

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

Monday, February 12, 2024 ~ 6:00 p.m. ~ Regular Board Meeting  
Northfield District Office Boardroom

[Zoom Link](#)

**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 2024-2025 Operating Capital and Long-Term Facilities Maintenance Budget
  - b. Long-Term Facilities Maintenance Ten Year Plan
  - c. Arcadia and Prairie Creek Site Visits
  - d. Policy Committee Recommendation
  - e. Superintendent Focus Areas Quarterly Report
  - f. Legislative Session Preview
  - g. Potential 2024 Northfield High School Bond Referendum Update and Potential Tax Impact
6. Consent Agenda
  - a. Minutes
  - b. Gift Agreements
  - c. Financial Reports
  - d. Grant Applications
  - e. Overnight Field Trip
  - f. Personnel Items
7. Items for Individual Action
  - a. Resolution Requiring Administration to Make Recommendations Regarding Programming and Staffing for Next Year
8. Items for Information
  - a. Enrollment Report
9. Future Meetings and Work Session
  - a. Monday, February 26, 2024, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
  - b. Tuesday, March 5, 2024, 4:00 p.m., Board Work Session, Northfield DO Boardroom
  - c. Monday, March 11, 2024, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
  - d. Monday, March 18, 2024, 5:00 p.m., Board Workshop, Northfield DO Boardroom
10. Closed Session: Labor Negotiations Strategy (Minnesota Statute 13D.03)
11. Adjournment

# **NORTHFIELD PUBLIC SCHOOLS**

## **MEMORANDUM**

Monday, February 12, 2024 ~ 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, February 12, 2024, 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 2024-2025 Operating Capital and Long-Term Facilities Maintenance Budget. Val Mertesdorf, Director of Finance, will present the 2024-2025 Operating Capital Budget and Long-Term Facilities Maintenance Plan. Justin Raabolle, Director of Buildings & Grounds, will be available for questions. The board will be asked to adopt the budget at the Feb. 26, 2024 board meeting.
  - b. Long-Term Facilities Maintenance Ten Year Plan. Director Raabolle and Director Mertesdorf will review the Long-Term Facilities Maintenance ten year revenue and expenditure plan. In addition, the Indoor Air Quality Management Plan is part of the ten year plan and must be reviewed annually. The board will be asked to approve the plan at the Feb. 26, 2024 board meeting. The approved plan must be submitted to the Department of Education.
  - c. Arcadia and Prairie Creek Site Visits. Superintendent Hillmann and Director Daryl Kehler visited Prairie Creek Charter School on Jan. 29, 2024 and Arcadia Charter School on Feb. 2, 2024. Dr. Hillmann will provide a brief report regarding both visits.
  - d. Policy Committee Recommendation. Dr. Hillmann will present the policy committee's recommendation to sunset policy 310. This will be an item for individual action at the next board meeting.
  - e. Superintendent Focus Areas Quarterly Report. Superintendent Hillmann will present a quarterly progress report on the superintendent's 2023-24 focus areas.
  - f. Legislative Session Preview. Superintendent Hillmann will preview the 2024 Minnesota Legislature's session and briefly review the Minnesota School Boards Association and the Minnesota Association of School Administrators platforms.
  - g. Potential 2024 Northfield High School Bond Referendum Update and Potential Tax Impact. Superintendent Hillmann will review what has occurred thus far regarding the potential 2024 bond referendum to address facility problems at Northfield High School. The Jan. 29, 2024, public meeting presentation slide deck is included in this board packet for your reference.

The packet also includes the tax impact tables for the six potential referendum options, should the board choose to pursue any of them. The document was prepared by Ehlers, Inc. There are four pages in the document:

» An overall summary sheet that highlights details of the "estimated sources and use of funds" for six potential bond amounts.

» A summary of annual increases to property taxes for the six potential bond amounts over a 20-year bond. There are summaries for residential homestead, commercial/industrial, agricultural homestead, and agricultural non-homestead. The projected interest rate is 4.75%.

» A summary of annual increases to property taxes for the six potential bond amounts over a 25-year bond. There are summaries for residential homestead, commercial/industrial, agricultural homestead, and agricultural non-homestead. The projected interest rate is 5.00%.

» A summary of annual increases to property taxes for four of the six potential bond amounts over a 30-year bond. There are summaries for residential homestead, commercial/industrial, agricultural homestead, and agricultural non-homestead. The projected interest rate is 5.25%. (A 30-year schedule does not make fiscal sense on the two lowest potential bond amounts.)

» Representatives from Ehlers will be at the meeting via Zoom to answer any questions.

6. Consent Agenda

**Recommendation:** Motion to approve the following items listed under the Consent Agenda.

- a. Minutes. Minutes of the Regular School Board meeting held on January 22, 2024.
- b. Gift Agreements. Gift agreements to be approved are attached.
- c. Financial Reports.  
Financial Report - October 2023. Director of Finance Mertesdorf requests the board approve paid bills totaling \$3,014,797.53, payroll checks totaling \$3,700,702.69, a wire transfer totaling \$500,000.00 from Frandsen General to Frandsen Sweep, a wire transfer totaling \$250,000.00 from Frandsen Sweep to Frandsen General, and the financial reports for October 2023. At the end of October 2023 total cash and investments amounted to \$26,213,680.20.  
Financial Report - November 2023. Director of Finance Mertesdorf requests the board approve paid bills totaling \$2,843,544.76, payroll checks totaling \$3,744,088.75, a wire transfer totaling \$300,000.00 from Frandsen General to Frandsen Sweep, a wire transfer totaling \$300,000.00 from Frandsen Sweep to Frandsen General, and the financial reports for November 2023. At the end of November 2023 total cash and investments amounted to \$26,315,148.34.
- d. Grant Applications.  
TORCH Director Tessa Kiesow requests school board approval for \$309,331 over five years from the Minnesota Department of Education for the Grow Your Own Grant - Pathway for Secondary Students. Each year, recruitment and outreach about the TORCH program will begin in the summer and continue throughout the school year. TORCH will host all club meetings and disseminate information about service-learning opportunities available in the community. College visits will bring students to colleges that offer teacher preparation programs. Ongoing academic advising and tutoring will be provided to all club members to support their academic and on-time high school graduation success. This will provide a pipeline of potential secondary students to enter the field of education and be supported by the Grow Your Own - Post Secondary Grant.  
  
Director of Community Education Erin Bailey requests school board approval for \$34,000 (for each year of this two-year grant) from Rice County Family Services Collaborative. This grant would allow for the continued expansion of wrap-around services for youth and families at each of the three community school sites in Northfield (Greenvale Park Elementary, Spring Creek Elementary, and Bridgewater Elementary) from July 1, 2024 to June 30, 2026.
- e. Overnight Field Trip. High School Principal Shane Baier and Theresa Wilson, High School Business Education Teacher, request board approval to take four high school students to the Business Professionals of America state competition March 14-16, 2024.
- f. Personnel Items
  - i. Appointments
    1. Neina Abdulai, Target Services MSYC Club Leader for 8 hours/week at the Middle School, beginning 2/5/2024-5/16/2024. \$24.30/hr.

2. Lucy Chambers, Community School Site Assistant for up to 12 hours/week at Greenvale Park, beginning 2/7/2024-5/18/2024. Step 1-\$14.90/hr.
  3. Lucy Chambers, Community School Club Leader for up to 12 hours/week at Greenvale Park, beginning 2/7/2024-5/18/2024. \$24.30/hr.
  4. Tammy Donahue, Child Nutrition Associate I for 3.25 hours/day at Spring Creek, beginning 2/15/2024. \$20.84/hr.
  5. Elizabeth Eaker, 1.0 FTE Long Term Substitute Elementary Music Teacher at Greenvale Park, beginning 4/20/2024-6/6/2024. MA, Step 6
  6. Jacob Fox, Instructor Assistant with Community Ed Recreation, beginning 2/10/2024-5/31/2024. Step 1-\$14.00/hr.
  7. Tyler Hupton, Instructor Assistant with Community Ed Recreation, beginning 2/10/2024-5/31/2024. Step 1-\$14.00/hr.
  8. Savannah Metcalf, Lifeguard with Community Ed Recreation, beginning 2/24/2024-5/31/2024. Step 1-\$14.00/hr.
  9. Kayden Oakland, Instructor Assistant with Community Ed Recreation, beginning 2/10/2024-5/31/2024. Step 2-\$14.25/hr.
  10. Zachariah Simmons, Instructor Lead with Community Ed Recreation, beginning 2/10/2024-5/31/2024. Step 6-\$16.25/hr.
  11. Sarah Wolter, .3 Assistant Girls Golf Coach at the High School, beginning 3/18/2024. \$1,291.80
- ii. Increase/Decrease/Change in Assignment
1. Laura Albers, Building Supervisor with Community Ed Recreation, change to ongoing effective 1/23/2024.
  2. Scott Broughton, Assistant Track Coach at the Middle School, change to Head Track Coach at the Middle School, effective 4/1/2024. \$3,230
  3. Jan Ensrud, English Teacher at the Middle School, add Targeted Services MSYC Teacher for up to 8 hours/week at the Middle School, effective 1/29/2024-5/16/2024. \$40.00/hr.
  4. Naomi Golden, Science Teacher at the High School, add Community School Teacher for up to 2 hours/week at Spring Creek, effective 1/24/2024-5/16/2024. \$40.00/hr.
  5. Alexis Groves, Custodian at the High School, change to Custodian at the High School and Greenvale Park, effective 2/6/2024.
  6. Daniel Hollerung, Building Supervisor with Community Ed Recreation, change to ongoing effective 1/23/2024.
  7. Erna Janssens, Building Supervisor with Community Ed Recreation, change to ongoing effective 1/23/2024.
  8. Cindy Keogh, Building Supervisor with Community Ed Recreation, change to ongoing effective 1/23/2024.
  9. Kristi Korteum, Building Supervisor with Community Ed Recreation, change to ongoing effective 1/23/2024.
  10. Adam Kreig, Custodian at Spring Creek, change to Custodian Lead at Spring Creek, effective 12/27/2023. Current rate plus \$.30.
  11. Sara Lahti, Building Supervisor with Community Ed Recreation, change to ongoing effective 1/23/2024.
  12. Betsy McLaughlin, Building Supervisor with Community Ed Recreation, change to ongoing effective 1/23/2024.
  13. Savannah Metcalf, Lifeguard with Community Ed Recreation, add Instructor Lead and Instructor Assistant with Community Ed Recreation, effective 2/24/2024-5/31/2024. Lead Step 1-\$15.00/hr. Assistant Step 1-\$14.00/hr.
  14. Melvin Miller, Building Supervisor with Community Ed Recreation, change to ongoing effective 1/23/2024.
  15. Kimberly Norton, Special Ed EA for 35 hours/week at Bridgewater/NCEC, change to Special Ed EA for 31.5 hours/week at NCEC, effective 1/29/2024.
  16. Kevin O'Brien, Building Supervisor with Community Ed Recreation, change to ongoing effective 1/23/2024.
  17. Johan Ponciano, Special Ed EA PCA for 33.75 hours/week at the High School, change to Special Ed EA PCA for 31.33 hours/week at the High School, effective 9/4/2023-6/6/2024.
  18. Tony Rezac, Custodian at the Middle School, hours changing from 3:00 p.m.-11:00 p.m. to 11:00 a.m.-7:00 p.m., effective 2/5/2024.
  19. Steve Rinderknecht, Custodian at the NCEC, change to Substitute Custodian with the District, effective 3/4/2024.
  20. Zachariah Simmons, Instructor Lead with Community Ed Recreation, add Instructor Assistant with Community Ed Recreation, effective 2/10/2024-5/31/2024. Step 6-\$15.25/hr.
  21. Melissa Spitzack, Building Supervisor with Community Ed Recreation, change to ongoing effective 1/23/2024.
  22. Bubba Sullivan, English Teacher at the High School, add Assistant Softball Coach at the High School, effective 1/22/2024. \$4,306-Stipend
  23. Erik Swenson, Grade 2 Companeros Teacher at Bridgewater, add Head Boys Tennis Coach at the High School, effective 1/24/2024. \$6,459-stipend
  24. John Watkins, Building Supervisor with Community Ed Recreation, change to ongoing effective 1/23/2024.
- iii. Leave of Absence
1. Paige Haley, Kindergarten Teacher at Bridgewater, FMLA Leave of Absence beginning on or about 6/2/2024 for 12 work weeks.



2. Jenny Link, Special Ed Teacher at the Middle School, FMLA Leave of Absence beginning 3/20/2024 and continue through approximately 3/31/2024.
  3. Sean O'Brien, Social Studies Teacher at the High School, FMLA Leave of Absence beginning on or about 4/1/2024 and continue through approximately 4/12/2024.
  4. Mark Snare, Custodian at Greenvale Park, Leave of Absence through 7/15/2024.
- iv. Retirements/Resignations/Terminations
1. Martha Donahoe, Office Specialist at the NCEC, retirement effective 4/15/2024.
  2. Brian Link, Custodian at the Middle School, termination of employment effective 1/31/24.
  3. Natalie Morales, Child Nutrition Associate I at Spring Creek, resignation effective 2/16/2024.
  4. Mark Welinski, Assistant Boy's Tennis Coach at the High School, resignation effective 1/24/2024.
  5. Mary Beth Youngblut, Teacher at Greenvale Park, retirement effective at the end of the 2023-2024 school year.

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

7. Items for Individual Action

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

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

8. Items for Information

- a. Enrollment Report. Superintendent Hillmann will review the February 2024 enrollment report.

9. Future Meetings and Work Session

- a. Monday, February 26, 2024, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- b. Tuesday, March 5, 2024, 4:00 p.m., Board Work Session, Northfield DO Boardroom
- c. Monday, March 11, 2024, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- d. Monday, March 18, 2024, 5:00 p.m., Board Workshop, Northfield DO Boardroom

10. Closed Session: Labor Negotiations Strategy (Minnesota Statute 13D.03)

- a. This meeting will be closed as permitted by Minnesota Statute 13D.03 to discuss labor negotiations.

11. Adjournment

# 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.	<b>Note:</b> 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."

### 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.

**2024-25 Operating Capital and Long Term Facilities Maintenance | Proposed Budget | 2.12.24**  
**Val Mertesdorf | Director of Finance**

**Strategic Commitment | Stewardship:** We responsibly manage our personnel, finances, property, time and environmental impact.

**What is Capital?**

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

- 1) Operating Capital – must be used for equipment and facility needs. The calculation is \$79 per adjust pupil unit plus \$109 multiplied by our average building age. We receive approximately \$221 per pupil unit. This formula is a mix of levy and state aid.
- 2) Lease Levy – this is a levy source of revenue to pay for rent of leased facilities. The calculation for our total authority is \$212 per pupil unit. Northfield has a cap of approximately \$876,000. We currently utilize about 47% of this revenue.
- 3) Capital Levy – this is a voter approved levy. This is used to support technology, curriculum and facilities. The voters authorized a renewal and increase of this levy in November 2022. The additional revenue is reflected in this budget.
- 4) Long Term Facilities Maintenance (LTFM) – The formula is a combination of aid and levy. This funding is for capital expenditures and maintenance projects necessary to prevent further erosion of facilities. The calculation is \$380 per pupil unit, pro-rated based on average building age.

The Capital and Long Term Facilities Maintenance programs have restricted expenditure categories. This means that MN State Statute dictates what we can spend the money on. We **cannot** use either operating capital or LTFM for salaries/benefits. The exception to this is funding for Technology Services staff only. These funding streams are intended to support technology, curriculum, facilities and infrastructure needs. Each program also has a restricted fund balance category. This means if we don't spend all of our revenue in a given year the remainder is set aside for only these types of expenditures in the future. Each year in December, we project our capital revenue and if there is a projected surplus, the Capital Committee prioritizes needs and comes to consensus on how to allocate the remaining funds.

**Projected Revenue**

For 2024-25, The voter approved capital projects levy is our largest source at 42%. LTFM and Operating Capital are the next largest with 31% and 17%, respectively. Our total capital revenue is projected to be \$4,501,097 which is a substantial increase from the prior year due to the additional \$1.2 million of voter approved capital projects levy.

## **Projected Expenditures**

We are projecting capital expenditures of approximately \$3,175,919. The lease purchase agreement was decreased because we are nearing the payoff of the Spring Creek addition from 2009-2010. Textbooks and digital curriculum received an increase as well. This was one of the items we outlined in the voter approved capital projects levy campaign. There are several large curriculum purchases on the horizon and these funds will allow us to update curriculum without sacrificing other capital needs across the district.

Technology leases increased, this is not related to our staff/student devices, but a 24 hour per day cybersecurity monitoring lease. With the recent data breaches, it became evident that this service will be a long term protection from the incredible liability these breaches impose.

As stated before, on-going salaries and benefits are not eligible expenses in these restricted funds. However, the staff cost for technicians servicing the equipment/network that operating capital pays for is allowable. The \$600,000 is a direct savings to the general fund and aligns with what we told the voters we would do with this funding.

The capital committee approved a wide variety of expenditures due to the additional resources provided by the voter approved capital projects levy increase! Expenditures such as a sign for the new Bridgewater entrance on Hwy 246, upgrading two district trucks and snow plows, updating the district firewall and some network switches, and so many other small and meaningful projects and purchases.

The LTFM funding has a ten-year plan that the Board approves each year. Based on the funding available and projects listed, Director of Buildings and Grounds, Justin Raabolle and myself prioritize projects and set the expenditures for the year. For fiscal year 2024-25 we plan do some routine tuckpoint/caulking, replace the public announcement system at Spring Creek, resurface the middle school pool and a variety of other projects and annual inspections.

## **Financial Summary**

At the end of 2024-25 we are projecting that the operating capital fund balance will be \$152,683. The LTFM fund balance is projected to be \$810,364. Our fund balance goal is to maintain a minimum of \$200,000 in operating capital and \$600,000 in LTFM. While the operating capital fund balance is projected below the goal, we know the sale of iPads generated more revenue than was budgeted. I anticipate both the operating capital and LTFM fund balances to be higher than the goal at the end of the 2024-25 school year.

We are fortunate to live in a community that supports public education when the State fails to do so properly. We will continue to allocate our resources as effectively and efficiently as possible to ensure our facilities are adequately maintained and our students and staff have access to the necessary technology and tools to continue providing a world class education.

# 2024-25 PROPOSED BUDGET

Operating Capital & Long Term Facilities Maintenance

# Reaching Out, Reaching Up:

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<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



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### GVP Infill



# What is Capital?

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



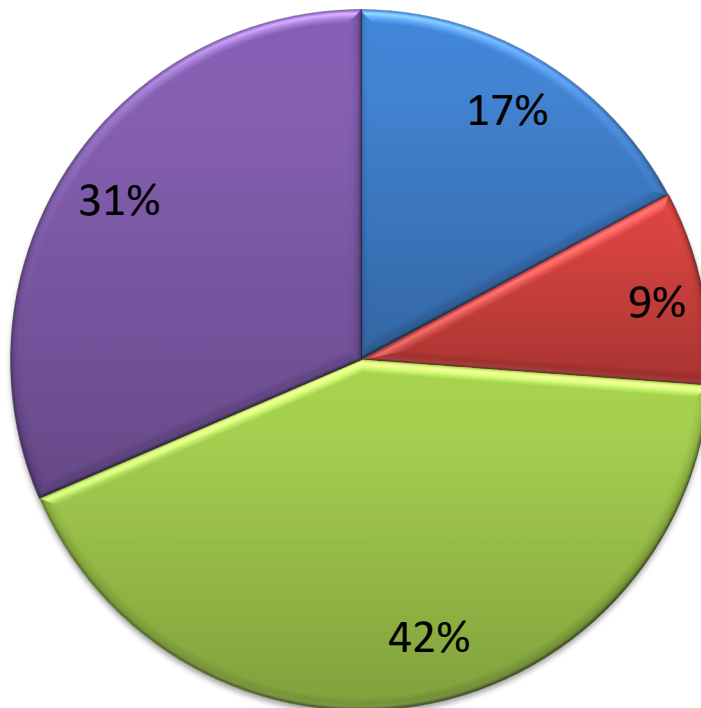
# NCEC Added Classroom Update





# Capital and LTFM Sources

\$4,501,097



■ Operating Capital  
\$774,674

■ Lease Levy  
\$403,539

■ Capital Levy  
\$1,906,488

■ Long Term Facilities  
Maintenance  
\$1,416,396

# Revenue Summary

	2021-22 Audit Results	2022-23 Audit Results	2023-24 Revised Budget	2024-25 Proposed Budget
<b>Revenue Summary</b>				
Operating Capital	\$ 755,922	\$ 756,646	\$ 761,823	\$ 774,674
Capital Projects Levy	\$ 750,000	\$ 744,481	\$ 750,000	\$ 1,906,488
Lease Levy	\$ 353,449	\$ 407,986	\$ 382,517	\$ 403,539
Long Term Facility Maintenance	\$ 1,487,915	\$ 1,401,654	\$ 1,313,087	\$ 1,416,396
Sale of Equipment	\$ 141,004	\$ 25,100	\$ 100,000	\$ -
<b>Total Revenues</b>	<b>\$ 3,488,290</b>	<b>\$ 3,335,867</b>	<b>\$ 3,307,427</b>	<b>\$ 4,501,097</b>

# HS Locker Removal and Flex Seating



Flex seating in the hallway for student collaboration

# Expenditure Summary

<b>Expenditure Summary</b>	<b>2021-22 Audit Results</b>	<b>2022-23 Audit Results</b>	<b>2023-24 Revised Budget</b>	<b>2024-25 Proposed Budget</b>
Leased Facility Space/Assessments	\$ 393,276	\$ 393,618	\$ 417,722	\$ 413,968
Lease Purchase Agreement	\$ 212,352	\$ 212,352	\$ 212,352	\$ 132,135
Building/Program Allocation	\$ 138,061	\$ 208,392	\$ 140,763	\$ 157,316
Textbooks/Digital Curriculum	\$ 194,858	\$ 324,167	\$ 250,000	\$ 400,000
Technology Leases	\$ 529,431	\$ 656,331	\$ 582,825	\$ 671,192
Network Administration	\$ 350,000	\$ -	\$ -	\$ 600,000
Capital Committee Recommendations	\$ 480,376	\$ 358,718	\$ 184,150	\$ 801,308
Long Term Facility Maintenance	\$ 1,593,168	\$ 1,910,751	\$ 1,287,350	\$ 1,198,050
<b>Total Expenditures</b>	<b>\$ 3,891,522</b>	<b>\$ 4,064,329</b>	<b>\$ 3,075,162</b>	<b>\$ 4,373,969</b>



# HS Media Center Update



Removed computer banks to open space for bookshelves



Expanded open seating area and added technology for large group meetings!



# PROJECTS FOR 2024-25

## Capital Recommendations

- Bridgewater sign along 246
- Replace/update 2 B&G trucks and snow plows
- Server room battery backups
- Update MS computer lab devices
- Gym curtain at SC
- District firewall
- Network switches
- Many more! Thanks to our amazing voters!

## LTFM

- Tuckpoint/Caulk BW
- Tuckpoint/Caulk at MS
- Replace PA system at SC
- Resurface MS Pool
- Painting/Flooring updates
- MS Parking Lot
- Replace bathroom sinks in BW classroom wings

# Financial Summary

	2021-22 Audit Results	2022-23 Audit Results	2023-24 Revised Budget	2024-25 Proposed Budget
<b>Fund Summary</b>				
Beginning Balance	\$ 1,735,348	\$ 1,332,116	\$ 603,654	\$ 835,919
Revenue	\$ 3,488,290	\$ 3,335,867	\$ 3,307,427	\$ 4,501,097
Expenditures	\$ 3,891,522	\$ 4,064,329	\$ 3,075,162	\$ 4,373,969
<b>Ending Balance</b>	<b>\$ 1,332,116</b>	<b>\$ 603,654</b>	<b>\$ 835,919</b>	<b>\$ 963,047</b>
Operating Capital	\$ 256,738	\$ 37,373	\$ 243,901	\$ 152,683
Long Term Facility Maintenance	\$ 1,075,378	\$ 566,281	\$ 592,018	\$ 810,364
<b>Ending Fund Balance</b>	<b>\$ 1,332,116</b>	<b>\$ 603,654</b>	<b>\$ 835,919</b>	<b>\$ 963,047</b>

## *Fund Balance Goal*

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

# LTFM 10 Year Plan

	2024	2025	2026	2027	2028
<b>Revenue</b>	\$ 1,416,396	\$ 1,302,695	\$ 1,301,855	\$ 1,301,173	\$ 1,279,648
<b>Expenditures</b>	\$ 1,198,050	\$ 1,198,050	\$ 1,407,350	\$ 1,154,450	\$ 785,400
<b>Difference</b>	\$ 218,346	\$ 104,645	\$ (105,495)	\$ 146,723	\$ 494,248
<b>Beginning Fund Balance</b>	\$ 592,018	\$ 810,364	\$ 915,009	\$ 809,514	\$ 956,237
<b>Ending Fund Balance</b>	<b>\$ 810,364</b>	<b>\$ 915,009</b>	<b>\$ 809,514</b>	<b>\$ 956,237</b>	<b>\$ 1,450,485</b>
	2029	2030	2031	2032	2033
<b>Revenue</b>	\$ 1,281,748	\$ 1,284,058	\$ 1,286,578	\$ 1,285,318	\$ 1,284,163
<b>Expenditures</b>	\$ 1,042,300	\$ 781,700	\$ 535,500	\$ 502,500	\$ 170,000
<b>Difference</b>	\$ 239,448	\$ 502,358	\$ 751,078	\$ 782,818	\$ 1,114,163
<b>Beginning Fund Balance</b>	\$ 1,450,485	\$ 1,689,933	\$ 2,192,290	\$ 2,943,368	\$ 3,726,186
<b>Ending Fund Balance</b>	<b>\$ 1,689,933</b>	<b>\$ 2,192,290</b>	<b>\$ 2,943,368</b>	<b>\$ 3,726,186</b>	<b>\$ 4,840,349</b>



# Questions?

Thank you!

IEA, INC.

## NORTHFIELD PUBLIC SCHOOLS



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# Management Plan for Indoor Air Quality

# Northfield Public Schools

## Management Plan for Indoor Air Quality

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**Contact Person:** Justin Raabolle

**Phone Number:** 507-645-3435

**Email Address:** [jraabolle@northfieldschools.org](mailto:jraabolle@northfieldschools.org)

## Certification

2/5/2024

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Date

[illegible]

## **1.0 Introduction**

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

## **2.0 Responsibilities**

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

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

## **3.0 Communication**

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

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

## **4.0 Procedures for Handling IAQ Concerns and Remediation**

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

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

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

## **5.0 Building Walkthroughs**

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

## **6.0 Indoor Air Quality Teacher Surveys**

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

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

## **7.0 Ventilation Assessments**

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

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

## **8.0 Facility Cleanliness**

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

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

## **9.0 Related Guidelines**

### **9.1 Animals in the Classroom**

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

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

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

## **9.2 Pest Management**

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

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

## **9.3 Food Services**

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

### Cooking Area

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

### Food Handling and Storage

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

### Waste Management

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

#### **9.4 Latex**

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

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

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

#### **9.5 Fragrances**

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

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

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

If essential oils are found:

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

#### **10.0 Annual Review**

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



# **Appendix A**

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

# **Appendix B**

## *Annual Notification Documentation*

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

## **Appendix C**

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

## Arcadia Authorizer Site Visit Report

Matt Hillmann, Ed.D., Superintendent

Daryl Kehler, ALC Director

Friday, February 2, 2024

On February 2, 2024, Northfield Public Schools visited Arcadia Charter School for the annual authorizer site visit.

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

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

Time	Meeting	Location
8:05-8:25am	MS Morning Circles	MS Advisories
8:30-8:55am	MS PWT/Study Hall Algebra II US History	MS Advisories Lamarr Tubman
9:00-9:25am	MS Student Panel	Goodall Room: Kalie Ford Lailah Smith Ferguson Joshua Flugum Alex Halverson Mackenzie Duncan Kimmy Kelly Ayansh Chaudhury Kaylee Swanson Sam Mullin
9:30-9:55am	Arcadia Parent Panel	Conference Room: Kendra Rasmusson Jeremy Kunkel Heidi Brosseau Carly Born
10:00-10:15am	Break	Conference Room
10:20-10:45am	Math 6  Science 7  Math HS Theater PWT 8  Geometry	Room of Requirement (ROR) (Merritt) Goodall Room (Kasch-Flugum) Room 250 (Freiermuth) Great Room (Schomburg) Purple Advisory (Coleman, McCarty) Lamarr Room (Heidtke)
10:50-11:15am	HS Student Panel	Conference Room: Elliott Fox-Deel Connor Born Bel Brosseau Heath Alanis Isaac Hunter

11:20-12:00pm	HS PWT Science 6 Math 8 Pre-calculus Basic Composition Intermediate Spanish PWT 7	Blue and Red Advisory Goodall (Kasch-Flugum) ROR (Merritt) Lamarr (Heidtke) Tubman (Prichard) Room 250 (Coleman) Purple Advisory (Stelter)
12:05-12:35pm	Lunch with staff in Tubman	Tubman (all staff welcome)
12:40-1:10pm	Greenhouse Art 7 Social Studies 8 Spanish I HS Lit PWT 6	Goodall (Prichard) Tesla (Schomburg) ROR (Sullivan Kelley) Lamarr (Coleman) Tubman (Grave) Purple Advisory (Merritt, Ades, McCarty)
1:10-1:20pm	Break	Conference Room
1:25-1:45pm	Check-in with the Special Education team	Plato: Melissa Roth Tamra Paulson Morgan McCarty Cindy Graff Kori Ryan (virtual)
1:50-2:10pm	Check in with Arcadia's School Board	Conference Room: Jo Janssens Katie Simon Gabe Meerts Tami Kasch-Flugum
2:15-2:35pm	Finance Conversation	Conference Room: Mindy Wachter Tammy Prichard Laura Stelter Jo Janssens
2:40-3:00pm	Closing with Laura	Laura's Office

### Is the educational program a success?

Arcadia continues to balance project-based learning and direct instruction. During the site visit we witnessed both forms of instruction as middle and high school students took part in math, social studies, English, art, Spanish, science, and theater classes. There was time for students to work on individual projects as well, and we observed a middle school student presenting their projects to the class. Through this presentation it was evident that the state standards were addressed as well as an in-depth understanding of the topic of study. Students and teachers asked clarifying and in-depth questions and then gave pluses and areas for growth at the end.

Arcadia had a 100% six-year graduation rate for FY23 and 100% of seniors finishing a senior project. The program has a 25.7 average ACT score which is higher than the national average of 19.5. They also have a 71.5% consistent attendance rate, above the state average of 69.8%. Arcadia has a 95.1% participation rate for the MCAs and outperformed the state in science and reading.

### **Is the organization efficient and well-run?**

The small school requires financial stewardship and vigilance, and they have been able to sustain a healthy fund balance the last two fiscal years with this year being 33.95%. The enrollment cap of 128 has not been reached so they are looking at making a budget adjustment in the near future. The fund balance is \$744,906 and the most recent school audit had no findings. The school remains thoughtful about expenditures and planning for the second year in a row with a small incoming sixth grade class.

Arcadia has made some staffing changes, including a new Special Education Director. This and a returning staff have been a positive change for the year. The special education department feels things are going well and staff collaboration is smooth. The teachers say there is clear leadership for the program and the special education department. They have exited a couple of students from special education services this year.

The Arcadia board feels it is well-run and organized. They feel the leadership is there for the right reasons and there are no hidden agendas, but they are looking to provide a quality program for students and families. The board has put together a marketing group to help with the low sixth grade enrollment and general public relations of the community. They feel this has been off to a good start and look forward to future endeavors.

### **Is the school meeting its legal obligations?**

No data was available to suggest that Arcadia is not meeting its legal obligations. The board has a process to regularly review and update policies to keep up with the latest statutory implications. At the time of the site visit there were no due process issues and all special education legal requirements were also being met.

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

Yes, the school is committed to continuous improvement and analyzes student, staff, and family engagement throughout the year. Although there is a healthy fund balance currently, there is concern about deficit spending and the school leadership is investigating options before this becomes too great an issue.

### **Summary**

This year's site visit to Arcadia reinforced its reputation as an inclusive, welcoming school committed to providing a quality education. Students, parents, and staff all report a positive environment that acknowledges their individuality and accepts all into their community. The classroom instruction demonstrated a lot of discussion and interaction with teachers and students. The project work continues to be part of the programming and was demonstrated by thoughtful student presentations where students and staff were brought into the culminating activity of presenting.

**Prairie Creek Authorizer Site Visit Report**

Matt Hillmann, Ed.D., Superintendent  
Daryl Kehler, ALC Director  
Monday, January 29, 2024

Northfield Public Schools visited Prairie Creek Charter School for the annual authorizer site visit.

The visit aimed to gather data on these four key questions:

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

**Is the educational program a success?**

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

Scores in %	2019	2021	2022	2023
PCCS Science	85.7	65.5	60	69
State Science	50.7	43.1	41.3	39.2
PCCS Math	70.5	51.9	56.2	60.7
State Math	55	44.2	44.8	45.5
PCCS Reading	70.5	72	73	73
State Reading	59.2	52.5	51.5	49.9

Conversations with board members, teachers, staff, students, and the director yielded feelings of high satisfaction with Prairie Creek Community School. These conversations also affirmed that the school staff are committed to building an inclusive, student-centered, progressive environment, allowing students to engage and have an integral voice in their individual learning process.

The meeting with the teachers reiterated the commitment to the mission. The staff feels they are back to the strong community they had before the pandemic. The teachers appreciated the director’s new approach to their fundraising efforts by changing it to be more mission-centered and inclusive.

Special education has been expanded to include a Special Education Director and the special education teachers felt this has resulted in strong communication and collaboration. The special education staff feel they can meet students where they are and support the IEPs with the resources they have.

We were fortunate to meet with some student council members, and they feel empowered by the teachers while having fun at Prairie Creek Community School. The visit coincided with the arts residency of an all-school opera. The students felt this was an excellent experience with the St. Olaf students and the professor who collaborated with them.

The board appreciates the smaller environment for the learners with a staff dedicated to a hands-on approach. The board processes are going well. Recruiting new board members was affected during COVID-19 but has rebounded. It seems younger families are more willing to get involved.

### **Is the organization efficient and well-run?**

Evidence continues to suggest that Prairie Creek is efficient and well-run. Teachers, board members, and administrators described high competence in operating the organization. The director meets with a cohort of charter school directors weekly to provide guidance and direction with problem-solving and vision.

The financial stability of the school is strong. Enrollment is stable. During a Northfield Public Schools School Board meeting on January 8, the director shared the unassigned fund balance was 41.5% or approximately \$988,243. The program uses a three-year projection model. Because the school is small, minor financial disruptions can have a dramatic and adverse impact. Even though the fund balance is strong, the school has experienced deficit spending and there is concern about addressing this while holding true to their mission. They plan to consider a gradual and intentional change to ensure alignment with their fund balance goal. The latest audit went well and did not require further action. More information about the audit and other Prairie Creek accountability measures is available at: <https://prairiecreek.org/accountability/>.

The director intentionally includes parent voices in programming and keeps communication frequent and transparent. A newsletter is sent to parents with the agenda from the previous month's board meeting to keep parents informed.

### **Is the school meeting its legal obligations?**

The school acknowledges the sweeping legislative changes, including the Read Act, and they have collaborated with the Northfield Public Schools Director of Instructional Services to ensure their implementation is on track.

Prairie Creek Community School aligns its safety drills with the Northfield School District.

All evidence collected suggests that the school is meeting its legal obligations.

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

Prairie Creek Community School has implemented a "grow your own" teacher program by collaborating with the University of St. Thomas. They have a teacher residency program where students from St. Thomas complete their college requirements while working at the program. This allows them to fully engage in the program so they have a deep understanding of the school's mission and vision. This is going well, and they anticipate future employees who start with a rich understanding of the program as a result of this partnership.



Prairie Creek has also expressed interest in collaborating with Northfield Public Schools for professional development opportunities. The program director has implemented some leadership opportunities for staff as they have started an administrative designee position and a new Special Education Director position.

### **Summary**

The site visit showed evidence of the commitment to the mission of providing a child-centered and progressive educational model. The importance of including environmental experiences/education and whole-child activities was on display. Students and staff were enjoying the culmination of the Artist Residency program with St. Olaf by creating an opera with school history as the theme when we visited. The board, administration, teachers, and students showed excitement and engagement in the program and the vision of the future.

## **Policy 310 RECRUITMENT AND SELECTION OF PRINCIPALS**

### **I. PURPOSE**

The District will make every effort to attract, secure, and hold the highest qualified personnel for all Principal and Assistant Principal positions. All candidates will be considered on the basis of their qualifications and the District needs.

### **II. GENERAL STATEMENT OF POLICY**

There will be no discrimination in the hiring process due to race, color, creed, religion, national origin, sex, sexual orientation, gender identity, age, disability, marital or parental status, or status with regard to public assistance.

Policy 310 Recruitment and Selection of Principals

Adopted: 2/14/05; Revised: 12.09.2019

School Board

INDEPENDENT SCHOOL DISTRICT 659

Northfield, Minnesota

TO: Claudia Gonzalez-George, Chairperson  
Northfield School District Board of Education

FROM: Superintendent Matthew J. Hillmann, Ed.D.

DATE: February 8, 2024

RE: 2023-24 Superintendent's Focus Areas Update No. 2

In addition to the 41 job responsibilities organized around eight major topic areas included in the superintendent's evaluation. The board approved these four focus areas. This report is the second quarterly update about progress in these focus areas.

**1 Focus area:** The superintendent will prioritize the implementation of the READ Act to continuously improve the district's proficiency rates in reading.

**Progress monitoring plan:** The superintendent will present a quarterly update to the board with steps taken to implement the new law governing reading.

#### **February 2024 Update:**

- The instructional services department convened a work team that included 21 teachers to identify potential approaches to the READ Act's training and screening requirements. Eighteen (18) general education teachers in Kindergarten—Grade 3 and seventeen (17) special education teachers will need to complete one of the three training programs in 2024-25. Northfield Community Education (NCEC) staff must also complete LETRS for early childhood in 2024-25. The district's instructional services team has conducted an analysis of the three approved training programs, including a crosswalk between LETRS and the other two approved programs. A final determination about the required training program we will use moving forward is in progress.
- The READ Act implementation work team reviewed the newly approved screening tools and we will be ready to make a decision on our assessment vendor later this spring. The district must adopt a new screening assessment tool for the 2024-25 school year because our current tool was not selected as one of the allowed assessments by MDE.
- The superintendent will advocate for additional funding to fully support the READ Act implementation during the 2024 Minnesota Legislature session.

#### **November 2023 Update:**

- **Screening:** The district has conducted the first reading proficiency screening within the first six weeks of school, as prescribed by the READ Act. Approximately 1,468 students participated in the screening in Grades K-5. These screening assessments were part of the district's assessment plan before the READ Act became law. The district must adopt a new screening assessment tool for the 2024-25 school year because our current tool was not selected as one of the allowed assessments by MDE.

- **Letter to families:** The district sent letters to all families of students in Grades K-5 who were not meeting the grade level reading benchmark on two or more consecutive screening/classroom assessments as required by the READ Act.
- **Training:** The district continues to train its staff. So far 56 current staff members have started or completed the 144-hour Language Essentials for Teachers of Reading and Spelling course, one of MDE's approved training courses. The district is developing a schedule for all staff required to receive training to have completed it according to the timeline specified in the law.
- **Planning:** The district is awaiting action by MDE before it is able to take additional steps to implement the READ Act.

**2 Focus area:** The superintendent will facilitate the implementation of new state legislation within the district.

**Progress monitoring plan:** The superintendent will present a quarterly update to the board with steps taken to implement the legislation passed by the 2023 Minnesota Legislature.

**February 2024 Update:** The district continues implementing new requirements enacted by the 2023 Minnesota Legislature. The list below are examples of items completed or in process at this time:

- Most of the non-READ Act legislation was implemented earlier in the school year.
- The Employee Safe and Sick Time provision was implemented on time.
- The superintendent has been actively advocating for specific technical fixes to items that, despite positive legislative intent, have been problematic in implementation. This advocacy included participating on the MASA legislative committee and meeting with a local legislator.
- The district's instructional services committee has facilitated a new high school social studies course sequence that will be implemented in 2024-25 to align with the new legislation.
- The district's legislative action committee starts meeting on Feb. 10.

**November 2023 Update:** The district continues implementing new requirements enacted by the 2023 Minnesota Legislature. The list below are examples of items completed or in process at this time:

- Indigenous Peoples Day: teachers were provided resources to complete the one-hour instructional requirement.
- Bike/pedestrian/bus safety: this requirement was expanded to include more middle school students. Students viewed Minnesota Department of Transportation training videos on these topics.
- Free menstrual products: The district completed the installation of the dispensers ahead of the January 1, 2024 requirement.
- Unemployment insurance: The district processed 54 unemployment claims for school-year-only employees. We anticipate receiving \$121,518 in reimbursement from the State of Minnesota.
- e-Learning Days: The district had negotiated the e-Learning plan with the Northfield Education Association before the law was enacted. The district also had already paid almost all employees for their work on e-Learning days. A plan has been developed to meet the legal requirements for paying the staff not previously compensated for e-Learning days.

- Educational Assistants (paraprofessionals) training: the district had already required eight hours of training for educational assistants.
- Civics requirement: The Northfield High School social studies teachers are currently engaged in sequencing the social studies courses to include the civics requirements.
- Ethnic Studies requirement: The Northfield High School social studies teachers are currently engaged in sequencing the social studies courses to include the future ethnic studies elective requirements.
- Personal finance: The Instructional Services department is working with the NHS administration to determine the department(s) and grade level that will be responsible for the course.
- Opiate antagonists: The district had previously had opiate antagonists (Narcan) available in each school through the health office and personnel have been trained in each building to use it.
- American Indian Aid Increase: The district has used a portion of the increased American Indian Education Aid to hire a part-time cultural liaison specifically for Indigenous students and families.
- Employee Safe and Sick Time (ESST) preparation: the human resources and finance departments have been preparing for the January 1, 2024 implementation of the employee safe and sick time requirements.
- Minnesota Free Meals Program: The district has implemented the Minnesota Free Meals program, which provides one free breakfast and one free lunch for every student on every instructional day.
- Academic credit for employment with health care provider: NHS has communicated with families the process for gaining academic elective credit for their work for a health care provider.
- Student support aid: The district used this increased funding to hire an additional nurse at the Northfield Community Education Center.
- Policy updates: The district has approved at least 24 policy updates necessitated by the legislative changes. These included changes to policies 102, 406, 418, 419, 424, 425, 504, 507, 509, 513, 514, 515, 516.5, 532, 534, 602, 603, 613, 616, 620, 621, 624, 708, and 709.

**3 Focus area:** The superintendent will continue to seek feedback from parents of Black, Hispanic, and Indigenous students about their school experience and ways the district can improve it.

**Progress monitoring plan:** The superintendent will present a quarterly update to the board with actions taken to seek feedback from these parent advisory teams.

### **February 2024 Update:**

- The district has held three meetings with the Indigenous Parent Advisory group. A fourth is scheduled for Feb. 20. Three administrators attended a full day University of Minnesota training about Indigenous culture and improving competency in working with Indigenous families. All teachers will participate in a cultural competency workshop focused on Indigenous culture on Feb. 19. Twenty seven (27) staff members will participate in the Understand Native Minnesota Educator Academies on February 21 & March 14.
- The first two Hispanic Parent Advisory Committee meetings were postponed due to illness and translator unavailability. They are being rescheduled.
- Two Black Parent Advisory Committee meetings will have been held as of Feb. 8.

### November 2023 Update:

- The district has held two meetings with the Indigenous Parent Advisory group. The new cultural liaison for Indigenous families (funded with new state revenue) has also called each identified Indigenous family to increase engagement.
- The first Hispanic Parent Advisory Committee was postponed due to illness. It is being rescheduled.
- The first Black Parent Advisory Committee meeting is scheduled for Dec. 14.
- Additionally, the superintendent has attended one meeting of the local Black and Brown Futures parent group.

**4** **Focus area:** The superintendent will develop a structure, supply the necessary information, and recommend appropriate timelines for the board to decide what bond referendum question(s) should be presented to the voters in November 2024 to address the substantial facility improvements needed at Northfield High School.

### February 2024 Update:

- The superintendent has presented an updated [timeline](#) with action steps through the potential November 5, 2024 election.
- The superintendent led four tours of Northfield High School and a tour of the new Owatonna High School.
- There have been three board work sessions and another work session is scheduled for March 5.
- Six potential options have been identified to address the high school facility problems identified by the board. This document outlines the facility problems, associated information, and potential solutions to consider for a bond referendum (if any are chosen by the board.)
- The superintendent led a public meeting on Jan. 29. Attendees heard a presentation, were given the opportunity to share their advice for the board in small groups, and were invited to address the entire audience through a public comment-style session.
- The superintendent will present the tax impact tables for the six potential options at the Feb. 12 board meeting.
- Morris-Leatherman will present the community phone survey results at the Feb. 26 board meeting.

### November 2023 Update:

- The superintendent has presented a [timeline](#) with action steps through the potential November 5, 2024 election.
- The board has approved the community survey, set to be conducted in January.
- The board has met in its first work session to discuss the approach at the high school.
- One high school tour has been conducted and three more are scheduled.

### **\***Employee Experience Survey Results

The district completed the annual employee experience survey in December. The district-level survey “rollout” was shared via the [Feb. 4, 2024 Know Northfield](#), including a [video presentation by the](#)

[superintendent.](#)

- One of our [strategic plan](#) benchmarks is that all employees report satisfaction in the workplace. The survey responses identify areas of success and areas for improvement.
- 349 district staff members participated in the survey between Dec. 1 and Dec. 15, 2023.
- The district's overall rating improved from 3.92 in 2022-23 to 4.00 in 2023-24. (A five-point scale is used in the survey.)
- Ratings improved in 19 of the 20 indicators.
- Seven indicators saw an improvement of at least 0.10 rating points.
- The two highest-rated indicators were:
  - *I believe my work positively impacts those we serve* at a 4.52 rating. 95.95% of respondents strongly agreed or agreed with that statement.
  - *I have a clear understanding of the mission and goals of my organization* at a 4.31 rating. 90.17% of respondents strongly agreed or agreed with that statement.
- The two lowest-rate indicators were:
  - *I feel that organization-level resources are allocated to maximize effectiveness across the organization* at a rating of 3.63 55.81% of respondents strongly agreed or agreed with that statement. 9.01% of respondents disagreed or strongly disagreed with that statement.
  - *I receive feedback concerning areas for improving my performance* at a 3.73 rating. 64.64% of respondents strongly agreed or agreed with that statement. 12.38% of respondents disagreed or strongly disagreed with that statement. While this was one of the two lowest indicators, it had the second highest increase in the survey compared to 2022-23, increasing 0.13 points on a five-point scale.
- The superintendent reads all comments and building-level comments are read by principals/building administrators. This year, we used ChatGPT to summarize the top themes for comment areas.
- [You can view district-level reports here.](#)
- Individual school sites are conducting their survey “rollout events” in February.

#### **Additional information for mid-year evaluation (Dec. 2023 update)**

- The superintendent starts (almost) every day at a school building to connect with staff and students.
- The superintendent's office earned a 4.83 on the annual District Services Survey. This survey asks administrators and administrative assistants to rate the services they receive from ten district office departments. The overall survey rating was 4.60 for all departments.
- The superintendent continues as part of the Minnesota Association for School Administrators (MASA) executive board in the past president role.
- The superintendent was a breakout session presenter (“Forgiveness: A foundation for the superintendent's well-being”) at the MASA fall conference in October.
- The superintendent was a keynote speaker (“Hardwiring excellence in education — a keynote fireside chat” with Dr. Janet Pilcher) and a breakout session presenter (“Building community confidence and trust, one parent at a time”) at the What's Right in Education Conference in October.
- The superintendent earned national recognition with the Studer Education “Difference Maker” award.

- The superintendent authored an article entitled “On the same page” that was published in Fall 2023 School CEO magazine.
- The superintendent is mentoring a new superintendent and a new assistant superintendent through the MASA mentoring program.
- The superintendent is hosting five superintendent interns (two in progress, three scheduled to begin.)
- The superintendent is the lead negotiator for the Cannon Valley Special Education Cooperative’s 2023-2025 teacher negotiations.
- The superintendent’s office continues to communicate with the board, staff, families, and the community through:
  - Semi-monthly staff updates are emailed during the week of each board meeting.
  - The board bulletin is published at least twice per month.
  - Nine family update messages using the new S’more platform so far this school year.
  - Regular appearances on KYMN radio.
  - Community engagement sessions — the first of four sessions that are an open call to the community to set up a meeting on any topic was held on Nov. 29.





# Minnesota Association of School Administrators 2024 Legislative Priorities

## ***Continued Commitment:***

### ***Ensuring Ongoing Support for Public Education***

MASA appreciates the substantial funding approved by the legislature in 2023, which alleviated some pressures confronting school districts. However, school districts continue to face ongoing financial hardships due to historical underfunding, persistent staff shortages and new mandates, such as Earned Sick and Safe Time, the READ Act, and no permanent funding to support unemployment insurance for hourly school employees.

Looking ahead to the 2024 legislative session, our priorities are clear. First, we ask the legislature for no additional mandates and to entrust school districts with the autonomy to make decisions based on their local needs. Secondly, we ask the legislature to recognize funding challenges faced by districts and at least fund those mandates that are not funded or underfunded. MASA's three main legislative priorities include the following:

**Allocate additional resources for the READ Act and permanently fund unemployment insurance**

**Continue to close the special education cross-subsidy**

**Increase the basic formula allowance by an additional 2% in FY2025**



# Minnesota Association of School Administrators

## 2024 Legislative Priorities

### About MASA

MASA members include more than 600 superintendents, directors of special education, curriculum and technology leaders, other central office administrators, service providers, business partners, and retirees.

As advocates of a world-class education for Minnesota's learners, MASA's members serve as the leading voice for public education, shape and influence the state and national education agenda, and empower leaders through high-quality professional learning, services, and support.

### Education Funding

- Improve pension benefits, including reduction of penalties, lowering the normal retirement age, and extending income limits for retirees who return to the education profession
- Make the compensatory hold-harmless enacted in the 2023 session permanent
- Allow school districts participating in the substitute teacher pilot the flexibility to pay wages based on the district's current rate of pay for substitutes
- Increase school district equalization aid
- Expand safe schools funding so districts have resources to address cybersecurity issues

### Education Policy

- Address student discipline initiatives to keep schools and classrooms safe
- Allow broad teacher licensure in science, math and special education and reform posting requirements for Tier 1 teachers
- Allow school districts the option to create flexible learning environments and school calendars
- Allow school districts to carry over student support personnel funding in order to have enough resources to hire new appropriate staff including those in special education

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Deb Henton, Ed.D.  
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MASA Lobbyist  
Ms. Valerie Dosland  
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## LEGISLATIVE PLATFORM FOR 2024

The Minnesota School Boards Association (MSBA) is a statewide organization and a leading advocate for public education, serving 331 public school districts. School boards lead and govern school districts small and large – from 32 students to 38,590 students – 869,055 statewide. Our student demographic profile is 37.7 percent students of color, 43.4 percent qualify for free or reduced-priced meals, 9.2 percent English Learner, 1 percent homeless and 17.6 percent receiving special education services. Our districts and students' needs are growing faster than the amount of money districts have received – now is not the time for the legislature to stop or pause the progress made in 2023.



***"Minnesota's students deserve high-quality academic instruction and social-emotional supports,"*** said Commissioner Willie Jett. ***"Our public schools must be provided with the necessary resources to meet these needs."***

The MSBA platform recognizes and is appreciative of the investments made last year. The 2024 Legislature has another opportunity to continue progress made last year in meeting the academic, social, and emotional needs of students. A supplemental budget will provide stability and help continue the student services provided with expiring federal funds and other impacts to districts like enrollment declines and inflation.

Despite notable funding in 2023, districts are experiencing a shortfall putting students at risk of losing more ground. Stabilizing education funding has many pieces and a supplemental budget will provide relief for all public school districts.



Supplemental Funding Pieces:

The first critical piece to education funding is the per pupil formula, which currently is underfunded by \$1,356 for FY25 per student due to inflation.

*MSBA asks the legislature to increase the basic education formula by an additional 2% for the 2024-25 school year to address critical staffing shortages, Elementary and Secondary Education Relief (ESSER) funding running out, student and staff mental health supports, decline in enrollments, and interrupted learning recovery efforts. Cost: \$160 million.*

Another critical piece, create a permanent state funding stream for unemployment insurance for nonlicensed employees.

*MSBA asks the legislature to fully fund the cost of unemployment insurance for nonlicensed employees.*

Another critical piece, eliminate the per pupil cap on the Long-Term Facilities Maintenance Revenue to allow all school districts to address their critical facility maintenance needs efficiently and effectively.

*MSBA asks the legislature to eliminate the cap on the Long-Term Facilities Maintenance Revenue.*

The final piece, increase eroded equalization formulas to address the inequities in education related property tax levies:

- Operating referendum
- Local optional revenue (LOR)
- Debt service formulas

*MSBA asks the tax committee of the legislature to include an increase in equalization.*

Supplemental Policy Pieces:

Allow school boards authority to transform and innovate our high schools for the future by providing flexibility in how schools define “instructional hours.”

*MSBA asks the legislature to increase personalized learning pathways for high school students.*

Empower local decision making by resisting new unfunded mandates:

- Expedite the teacher licensure process.
- Extend the short-call substitute teaching pilot program and repeal the \$200 daily rate of pay.
- Allow school districts that are not required to have a licensed school nurse to qualify for Student Support Personnel Aid.
- Reduce special education paperwork by eliminating or reducing the reports that go beyond federal compliance to help retain and recruit our workforce.
- Repeal the language in the 2023 Jobs and Labor bill that requires “adult-to-student ratios in classrooms”, “student testing”, and “student-to-personnel ratios” as terms and conditions in collective bargaining and reinstate “the number of personnel” from the matters of inherent managerial policy.

*MSBA asks the legislature to resist any new unfunded mandates and honor local control and inherent managerial rights.*

Ensure school districts, their staff and partners in school safety and security have clear guidelines and improve definitions related to the use of force and to resolve dual and conflicting standards.

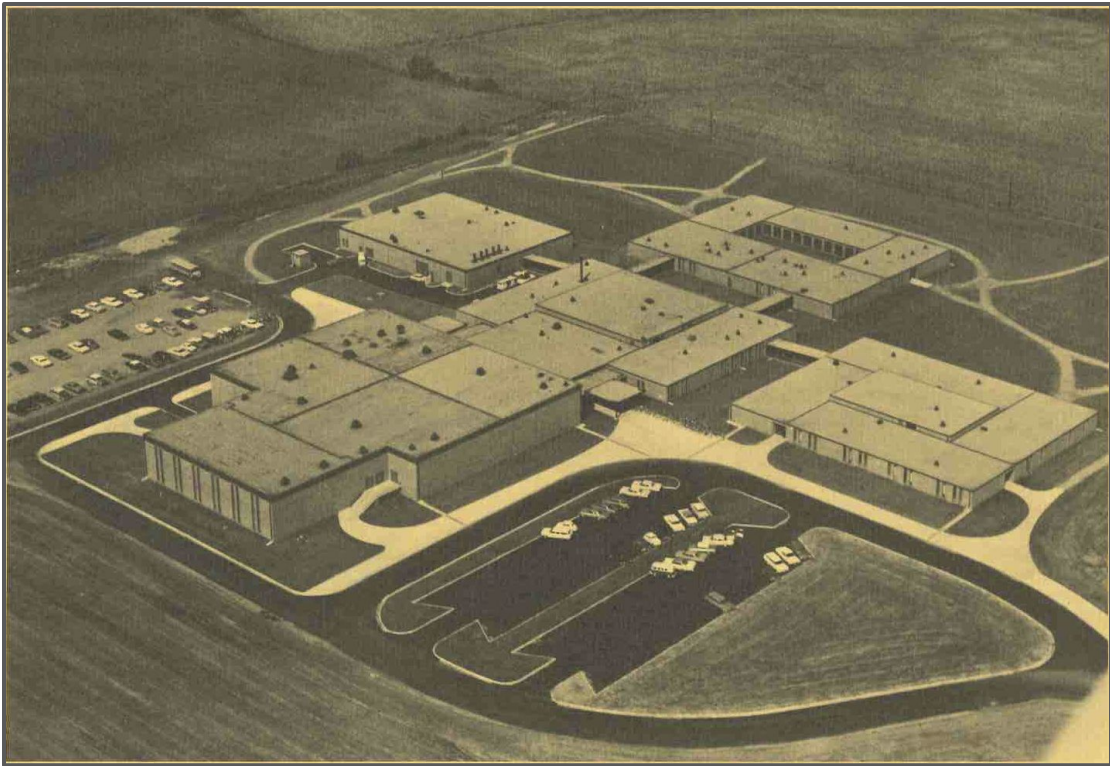
*MSBA asks the legislature to provide and fund safe and secure school environments.*

Recognize efforts by early adopters of evidence-based reading by reimbursing districts for expenditures related to implementation and training.

*MSBA asks the legislature to provide additional Read Act funding for districts that have been engaged in evidence-based reading curriculum. And, provide full funding for Read Act expenditures into the future.*

Minnesota Comprehensive Assessments (MCA), data and scores and rating report cards should not include the scores for students who do not participate or opt out. School districts should not reflect poorly in academic achievement when students do not participate in the testing.

*MSBA asks the legislature to discontinue the current practice of including scores of students whose parents/caregivers choose to opt out of Minnesota Comprehensive Assessment (MCA) standardized testing, which counts as a zero, and change practice to only include scores of students who took the assessment.*



**Elevate**



PEOPLE



COMMUNICATION



LEARNER  
OUTCOMES



STEWARDSHIP



EQUITY



PARTNERSHIPS



**Northfield High School Facility Public Meeting**

# 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

**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.

**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."



### 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.



Promise  
Fall 2023

Ag Program  
Returns to  
Northfield  
High School

Third Grade  
Reading Scores  
Improve Across District

"Grow Your Own"  
Teacher Effort Continues

Escanee el código  
QR para español



# Why?

**problems  
to  
solve**

## **Facility Analysis**

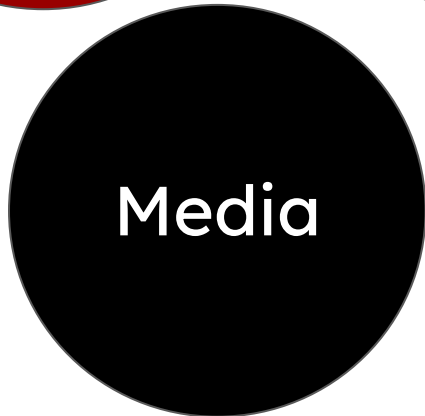
- **Infrastructure**
  - End of life systems
  - Climate and comfort
- Classroom, lab, and shop updates
  - **Natural light**
- **Safety/security**
- **Activities spaces and community access**



# Process?



# Board Work and Community Engagement





## Northfield School District IROD Process for Teams



Discussion Item	Information	Reactions	Options	Team Decision
<b>Infrastructure (critical systems at end of life and other needed updates)</b> <ul style="list-style-type: none"> <li>Necessary maintenance</li> <li>Building envelope/layout</li> <li>Windows</li> <li>Ensuring accessibility</li> <li>Lighting fixtures (controllable lighting)</li> <li>HVAC — climate control and energy efficiency</li> <li>Air exchange</li> <li>Comfort and climate</li> <li>Restroom facilities (more access and individual facilities)</li> <li>Building traffic flow and wayfinding</li> <li>Kitchen and dining experience</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">B3 benchmarking</a></li> <li>Need information about current energy/insulation, etc. (r-value) <ul style="list-style-type: none"> <li>Estimated R value of walls is 2</li> <li>Code minimum today is 13.3 for walls</li> </ul> </li> <li><a href="#">Wold Facility Assessment</a></li> <li><a href="#">Energy Performance Index</a></li> <li><a href="#">NHS Existing Wall Sections Analysis</a></li> <li><a href="#">NHS Google Earth View</a></li> <li><a href="#">NHS Map</a></li> </ul>	<ul style="list-style-type: none"> <li>Dealing with an older building — difficult to remodel at a practical cost. Costing of remodel vs. build? What is the cost ratio?</li> <li>HVAC question is much more complicated than initially thought it would be.</li> <li>Question about how last year's hybrid proposal would have factored into HVAC plan given limited room for updates.</li> <li>How do you tie the remaining parts of the building into any "reimagined" facility.</li> <li>Distance between classrooms is problematic in some instances.</li> <li>Climate and comfort — difficulty in telling students what to wear to accommodate.</li> <li>Amount of energy/money that it takes to keep the</li> </ul>	<p>The board heard five different draft options and associated estimated costs at its Jan. 16 work session:</p> <ul style="list-style-type: none"> <li>Option 1A: Substantial maintenance and modest renovation of the existing facility. Estimated cost: \$59.5 million</li> <li>Option 1B: Substantial maintenance and renovation of the existing facility, not entire facility. Estimated cost: \$59.5 million</li> <li>Option 1C: Substantial maintenance and renovation of the existing facility, not entire facility. Estimated cost: \$59.5 million</li> <li>Option 1D: Substantial maintenance and renovation of the existing facility, not entire facility. Estimated cost: \$59.5 million</li> <li>Option 1E: Substantial maintenance and renovation of the existing facility, not entire facility. Estimated cost: \$59.5 million</li> </ul>	

**Deliberate  
and  
Methodical  
Process**

# Options



Maintenance  
Modest Renovation in  
High Priority Spaces

\$59.5 million  
+\$2.5 million to expand windows  
+\$5—\$7 million for geothermal



Maintenance and Modest Renovation  
in High Priority Spaces  
Athletic Expansion and Improvements

\$66.5 million—\$87.2 million  
+\$2.5 million to expand windows  
+\$5—\$7 million for geothermal



“Reimagine”  
Addition + Demolition (D•H•M•S Wings)  
Renovate remaining existing space  
Athletic Expansion and Improvements

\$117.6 million  
+\$5—\$7 million for geothermal



New School • Same Campus

\$162.8 million—\$173.2 million  
+\$5—\$7 million for geothermal



New School • New Campus

\$172.8 million—\$176.4 million  
+\$5—\$7 million for geothermal

# School Finance Categories

**General  
Fund  
Unrestricted**

**General  
Fund  
Restricted**

**Food  
Service**

**Community  
Education**

**Debt  
Service**

**Internal  
Service  
Fund**



# What's Next?

- Data analysis and deliberation
- Select option (if any)
- Choose bond length and financing strategies



# Trust

- **2018 bond**
  - Voter authorization for \$41 million
  - Bonded for \$39 million
  - On time, on budget, 60% build time in a pandemic
- **2001 NMS bond**
  - Direct taxpayer savings of \$4 million due to **refinancing**



# Small Groups

# Public Comment

- An opportunity for residents, business and property owners, parents/guardians, students and employees of the Northfield School District to address the board.
- Public comment tonight is focused on the high school facility discussion.
- Speakers are limited to two minutes each. District staff will alert the speaker with 30 seconds remaining and when time has expired.
- There are two microphones. The board chair will recognize each person to speak.



**Additional  
Feedback**

PRELIMINARY INFORMATION - FOR DISCUSSION ONLY

**Northfield Public Schools ISD #659**

February 8, 2024

**Estimated Sources and Uses of Funds  
November 5, 2024 Election**

<b>Bond Amount</b> <b>Project Costs</b> <b>Number of Levies</b> <b>Closing Date</b>	<b>Voter Approved School Building Bonds</b>					
	<b>\$59,575,000</b>	<b>\$66,615,000</b>	<b>\$87,145,000</b>	<b>\$117,455,000</b>	<b>\$172,660,000</b>	<b>\$175,795,000</b>
	<b>\$59,522,967</b>	<b>\$66,568,158</b>	<b>\$87,205,658</b>	<b>\$117,592,685</b>	<b>\$173,274,708</b>	<b>\$176,425,205</b>
	<b>20/25</b>	<b>20/25</b>	<b>20/25/30</b>	<b>20/25/30</b>	<b>20/25/30</b>	<b>20/25/30</b>
	<b>2/1/2025</b>	<b>2/1/2025</b>	<b>2/1/2025</b>	<b>2/1/2025</b>	<b>2/1/2025</b>	<b>2/1/2025</b>
<b>Sources of Funds</b>						
Par Amount	\$59,575,000	\$66,615,000	\$87,145,000	\$117,455,000	\$172,660,000	\$175,795,000
Investment Earnings <sup>1</sup>	783,197	875,897	1,147,443	1,547,272	2,279,930	2,321,384
Total Sources	\$60,358,197	\$67,490,897	\$88,292,443	\$119,002,272	\$174,939,930	\$178,116,384
<b>Uses of Funds</b>						
Underwriter's Discount <sup>2</sup>	\$595,750	\$666,150	\$784,305	\$998,368	\$1,122,290	\$1,142,668
Legal and Fiscal Costs <sup>3</sup>	239,480	256,589	302,480	411,220	542,932	548,511
<b>Net Available for Project Costs</b>	<b>59,522,967</b>	<b>66,568,158</b>	<b>87,205,658</b>	<b>117,592,685</b>	<b>173,274,708</b>	<b>176,425,206</b>
Total Uses	\$60,358,197	\$67,490,897	\$88,292,443	\$119,002,272	\$174,939,930	\$178,116,384
<b>Initial Deposit to Construction Fund</b>	<b>\$58,739,770</b>	<b>\$65,692,261</b>	<b>\$86,058,215</b>	<b>\$116,045,413</b>	<b>\$170,994,778</b>	<b>\$174,103,822</b>

1 Estimated investment earnings are based on an average interest rate of 1.0%, and an average life of 16 months (project duration of 32 months).

2 The underwriter discount is an allowance for discount bidding, which is an estimate of the compensation taken by the underwriter who provides the lowest true interest cost as part of the competitive bidding process and purchases the bonds. Ehlers provides independent municipal advisory services as part of the bond sale process and is not an underwriting firm.

3 Includes fees for municipal advisor, bond counsel, rating agency, paying agent and county certificates.

**Northfield Public School District No. 659****Analysis of Tax Impact for Potential Bond Issue (20 Year Bond Term)****February 8, 2024**

<b>Bond Issue Amount</b>	<b>\$59,575,000</b>	<b>\$66,615,000</b>	<b>\$87,145,000</b>	<b>\$117,455,000</b>	<b>\$172,660,000</b>	<b>\$175,795,000</b>
<b>Average Interest Rate</b>	<b>4.75%</b>	<b>4.75%</b>	<b>4.75%</b>	<b>4.75%</b>	<b>4.75%</b>	<b>4.75%</b>
<b>Number of Years (Bond Term)</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>

Type of Property	Estimated Market Value	Estimated Annual Tax Impact Payable 2025 Compared to 2024*											
		Annual	Monthly	Annual	Monthly	Annual	Monthly	Annual	Monthly	Annual	Monthly	Annual	Monthly
Residential Homestead	\$100,000	\$29	\$2.42	\$36	\$3.00	\$56	\$4.67	\$87	\$7.25	\$142	\$11.83	\$145	\$12.08
	150,000	63	5.25	76	6.33	115	9.58	172	14.33	275	22.92	281	23.42
	200,000	98	8.17	117	9.75	174	14.50	258	21.50	408	34.00	417	34.75
	250,000	132	11.00	158	13.17	233	19.42	343	28.58	542	45.17	553	46.08
	300,000	167	13.92	199	16.58	291	24.25	428	35.67	675	56.25	689	57.42
	350,000	202	16.83	239	19.92	350	29.17	514	42.83	808	67.33	825	68.75
	400,000	236	19.67	280	23.33	409	34.08	599	49.92	942	78.50	961	80.08
	450,000	275	22.92	325	27.08	472	39.33	688	57.33	1,079	89.92	1,101	91.75
	500,000	315	26.25	371	30.92	536	44.67	779	64.92	1,218	101.50	1,242	103.50
	550,000	357	29.75	421	35.08	607	50.58	881	73.42	1,376	114.67	1,404	117.00
	600,000	397	33.08	468	39.00	674	56.17	979	81.58	1,529	127.42	1,560	130.00
Commercial/Industrial #	\$100,000	\$95	\$7.94	\$112	\$9.35	\$162	\$13.49	\$235	\$19.59	\$367	\$30.58	\$374	\$31.20
	250,000	270	22.49	318	26.49	459	38.21	666	55.50	1,040	86.65	1,061	88.40
	500,000	587	48.95	692	57.66	998	83.17	1,449	120.79	2,263	188.58	2,309	192.40
	750,000	905	75.41	1,066	88.83	1,538	128.13	2,233	186.08	3,486	290.52	3,557	296.40
	1,000,000	1,222	101.86	1,440	119.99	2,077	173.09	3,016	251.37	4,709	392.45	4,805	400.40
Agricultural Homestead** (average value per acre of land & buildings)	\$7,000	\$0.67	\$0.06	\$0.79	\$0.07	\$1.13	\$0.09	\$1.65	\$0.14	\$2.57	\$0.21	\$2.62	\$0.22
	8,000	0.76	0.06	0.90	0.07	1.29	0.11	1.88	0.16	2.94	0.24	3.00	0.25
	9,000	0.86	0.07	1.01	0.08	1.46	0.12	2.12	0.18	3.30	0.28	3.37	0.28
	10,000	0.95	0.08	1.12	0.09	1.62	0.13	2.35	0.20	3.67	0.31	3.74	0.31
	11,000	1.05	0.09	1.23	0.10	1.78	0.15	2.59	0.22	4.04	0.34	4.12	0.34
	12,000	1.14	0.10	1.35	0.11	1.94	0.16	2.82	0.24	4.40	0.37	4.49	0.37
Agricultural Non-Homestead** (average value per acre of land & buildings)	\$7,000	\$1.33	\$0.11	\$1.57	\$0.13	\$2.27	\$0.19	\$3.29	\$0.27	\$5.14	\$0.43	\$5.24	\$0.44
	8,000	1.52	0.13	1.80	0.15	2.59	0.22	3.76	0.31	5.87	0.49	5.99	0.50
	9,000	1.71	0.14	2.02	0.17	2.91	0.24	4.23	0.35	6.61	0.55	6.74	0.56
	10,000	1.91	0.16	2.24	0.19	3.24	0.27	4.70	0.39	7.34	0.61	7.49	0.62
	11,000	2.10	0.17	2.47	0.21	3.56	0.30	5.17	0.43	8.07	0.67	8.24	0.69
	12,000	2.29	0.19	2.69	0.22	3.88	0.32	5.64	0.47	8.81	0.73	8.99	0.75

\* Estimated tax impact includes principal and interest payments on the new bonds. The amounts in the table are based on school district taxes for bonded debt levies only, and do not include tax levies for other purposes. Tax increases shown above are gross increases, not including the impact of the homeowner's Homestead Credit Refund ("Circuit Breaker") program. Owners of homestead property may qualify for a refund, based on their income and total property taxes. This will change the net effect of the proposed bond issue for those property owners.

\*\* For all agricultural property, includes a 70% reduction due to the School Building Bond Agricultural Credit. Average value per acre is the total estimated market value of all land & buildings divided by total acres. If the property includes a home, then the tax impact on the house, garage, and one acre of land will be calculated in addition to the taxes per acre, on the same basis as a residential homestead or non-homestead property. If the same property owner owns more than \$3.5 million of agricultural homestead land and buildings, a portion of the property will be taxed at the higher non-homestead rate.

**Northfield Public School District No. 659****Analysis of Tax Impact for Potential Bond Issue (25 Year Bond Term)****February 8, 2024**

<b>Bond Issue Amount</b>	<b>\$59,575,000</b>	<b>\$66,615,000</b>	<b>\$87,145,000</b>	<b>\$117,455,000</b>	<b>\$172,660,000</b>	<b>\$175,795,000</b>
<b>Average Interest Rate</b>	<b>5.00%</b>	<b>5.00%</b>	<b>5.00%</b>	<b>5.00%</b>	<b>5.00%</b>	<b>5.00%</b>
<b>Number of Years (Bond Term)</b>	<b>25</b>	<b>25</b>	<b>25</b>	<b>25</b>	<b>25</b>	<b>25</b>

Type of Property	Estimated Market Value	Estimated Annual Tax Impact Payable 2025 Compared to 2024*											
		Annual	Monthly	Annual	Monthly	Annual	Monthly	Annual	Monthly	Annual	Monthly	Annual	Monthly
Residential Homestead	\$100,000	\$20	\$1.67	\$26	\$2.17	\$45	\$3.75	\$72	\$6.00	\$122	\$10.17	\$125	\$10.42
	150,000	47	3.92	59	4.92	93	7.75	145	12.08	239	19.92	244	20.33
	200,000	73	6.08	91	7.58	142	11.83	217	18.08	355	29.58	363	30.25
	250,000	100	8.33	124	10.33	191	15.92	290	24.17	471	39.25	483	40.25
	300,000	127	10.58	156	13.00	240	20.00	363	30.25	588	49.00	602	50.17
	350,000	154	12.83	188	15.67	288	24.00	435	36.25	704	58.67	721	60.08
	400,000	181	15.08	221	18.42	337	28.08	508	42.33	820	68.33	840	70.00
	450,000	212	17.67	257	21.42	390	32.50	585	48.75	941	78.42	963	80.25
	500,000	244	20.33	295	24.58	444	37.00	663	55.25	1,062	88.50	1,087	90.58
	550,000	277	23.08	335	27.92	503	41.92	750	62.50	1,201	100.08	1,229	102.42
	600,000	308	25.67	373	31.08	559	46.58	833	69.42	1,334	111.17	1,366	113.83
Commercial/Industrial #	\$100,000	\$74	\$6.16	\$89	\$7.45	\$134	\$11.18	\$200	\$16.66	\$320	\$26.69	\$328	\$27.31
	250,000	210	17.46	253	21.11	380	31.66	567	47.21	907	75.61	929	77.39
	500,000	456	38.00	551	45.94	827	68.91	1,233	102.75	1,975	164.57	2,021	168.43
	750,000	703	58.54	849	70.78	1,274	106.16	1,900	158.29	3,042	253.53	3,114	259.47
	1,000,000	949	79.09	1,147	95.61	1,721	143.41	2,566	213.84	4,110	342.49	4,206	350.51
Agricultural Homestead** (average value per acre of land & buildings)	\$7,000	\$0.52	\$0.04	\$0.63	\$0.05	\$0.94	\$0.08	\$1.40	\$0.12	\$2.24	\$0.19	\$2.29	\$0.19
	8,000	0.59	0.05	0.72	0.06	1.07	0.09	1.60	0.13	2.56	0.21	2.62	0.22
	9,000	0.67	0.06	0.80	0.07	1.21	0.10	1.80	0.15	2.88	0.24	2.95	0.25
	10,000	0.74	0.06	0.89	0.07	1.34	0.11	2.00	0.17	3.20	0.27	3.28	0.27
	11,000	0.81	0.07	0.98	0.08	1.48	0.12	2.20	0.18	3.52	0.29	3.61	0.30
	12,000	0.89	0.07	1.07	0.09	1.61	0.13	2.40	0.20	3.84	0.32	3.93	0.33
Agricultural Non-Homestead** (average value per acre of land & buildings)	\$7,000	\$1.04	\$0.09	\$1.25	\$0.10	\$1.88	\$0.16	\$2.80	\$0.23	\$4.48	\$0.37	\$4.59	\$0.38
	8,000	1.18	0.10	1.43	0.12	2.15	0.18	3.20	0.27	5.12	0.43	5.24	0.44
	9,000	1.33	0.11	1.61	0.13	2.41	0.20	3.60	0.30	5.76	0.48	5.90	0.49
	10,000	1.48	0.12	1.79	0.15	2.68	0.22	4.00	0.33	6.41	0.53	6.56	0.55
	11,000	1.63	0.14	1.97	0.16	2.95	0.25	4.40	0.37	7.05	0.59	7.21	0.60
	12,000	1.77	0.15	2.15	0.18	3.22	0.27	4.80	0.40	7.69	0.64	7.87	0.66

\* Estimated tax impact includes principal and interest payments on the new bonds. The amounts in the table are based on school district taxes for bonded debt levies only, and do not include tax levies for other purposes. Tax increases shown above are gross increases, not including the impact of the homeowner's Homestead Credit Refund ("Circuit Breaker") program. Owners of homestead property may qualify for a refund, based on their income and total property taxes. This will change the net effect of the proposed bond issue for those property owners.

\*\* For all agricultural property, includes a 70% reduction due to the School Building Bond Agricultural Credit. Average value per acre is the total estimated market value of all land & buildings divided by total acres. If the property includes a home, then the tax impact on the house, garage, and one acre of land will be calculated in addition to the taxes per acre, on the same basis as a residential homestead or non-homestead property. If the same property owner owns more than \$3.5 million of agricultural homestead land and buildings, a portion of the property will be taxed at the higher non-homestead rate.

**Northfield Public School District No. 659****Analysis of Tax Impact for Potential Bond Issue (30 Year Bond Term)****February 8, 2024**

<b>Bond Issue Amount</b>	<b>\$87,145,000</b>	<b>\$117,455,000</b>	<b>\$172,660,000</b>	<b>\$175,795,000</b>
<b>Average Interest Rate</b>	<b>5.25%</b>	<b>5.25%</b>	<b>5.25%</b>	<b>5.25%</b>
<b>Number of Years (Bond Term)</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>30</b>

Type of Property	Estimated Market Value	Estimated Annual Tax Impact Payable 2025 Compared to 2024*							
		Annual	Monthly	Annual	Monthly	Annual	Monthly	Annual	Monthly
Residential Homestead	\$100,000	\$38	\$3.17	\$64	\$5.33	\$111	\$9.25	\$114	\$9.50
	150,000	82	6.83	130	10.83	218	18.17	223	18.58
	200,000	125	10.42	196	16.33	325	27.08	332	27.67
	250,000	168	14.00	262	21.83	432	36.00	442	36.83
	300,000	211	17.58	327	27.25	539	44.92	551	45.92
	350,000	254	21.17	393	32.75	646	53.83	660	55.00
	400,000	298	24.83	459	38.25	753	62.75	769	64.08
	450,000	345	28.75	529	44.08	863	71.92	882	73.50
	500,000	393	32.75	600	50.00	976	81.33	997	83.08
	550,000	446	37.17	679	56.58	1,103	91.92	1,127	93.92
	600,000	496	41.33	754	62.83	1,226	102.17	1,253	104.42
Commercial/Industrial #	\$100,000	\$119	\$9.91	\$181	\$15.09	\$294	\$24.51	\$301	\$25.05
	250,000	337	28.09	513	42.75	833	69.45	852	70.98
	500,000	734	61.13	1,116	93.04	1,814	151.16	1,854	154.48
	750,000	1,130	94.17	1,720	143.33	2,794	232.87	2,856	237.98
	1,000,000	1,527	127.21	2,323	193.62	3,775	314.58	3,858	321.48
Agricultural Homestead** (average value per acre of land & buildings)	\$7,000	\$0.83	\$0.07	\$1.27	\$0.11	\$2.06	\$0.17	\$2.10	\$0.18
	8,000	0.95	0.08	1.45	0.12	2.35	0.20	2.40	0.20
	9,000	1.07	0.09	1.63	0.14	2.65	0.22	2.71	0.23
	10,000	1.19	0.10	1.81	0.15	2.94	0.25	3.01	0.25
	11,000	1.31	0.11	1.99	0.17	3.24	0.27	3.31	0.28
	12,000	1.43	0.12	2.17	0.18	3.53	0.29	3.61	0.30
Agricultural Non-Homestead** (average value per acre of land & buildings)	\$7,000	\$1.67	\$0.14	\$2.53	\$0.21	\$4.12	\$0.34	\$4.21	\$0.35
	8,000	1.90	0.16	2.90	0.24	4.71	0.39	4.81	0.40
	9,000	2.14	0.18	3.26	0.27	5.29	0.44	5.41	0.45
	10,000	2.38	0.20	3.62	0.30	5.88	0.49	6.01	0.50
	11,000	2.62	0.22	3.98	0.33	6.47	0.54	6.61	0.55
	12,000	2.85	0.24	4.35	0.36	7.06	0.59	7.21	0.60

\* Estimated tax impact includes principal and interest payments on the new bonds. The amounts in the table are based on school district taxes for bonded debt levies only, and do not include tax levies for other purposes. Tax increases shown above are gross increases, not including the impact of the homeowner's Homestead Credit Refund ("Circuit Breaker") program. Owners of homestead property may qualify for a refund, based on their income and total property taxes. This will change the net effect of the proposed bond issue for those property owners.

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# **NORTHFIELD PUBLIC SCHOOLS**

## **School Board Minutes**

January 22, 2024

District Office Boardroom

Board Member Ben Miller participated remotely from the public lobby at 371 Ski Hill Rd, Lutsen, MN 55612

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. Board member attendance was taken. Present: Goerwitz, Gonzalez-George, Miller, Nelson, Quinnell, and Stratmoen. Absent: Butler. 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 by roll call. Voting 'yes' was Goerwitz, Gonzalez-George, Miller, Nelson, Quinnell, and Stratmoen. No one voted 'no'.

3. Public Comment

There were no public comments.

4. Announcements and Recognitions

There were no announcements or recognitions.

5. Items for Discussion and Reports

- a. Financial Forecast. Superintendent Hillmann provided an updated financial forecast and the schedule for 2024-25 budget presentations to the board.
- b. Summary of Superintendent's Mid-Year Evaluation. Board Chair Claudia Gonzalez-George shared her summary of the superintendent's mid-year performance evaluation July 1, 2023 - December 31, 2023. Board members gave Dr. Hillmann a very strong performance rating across all key areas. His overall average score was 4.87 on a 5.0 point scale across 41 job responsibilities organized around eight major topics and four focus areas. Board members cited Dr. Hillmann's exceptional work in engaging all stakeholders in a shared vision of learning, in the implementation of strategies that result in measurable achievement gains, fostering a culturally competent environment where diversity is valued, and establishing goals for staff learning.
- c. Potential 2024 Northfield High School Bond Referendum Update. Superintendent Hillmann provided a recap of the potential high school referendum timeline and where we are year-to-date, reviewed the Jan. 16, 2024 board work session, and he outlined the initial cost estimates for six options to address the facility problems at Northfield High School.

6. Committee Reports

Board member Miller provided an update on the District Youth Council (DYC).

7. Consent Agenda

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

- a. Minutes. Minutes of the Organizational School Board meeting held on January 8, 2024, and Minutes of the Regular School Board meeting held on January 8, 2024.
- b. Gift Agreements. Gift agreements to be approved were attached.
- c. MSHSL Membership for 2023-2024. At the July 10, 2023 regular school board meeting the board unanimously approved renewal of the district's membership in the Minnesota State High School League and designated Activities Director John Mahal and Board Chair Claudia Gonzalez-George as the Northfield High School representative. Board Chair Gonzalez-George recommended Jeff Quinnell replace her as the board representative to the Minnesota State High School League effective immediately.



d. Personnel Items

i. Appointments

1. Richelle Audiss, Child Nutrition Associate I for 3 hours/day at the Middle School, beginning 1/24/2024. \$20.84/hr.
2. Timothy Hoernke, Assistant Softball Coach at the High School, beginning 3/11/2024. \$5,383-stipend-Step 1.

ii. Increase/Decrease/Change in Assignment

1. Paula Baragary, Grade 5 Teacher at Spring Creek, add Community School Teacher for up to 2 hours/week at Spring Creek, effective 1/16/2024-5/16/2024. \$40/hr.
2. Erin Blanck, ECFE EA for 20 hours/week at the NCEC, add ECFE Special Events worker for 1 time each month and change to ECFE EA for 23.5 hours/week at the NCEC, effective 1/8/2024-6/6/2024.
3. Ashly Blatti, Grade 5 Teacher at Bridgewater, add Math Lead at Bridgewater, effective 9/1/2023-6/6/2024. \$750 stipend.
4. Katie Casson, German Teacher at the High School, add Assistant Knowledge Bowl Coach at the High School, effective 1/3/2024. \$2,153-stipend.
5. Pam Charlton, Grade 1 Teacher at Bridgewater, add Literacy Lead at Bridgewater, effective 9/1/2023-6/6/2024. \$750 stipend.
6. Diane Frederick, .6 FTE Long Term Substitute Special Education Teacher at the Middle School, change to .48 FTE Special Ed Teacher at the Middle School, effective 1/22/2024-6/6/2024. MA10, Step 10
7. Robert Garcia, Grade 4 Companeros Teacher at Greenvale Park, add Math Lead at Greenvale Park, effective 9/1/2023-6/6/2024. \$750 stipend.
8. Brianna Grabinger, ECFE EA Sib Care for 8 hours/week at the NCEC, change to ECFE EA Sib Care for 14.5 hours/week at the NCEC, effective 1/8/2024-6/6/2024.
9. Becki Malecha, Grade 4 Teacher at Spring Creek, add Math Lead at Spring Creek, effective 9/1/2023-6/6/2024. \$750 stipend.
10. Oscar Marquez, Night Custodian at Bridgewater, change to Night Custodian at Spring Creek, effective 12/26/2023.
11. Tammy McDonough, .9 FTE Science Teacher at the High School, change to 1.0 FTE Science Teacher at the High School, effective 1/24/2024-6/6/2024.
12. Shanise Morris, Special Ed EA at the Middle School, add Special Ed EA PCA Extracurricular and Nonacademic Support at the Middle School, effective 1/9/2024.
13. Ryan Pietsch, Phy Ed Teacher at Spring Creek, add Assistant Boys Golf Coach at the High School, effective 3/18/2024. \$4,306-stipend.
14. Tony Rezac, Night Lead Custodian at Spring Creek, change to Night Custodian at the Middle School, effective 12/26/2023. - \$0.30/hr.
15. Alexis Sanborn, Bus EA for 1.50 hours/day at the High School, change to Bus EA for 1.83 hours/day at the High School, effective 1/16/2024-6/6/2024.
16. Amanda Sieger, ADSIS Teacher at Spring Creek, add Literacy Lead at Spring Creek, effective 9/1/2023-6/6/2024. \$750 stipend.
17. Joshua Stalsberg, Custodian at the Middle School, change to Custodian at Bridgewater, effective 12/26/2023.
18. Libby Stanton, ECFE Teacher for 25 hours/week at the NCEC, change to ECFE Teacher for 27.75 hours/week at the NCEC, effective 1/8/2024.
19. Diane Torbenson, ADSIS Teacher at Greenvale Park, add Literacy Lead at Greenvale Park, effective 9/1/2023-6/6/2024. \$750 stipend.
20. Winston Vermilyea, Lifeguard with Community Ed Recreation, add Instructor Lead with Community Ed Recreation, effective 1/8/2024-5/31/2024. Step 6-\$16.25/hr.
21. Sheila Atkinson, Special Ed EA Bus for .25 hours/day at Bridgewater, change to Special Ed EA Bus for .42 hours/day at Bridgewater, effective 1/19/2024-6/6/2024.
22. Brian Link, Custodian at the Middle School, change hours from 11:00-7:00 p.m. to 12:00-8:00 p.m. effective 1/19/2024.

iii. Leave of Absence

1. Renee Burnham, English Teacher at the ALC, FMLA Leave of Absence, beginning 1/9/2024 and continuing on an intermittent basis for up to 60 work days.

2. Paige Haley, Kindergarten Teacher at Bridgewater, FMLA Leave of Absence, beginning on or about 6/2/2024 and will continue for 8 work weeks.
  3. Laura Vind, Special Ed Teacher at the Middle School, .40 FTE Leave of Absence, beginning 1/24/2024-6/6/2024.
  4. Brent Dunkelberger, Math Teacher at the Middle School, FMLA Leave of absence beginning on or about 2/26/2024-approximately 3/8/2024.
  5. Angela Eliason, Music Teacher at Greenvale Park, FMLA Leave of absence beginning on or about 4/20/2024 through the end of the 2023-2024 school year.
- iv. Retirements/Resignations/Terminations
1. Ryan Pietsch, Golf Coach at the Middle School, resignation effective 1/16/2024.
  2. Zoe Condon, Custodian at the High School, resignation effective 1/18/2024.

8. Items for Individual Action

- a. Policy Recommendation. On a motion by Goerwitz, seconded by Gonzalez-George, the board unanimously approved by roll call to approve the recommended updates to policy 906. Voting 'yes' was Goerwitz, Gonzalez-George, Miller, Nelson, Quinnell, and Stratmoen. No one voted 'no'.
- b. Request to Hire Additional English Learner Instructional Support. On a motion by Gonzalez-George, seconded by Goerwitz, the board approved by roll call up to \$19,000 for FTE to support English language learners at Northfield Middle School for the remainder of the 2023-24 school year with the assumption of a Jan. 24, 2024 start date and an end date of June 6, 2024. Voting 'yes' was Goerwitz, Gonzalez-George, Miller, Nelson, Quinnell, and Stratmoen. No one voted 'no'.
- c. Board Committee Assignments. On a motion by Nelson, seconded by Goerwitz, the board approved by roll call to approve board member committee appointments and representation to various organizations and school liaisons for calendar year 2024. Voting 'yes' was Goerwitz, Gonzalez-George, Miller, Nelson, Quinnell, and Stratmoen. No one voted 'no'.

9. Items for Information

- a. Paraprofessional Recognition Week. January 21–27, 2024 is Paraprofessional Recognition Week in Minnesota. Northfield Public Schools appreciates our educational assistants and the support and services they provide to enhance student achievement. Educational assistants support instruction, assist with virtual learning, provide personal care services, etc. We are grateful for their commitment to meeting the needs of students.
- b. Public Meeting. The school board will host a public meeting at 6:00 p.m. on Monday, January 29, 2024, in the auditorium at Northfield High School. The purpose of this meeting is to solicit feedback from the public about the potential options to address the facility problems at Northfield High School.

10. Future Meetings, Work Session and Public Meeting

- a. Monday, January 29, 2024, 6:00 p.m., Public Meeting, Northfield High School Auditorium
- b. Monday, February 12, 2024, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- c. Monday, February 12, 2024, Closed Board Meeting immediately following the Regular Board Meeting for the purpose of labor negotiations
- d. Monday, February 26, 2024, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom

11. Adjournment

On a motion by Stratmoen, seconded by Quinnell, the board unanimously approved by roll call to adjourn the regular board meeting at 7:54 p.m. Voting 'yes' was Goerwitz, Gonzalez-George, Miller, Nelson, Quinnell, and Stratmoen. No one voted 'no'.

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 below:

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 of the bequest, donation, or gift:	Non-monetary item(s) received:	Amount:	Who the bequest, donation, or gift is from:	What is the bequest, donation, or gift for?
1/16/24		\$1,907.31	Bridgewater Booster Club	3rd-5th grade roller skating unit and 2nd grade reading incentive reimbursement
1/29/24		\$1,000.00	Theresa Golden	Jim Golden Construction Memorial Scholarship
1/29/24		\$623.80	ORDWAY CENTER FOR THE PERFORMING ARTS	GVP 4th Grade Ordway field trip bus transportation reimbursement
1/22/24		\$21,000.00	Post Consumer Brands	Child Nutrition donation
1/22/24		\$500.00	AAUW Northfield Branch	AAUW Scholarship
1/27/24		\$500.00	Lois & Noel Stratmoen	Stratmoen Family Scholarship
1/18/24		\$5,000.00	Cardinal Glass Industries, Inc.	Donation to cheerleading program
1/26/24	20 hockey jerseys and 20 pairs of hockey socks at \$100 per jersey/socks	\$2,000 Value	Tradition Companies	Boys Hockey varsity program to play in the Friday Night Ice game on 1/16/24.
1/29/24		\$1,050.00	Bethel Lutheran Church	Snack Cart Donation
1/25/24		\$499.04	Northfield Fine Arts Booster Club, Inc.	Grant for vocal buses to cities
1/29/24	Sales discount to help reduce the cost of the boys swim t-shirts	\$400 Value	Larson's Printing	Donation to help cover cost of the boys swim t-shirts
2/2/24	12 packages of 36 pencils	\$24 Value	Evelyn and David Brabec	TORCH program
2/2/24		\$500.00	HomeTown Credit Union	Arena Roll 2024 (help with the cost of rental skates)
1/12/24		\$42.00	Various Bridgewater 3rd-5th Grade families	Bridgewater Phy Ed Roller Skating Unit scholarships
1/12/24-1/30/2024		\$60.00	Various Greenvale 1st Grade families	Greenvale 1st Grade Orchestra Hall field trip scholarships
1/18/2024-2/2/2024		\$111.00	Various Greenvale 2nd Grade families	Greenvale 2nd Grade Science Museum field trip scholarships
1/18/24		\$5.49	Various Bridgewater 4th Grade families	Bridgewater 4th Grade recorders scholarships
1/21/24-1/30/2024		\$49.41	Various Greenvale 4th Grade families	Greenvale 4th Grade recorders scholarships
1/31/2024-2/6/2024		\$89.00	Various Greenvale 3rd Grade families	Greenvale 3rd Grade Science Museum field trip scholarships
1/24/2024-2/2/2024		\$97.00	Various Greenvale 5th Grade families	Greenvale 5th Grade Freedom Riders field trip scholarships
1/29/24		\$25.00	Megan Kraby	Boys Swim and Dive donation
2/7/24		\$250.00	Kraby Decker Law	NMS 8th Grade Fun Fest donation

**DISTRICT OFFICE**  
201 Orchard Street South  
Northfield, MN 55057  
PH 507.663.0600 • Fax 507.663.0611  
[www.northfieldschools.org](http://www.northfieldschools.org)

TO: Dr. Matt Hillmann, Superintendent

FROM: Val Mertesdorf, Director of Finance *VM*

DATE: February 12, 2024

RE: Board Approval of Financial Reports – October 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 October 2023.

Bills totaling \$3,014,797.53 were paid in October 2023.

Payroll checks totaling \$3,700,702.69 were issued in October 2023.

No bond payments were paid in October 2023.

At the end of October 2023 Total Cash and Investments amounted to \$26,213,680.20.  
Wire transfers initiated by the district during October 2023:

\$500,000.00 From Frandsen General to Frandsen Sweep

\$250,000.00 From Frandsen Sweep to Frandsen General

The following financial reports for October 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

October 2023 Treasurer's Report

FUNDS	BALANCE BEGINNING OF MONTH	RECEIPTS	DISBURSEMENTS	JOURNAL ENTRIES	BALANCE END OF MONTH
GENERAL FUND	2,907,638.53	7,216,228.64	5,140,461.63	(870,819.99)	4,112,585.55 *
FOOD SERVICE	890,437.13	252,262.21	270,494.78	1,336.56	873,541.12
COMMUNITY ED	752,591.14	389,539.49	316,576.35	(1,785.42)	823,768.86
CONSTRUCTION ACCOUNT	-	-	-	-	-
DEBT SERVICE	3,528,257.40	1,553,719.54	-	-	5,081,976.94
SELF INSURANCE	3,621,440.81	44,845.86	987,967.46	876,943.76	3,555,262.97
TOTALS	11,700,365.01	9,456,595.74	6,715,500.22	5,674.91	14,447,135.44
GENERAL FUND INVESTMENT	11,766,544.76	-	-	-	11,766,544.76 *
CONSTRUCTION INVESTMENT	-	-	-	-	-
	11,766,544.76	-	-	-	11,766,544.76
GRAND TOTALS	23,466,909.77	9,456,595.74	6,715,500.22	5,674.91	26,213,680.20

\*General Fund includes Certificate of Deposit amount

Disbursement Report

ISD 659 - Northfield

October 2023

Disbursements:

Bills Paid:

General Fund	\$ 1,862,619.63	
Food Service Fund	138,146.36	
Community Services Fund	26,064.08	
Construction Fund	-	
Trust & Agency Fund	-	
Self Insurance Fund	987,967.46	
Total Bills Paid	<u>                    </u>	3,014,797.53

Payroll:

General Fund	3,277,842.00	
Food Service Fund	132,348.42	
Community Services Fund	290,512.27	
Trust Fund	-	
Self Insurance Fund	-	
Total Payroll	<u>                    </u>	3,700,702.69

Bond Payments:

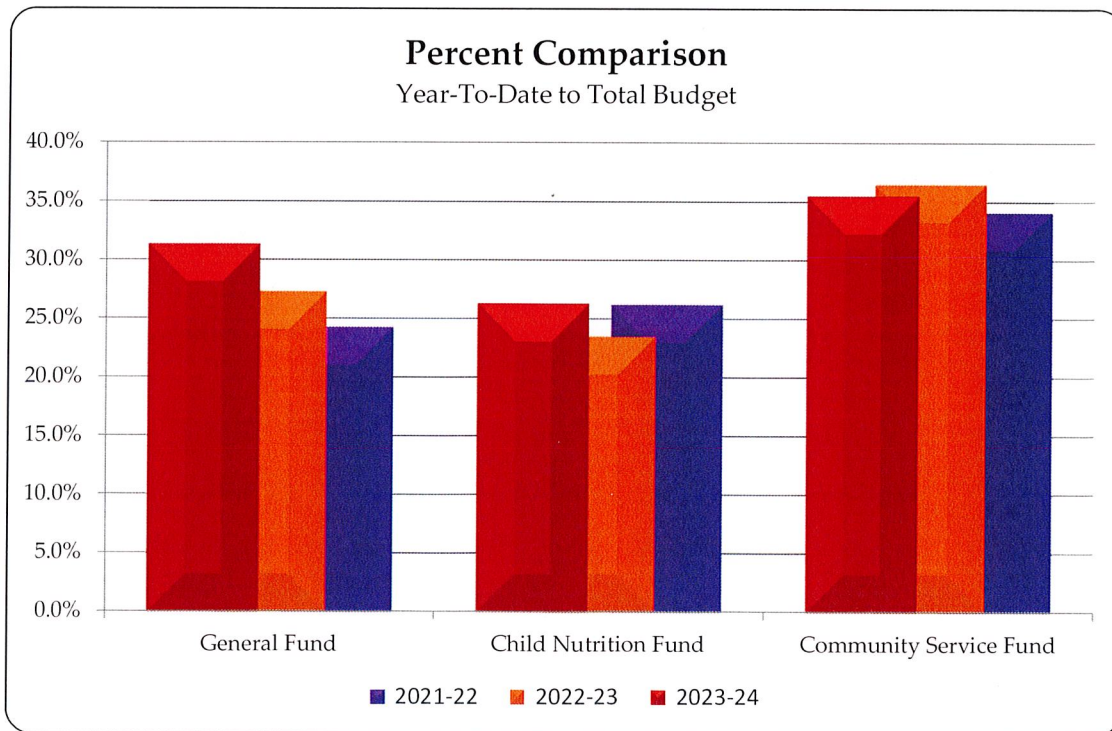
Debt Redemption Fund	<u>                    </u>	
Total Bond Payments		<u>                    </u>
Total Disbursements		<u><u>\$6,715,500.22</u></u>



## STATEMENT OF REVENUES

For the month ended October 31, 2023

Fund	Year-To-Date	Budget	YTD as % of Budget		
			2023-24	2022-23	2021-22
General Fund					
Property Taxes	\$ 3,011,698	\$ 15,232,888	19.8%	19.7%	19.8%
State Sources	12,431,532	42,334,181	29.4%	27.0%	27.0%
Federal Sources	2,620,474	1,724,951	151.9%	46.6%	2.5%
Local Sources	1,014,966	1,655,543	61.3%	59.5%	33.7%
Total	\$ 19,078,670	\$ 60,947,563	31.3%	27.3%	24.2%
Child Nutrition Fund	\$ 632,204	\$ 2,407,584	26.3%	23.5%	26.2%
Community Service Fund	1,181,509	3,333,364	35.4%	36.5%	34.1%
Debt Service Fund	2,084,048	6,301,210	33.1%	31.7%	32.1%
Internal Service Fund	3,084,387	11,396,574	27.1%	28.0%	32.4%
<b>Total All Funds</b>	<b>\$ 26,060,818</b>	<b>\$ 84,386,295</b>	<b>30.9%</b>	<b>28.0%</b>	<b>26.1%</b>



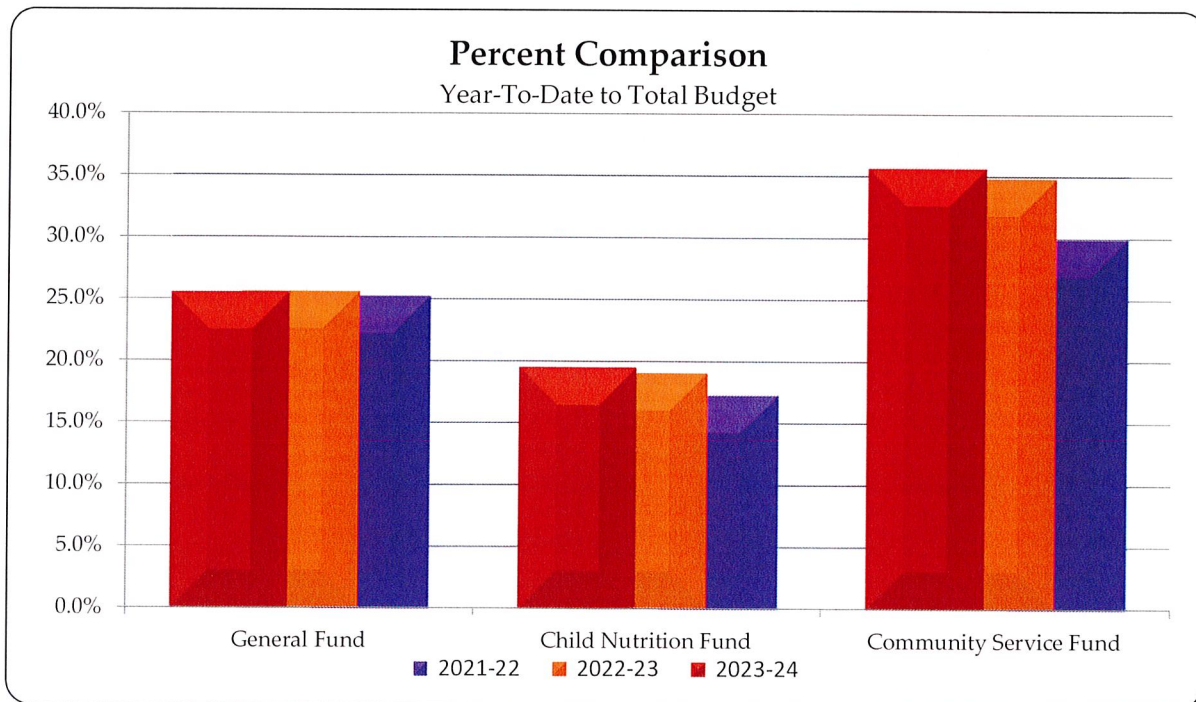




## STATEMENT OF EXPENDITURES

For the month ended October 31, 2023

Fund	Year-To-Date	Budget	YTD as % of Budget		
			2023-24	2022-23	2021-22
General Fund					
Salaries	\$ 7,417,788	\$ 34,468,989	21.5%	21.1%	21.1%
Benefits	3,138,439	13,404,752	23.4%	22.1%	20.8%
Purchased Services	1,964,427	6,612,912	29.7%	25.8%	33.8%
Supplies & Materials	1,315,638	2,301,890	57.2%	50.8%	64.9%
Capital Expenditures	1,257,833	2,455,213	51.2%	67.7%	55.5%
Other Expenses	159,080	495,866	32.1%	34.7%	19.3%
Total General Fund	\$ 15,253,205	\$ 59,739,622	25.5%	25.6%	25.2%
Child Nutrition Fund	\$ 515,917	\$ 2,645,006	19.5%	19.0%	17.3%
Community Service Fund	1,234,527	3,463,457	35.6%	34.8%	29.9%
Debt Service Fund	889,729	5,912,409	15.0%	16.6%	19.7%
Internal Service Fund	3,828,482	11,094,171	34.5%	30.0%	41.5%
Total All Funds	\$ 21,721,860	\$ 82,854,665	26.2%	26.8%	26.6%



**DISTRICT OFFICE**  
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TO: Dr. Matt Hillmann, Superintendent  
FROM: Val Mertesdorf, Director of Finance *VM*  
DATE: February 12, 2024  
RE: Board Approval of Financial Reports – November 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 November 2023.

Bills totaling \$2,843,544.76 were paid in November 2023.

Payroll checks totaling \$3,744,088.75 were issued in November 2023.

No bond payments were paid in November 2023.

At the end of November 2023 Total Cash and Investments amounted to \$26,315,148.34.  
Wire transfers initiated by the district during November 2023:

\$300,000.00 From Frandsen General to Frandsen Sweep

\$300,000.00 From Frandsen Sweep to Frandsen General

The following financial reports for November 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

November 2023 Treasurer's Report

FUNDS	BALANCE BEGINNING OF MONTH	RECEIPTS	DISBURSEMENTS	JOURNAL ENTRIES	BALANCE END OF MONTH
GENERAL FUND	4,112,585.55	4,414,023.70	4,637,243.72	(878,267.29)	3,011,098.24 *
FOOD SERVICE	873,541.12	372,185.51	284,552.47	4,149.80	965,323.96
COMMUNITY ED	823,768.86	302,903.36	338,621.40	(6,274.15)	781,776.67
CONSTRUCTION ACCOUNT	-	-	-	-	-
DEBT SERVICE	5,081,976.94	1,552,744.89	-	-	6,634,721.83
SELF INSURANCE	3,555,262.97	40,875.09	1,327,215.92	886,760.74	3,155,682.88
TOTALS	14,447,135.44	6,682,732.55	6,587,633.51	6,369.10	14,548,603.58
GENERAL FUND INVESTMENT	11,766,544.76	-	-	-	11,766,544.76 *
CONSTRUCTION INVESTMENT	-	-	-	-	-
	11,766,544.76	-	-	-	11,766,544.76
GRAND TOTALS	26,213,680.20	6,682,732.55	6,587,633.51	6,369.10	26,315,148.34

\*General Fund includes Certificate of Deposit amount

Disbursement Report

ISD 659 - Northfield

November 2023

Disbursements:

Bills Paid:

General Fund	\$ 1,341,993.49	
Food Service Fund	138,623.90	
Community Services Fund	35,711.45	
Construction Fund	-	
Trust & Agency Fund	-	
Self Insurance Fund	<u>1,327,215.92</u>	
Total Bills Paid		2,843,544.76

Payroll:

General Fund	3,295,250.23	
Food Service Fund	145,928.57	
Community Services Fund	302,909.95	
Trust Fund	-	
Self Insurance Fund	<u>-</u>	
Total Payroll		3,744,088.75

Bond Payments:

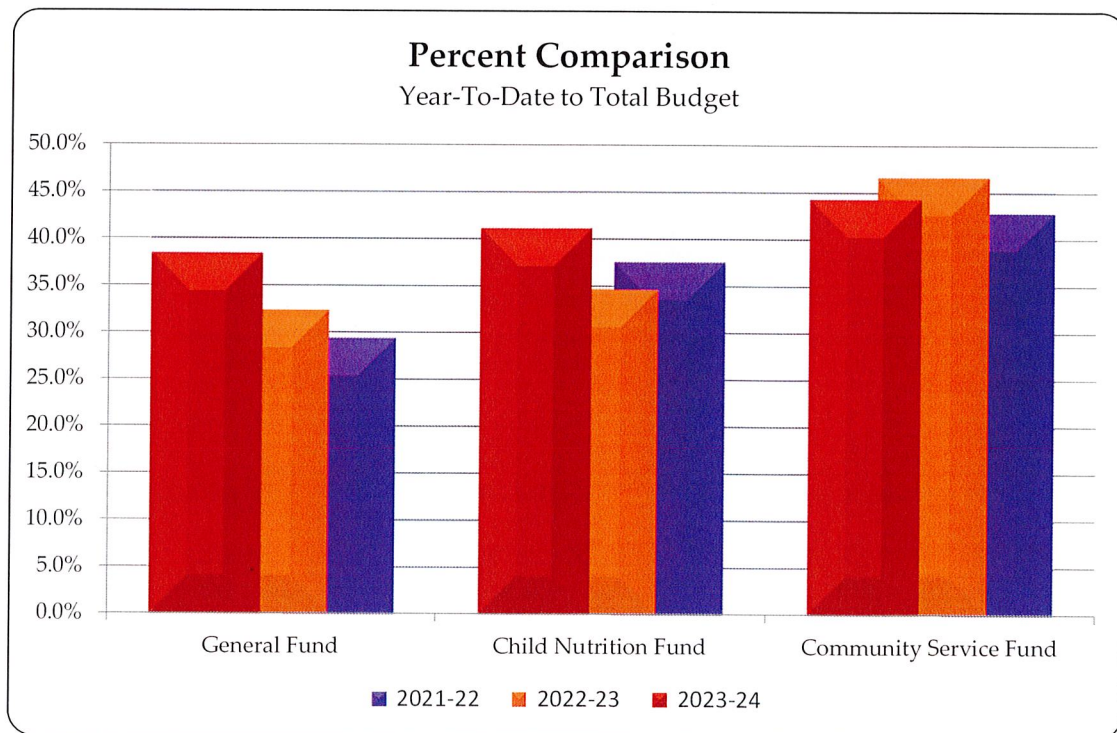
Debt Redemption Fund	<u>                    </u>	
Total Bond Payments		<u>                    </u>
Total Disbursements		<u><u>\$6,587,633.51</u></u>



## STATEMENT OF REVENUES

For the month ended November 30, 2023

Fund	Year-To-Date	Budget	YTD as % of Budget		
			2023-24	2022-23	2021-22
General Fund					
Property Taxes	\$ 5,927,965	\$ 15,232,888	38.9%	39.6%	39.2%
State Sources	12,541,173	42,334,181	29.6%	27.0%	27.0%
Federal Sources	3,670,727	1,724,951	212.8%	46.6%	3.1%
Local Sources	1,248,420	1,655,543	75.4%	71.8%	43.7%
Total	\$ 23,388,285	\$ 60,947,563	38.4%	32.3%	29.4%
Child Nutrition Fund	\$ 988,360	\$ 2,407,584	41.1%	34.6%	37.5%
Community Service Fund	1,475,038	3,333,364	44.3%	46.6%	42.8%
Debt Service Fund	3,636,793	6,301,210	57.7%	55.8%	56.4%
Internal Service Fund	4,012,614	11,396,574	35.2%	37.6%	82.8%
<b>Total All Funds</b>	<b>\$ 33,501,090</b>	<b>\$ 84,386,295</b>	<b>39.7%</b>	<b>35.4%</b>	<b>37.5%</b>



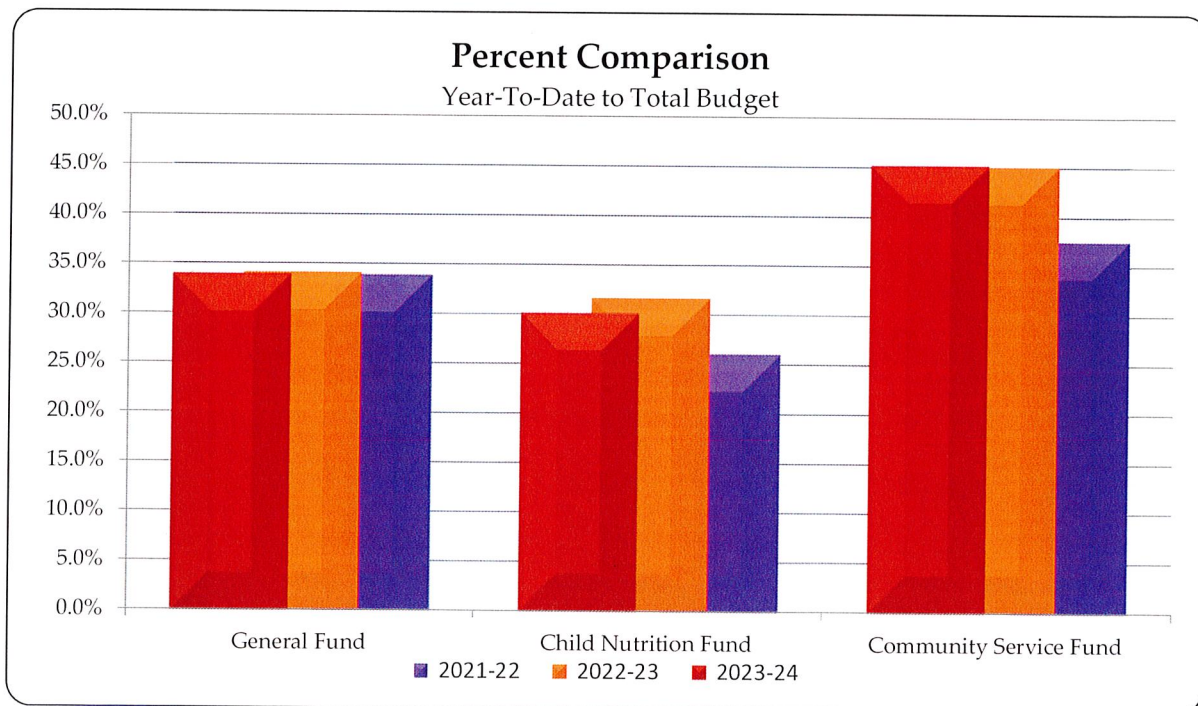




## STATEMENT OF EXPENDITURES

For the month ended November 30, 2023

Fund	Year-To-Date	Budget	YTD as % of Budget		
			2023-24	2022-23	2021-22
General Fund					
Salaries	\$ 10,599,674	\$ 34,468,989	30.8%	29.8%	29.7%
Benefits	4,306,078	13,404,752	32.1%	30.3%	28.5%
Purchased Services	2,585,607	6,612,912	39.1%	35.8%	45.5%
Supplies & Materials	1,315,638	2,301,890	57.2%	58.3%	70.8%
Capital Expenditures	1,301,154	2,455,213	53.0%	74.0%	68.4%
Other Expenses	168,553	495,866	34.0%	39.7%	21.8%
Total General Fund	\$ 20,276,704	\$ 59,739,622	33.9%	34.1%	33.9%
Child Nutrition Fund	\$ 797,962	\$ 2,645,006	30.2%	31.7%	26.0%
Community Service Fund	1,566,105	3,463,457	45.2%	45.1%	37.5%
Debt Service Fund	889,729	5,912,409	15.0%	16.6%	19.7%
Internal Service Fund	5,155,698	11,094,171	46.5%	37.1%	57.9%
Total All Funds	\$ 28,686,198	\$ 82,854,665	34.6%	34.7%	35.4%



## *Northfield School Board Grant Application Approval Form*

Any proposal submitted to an external funding source that involves any entity within the Northfield Public Schools must be approved by the Director of Finance before the proposal is submitted. Proposals requesting \$15,000 or more also require School Board approval. This form will accompany all requests to the School Board and will be filed along with a copy of the completed grant proposal. All proposals must:

- Support the District's vision and strategic commitments.
- Be financially feasible and supported by all affected District departments or buildings.
- Demonstrate collaboration and commitment from the District, if required.

Grant Proposal Information	
<b>Project Title</b>	Grow Your Own Grant - Pathway for Secondary Students
<b>Project Period</b>	From: 2024-25 To: 2029-30
<b>Funding Source</b>	State Grant - MN Dept of Education
<b>Application Deadline</b>	January 15, 2024
<b>List all Grant Applicants</b>	Northfield Public Schools
<b>School/Department</b>	TORCH
<b>Contact Person</b>	Tessa Kiesow, Director of TORCH
Project Information	
<b>Brief Proposal Description</b>	The proposed future educators club for middle and high school students at Northfield Public Schools will be incorporated into the current, and highly successful, TORCH (Tackling Obstacles & Raising College Hopes) student support program. Each year, recruitment and outreach about the club will begin in the summer and continue in an ongoing capacity throughout the school year. TORCH will host all club meetings and disseminate information about service-learning opportunities available in the community. College visits will bring students to colleges that offer teacher preparation programs. Ongoing academic advising and tutoring will be provided to all club members to support their academic and on-time high school graduation success.
<b>Project Goal (in one Sentence)</b>	Provide a pipeline of potential secondary students to enter the field of education and be supported by the Grow Your Own - Post Secondary grant
<b>List All Personnel Involved in Application</b>	Tessa Kiesow, Val Mertesdorf, HCI
Budget Information	
<b>Amount Requested</b>	\$309,331 (over five years)
<b>Matching Funds</b>	___ Are Required ___X___ Not Required
<b>Source of Matching Funds</b>	

Required Documents Attached:    Completed Application    Rough Draft    Summary of Application

\_\_\_\_\_  
 Tessa Kiesow  
 Project Initiator Signature

\_\_\_\_\_  
 Val Mertesdorf  
 Building Principal or District Administrator Signature

School Board Approval:      Yes      No      Date \_\_\_\_\_

# Grant Application Approval Form

January 24, 2024

**Any proposal submitted to an external funding source that involves any entity within the Northfield Public Schools must be approved by the School Board before the proposal is submitted. This form will accompany all requests to the School Board and will be filed with the Grant Coordinator along with a copy of the completed grant proposal. All proposals must:**

- Support the District's mission and goals.
- Be financially feasible and supported by all affected District departments or buildings.
- Demonstrate collaboration and commitment from the District if required.

Grant Proposal Information	
Project Title	Northfield Public Schools – Community Schools
Project Period	From: July 1, 2024 To: June 30, 2026
Funding Source	Rice County Family Services Collaborative
Application Deadline	January 24, 2024
List all Grant Applicants	Northfield Public Schools
School/Department	Northfield Community Education
Contact Person	Erin Bailey Phone No. 507-664-3652
Project Information	
Brief Proposal Description	Using public schools as hubs, community schools bring together many partners to offer a range of support and opportunities to children, youth and families. A full-service community school is both a school and a community resource, with an integrated focus on academics, health, social services, youth development and community engagement. This leads to a better learning environment for all students, stronger families and a healthier community.
Project Goal (in one Sentence)	The Rice County Family Services Collaborative grant would allow for the continued expansion of wrap-around services for youth and families at each of the three community school sites in Northfield (Greenvale Park Elementary, Spring Creek Elementary, and Bridgewater Elementary).
List All Personnel Involved in Application	Erin Bailey, Megan Zwolenski, Amy McBroom
Budget Information	
Amount Requested	\$34,000 (for each year of the two-year grant)
Matching Funds	\$684,315
Source of Matching Funds	See sources of matching funds outlined in the chart in the grant application.

**Required Documents Attached:**    ☐ Completed Application    ☐ Rough Draft    ☐ Summary of Application

*Erin Bailey*

**Project Initiator Signature**

**Building Principal or District Administrator  
Signature**

☐ Approved by the School Board    ☐ Not Approved by the School Board    Date \_\_\_\_\_





Northfield Public Schools  
Northfield, MN

## EXTENDED FIELD TRIP FORM

Staff Member(s) Responsible (Name and phone) : Theresa Wilson 612.865.4902

School and Program: NHS - Business Professionals of America (BPA)

Date of Requested Trip: March 14 - 16, 2024

1. What group is taking this trip? BPA state Qualifiers
2. Estimated # of Students: 4 # Adult Supervisors: 1
3. Destination: Minneapolis, Hyatt Regency Hotel & Convention Center
4. Date/Time of Departure: 3/14/24 @ 6:15am
5. Date/Time of Return: 3/16/24 @ 12:00pm
6. State purpose and/or educational value of trip (attach information to form if needed).  
BPA State Competition  
Students will be competing in individual events  
with chance to qualify for Nationals
7. Name the manner of travel and the carrier.  
Parent car pools

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

Hyatt Regency, Minneapolis  
1300 Nicollet Mall  
612.370.1234

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

Theresa Wilson - 612.865.4902

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

Noah Ackerman      Aki Gupta  
Ella Pagel      Makana Malecha

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

Theresa Wilson - supervisor/chaperone

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

Group text with parents and students and teacher

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

BPA Activity Fund - 50%    Student funded - 50%  
Total per student = \$260.59

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

None


\*\*\*\*\*

Signature of Staff Member Responsible: Theresa Wilson

Date field trip request was submitted to Principal:

2/5/24

Principal/Administrator Signature and Date:

 2/5/24

Approved:

Not Approved:

\*\*\*\*\*

Superintendent Signature and Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_

\*\*\*\*\*

School Board Review Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_

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

WHEREAS, the financial condition of the school district dictates that the school district may require reallocation of resources between programs for the 2024-2025 school year, and

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

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

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

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

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

Dated: February 12, 2024

						2023/24							
School and	September	September	September	September	October	November	December	January	February	March	April	May	End of Year
Grade Level	5th	8th	15th	22nd	2nd	1st	1st	2nd	1st	1st	2nd	1st	6/6/24
NCEC													
Early Childhood	114	108	110	115	114	121	126	136	134				
Total	114	108	110	115	114	121	126	136	134	0	0	0	0
Big 9 Online													
Grade K-2036	1	1	1	0	0	0	0	0	0				
Grade 1-2035	3	3	2	2	2	2	2	2	2				
Grade 2-2034	1	1	1	0	0	0	0	0	0				
Grade 3-2033	1	1	1	1	1	1	2	1	0				
Grade 4-2032	3	3	2	2	2	2	2	2	2				
Grade 5-2031	2	2	2	2	2	2	3	3	2				
Grade 6-2030	1	1	1	1	2	1	2	2	2				
Grade 7-2029	1	2	2	2	2	2	2	2	3				
Grade 8-2028	6	4	4	4	2	3	2	2	3				
Grade 9-2027	6	5	5	5	5	6	7	8	7				
Grade 10-2026	7	7	7	6	5	6	8	8	12				
Grade 11-2025	4	5	4	4	4	4	4	5	7				
Grade 12-2024	4	5	5	7	5	5	6	6	8				
Total	40	40	37	36	32	34	40	41	48	0	0	0	0
Greenvale Park													
Grade K-2036	62	61	62	62	62	62	61	60	60				
Grade 1-2035	101	101	101	101	99	101	100	100	101				
Grade 2-2034	80	80	81	81	81	81	81	81	82				
Grade 3-2033	82	82	82	82	82	82	82	82	83				
Grade 4-2032	84	84	85	85	85	85	87	88	88				
Grade 5-2031	72	72	72	72	72	73	74	75	75				
Total	481	480	483	483	481	484	485	486	489	0	0	0	0
Spring Creek													
Grade K-2036	61	62	62	63	63	65	66	66	67				
Grade 1-2035	70	69	69	68	69	71	71	71	72				
Grade 2-2034	74	74	74	73	73	73	73	73	72				
Grade 3-2033	66	65	65	65	65	65	66	66	68				
Grade 4-2032	90	90	91	91	91	91	90	91	91				
Grade 5-2031	93	93	93	93	93	93	93	94	95				
Total	454	453	454	453	454	458	459	461	465	0	0	0	0
Bridgewater													
Grade K-2036	102	102	102	102	102	103	103	104	104				
Grade 1-2035	77	78	78	79	79	79	79	79	79				
Grade 2-2034	90	90	91	91	91	91	91	91	91				
Grade 3-2033	98	98	98	98	97	97	97	98	100				
Grade 4-2032	96	95	95	96	97	97	97	97	96				
Grade 5-2031	97	97	97	97	97	97	97	96	97				
Total	560	560	561	563	563	564	564	565	567	0	0	0	0
Middle School													
Grade 6-2030	294	293	293	294	291	291	291	292	293				
Grade 7-2029	285	284	284	284	284	280	280	281	279				
Grade 8-2028	310	309	310	310	309	310	307	309	310				
Total	889	886	887	888	884	881	878	882	882	0	0	0	0
High School													
Grade 9-2027	327	326	328	328	328	324	325	326	325				
Grade 10-2026	317	316	317	317	317	318	315	313	307				
Grade 11-2025	327	321	322	321	321	317	315	314	313				
Grade 12-2024	321	317	316	316	316	314	313	311	308				
Total	1292	1280	1283	1282	1282	1273	1268	1264	1253	0	0	0	0
ALC													
Grade 9-2027	0	0	0	0	1	1	1	1	0				
Grade 10-2026	4	4	15	48	48	55	54	57	58				
Grade 11-2025	15	15	34	24	24	28	27	28	27				
Grade 12-2024	32	32	89	90	89	86	86	88	81				
Total	51	51	138	162	162	170	168	174	166	0	0	0	0
Grand Total	3881	3858	3953	3982	3972	3985	3988	4009	4004	0	0	0	0
(excluding EC and	3767	3750	3791	3790	3782	3790	3790	3797	3796				
(excluding EC and	3774	3774	3774	3774	3774	3774	3774	3774	3774	3774	3774	3774	3774
[negative numbers	-7	-24	17	16	8	16	16	23	22	-3774	-3774	-3774	-3774

## Northfield Public Schools Enrollment Report

Greenvale Park

Grade	Teacher	
K	Flicek	20
K	Schroyer	20
K	Stowe	20
1	Borgerding	19
1	Landry	19
1	Nivala	19
1	Swenson	18
1	Ziemann	26 C
2	Amundson	22 C
2	Bulfer	20
2	Ellerbusch	20
2	Feldmann	20
3	Dimick	18
3	Johnson	24 C
3	Peterson	20
3	Timerson	21
4	Garcia	22 C
4	Hetzel	22
4	McLaughlin	22
4	Schroeder	22
5	Carlson	27
5	Sickler	26
5	Tacheny	22 C
<b>TOTAL</b>		<b>489</b>

Spring Creek

Grade	Teacher	
K	Berkvam	22
K	Heil, G	22
K	Matson	23
1	Born	23 C
1	Craft	25
1	Downs	24
2	Russell	19 C
2	Soderlund	26
2	Spitzack	27
3	Guggisberg	26
3	Jandro	26
3	Sasse	16 C
4	Fox	24
4	Haar	24
4	Healy	25
4	McManus	18 C
5	Baragary	25
5	Malecha	24
5	Ostermann	22 C
5	Stulken	24
<b>TOTAL</b>		<b>465</b>

Bridgewater

Grade	Teacher	
K	Cade	18
K	Danielson	23
K	Haley	21
K	Rodgers	20
K	Tran	22
1	Bischoff	20
1	Charlton	21
1	Hall	21
1	Lanza	17 C
2	LaVoy	23
2	Lofquist	23
2	Schwaab	23
2	Swenson	22 C
3	Larson	23 C
3	Schuster	26
3	Sickler	25
3	Truman	26
4	Hehr	27
4	Rodriguez	18 C
4	Rud	26
4	Ryan	25
5	Blatti	24
5	Duchene/K	24
5	Holden	26
5	Rubin	23 C
<b>TOTAL</b>		<b>567</b>

Middle School

	<b>Total</b>
Grade 6-2030	293
Grade 7-2029	279
Grade 8-2028	310
<b>TOTAL</b>	<b>882</b>

High Sch Total

Grade 9-21 325
Grade 10-21 307
Grade 11-21 313
Grade 12-21 308
<b>TOTAL</b> 1253

ALC

F/T
Grade 9-2027 0
Grade 10-202 36
Grade 11-202 17
Grade 12-202 39
<b>TOTAL</b> 92

\*\*P/T

0
0
22
10
41
<b>73</b>

\*\*I/S

0
58
27
81
<b>166</b>

Total

	<u>Regular</u>	<u>Big 9</u>	<u>Total</u>
Early Childhood**	134		134
Kindergarten-2036	231	0	231
Grade 1-2035	252	2	254
Grade 2-2034	245	0	245
Grade 3-2033	251	0	251
Grade 4-2032	275	2	277
Grade 5-2031	267	2	269
<b>Total K-5</b>	<b>1655</b>	<b>6</b>	<b>1661</b>
<b>Total Middle School</b>	<b>882</b>	<b>8</b>	<b>890</b>
<b>Total High School</b>	<b>1253</b>	<b>34</b>	<b>1287</b>
<b>GRAND TOTAL</b>	<b>3790</b>	<b>48</b>	<b>3838</b>
<b>ALC 9-12</b>			<b>166</b>
<b>GRAND TOTAL w/ALC and Big 9</b>			<b>4004</b>
<b>**Full Time only</b>			<b>3796</b>

Early Childhood\*\*

Boda	1
Dorey	11
Gross	13
Hubbard	10
Kruse	1
Ludwig	16
McLeese	7
O'Connor	10
Roth	16
Sanders	13
Schnorr	15
Tharp	6
Townzen	12
Webster	3
<b>TOTAL</b>	<b>134</b>

Big 9 Online

Grade	Teacher	
Grade K-2036	Kehler	0
Grade 1-2035	Kehler	2
Grade 2-2034	Kehler	0
Grade 3-2033	Kehler	0
Grade 4-2032	Kehler	2
Grade 5-2031	Kehler	2
Grade 6-2030	Kehler	2
Grade 7-2029	Kehler	3
Grade 8-2028	Kehler	3
Grade 9-2027	Kehler	7
Grade 10-2026	Kehler	12
Grade 11-2025	Kehler	7
Grade 12-2024	Kehler	8
<b>TOTAL</b>		<b>48</b>