

INDEPENDENT SCHOOL DISTRICT NO. 659
REGULAR SCHOOL BOARD MEETING

Monday, October 9, 2023 ~ 6:00 p.m. ~ Regular Board Meeting
Northfield District Office Boardroom

[Zoom Link](#)

AGENDA

1. Call to Order
2. Land Acknowledgement Statement
3. Agenda Approval/Table File
4. Public Comment
5. Announcements and Recognitions
6. Items for Discussion and Reports
 - a. Instructional Services Report
 - b. Job Position Restructuring
 - c. Northfield High School Facility Community Survey
 - d. Policy Committee Recommendations
7. Consent Agenda
 - a. Minutes
 - b. Gift Agreements
 - c. Financial Report
 - d. District Youth Council Member (DYC) 2023-2024
 - e. Personnel Items
8. Items for Individual Action
 - a. Resolution of School Board Supporting FORM A Application to Minnesota State High School League Foundation
 - b. Resolution of School Board Supporting FORM B Application to Minnesota State High School League Foundation
9. Items for Information
 - a. Enrollment Report
 - b. National School Lunch Week
 - c. National School Bus Safety Week
10. Future Meetings
 - a. Monday, October 23, 2023, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
 - b. Monday, November 13, 2023, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
 - c. Monday, November 27, 2023, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
10. Adjournment

NORTHFIELD PUBLIC SCHOOLS
MEMORANDUM

Monday, October 9, 2023 ~ 6:00 p.m. ~ Regular Board Meeting
Northfield District Office Boardroom
[Zoom Link](#)

TO: Members of the Board of Education
FROM: Matthew Hillmann, Ed.D., Superintendent
RE: Explanation of Agenda Items for Monday, October 9, 2023, Regular School Board Meeting

1. Call to Order
2. Land Acknowledgement Statement
“The Northfield School District recognizes that we reside on the homeland of the Wahpekute Tribe of the Dakota Nation. We acknowledge the wrongdoings, previous and ongoing, and strive to repair and strengthen our relations with Indigenous peoples.”
3. Agenda Approval/Table File
4. 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.
5. Announcements and Recognitions
6. Items for Discussion and Reports
 - a. Instructional Services Report. Director of Instructional Services Hope Langston will provide an update on the summer work teams and other areas of focus for the department for the 2023-2024 school year.
 - b. Job Position Restructuring. Director of Human Resources Molly Viesselman and Director of Finance Val Mertesdorf will present a recommendation to restructure the district’s payroll position and the district’s benefits position and reassign them to the confidential employee group.
 - c. Northfield High School Facility Community Survey. Dr. Hillmann will review a proposal from Morris-Leatherman to conduct a professional telephone survey to gauge community attitudes about updates to the Northfield High School facility and the associated costs.
 - d. Policy Committee Recommendations. Superintendent Hillmann will present the policy committee’s recommended updates to policies 206, 208 and 209.
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 September 25, 2023.
 - b. Gift Agreements. Gift agreements to be approved are attached.
 - c. Financial Report
Financial Report - June 2023. Director of Finance Mertesdorf requests the board approve paid bills totaling \$2,414,472.96, payroll checks totaling \$3,455,190.23, a wire transfer totaling \$350,000.00 from Frandsen General to Frandsen Sweep, a wire transfer totaling \$1,050,000.00 from Frandsen Sweep to Frandsen General, and the financial reports for June 2023. At the end of June 2023 total cash and investments amounted to \$27,187,723.76.
 - d. District Youth Council Member (DYC) 2023-2024. The board is requested to approve the appointment of senior Marianna Estrada to DYC. This recommendation allows DYC to fill the vacancy left by the resignation of Aldair Conde Arenas.
 - e. Personnel Items
 - i. Appointments

1. Correction: Scott Broughton, Assistant Boys Cross Country coach at the High School, beginning 8/14/2023-11/4/2023, \$4,844 stipend.
 2. Joshua Craft, KidVentures Site Assistant for 15 hours/week at Spring Creek, beginning 10/3/2023. \$14.90/hr.
 3. Josh Kruger, Event Worker at the High School, beginning 10/2/2023. Event Worker Rate.
 4. Katherine Pickerign, Child Nutrition Associate I for 3.25 hours/day at Spring Creek, beginning 10/11/2023. \$20.84/hr.
 5. Nubia Roman, Targeted Services MSYC Site Leader for 4 hours/day Mon.-Thurs. at the Middle School, beginning 10/2/2023-5/16/2024. Step 2-\$18.77/hr.
 6. Ariana Vermilyea, Lifeguard with Community Ed Recreation, beginning 10/10/2023 through 5/31/2024. \$14.75/hour.
 7. Winston Vermilyea, Lifeguard with Community Ed Recreation, beginning 10/2/2023 through 5/31/2024. \$15.25/hour.
 8. Belinda Zubia, Community School Club Leader for up to 12 hours/week at Bridgewater, beginning 10/2/2023-5/18/2024. \$24.30/hr.
- ii. Increase/Decrease/Change in Assignment
1. Josten Coleman, Head Softball Coach at the High School, change to .5 Head Softball Coach and .5 Assistant Varsity Coach at the High School, effective 9/27/2023. \$6,459.50
 2. Nick Connor, .40 Robotics Advisor at the High School, change to 1.0 Robotics Advisor at the High School, effective 10/1/2023.
 3. Stephanie Grundman, Title I Teacher at Spring Creek, add Community School Teacher for up to 8 hours/week with the District, effective 10/2/2023-5/18/2024. \$40.00/hr.
 4. Brenda Hand, Teacher at Bridgewater, add Community School Teacher for up to 10 hours/week at Bridgewater, effective 10/2/2023-5/17/2024. \$40.00/hr.
 5. Sam Healy, Teacher at Spring Creek, add Community School Teacher for up to 10 hours/week at Spring Creek, effective 10/2/2023-5/18/2024. \$40.00/hr.
 6. Kelly Hebzynski, Math Teacher at the Middle School, add a 1/6 overload in lieu of supervision at the Middle School for the 2023-2024 school year, effective 9/20/2023-6/6/2024.
 7. Mara Hessian, Special Ed EA PCA for 6.75 hours/day at Bridgewater, change to Special Ed EA PCA for 6.916 hours/day at Bridgewater, effective 9/25/2023.
 8. Kristi Korteum, Math Teacher at the High School, add Building Supervisor with Community Ed Recreation, effective 10/3/2023-5/31/2024. \$18.39/hr.
 9. Heather Kuehl, English Teacher at the the Middle School, add MSYC Teacher for up to 2 hours/day Mon.-Thurs. at the Middle School, effective 10/4/2023-5/16/2024. \$40.00/hr.
 10. Addie Nelson, Gen Ed EA for 20 hours/week at the NCEC, change Gen Ed EA for 22 hours/week at the NCEC, effective 10/5/2023.
 11. Kimberly Norton, Special Ed EA PCA at the NCEC, change to Special Ed EA PCA at Bridgewater, effective 9/5/2023.
 12. Lauren Quinnell, Special Ed EA PCA for 6.75 hours/day at Spring Creek, change to Special Ed EA PCA for 7.0 hours/day at Spring Creek, effective 10/2/2023.
 13. Melissa Reed, School Psychologist 1.0/Spring Creek, change to School Psychologist .8/Spring Creek and .2/NCEC, effective 9/5/2023.
 14. Amanda Rezac, Special Ed EA PCA for 6.75 hours/day at Greenvale Park, add .5 Supervisory Gen Ed EA at Greenvale Park, effective 9/26/2023.
 15. Melissa Spitzak, Teacher at Spring Creek, add Community School Teacher for up to 10 hours/week at Spring Creek, effective 10/2/2023-5/18/2024. \$40.00/hr.
 16. LauraAnn Talbot, Math Teacher at the Middle School, add a 1/6 overload in lieu of supervision at the Middle School for the 2023-2024 school year, effective 9/20/2023-6/6/2024.
 17. Rachael Thompson, School Psychologist .8/NCEC and .2/ALC, change to School Psychologist 1.0 at the NCEC, effective 9/5/2023.
 18. Katrina Warner, Special Ed EA PCA for 6.75 hours/day, Supervisory for .50 hours/day at Bridgewater, add Nurse Lunch coverage for .50 hours/day at Bridgewater, effective 9/5/2023.
- iii. Leave of Absence
1. Jill Keeley, Early Venture Teacher at the NCEC, FMLA leave of absence beginning 10/18/2023 through 12/1/2023.
 2. Ada Leaphart, Art Teacher at Greenvale Park, FMLA leave of absence beginning on or about 4/4/2024, and continuing through the end of the 2023-2024 school year.
 3. Beth McClune, Special Education EA/PCA at the Middle School, FMLA leave of absence beginning 11/7/2023 through 1/29/2024.
- iv. Retirements/Resignations/Terminations
1. Mark Westblade, Assistant Golf Coach at the High School, resignation effective 10/1/2023.

*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. Resolution of School Board Supporting FORM A Application to Minnesota State High School League Foundation. Director of Student Activities John Mahal requests approval of the attached resolution supporting the district's application to the Minnesota State High School League Foundation for a FORM A grant to offset student activity fees.

Superintendent's Recommendation: Motion to approve the Resolution of School Board Supporting FORM A Application to Minnesota State High School League Foundation.

- b. Resolution of School Board Supporting FORM B Application to Minnesota State High School League Foundation. Director of Student Activities John Mahal requests approval of the attached resolution supporting the district's application to the Minnesota State High School League Foundation for a FORM B grant to assist with costs in three specific areas including health and safety, leadership initiatives and transportation that reduces barriers to participation.

Superintendent's Recommendation: Motion to approve the Resolution of School Board Supporting FORM B Application to Minnesota State High School League Foundation.

9. Items for Information

- a. Enrollment Report. Dr. Hillmann will review the October 2023 enrollment report.
- b. National School Lunch Week. National School Lunch Week will be celebrated Oct. 9-13, 2023. The National School Lunch Program (NSLP) serves nearly 30 million children every school day. President John F. Kennedy created National School Lunch Week (NSLW) in 1962 to promote the importance of a healthy school lunch in a child's life and the impact it has inside and outside of the classroom. We appreciate and thank all child nutrition staff in our district.
- c. National School Bus Safety Week. National School Bus Safety Week is Oct. 16-20, 2023. School buses are the safest way for children to get to school. Their design is meant to be safer than any passenger vehicle in avoiding crashes and preventing injuries. Teaching children to follow safety rules on the bus is important, as is informing drivers about the laws regarding school buses. We appreciate and thank Benjamin Bus and their drivers for their continued support and partnership with Northfield Public Schools.

10. Future Meetings

- a. Monday, October 23, 2023, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- b. Monday, November 13, 2023, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- c. Monday, November 27, 2023, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom

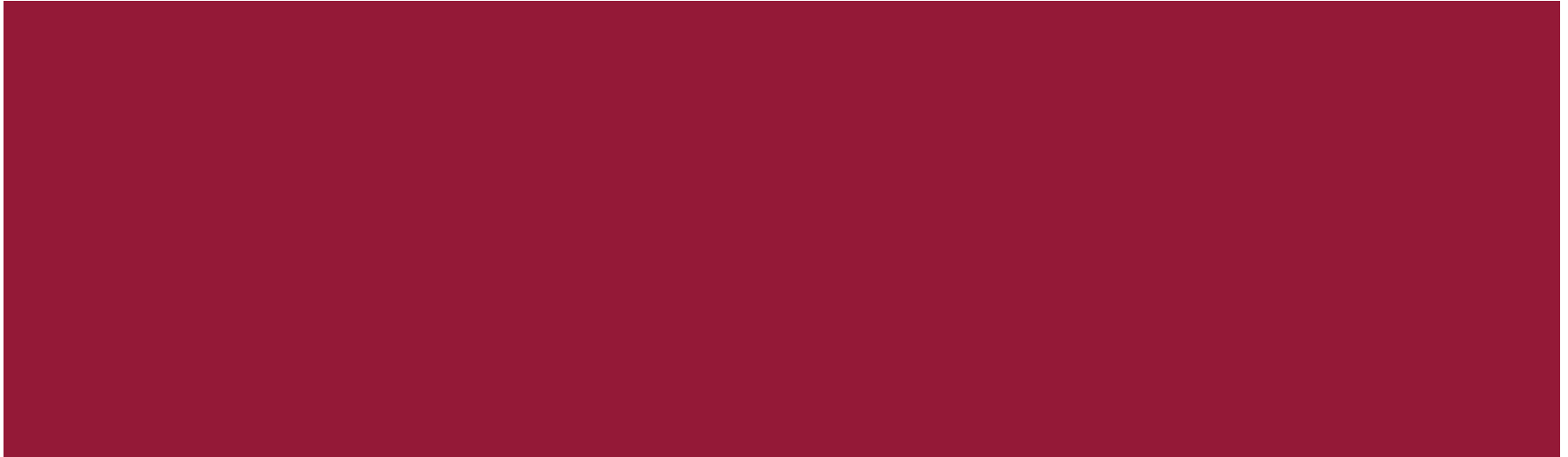
11. Adjournment

Northfield Public Schools - Instructional Services Update
Narrative Presentation to the School Board
October 9, 2023

Slide Number	Notes
1-3	<p>We are pleased to be here tonight to provide an update from the Instructional Services team. Please note that the Minnesota Comprehensive Assessment (MCA) and related World's Best Workforce (WBWF) data will be presented in November as part of the annual WBWF public meeting.</p> <p>Tonight we will provide an update on the summer work teams and other areas of focus for the department for the 2023-2024 school year.</p> <p>Our work is grounded in the district vision and strategic commitments as we work to elevate our practices and continue to improve outcomes on the 11 district benchmarks.</p>
4	<p>A review of our department mission:</p> <p>The mission of the Department of Instructional Services is to strive for excellence in teaching and learning with a commitment to maximizing student outcomes within a system of continuous improvement.</p> <p>The department works to ensure high quality, holistic educational experiences for every child. We collaborate with schools and departments to provide and support evidence-based and inclusive learning and teaching practices, data-informed professional learning communities and robust teacher professional development.</p>
5	<p>An overview of the targeted work areas of our department.</p>
6	<p>Over 70 members of our staff joined our district work teams. Teachers applied for membership and collaborated to meet the team goals and deliverables, with the overarching goal of taking a comprehensive look at how we support learning in the 23-24 school year.</p> <p>Each team recommended action steps that were reviewed and approved by the administrative team.</p>
7	<p>Our key priorities for the 2023-2024 school year:</p> <ul style="list-style-type: none"> ● We continue to refine our Content and Instructional Review Cycle for all staff in this third year of implementation. This structured process better supports learner outcomes by ensuring that every content area undergoes a periodic review of the most current research relating to their subject matter and that we are using relevant, vertically aligned and consistent curricular resources to promote teaching with best practices so that all students thrive. Each content area begins their work with the development of a purpose statement which is the foundation for teacher instruction and student outcomes. ● We continue our work as part of the two year MTSS MDE grant which supports the

	<p>development of a district MTSS system and framework. Carrie Duba is leading this collaborative effort with building principals and staff leadership teams in each school.</p> <ul style="list-style-type: none">● High Impact Teaching Strategies are the focus of PLC meetings this year. We continue to include administrative and coaching visits with each of the 81 PLC teams across the district. There were over 700 PLC visits this year, accomplishing a key goal of the PLC work team.● We have worked with building principals to establish a schedule of professional development so that we can align district and building staff training.● Our department is working to support the district in the implementation of the 2023 legislative requirements which includes the Reading to Ensure Academic Development (READ) Act. You can see the READ Act details and timeline here.
8	Your questions?

Instructional Services Update - October 9, 2023



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

1 All children are ready for kindergarten .	2 All students are connected to the community .	3 All students are at grade level in reading and mathematics by the end of third and sixth grades.
4 All students exhibit physical, social and emotional well-being .	5 All students have a connection with a caring adult beyond their parents as they transition to middle school.	6 All students have interests, goals and a vision for the future by the end of eighth grade.
7 All students graduate from high school with a plan to reach their full potential.	8 All employees report satisfaction in the workplace.	9 All parents report satisfaction with their children's educational experience.
10 The district maintains 14% of its annual expenditures in its unassigned fund balance to ensure financial stability .	11 Community education 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.

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

ELevate



PEOPLE



communication



Learner
OUTCOMES



STEWARDSHIP



equity



Partnerships



The mission of the Department of Instructional Services is to strive for excellence in teaching and learning with a commitment to maximizing student outcomes within a system of continuous improvement.

The department works to ensure high quality, holistic educational experiences for every child. We collaborate with schools and departments to provide and support evidence-based and inclusive learning and teaching practices, data-informed professional learning communities and robust teacher professional development.

District Operations

Assessment Support

Curricular Materials
and Media Centers

PreK - 12
Standards and
Content Alignment

EL Programming

District Reporting

Coaching

PLC Support and
Monitoring

Data Use and
Analysis

MTSS

Systems
Development

District/Building
Committee Work

Professional
Development

District

Building

Curriculum Training

Technology
Integration

Continuous
Improvement Model

District Work Teams

- Core Performance Expectations
- Workshop Week
- Elementary Family Engagement
- PLC Process
- Elementary e-Learning
- K-5 Math Team
- K-5 Literacy Team
- SEL Team K-12
- MTSS Process
- Compañeros



Priorities for 2023-2024

**Northfield Schools
Content and
Instructional
Review Cycle**

**PLC Process and
Targeted
Professional
Development**

**District MTSS
Process**

**Implementation
of the READ Act**



Questions?



Recommendation for restructuring positions and increased salary schedule | October 9, 2023

Molly Viesselman, Director of Human Resources | Val Mertesdorf, Director of Finance

A recent vacancy in the Human Resources department prompted a market study of our benefit and payroll positions. The results indicated that these positions are lagging significantly compared to neighboring districts. These positions range from \$65,000 to \$85,000 per year in those districts, while our current positions make \$50,357. This research is prompting the recommendation to restructure these two positions and increase the salaries to be competitive in this employment market. The recommended salary for these positions is \$68,000 for the 2023-24 school year. The estimated additional cost of this recommendation is \$32,000. The market study data is included below.

Market Study Data		
District	Position	Current Salary/Salary Range
Northfield	Payroll Specialist Benefits Specialist	\$50,357 \$50,357
Faribault	Payroll Benefits	\$63,500* \$63,500*
Red Wing	Payroll	\$59,278*
Owatonna	Benefits Payroll	\$72,000* (supervises payroll) \$49,400*
Austin	Benefits Payroll	\$75,000* \$57,500*
Albert Lea	Payroll Benefits	\$65,000*
Farmington	Payroll Benefits	\$73,163 - \$85,096* \$73,163 - \$85,096*
Lakeville	Payroll Manager Benefits Payroll Processor	\$101,766 \$70,000 - \$85,000* \$69,629
Mankato	Benefits Payroll	\$91,711 - has supervisory oversight \$57,320
Winona	Payroll/Benefits Coordinator	\$68,035
Rochester	Payroll/Benefits Manager Payroll Lead Payroll & Benefits Analyst	\$84,301 \$66,194 \$46,305

* Salaries noted based on the 2022-23 pay schedule. These contracts are currently under negotiations for the 2023-24 school year.

The technical process requires eliminating the two positions, creating the new job titles and the associated updated position descriptions, and assigning the two positions to the confidential employment agreement. The current Accounting Specialist staff member will be appointed to the new corresponding position. The current Benefits/Payroll Specialist position is vacant and will be posted.

The confidential classification allows employees to work with negotiations data. The negotiations process is very time consuming and having assistance from both of these positions for gathering negotiations data and updating contracts would be beneficial as well as providing growth opportunities for these positions. In the year opposite teacher negotiations, the district negotiates approximately 16 employment agreements.

Executive Summary: The board is being asked to consider authorizing \$23,500 for a random sample telephone tracking survey of 400 voters conducted by Morris-Leatherman. The survey would focus on information to help the board determine potential ballot questions for Northfield High School.

What has been done in the past?

- The district partnered with the City of Northfield and used Morris-Leatherman's services in October 2022 to conduct a similar community phone survey related to the Northfield High School facility that included some questions about the city's ice arena facility.

[View the results of the 2022 survey](#)

Why conduct another survey?

- The data from the 2022 survey is helpful, but financial conditions are always evolving and the feedback about tax impact is no longer relevant enough to effectively guide the board.
- Securing scientific data about what the community is willing to support can help make a wise decision.

What is the survey timeline?

- December 6: Questionnaire design begins
- December 29: Final approval of the survey questionnaire
- January 11: Begin phone interviews
- February 8: District receives draft survey report
- February 12: Morris-Leatherman presents to the board

How is the survey conducted?

- Morris-Leatherman will complete 400 telephone interviews. Each interview will include 35 multiple choice questions. There will not be any open responses in this survey. Morris-Leatherman will leave messages for those respondents that allow the call to go to voicemail. They will continue calling until they have a representative sample and have completed the 400 calls.
- The survey will be a random stratified voter survey. That means it will be representative of the district's demographics, making it generalizable to the community at large.

How reliable is the survey?

- The survey will have a 4.8% margin of error.
- Morris-Leatherman has a strong track record of successfully modeling that their voter surveys are good predictors of election outcomes.

How much will the survey cost?

- This survey will cost \$23,500 (\$5,000 less than the initial survey in 2022.) However, the cost will not be shared with the City of Northfield.

When does the board need to decide to proceed?

- The board will be asked to vote to approve the survey at the Oct. 23 board meeting.

**Policy 206 PUBLIC PARTICIPATION IN SCHOOL BOARD MEETINGS/COMPLAINTS
ABOUT PERSONS AT SCHOOL BOARD MEETINGS AND DATA PRIVACY
CONSIDERATIONS**

I. PURPOSE

- A. The Northfield School District Board of Education recognizes the value of participation by the public in deliberations and decisions on school district matters. At the same time, the board recognizes and values the importance of conducting orderly and efficient proceedings with the opportunity for the expression of all participants' respective views.
- B. The purpose of this policy is to provide procedures to assure open and orderly public discussion and protect the due process and privacy rights of individuals under the law.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the board is to encourage public comments on subjects related to the management of the district at board meetings. The board may adopt reasonable time, place, and manner restrictions on public expression in order to allow comments by all interested parties.
- B. The board shall protect the legal rights to privacy and due process of district employees and students.

III. DEFINITIONS

- A. "Personnel data" means government data on individuals maintained because the individual is or was an employee or applicant for employment. For purposes of this policy, "employee" includes a volunteer or an independent contractor.
- B. Personnel data on current and former employees that is "public" is determined by [Policy 406](#).
- C. Personnel data on current and former applicants for employment that is "public" is determined by [Policy 406](#).
- D. "Educational data" means data maintained by the district which relates to a student.
- E. "Student" means an individual currently or formerly enrolled or registered in the district, or applicant for enrollment, or an individual who receives shared time services.
- F. Data about applicants for appointments to a public body, including a board, collected by the district as a result of the applicant's application for appointment to the public body are private data on individuals, except that the following are public: name; city of residence, except where the appointment has a residency requirement that requires the entire address to be public; education and training; employment history; volunteer work; awards and

honors; prior government service; any data required to be provided or that is voluntarily provided in an application to a multimember agency pursuant to Minn. Stat. § 15.0597; and veteran status. Once an individual has been appointed to a public body, the following additional items of data are public: residential address; either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee; the first and last dates of service on the public body; the existence and status of any complaints or charges against an appointee; and, upon completion of an investigation of a complaint or charge against an appointee, the final investigative report unless access to the data would jeopardize an active investigation. Any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee will use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

- G. “District stakeholders” are residents, business and property owners, parents/guardians/caregivers, students and employees of the district. It also includes a student and/or parent/guardian/caregiver who attends Northfield Public Schools through an open enrollment or non-resident agreement.

IV. RIGHTS TO PRIVACY

- A. District employees have a legal right to privacy related to matters that may come before the board, including, but not limited to, the following right to:
1. A private hearing for teachers, pursuant to Minnesota Statute 122A.40, Subdivision 14 (Teachers Discharge Hearing).
 2. Privacy of personnel data as provided by Minnesota Statute 13.43 (Personnel Data).
 3. Consideration by the board of certain data treated as not public as provided in Minnesota Statute 13D.05 (Not Public Data).
 4. A private hearing for licensed or nonlicensed head varsity coaches to discuss reasons for nonrenewal of a coaching contract pursuant to Minnesota Statute 122A.33, Subdivision 3.
- B. District students have a legal right to privacy related to matters that may come before the board, including, but not limited to, the following right to:
1. A private hearing, Minnesota Statute 121A.47, Subdivision 5 (Student Dismissal Hearing).
 2. Privacy of educational data, Minnesota Statute 13.32 (Educational Data); 20 U.S.C. § 1232g (FERPA).
 3. Privacy of complaints as provided by child abuse reporting and discrimination laws, Minnesota Statute Ch. 260E (Reporting of Maltreatment of Minors) and Minnesota Statute Ch. 363A (Minnesota Human Rights Act).

V. THE PUBLIC’S OPPORTUNITY TO BE HEARD

The board will strive to give all district stakeholders an opportunity to be heard and to have complaints considered and evaluated, within the limits of the law and this policy and subject to reasonable time, place, and manner restrictions. Among the rights available to the public is the right to access public data as provided by Minnesota Statute 13.43, Subdivision 2 (Public Data).

The board reserves the right to suspend an individual's opportunity to participate in the public comment section of the board meeting for up to one calendar year if an individual does not follow the procedures, ~~and~~ protocols, and requirements set forth in the policy.

VI. PROCEDURES

A. Complaints

All complaints should follow the procedures outlined in Policy 103.

B. Public Comment

The board shall normally provide up to 30 minutes of time ~~a specified period of time~~ when stakeholders may address the board on any topic, subject to the parameters ~~limitations~~ of this policy. Each stakeholder will have up to three (3) minutes to address the board. ~~The board reserves the right to allocate a specific period of time for this purpose and limit time for speakers accordingly.~~

The board chair shall promptly rule out of order any discussion by any person, including board members, that would violate the provisions of state or federal law, this policy, or the statutory rights of privacy of an individual.

Personal attacks by anyone addressing the board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the board.

Depending upon the number of persons in attendance seeking to be heard, the board reserves the right to impose such other limitations and ~~restrictions~~ requirements as necessary in order to provide an orderly, efficient, and fair opportunity for those present to be heard.

The board will only allow public comment at its regular meetings unless explicitly noted in another meeting agenda.

C. No Board Action at Same Meeting

Except as determined by the board to be necessary or in an emergency, the board will not take action at the same meeting on an item raised for the first time by the public.

VII. PENALTIES FOR VIOLATION OF DATA PRIVACY

- A. The district is liable for damages, costs and attorneys' fees, and, in the event of a willful violation, punitive damages for violation of state data privacy laws. (Minnesota Statute

- 13.08, Subdivision 1)
- B. A person who willfully violates data privacy or whose conduct constitutes the knowing unauthorized acquisition of not public data is guilty of a misdemeanor. (Minnesota Statute 13.09)
- C. In the case of an employee, willful violation of the Minnesota data practices law, Chapter 13, and any rules adopted thereunder, including any action subject to a criminal penalty, constitutes just cause for suspension without pay or dismissal. (Minnesota Statute 13.09)

Policy 206 Public Participation in School Board Meetings/Complaints About Persons at School Board Meetings and Data Privacy Considerations

Adopted: 07.01.2019; Statutory Update: 02.08.2022; Updated: 05.22.2023, INSERT DATE HERE

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

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 13.601, Subd. 3 (Applicants for Appointment)
Minn. Stat. § 13D.05 (Meetings Having Data Classified as Public)
Minn. Stat. § 121A.47, Subd. 5 (Exclusion and Expulsion Procedures; Closed or Open Meeting)
Minn. Stat. § 122A.33, Subd. 3 (License and Degree Exemption for Head Coach; Notice of Nonrenewal; Opportunity to Respond)
Minn. Stat. § 122A.40, Subd. 14 (Employment; Contracts; Termination; Hearing Procedures)
Minn. Stat. § 122A.44 (Contracting with Teachers; Substitute Teachers)
Minn. Stat. § 123B.02, Subd. 14 (General Powers of Independent School Districts; Employees; Contracts for Services)
Minn. Stat. § 123B.143, Subd. 2 (Superintendents; Disclose Past Buyouts or Contract is Void)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
Minn. Op. Atty. Gen. 852 (July 14, 2006)

Cross References: MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)
MSBA/MASA Model Policy 207 (Public Hearings)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA School Law Bulletin “C” (Minnesota’s Open Meeting Law)
MSBA School Law Bulletin “I” (School Records – Privacy – Access to Data)

Policy 208 DEVELOPMENT, ADOPTION AND IMPLEMENTATION OF POLICIES

I. PURPOSE

The purpose of this policy is to emphasize the importance of the policy-making role of the Northfield School District Board of Education and provide the means for it to be an ongoing effort.

II. GENERAL STATEMENT OF POLICY

Formal guidelines are necessary to ensure the school community that the school system responds to its mission and operates in an effective, efficient, and consistent manner. A set of written policies shall be maintained and modified as needed. Policies should define the desire and intent of the school board and should be in a form that is sufficiently explicit to guide administrative action.

III. DEVELOPMENT OF POLICY

- A. The board has jurisdiction to legislate policy with the force and effect of law for the school district. District policy provides the board's general direction for the district while delegating implementation to the administration.
- B. The district's policies provide guidelines and goals to the school community. The policies are the basis for guidelines and directives created by the administration. The board shall determine the effectiveness of the policies by evaluating periodic reports from the administration.
- C. Policies may be proposed by a board member, employee, student, or resident of the district. Proposed policies or ideas shall be submitted to the superintendent for consideration.

IV. ADOPTION AND REVIEW OF POLICY

- A. The board shall give notice of proposed policy changes or the adoption of new policies by placing the item on the agenda of two school board meetings.
- B. The final action taken to adopt the proposed policy shall be approved by a simple majority vote of the board. The policy will be effective on the latter of the date of passage or the date stated in the motion.
- C. In an emergency, a new or modified policy may be adopted by a majority vote of a quorum of the board in a single meeting. A statement regarding the emergency and the need for immediate adoption of the policy shall be included in the minutes. The policy adopted in an emergency shall expire within one year following the emergency action unless the policy adoption procedure stated above is followed and the policy is reaffirmed. The board shall have discretion to determine what constitutes an emergency situation.
- D. If a policy is modified ~~with minor changes that do not affect the substance of the policy~~ or because of a legal change over which the board has no control, the modified policy may be approved at one meeting at the discretion of the board in the consent agenda.

- E. If the policy is modified with a minor change that does not affect the substance of the policy, the board's policy committee can make these changes without approval of the board. The policy will include notation as "reviewed" and include the date.
- F. The district retains policies in accordance with the School District General Records Retention Schedule.

V. IMPLEMENTATION AND ACCESS TO POLICY

- A. The superintendent shall be responsible for implementing board policies, other than the policies that cover how the board will operate. The superintendent shall develop administrative guidelines and directives to provide greater specificity and consistency in the process of implementation. ~~These guidelines and directives, including employee and student handbooks, shall be subject to annual review and approval by the board.~~
- B. Each board member shall have online access to district policies. ~~Manuals shall~~ Policies ~~be~~ are available online and printed copies are available by request from the superintendent's office for reference purposes to other interested persons.
- C. The superintendent, employees designated by the superintendent, and individual school board members shall be responsible for keeping policies current.
- D. The board shall review policies at least once every five years. The superintendent shall be responsible for developing a system of periodic review, ~~addressing approximately one quarter of the policies annually.~~ In addition, the board shall review the following policies annually: 506 Student Discipline, 722 Public Data Requests, and 806 Crisis Management Policy.
- E. When no board policy exists to provide guidance on a matter, the superintendent is authorized to act appropriately under the circumstances keeping in mind the mission, educational philosophy, and financial condition of the district. Under such circumstances, the superintendent shall advise the board of the need for a policy and present a recommended policy to the policy committee for consideration. Upon approval by the policy committee the recommended policy will go to the board for approval.

Policy 208 Development, Adoption & Implementation of Policies

Adopted: 01.24.2005; Updated: 07.01.2019; 02.08.2022; 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 (School District Powers)
Minn. Stat. § 123B.09, Subd. 1 (School Board Powers)

Cross References: MSBA/MASA Model Policy 305 (Policy Implementation)

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 other board members, residents, business and property owners, parents/guardians/caregivers, students and employees of the Northfield School District.
2. Recognize the integrity of my predecessors and associates and the merit of their work.
3. Attend board and assigned committee 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 the district.
5. Inform myself about the proper duties and functions of a board member 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.
8. Inform myself about the proper duties and functions of a board member through Minnesota School Boards Association state-required training and other state recommended organizations.

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~~ managed, not to ~~run~~ manage them myself.
5. Work with and 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. Recognize that committees are appointed to serve only in an advisory capacity to the board.

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

1. Appraise and plan for both the present and future educational needs of the district and community.
2. 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 community and district stakeholders.

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. Expect the superintendent to keep the board adequately informed.
4. Assure that the district will be administered by the best professional personnel available.
5. Commit to be prepared and informed for meetings.
6. Consider the recommendation of the superintendent in hiring all employees.
7. Participate in board action after considering the recommendation of the superintendent and only after the superintendent has furnished adequate information supporting the recommendation.
8. Offer the superintendent counsel and advice.
9. Recognize the status of the superintendent as the chief executive officer and a non-voting, ex officio member of the board.
10. Respond to complaints by using the chain of responsibility as outlined in ~~Refer all complaints to~~ Policy 103 and direct them to follow the chain of responsibility.
11. Present personal criticisms of employees to the superintendent.
12. Provide support for the superintendent and 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; Updated: 07.01.2019; Substantive Update: 10.24.2022; Updated: 04.24.2023

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

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

September 25, 2023
District Office Boardroom

1. Call to Order

School 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, Goerwitz, Gonzalez-George, Miller, Nelson, Quinnell, and Stratmoen. 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 was no public comment.

4. Announcements and Recognitions

- Five individuals were inducted into the 2023 Northfield High School Athletics Hall of Fame ceremony on Saturday morning. Congratulations to Cole Jirik, Todd Mathison, Marla (Thomforde) Neuger, Kasey (Wellman) Felling, and Frank Huebner. Also inducted was the 1979 Raiders girls basketball team; the state tournament runner-up.
- Every year the Rice County United Way Day of Caring volunteers are recruited and carry out projects requested from organizations in our community. This year, the storage shed at NCEC was painted and high school volunteers picked up trash around the school.

5. Items for Discussion and Reports

- a. District Youth Council (DYC) Update. DYC co-chairs Connor Percy and McKenna Carlson updated the board about their plans for the 2023-2024 school year.
- b. Superintendent State of the District Overview. Superintendent Hillmann presented an overview of the district's strategic plan implementation, progress toward its benchmarks, and upcoming focus areas. Dr. Hillmann will share the presentation at the Chamber of Commerce luncheon on Sept. 27.

6. Consent Agenda

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

- a. Minutes. Minutes of the Regular School Board meeting held on September 11, 2023.
- b. Gift Agreements. Gift agreements included in the board packet.
- c. Personnel Items
 - i. Appointments
 1. Megan Bauer, EarlyVenture Teacher at the NCEC, effective 10/2/2023. Step 5 - \$20.57/hour.
 2. Robert Coleman, General Education EA at Spring Creek for 2.25 hours/day at Spring Creek, effective 9/13/2023 through 6/6/2024. Step 4, \$18.05/hour.
 3. Zoe Condon, Custodian at the High School, effective 9/27/2023. Step 2, \$20.09/hour.
 4. Chelsea Hinderscheit, Child Nutrition Associate I at Greenvale Park, effective 9/27/2023. \$20.84/hour.
 5. Amy Hales, Special Education EA/PCA at the Middle School for 3.5 hours/day, effective 9/25/2023. Step 4 - \$18.05/hour, plus prorated PCA stipend.
 6. Jackson LeBlanc, Recreation Instructor Lead or Swim Lead, effective 9/14/2023 through 5/31/2024. \$15.75/hour.
 7. Emyla Lewis, Community School Club Leader at Greenvale Park, effective 10/2/2023 through 5/26/2024. \$24.30/hour.
 8. Correction: Brian Link, Custodian at the Middle School - hired at Step 1. Further information received, change to Custodian at the Middle School, Step 5 - \$21.45/hour.
 9. Parker Max, Recreation Instructor Lead or Swim Lead, effective 9/23/2023 through 5/31/2024. \$14.50/hour.
 10. Jesse Olson, Recreation Instructor Lead or Swim Lead, effective 9/23/2023 through 5/31/2024. \$14.75/hour.

11. Trey Petersen, Recreation Instructor Lead or Swim Lead, effective 9/21/2023 through 5/31/2024. \$15.75/hour.
 12. Allyn Putnam, KidVenture Site Assistant on-call as needed at all elementary schools, effective 9/25/2023, Step 1, \$14.90/hour.
 13. Lauren Quinzel, Special Education EA/PCA at Spring Creek for 6.75 hours/day, effective 10/2/2023. Step 2, \$17.03/hour plus prorated PCA stipend.
 14. Kelly Radtke, CNA I at Spring Creek for 3.25 hours/day, effective 9/25/2023. \$20.84/hour.
 15. Kaitlin Schulz, Event Worker at the Middle School, effective 9/15/2023.
 16. Noah Schomburg, Assistant Director for the High School fall play, effective 9/25/2023.
 17. Abigail Vanyo, Long-term substitute Early Venture Teacher at NCEC, beginning 9/21/2023 through 12/29/2023. Step 3 - \$19.36/hour.
 18. Karrie Vogel, Special Education EA/PCA at Spring Creek for 6.5 hours/day, effective 9/21/23. Step 4, \$18.05/hour plus prorated PCA stipend of \$2,319.02.
 19. Scott Broughton, Assistant Boys Cross Country coach at the High School, effective 8/14/2023, \$4,844 stipend.
 20. Erna Janssens, Recreation Building Supervisor, beginning 12/3/2023 through 5/31/2024. \$18.39/hour.
 21. Max Kasten, Event Worker at the Middle School, beginning 9/27/2023.
 22. Coral Ramos, Community School Club Leader at Greenvale Park for up to 12 hours/week,, beginning 10/2/2023 through 5/17/2024. \$24.30/hour.
 23. Amanda Rezac, Special Education EA/PCA at Greenvale Park for 6.75 hours/day, beginning 9/25/2023. Step 2 - \$17.03/hour + prorated PCA stipend.
- ii. Increase/Decrease/Change in Assignment
1. Sybil Betsinger, .50 FTE Occupational Therapist at the NCEC, add .35 FTE Cultural Liaison District Wide, effective 10/2/2023.
 2. Erin Blanck, General Education EA at NCEC for 14.1 hours/week, change to General Education EA at NCEC for 20 hours/week, effective 9/18/2023.
 3. Russel Boyington, General Education EA and KidVenture Site Assistant, add Community School Club Leader for up to 12 hours/week, effective 10/2/2023 through 5/18/2024. \$24.30/hour
 4. Lindsey Downs, Grade 1 Teacher at Spring Creek, add Community School Teacher for up to 8 hours/week at Spring Creek, effective 10/2/2023 through 5/18/2024. \$40/hour.
 5. Ana Gallego, Special Education EA/PCA and General Ed EA at Greenvale Park for 7.25 hours/day, add Community School Club Leader for up to 12 hours/week, effective 10/2/2023 through 5/18/2024. \$24.30/hour
 6. Ellen Haefner, Parent Educator at the NCEC for 20 hours/week, change to Parent Educator for 25 hours/week at the NCEC, effective 9/18/2023.
 7. Inger Hanson, EL teacher .50 FTE at the ALC and .50 FTE at Greenvale Park, change to EL teacher at the ALC .55 FTE and EL teacher at Spring Creek .45 FTE, effective 9/18/2023 through 6/6/2024.
 8. Beth Kuyper, Special Education EA/PCA at the Middle School for 6,75 hours/day, add .25 hour/day, effective 9/13/23 through 6/6/24.
 9. Catherine Lovrien, WILL Program Teacher at the Middle School, add Community School Teacher for up to 8 hours/week, effective 9/28/2023 through 5/16/2024. \$40/hour
 10. Rebekka Schrank, Special Education Teacher at Spring Creek, add Community School Teacher for up to 8 hours/week at Spring Creek, effective 10/2/2023 through 5/18/2024. \$40/hour.
 11. Libby Stanton, ECFE Teacher for 20 hours/week at the NCEC, change to ECFE Teacher for 25 hours/week at the NCEC, effective 9/18/23.
 12. Heather Stanton Ims, 1.0 FTE Guidance Counselor at the Middle School, add Middle School Youth Center Teacher for up to 8 hours/week, Monday through Thursday, effective 10/24/2023 through 5/16/2024. \$40/hour.
 13. Mairin Born, Grade 1 Teacher at Spring Creek, add Community School Teacher at Spring Creek for up to 8 hours/week, effective 10/2/2023 through 5/17/2024. \$40/hour.
 14. Ashley Douglas, Special Education EA/PCA at Bridgewater, add Community School Club Leader at Bridgewater for up to 8 hours/week, effective 10/2/2023 through 5/17/2024. \$24.30/hour.
 15. Kay Goodrich, Special Ed EA/PCA for 6.25 hours/day at the High School, change to Special Ed EA/PCA for 6.33 hours/day at the High School, effective 9/21/2023-6/6/2024.
 16. Gretchen Heil, Kindergarten Teacher at Spring Creek, add Community School Teacher at Spring Creek for up to 8 hours/week, effective 10/2/2023 through 5/17/2024. \$40/hour.
 17. Anna Kelly, Science Teacher at Greenvale Park, add Community School Teacher at Greenvale Park for up to 12 hours/week, effective 10/2/2023 through 5/17/2024. \$40/hour.
 18. Beth Winter, Special Education EA/PCA for 3.08 hours/day, add .134 hours/day to special education EA/PCA time.
- iii. Leave of Absence
1. Tyler Balow, FMLA leave of absence on or about 11/6/2023 through approximately 11/21/2023.
 2. Jenelle Mullin, Child Nutrition Associate at the High School, extending the end of FMLA leave to 12/4/2023.
 3. Ann Schmidt, Child Nutrition Associate at the High School, FMLA leave beginning on 11/16/23 through 12/3/2023.

4. Noreen Cooney, School Social Worker at Spring Creek, FMLA leave of absence beginning on 9/22/2023 and extending intermittently for up to 60 work days.
 5. Nancy Meyers, CNA III at the Middle School and Special Education EA/PCA bus EA District wide, FMLA leave of absence beginning 9/26/2023 for approximately 14 days.
 - iv. Retirements/Resignations/Terminations
 1. Noelle Gilomen, Child Nutrition Associate, resignation effective 9/22/2023.
 2. Dustee Bennett, CNA I at Spring Creek, resignation effective 9/15/2023.
 3. Andrea Nelson-Walker, Benefits/Payroll Specialist at the District Office, resignation effective 10/6/2023.
 - d. Grant Application. Superintendent Hillmann, Director of Finance Val Mertesdorf, and Director of Instructional Services Hope Langston requested school board approval for a \$120,300 Teacher Mentorship & Retention of Effective Teachers Grant from PELSB from December 2023 through June 30, 2025. The PELSB grant will provide funding to enhance our teacher mentorship program as we support new teachers in the school district.
7. Items for Individual Action
 - a. Activities Sponsor Partner Agreement. On a motion by Quinnell, seconded by Nelson, the board unanimously approved the activities sponsor partner agreement with Community Resource Bank as presented. This will cover the entire cost of the scoreboard in exchange for ten years of advertising for Community Resource Bank.
 - b. Proposed 2023 Payable 2024 Property Tax Levy. On a motion by Butler, seconded by Goerwitz, the board unanimously certified to County Auditors the 2023 Payable 2024 Preliminary Levy Limitation and Certification at the maximum authority. The amount of the preliminary levy for 2024 is \$21,593,365.08 and represents a 2.17% increase over last year. This represents the maximum levy amount as of this publication. The preliminary property tax levy for 2024 is required to be certified to the district's home county auditor no later than September 30, 2023.
8. Items for Information
 - a. DYC Brunch. The District Youth Council is hosting a brunch for school board members on Saturday, November 11, from 10:00 a.m. - 11:30 a.m at the Northfield Community Resource Center.
9. Future Meetings
 - a. Monday, October 9, 2023, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
 - b. Monday, October 23, 2023, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
 - c. Monday, November 13, 2023, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
10. Adjournment

On a motion by Stratmoen, seconded by Butler, the board unanimously approved to adjourn at 7:12 p.m.

Amy Goerwitz
School Board 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 on the attached document dated July 10, 2023.

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

Date :	Non-monetary item(s) received:	Amount:	Who the bequest, donation, or gift is from: (What is the bequest, donation, or gift for?
9/18/23		\$1,596.00	Northfield LIONS Club	Amplification system
9/21/23		\$202.01	Bridgewater Booster Club	Reading Corps reimbursement
9/21/23		\$75.00	Bridgewater Booster Club	Snack Cart Scholarship
9/21/23		\$100.00	Bridgewater Booster Club	Snack Cart Scholarship and angel funds for Bridgewater
9/26/23		\$320.00	Dean and Lynne Lamp	Middle School Band Supplies FY24 - Ethan Freier
9/28/23	Tennis rackets	\$500 value	Anonymous	NMS PE department
9/28/23	3 helmets and 4 sets of jaw pads	\$701 value	Northfield Touchdown Club	NMS Football equipment to properly fit players for safety.
9/29/23		\$5,000.00	Anonymous	FFA
10/3/23		\$500.00	Nerstrand Agri Center	FFA
9/17/23		\$900.00	Defeat of Jesse James Days Inc	Golf gear for HS Girls Golf Team's 2024 season
9/20/23		\$120.00	Defeat of Jesse James Days Inc	purchase girls tennis team tshirts
9/17/23		\$300.00	Defeat of Jesse James Days Inc	purchase girls tennis team tshirts
9/28/23		\$2.00	Kristin Westerman	Bridgewater 1st Grade Apple Orchard field trip
9/22/23		\$10.00	Aimee Fisher	NMS PBIS/PRIDE Donation
9/18/23		\$100.00	Janine Rosenhamer	Lace for the Cure Donation
9/26/23		\$25.00	Jenna Winchell	Lace for the Cure Donation
9/27/23		\$15.00	Lily Dahlin	Lace for the Cure Donation
9/29/23		\$25.00	Vicki Celander	Lace for the Cure Donation
9/29/23		\$25.00	Dana Dinndorf	Lace for the Cure Donation

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

TO: Dr. Matt Hillmann, Superintendent

FROM: Val Mertesdorf, Director of Finance *VM*

DATE: October 9, 2023

RE: Board Approval of Financial Reports – June 2023

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

Bills totaling \$2,414,472.96 were paid in June 2023.

Payroll checks totaling \$3,455,190.23 were issued in June 2023.

No bond payments were paid in June 2023.

At the end of June 2023 Total Cash and Investments amounted to \$27,187,723.76.
Wire transfers initiated by the district during June 2023:

\$350,000.00 From Frandsen General to Frandsen Sweep

\$1,050,000.00 From Frandsen Sweep to Frandsen General

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

1. Treasurer's Report
2. Disbursement Report

June 2023 Treasurer's Report

FUNDS	BALANCE BEGINNING OF MONTH	RECEIPTS	DISBURSEMENTS	JOURNAL ENTRIES	BALANCE END OF MONTH
GENERAL FUND	5,911,419.85	6,300,940.83	4,483,335.11	(733,728.66)	6,995,296.91 *
FOOD SERVICE	1,007,033.98	153,633.32	195,279.59	(2,966.57)	962,421.14
COMMUNITY ED	744,630.81	398,895.75	304,395.13	(8,729.26)	830,402.17
CONSTRUCTION ACCOUNT	(1,906,294.02)	-	-	-	(1,906,294.02)
DEBT SERVICE	3,530,371.26	1,765,830.88	-	-	5,296,202.14
SELF INSURANCE	4,166,500.79	33,551.16	886,653.36	751,477.66	4,064,876.25
TOTALS	13,453,662.67	8,652,851.94	5,869,663.19	6,053.17	16,242,904.59
GENERAL FUND INVESTMENT	9,141,896.28	-	-	-	9,141,896.28 *
CONSTRUCTION INVESTMENT	1,802,922.89	-	-	-	1,802,922.89
	10,944,819.17	-	-	-	10,944,819.17
GRAND TOTALS	24,435,399.36	8,652,851.94	5,869,663.19	6,053.17	27,187,723.76

*General Fund includes Certificate of Deposit amount

ISD 659 - Northfield

Disbursements:

General Fund	\$ 1,405,603.92	
Food Service Fund	86,814.65	
Community Services Fund	35,401.03	
Construction Fund	-	
Trust & Agency Fund	-	
Self Insurance Fund	886,653.36	
Total Bills Paid		2,414,472.96

General Fund	3,077,731.19	
Food Service Fund	108,464.94	
Community Services Fund	268,994.10	
Trust Fund	-	
Self Insurance Fund	-	
Total Payroll		3,455,190.23

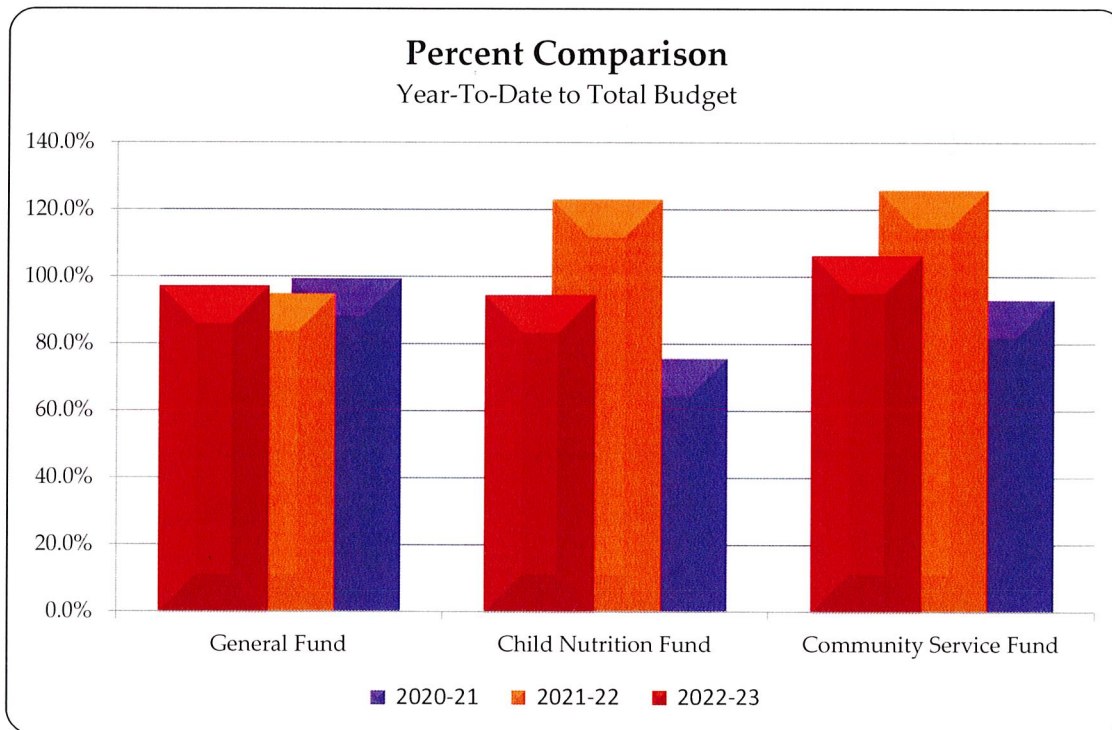
Debt Redemption Fund	
Total Bond Payments	
Total Disbursements	\$5,869,663.19



STATEMENT OF REVENUES

For the month ended June 30, 2023

Fund	Year-To-Date	Budget	YTD as % of Budget		
			2022-23	2021-22	2020-21
General Fund					
Property Taxes	\$ 13,362,087	\$ 14,359,850	93.1%	91.1%	94.8%
State Sources	39,804,113	40,040,698	99.4%	97.7%	100.1%
Federal Sources	2,512,082	4,210,778	59.7%	52.2%	126.4%
Local Sources	2,419,501	1,174,862	205.9%	141.7%	77.6%
Total	\$ 58,097,783	\$ 59,786,188	97.2%	94.8%	99.3%
Child Nutrition Fund	\$ 2,109,518	\$ 2,236,019	94.3%	122.9%	75.5%
Community Service Fund	3,807,191	3,584,293	106.2%	125.7%	92.9%
Construction Fund	8,537	-	0.0%	0.0%	174.2%
Debt Service Fund	7,347,593	6,276,751	117.1%	118.6%	293.9%
Internal Service Fund	10,417,746	10,415,363	100.0%	122.0%	106.1%
Total All Funds	\$ 81,788,368	\$ 82,298,614	99.4%	105.5%	114.7%

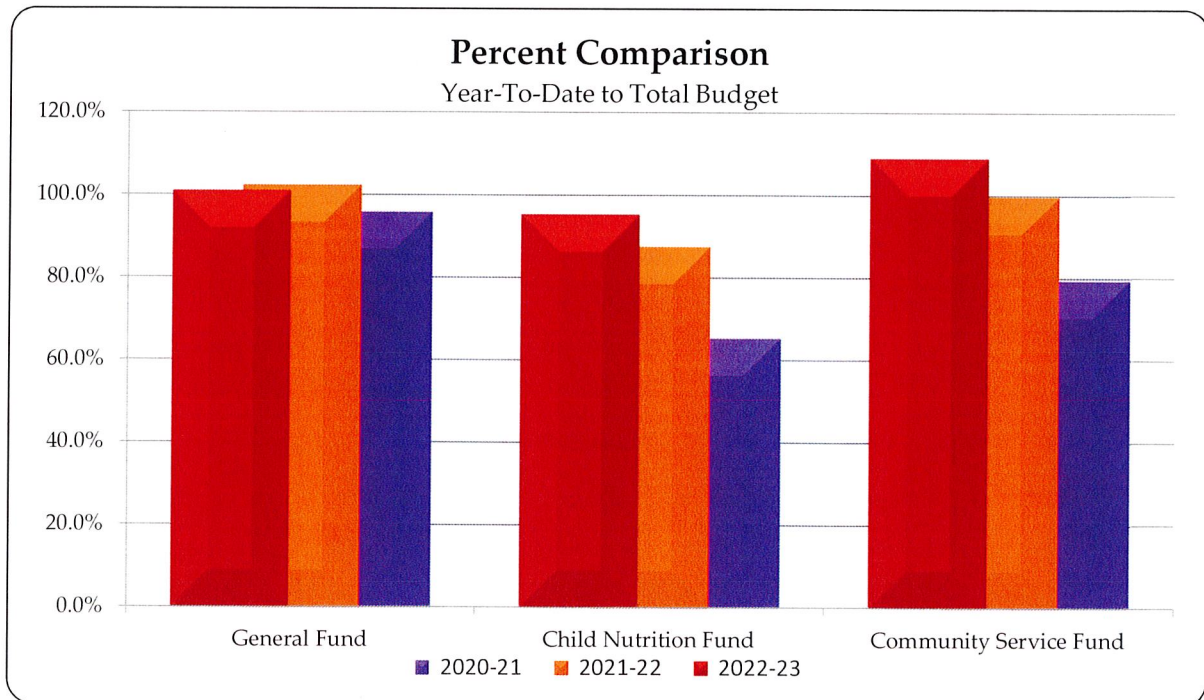




STATEMENT OF EXPENDITURES

For the month ended June 30, 2023

Fund	Year-To-Date	Budget	YTD as % of Budget		
			2022-23	2021-22	2020-21
General Fund					
Salaries	\$ 35,467,097	\$ 35,163,483	100.9%	101.1%	96.3%
Benefits	13,947,628	13,400,306	104.1%	97.3%	95.8%
Purchased Services	7,028,529	7,231,328	97.2%	111.4%	86.5%
Supplies & Materials	2,522,503	2,222,463	113.5%	128.7%	95.9%
Capital Expenditures	2,907,733	3,235,325	89.9%	116.3%	131.9%
Other Expenses	435,385	496,152	87.8%	44.7%	46.8%
Total General Fund	\$ 62,308,875	\$ 61,749,057	100.9%	102.3%	95.8%
Child Nutrition Fund	\$ 2,374,462	\$ 2,491,863	95.3%	87.5%	65.3%
Community Service Fund	3,756,850	3,445,819	109.0%	99.7%	79.4%
Construction Fund	1,270,602	1,676,009	75.8%	0.0%	107.0%
Debt Service Fund	5,926,003	5,926,053	100.0%	100.0%	249.5%
Internal Service Fund	10,003,411	10,706,543	93.4%	113.8%	113.0%
Total All Funds	\$ 85,640,203	\$ 85,995,344	99.6%	105.5%	109.4%



To: Northfield School Board

From: Martha Lundin
Youth Engagement Coordinator
Healthy Community Initiative

Action Requested:

The school board is requested to approve the following youth appointment amendment:

The Board of Education is requested to approve the appointment of senior Marianna Estrada to the District Youth Council (DYC) for the 2023-2024 school year. DYC representative Aldair Conde Arenas has submitted his resignation and the recommendation to appoint Marianna Estrada is made to fill the vacancy left by this resignation.

FORM A

RESOLUTION OF GOVERNING BOARD SUPPORTING FORM A APPLICATION TO MINNESOTA STATE HIGH SCHOOL LEAGUE FOUNDATION

WHEREAS, the Minnesota State High School League Foundation was formed to provide support for Minnesota's high school youth to participate in athletics and fine arts;

WHEREAS, the Governing Board of Northfield Public Schools ISD 659 recognizes the value of student participation in extracurricular activities; and

WHEREAS, the MSHSL Foundation is offering grants and funding to assist schools in recognizing, promoting and funding extracurricular participation by high school students in athletic and fine arts programs.

THEREFORE, BE IT RESOLVED, that the Governing Board of Northfield Public Schools ISD 659 supports the school's application to the Minnesota State High School League Foundation for a **FORM A** grant to offset student activity fees.

Claudia Gonzalez-George
Date

Board Chair/Head of School

Val Mertesdorf
Date

Board Clerk – Treasurer/ Finance Director

FORM B

RESOLUTION OF SCHOOL BOARD/GOVERNING BOARD SUPPORTING FORM B APPLICATION TO MINNESOTA STATE HIGH SCHOOL LEAGUE FOUNDATION

WHEREAS, the Minnesota State High School League Foundation was formed to provide support for Minnesota's high school youth to participate in athletics and fine arts;

WHEREAS, the Governing Board of Northfield Public Schools ISD 659 [Click or tap here to enter text.](#) recognizes the value of student participation in extracurricular activities; and

WHEREAS, the MSHSL Foundation is offering grants and funding to assist schools to provide seminars/training opportunities or support for specific school functions for students/faculty members/officials and others who are involved in athletic and fine arts programs.

THEREFORE, BE IT RESOLVED, that the Governing Board of Northfield Public Schools ISD 659 supports the school's application to the Minnesota State High School League Foundation for a **FORM B** grant.

Claudia Gonzalez-George
Date

Board Chair/Head of School

Val Mertesdorf
Date

Board Clerk - Treasurer

A RESOLUTION submitted by an Activity Conference or Region Committee must adhere to the same form and context of the School Board Resolution above.

*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.

<u>Greenvale Park</u>			<u>Spring Creek</u>			<u>Bridgewater</u>				
Grade	Teacher		Grade	Teacher		Grade	Teacher			
K	Flicke	20	K	Berkvam Peter	20	K	Cade	19		
K	Schroyer	22	K	Heil, G	21	K	Danielson	22		
K	Stowe (Kortbein)	20	K	Matson	22	K	Haley	21		
1	Borgerding	20	1	Born	21	C	Kmoch (Rodgers)	19		
1	Landry	18	1	Craft	25	K	Tran	21		
1	Nivala	18	1	Downs	23	1	Bischoff	20		
1	Swenson	17	2	Russell	21	C	Charlton	21		
1	Ziemann	26	C	2	Soderlund	26	1	Hall	21	
2	Amundson	22	C	2	Spitzack	26	1	Lanza	17	C
2	Bulfer	20	3	Guggisberg	24	2	LaVoy	23		
2	Ellerbusch	19	3	Jandro	25	2	Lofquist	23		
2	Feldmann	20	3	Sasse	16	C	2	Schwaab	23	
3	Dimick	19	4	Fox	24	2	Swenson	22	C	
3	Johnson	23	C	4	Haar	25	3	Larson	23	C
3	Peterson	19	4	Healy	24	3	Schuster	24		
3	Timerson	21	4	McManus	18	C	3	Sickler	24	
4	Garcia	21	C	5	Baragary	25	3	Truman	26	
4	Hetzel	21	5	Malecha	24	4	Hehr	27		
4	McLaughlin	21	5	Ostermann	21	C	4	Rodriguez	18	C
4	Schroeder	22	5	Stulken	23	4	Rud	26		
5	Carlson	27		TOTAL	454	4	Ryan	26		
5	Sickler	25				5	Blatti	24		
5	Tacheny	20	C			5	Duchene/Kohl	25		
	TOTAL	481				5	Holden	26		
						5	Rubin	22	C	
							TOTAL	563		

<u>Middle School</u>	<u>Total</u>	<u>High School</u>	<u>Total</u>	<u>ALC</u>	<u>F/T</u>	<u>**P/T</u>	<u>**I/S</u>	<u>Total</u>
Grade 6-2030	291	Grade 9-2027	328	Grade 9-2027	0	1	0	1
Grade 7-2029	284	Grade 10-2026	317	Grade 10-2026	28	1	19	48
Grade 8-2028	309	Grade 11-2025	321	Grade 11-2025	14	1	9	24
TOTAL	884	Grade 12-2024	316	Grade 12-2024	44	1	44	89
		TOTAL	1282	TOTAL	86	4	72	162

	<u>Regular</u>	<u>Big 9</u>	<u>Total</u>	<u>Early Childhood**</u>	<u>Big 9 Online</u>	<u>Grade</u>	<u>Teacher</u>	
Early Childhood**	114		114	Boda	3			
Kindergarten-2036	227	0	227	Dorey	13	Grade K-2036	Kehler	0
Grade 1-2035	247	2	249	Gross	10	Grade 1-2035	Kehler	2
Grade 2-2034	245	0	245	Hubbard	7	Grade 2-2034	Kehler	0
Grade 3-2033	244	1	245	Kruse	0	Grade 3-2033	Kehler	1
Grade 4-2032	273	2	275	Ludwig	11	Grade 4-2032	Kehler	2
Grade 5-2031	262	2	264	McLeese	5	Grade 5-2031	Kehler	2
Total K-5	1612	7	1619	O'Connor	10	Grade 6-2030	Kehler	2
Total Middle School	884	6	890	Roth	11	Grade 7-2029	Kehler	2
Total High School	1282	19	1301	Sanders	12	Grade 8-2028	Kehler	2
GRAND TOTAL	3778	32	3810	Schnorr	13	Grade 9-2027	Kehler	5
ALC 9-12			162	Tharp	5	Grade 10-2026	Kehler	5
GRAND TOTAL w/ALC and Big 9			3972	Townzen	11	Grade 11-2025	Kehler	4
**Full Time only (excluding EC and Part-time/Independent Study ALC)			3782	Webster	3	Grade 12-2024	Kehler	5
				TOTAL	114	TOTAL		32