which is the meal program we follow during a typical school year. This year we returned to the NSBP and have experienced a decrease in participation and reimbursement due to the change that free meals were no longer made available to all students.

**Lunch:** As of March 31, 2023 we were at approximately 71% of possible meal participation days. Data collected through March 31, 2023 shows that so far this school year we have served **257,901** lunches which was a decrease in lunch meals by approximately 9% from the 2021-22 school year during the same time period. Again, one main contributor to this is that during this time period last year we were still operating under the free meal program. We were also operating under the Seamless Summer Option for lunch and received the higher reimbursement for the Summer Food Service Program, vs the National School Lunch Program (NSLP) which is the meal program we follow during a typical school year. This year we returned to the NSLP and have experienced a decrease in participation and reimbursement due to the change that free meals were no longer made available to all students. We also recognize that a decrease in student enrollment impacts overall meal participation.

**Supply Chain Assistance Funds:** Nationwide, the manufacturing and distribution industry is experiencing staffing and labor shortages as well as rising costs of materials and transportation. These issues are impacting schools with unanticipated food shortages, outages and substitutions, increased prices and reduced options. School nutrition staff have had to make last-minute changes to regular menus based on food availability. To help school districts deal with the challenges of the supply chain disruptions brought on by the pandemic, USDA provided \$1 billion in financial assistance for school meal programs. Northfield received approximately \$172,241.00 which can be used toward milk and fresh produce purchases.

### **2023-24 Proposed Budget**

**Revenue Assumptions:** Due to market volatility over the last two school years, it is difficult to forecast our revenue assumptions for the 2023-24 school year. Revenue for the school year 2023-24 was calculated using data from the previous three school years' actual budgets. On Friday, March 17, 2023, Governor Walz signed the Free School Meals bill into law. This will take effect with the 2023-24 school year. This legislation provides the reimbursement for a free breakfast and lunch to students who receive meals through their school's participation in the National School Lunch Program (NSLP) and the School Breakfast Program (SBP). Northfield Public Schools participates in the United States Department of Agriculture's (USDA) National School Lunch and Breakfast Programs so we will be required to participate in the state funded Free School Meals Program. We are waiting for further guidance from MDE if this new law will include free meals for pre-kindergarten students or if there will be any required model changes. It is our goal to provide quality nutritious meals for all students that support their growth and development to fuel learning potential but also understand as a business operation the need to remain fiscally responsible. With this new free meal program we are planning to continue current meal

operations, but will continue to reevaluate what is sustainable. We are uncertain how ala carte sales will be impacted by the free meal program, but anticipate that we could see an increase in sales due to every student receiving a free lunch. School Nutrition Program funds may not subsidize meals served to non-program adults. The adult meal price must be set high enough so the customer fully pays the cost of the meal. For school year 23-24 updated minimum adult meal prices and second meal prices will be available from MDE this summer once reimbursement rates are received from the USDA. We are proposing to increase adult and second lunch prices from \$4.95 to \$5.00 unless the required minimum exceeds this amount. The proposed budget revenue for the school year 2023-24 is **\$2,407,584**.

**Expenditure Assumptions:** After consulting with our food vendors regarding the expected market for the 2023-24 school year, it will be difficult to accurately anticipate food costs due to inflation. Our primary food vendor has indicated that they are expecting most food costs to remain fairly stable, but that they are expecting up to an additional 10% cost increase over the next year on meat products. Others have suggested a 4-6% increase in food cost. The current Consumer Price Index (CPI) has shown to be 8.0-8.4% over the last 12 months. This year we budgeted using actual staffing hours and rates to get more accurate data. To help decrease the financial burden on our staff and their families we will see a significant increase in our group hospitalization expenses due to the district contribution towards health insurance premiums. After the completion of a district-wide cost analysis of chemical products we are anticipating a change will help reduce supply costs. Due to the above-mentioned expenses, we plan to have an additional spend down in our fund balance for the 23-24 school year that will put us below the temporary six months operating expenses requirement from MDE. The proposed budget expenditures for the 2023-24 school year are **\$2,645,006**.

**Budget Plan:** We propose a 2023-24 budget with total revenue of **\$2,407,584** and expenditures of **\$2,645,006**. We are projecting to end FY24 with a fund balance of **\$632,970**. The fund balance maximum for the school year 2023-24 should not exceed \$1,763,337. While MDE temporarily has set a maximum fund balance that should not exceed 6 months average operating expenditures, assuming a 9 month operating year, our department's goal is really to work towards maintaining 14% of expenditures to be consistent with other funds in the district. For 2023-24, 14% of our expenditures would be approximately \$370,300. Due to uncertainty of meal participation, reduced reimbursements from federal and state sources with the free meal program vs free meals during the pandemic, uncertainty of NCEC meal programming and the above-mentioned expenses, it has been challenging to assess the program and to project revenue and expenses forward. We will continue to monitor our revenue and expenses for the remainder of the 2022-23 school year. Based on the results of the 2022-23 school year and any rate changes provided by the state or federal government we would bring a revised budget in the late fall once we have some participation statistics.

# Child Nutrition

April 24, 2023

# Strategic Plan

## VISION

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

## Reaching Out, Reaching Up: THE 2027 STRATEGIC PLAN

### VISION

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

### BENCHMARKS

<b>1</b> All children are ready for <b>kindergarten</b> .	<b>2</b> All students are connected to the <b>community</b> .	<b>3</b> All students are at grade level in <b>reading and mathematics</b> by the end of third and sixth grades.
<b>4</b> All students exhibit physical, social and emotional <b>well-being</b> .	<b>5</b> All students have a <b>connection</b> with a caring adult beyond their parents as they transition to middle school.	<b>6</b> All students have interests, goals and a <b>vision</b> for the future by the end of eighth grade.
<b>7</b> All students <b>graduate</b> from high school with a plan to reach their full potential.	<b>8</b> All <b>employees</b> report satisfaction in the workplace.	<b>9</b> All <b>parents</b> report satisfaction with their children's educational experience.
<b>10</b> The district maintains 14% of its annual expenditures in its unassigned fund balance to ensure <b>financial stability</b> .	<b>11</b> <b>Community education</b> provides relevant and accessible learning opportunities for all residents.	<small>Note: The first seven benchmarks are aligned with the language identified by Northfield Promise, a collective impact consortium of 20 community organizations committed to helping Northfield's youth thrive "from cradle to career."</small>

### STRATEGIC COMMITMENTS



#### People

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



#### Learner Outcomes

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



#### Equity

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



#### Communication

We communicate effectively and transparently with all stakeholders.



#### Stewardship

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



#### Partnerships

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



# Child Nutrition Services

*Will provide quality nutritious meals that support the growth and development of our students to fuel their learning.*



# 2022-23 Update



# Meals Served through March 31

## Breakfast and Lunch



### Elementary/NCEC

#### Breakfast

41,880(SY20) 55,114 (SY21)  
116,128 (SY22) **35,617 (SY23)**

#### Lunch

139,761(SY20) 91,107(SY21)  
141,193 (SY22) **129,580 (SY23)**



### Middle School

#### Breakfast

5,082(SY20) 4,185(SY21)  
4,080 (SY22) **3,422 (SY23)**

#### Lunch

85,883(SY20) 20,791(SY21)  
74,346 (SY22) **64,329 (SY23)**



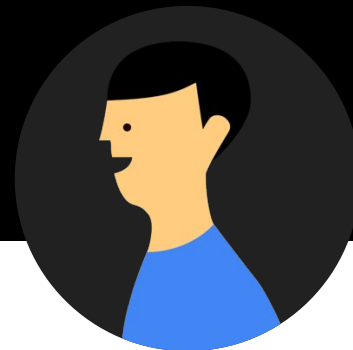
### High School/ALC

#### Breakfast

16,550(SY20) 20,811(SY21)  
14,117 (SY22) **10,671 (SY23)**

#### Lunch

78,444(SY20) 39,620(SY21)  
68,162 (SY22) **63,992 (SY23)**



### Total Meals

#### Breakfast

63,512(SY20) 80,110(SY21)  
134,325 (SY22) **49,710 (SY23)**

#### Lunch

304,088(SY20) 151,518(SY21)  
283,701 (SY22) **257,901 (SY23)**

# Breakfast

## Meals Served

**SY 19 Total: 81,449**

**As of March 31: 56,616**

**SY 20 Total: 108,575**

**As of March 31: 63,512**

**SY 21 Total: 138,569 (free for all students)**

**As of March 31: 80,110**

**SY 22 Total: 193,736 (free for all students)**

**As of March 31: 134,325**

**SY 23 Total: In process**

**As of March 31: 49,710**





# Lunch

## Meals Served

**SY 19: Total: 407,102**

**As of March 31: 286,734**

**SY 20: Total: 349,173**

**As of March 31: 304,088**

**SY 21: Total: 267,315 (free for all students)**

**As of March 31: 151,518**

**SY 22: Total: 397,656 (free for all students)**

**As of March 31: 283,701**

**SY 23: Total: In process**

**As of March 31: 257,901**



# After School Snack - Community School



## Snacks served as of March 31

**BW: Total: 4,953**

**GVP: Total: 2,635**

**SC: Total: 2,729**

**MS: Total: 2,025**



# Menu Offerings





# Menu Offerings





# Farm to School Day

- Thousand Hills Beef Hotdog
- Ferndale Farms Turkey
- Fireside Apple Orchard
- Watermelon Radishes, Peppers and Cucumbers from Green Acre
- Hastings Creamery



# Child Nutrition

2023-24 Proposed Budget



# Revenue Summary

	<b>2020-21 Audit</b>	<b>2021-22 Audit</b>	<b>2022-23 Adopted</b>	<b>2023-24 Proposed</b>
Local Sources	\$54,959	\$190,510	\$1,252,000	\$404,300
State Sources	\$1,611	\$80,988	\$111,487	\$940,000
Federal Sources	\$1,767,487	\$2,570,826	\$872,532	\$1,063,284
<b>Total Revenue</b>	<b>\$1,824,057</b>	<b>\$2,842,324</b>	<b>\$2,236,019</b>	<b>\$2,407,584</b>

# Expenditure Summary

	<b>2020-21 Audit</b>	<b>2021-22 Audit</b>	<b>2022-23 Adopted</b>	<b>2023-24 Proposed</b>
Salaries and Benefits	\$1,027,898	\$1,182,086	\$1,181,963	\$1,296,508
Purchased Services	\$17,144	\$22,243	\$86,400	\$88,900
Food and Supplies	\$710,106	\$1,077,695	\$1,197,000	\$1,246,598
Equipment	\$0	\$0	\$26,500	\$13,000
<b>Total Expenditures</b>	<b>\$1,755,148</b>	<b>\$2,282,024</b>	<b>\$2,491,863</b>	<b>\$2,645,006</b>



# Child Nutrition 2023-24 Proposed Budget

	<b>2020-21 Audit</b>	<b>2021-22 Audit</b>	<b>2022-23 Adopted</b>	<b>2023-24 Proposed</b>
Beginning Balance	\$497,027	\$565,936	\$1,126,236	\$870,392
Revenue	\$1,824,057	\$2,842,324	\$2,236,019	\$2,407,584
Total Sources	\$2,321,084	\$3,408,260	\$3,362,255	\$3,277,976
Expenditures	\$1,755,148	\$2,282,024	\$2,491,863	\$2,645,006
<b>Ending Fund Balance</b>	<b>\$565,936</b>	<b>\$1,126,236</b>	<b>\$870,392</b>	<b>\$632,970</b>
<i>Fund Balance Max</i>	<i>\$585,049</i>	<i>\$1,521,349</i>	<i>\$1,661,242</i>	<i>\$1,763,337</i>







**Community Education 2023-24  
Preliminary Budget Presentation**  
Erin Bailey, Director of Community Education  
*Presented to the Board on 4.24.2023*

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**2022-23 Revised Budget**

The revised budget reflects the impact of increased enrollment in some fee based programs and federal funds distributed to childcare sites.

Fund Balance as of June 30, 2022	\$ 780,179
Revenues	\$3,584,293
Expenditures	<u>\$3,445,819</u>
Revenue over expenditures for FY 23	\$ 138,474
Projected total fund balance as of June 30, 2023	\$ 918,653

**2023-24 Proposed Budget**

The FY 24 Community Education proposed preliminary budget was developed with input from each program area coordinator.

**Timeline**

1. The budget was reviewed at the April 18, 2023 meeting of the Community Education Advisory Council.
2. At the April 18, 2023 meeting, the Community Education Advisory Council voted unanimously to recommend the budget to the School Board.
3. The recommended budget will be presented to the School Board at their April 24, 2023 meeting.
4. All school district budgets will be approved at the June 12, 2023 School Board meeting.

**Assumptions**

The FY 24 (2023-24) Community Education proposed preliminary budget is based on the following assumptions:

**Revenues**

1. Slight increase in revenue for fees based on the activity in FY 23.
2. Federal childcare stabilization funds end in June 2023..
3. Continuation of Pathway I and II Early Learning Scholarship funding.
4. Several grant applications.

**Expenditures**

1. Appropriate increases in salaries, wages and insurance.
2. Appropriate staff support for all children.
3. In Hand in Hand Preschool, the addition of a 2-day a week preschool section.

**Community Education FY 24 Budget**

Projected Fund Balance as of June 30, 2023	\$ 918,653
Revenues	\$3,333,364
Expenditures	<u>\$3,463,457</u>
Revenue over expenditures for FY 24	\$ (130,093)
Projected total fund balance as of June 30, 2024	\$ 788,560

# Community Education

2023-24 Preliminary Budget Presentation  
April 24, 2023

# Principles of Community Education

- Lifelong Learning
- Maximizing Community and School Resources
- Maximizing Community and School Facilities
- Promoting Collaboration and Partnerships
- Citizen Involvement

 **Community Education**  
*Serving the communities of Northfield Public Schools*  
**Summer 2023 Brochure**  
May - August

**Design Your Summer**  
**#ThatsCommunityEd**



Horseback Riding Camp Pg. 10

Aquatics	Adult Basic Education	Community Resources
District Facilities	Driver Education	Early Childhood Programs
English Learner Services	Enrichment	Project ABLE
Recreation	Ventures	

**Learning and Recreation For Life**  
REGISTER ONLINE <https://northfieldschools.ce.eleyo.com/>

# Community Education Program Components

## Adult Learning

- Adult Lifelong Learning
- Adult Basic Education/EL
- Driver Education
- Project ABLE
- Recreation

## Youth Programs

- Middle School Youth Center
- Kid Ventures Programs
- Youth Development/Service Learning
- Recreation/Enrichment

## Community Programs/Partnerships

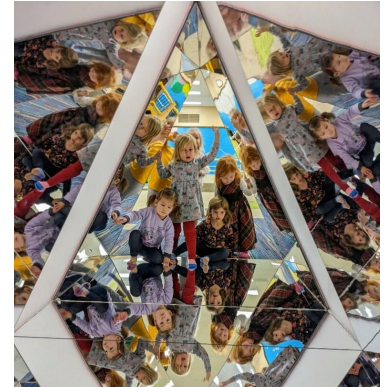
- Facility Use
- Community Schools at Greenvale Park, Bridgewater and Spring Creek Elementary Schools
- Healthy Community Initiative - Early Childhood Navigators, CCAP Navigator & Ready for Kindergarten Action Team
- Community Action Center - Onsite food shelf and food distribution



# Community Education Program Components

## Early Childhood

- Early Childhood & Family Education
- Early Childhood Screening
- Hand in Hand Preschool and Bridges to Kindergarten
- Ready for Kindergarten Action Team
- Early Ventures Child Care Center
- Recreation



# 2022-23 Budget Revision

	2020-21 Actual	2021-22 Actual	2022-23 Adopted	2022-23 Revised
Beginning Balance	\$308,736	\$221,682	\$427,336	\$780,179
Revenue	\$2,620,337	\$3,915,255	\$3,093,342	\$3,584,293
Expenditures	\$2,707,391	\$3,356,758	\$3,297,216	\$3,445,819
<b>Ending Balance</b>	<b>\$221,682</b>	<b>\$780,179</b>	<b>\$223,462</b>	<b>\$918,653</b>

General Community Ed	-\$170,366	\$369,736	-\$209,414	\$452,503
ECFE	\$233,407	\$297,925	\$285,008	\$319,149
School Readiness	\$136,944	\$92,001	\$124,216	\$132,628
Unreserved	\$21,697	20,517	\$23,652	\$14,373
<b>Ending Balance</b>	<b>\$221,682</b>	<b>780,179</b>	<b>\$223,462</b>	<b>\$918,653</b>

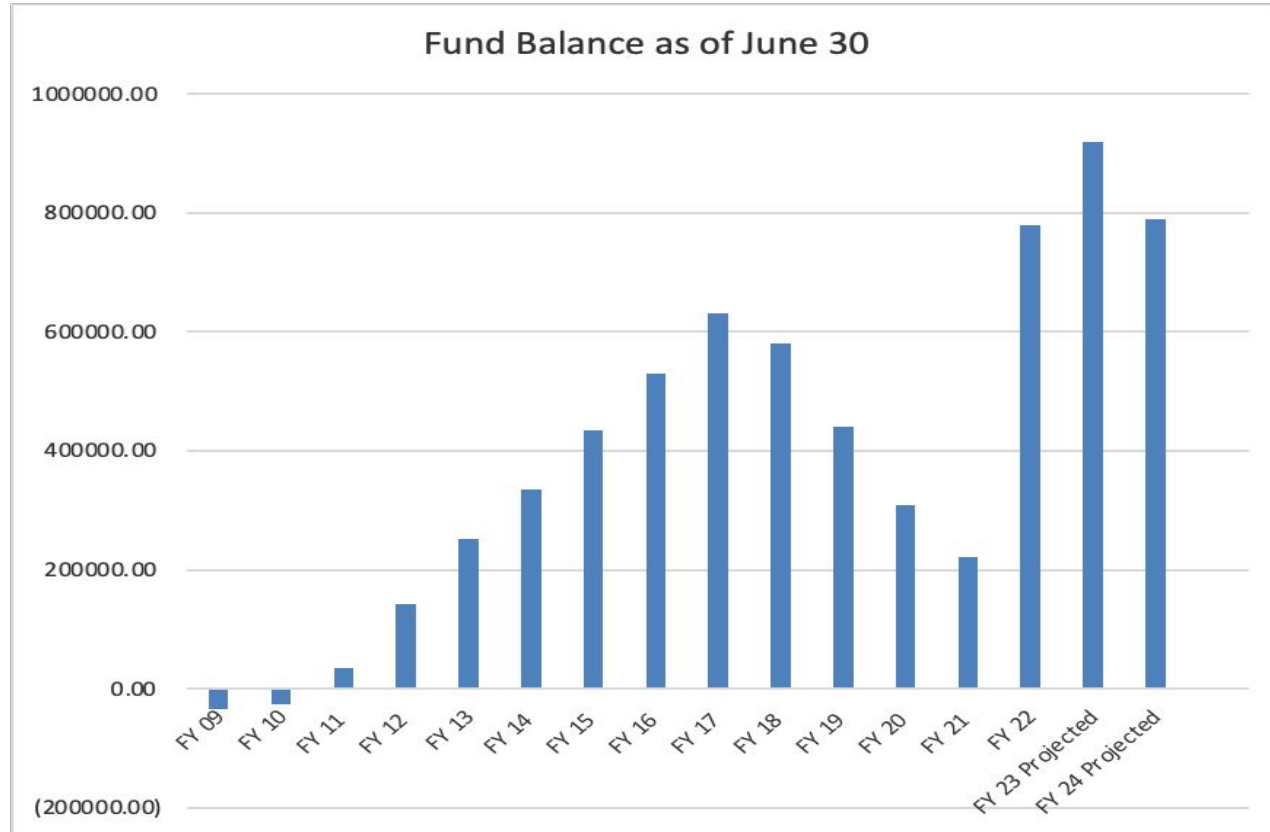
<i>Fund Balance Goal (14%)</i>	\$379,035	\$469,946	\$461,610	\$482,414
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# Community Education Budget Goals

To work toward an overall fund balance that equals 14% of Community Education's operating expenses. This is approximately \$482,414. We want to achieve this with all funds having positive balances.

# Community Education Fund Balance History



# Community Education FY 24 Budget Assumptions

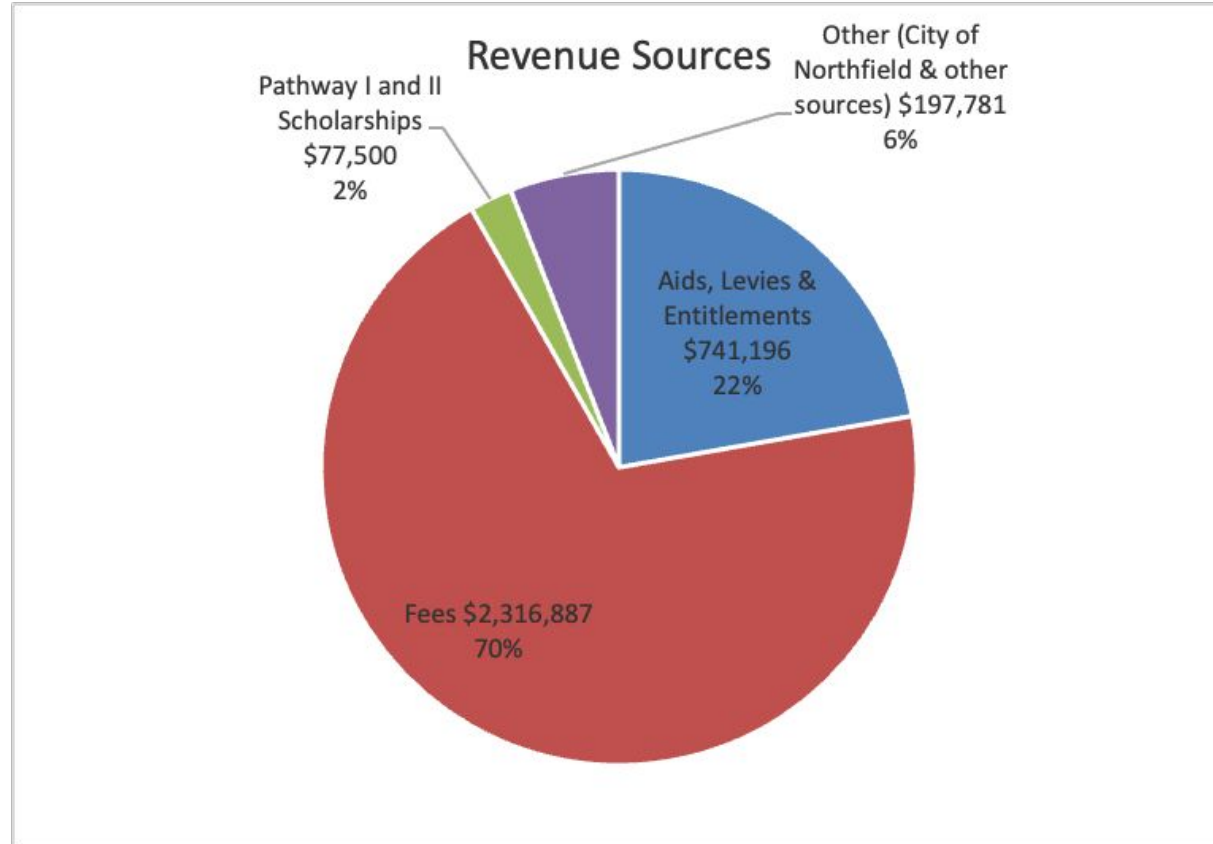
## Revenues

- Slight increase in revenue for fees based on the activity in FY 23.
- Federal childcare stabilization funds end in June 2023.
- Continuation of Pathway I and II Early Learning Scholarship funding.
- Several grant applications

## Expenditures

- Appropriate increases in salaries, wages and insurance.
- Appropriate staff support for all children.
- In Hand in Hand Preschool, the addition of a 2-day a week preschool section.

# 2023-24 Revenue Sources



## Revenue Summary

	<b>2020-21 Audit</b>	<b>2021-22 Audit</b>	<b>2022-23 Revised</b>	<b>2023-24 Proposed</b>
Levy	\$413,302	\$416,244	\$428,563	\$440,332
State Aid	\$301,514	\$286,269	\$302,952	\$300,864
Federal Aid	\$175,900	\$627,781	\$209,975	\$0
Local Sources	\$2,110,599	\$3,001,208	\$3,071,366	\$3,032,500
<b>Total Revenue</b>	<b>\$2,588,013</b>	<b>\$3,915,258</b>	<b>\$3,584,293</b>	<b>\$3,333,364</b>

## Expenditure Summary

	<b>2020-21 Audit</b>	<b>2021-22 Audit</b>	<b>2022-23 Revised</b>	<b>2023-24 Proposed</b>
Salaries	\$1,842,937	\$2,241,742	\$2,123,635	\$2,186,486
Benefits	\$570,009	\$643,499	\$716,753	\$740,974
Purchased Services	\$204,874	\$369,198	\$460,020	\$448,562
Supplies and Dues	\$52,665	\$83,594	\$83,514	\$83,535
Capital and Equipment	\$4,583	\$18,727	\$61,897	\$3,900
<b>Total Expenditures</b>	<b>\$2,675,068</b>	<b>\$3,356,760</b>	<b>\$3,445,819</b>	<b>\$3,463,457</b>

## Financial Summary

	<b>2020-21 Audit</b>	<b>2021-22 Audit</b>	<b>2022-23 Revised</b>	<b>2023-24 Proposed</b>
Revenue	\$2,588,013	\$3,915,258	\$3,584,293	\$3,333,364
Expenditures	\$2,675,068	\$3,356,760	\$3,445,819	\$3,463,457
Net	-\$87,055	\$558,498	\$138,474	-\$130,093
Beginning Balance	\$308,736	\$221,681	\$780,179	\$918,653
Ending Balance	<b>\$221,681</b>	<b>\$780,179</b>	<b>\$918,653</b>	<b>\$788,560</b>
General Community Ed	-\$170,366	\$369,736	\$452,503	\$284,803
ECFE	\$233,407	\$297,925	\$319,149	\$333,084
School Readiness	\$136,944	\$92,001	\$132,628	\$162,908
Unreserved	\$21,697	\$20,517	\$14,373	\$7,765
Ending Balance	<b>\$221,682</b>	<b>\$780,179</b>	<b>\$918,653</b>	<b>\$788,560</b>
<i>Fund Balance Goal (14%)</i>	\$374,510	\$469,946	\$482,415	\$484,884



# Variables

- Actual Program Enrollments
- Fee Collection
- Numerous legislative bills that would impact funding or have an increase to expenses

# Greenvale Park Community School

FY 23 Funding	
21st Century Community Learning Center grant	\$124,489
Northfield Public Schools	\$0
Northfield SHARES	\$0
Ignite Grant	\$17,500
Total Funding	\$141,989
FY 24 Funding	
Northfield Public Schools	\$0
21st Century Community Learning Center grant	\$124,489

# Out of School Time Support Open to All Youth

- Greenvale Park Community School and Middle School Youth Center (MSYC)
  - After School and Evening Programming at GVP Community School
  - After School Programming at MSYC
- Expansion Sites - Bridgewater Community School and Spring Creek Community School
  - After School Programming
  - ½ Year Evening Programming - paused after staffing changes
- Deliveries include STEM, Homework Help, Arts & Music, Youth Leadership, Physical Activity, Counseling Programs, Health & Wellness, Literacy, Community/Service Learning, Cultural Programs

# Northfield Community School Participation & Attendance (as of April 17, 2023)

<u>Attendance</u>	<u>50+ Hours</u>	<u>1+ Hour</u>
BW Community School	76 students	335 students
GVP Community School	46 students	300 students
SC Community School	43 students	163 students
MSYC	37 students	159 students
<b>Total</b>	<b>205 students</b>	<b>866 students</b>

# Questions & Comments

**SPECIAL SERVICES**

201 Orchard Street South  
Northfield, MN 55057  
PH 507.645.3410 • Fax 507.645.3404  
[www.northfieldschools.org](http://www.northfieldschools.org)

TO: School Board Members  
Dr. Hillmann, Superintendent

FROM: Cheryl Hall

DATE: April 24, 2023

RE: Request to Increase FY24 Special Education FTE

I am requesting the school board consider approval to hire an additional 1.8 Licensed FTE for 2023-2024 school year.

**Rationale:** Changes in special education needs across the district are impacting the required FTE to meet required special education services of students.

1. December 1st childcount has increased from 688 students to 693 this school year.
2. 55 Early Childhood Special Education (ECSE) students transitioning to Kindergarten in the fall of 2023 with higher needs for specialized programs and staff to meet the needs at our elementary programs. Adding a Setting 3 Neurobiological (NB) program at Bridgewater to meet the needs of students with Autism/NB disabilities. The Spring Creek NB program does not have the capacity to meet this need. This will keep students in their neighborhood school.
3. Continued increase of referrals for ECSE Evaluation and Intervention and increase in Hand in Hand Integrated preschool classes and caseload requirements, and provide staff to student ratios meet those needs.
4. High School special education numbers are increasing from 145 students in SY22-23 to 171 SY23-24. The incoming 9th grade cohort is larger than the graduating senior cohort. This is one additional special education teacher caseload. This increase also impacts the number of evaluations required and especially for the large number of 9th grade students in the area of transition, as well as the related services at this level, such as school social work and school psychologist workloads. NASP recommended ratio of school Psychologists to Special education students is 1 to 150.
5. New School Psychologist Intern at NCEC and Tier 2 School Psychologist at the HS require additional supervision from a qualified school psychologist.
6. Cost savings are realized by discontinuing contracted school psychologist services this current school year. (Intern salary and continuing Psychometrist vs contracted services salary)

**Anticipated budget impact:**

Psychometrist ( HS/Districtwide) 4 hrs/day: \$56,479 with approximately 55% of the salary reimbursed through special education revenue for a net cost of \$25,416.

Special Education Teacher 1.8 FTE: \$198,000 salary and benefits with approximately 55% of salary reimbursed through special education revenue for the net cost of \$89,100.



# Northfield Special Education Projections and Staffing

April 24, 2023

Cheryl Hall, Director of Special Services  
Sara Pratt, Assistant Director of Special Services

# PURPOSE

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- ➔ SHARE DATA TO INCREASE UNDERSTANDING OF THE REQUIRED WORKLOAD ANALYSIS AND SPECIAL EDUCATION PROJECTIONS TO DETERMINE APPROPRIATE SPECIAL EDUCATION STAFFING LEVELS
- ➔ ALIGN SPECIAL EDUCATION BUDGETING PROCESS WITH STRATEGIC COMMITMENTS:
  - ◆ LEARNER OUTCOMES
  - ◆ EQUITY
- ➔ REQUEST INCREASE IN FTE FOR LICENSED AND NON-LICENSED STAFF

# MN Rule and Model School Board Policy

- Caseloads for school-age educational service alternatives. [Minn. Rule 3525.2340, Subp. 4.B.](#)
  - Subp. 4, B.: For pupils who receive direct special education 60 percent or less of the instructional day, the school district must establish a board-approved policy for determining workload limits for special education staff based on student contact minutes, evaluation and reevaluation time, indirect services, IEPs managed, travel time, and other services required in the IEPs of eligible students.
- [MSBA/MASA Model Policy 427](#)
  - “Workload” means a special education teacher’s total number of minutes required for all due process responsibilities, including direct and indirect services, evaluation and reevaluation time, management of individualized education programs (IEPs), travel time, parental contact, and other services required in the IEPs.

## Maintenance of Effort ( MOE)

IDEA requires that Federal Funds “.... may not be used to reduce the level of expenditures for the education of children with disabilities made by the LEA ( state) and local funds below the level of those expenditures for the preceding fiscal year.

( 34 Code of Federal Regulations ( C.F.R. section 300.203)

## MOE Exceptions: allowable reductions

1. The voluntary departure, retirement of, departure for just cause, of special education or related services personnel.
2. A decrease in enrollment of children with disabilities.
3. A Child, as part of a high cost program, moves, leaves the district, ages out, or no longer is in need of the program. ( Cost must be 1.5 X the average cost for special education students)

# Special Services Stewardship 2022-23

- Shifted unfilled EA FTE allocated when a new need was identified due to unanticipated student changes, i.e. newly qualified, open enrolled or new students who moved into the district.
- Refocused efforts to increase independence of secondary students in the general education setting by focusing on building skills and assigning EAs differently. Such as training staff and students to use assistive technology to provide access to reading accommodations and decreasing the need for an adult reader.
- When we have decreased student numbers in a program, we shift licensed/non-licensed staff to another position/building.
  - ◆ Low Incidence at MS shifted to HS for 1 year due to combination of students moving and transitioning to the High School.
  - ◆ DHH Teacher FTE shifted to MS resource to provide reading instruction.
  - ◆ Prairie Creek Community School purchased available Vision Teacher FTE from Northfield.
  - ◆ B-3 Teachers and ECSE Coordinator help with Increased 3-5 evaluations when referrals have increased.
  - ◆ When CVSEC is not able to accept referred students due to staffing issues, we utilized space differently at Spring Creek and reassigned staff and schedules to accommodate.
- Utilize Region 10 Low Incidence Projects funding and resources to increase staff skills and access materials
  - ◆ improving student outcomes in setting 3 EBD and reducing referrals to Setting IV.
  - ◆ Staff trained as trainers for Safety Care and CPR.
  - ◆ LETRS training for Special Ed Instructional Coach.
  - ◆ Group Buys for software curriculum at lower cost through Infinitect.



# Special Education Leadership and Staff

- Director: Cheryl Hall
- Assistant Director: Sara Pratt
- ECSE Coordinator: 1 Teachers on Special Assignment (TOSA)
- Behavior/ASD Specialist: 1 BCBA/Special Ed Teacher
- Staff Members in Department
  - ECSE 8.6
  - Elementary 26.3
  - Middle School 9.5
  - High School 11.4
  - Itinerant 7.5 ( PT, OT/AT, VI, DHH, P/HD)
  - Other 2.5 (ex: Admin Assistants, Due process clerical, Psychometrist )

Additional Areas under Special Services: Health Services, Title I, ADSIS, 504, Homeless Liaison

## FY 24 SPECIAL EDUCATION PROJECTED ENROLLMENT and FTE Changes

	# OF STUDENTS	+/- LICENSED FTE	+/- EA/PCA FTE
NCEC	88	0	TBD
BW	95	+ 1.0 FTE ( New)	+2.75 hrs/day
GVP	94	+ .5 FTE (New)	+1.0 hrs/day
SC	78	0	+6.75 hrs/day
MS	126	+ 1.0 FTE (Txfr) ( 3 FTE EA Trade approved 4/10/23)	-37.125 hrs/day ( -5.5 FTE)
HS	171	+ 1.3 FTE ( New)	-27.0 hrs/day
ALC	12	+ 1.0 FTE (Txfr) (3 FTE EA Trade approved 4/10/23 for 1.0 HS EA Trade)	(4.0 FTE)
Portage K-12	0 ( 25 K-12 students could enroll in person)	- 1.0 FTE Program Reduction	-6.75 hrs/day
Total	689 ( 18% K-12)	1.8 FTE INCREASE to Budget (3.8 actual Staff Increase trade in of 6 EAs for 2.0 FTE)	( -60.375 hrs/day)

## FY24 Average Projected Caseload staff to students Ratios

Program	NCEC	BW	GVP	SC	MS	HS	ALC
B-3 ECSE	1:4.8*	NA	NA	NA	NA	NA	NA
Resource	1:18*	1:11	1:12	1:13	1:15	1:24	0.5:15
EBD 2/3	0	1:12	1:8	NA	1:3	1:9	NA
DCD 2/3	NA	NA	1:11	NA	1:8	1:12	NA
ASD or NB 2/3	7	1:5	NA	1:5	1:19	1:14	NA
LI 2/3	NA	NA	NA	1:6	1:2	1:6	NA
Speech	1:31	1:35	1:20	1:14	1:21	0.2 :2	NA
DAPE	NA	0.06:3	0.06:7	0.6 : 12	0.2:4	0.2:7	NA
DHH	0.5:5 DISTRICT WIDE					0.5:3	NA
Vision*	0.5 :8 DISTRICT WIDE +(CONTRACT FOR PCCS)						NA

## Northfield Public Schools Cross Subsidy Calculation

	<b>FY 23 Budget</b>		<b>FY22 Audit</b>		<b>FY21 Audit</b>		<b>FY20 Audit</b>		<b>FY19 Audit</b>	
<b>Total Expenditures</b>	\$	<b>13,485,891</b>	\$	<b>13,435,906</b>	\$	<b>12,228,873</b>	\$	<b>12,640,477</b>	\$	<b>12,384,691</b>
State Aid	\$	7,503,947	\$	6,548,954	\$	7,547,833	\$	6,392,028	\$	5,898,651
Federal Aid	\$	773,000	\$	777,426	\$	798,657	\$	770,173	\$	809,391
Medicaid Reimbursement	\$	325,000	\$	468,848	\$	330,805	\$	236,646	\$	266,301
<b>Total Revenue</b>	\$	<b>8,601,947</b>	\$	<b>7,795,227</b>	\$	<b>8,677,295</b>	\$	<b>7,398,847</b>	\$	<b>6,974,343</b>
<b>Special Education Cross Subsidy</b>	\$	<b>4,883,944</b>	\$	<b>5,640,678</b>	\$	<b>3,551,578</b>	\$	<b>5,241,630</b>	\$	<b>5,410,348</b>

# Special Education Finance Changes

In 2020 the Legislature changed the Special Education Funding Formula that can benefit districts

- Removed the Special Education CAP on expenditure increases from one year to the next.
- School Districts can move staff who had been coded under Federal Funds to State Special Education Funding.
- Shifting allows Tuition Billing ( Unreimbursable costs under state funding) to be be paid through Federal Special Education Funds that are 100% reimbursable.
- This is a one time benefit to the district in reducing the cross subsidy for the district.

# Example

## Federal Funding

## State Funding

<b>2022-23</b> Director of Special Services Assistant Director of Special Services Administrative Assistant for Special Services .5 FTE of Accounting Generalist .5 FTE of Due Process ECSE Clerical Supplies and materials	<b>2022-23 Cost funded by Local Dollars</b> Unreimbursed by Special Education \$  Tuition billing ~ \$1,100,000.
<b>2023-2024</b>  100% Reimbursed Up to total Federal Allocation (FY 23 \$780,000) of Special Education Tuition billing prior year.	<b>2023-2024 Reimbursed by state special education approx. 55%</b> Director of Special Services Assistant Director of Special Services Administrative Assistant for Special Services .5 FTE of Accounting Generalist .5 FTE of Due Process ECSE Clerical Supplies and materials



# Are there Disadvantages or Risks?

- Increases Level of MOE and risk of not being able to reduce the budget in the future
- The reimbursement is not immediate ( current year) as there is a one year delay in receiving funds ( funding is based on prior year expenditures).
  - Year one- is considered a break even year.

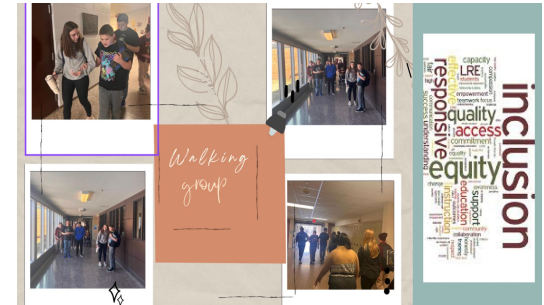
## SEAC Advisory Input

Continue to provide special education staffing levels to assure programs and IEP requirements are met.

Concern shared about eliminating some EA positions and impact on student accommodations

### Focus on Activities that promote Inclusion of students with disabilities

- ◆ Can there be an accessibility specialist - to support modification/accommodation of curriculum in the general education classrooms?
- ◆ Best Buddies Program: success at the high school level during Flex ( no added cost to programming)
- ◆ Consider expanding Best Buddies at all grade levels
- ◆ Start slow and grow as success is realized



- Questions?

**Thank You**

# Common Special Education Acronyms

ADA	Americans with Disabilities Act	DHH	Deaf/Hard of Hearing
ALC	Alternative Learning Center	DHS	Minnesota Department of Human Services
ALEX	Alexander Learning Academy	DPA	Minnesota Data Privacy Act
ASD	Autism Spectrum Disorder	EA	Educational Assistant
AT	Assistive Technology	ECSE	Early Childhood Special Education
CAC	Community Alternative Care	EBD	Emotional/Behavior Disability
CADI	Community Alternatives for Disabled Individuals	EL	English Language
CCAP	Child Care Assistance Programs	EPD	Employed Persons with Disabilities
CCRR	Child Care Resource and Referral	ER	Evaluation Report
CD	Chemical Dependency	ES	Employment Services
CS	Child Support	ESL	English as a Second Language
CVSEC	Cannon Valley Special Education Cooperative	ESY	Extended School Year
DAPE	Developmental Adapted Physical Education	FC	Foster Care
DB	DeafBlind	FAPE	Free Appropriate Public Education
DCD	Developmental Cognitive Disability	FBA	Functional Behavior Assessment
DD	Developmentally Disabled	FERPA	Family Educational Rights and Privacy Act
DEED	Department of Employment and Economic Development	FT	Fulltime
		GED	General Education Diploma
		GVP	Greenvale Park Elementary

# Acronyms continued

HH	Household	MSAB	Minnesota State Academy for the Blind
HHS	Health and Human Services	MSAD	Minnesota State Academy for the Deaf
HIPAA	Health Insurance Portability and Accountability Act	MTSS	Multi-Tiered Systems of Support
IEP	Individualized Educational Program	NB	Neurobiological
IFSP	Individual Family Service Plan	NHS	Northfield High School
IHS	Indian Health Services	NMS	Northfield Middle School
IMD	Institution for Mental Diseases	NPS	Northfield Public Schools
INS	Immigration and Naturalization Services	O&M	Orientation and Mobility
LEP	Limited English Proficiency	OHD	Other Health Disabilities
LI	Low Incidence	OT	Occupational Therapy
LOC	Level of Care	PA	Public Assistance
LRE	Least Restrictive Environment	PBIS	Positive Behavior Interventions and Supports
MA	Medical Assistance	PCA	Personal Care Attendant
MDE	Minnesota Department of Education	PHD	Physical Health Disabilities
MDH	Minnesota Department of Health	PI	Physical Impairment
MI	Mentally Ill	PT	Physical Therapy
MSA	Minnesota State Academies	PT	Part-time
		RtI	Response to Intervention
		SLD	Specific Learning Disabilities
		SLP	Speech Language Pathologist

# Acronyms continued

SMI	Severely Multiply Impaired
SPS	Student Preparation for Success

SST	Student Support Team
STEP	Secondary Transition Education Program
SUN	Students with Unique Needs
TBI	Traumatic Brain Injury
VI	Visually Impaired

**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.

### Update | April 24, 2023

After significant conversation and review of our transportation system. The administration is recommending we move forward with the previous recommendations, excluding the implementation of a fee for transportation. Despite this being a tool we have access to, at this time we feel the potential impacts outweigh the revenue this could generate.

The administration will continue to review the budget for further reduction opportunities.

**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](#).

Annual Employee and Parent/Caregiver Experience Survey Results

strategic commitment highlights: people, equity, communication, partnerships

The district has been conducting annual employee and parent surveys since 2019. This year marks a new baseline year with an updated set of question prompts.

💡 Why does it matter?

- Adults have an impact on students. Evaluating how these adults perceive the school system is central to creating an environment that best supports them in their work to support students.
- Both employees and parents have choices. They can choose where to work and choose where their children attend school.
- The district adopted a strategic plan with benchmarks measuring employee engagement and parent satisfaction.

📋 Details

- The surveys are administered online. The surveys accepted responses from March 17 to 26. Multiple email reminders were provided in district and building-level newsletters. All survey responses are anonymous.
- There were 356 employee responses and 444 parent/caregiver responses.

📊 Results

2022-23 Employee Experience Survey Results			
Overall mean	3.92	Participants	356
Greatest Strengths			
Question	Rating	Top Box	Top Two Box
I believe my work positively impacts those we serve.	4.53	59.44%	95.50%
I have a clear understanding of the mission and goals of my organization.	4.28	44%	87.86%
Greatest Opportunities for Growth			
Question	Rating	Top Box	Top Two Box
I feel that organization-level resources are allocated to maximize effectiveness across the organization.	3.56	16.34%	57.19%
I receive feedback concerning areas for improving my performance.	3.60	20%	60%

2022-23 Parent Experience Survey Results			
Overall mean	4.00	Participants	444
Greatest Strengths			
Question	Rating	Top Box	Top Two Box
I am treated with respect at this school.	4.31	48.17%	86.98%
I believe the school is clean and well-maintained.	4.29	47.49%	86.76%
Greatest Opportunities for Growth			
Question	Rating	Top Box	Top Two Box
I regularly receive feedback from school staff on how well my child is learning.	3.57	25.46%	58.64%
I receive positive phone calls, emails, or notes about my child from the school.	3.58	28.18%	62.27%

### Summary and “what’s next”

- The survey data has been disaggregated at the building level and provided to principals/building administrators.
- Each school will conduct a survey results “roll out” for their employee and parent experience data by May 26.
- “Shoutouts” are being processed and sent to staff by the end of April.
- The annual school improvement plans will include action steps to improve the greatest opportunity for growth indicators.

### Reminder: iPad lease coming in May

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

The district’s iPad lease is scheduled for renewal and a new lease is being prepared. Funding for the lease was approved as part of the capital budget process, but the lease will still require board approval.

### ★ Why do we use this technology?

- We use the technology as a hub to provide students with learning materials, experiences, increased accessibility, and tools to promote productivity and creativity.

### What is in the lease?

- A 9th generation iPad and a protective case for each Grade K-12 student and teacher.
- A Logitech Crayon (stylus) for each Grade 6-12 student and teacher.
- On-demand tech support and software assurance.

### Why do we lease this kind of equipment?

- Leasing equipment provides reliable, up-to-date equipment to support students and teachers, reducing the need for repair.

The district will sell the existing fleet of iPads and use those funds to pay a substantial portion of the first lease payment.

## Ice arena dilemma update

**strategic commitment highlights: stewardship, partnerships**

We have been working with the City of Northfield and a business partner to evaluate a potential public-private partnership that could involve the following:

- Construction of a new ice arena. Ownership of the facility by the City of Northfield or a business partner is to be determined. The district **would not** own the facility.
- The city would invest a substantial portion (around \$9 million) upfront to help finance the construction of the arena along with approximately \$3 million in private fundraising and the sale of the existing arena.
- The district would commit to a 20-year lease. Our annual lease payment would be \$300,000 annually in this concept (\$6 million in total over 20 years.) We would utilize our lease-levy authority to fund the \$300,000 annual payment. We currently use lease-levy to pay our annual ice arena lease, the Dundas Dome lease, and the gymnastics club lease, among other items.
- The board would need to approve any agreement. The concept is still under discussion and a request for approval is not imminent.

## Assistant Commissioner visits NCEC

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

Tikki Brown, Assistant Commissioner of Children and Family Services visited and toured the Northfield Community Education Center (NCEC) on Monday, April 17. She met with teachers, service providers, and administrators. Her visit resulted from Representative Kristi Pursell's recent visit to the NCEC in early March. Assistant Commissioner Brown wanted to learn more about the impacts the governor's proposal to create a Department of Children, Youth, and Families would have on the way services are provided to our youngest learners. Assistant Commissioner Brown praised the model and structure at the NCEC that allows for the seamless delivery of services for our early childhood students and their families.

## Boys hockey cooperative sponsorship

**strategic commitment highlights: people, learner outcomes**

As shared in January, the district has been evaluating the viability of continuing the boys' hockey cooperative sponsorship with Randolph. The district plans to pursue dissolving the cooperative sponsorship for the 2023-24 season.

### The facts

- The Minnesota State High School League (MSHSL) placed the Raiders boys' hockey team in Section 1AA rather than Section 1A.
- The impact of Randolph's enrollment as part of the cooperative sponsorship is responsible for our placement in 1AA rather than 1A.
- Two Randolph students are playing on the Raiders boys' hockey team.
- The district appealed the decision, pointing out that our enrollment without the cooperative sponsorship would have allowed it to remain in Section 1A. This appeal was denied.
- Both school boards would need to approve the dissolution.

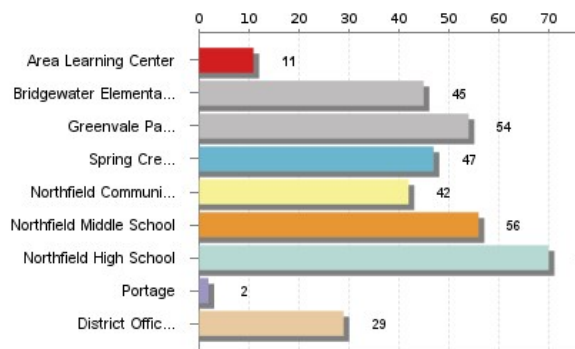
### The implications

- Dissolving the cooperative sponsorship would allow the team to remain in Section 1A.
- The students from Randolph would be eligible to play on the hockey team should they open enroll. They would not be eligible to play varsity sports other than hockey in 2023-24 due to MSHSL transfer rules.
- It is possible to establish a cooperative sponsorship with a home school. If one of the current Randolph players were to be home-schooled, the district would consider a short-term cooperative sponsorship with their home-school until they graduate.

### What's next

- The formal recommendation to dissolve the boys' hockey cooperative sponsorship with Randolph will be on the May 8 agenda. No vote will be taken.
- The board will vote on the recommendation at its May 22 meeting.

## Northfield Public Schools - Employee Experience Survey Report



### Participation by School/Department.

	Response total
Area Learning Center	11
Bridgewater Elementary School	45
Greenvale Park Elementary School	54
Spring Creek Elementary School	47
Northfield Community Education Center	42
Northfield Middle School	56
Northfield High School	70
Portage	2
District Offices (Includes: Assessment Services, Buildings and Grounds, Child Nutrition, Finance, Human Resources, Special Education, Superintendent's Office, Teaching and Learning, Technology Services)	29

Statistics based on **356** respondents;

### Role Selected.

	Response percent	Response total
Teacher (all NEA members)	61.58%	218
Educational Assistant	14.12%	50
All other staff (this category combines a number of positions to preserve the anonymity of respondents)	24.29%	86

Statistics based on **354** respondents;

### Items 1-20.

	Strongly Disagree Score=1	Disagree Score=2	Neutral / Mixed Feelings Score=3	Agree Score=4	Strongly Agree Score=5		Response total	Average score
1. I feel supported with good processes and the appropriate resources to do my job.	2.25% (8)	5.63% (20)	19.72% (70)	47.32% (168)	25.07% (89)		355	3.87
2. I receive feedback on my strengths as an employee.	4.51% (16)	10.14% (36)	19.72% (70)	40.56% (144)	25.07% (89)		355	3.72
3. I feel supported in balancing my work responsibilities.	1.97% (7)	9.86% (35)	18.59% (66)	50.14% (178)	19.44% (69)		355	3.75
4. I receive appropriate recognition when I do good work.	4.23% (15)	8.45% (30)	20.28% (72)	40% (142)	27.04% (96)		355	3.77
5. I believe that leaders in my immediate work environment are genuinely concerned for my welfare.	3.38% (12)	4.51% (16)	15.49% (55)	32.68% (116)	43.94% (156)		355	4.09
6. I feel that resources in my immediate work environment are allocated to maximize effectiveness.	2.25% (8)	7.61% (27)	25.07% (89)	41.97% (149)	23.1% (82)		355	3.76
7. I have the opportunity to provide input on decisions that affect my job.	2.83% (10)	9.35% (33)	24.65% (87)	40.51% (143)	22.66% (80)		353	3.71
8. I have a clear understanding of my expectations as an employee.	0.85% (3)	3.11% (11)	9.61% (34)	46.61% (165)	39.83% (141)		354	4.22
9. I have the support needed from leadership in my immediate work environment to accomplish my work objectives.	3.39% (12)	6.22% (22)	16.67% (59)	40.96% (145)	32.77% (116)		354	3.94

	Strongly Disagree Score=1	Disagree Score=2	Neutral / Mixed Feelings Score=3	Agree Score=4	Strongly Agree Score=5		Response total	Average score
10. I receive feedback concerning areas for improving my performance.	4.86% (17)	10.29% (36)	24.86% (87)	40% (140)	20% (70)		350	3.60
11. I feel that organization-level resources are allocated to maximize effectiveness across the organization.	3.38% (12)	10.99% (39)	28.45% (101)	40.85% (145)	16.34% (58)		355	3.56
12. I believe organization-level information is communicated in a timely manner across the organization.	3.11% (11)	5.37% (19)	18.36% (65)	45.48% (161)	27.68% (98)		354	3.89
13. I see progress being made to create a culture of success for employees across the organization and for those we serve.	5.67% (20)	8.5% (30)	22.1% (78)	40.79% (144)	22.95% (81)		353	3.67
14. I would recommend that parents select my organization to serve their child.	1.41% (5)	3.39% (12)	12.71% (45)	42.37% (150)	40.11% (142)		354	4.16
15. I feel that others in my organization connect with me in honest two-way communication.	1.97% (7)	7.89% (28)	15.78% (56)	50.14% (178)	24.23% (86)		355	3.87
16. I work in an organization where employees regularly share and exchange ideas.	1.97% (7)	6.2% (22)	12.96% (46)	48.73% (173)	30.14% (107)		355	3.99
17. I feel that organizational culture supports open and honest communication.	4.52% (16)	9.04% (32)	21.47% (76)	40.11% (142)	24.86% (88)		354	3.72
18. I have a clear understanding of the mission and goals of my organization.	1.41% (5)	0.85% (3)	9.89% (35)	43.79% (155)	44.07% (156)		354	4.28

	Strongly Disagree Score=1	Disagree Score=2	Neutral / Mixed Feelings Score=3	Agree Score=4	Strongly Agree Score=5		Response total	Average score
19. I believe my work positively impacts those we serve.	0.85% (3)	0.28% (1)	3.38% (12)	36.06% (128)	59.44% (211)		355	4.53
20. I feel a sense of pride when I tell people where I work.	1.98% (7)	2.55% (9)	12.18% (43)	38.53% (136)	44.76% (158)		353	4.22
Average rating								3.92

Statistics based on **355** respondents;

**"Top Box Percentage" is the percentage of participants who selected the "Strongly Agree" option. Your organization's overall Top Box is **30.68%**.**

#### NPS

	0 - Not at All Likely	1	2	3	4	5	6	7	8	9	10 - Extremely Likely		Response total
How likely are you to recommend this organization as a good place to work?	1.13% (4)	0.56% (2)	1.41% (5)	1.41% (5)	2.54% (9)	5.07% (18)	9.58% (34)	12.68% (45)	20.85% (74)	13.24% (47)	31.55% (112)		355
How likely are you to recommend your immediate work environment as a good place to work?	1.42% (5)	0.28% (1)	2.27% (8)	2.56% (9)	3.13% (11)	4.83% (17)	8.24% (29)	10.51% (37)	17.61% (62)	16.76% (59)	32.39% (114)		352

Statistics based on **355** respondents;

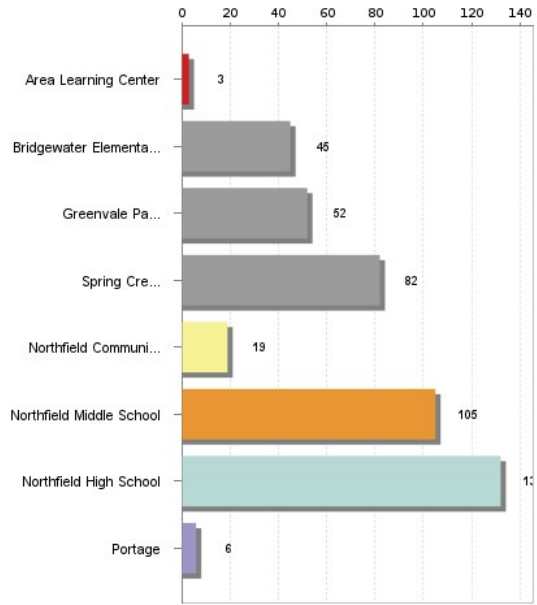
**Spring 2023**



# Northfield Public Schools - Parent Experience Survey Report

## Participation by School attended by Child/Children.

	Response total
Area Learning Center	3
Bridgewater Elementary School	45
Greenvale Park Elementary School	52
Spring Creek Elementary School	82
Northfield Community Education Center	19
Northfield Middle School	105
Northfield High School	132
Portage	6






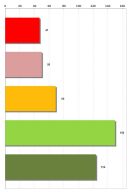
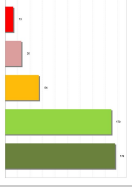
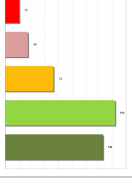


Statistics based on **444** respondents;

## Items 1-15.

	Strongly Disagree Score=1	Disagree Score=2	Neutral / Mixed Feelings Score=3	Agree Score=4	Strongly Agree Score=5		Response total	Average score
1. I believe my child's learning is a high priority at this school.	1.36% (6)	3.86% (17)	13.64% (60)	39.77% (175)	41.36% (182)		440	4.16
2. I believe school rules are enforced consistently at this school.	3.41% (15)	9.77% (43)	18.41% (81)	41.14% (181)	27.27% (120)		440	3.79
3. I regularly receive feedback from school staff on how well my child is learning.	6.82% (30)	13.64% (60)	20.91% (92)	33.18% (146)	25.46% (112)		440	3.57












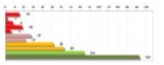

	Strongly Disagree Score=1	Disagree Score=2	Neutral / Mixed Feelings Score=3	Agree Score=4	Strongly Agree Score=5		Response total	Average score
4. I am treated with respect at this school.	1.37% (6)	1.37% (6)	10.27% (45)	38.81% (170)	48.17% (211)		438	4.31
5. I believe my child has every opportunity to be successful at this school.	3.4% (15)	6.58% (29)	14.51% (64)	37.87% (167)	37.64% (166)		441	4.00
6. I believe my child has the necessary classroom supplies and equipment for effective learning.	1.37% (6)	4.1% (18)	7.52% (33)	44.19% (194)	42.83% (188)		439	4.23
7. I believe this school positively impacts my child's growth and development.	3.18% (14)	5.22% (23)	13.61% (60)	39.46% (174)	38.55% (170)		441	4.05
8. I believe this school provides a safe environment for my child to learn.	2.72% (12)	4.54% (20)	10.43% (46)	44.9% (198)	37.42% (165)		441	4.10
9. I believe my child is recognized for good work and behavior at this school.	5.24% (23)	7.52% (33)	17.77% (78)	35.31% (155)	34.17% (150)		439	3.86
10. I believe the school is clean and well maintained.	1.37% (6)	2.51% (11)	9.36% (41)	39.27% (172)	47.49% (208)		438	4.29
11. I believe the teachers, staff, and administration at this school demonstrate a genuine concern for my child.	2.96% (13)	7.27% (32)	10.46% (46)	35% (154)	44.32% (195)		440	4.11
12. I am proud to say I have a child at this school.	3.65% (16)	3.42% (15)	17.54% (77)	34.17% (150)	41.23% (181)		439	4.06

	Strongly Disagree Score=1 	Disagree Score=2 	Neutral / Mixed Feelings Score=3 	Agree Score=4 	Strongly Agree Score=5 		Response total	Average score
13. I receive positive phone calls, emails, or notes about my child from the school.	10.68% (47)	11.36% (50)	15.68% (69)	34.09% (150)	28.18% (124)		440	3.58
14. I feel comfortable approaching school administration.	2.96% (13)	5.92% (26)	12.3% (54)	38.72% (170)	40.09% (176)		439	4.07
15. I believe school administration make decisions that are in the best interest of children and families.	4.81% (21)	7.78% (34)	16.48% (72)	37.53% (164)	33.41% (146)		437	3.87
Average rating								4.00

Statistics based on **442** respondents;

"Top Box Percentage" is the percentage of participants who selected the "Strongly Agree" option. Your organization's overall Top Box is **37.83%**.

## NPS

	0 - Not at All Likely 	1 	2 	3 	4 	5 	6 	7 	8 	9 	10 - Extremely Likely 		Response total
How likely are you to recommend this organization as a good place for your child to learn?	3.43% (15)	0.46% (2)	1.83% (8)	4.12% (18)	1.37% (6)	6.18% (27)	4.81% (21)	11.67% (51)	14.19% (62)	19.22% (84)	32.72% (143)		437
How likely are you to recommend your child's school as a good place for your child to learn?	3.43% (15)	0.69% (3)	1.83% (8)	4.34% (19)	1.6% (7)	5.25% (23)	5.25% (23)	10.96% (48)	13.93% (61)	18.72% (82)	34.02% (149)		438

Statistics based on **442** respondents;

Spring 2023

# **NORTHFIELD PUBLIC SCHOOLS**

## **School Board Minutes**

April 10, 2023

District Office Boardroom

1. Call to Order

Board Chair Claudia Gonzalez-George called the Regular meeting of the Northfield Board of Education of Independent School District No. 659 to order at 6:00 p.m. Present: Butler, Coleman, Goerwitz, Gonzalez-George, Miller, Nelson and Quinnell. Absent: None. This meeting was open to the public, live-streamed and recorded, and access to the recording was posted to the school district website.

2. Agenda Approval/Table File

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

3. Public Comment

There were no public comments.

4. Announcements and Recognitions

- Congratulations to Daryl Kehler and the Area Learning Center staff. Their practice, *Wednesday Schedule*, has been selected for a 2023 Minnesota Promising Practices Award by the Synergy & Leadership Exchange. They are recognized for implementing practices that promote character development among students, staff, and the school community. This was accomplished with Wednesday's schedule where students sign up for experiential learning opportunities such as YouthBuild, cooking, flower arrangement, knitting, etc. The ALC will be celebrated for this achievement at the Character Recognition Awards luncheon on Tuesday, May 16 at the Saint Mary's University Center in Minneapolis.
- The board recognized Superintendent Dr. Matt Hillmann for his achievement as the 2023 Minnesota Superintendent of the Year, and one of four finalists for the 2023 National Superintendent of the Year. Chair Gonzalez-George read the comments made by Director of MASA Dr. Deb Henton at Dr. Hillmann's award ceremony. MASA is hosting a public celebration for Dr. Hillmann on Thursday, April 13, 4:00 p.m. - 6:30 p.m. at Northfield Middle School.

5. Items for Discussion and Reports

- a. Proposed 2023-24 Internal Service Fund Budget. Director of Finance Mertesdorf presented 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 presented the policy committee's recommendations on policies 209, 515.5, 706, and 809.
- c. Superintendent Operations & Strategic Plan Update. Superintendent Hillmann informed the board that Tom Graupmann was inducted into the Minnesota Interscholastic Activities Administrators Association (MnIAAA) Hall of Fame. Mr. Graupmann served as a teacher, coach, and Director of Student Activities during his 30+ year career in the district.

The number of students receiving special education services is projected to increase for the 2023-24 school year which may prompt FTE additions. Director of Special Services Cheryl Hall and Assistant Director Sara Pratt will present a more complete picture of the needs at a future board meeting.

6. Consent Agenda

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

- a. Minutes

- Minutes of the Regular School Board meeting held on 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 requested 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 requested 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 requested 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.
  18. Caleb Davidson, Assistant Director of Special Services, beginning 7/1/2023. \$142,845 + step 1
  19. Emily Galo-Castellanos, Community School After School Site Assistant for 2 hour/day on Tuesdays at Bridgewater, beginning 4/18/2023-5/25/2023. Step 1-\$14.50/hr.
  20. Johanna Uditsky, Assistant Girls Lacrosse Coach at the High School, beginning 4/10/2023. \$4,062
- ii. Increase/Decrease/Change in Assignment
1. Charlie Alvarez, 1.0 Assistant Track Coach at the Middle School, change to ½ 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  $\frac{1}{2}$  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.
25. Ritva Barsness, CNAIII for 7 hours/day at Greenvale Park, change to Child Nutrition Manager 1 for 8 hours/day at Greenvale Park, effective 4/5/2023-5/17/2023. \$25.58/hr.
26. Michelle Bauer, Instructional Coach at the District Office, add ALC Summer School Teacher for 5 hours/day at the ALC, effective 6/9/2023-7/27/2023.
27. Renee Burnham, English Teacher at the ALC, add ALC Summer School Teacher for 5 hours/day at the ALC, effective 6/9/2023-7/27/2023.
28. Camila Donoso, School Psychologist for the 2022-2023 school year, change to School Psychologist ongoing, effective 8/24/2023.
29. Cara Holland, Teacher at the MS, add ALC Summer School Teacher for 5 hours/day at the ALC, effective 6/9/2023-7/27/2023.
30. Kailyn Ims, KidVentures Student Site Assistant at Bridgewater, rate of pay changed from \$10.33/hr. to \$14.50/hr., effective 3/16/2023.
31. Jill Kohel, Teacher at the HS, add ALC Summer School Teacher for 5 hours/day at the ALC, effective 6/9/2023-7/27/2023.
32. Dayanara Ponciano Enriquez, Community School Student Site Assistant at Bridgewater, rate of pay changed from \$10.33/hr. to \$14.50/hr., effective 3/16/2023.
33. Darrell Sawyer, Teacher at the MS, add ALC Summer School Teacher for 5 hours/day at the ALC, effective 6/9/2023-7/27/2023.
34. Katherine Schultz, Learning Coach with Portage, add ALC Summer School Teacher for 5 hours/day at the ALC, effective 6/9/2023-7/27/2023.
35. Sandra Soto-Perez, CNAI for 3.75 hours/day at Greenvale Park, change to CNAII for 7 hours/day at Greenvale Park, effective 4/5/2023-5/17/2023. \$24.33/hr.
36. Brian Stevens, Credit Recovery Teacher .60 FTE at the High School, change to Credit Recovery Teacher .50 FTE at the High School, effective 8/24/2023.

37. Eric Swan McDonald, Teacher at the ALC, add ALC Summer School Teacher for 5 hours/day at the ALC, effective 6/9/2023-7/27/2023.
38. Sarah Swan McDonald, Teacher at the HS, add ALC Summer School Teacher for 5 hours/day at the ALC, effective 6/9/2023-7/27/2023.

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.
19. Angela Schock, Teacher at the Middle School, FMLA beginning 5/23/2023-approximately 5/31/2023.
20. Carlaa Wallig, Educational Assistant PCA at the Middle School, medical leave of absence beginning 3/21/2023 for up to 6 weeks.

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.



12. Lili Quiroga, Community School Site Assistant at Bridgewater, resignation effective 4/6/2023.

13. Deb Norman, EA at Greenvale Park, resignation effective at the end of the school year.

v. District Administration is Recommended the Approval of the Following:

1. Community Education Recreation Wages for the period May 1, 2023 through August 31, 2024.

e. Grant Applications

i. Director of Community Education Erin Bailey and Volunteer Coordinator Amy McBroom are requesting school board approval for a \$17,700.00 grant from Rick County Area United Way for PRIMETIME Kindergarten–8th Grade for the period July 1, 2023 to June 30, 2024. PRIMETIME (Preparing Responsible Individuals through Mentoring and Enrichment) provides low-income and at-risk Northfield children with free mentoring, tutoring, skill building workshops, and cultural enrichment programs after school and over the summer. The target population includes children at-risk of academic failure and low-income youth receiving free/reduced price lunches. This funding will provide after school and summer enrichment to over 1000 Northfield youth next year.

ii. Director of Community Education Erin Bailey and Early Childhood Coordinator Sara Line are requesting school board approval for a \$20,000 grant from Otto Bremer for Bridges to Kindergarten for the period August 14, 2023 to August 18, 2023. Bridges to kindergarten is a one week program offered to any incoming kindergarten student attending Northfield Public Schools. The goal of Bridges to Kindergarten is to increase school readiness skills for our youngest learners and ease the transition into kindergarten.

7. Items for Individual Action

- a. Budget Prioritization Elementary Package Reductions. On a motion by Coleman, seconded by Goerwitz, the board unanimously approved the elementary budget reduction package as presented.
- b. Budget Prioritization Secondary Package Reductions. Quinell requested to remove line item 21: restructuring Northfield Middle School schedule to a six period day beginning in 2024-25. Goerwitz requested to remove line item 24: changing Northfield Middle School Spanish elective to every other day. On a motion by Miller, seconded by Butler, the board removed line items 21 and 24 for separate consideration, and unanimously approved the secondary budget reduction package.

Line 21 restructuring Northfield Middle School schedule to a six period day beginning in 2024-25. On a motion by Coleman, seconded by Butler, the board approved by roll call the restructuring of the Northfield Middle School schedule to a six period day beginning in school year 2024-25 as presented. Voting 'yes' was Butler, Coleman, Gonzalez-George, and Miller. Voting 'no' was Goerwitz, Nelson, and Quinell. The motion passed 4/3.

Line 24 changing Northfield Middle School Spanish elective to every other day. On a motion by Butler, seconded by Coleman, the board unanimously approved changing Northfield Middle School Spanish elective to every other day with the amendment that it be executed in school year 2024-25.

- c. Budget Prioritization District Services Package Reductions. On a motion by Nelson, seconded by Miller, the board unanimously approved the district service budget reduction package as presented.
- d. Policy Recommendations. On a motion by Coleman, seconded by Butler, the board unanimously approved the recommended updates to policies 203 and 902.

8. Items for Information

- a. Transportation Reductions Options. Director of Finance Mertesdorf and Superintendent Hillmann shared an updated transportation reduction option based on the discussion from the April 3, 2023 board work session.

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

On a motion by Quinnell, seconded by Coleman, the board unanimously approved to adjourn at 7:39 p.m.

Amy Goerwitz  
School Board Clerk

## NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 17<sup>th</sup> day of April, 2023, by and between Beth Berry's donor advised fund, 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 TORCH Scholarship, EFT payment.

Beth Berry's donor advised fund  
Donor

By: Received in District office

Approved by resolution of the School Board on the 24 day of April, 2023

INDEPENDENT SCHOOL DISTRICT No. 659

By: \_\_\_\_\_

Clerk

## NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 13 day of April, 2023, by and between Northfield Booster Club, Inc, hereinafter the "Donor", and Independent School District No. 659, Northfield, Minnesota, pursuant to the District's policy for receiving gifts and donations, as follows:

### TERMS

Ck #3052 \$1500.00 -  
to be used towards the  
portable baseball fence

Northfield Booster Club, Inc

Donor

By: Received in Activities Office

Approved by resolution of the School Board on the 24 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:

- \$1,000.00 for the TORCH Scholarship from Beth Berry’s Donor Advised Fund
- \$1,500.00 to be used toward the portable baseball fence from the Northfield Booster Club, Inc.

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

## **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, parents/guardians/caregivers, 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~~ are 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)<sup>[1]</sup>, 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, 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/guardian/caregiver of the minor and ensure contact with that parent/guardian/caregiver is made as soon as possible after administration of the Naloxone for the purpose of informing the parent/guardian/caregiver 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

<sup>i]</sup> 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 (IN+M) 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

# NORTHFIELD PUBLIC SCHOOLS

## RESOLUTION DISCONTINUING AND REDUCING EDUCATIONAL PROGRAMS AND POSITIONS

WHEREAS, the Board of Education of Independent School District No. 659 adopted a resolution on February 13, 2023, directing the administration to make recommendations for additions and reductions in programs and positions, and

WHEREAS, said recommendations have been received and considered by the Board of Education,

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

That the following programs and teaching positions be discontinued or reduced for the 2023-24 school year:

<b><u>Program</u></b>	<b><u>Building</u></b>	<b><u>FTE</u></b>
Mathematics	High School	1.0
Social Studies	High School	1.0
French	High School	.40
English	High School	.20
Music	High School	.20
Physical Education	High School	.20
Credit Recovery	High School	.10
Guidance Counselors	High School	202 days to 197 days
Academic Advocate	ALC	.80
Spanish	Middle School	.20
Elementary Education (General Ed)	Greenvale Park	1.0
Elementary Education (General Ed)	Bridgewater	2.0
Elementary Education (General Ed)	Spring Creek	3.0
Secondary Learning Coach	Portage	2.0
Special Education Teacher	Portage	1.0
Elementary Education (General Ed)	Portage	2.0
Elementary Behavior Coach	Greenvale Park	1.0 (second position)
Reading Specialist	Bridgewater	.55

That the following programs and non-teaching positions be discontinued or reduced for the 2023-24 school year:

<b><u>Program</u></b>	<b><u>Building</u></b>	<b><u>FTE</u></b>
Attendance Secretary	High School	234 paid days at 8 hrs/day to 209 paid days at 7 hrs/day
Credit Recovery EA	High School	.84
Administrative Assistant	ALC	.88
Educational Assistant	Portage	.84
Volunteer Coordinator	Elementary	.53
Security Monitor	High School	.94
Kindergarten Educational Assistant	Greenvale Park	.625

Dated: April 24, 2023

**RESOLUTION RELATING TO THE TERMINATION AND NON-RENEWAL  
OF THE TEACHING CONTRACT OF A PROBATIONARY TEACHER**

WHEREAS, {NAME}, is a probationary teacher in Independent School District No. 659,

BE IT RESOLVED by the School Board of Independent School District No. 659, that pursuant to M.S. 122A.40, Subdivision 5, that the teaching contract of {NAME}, a probationary teacher in Independent School District No. 659, is hereby terminated at the close of the current 2022-2023 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding termination and non-renewal of his/her contract as provided by law, and that said notice shall be in substantially the following form:

**NOTICE OF TERMINATION AND NON-RENEWAL**

Dear {NAME}:

You are hereby notified that at the regular meeting of the School Board of Independent School District No. 659 held on April 24, 2023 a resolution was adopted by majority vote to terminate your contract effective at the end of the current school year and not to renew your contract for the 2023-2024 school year. Said action of the Board is taken pursuant to Minnesota Statutes 122A.40, Subdivision 5.

You may officially request that the School Board give its reasons for the non-renewal of your teaching contract. However, such written request should be received within ten (10) calendar days after the receipt of this notice.

Sincerely,

SCHOOL BOARD OF INDEPENDENT  
SCHOOL DISTRICT NO. 659

Dated this 24th day of April, 2023

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Claudia Gonzalez-George, Chairperson

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Valori Mertesdorf, Deputy Clerk



							2022/23						
School and	September	September	September	September	October	November	December	January	February	March	April	May	End of Year
Grade Level	6th	9th	16th	23rd	3rd	1st	1st	3rd	1st	1st	5th	1st	6/9/23
NCEC													
Early Childhood	101	98	100	104	105	114	137	138	138	142	149		
Total	101	98	100	104	105	114	137	138	138	142	149	0	0
Portage													
Grade K-2035	3	4	3	3	3	3	3	3	2	2	2		
Grade 1-2034	2	2	2	2	1	1	2	2	3	3	3		
Grade 2-2033	1	1	1	1	1	1	1	1	1	1	1		
Grade 3-2032	4	4	4	4	4	4	4	4	4	4	4		
Grade 4-2031	3	3	3	3	3	3	3	3	3	3	3		
Grade 5-2030	2	2	2	2	1	1	0	0	1	1	1		
Grade 6-2029	1	1	1	1	1	1	1	1	3	3	3		
Grade 7-2028	7	5	6	6	6	6	5	5	8	8	9		
Grade 8-2027	4	7	7	7	7	7	8	11	11	11	12		
Grade 9-2026	4	6	6	6	7	8	13	12	13	14	15		
Grade 10-2025	2	1	1	2	2	3	4	4	5	5	8		
Grade 11-2024	6	7	9	9	9	9	11	9	14	14	16		
Grade 12-2023	10	15	15	17	19	17	15	15	17	17	17		
Total	49	58	60	63	64	64	70	70	85	86	94	0	0
Greenvale Park													
Grade K-2035	100	99	99	99	100	101	100	98	98	98	99		
Grade 1-2034	82	82	82	82	82	82	83	83	82	82	83		
Grade 2-2033	77	77	77	77	77	77	78	77	77	78	78		
Grade 3-2032	84	83	83	83	83	83	83	83	83	84	84		
Grade 4-2031	77	77	77	76	76	75	74	74	73	73	73		
Grade 5-2030	78	78	78	77	77	77	77	77	79	78	78		
Total	498	496	496	494	495	495	495	492	492	493	495	0	0
Spring Creek													
Grade K-2035	71	69	69	69	69	70	70	71	70	70	70		
Grade 1-2034	74	71	71	71	71	69	70	67	67	67	67		
Grade 2-2033	62	62	62	62	62	63	65	65	65	66	66		
Grade 3-2032	83	83	83	83	83	82	82	81	81	82	82		
Grade 4-2031	91	92	92	92	92	92	92	89	87	87	87		
Grade 5-2030	84	83	83	83	83	83	85	83	83	83	85		
Total	465	460	460	460	460	459	464	456	453	455	457	0	0
Bridgewater													
Grade K-2035	64	65	66	66	66	67	67	66	68	67	66		
Grade 1-2034	88	88	88	88	88	88	88	89	88	88	88		
Grade 2-2033	91	91	91	91	91	89	89	91	91	90	90		
Grade 3-2032	95	94	94	94	94	94	93	93	92	91	92		
Grade 4-2031	97	95	95	95	95	95	94	94	94	94	94		
Grade 5-2030	95	94	94	94	94	94	94	94	94	94	94		
Total	530	527	528	528	528	527	525	527	527	524	524	0	0
Middle School													
Grade 6-2029	276	277	277	277	277	277	277	275	276	277	279		
Grade 7-2028	308	306	306	305	305	307	303	304	303	304	301		
Grade 8-2027	308	304	304	306	306	306	308	307	304	305	305		
Total	892	887	887	888	888	890	888	886	883	886	885	0	0
High School													
Grade 9-2026	318	315	315	315	313	314	310	308	309	309	308		
Grade 10-2025	344	342	341	341	342	336	334	331	332	328	323		
Grade 11-2024	333	326	321	320	320	317	316	313	307	306	304		
Grade 12-2023	275	272	271	271	270	271	270	269	266	265	264		
Total	1270	1255	1248	1247	1245	1238	1230	1221	1214	1208	1199	0	0
ALC													
Grade 9-2026	1	1	2	2	1	4	5	6	8	10	19		
Grade 10-2025	7	8	9	16	8	20	21	22	24	28	41		
Grade 11-2024	17	24	27	38	24	41	42	44	52	60	62		
Grade 12-2023	38	48	48	73	48	85	83	85	94	96	104		
Total	63	81	86	129	81	150	151	157	178	194	226	0	0
Grand Total	3868	3862	3865	3913	3866	3937	3960	3947	3970	3988	4029	0	0
Full Time only (excluding EC and Part-time/Independent Study ALC)	3765	3757	3755	3752	3754	3747	3742	3723	3735	3721	3725		
Budget Projection (excluding EC)	3727	3727	3727	3727	3727	3727	3727	3758	3758	3758	3758	3758	3758
Difference [negative numbers in parentheses]	38	30	28	25	27	20	15	-35	-23	-37	-33	-3758	-3758

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

\*Estimated enrollment was revised in December with the revised budget. We realized the projection hadn't been updated on this document yet. The projection was updated beginning with the January 3rd enrollment data. The budget projection excludes EC enrollment, but does not exclude PT/IS students. The negative difference is not concerning since the enrollment report does not include PT/IS.

**Greenvale Park**

Grade	Teacher	
K	Flicek	21
K	Grundman	18
K	Kortbein	19
K	Schroyer	20
K	Ziemann	21
1	Borgerding	19
1	Nivala	20
1	Russell	24 C
1	Zach	20
2	Amundson	21 C
2	Bulfer	19
2	Ellerbusch	19
2	Feldmann	19
3	Alvarez, C.	20 C
3	Dimick	21
3	Peterson	22
3	Timerson	21
4	Collins	19
4	Garcia	20 C
4	Hetzel	16
4	McLaughlin	18
5	Carlson	18
5	Kelly	18
5	Sickler	18
5	Tacheny	24 C
<b>TOTAL</b>		<b>495</b>

**Spring Creek**

Grade	Teacher	
K	Berkvam	18
K	Heil, G	18
K	Matson	17
K	Rud	17
1	Born	21 C
1	Craft	16
1	Downs	15
1	Swenson	15
2	Benhart	16 C
2	Soderlund	25
2	Spitzack	25
3	Guggisbe	20
3	Healy	21
3	Jandro	22
3	Sasse	19 C
4	Fox	22
4	Hehr	21
4	McManu	22 C
4	Schrank	22
5	Baragary	21
5	Malecha	23
5	Osterman	17 C
5	Stulken	24
<b>TOTAL</b>		<b>457</b>

**Bridgewater**

Grade	Teacher	
K	Cade	17
K	Danielson	17
K	Rodgers	15
K	Tran	17
1	Charlton	22
1	Haley	22
1	Hall	21
1	Lanza	23 C
2	LaVoy	22
2	Lofquist	23
2	Schwaab	23
2	Swenson	22 C
3	Hruby	19
3	Larson	17 C
3	Schuster	19
3	Sickler	18
3	Truman	19
4	Broughton	21 C
4	Peterson	27
4	Robertson	24
4	Ryan	22
5	Blatti	24
5	DeVries	23 C
5	Duchene/Kohl	23
5	Holden	24
<b>TOTAL</b>		<b>524</b>

<b><u>Middle School</u></b>	<b><u>Total</u></b>
Grade 6-2029	279
Grade 7-2028	301
Grade 8-2027	305
<b>TOTAL</b>	<b>885</b>

**High School Total**

Grade 9-2026	308
Grade 10-2025	323
Grade 11-2024	304
Grade 12-2023	264
<b>TOTAL</b>	<b>1199</b>

<b><u>ALC</u></b>	<b><u>F/T</u></b>	<b><u>**P/T</u></b>	<b><u>**I/S</u></b>	<b><u>Total</u></b>
Grade 9-2026	3	0	16	19
Grade 10-2025	15	0	26	41
Grade 11-2024	24	0	38	62
Grade 12-2023	29	2	73	104
<b>TOTAL</b>	<b>71</b>	<b>2</b>	<b>153</b>	<b>226</b>

	<b><u>Regular</u></b>	<b><u>Portage</u></b>	<b><u>Total</u></b>
Early Childhood**	149		149
Kindergarten-2035	235	2	237
Grade 1-2034	238	3	241
Grade 2-2033	234	1	235
Grade 3-2032	258	4	262
Grade 4-2031	254	3	257
Grade 5-2030	257	1	258
<b>Total K-5</b>	<b>1625</b>	<b>14</b>	<b>1639</b>
<b>Total Middle School</b>	<b>885</b>	<b>24</b>	<b>909</b>
<b>Total High School</b>	<b>1199</b>	<b>56</b>	<b>1255</b>
<b><u>GRAND TOTAL</u></b>	<b>3709</b>	<b>94</b>	<b>3803</b>
<b><u>ALC 9-12</u></b>			<b>226</b>
<b><u>GRAND TOTAL w/ALC and Portage</u></b>			<b>4029</b>
<b>**Full Time only</b>			<b>3725</b>

**Early Childhood\*\***

Dorey	13
Gross	12
Holden	9
Hubbard	8
Kremin	19
Kruse	5
Ludwig	16
O'Connor	13
Roth	8
Schnorr	7
Townzen	19
Waters	17
Webster	3
<b>TOTAL</b>	<b>149</b>

**Portage**

Grade	Teacher	
Grade K-2035	Rubin	2
Grade 1-2034	Rubin	3
Grade 2-2033	Rubin	1
Grade 3-2032	Haar	4
Grade 4-2031	Haar	3
Grade 5-2030	Haar	1
Grade 6-2029	Holz	3
Grade 7-2028	Holz	9
Grade 8-2027	Holz	12
Grade 9-2026	Holz	15
Grade 10-2025	Schultz	8
Grade 11-2024	Schultz	16
Grade 12-2023	Schultz	17
<b>TOTAL</b>		<b>94</b>

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