

INDEPENDENT SCHOOL DISTRICT NO. 659
REGULAR SCHOOL BOARD MEETING

Monday, July 8, 2024 ~ 6:00 p.m. ~ Regular Board Meeting
Northfield District Office Boardroom
[Zoom Link](#)

AGENDA

Board Member Ben Miller will participate remotely from this location: 371 Ski Hill Rd, Lutsen, MN 55612

1. Call to Order
2. Agenda Approval/Table File
3. Public Comment
4. Announcements and Recognitions
 - a. Minnesota Association for Family and Early Education (MNAFEE) Innovative Programming Award
5. Items for Discussion and Reports
 - a. Annual Safety Drill Report
 - b. Annual Fundraising Report
 - c. Summary of Superintendent's Performance Appraisal
 - d. Fall 2024 Bond Referendum
6. Consent Agenda
 - a. Minutes
 - b. Gift Agreements
 - c. Fiscal Year Organization Actions
 - d. Memberships for 2024-2025
 - e. Personnel Items
7. Items for Individual Action
 - a. Policy Committee Recommendations
 - b. FY 2024 Audit Engagement Letter
 - c. Resolution Designation of Identified Official with Authority for the MDE External User Access Recertification System
 - d. Resolution Declaring a School Board Vacancy Caused by Illness or Prolonged Absence
 - e. Plan for School Board Vacancy Appointment
8. Items for Information
 - a. Filing for School Board
9. Future Meetings
 - a. Monday, July 22, 2024, 5:00 p.m., Closed Board Meeting, Northfield DO Boardroom
 - b. Monday, July 22, 2024, 6:00 p.m., Workshop, Northfield DO Boardroom
 - c. Monday, August 12, 2024, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
 - d. Monday, August 26, 2024, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
10. Adjournment

NORTHFIELD PUBLIC SCHOOLS
MEMORANDUM

Monday, July 8, 2024 ~ 6:00 p.m. ~ Regular Board Meeting
Northfield District Office Boardroom
[Zoom Link](#)

Board Member Ben Miller will participate remotely from this location: 371 Ski Hill Rd, Lutsen, MN 55612

TO: Members of the Board of Education
FROM: Matthew Hillmann, Ed.D., Superintendent
RE: Explanation of Agenda Items for Monday, July 8, 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
 - a. Northfield Early Childhood Family Education's (ECFE) Newborn Baby Talk program was the recipient of the Minnesota Association for Family and Early Education (MNAFEE) Innovative Programming Award. Director of Community Education Erin Bailey will present certificates to the district's co-sponsors of this program: Northfield Hospital + Clinics and Rice County Public Health Nursing Service.
5. Items for Discussion and Reports
 - a. Annual Safety Drill Report. Dr. Hillmann will present the district's safety drill report as required by Minnesota Statute 121A.037. Building principals, buildings and grounds department staff, and the school resource officer will be available to answer board members' questions.
 - b. Annual Fundraising Report. Director of Finance Val Mertesdorf will review the fundraising report as required by Policy 713 Student Activity Accounting.
 - c. Summary of Superintendent's Performance Appraisal. Chair Gonzalez-George will share her summary of the superintendent's annual performance appraisal.
 - d. Fall 2024 Bond Referendum. Superintendent Hillmann will update the board on the bond referendum informational campaign and highlight upcoming events.
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 June 10, 2024.
 - b. Gift Agreements. Gift agreements to be approved are attached.
 - c. Fiscal Year Organization Actions. The school district's financial year runs from July 1 to June 30. Each year at the first school board meeting in July, financial organizational issues must be approved. They are as follows:
 - i. Motion to approve authorizing the Director of Finance to invest surplus district funds in accordance with applicable laws and with the district's Policy 705 Investments, for fiscal year 2024-2025.
 - ii. Motion to approve designating PMA/Associated Bank, Frandsen Bank & Trust Dundas, U.S. Bank Minnesota and the Minnesota School District Liquid Asset Fund as official bank depositories provided they maintain adequate pledged collateral as required by law per district Policy 705 Investments, for fiscal year 2024-2025.
 - iii. Motion to approve authorizing the Director of Finance to make appropriate wire transfers to and from district depository accounts for fiscal year 2024-2025.
 - d. Memberships for 2024-2025. The school district belongs to several cooperatives, leagues and associations. Membership in the groups listed below should be renewed for the 2024-2025 school year.

- i. Minnesota State High School League. The designated Northfield High School representative is Activities Director John Mahal and the designated school board representative is Board Member Jeff Quinnell.
- ii. Minnesota Association of School Administrators.
- iii. Minnesota Association of Charter School Authorizers.
- iv. Southeast Service Cooperative.
- v. Region V Computer Services Cooperative.
- vi. Rice County Family Services Collaborative.
- vii. Minnesota School Boards Association.
- viii. Healthy Community Initiative.

e. Personnel Items

i. Appointments

1. Ani Gottfried, Summer Instructor Assistant with Community Ed Recreation, beginning 6/17/2024-8/31/2024. Step 2-\$14.25/hr.
2. Jennifer Jones, 1.0 FTE Special Ed ASD Teacher at the Middle School, beginning 8/22/2024. MA, Step 9
3. Len Kallsen, Assistant 9th Grade Football Coach at the High School, beginning 8/12/2024. \$4,435 stipend step 3
4. Michelle Martinez, Targeted Services PLUS Teacher for up to 6.5 hours/day Mon.-Thurs. at Greenvale Park, beginning 6/25/2024-8/8/2024. \$40/hr.
5. Ava O'Neill, Summer Instructor Lead with Community Ed Recreation, beginning 6/17/2024-8/31/2024. Step 4-\$15.75/hr.
6. Kat Organ, Summer Instructor Assistant with Community Ed Recreation, beginning 6/12/2024-8/31/2024. Step 4-\$14.75/hr.
7. Ariana Vermilyea, Summer Lifeguard with Community Ed Recreation, beginning 6/18/2024-8/31/2024. Step 5-\$15.00/hr.

ii. Increase/Decrease/Change in Assignment

1. Correction: Hannah Ames, .4 FTE French Teacher at the High School, add .3 FTE English Teacher-ongoing and .3 FTE English Teacher - paid by contingency funds at the High School, effective 8/20/2024-6/9/2025.
2. Mark Auge, 1.0 FTE Science Teacher at the High School, add a ½ overload of Biology in lieu of supervision for semester 2 only at the High School, effective 1/23/2025-6/6/2025.
3. Chelsea Bischoff, Grade 1 Teacher for 2023-2024 only at Bridgewater, change to Grade 1 Teacher ongoing at Bridgewater, effective 6/4/2024.
4. Barrett Bradley, Lifeguard with Community Education Recreation, add Instructor Lead and Instructor Assistant with Community Ed Recreation, effective 6/10/2024-8/31/2024. Lead Step 2-\$15.25/hr. Assistant Step 2-\$14.25/hr.
5. Diana Camargo, Special Ed EA PCA for 30 hours/week at the NCEC, change to Special Ed EA PCA for 33.3 hours/week at the NCEC, effective 9/3/2024.
6. Christina Chappuis, Special Ed EA PCA at Spring Creek, add Special ED EA ESY for up to 5.5 hours/day at Greenvale Park, effective 6/27/2024-7/19/2024.
7. David Deml, Journeyman Electrician with Building and Grounds, change to Master Electrician with Building and Grounds, effective 6/11/2024. \$44.50/hr.
8. Naomi Golden, 1.0 FTE Science Teacher at the High School, add a ½ overload of Science in lieu of supervision for semester 1 only at the High School, effective 8/22/2024-1/22/2025.
9. Graciela Guerrero, Special Ed EA PCA for 34.5 hours/week at the NCEC, change to Special Ed EA PCA for 31 hours/week at the NCEC, effective 9/3/2024.
10. Craig Johnson, 1.0 FTE Biology Teacher at the High School, add a ½ overload of Biology in lieu of supervision for semester 1 only at the High School, effective 8/22/2024-1/22/2025.
11. Marie Kylo, Child Nutrition Manager I for 7.50 hours/day at Bridgewater, change to Child Nutrition Manager I for 7.75 hours/day at Bridgewater, effective 8/19/2024.
12. Jill Lauritzen Kohel, .60 FTE Social Studies/.40 FTE English Teacher at the High School, add a ½ overload of Social Studies in lieu of supervision for semester 1 only at the High School, effective 8/22/2024-1/22/2025.
13. Evan Loe, Summer Instructor Lead with Community Education Recreation, add Summer Site Supervisor with Community Education Recreation, effective 6/13/2024 - 8/31/2024. Step 4 - \$15.75/hr.
14. Alexandra McFarlane, Special Ed EA PCA at Bridgewater, add Special ED EA ESY for up to 5.5 hours/day at Greenvale Park, effective 6/27/2024-7/19/2024.
15. Thomas O'Keefe, .80 FTE Orchestra Teacher at the High School, change to .90 FTE Orchestra Teacher ongoing and .10 FTE Orchestra Teacher for the 2024-2025 school year only, effective 8/22/2024-6/6/2025.
16. Kat Organ, Summer Instructor Assistant with Community Education Recreation, add Summer Instructor Lead with Community Education Recreation, effective 6/12/2024 - 8/31/2024. Step 4 - \$15.75/hr.
17. Deb Pack, Special Ed EA PCA LI for 3.13 hours/day and Job Coach for 3.12 hours/day at the High School, change to Special Ed EA PCA NB for 3.13 hours/day and Job Coach for 3.12 hours/day at the High School, effective 8/25/2024.

18. Andrea Redder, Hand and Hand Teacher/Sub Teacher at the NCEC/District, add Bridges to Kindergarten Teacher for 44 hours/total at Greenvale Park, effective 8/5/2024-8/16/2024.
 19. Lynn Ziegler, Special Ed EA PCA at Bridgewater, add Special ED EA ESY for up to 5.5 hours/day at Greenvale Park, effective 6/27/2024-7/19/2024.
- iii. Leave of Absence
- 1.
- iv. Retirements/Resignations/Terminations
1. Anita Aase, Executive Administrative Assistant to the Superintendent and School Board, retirement effective 11/2/2024.
 2. Anne Campbell, Special Ed Teacher at the High School, resignation effective at the end of the 2023-2024 school year.
 3. Anna Dols, Assistant Volleyball Coach at the High School, resignation effective 6/11/2024.
 4. Gisele El Achkar, Special Ed ASD Teacher at the Middle School, resignation effective at the end of the 2023-2024 school year.
 5. Dawn Jandro, Teacher at Spring Creek, resignation effective 7/2/2024.
 6. Rhea Mehrkens, Teacher at the Middle School, resignation effective at the end of the 2023-2024 school year.
 7. Ashley Opatrny, Special Ed Teacher at the Middle School, resignation effective 6/26/2024.
 8. Brad Prestemon, Assistant Boys JV Basketball Coach at the High School, resignation effective 6/18/2024.
 9. Brent Rauk, Assistant Baseball Coach at the High School, resignation effective 6/28/2024.
 10. Grace Schultz, Preschool Teacher at the NCEC, resignation effective 6/30/2024.
 11. Allison Sweeney, SEL/Behavioral Instructional Coach at Spring Creek, resignation effective 6/28/2024.

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

7. Items for Individual Action

- a. Policy Committee Recommendations. The board is requested to approve the policy committee's recommendation to adopt policy 507.5 and the updates to policy 806 as presented at the June 10 board meeting.

Superintendent's Recommendation: Motion to approve policies 507.5 and 806 as presented.

- b. FY 2024 Audit Engagement Letter. Director of Finance Val Mertesdorf recommends approval of the CliftonLarsonAllen, LLP Audit Engagement Letter for the audit of the 2023-2024 school year. The engagement letter establishes the parameters and fees associated with the annual audit required by statute. This will be an item for individual action at the next board meeting.

Superintendent's Recommendation: Motion to accept the 2023-2024 Engagement Letter from CliftonLarsonAllen, LLP in the amount of \$20,600, implementation of the New Risk Auditing Standards not to exceed \$2,500, Uniform Grant Guidance compliance audit of federal program expenditures in the amount of \$4,200 per audited federal program, and expenses including travel, internal and administrative charges, and a technology and client support fee of five (5%) of all professional fees billed.

- c. Resolution Designation of Identified Official with Authority for the MDE External User Access Recertification System. BE IT RESOLVED by the Board of Education of Independent School District No. 659, as follows:

The Minnesota Department of Education (MDE) requires that school districts annually designate an Identified Official with Authority to comply with the MNIT Enterprise Identity and Access Management Standard which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority will assign job duties and authorize external user's access to MDE secure systems for their local education agency (LEA). The board authorizes Dr. Matthew Hillmann to act as the Identified Official with Authority (IOwA) and Christine Neset to act as the IOwA to add and remove names only for Northfield Public Schools 0659-01.

Superintendent's Recommendation: Motion to approve the Resolution to authorize Dr. Matthew Hillmann to act as the Identified Official with Authority (IOwA) and Christine Neset to act as the IOwA to add and remove names only for Northfield Public Schools 0659-01.

- d. Resolution Declaring a School Board Vacancy Caused by Illness or Prolonged Absence. The board is asked to approve the Resolution Declaring a School Board Vacancy Caused by Illness or Prolonged Absence. School

board member Noel Stratmoen has provided notification of his inability to serve as a member of the school board and attend meetings due to illness effective on June 19, 2024. WHEREAS, pursuant to Minnesota Statute 123B.09, subd. 4, a vacancy caused by a member being unable to serve on such the school board and attend its meetings for not less than 90 days because of illness or prolonged absence from the district, may, after the school board has by resolution declared such vacancy to exist, be filled by the board at any regular or special meeting thereof for the remainder of the unexpired term, or until such ill or absent member is again able to resume duties as a member of such board, whichever date is earliest.

Superintendent's Recommendation: Motion to approve the Resolution Declaring a School Board Vacancy Caused by Illness or Prolonged Absence effective July 8, 2024.

- e. Plan for School Board Vacancy Appointment. The board is asked to determine the direction for appointing an eligible district resident to fill the vacancy created by Noel Stratmoen's temporary resignation. Considering that this appointed board member would attend a maximum of nine regular board meetings, the options for the board's deliberation are listed below. The board is asked to approve one of the listed options. Recommended motions for each option are listed below.

Option 1: Appoint a former board member to fill the vacancy created by Noel Stratmoen's temporary resignation. In this option, the board would direct the chair to recommend a former board member who has served as recently as 2020 to fill the vacancy.

Superintendent's Recommendation for this option: Motion to direct the chair to recommend a former board member with service as recently as 2020 to fill the vacancy created by Noel Stratmoen's temporary resignation. The board will be asked to vote on the chair's recommendation at the Aug. 12 regular meeting. If there are no interested former board members for consideration, the district would accept applications from eligible residents beginning on July 15 through Aug. 5, 2024, at 4:00 p.m. Applicants could address the board at the Aug. 12 regular board meeting. The board would be expected to appoint an eligible district resident to fill the vacancy on Aug. 12.

Option 2: Accept applications from eligible residents. Applications would open on July 10 and be accepted through Aug. 5 at 4:00 p.m. Applicants can address the board at the Aug. 12 regular board meeting. The board would be expected to appoint an eligible district resident to fill the vacancy on Aug. 12.

Superintendent's Recommendation for this option: Motion to direct the superintendent to administer an application process for eligible residents to express their interest in filling the vacancy. The application window would open on July 10 and close at 4:00 p.m. on Aug. 5, 2024. The board would be asked to appoint one of the applicants at the Aug. 12 regular meeting.

8. Items for Information

- a. Filing for School Board is July 30 – August 13, 2024 in the District Office. An affidavit of candidacy must be filed in the office of the school district clerk and the \$2 filing fee paid prior to 5:00 o'clock p.m. on August 13, 2024.

9. Future Meetings

- a. Monday, July 22, 2024, 5:00 p.m., Closed Board Meeting, Northfield DO Boardroom
- b. Monday, July 22, 2024, 6:00 p.m., Workshop, Northfield DO Boardroom
- c. Monday, August 12, 2024, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
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10. 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

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.

Executive Summary: The district follows the law with its annual safety drills. This document outlines the safety drills that are practiced annually

 **Why is it important?**

The district prioritizes student and staff safety. We aim to be prepared for rare but critical emergencies. The district practices the [following required annual drills](#):

 **How do we practice?**

Drill type	Description
Evacuation	This drill is used primarily to practice exiting the building in the case of fire. It can also be used in other circumstances that necessitate evacuation.
Lockdown: “Stay Put”	This drill is used to practice for a situation inside the building that requires hallways to remain clear, most often a medical incident. This lockdown can also be used if a threat is identified outside the school building.
Lockdown: “Duck and Cover”	<p>This drill is used to prepare for a situation in which a threat or an intruder is inside the building.</p> <p>This lockdown drill meets the criteria to be considered an “active shooter drill” under state statute. While the “duck and cover” lockdown meets “active shooter drill” criteria, it is not considered an “active shooter simulation” because we do not “role play” the scenario with local law enforcement/emergency services during a scheduled school day.</p> <p>Parents are emailed about the district’s “duck and cover” drills at least 24 hours in advance and may opt their students out of an active shooter drill.</p> <p>The statute requires that the board discuss the following questions at a regularly scheduled meeting:</p> <ul style="list-style-type: none"> ● The effect of active shooter drills on the safety of students and staff; and ● The effect of active shooter drills on the mental health and wellness of students and staff.
Shelter-in-place	This drill primarily supports the required tornado drill, but could also be used in other emergency circumstances when sheltering in place is needed. It involves people inside the building moving to designated shelter areas.

What tools do we use to execute these drills?

- **Lockdown buttons:** Each building has a button that initiates a building-wide lockdown. The button locks all exterior doors and calls 911 for emergency service response. There is also a district-wide lockdown button at the district office.
- **Lockable classroom doors:** Each classroom door can be locked from the inside without using a key. This hardware saves valuable time in a genuine emergency.
- **Evacuation, relocation, and shelter-in-place maps:** The district provides each building and classrooms with evacuation, relocation, and shelter-in-place maps to facilitate practicing these situations.
- **Communication:** Staff are alerted to the drill schedule via email. Many drills also now include using CrisisGo, an emergency communication system that distributes updates and instructions via cell phone, iPad, or laptop.

What actions do we take to prevent violence?

While the drills included in this document are vital, our work to prevent emergencies is even more vital.

- We prioritize relationships and use surveys to measure that middle and high school students have at least one adult they trust at school. Students who trust an adult will share their concerns about their friends.
- We have formal social/emotional learning instruction in grades PreK-8th grade (Second Step curriculum.)
- We have an innovative program at Northfield High School called Students Supporting Students. This program trains around 30 student leaders using a program developed by Hazelden. These trusted students help direct students in need to the right services for mental health or other issues.
- 10th graders are trained in teen Mental Health First Aid. This training helps students to identify, and how to respond to, friends and peers who are demonstrating signs of mental health challenges. (Note: 10th graders were not trained in 2023-24 but will again be trained in 2024-25)
- We use a community-wide anonymous reporting system called Tip 411 to report any concerns about violence.
- Elementary schools employ a licensed school social worker, a school psychologist, and a behavior coach.
- The middle school, high school, and ALC employ licensed social workers, psychologists, and counselors.
- We have a strong relationship with local law enforcement. Our current school resource officer had a career in social work before becoming a police officer.
- Staff members complete required anti-bullying training
- The district's multi-tiered system of supports program (MTSS) prioritizes early intervention with students in many areas, including when concerns are reported about an individual's behavior.

What training have district staff had related to violence prevention?

Training includes, but is not limited to:

- **PREPaRE:** According to the National Association for School Psychologists website, the PREPaRE curriculum “trains school-employed mental health professionals and other educators how to best fill the roles and responsibilities generated by their membership on school crisis response teams.” Approximately 40 staff members have participated in this training.
- **I Love U Guys Foundation:** This training focuses on standard response protocols and reunification planning. The Director of Buildings and Grounds and the administrative assistant for the buildings and grounds department have participated in this training so far.
- **Minnesota School Emergency Management:** The Director of Buildings and Grounds, the administrative assistant for the buildings and grounds department, and the school resource officer have completed this rigorous training from Minnesota Homeland Security and Emergency Management.
- **Youth Mental Health First Aid:** Approximately 80% of staff have been trained in Youth Mental Health First Aid.

How does the district investigate threats?

All threats of violence are immediately and thoroughly investigated by a team that can include but is not limited to, school administrators, a school resource officer, other law enforcement or emergency services personnel as appropriate, and other district employees as appropriate. A consistent system is used to respond to situations involving threats. Investigations are intended to determine whether a threat is credible and if there is the capacity to be carried out. The investigation involves many aspects. It can include:

- Interviewing the student(s) involved.
- Interviewing staff.
- Searching persons, backpacks, vehicles or lockers.
- Reviewing video footage, if available.
- Home visits by law enforcement.
- Discussions with family members about the threat and access to weapons outside of school.
- Based on the circumstances of the situation, other investigative steps may be included.

The basic principle of behavioral threat assessment is an ongoing examination of the “totality of circumstances,” or investigating a threat from all sides to determine the likelihood it will actually happen. The district practices a tiered threat assessment system similar to the Salem-Kaiser Method, which is best practice.

All factors examined are consistent with studies done by the United States Secret Service and Department of Homeland Security, which are experts on acts of targeted violence. Both the Northfield Police Department and Northfield School District staff have attended training by both of those organizations specifically on the topics of school safety and threat assessment.

If someone becomes aware of a threat, they should contact a building administrator and/or the Northfield Police Department.

Fundraiser Report | 2023-24 School Year | July 8, 2024

Val Mertesdorf, Director of Finance

As required in Policy 713 Student Activity Accounting, I am providing a report of fundraisers from 7/1/23 - 6/30/24.

Activity	Type of fundraiser	Purpose	Results
Gymnastics	Omelet breakfast	Additional equipment, uniforms and music system	\$1,065
National Honor Society	Volunteer Hours Incentive	Support induction ceremony reception costs and certificates	\$320
Boys Tennis	Bagging groceries at Cub	Help offset the cost of new tennis nets	\$825
Gymnastics	Raider Swag	Fundraise for new apparel and equipment	\$170
Boys Swim	Bagging groceries at Cub	Replacement warm-ups, tech suits, meet suits and training equipment	\$1,447.19
Girls Tennis	Carried banner in DJJD parade	Team T-shirts	\$420
Girls Golf	Picked up trash at DJJD	Golf gear for the season	\$900
Gymnastics	Bagging groceries at Cub	Additional leotards	\$384
NHS Music	Shirts	Offset trip costs, and equipment	\$1,682.39
NHS Music	Poinsettia Sale	Offset trip costs, and equipment	\$1,373.23
FFA	Fruit Sale	Raise funds for travel to statewide events, program equipment	\$6,019
FFA	Flower sale	Raise funds for travel to statewide events, program equipment	\$470
Volleyball	Cookie Dough sale	Fundraise for new apparel and equipment	\$11,730.50

**Summary of Annual Performance Appraisal
for Matthew Hillmann Ed.D.
Superintendent Northfield Public Schools
For the appraisal period of 7/1/2023-06/30/2024
Summarized by Board Chair, Claudia Gonzalez-George
July 8, 2024 Regular School Board Meeting**

The Superintendent is the sole employee of the Northfield Public Schools Board of Education. The district's day-to-day operations are delegated to Dr. Hillmann and the current board members are tasked to evaluate him on a semi-annual and annual basis. The evaluation covers all facets of the superintendent's job responsibilities. Board members provide numeric ratings on a 1-5 scale and are asked to provide comments to support those ratings (1=low, 5=high) for 41 job responsibilities organized around eight major topics and four focus areas.

For this review period, five of seven board members submitted an evaluation. Ratings and comments were provided by the board members explaining the rationale behind their numerical rating or offering further insight into their evaluation of a particular category.

Board Chair Claudia Gonzalez-George with support from Anita Aase, Executive Assistant to the Superintendent and School Board, compiled and summarized board member's evaluations. For the numeric ratings, means were calculated. All written comments were shared with Dr. Hillmann verbatim, but were not attributed to a specific board member. The chair met with Dr. Hillmann on July 2, 2024, to review the annual evaluation.

Dr. Hillmann received an excellent evaluation achieving an overall rating of 4.92 out of 5.00. I will highlight one area of the evaluation and share board members' comments in that area.

While the academic year 2023-2024 gave Dr. Hillmann many areas to highlight his strengths as an excellent district leader, thoughtful communicator, engaged administrator in the district and in St. Paul, involved community member, and terrific educator, one of the biggest goals he had on his plate this year was presenting to the board information regarding the facilities update to the high school such that the board could cast a vote on their desired path.

In the 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", Dr. Hillmann scored high ratings from all the board members. The community, in partnership with the district, has been considering the facility needs at the high school for several years.

Dr. Hillmann thoughtfully scheduled work sessions where key partners were invited to sit with board members in presenting the needs of the facility, from district staff to district student leadership to trusted experts in the field. He used a decision making instrument called IROD to capture all board members' concerns and questions so that those could be addressed by subject area experts if needed. He scheduled work sessions for us where we could handle the materials saved to a Google folder we could assess and study. He developed a timeline of important

milestone events that board members needed to consider should they want a referendum vote in November 2024. Besides contracting Morris Leatherman to survey voters, scheduling and leading tours of the Northfield High School facility and a tour of a new school out of town, Dr. Hillmann gave us updates at regular meetings and helped facilitate that discussion. All board members came to consensus on pursuing an action on the facility and eventually voted on sending a referendum to the community.

This focus goal took most of the academic year and was an excellent way to highlight all of Dr. Hillmann's strengths in organization, communication, listening, community engagement, advocacy to the board on behalf of the district, and high level collaboration with the decision makers at the board table. A building is an important puzzle piece in supporting all students' educational needs in Northfield. It is not more important than teacher, parent, student relationships, early interventions, and properly trained staff, but it is a real support tool for students and teachers every day. While we do not know how the voters will respond to the upgrades, we as a board rated Dr. Hillmann highly in this focus area.

Three board members shared the following comments in part in this category.

One board member put it succinctly this way, "... excellent work keeping the board and community informed." Another board member wrote, "Dr. Hillmann's planning, implementation, and dedication to the bond referendum process is truly remarkable. No one does a referendum like Superintendent Hillmann...". Finally another member submitted in part, "Dr. Hillmann and his administrative team have demonstrated a keen understanding of how to roll out the process with the board and community with regard to the high school. Dr. Hillmann took to heart the feedback shared with him ... ultimately, the thorough, open dialogue between and with the board resulted in a successful vote to move to the community for support for a reimagine high school. Since March 11, Dr. Hillmann has worked tirelessly to inform district voters about the issues on the ballot ... We couldn't have a better leader in this respect."

In conclusion, these comments along with his overall rating in eight topics and four focus areas speak to the full confidence the Northfield School Board of Education has for Superintendent Hillmann. We as a board, district, and a community continue to appreciate Dr. Hillmann's leadership style. He is someone who includes others, has open respectful dialogue with stakeholders, and is open to feedback and improvement. As a community we are in good hands and understand that not every community has the education staff, district personnel, and board leadership that make Northfield Public Schools a desirable school district. The school board is grateful for Dr. Hillmann's excellent performance.

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

June 10, 2024

District Office Boardroom

1. Call to Order

School Board Chair Claudia Gonzalez-George called the regular meeting of the Board of Education of Independent School District No. 659 to order at 6:00 p.m. Present: Butler, Goerwitz, Gonzalez-George, Miller, Nelson, and Quinnell. Absent: Stratmoen. 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 Miller, the board unanimously approved the agenda.

3. Public Comment

There was no public comment.

4. Announcements and Recognitions

- Good luck to both the baseball team and the girls golf team as they compete in state tournaments this week.
- Congratulations to the 315 Northfield High School seniors who graduated on Sunday.
- Before this meeting, the board held a work session delving into the state of childcare in Northfield.

5. Items for Discussion and Reports

- a. Legislative Wrap Up. Superintendent Hillmann provided a recap of the 2024 legislative session.
- b. Policy Committee Recommendations. Dr. Hillmann presented the policy committee's recommendations on policies 507.5 and 806. The board will be asked to approve these at the July 8 board meeting.
- c. Superintendent Focus Areas End of Year Report. Superintendent Hillmann presented the end of year report on the superintendent's 2023-24 focus areas.
- d. FY 2024 Audit Engagement Letter. Director of Finance Val Mertesdorf presented the proposal from CliftonLarsonAllen, LLP Audit Engagement Letter for the audit of the 2023-2024 school year. The engagement letter establishes the parameters and fees associated with the annual audit required by statute. This will be an item for individual action at the next board meeting.
- e. Fall 2024 Bond Referendum. Superintendent Hillmann updated the board on the bond referendum informational campaign and highlighted upcoming events.

6. Consent Agenda

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

- a. Minutes. Minutes of the Regular School Board meeting held on May 28, 2024.
- b. Gift Agreements. Gift agreements included in the board packet.
- c. Financial Report - February 2024. Director of Finance Mertesdorf requested the board approve paid bills totaling \$2,609,232.49, payroll checks totaling \$3,769,864.29, a wire transfer totaling \$550,000.00 from Frandsen General to Frandsen Sweep, a wire transfer totaling \$500,000.00 from Frandsen Sweep to Frandsen General, and the financial reports for February 2024. At the end of February 2024 total cash and investments amounted to \$20,412,937.62.
- d. Policy Revisions. The revisions to policies 507 and 514 are directly related to changes in federal or Minnesota law and recommended by the Minnesota School Boards Association. Because the district endeavors to have policy align with state and federal law it was recommended that the board adopt the revisions presented.

- e. Overnight Field Trip. Northfield High School FFA Advisor T.J. Austin requested board approval to take FFA chapter officers for an overnight retreat June 20 - June 21, 2024 to prepare and plan the 2024-25 program of activities.
- f. Personnel Items
- i. Appointments
1. Dalilah Agapito Rosas, Summer BLAST/PLUS Site Assistant at Greenvale Park and the Middle School, effective 6/24/24-8/8/24, \$14.90/hr.
 2. Madison Anderson, .40 Art Teacher at the High School, effective 8/22/24-6/6/25, BA, step 1.
 3. Sydney Caltagirone, 1.0 Special Education Resource Room Teacher at Spring Creek, beginning 8/22/24, BA, Step 1.
 4. Quinlyn Edwards, Summer Recreation Instructor Assistant with Community Ed Recreation, effective 6/10/24-8/31/24, \$14/hr.
 5. Kelly Erickson, 1.0 FTE Custodian at the Middle School, beginning 6/03/2024. Step 2 - \$20.09/hr
 6. Dustin Evsich, 1.0 FTE Custodian at the Middle School, beginning 5/30/2024. Step 5 - \$21.45/hr.
 7. Anna Forbord, Summer Recreation Instructor Assistant with Community Ed Recreation, effective 6/10/2024-8/31/2024. \$14.00/hr.
 8. Ella Jerdee, Summer BLAST/PLUS Site Assistant at Greenvale Park and the Middle School, effective 6/24/24-8/8/24, \$14.90/hr.
 9. Maryam Keita, Summer Kid Ventures Site Assistant at Spring Creek, effective 6/5/24-8/23/24, Step 3-\$15.68/hr.
 10. Gretta Kunze, Summer Bridges to Kindergarten Teacher at BW, effective 8/5/24-8/16/24. BA+10, step 10.
 11. Kathy Lansing, Summer Bridges to Kindergarten Teacher at Spring Creek, effective 8/5/24-8/16/24. Daily Sub rate of pay.
 12. Alisa Larsen, Special Educational Assistant/PCA at the NCEC, effective 8/26/24, step 4- \$18.04/hr + PCA stipend, subject to change on settlement of 2024-2026 EA agreement.
 13. Mathew Leider, 1.0 FTE Custodian at the Middle School, beginning 6/05/2024. Step 2 - \$20.09/hr
 14. Shelby Nelson, Summer Recreation Instructor Assistant with Community Ed Recreation, effective 6/10/24-8/31/24, \$14.25/hr.
 15. Andrea Stowe, 1.0 Grade 4 LTS at Greenvale Park, effective 8/22/24-11/21/24, BA, Step 1.
 16. Cassandra Bardole, Summer KidVenture Site Assistant on-call as needed at Spring Creek, effective 06/04/2024 through 8/30/2024, Step 1, \$14.90/hour.
 17. Barrett Bradley, Summer Lifeguard with Community Ed Recreation, beginning 6/11/2024-8/31/2024. Step 1-\$14/hr.
 18. Keaton Ginter, Summer Recreation Instructor Assistant with Community Ed Recreation, effective 6/10/2024-8/31/2024. Step 4-\$14.75/hr.
 19. Marilyn Nelson, Special Ed EA PCA for 2.8 hours/day at the NCEC, beginning 8/26/2024. Step 3-\$17.39/hr. + PCA Stipend. Subject to change upon settlement of the 2024-26 employment agreement with the Educational Support Staff.
 20. Keriana Rasmussen, Summer KidVentures Site Assistant for up to 40 hours/week at Spring Creek, beginning 7/18/2024-8/23/2024. Step 1-\$14.90/hr.
 21. Zachariah Simmons, Summer Recreation Instructor Assistant with Community Ed Recreation, effective 6/10/2024-8/31/2024. Step 5-\$15.25/hr.
 22. Jade Suhsen, Summer EarlyVentures Assistant Teacher for up to 40 hours/week at the NCEC, beginning 6/13/2024-8/23/2024. Step 2-\$17.54/hr.
- ii. Increase/Decrease/Change in Assignment
1. Danielle Amundson, Grade 2 Teacher at Greenvale Park, add General Education Mentor Teacher at Greenvale, effective 8/22/24-6/6/25, \$1,000 stipend.
 2. Kirsten Anderson, Special Education EA/PCA at Spring Creek for 6.75 hrs/day, add General Education EA supervisory for .25 hrs/day beginning 8/26/24.
 3. Paula Bargary, Grade 5 Teacher at Spring Creek, add General Education Mentor Teacher at Spring Creek, effective 8/22/24-6/6/25, \$1,000 stipend.
 4. Paula Bargary, Grade 5 Teacher at Spring Creek, add Eagle Bluff Coordinator, effective 6/10/24-8/30/24.
 5. Pamela Bennewitz, EL Educational Assistant at Greenvale Park, add Summer Site Assistant and Summer Club Leader at Greenvale Park for up to 6 hours a day, effective 6/24/24-8/8/24, Site Assist. Step 3-\$15.68/hr, Club Leader-\$24.30/hr.
 6. Adriana Bermudez Araujo, Special Education EA/PCA for 5.60 hrs/day at the NCEC, change to Special Education EA/PCA for 4.10 hours/day at the NCEC, effective 8/26/24.
 7. Abigail Borgerding, Summer Recreation Instructor Assistant with Community Ed Recreation, add Summer Instructor Assistant with Community Ed Recreation, effective 5/29/24 through 8/31/24. \$14.00/hr.
 8. Kristen Cade, Kindergarten Teacher at Bridgewater, add Bridges to Kindergarten Teacher at Bridgewater, effective 8/5/24-8/26/24.

9. Diana Camargo, Special Education EA/PCA for 7.0 hrs/day at the NCEC, change to Special Education EA/PCA for 6.0 hours/day at the NCEC, effective 8/26/24.
10. Pam Charlton, ADSIS Teacher at Greenvale Park, add Elementary Literacy Lead at Greenvale Park, effective 8/22/24-6/6/25, \$1,00 stipend
11. Pam Charlton, ADSIS Teacher at Greenvale Park, add K-2 Bridges Implementation Lead at Greenvale Park, effective 8/22/24-6/6/25, \$1,000 stipend0
12. Noreen Cooney, Social Worker at Spring Creek, add MTSS Lead at Spring Creek, effective 8/22/24-6/6/25, \$1,000 stipend.
13. Kristen Craft, Grade 1 Teacher at Spring Creek, add K-2 Bridges Implementation Lead at Spring Creek, effective 8/22/24-6/6/25, \$1,000 stipend.
14. Christa Danielson, Kindergarten Teacher at Bridgewater, add K-2 Bridges Implementation Lead at Bridgewater, effective 8/22/24-6/6/25, \$1,000 stipend.
15. Lindsey Downs, ADSIS Teacher at Spring Creek, add Elementary Literacy Lead at Spring Creek, effective 8/22/24-6/6/25, \$1,000 stipend.
16. Sarah DuChene, .8 Grade 5 Teacher at Bridgewater, add Elementary Literacy Lead at Bridgewater, effective 8/22/24-6/6/25, \$1,000 stipend.
17. Quinlyn Edwards, Summer Recreation Instructor Assistant with Community Ed Recreation, add Instructor Lead with Community Education, effective 6/10/24-8/31/24, \$15/hr
18. Jan Ensrud, Language Arts Teacher at the Middle School, add General Education Mentor Teacher at the Middle School, effective 8/22/24-6/6/25, \$1,000 stipend.
19. Molly Ericksen, School Psychologist at Bridgewater, add MTSS Lead at Bridgewater, effective 8/22/24-6/6/25, \$1,000 stipend.
20. David Foley, Head Girls Basketball Coach, add Summer Weight Room Assistant, effective 6/10/24-8/31/24, \$20/hr.
21. Robert Garcia, Grade 4 Teacher at Greenvale Park, add Elementary Math Lead at Greenvale, effective 8/22/24-6/6/25, \$1,000 stipend.
22. Graciela Guerrero, Special Education EA/PCA for 6.30 hrs/day at the NCEC, change to Special Education EA/PCA for 6.90 hours/day at the NCEC, effective 8/26/24.
23. Becki Haar, Grade 4 Teacher at Spring Creek, add 3-5 Bridges Implementation Lead at Spring Creek, effective 8/22/24-6/6/25, \$1,000 stipend.
24. Erin Hall, Grade 1 Teacher at Bridgewater, General Education Mentor Teacher at Bridgewater, effective 8/22/24-6/6/25, \$1,000 stipend.
25. Kelly Hebzynski, Math Teacher at the Middle School, add Summer BLAST Teacher at the MS, effective 6/24/24-8/8/24, \$40/hr.
26. Gretchen Heil, Kindergarten Teacher at Spring Creek, add Bridges to Kindergarten Teacher at Spring Creek, effective 8/5/24-8/26/24.
27. Dana Holden, Grade 5 Teacher at Bridgewater, add 3-5 Bridges Implementation Lead at Bridgewater, effective 8/22/24-6/6/25, \$1,000 stipend.
28. Andrea James, Special Education EA/PCA for 1.40 hrs/day at the NCEC, change to Special Education EA/PCA for 1.95 hours/day at the NCEC, effective 8/26/24.
29. Suzanne Lanza, Grade 1 Teacher at Bridgewater, add Elementary Math Lead at Bridgewater, effective 8/22/24-6/6/25, \$1,000 stipend.
30. Alisa Larsen, Special Education EA/PCA at the NCEC, add ESY Educational Assistant/PCA at the NCEC, effective 6/24/24-7/26/2024.
31. Melissa Larsen, Behavior Coach at Greenvale Park, add MTSS Lead at Greenvale, effective 8/22/24-6/6/25, \$1,000 stipend.
32. Becky Malecha, Grade 5 Teacher at Spring Creek, add Elementary Math Lead at Spring Creek, effective 8/22/24-6/6/25, \$1,000 stipend.
33. Ellen Mucha, MTSS Teacher at the High School, add MTSS Lead at the High School, effective 8/22/24-6/6/25, \$1,000 stipend.
34. Addie Nelson, Special Education EA/PCA for 4.0 hrs/day at the NCEC, change to Special Education EA/PCA for 6.30 hours/day at the NCEC, effective 8/26/24.
35. Shelby Nelson, Summer Recreation Instructor Assistant with Community Ed Recreation, add Summer Instructor Lead with Community Ed Recreation, effective 6/10/24-8/31/24, \$15.25/hr.
36. Gabriela Nieves, Early Childhood Outreach Specialist for 206 days/year at the NCEC, change to Early Childhood Outreach Specialist for 187 days/year at the NCEC, effective 7/1/24.
37. Michael O'Keefe, Middle School Assistant Principal, add Eagle Bluff Chaperone, effective 7/15/24-7/17/24.
38. Chris O'Neill, Middle School Teacher, add Eagle Bluff Coordinator, effective 6/10/24-8/30/24.
39. Betsy Peterson, Grade 3 Teacher at Greenvale Park, add 3-5 Bridges Implementation Lead at Greenvale, effective 8/22/24-6/6/25, \$1,000 stipend.
40. Lizbeth Ramirez, Educational Assistant at Greenvale Park and Special Ed EA ESY, add Summer Kid Ventures Site Assistant, effective 6/7/24-8/23/24.

41. Elga Reyes de Broughton, Special Education EA/PCA at Spring Creek for 6.50 hrs/day and General Education EA for .25 hrs/day, change to Special Education EA/PCA at Spring Creek for 6.75 hrs/day and General Education EA for .25 hrs/day, beginning 8/26/24.
 42. Emily Shroyer, Kindergarten Teacher at Greenvale Park, add Bridges to Kindergarten Teacher at Greenvale Park, effective 8/5/24-8/26/24.
 43. Pillar Sullivan, General Education EA for 7.5 hrs/day at NCEC, change to General Education EA for 6.30 hrs/day, beginning 8/26/24.
 44. Sarah Swan McDonald, Social Studies Teacher at the High School, add General Education Mentor Teacher at the High School, effective 8/22/24-6/6/25, \$1,000 stipend.
 45. Amanda Tracy, Spanish Teacher at the High School, add General Education Mentor Teacher at the High School, effective 8/22/24-6/6/25, \$1,000 stipend.
 46. Lahna Tran, Kindergarten Teacher at Bridgewater, add General Education Mentor Teacher at Bridgewater, effective 8/22/24-6/6/25, \$1,000 stipend.
 47. Travis Wiebe, Teacher at the High School, add Summer Weight Room Assistant, effective 6/10/24-8/31/24, \$20/hr.
 48. Mary Boyum, Special Ed EA/PCA at Spring Creek, add Special Ed EA/PCA ESY BUS for up to 1.0 hour/day at Greenvale Park, effective 7/8/2024-7/19/2024.
 49. Barrett Bradley, Summer Lifeguard with Community Ed Recreation, add Summer Instructor Assistant, and Summer Instructor Lead with Community Education Recreation, effective 6/10/2024 - 8/31/2024. Summer Instructor Assistant - \$14.25/hr., Summer Instructor Lead - \$15.25/hr.
 50. Elizabeth Brewer, Special Ed EA/PCA at the Middle School, add Special Ed EA/PCA ESY BUS for up to 1.5 hours/day at the Middle School, effective 7/8/2024-7/19/2024.
 51. Peggy Christensen, Special Ed BUS EA with the District, add Special Ed EA/PCA ESY BUS for up to 4 hours/day, 4 days/week with the District, effective 7/8/2024-7/25/2024.
 52. Elizabeth Emerson, Special Ed EA/PCA at the High School, add Special Ed EA/PCA ESY BUS for up to 1.5 hour/day at the Middle School, effective 7/8/2024-7/19/2024.
 53. Meghan Kuechenmeister, Special Ed EA/PCA at the High School, add Special Ed EA/PCA ESY BUS for up to 3 hours/day at the Middle School, effective 7/8/2024-7/19/2024.
 54. Nancy Meyers, Special Ed BUS EA at the Middle School, add Special Ed EA/PCA ESY BUS for up to 3 hours/day with the District, effective 7/15/2024-7/25/2024.
 55. Diane Nagy, Teacher at Bridgewater, add Targeted Services Summer Plus/BLAST Teacher for up to 6.5 hours/day Mon.-Thurs. at the Middle School and Greenvale Park, effective 6/24/2024-8/8/2024. \$40/hr.
 56. Deb Pack, Special Ed EA/PCA at the High School for 3.13 hrs/day in LI and 3.12 hrs/day Job Coach, change to 3.13 hrs/day NB and 3/12 hrs/day Job Coach, effective 8/26/2024.
 57. Lizbeth Ramirez, Special Ed EA/PCA at Greenvale Park, add Special Ed EA/PCA ESY BUS for up to 1.5 hour/day at Greenvale Park, effective 7/8/2024-7/19/2024.
 58. Amanda Rezac, Special Ed EA/PCA at the High School, add Special Ed EA/PCA ESY BUS for up to 1.75 hour/day at Greenvale Park, effective 7/8/2024-7/19/2024.
 59. Brent Rauk, Teacher at the Middle School, add Targeted Services Summer BLAST Teacher for up to 6.5 hours/day Mon.-Thurs. at the Middle School, beginning 6/24/2024-8/8/2024. \$40/hr.
- iii. Leave of Absence
1. n/a
- iv. Retirements/Resignations/Terminations
1. Kelsie Arch, Psychometrist and Educational Assistant at the NCEC, resignation effective at the end of the 2023-2024 school year.
 2. Megan Bauer, Early Ventures Teacher at the NCEC, termination effective 6/3/24.
 3. Lianne Deanovic, Special Educational EA/PCA at the High School, retirement effective 6/6/24.
 4. Chaz Irrthum, Assistant Boys Lacrosse Coach, resignation effective, 6/3/24.
 5. Jill Keely, Early Ventures Teacher at the NCEC, resignation effective 6/21/24.
 6. Will Todd, Educational Assistant at the Middle School, resignation effective at the end of the 2023-2024 school year.
 7. Angel Rivera, Full Time Teacher Substitute - District wide, resignation effective 6/6/2024.
 8. Addie Nelson, Special Education EA/PCA at the NCEC, resignation effective 6/6/2024.
- v. Administration is recommending the approval of the following employment agreements covering the period of July 1, 2024 through June 30, 2026:
1. Community Education Staff
 2. Other Staff
 3. Custodians

8. Items for Individual Action

- a. Sale of District Property. On a motion by Miller, seconded by Nelson, the board unanimously approved the sale of district owned property Parcel #17.11.3.75.021 in Dundas as presented.
 - b. Resolution to Approve Bond Referendum Ballot Language and Call the Special Election. On a motion by Miller, seconded by Butler, the board approved by roll call to approve the Resolution Relating to Determining the Necessity of Issuing General Obligation Bonds and Calling a Special Election Thereon. Voting “yes” was Butler, Goerwitz, Miller, and Gonzalez-George. Voting “no” was Nelson and Quinnell.
 - c. Resolution Certifying the Population Estimate for the 2024 Payable 2025 Levy. On a motion by Butler, seconded by Goerwitz, the board unanimously approved by roll call the Resolution Certifying the Population Estimate for the 2024 Payable 2025 Levy of Independent School District No. 659. The Minnesota State Demographer's office released the 2023 District Population Data and due to population growth, Minnesota Community Education programs now qualify for additional General Community Education Revenue. Northfield Public Schools qualifies for additional funding. Based on the Pay24 calculations this will generate an additional \$6,815 for General Community Education revenue. The statutory deadline for board approval of this resolution is June 30, 2024. Voting “yes” was Butler, Goerwitz, Miller, Nelson, Quinnell, and Gonzalez-George. No one voted “no”.
 - d. Resolution Establishing Dates for Filing Affidavits of Candidacy. On a motion by Miller, seconded by Nelson, the board unanimously adopted by roll call, the Resolution Establishing Dates for Filing Affidavits of Candidacy. Voting “yes” was Butler, Goerwitz, Miller, Nelson, Quinnell, and Gonzalez-George. No one voted “no”. Upon adoption of this resolution the Notice of Filing Dates will be posted and advertised in the Northfield News, according to the deadlines indicated on the election calendar published by the Minnesota Secretary of State's Office. Affidavits of Candidacy for the four (4) school board vacancies may be filed at the District Office, 201 Orchard Street South, beginning Tuesday, July 30, 2024 and ending Tuesday, August, 13, 2024. An election will be held to fill four (4) vacancies with four-year terms. The terms of Corey Butler, Amy Goerwitz, Claudia Gonzalez-George, and Noel Stratmoen expire on January 6, 2025.
8. Items for Information
 - a. End of Year Enrollment Report. Dr. Hillmann reviewed the June 2024 end of year enrollment report.
 9. Future Meetings
 - a. Monday, July 8, 2024, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
 - b. Monday, July 22, 2024, 5:00 p.m., Workshop, Northfield DO Boardroom
 - c. Monday, August 12, 2024, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
 11. Adjournment

On a motion by Quinnell, seconded by Butler, the board unanimously approved to adjourn the regular board meeting at 6:55 p.m.

Amy Goerwitz
School Board Clerk

RESOLUTION ACCEPTING DONATIONS

The following resolution was moved by _____ and seconded by _____:

WHEREAS, Minnesota Statutes 123B.02, Sub. 6 provides: “ The board may receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. In that behalf, the board may act as trustee of any trust created for the benefit of the district, or for the benefit of pupils thereof, including trusts created to provide pupils of the district with advanced education after completion of high school, in the advancement of education.”; and

WHEREAS, Minnesota Statutes 465.03 provides: “Any city, county, school district or town may accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor. Nothing herein shall authorize such acceptance or use for religious or sectarian purposes. Every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full.”; and

WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full;

THEREFORE, BE IT RESOLVED, that the School Board of Northfield Public Schools, ISD 659, gratefully accepts the following donations as identified 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:	Amount:	Who the bequest, donation, or gift is from:	What is the bequest, donation, or gift for?
5/22/2024	\$1,500.00	Healthy Community Initiative	Juneteenth Donation
6/5/2024	\$750.00	BW Boosters	Kindness Retreat Donation
6/5/2024	\$4,907.95	BW Boosters	End of Year Reimbursements for Bridgewater
6/7/2024	\$1,000.00	NHS Booster Club	NHS Booster Club Scholarship
6/7/2024	\$1,000.00	This Life Rocks	This Life Rocks Scholarship
6/7/2024	\$1,500.00	WINGS	ALC Backpack Program
6/7/2024	\$3,000.00	WINGS	Dakota Prairie ABE Program
6/7/2024	\$8,500.00	WINGS	Americorp Groundwork Fellow
5/31/24	\$1,958.00	Robyn & Steven Dietz family	Senior Celebration
6/11/24	\$1,000.00	Neuger Communications	Juneteenth Donation
6/6/24	\$350.00	Benjamin Bus, Inc.	Youth Softball & Baseball Sponsorship
6/13/24	\$175.00	Veteran of Foreign Wars	Little League Sponsorship
6/18/24	\$175	Schmidt Homes	Little League Sponsorship
6/25/2024	\$5,000.00	NHS Booster Club	NHS Activities - Hudl Payment
6/25/2024	\$1,500.00	Northfield Touchdown Club	NHS Activities - Hudl Payment



**2024-2025 RESOLUTION FOR MEMBERSHIP
IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE
Membership Renewal Form**

This form must be completed once for each school in the district.

Must be completed and submitted to MSHSL NOT LATER THAN JULY 31, 2024. Retain one copy for the school files.

RESOLVED, that the Governing Board or Entity of Northfield Public Schools located in the State of Minnesota delegates the control, supervision and regulation of interscholastic activities and athletics (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes.

FURTHER RESOLVED, that the school listed is authorized by this, the Governing Board of said school district or school to renew its membership in the Minnesota State High School League; and to participate in the approved interscholastic activities and athletics sponsored by said League and its various subdivisions.

FURTHER RESOLVED, that this Governing Board or Entity hereby adopts the Constitution, Bylaws, Policies, Rules and Regulations of said League and all amendments thereto as the same as are published in the latest edition of the League's *Official Handbook*, on file at the office of the school district or school, or as appears on the League's website, as the minimum standards governing participation in said League-sponsored activities and athletics. Further, the administration and responsibility for determining student eligibility and for the supervision of such activities and athletics are assigned to the official representatives identified by this Governing Board or Entity.

Signing this Resolution for Membership affirms that this Governing Board has reviewed all required membership materials provided by the League which defines the purpose and value of education-based activity and athletic and programs and defines each member school's responsibilities.

Member schools must develop and publicize administrative procedures to address eligibility suspensions related to Student Code of Responsibilities (Bylaw 206.2) violations for students participating in activity and athletic programs by member schools.

The above Resolution was adopted by the Governing Board or Entity of this school or district and is recorded in the official minutes of said Board and hereby is certified to the State Commissioner of Education as provided for by law.

The following is taken from the MSHSL Constitution:

208.00 LOCAL CONTROL

208.01 Designated School Representatives

At the beginning of the League's fiscal year, the governing board of each member school shall designate two (2) representatives who are authorized to vote for the member school at all district, region and section meetings and on mail ballots where member schools are called upon to vote.

One of the designated representatives shall be a member of the school's governing board and the other shall be an administrator or full-time faculty member of the member school.

In school districts with multiple schools, the designated representative from the school district's governing body may represent more than one school and is entitled to one vote for each school they represent.

208.02 Designated Activity Representatives

At the beginning of the League's fiscal year, the governing board of each member school shall select individuals to represent its school in the following areas: (a) boys sports; (b) girls sports; (c) speech; and (d) music.

208.03 Local Advisory Committee

Each school is urged to form an advisory committee for League activities. Committee membership is not limited to but shall include a school board member, a student, a parent, and a faculty member, to advise the designated school representatives on all matters relating to the school's membership in the MSHSL.

Northfield High School

Name of School (Please Print)

208.01 VOTE ON BEHALF OF THE HIGH SCHOOL

Jeff Quinnell

John Mahal

(Designated School Board Member – please print)

(Designated School Representative – please print)

jquinnell@northfieldschools.org

jmahal@northfieldschools.org

Email Address

Email Address

208.02 ACTIVITY REPRESENTATIVES

John Mahal

John Mahal

(Boys Sports – please print)

(Girls Sports – please print)

Jody Saxton-West

Kyle Eastman

(Speech – please print)

(Music – please print)

208.03 LOCAL ADVISORY COMMITTEE MEMBERS

Jeff Quinnell

(Board Member—please print)

Emmett Norrie

(Student—please print)

Emileana Graupmann

(Parent—please print)

Bubba Sullivan

(Faculty Member—please print)

John Mahal

(Mailing Representative—please print)

The Mailing Representative is the person to whom mailings go. This is usually the Activity Director.

Print Name: Amy Goerwitz
(Clerk/Secretary - Local Governing Board)

Print Name: Dr. Matt Hillmann
(Superintendent or Head of School)

Signed: _____
(Clerk/Secretary - Local Governing Board)

Signed: _____
(Superintendent or Head of School)

Date: _____

Date: _____

507.5 SCHOOL RESOURCE OFFICERS - NEW

[Note: The provisions of this policy substantially reflect statutory requirements. School districts utilizing school resource officers may choose to adopt this policy.]

I. PURPOSE

The purpose of this policy is to establish the contractual duties and training requirements of a Northfield School District school resource officer.

II. GENERAL STATEMENT OF POLICY

The district, upon securing the services of one or more school resource officers, is committed to establishing the qualifications and duties required of these officers. Any contract for the services of a school resources officer with the school district must meet the requirements of this policy.

III. DEFINITIONS

- A. "School" means an elementary school, middle school or secondary school, as defined in Minnesota Statutes, section 120A.05, subdivisions 9, 11, and 13.
- B. "School Resource Officer" means a peace officer who is assigned to work in an elementary school, middle school, or secondary school during the regular instructional school day as one of the officer's regular responsibilities through the terms of a contract entered between the peace officer's employer and the designated district or charter school.

IV. CONTRACTUAL DUTIES

- A. A school resource officer's contractual duties with the district shall include:
 - 1. Fostering a positive school climate through relationship building and open communication.
 - 2. Protecting students, staff, and visitors to the school grounds from criminal activity.
 - 3. Serving as a liaison from law enforcement to school officials.
 - 4. Providing advice on safety drills.
 - 5. Identifying vulnerabilities in school facilities and safety protocols.
 - 6. Educating and advising students and staff on law enforcement topics.
 - 7. Enforcement of criminal laws.
- B. The district may contract with a school resource officer's employer for the officer to perform additional duties to those described in paragraph IV.A.

- C. A school resource officer must not use force or the authority of their office solely to enforce school rules or policies or participate in the enforcement of discipline for violations of school rules.
- D. Nothing in this Article limits any other duty or responsibility imposed on peace officers; limits the expectation that peace officers will exercise professional judgment and discretion to protect the health, safety, and general welfare of the public when carrying out their duties; or creates a duty for school resource officers to protect students, staff, or others on school grounds that is different from the duty to protect the public as a whole.

V. TRAINING

- A. Except as provided for in paragraphs V.B., V.C., and V.D., beginning September 1, 2025, a peace officer assigned to serve as a school resource officer must complete a training course that provides instruction on the learning objectives identified in Minnesota Statutes, section 626.8482, subdivision 4 prior to assuming the duties of a school resource officer.
- B. A peace officer who has completed either the School Safety Center standardized Basic School Resource Officer Training or the National School Resource Officer Basic School Resource Officer course prior to September 1, 2025, must complete the training mandated under paragraph V.A. above before June 1, 2027. A peace officer covered under this paragraph may complete a supplemental training course approved by the board pursuant to Minnesota Statutes, section 626.8482, subdivision 4, paragraph (b), to satisfy the training requirement.
- C. If an officer's employer is unable to provide the required training course to the officer prior to the officer assuming the duties of a school resource officer, the officer must complete the required training within six months of assuming the duties of a school resource officer. The officer is not required to perform the duties described in Minnesota Statutes, section 626.8482, subdivision 2, paragraph (a), clause (4) or (5), until the officer has completed the required training course. The officer must review any policy adopted by the officer's employer pursuant to section 626.8482, subdivision 6 before assuming the other duties of a school resource officer and must comply with that policy.
- D. An officer who is serving as a substitute school resource officer for fewer than 60 student contact days within a school year is not obligated to complete the required training or perform the duties described in Minnesota Statutes, section 626.8482 subdivision 2, paragraph (a), clause (4) or (5), but must review and comply with any policy adopted pursuant to subdivision 6 by the law enforcement agency that employs the substitute school resource officer.

- E. For each school resource officer employed by an agency, the chief law enforcement officer must maintain a copy of the most recent training certificate issued to the officer for completion of the training mandated under this section.

Policy 507.5 SCHOOL RESOURCE OFFICERS

Adopted: INSERT DATE

Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

Legal References: Minn. Stat. § 120A.05, subs. 9, 11, and 13 (Definitions)
Minn. Stat. § 120B.02, subd. 25 (General Powers of Independent School Districts – School Resource Officers)
Minn. Stat. § 626.8482 (School Resource Officers; Duties; Training; Model Policy)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 506 (Student Discipline)

Policy 806 CRISIS MANAGEMENT

I. PURPOSE

The purpose of this policy is to direct the Northfield School District administration to develop crisis management plans to coordinate protective actions prior to, during and after any type of emergency or potential crisis situation.

II. GENERAL STATEMENT OF POLICY

- A. The district will engage in ongoing emergency planning within the district and with first responders and other relevant community organizations. The district will ensure that relevant first responders in the community have access to their building-specific crisis management plans and will provide training to district staff to enable them to act appropriately in the event of a crisis.
- B. The superintendent, the director of buildings and grounds, and other district administration and/or the administration of each building shall develop crisis management plans. The crisis management plan will be maintained, updated and revisions distributed to the appropriate personnel on an annual basis before the beginning of each school year.
- C. Student safety is a priority in our schools. All threats of violence are immediately and thoroughly investigated by a team that can include, but is not limited to, school administrators, a school resource officer, other law enforcement or emergency services personnel as appropriate, and other district employees as appropriate. The Crisis Management Plan includes an outline of the district's threat assessment procedures.

Policy 806 Crisis Management

Adopted: 11.24.2008; Reviewed: 07.01.2019; Non-Substantive Update: 08.26.2021, 08.08.2022, 01.26.2023, INSERT DATE HERE

Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

Legal References: Minn. Stat. Ch. 12 (Emergency Management)
Minn. Stat. Ch. 12A (Natural Disaster; State Assistance)
Minn. Stat. § 121A.035 (Crisis Management Policy)
Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)
Minn. Stat. § 299F.30 (Fire Drill in School; Doors and Exits)
Minn. Stat. § 326B.02, Subd. 6 (Powers)
Minn. Stat. § 326B.106 (General Powers of Commissioner of Labor and Industry)
Minn. Stat. § 609.605, Subd. 4 (Trespasses)
Minn. Rules Ch. 7511 (Fire Code)
20 U.S.C. § 1681, et seq. (Title IX)
20 U.S.C. § 6301, et seq. (Every Student Succeeds Act)
20 U.S.C. § 7912 (Unsafe School Choice Option)
42 U.S.C. § 5121 et seq. (Disaster Relief and Emergency Assistance)

Cross References: MSBA/MASA Model Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)
MSBA/MASA Model Policy 413 (Harassment and Violence)

MSBA/MASA Model Policy 501 (School Weapons Policy)

MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 532 (Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds)

MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)

Comprehensive School Safety Guide: <https://dps.mn.gov/divisions/hsem/mn-school-safety-center/Documents/Comprehensive%20School%20Safety%20Guide.pdf>



Statement of Work - Audit Services

June 5, 2024

This document constitutes a statement of work ("SOW") under the master service agreement ("MSA") dated June 6, 2023, or superseding MSA, made by and between CliftonLarsonAllen LLP ("CLA," "we," "us," and "our") and ISD #659 Northfield ("you," "your," or "the entity"). We are pleased to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services CLA will provide for the entity as of and for the year ended June 30, 2024.

Craig W. Popenhagen is responsible for the performance of the audit engagement.

Scope of audit services

We will audit the financial statements of the governmental activities, each major fund and the aggregate remaining fund information, which collectively comprise the basic financial statements of ISD #659 Northfield, and the related notes to the financial statements as of and for the year ended June 30, 2024.

The Governmental Accounting Standards Board (GASB) provides for certain required supplementary information (RSI) to accompany the entity's basic financial statements.

The RSI will be subjected to certain limited procedures, but will not be audited.

We will also evaluate and report on the presentation of the supplementary information other than RSI accompanying the financial statements in relation to the financial statements as a whole.

Nonaudit services

We will also provide the following nonaudit services:

- Preparation of your financial statements and the related notes.
- Preparation of the required supplementary information (RSI).
- Preparation of the supplementary information.
- Preparation of schedule of expenditures of federal awards.
- Preparation of adjusting entries, if necessary

Audit objectives

The objectives of our audit of the financial statements are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP). Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS) will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

Our audit will be conducted in accordance with U.S. GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards require us to be independent of the entity and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. Our audit will include tests of your accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express opinions and render the required reports.

We will apply certain limited procedures to the RSI in accordance with U.S. GAAS. However, we will not express an opinion or provide any assurance on the RSI because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. We will also perform procedures to enable us to express an opinion on whether the supplementary information (as identified above) other than RSI accompanying the financial statements is fairly stated, in all material respects, in relation to the financial statements as a whole.

The objectives of our audit also include:

- Reporting on internal control over financial reporting and on compliance with the provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Reporting on internal control over compliance related to major programs and expressing an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Uniform Guidance.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over

compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We will issue written reports upon completion of our audit of your financial statements and compliance with requirements applicable to major programs.

Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph to our auditors' report, or if necessary, withdraw from the engagement. If our opinions on the financial statements or compliance are other than unmodified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements or material noncompliance caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements or an opinion on compliance, we retain the right to take any course of action permitted by professional standards, including declining to express opinions or issue reports, or withdrawing from the engagement.

As part of our audit, we will also perform the procedures and provide the report required by the Minnesota Legal Compliance Audit Guide for Political Subdivisions.

It is our understanding that our auditors' report will be included in your annual report which is comprised of the introductory section and that your annual report will be issued by the date of our reports on your financial statements. Our responsibility for other information included in your annual report does not extend beyond the financial information identified in our opinion on the financial statements. We have no responsibility for determining whether such other information is properly stated and do not have an obligation to perform any procedures to corroborate other information contained in your annual report. We are required by professional standards to read the other information and consider whether a material inconsistency exists between the other information and the financial statements because the credibility of the financial statements and our auditors' report thereon may be undermined by material inconsistencies between the audited financial statements and other information. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Auditor responsibilities, procedures, and limitations

We will conduct our audit in accordance with U.S. GAAS, the standards for financial audits contained in *Government Auditing Standards*, and the Uniform Guidance.

Those standards require that we exercise professional judgment and maintain professional skepticism throughout the planning and performance of the audit. As part of our audit, we will:

- Identify and assess the risks of material misstatement of the financial statements and material noncompliance, whether due to fraud or error, design and perform audit procedures responsive to those

risks, and evaluate whether audit evidence obtained is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement or a material noncompliance resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the amounts and disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on our evaluation of audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the entity's ability to continue as a going concern for a reasonable period of time.

Although our audit planning has not been concluded and modifications may be made, we have identified the following significant risk(s) of material misstatement as part of our audit planning:

- Management override of controls
- Revenue recognition

There is an unavoidable risk, because of the inherent limitations of an audit, together with the inherent limitations of internal control, that some material misstatements or noncompliance may not be detected, even though the audit is properly planned and performed in accordance with U.S. GAAS, *Government Auditing Standards*, and the Uniform Guidance. Because we will not perform a detailed examination of all transactions, material misstatements, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity, may not be detected. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not require auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management and those charged with governance of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management and those charged with governance of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a single audit.

Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting fraud or errors that are material to the financial statements and to preventing and detecting misstatements resulting from noncompliance with provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify deficiencies, significant deficiencies, or material weaknesses in internal control. However, we will communicate to you in writing significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we identify during the audit that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the entity's compliance with the provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

We will include in our report on internal control over financial reporting and on compliance relevant information about any identified or suspected instances of fraud and any identified or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements that may have occurred that are required to be communicated under *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards that may have a direct and material effect on each of the entity's major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the "OMB Compliance Supplement" for the types of compliance requirements that could have a direct and material effect on each of the entity's major programs. The purpose of these procedures will be to express an opinion on the entity's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

We will evaluate the presentation of the schedule of expenditures of federal awards accompanying the financial statements in relation to the financial statements as a whole. We will make certain inquiries of management and evaluate the form, content, and methods of preparing the schedule to determine whether the information complies with U.S. GAAP and the Uniform Guidance, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We will compare and reconcile the schedule to the underlying accounting records

and other records used to prepare the financial statements or to the financial statements themselves.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Management responsibilities

Our audit will be conducted on the basis that you (management and, when appropriate, those charged with governance) acknowledge and understand that you have certain responsibilities that are fundamental to the conduct of an audit.

You are responsible for the preparation and fair presentation of the financial statements, RSI, and the schedule of expenditures of federal awards in accordance with U.S. GAAP. Management is also responsible for identifying all federal awards received, understanding and complying with the compliance requirements, and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in accordance with the requirements of the Uniform Guidance.

Management's responsibilities include the selection and application of accounting principles; recording and reflecting all transactions in the financial statements; determining the reasonableness of significant accounting estimates included in the financial statements; adjusting the financial statements to correct material misstatements; and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the entity's ability to continue as a going concern for 12 months beyond the financial statement date.

Management is responsible for compliance with applicable laws and regulations and the provisions of contracts and grant agreements, including compliance with federal statutes, regulations, and the terms and conditions of federal awards applicable to the entity's federal programs. Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are responsible for the design, implementation, and maintenance of effective internal control, including internal control over compliance, relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including evaluating and monitoring ongoing activities and safeguarding assets to help ensure that appropriate goals and objectives are met; and that there is reasonable assurance that government programs are administered in compliance with compliance requirements.

You are responsible for the design, implementation, and maintenance of internal controls to prevent and detect fraud; assessing the risk that the financial statements may be materially misstated as a result of fraud; and for informing us about all known or suspected fraud affecting the entity involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your

knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for implementing systems designed to achieve compliance with applicable laws and regulations and the provisions of contracts and grant agreements, including compliance with federal statutes, regulations, and the terms and conditions of federal awards applicable to the entity's federal programs; identifying and ensuring that the entity complies with applicable laws, regulations, contracts, and grant agreements, including compliance with federal statutes, regulations, and the terms and conditions of federal awards applicable to the entity's federal programs; and informing us of all instances of identified or suspected noncompliance whose effects on the financial statements should be considered.

You are responsible for taking timely and appropriate steps to remedy any fraud; noncompliance with provisions of laws, regulations, contracts, or grant agreements; or abuse that we may report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings; and to follow up and take prompt corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. The summary schedule of prior audit findings should be available for our review.

You are responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including amounts and disclosures, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters, and for the accuracy and completeness of that information (including information from within and outside of the general and subsidiary ledgers), and for ensuring management information and financial information is reliable and properly reported; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.

You agree to inform us of events occurring or facts discovered subsequent to the date of the financial statements that may affect the financial statements.

You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon or make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed

to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

Management is responsible for the preparation and fair presentation of other supplementary information in accordance with U.S. GAAP. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. You agree to provide us written representations related to the presentation of the supplementary information.

Management is responsible for the preparation of other information included in your annual report. You agree to provide the final version of such information to us in a timely manner, and if possible, prior to the date of our auditors' report. If the other information included in your annual report will not be available until after the date of our auditors' report on the financial statements, you agree to provide written representations indicating that (1) the information is consistent with the financial statements, (2) the other information does not contain material misstatements, and (3) the final version of the documents will be provided to us when available, and prior to issuance of the annual report by the entity, so that we can complete the procedures required by professional standards. Management agrees to correct material inconsistencies that we may identify. You agree to include our auditors' report in any document containing financial statements that indicates that such financial statements have been audited by us.

Management is responsible for providing us with a written confirmation concerning representations made by you and your staff to us in connection with the audit and the presentation of the basic financial statements and RSI. During our engagement, we will request information and explanations from you regarding, among other matters, the entity's activities, internal control, future plans, specific transactions, and accounting systems and procedures. The procedures we will perform during our engagement and the conclusions we reach as a basis for our report will be heavily influenced by the representations that we receive in the representation letter and otherwise from you. Accordingly, inaccurate, incomplete, or false representations could cause us to expend unnecessary effort or could cause a material fraud or error to go undetected by our procedures. In view of the foregoing, you agree that we shall not be responsible for any misstatements in the entity's financial statements that we may fail to detect as a result of misrepresentations made to us by you.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies to us of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the "Audit objectives" section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other engagements or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

Responsibilities and limitations related to nonaudit services

For all nonaudit services we may provide to you, management agrees to assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience to understand and oversee the services; evaluate the adequacy and results of the services; and accept responsibility for the results of the services. Management is also responsible for ensuring that your data and records are complete and that you have received sufficient information to oversee the services.

Use of financial statements

Should you decide to include or incorporate by reference these financial statements and our auditors' report(s) thereon in a future private placement or other offering of equity or debt securities, you agree that we are under no obligation to re-issue our report or provide consent for the use of our report in such a registration or offering document. We will determine, at our sole discretion, whether we will re-issue our report or provide consent for the use of our report only after we have performed the procedures we consider necessary in the circumstances. If we decide to re-issue our report or consent to the use of our report, we will be required to perform certain procedures including, but not limited to, (a) reading other information incorporated by reference in the registration statement or other offering document and (b) subsequent event procedures. These procedures will be considered an engagement separate and distinct from our audit engagement, and we will bill you separately. If we decide to re-issue our report or consent to the use of our report, you agree that we will be included on each distribution of draft offering materials and we will receive a complete set of final documents. If we decide not to re-issue our report or decide to withhold our consent to the use of our report, you may be required to engage another firm to audit periods covered by our audit reports, and that firm will likely bill you for its services. While the successor auditor may request access to our workpapers for those periods, we are under no obligation to permit such access.

If the parties (i.e., you and CLA) agree that CLA will not be involved with your official statements related to municipal securities filings or other offering documents, we will require that any official statements or other offering documents issued by you with which we are not involved clearly indicate that CLA is not involved with the contents of such documents. Such disclosure should read as follows:

CliftonLarsonAllen LLP, our independent auditor, has not been engaged to perform and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. CliftonLarsonAllen LLP also has not performed any procedures relating to this offering document.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website or submitted on a regulator website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information in the electronic site with the original document.

We may issue preliminary draft financial statements to you for your review. Any preliminary draft financial statements should not be relied on or distributed.

Engagement administration and other matters

We understand that your employees will prepare all confirmations, account analyses, and audit schedules we request and will locate any documents or invoices selected by us for testing. A list of information we expect to need for our audit and the dates required will be provided in a separate communication.

At the conclusion of the engagement, we will complete the auditor sections of the electronic Data Collection Form SF-SAC and perform the steps to certify the Form SF-SAC and single audit reporting package. It is management's responsibility to complete the auditee sections of the Data Collection Form. We will create the single audit reporting package PDF file for submission; however, it is management's responsibility to review for completeness and accuracy and electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse and, if appropriate, to pass-through entities. The Data Collection Form and the reporting package must be electronically submitted within the earlier of 30 calendar days after receipt of the auditors' reports or nine months after the end of the audit period.

We will provide copies of our reports to the entity; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing confidential or sensitive information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the sole and exclusive property of CLA and constitutes confidential and proprietary information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the Minnesota Department of Education, Minnesota Office of the State Auditor, or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of CLA personnel. Furthermore, upon request, we may provide copies or electronic versions of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the the Minnesota Department of Education, Minnesota Office of the State Auditor. If we are aware that a federal or state awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Professional standards require us to be independent with respect to you in the performance of these services. Any discussion that you have with our personnel regarding potential employment with you could impair our independence with respect to this engagement. Therefore, we request that you inform us prior to any such discussions so that we can implement appropriate safeguards to maintain our independence and objectivity. Further, any employment offers to any staff members working on this engagement without our prior knowledge may require substantial additional procedures to ensure our independence. You will be responsible for any additional costs incurred to perform these procedures.

Our audit engagement ends on delivery of our signed report. Any additional services that might be

requested will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific SOW for that service.

Government Auditing Standards require that we make our most recent external peer review report publicly available. The report is posted on our website at www.CLAconnect.com/Aboutus/.

Fees

Our professional fees are outlined in the table below:

Service	Fee
Financial Statement Audit	\$20,600
Implementation of the New Risk Auditing Standards which includes an increase in information technology testing	\$2,500 (not-to-exceed)
Uniform Grant Guidance compliance audit of federal program expenditures	\$4,200 per audited federal program

We will also bill for expenses including travel, internal and administrative charges, and a technology and client support fee of five (5%) of all professional fees billed. Our fee is based on anticipated cooperation from your personnel and their assistance with locating requested documents and preparing requested schedules. If the requested items are not available on the dates required or are not accurate, the fees and expenses will likely be higher.

Professional fees will be billed as follows:

Progress bill to be mailed on	Amount to be billed
Upon execution of the SOW	One-third of our professional fees, after July 1st
Upon the commencement of substantive procedures	One-third of our professional fees
Issuance of draft report(s)	One-third of our professional fees

Unexpected circumstances

We will advise you if unexpected circumstances require significant additional procedures resulting in a substantial increase in the fee estimate.

Changes in accounting and audit standards

Standard setters and regulators continue to evaluate and modify standards. Such changes may result in new or revised financial reporting and disclosure requirements or expand the nature, timing, and scope of the activities we are required to perform. To the extent that the amount of time required to provide the services described in the SOW increases due to such changes, our fee may need to be adjusted. We will discuss such circumstances with you prior to performing the additional work.

Agreement

We appreciate the opportunity to provide to you the services described in this SOW under the MSA and believe this SOW accurately summarizes the significant terms of our audit engagement. This SOW and the MSA constitute the entire agreement regarding these services and supersedes all prior agreements (whether oral or written), understandings, negotiations, and discussions between you and CLA related to audit services. If you have any questions, please let us know. Please sign, date, and return this SOW to us to indicate your acknowledgment and understanding of, and agreement with, the arrangements for our audit of your financial statements including the terms of our engagement and the parties' respective responsibilities.

Sincerely,

CliftonLarsonAllen LLP

Response:

This letter correctly sets forth the understanding of ISD #659 Northfield.

CLA

CLA

Craig W. Popenhagen

Craig W. Popenhagen, Principal

SIGNED 6/5/2024, 10:46:06 AM CDT

Client

ISD #659 Northfield

SIGN:

Claudia Gonzalez-George, Board Chair

DATE:

ISD #659 Northfield

SIGN:

Val Mertesdorf, Director of Finance

DATE:

Dr. Matt Hillmann

Superintendent, Northfield Public Schools

201 Orchard Street S

Northfield, MN 55057

June 19, 2024

Effective immediately, I am temporarily resigning from the Northfield School District Board of Education due to health reasons. I do not believe I will be able to fulfill my duties for at least the next 90 days.

Sincerely,

A handwritten signature in cursive script that reads "Noel Stratmoen". The signature is written in dark ink and is positioned above the printed name.

Noel E. Stratmoen

Resolution Declaring a School Board Vacancy Caused by Illness or Prolonged Absence

WHEREAS, school board member Noel Stratmoen has provided notification of his inability to serve as a member of the school board and attend meetings due to illness, effective on June 19, 2024; and

WHEREAS, pursuant Minnesota Statute 123B.09, subd. 4, a vacancy caused by a member being unable to serve on such the school board and attend its meetings for not less than 90 days because of illness or prolonged absence from the district, may, after the school board has by resolution declared such vacancy to exist, be filled by the board at any regular or special meeting thereof for the remainder of the unexpired term, or until such ill or absent member is again able to resume duties as a member of such board, whichever date is earliest.

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

Effective July 8, 2024, the School Board hereby declares that a vacancy exists on the School Board pursuant to Minnesota Statute 123B.09, subd. 4.

This Resolution is adopted as of the 8th day of July, 2024.

Executive summary: Longtime board member Noel Stratmoen has submitted a letter stating that he is temporarily resigning his seat on the Northfield School District Board of Education due to health reasons. He does not think he can complete his board member duties for at least the next 90 days. This document outlines the statute that governs the process for a temporary replacement and recommends options for appointing a board member to serve in Noel's stead during his recovery.

Background and statute: According to the Minnesota School Boards Association (MSBA), Noel is the longest active school board member in Minnesota. Noel was first elected in 1980. He is a fixture in our community and has altruistically given his personal time for the betterment of Northfield students' education in five different decades. I ask that our community hold him in their hearts as he continues his recovery.

Because he is temporarily resigning for health-related reasons, the governing statute to fill the vacancy is [123B.09 Subd.4](#), which states:

A vacancy caused by a member being unable to serve on such board and attend its meetings for not less than 90 days because of illness or prolonged absence from the district, may, after the board has by resolution declared such vacancy to exist, be filled by the board at any regular or special meeting thereof for the remainder of the unexpired term, or until such ill or absent member is again able to resume duties as a member of such board, whichever date is earliest. When the ill or absent member is able to resume duties as a member of the board, the board must by resolution so determine and declare such person to be again a member of the board, and the member appointed by the board to be no longer a member thereof.

Recommended options: The board member temporarily replacing Noel could attend up to nine regular board meetings. The options for the board's deliberation are listed below. The board is asked to approve one of the listed options.

Option 1	<p>Appoint a former board member to fill the vacancy created by Noel Stratmoen's temporary resignation. In this option, the board would direct the chair to recommend a former board member who has served as recently as 2020 to fill the vacancy. The board would vote on the recommended appointee to fill the vacancy on Aug. 12. This option provides the advantage of an experienced previous board member who understands the governance process and could be up-to-speed quickly considering the service would last (at the maximum) until Jan. 2025.</p> <p>The board chair would contact former board members during the week of July 8. If there are no interested former board members for board's consideration, the district would accept applications from eligible residents beginning on July 15 through Aug. 5 at 4:00 p.m. Applicants could address the board at the Aug. 12 regular board meeting. The board would be expected to appoint an eligible district resident to fill the vacancy on Aug. 12.</p> <p>If the board were not to approve the appointment of a recommended former board member as presented, Option 2 would be pursued with an updated timeline.</p>
Option 2	<p>Accept applications from eligible residents for the board's consideration. Applications would open on July 10 and be accepted through Aug. 5 at 4:00 p.m. Applicants can address the board at the Aug. 12 regular board meeting. The board would be expected to appoint an eligible district resident to fill the vacancy on Aug. 12.</p>

Application process: Should the board choose Option 2 or no former board members are interested in serving temporarily, an application process similar to what was used in December 2022 would be established. Eligible district residents would complete an online interest form indicating they want to be considered for the seat. Applicants could address the board at the Aug. 12 regular board meeting. The board would be expected to appoint an eligible district resident to fill the vacancy on Aug. 12.

All interested residents would be encouraged to review the [MSBA "guide to running for the board"](#) website. While this site's intended audience is those considering running for election, it provides those interested with an overview of the governance role that school boards play in Minnesota.

Noel's return: When Noel's health improves to the point that he can return to the board, he will submit a letter indicating so. Then, the board will take another resolution to return him to his seat. Should Noel's health not improve to the point he feels he could return to the board, the individual appointed to serve until the completion of Noel's term in January 2025.