

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

Monday, September 23, 2024 ~ 6:00 p.m. ~ Regular Board Meeting  
Northfield District Office Boardroom

[Zoom Link](#)

**AGENDA**

1. Call to Order
2. Agenda Approval/Table File
3. Public Comment
4. Announcements and Recognitions
5. Items for Discussion and Reports
  - a. District Youth Council Update
  - b. Greenvale Park Elementary School Improvement Showcase
  - c. Bridgewater Elementary School Improvement Showcase
  - d. Fall 2024 Bond Referendum
6. Consent Agenda
  - a. Minutes
  - b. Gift Agreements
  - c. Overnight Field Trip
  - d. Financial Report
  - e. Personnel Items
7. Items for Individual Action
  - a. LMR Media Contract
  - b. NCC Builders Contract
  - c. Proposed 2024 Payable 2025 Preliminary Property Tax Levy
8. Items for Information
  - a. Retired Educators Luncheon
9. Future Meetings
  - a. Monday, October 14, 2024, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
  - b. Monday, October 28, 2024, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
  - c. Tuesday, November 12, 2024, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
10. Adjournment

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

Monday, September 23, 2024 ~ 6:00 p.m. ~ Regular Board Meeting  
Northfield District Office Boardroom  
[Zoom Link](#)

TO: Members of the Board of Education  
FROM: Matthew Hillmann, Ed.D., Superintendent  
RE: Explanation of Agenda Items for Monday, September 23, 2024, Regular School Board Meeting

1. Call to Order
2. Agenda Approval/Table File
3. Public Comment  
Public comment for this school board meeting may be made in person at the beginning of the meeting and must comply with the district's public comment guidelines.
4. Announcements and Recognitions
5. Items for Discussion and Reports
  - a. District Youth Council (DYC) Update. DYC co-chairs Annika Reister and Allison Mathews will update the board about their plans for the 2024-2025 school year.
  - b. Greenvale Park Elementary School Improvement Showcase. Greenvale Park Principal Sam Richardson will provide the board with an overview of the school's successes and highlights in 2023-2024 and the focus areas for the 2024-2025 school year.
  - c. Bridgewater Elementary School Improvement Showcase. Bridgewater Principal Nancy Antoine will provide the board with an overview of the school's successes and highlights in 2023-2024 and the focus areas for the 2024-2025 school year.
  - 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 September 9, 2024.
  - b. Gift Agreements. Gift agreements to be approved are attached.
  - c. Overnight Field Trip. Northfield High School FFA Advisor T.J. Austin requests board approval to take FFA members to the National FFA Convention in Indianapolis, IN, Oct. 22-Oct. 26, 2024.
  - d. Financial Report. Director of Finance Mertesdorf requests the board approve paid bills totaling \$2,489,698.23, payroll checks totaling \$3,803,738.79, a wire transfer totaling \$400,000.00 from Frandsen General to Frandsen Sweep, a wire transfer totaling \$300,000.00 from Frandsen Sweep to Frandsen General, and the financial reports for May 2024. At the end of May 2024 total cash and investments amounted to \$29,642,560.38.
  - e. Personnel Items
    - i. Appointments
      1. Alexander Altermatt, Instructor Assistant with Community Ed Recreation, beginning 9/21/2024-5/31/2025. Step 2-\$14.76/hr.
      2. Scott Broughton, Cross Country Coach at Northfield High School, beginning 9/19/2024 through 11/2/2024. \$4,435 stipend prorated to the number of days in the season that are worked.
      3. Edward French, Event Worker at the High School, beginning 9/12/2024. \$45/77 event.

4. Melissa Hanson, Secondary Attendance and Family Support Liaison for 6 hours/day at the High/Middle School, beginning 9/26/2024. \$50,000 salary prorated to \$45,087.12 for the 2024-25 school year. (Working 156 of the 173 work days).
  5. Terry Jensen, Special Education EA/PCA at Greenvale Park for 4.5 hours/day, effective 9/26/2024. Step 4, \$18.05/hour + prorated PCA stipend. Salary subject to change upon settlement of the 2024-26 EA contract.
  6. Cala Landsteiner, General Education EA at Bridgewater Elementary for 2.0 hrs/day, effective 9/26/2024. Step 2 - \$17.03/hour. Salary subject to change upon settlement of the 2024-26 EA contract.
  7. Alise Longo, Event Worker at the Middle School, beginning 9/13/2024. \$45/match.
  8. Lilliana Quiroga, Special Ed EA PCA for 6.75 hours/day at the Middle School, beginning 9/23/2024. Step 1 - \$16.66/hr. + PCA Stipend - subject to change upon settlement of 2024-26 agreement.
  9. Marc Robinson, .20 FTE Fall Musical position, beginning 9/20/2024 through 11/17/2024. \$998 stipend.
  10. Faith Torgeson, Special Ed EA PCA for 7 hours/day at the Middle School, beginning 9/23/2024. Step 1 - \$16.66/hr. + PCA Stipend - subject to change upon settlement of 2024-26 agreement.
  11. Kristin Vatter, Building Supervisor for up to 10 hours/week as needed with Community Education, beginning 9/23/2024. \$19.32/hr.
  12. Nancy Veverka, ABE Teacher at the NCEC, beginning 9/23/2024, MA+40, Step 6.
  13. Justine Voronkova, Special Education EA/PCA at the High School for 4.5 hours/day, effective 10/1/2024. Step 1, \$16.66/hour + prorated PCA stipend. Salary subject to change upon the settlement of the 2024-26 contract with Educational Assistants.
  14. Zehou Zhao, Instructor Lead with Community Ed Recreation, beginning 9/16/2024-5/31/2025. Step 4-\$16.32/hr.
- ii. Increase/Decrease/Change in Assignment
1. Alexander Altermatt, Instructor Assistant with Community Ed Recreation, add Instructor Lead with Community Ed Recreation, effective 9/21/2024-5/31/2025. Step 2-\$15.80/hr.
  2. Natalie Amy, Guidance Counselor at the Middle School, add Event Worker at the High School, effective 9/11/2024.
  3. Adriana Bermudez, Early Childhood Special Ed EA for 28.5 hours/week at the NCEC, add Gen Ed EA for for 1 hour/week at the NCEC, effective 9/11/2024.
  4. Lynnsey Carlsen, Special Ed EA for 30.25 hours/week at Bridgewater, add .75 hours/week at Bridgewater, effective 9/16/2024.
  5. Robert Coleman, Gen Ed EA for 5 hours/day at Spring Creek, change to Gen Ed EA for 5.75 hours/day at Spring Creek, effective 9/3/2024.
  6. Michele Cruz, Child Nutrition Associate at the Middle School, add KidVentures Site Assistant for up to 11 hours/week at Greenvale Park, effective 9/16/2024. Step 1, \$17.80/hour.
  7. Natalie Deane, Special Ed Teacher Greenvale Park, add Bridges Math Implementation Lead at Greenvale Park, effective 7/1/2024-6/6/2025. \$1,000 stipend.
  8. Brent Dunkelberger, Math Teacher at the Middle School, add Targeted Services Teacher at the Middle School Youth Center for 1.25 hour/day Monday-Thursday. \$40/hour.
  9. Catherine Lovrien, Teacher at the Middle School, add Event Worker at the High School, effective 9/10/2024.
  10. Armando Martinez Rosas, Night Engineer at the High School, change to Head Custodian at Greenvale Park, effective 8/30/2024. Step 5 Head Custodian.
  11. Beth McClune, Special Ed EA PCA for 6.25 hours/day and Special Ed Bus EA for 1.25 hours/day at the Middle School, change to Special Ed EA PCA for 6.416 hours/day and Special Ed Bus EA for 1.25 hours/day at the Middle School, effective 9/11/2024-6/6/2025.
  12. Karen Murphy, Night Engineer at the Middle School, change to Temporary Head Custodian at the Middle School, effective 8/1/2024-9/6/2024.
  13. Brody Nygaard, KidVentures Student Site Assistant for up to 40 hours/week at Spring Creek, change to KidVentures Student Site Assistant for up to 15 hours/week at Greenvale Park, effective 9/12/2024.
  14. Katie Remy, Special Ed EA for 6.75 hours/day at the Middle School, change to Special Ed EA for 6.92 hours/day at the Middle School, effective 9/17/2024-6/6/2025.
  15. Libby Stanton, Early Childhood Teacher and Screener for .69 FTE Teacher at the NCEC, Change to Early Childhood Teacher for .73 FTE Teacher and Screener for up to 11 hours/week at the NCEC, effective 9/16/2024.
  16. Jade Suhsen, Special Ed EA for 17.5 hours/week at the NCEC, change to Special Ed EA for 17.75 hours/week at the NCEC, effective 9/11/2024-6/6/2025.
  17. Lilian Tharp, .5 FTE Special Ed Teacher at the NCEC, change to .568 FTE Special Ed Teacher at the NCEC, effective 9/11/2024-6/6/2025.
  18. Beth E Winter, Special Ed EA for 3.75 hours/day and Gen Ed EA for 3.5 hours/day at Greenvale Park, change to Special Ed EA for 3.55 hours/day and Gen Ed EA for 3.25 hours/day at Greenvale Park, effective 9/3/2024.
  19. Laura Vind, Special Ed EA for 28.75 hours/week and Gen Ed EA for 2.5 hours/week at the High School, change to Special Ed EA for 29.75 hours/week and Gen Ed EA for 2.5 hours/week at Greenvale Park, effective 9/13/2024-6/6/2025.
- iii. Leave of Absence
1. Peggy Christensen, CNA I at Bridgewater Elementary, medical leave of absence beginning 9/13/2024. Return to work date is still to be determined.

2. Kristine Farmer, Office Generalist at the NCEC, medical leave of absence, beginning 10/24/2024-1/24/2025.
  3. Naomi Golden, Teacher at the High School, FMLA Leave of Absence, beginning 11/25/2024 through the end of the 2024-2025 school year.
  4. Danielle Goodfellow, EarlyVentures Teacher at the NCEC, FMLA Leave of Absence, beginning 10/23/2024-11/20/2024.
  5. Craig Johnson, FMLA leave beginning 10/3/2024 through 10/11/2024.
- iv. Retirements/Resignations/Terminations
1. Anna Hershberger, Media Center EA at Greenvale Park, resignation effective 9/20/2024.
  2. Christopher Scoville-Riazi, Art Teacher at the ALC, resignation effective 9/18/2024.
  3. Wendy Newman, Administrative Assistant at the NCEC, resignation effective 9/25/2024.

\*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. LMR Media Contract. The board is asked to approve the LMR Media contract for the time frame September 1, 2024 through August 31, 2029 as presented at the last school board meeting.

**Superintendent's Recommendation:** Motion to approve the LMR Media contract for the time frame September 1, 2024 - August 31, 2029 as presented.

- b. NCC Builders Contract. The board is asked to approve the NCC Builders contract for the time frame July 1, 2024 through June 30, 2029 as presented at the last school board meeting.

**Superintendent's Recommendation:** Motion to approve the NCC Builders contract for the time frame July 1, 2024 - June 30, 2029 as presented.

- c. Proposed 2024 Payable 2025 Preliminary Property Tax Levy. Director of Finance Mertesdorf, will review the levy certification timelines and analysis of the preliminary levy. The amount of the preliminary levy for 2025 is \$21,836,963.45 and represents a 0.50% decrease over last year. This represents the maximum levy amount as of this publication. The board, for many years, has certified the preliminary levy using the term "maximum" because the final levy certification can be lower than the preliminary certification but cannot be higher. Certifying at the "maximum" allows for flexibility should the calculation be higher than what is printed at the time of this board action. The preliminary property tax levy for 2025 is required to be certified to the district's home county auditor no later than September 30, 2024.

**Superintendent's Recommendation:** Motion to certify to County Auditors the 2024 Payable 2025 Preliminary Levy Limitation and Certification at the maximum authority.

#### 8. Items for Information

- a. Retired Educators Luncheon. Board members are invited to attend the district's annual retired educators luncheon on Friday, Oct. 4. The luncheon will be held at Ruth's on Stafford beginning at 11:30 a.m. If you plan to attend please RSVP to Anita Aase no later than Sept. 26.

#### 9. Future Meetings

- a. Monday, October 14, 2024, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- b. Monday, October 28, 2024, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- c. Tuesday, November 12, 2024, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom

#### 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.

# District Youth Council Update

9/23/24

The purpose of District Youth Council is to serve as a bridge between the student body and the school board.



# Overview of Last Year

- Menstrual products supplied during breaks
- School Board brunch
- Referendum Forum
- CCR Survey





# This Year (upcoming)



This year, DYC has:

- 17 members
- 2 subcommittees (student + board relations)

Upcoming events/projects:

- Referendum forum (September 19)
- Candidate forum (October 22)
- Heritage fair (April 18)
- School board brunch (spring)
- Menstrual products for breaks

# Questions?

**Purpose**

The purpose of the school improvement showcase is to share success stories, identify focus areas for the upcoming school year, align efforts, and inspire action toward achieving our strategic plan and vision to prepare **every** student for lifelong success!

**School Improvement Showcase Highlights and Focus Areas**

Highlights and Focus Areas	
Highlights	<a href="#">Benchmark Alignment</a>
<p><b>Highlight No. 1</b> In the spring of 2024, 74% of 5th grade students received a passing score for MCA reading.</p>	<p><u>Benchmark this highlight aligns with:</u></p> <ul style="list-style-type: none"> <li>● All students are at grade level in reading and mathematics by the end of 3rd and 6th grades.</li> </ul> <p><u>Strategic Commitment this highlight aligns with:</u></p> <ul style="list-style-type: none"> <li>● <b>LEARNER OUTCOMES</b>-We prepare every student to be academically and socially ready to choose their preferred pathway after high school graduation.</li> <li>● <b>EQUITY</b>-We ensure that every child has a fair opportunity to reach their full potential.</li> </ul>
<p><b>Highlight No. 2</b> Teacher teams and Site Team led efforts to connect families to the learning taking place at school. Two events were held with the principal to allow families to hear about the school processes and ask questions. Each grade level held an event that provided opportunity for families to visit the school in a meaningful way. The Greenvale Park Community School and</p>	<p><u>Benchmark this highlight aligns with:</u></p> <ul style="list-style-type: none"> <li>● All students are connected to the community.</li> <li>● All students exhibit physical, social, and emotional well-being.</li> <li>● All students have a connection with a caring adult beyond their parents as they transition to middle school.</li> <li>● All parents report satisfaction with their children’s educational experience.</li> </ul> <p><u>Strategic Commitment this highlight aligns with:</u></p> <ul style="list-style-type: none"> <li>● <b>PEOPLE</b>-We prioritize the engagement, satisfaction, and support of every student, staff member, and family.</li> <li>● <b>LEARNER OUTCOMES</b>-We prepare every student to be academically and socially ready to choose their preferred pathway after high school graduation.</li> <li>● <b>EQUITY</b>-We ensure that every child has a fair opportunity to reach their full potential.</li> <li>● <b>COMMUNICATION</b>-We communicate effectively and transparently with all stakeholders.</li> </ul>

<p>PTO have been an strong partner in Fundraiser Celebration and Gecko Gallery events. Strong gains were celebrated for parent satisfaction. The question “I receive positive notes, phone calls and emails about my child” was the focus. The goal was to increase the score by 0.1. The score improved by 0.5 from 2023 to 2024.</p>	
<p><b>Highlight No. 3</b>  Students are provided with support with learning social/emotional skills. All staff play a key role in our school wide effort. Classroom teachers use Second Step curriculum and Character Traits are taught monthly. Students are celebrated at grade level meetings for their demonstration of Character Traits. Small groups are led by our Behavior Coach to provide focused instruction in skills for specific students. Fernbrook school-linked mental health services are provided to support students and families.</p>	<p><u>Benchmark this highlight aligns with:</u></p> <ul style="list-style-type: none"> <li>● All students exhibit physical, social, and emotional well-being.</li> <li>● All students have a connection with a caring adult beyond their parents as they transition to middle school.</li> <li>● All students have interests, goals, and a vision for the future by the end of 8th grade.</li> </ul> <p><u>Strategic Commitment this highlight aligns with:</u></p> <ul style="list-style-type: none"> <li>● <b>LEARNER OUTCOMES</b>-We prepare every student to be academically and socially ready to choose their preferred pathway after high school graduation.</li> <li>● <b>EQUITY</b>-We ensure that every child has a fair opportunity to reach their full potential.</li> </ul>
<p><b>Focus Area No. 1</b>  <b>Bridges Math Adoption</b>  The new Bridges math</p>	<p><u>Benchmark this highlight aligns with:</u></p> <ul style="list-style-type: none"> <li>● All students are at grade level in reading and mathematics by the end of 3rd and 6th grades.</li> </ul>

<p>curriculum implementation will be the primary focus for teachers this year. Management of materials, learning the components of the curriculum and introducing lessons to students required collaborative efforts.</p>	<p><u>Strategic Commitment this highlight aligns with:</u></p> <ul style="list-style-type: none"> <li>● <b>LEARNER OUTCOMES</b>-We prepare every student to be academically and socially ready to choose their preferred pathway after high school graduation.</li> <li>● <b>EQUITY</b>-We ensure that every child has a fair opportunity to reach their full potential.</li> </ul>
<p><b>Focus Area No. 2 Science of Reading Training for READ ACT</b></p> <p>A large cohort of elementary staff will be taking part in training on the science of reading as required by the Read Act. The PLC time on Wednesday will be dedicated to this professional learning.</p>	<p><u>Benchmark this highlight aligns with:</u></p> <ul style="list-style-type: none"> <li>● All students are at grade level in reading and mathematics by the end of 3rd and 6th grades.</li> </ul> <p><u>Strategic Commitment this highlight aligns with:</u></p> <ul style="list-style-type: none"> <li>● <b>LEARNER OUTCOMES</b>-We prepare every student to be academically and socially ready to choose their preferred pathway after high school graduation.</li> <li>● <b>EQUITY</b>-We ensure that every child has a fair opportunity to reach their full potential.</li> </ul>
<p><b>Focus Area No. 3 Multi-Tiered Systems of Support Development for Greenvale Park</b></p> <p>MTSS teams were established at each building and took part in professional development with Minnesota Department of Education.</p> <p>The team is composed of representatives of the teams and departments at our school.</p> <p>Key work this year will be done to strengthen core</p>	<p><u>Benchmark this highlight aligns with:</u></p> <ul style="list-style-type: none"> <li>● All students are at grade level in reading and mathematics by the end of 3rd and 6th grades.</li> <li>● All students exhibit physical, social, and emotional well-being.</li> <li>● All students have a connection with a caring adult beyond their parents as they transition to middle school.</li> <li>● All students have interests, goals, and a vision for the future by the end of 8th grade.</li> </ul> <p><u>Strategic Commitment this highlight aligns with:</u></p> <ul style="list-style-type: none"> <li>● <b>PEOPLE</b>-We prioritize the engagement, satisfaction, and support of every student, staff member, and family.</li> <li>● <b>LEARNER OUTCOMES</b>-We prepare every student to be academically and socially ready to choose their preferred pathway after high school graduation.</li> <li>● <b>EQUITY</b>-We ensure that every child has a fair opportunity to reach their full potential.</li> <li>● <b>COMMUNICATION</b>-We communicate effectively and transparently with all stakeholders.</li> </ul>

<p>instruction and refine systems to support students in the areas of literacy, math, social-emotional learning and attendance.</p> <p>The team uses data to inform decisions and to guide actions.</p>	
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**Summary**

The 2023-2024 school year was successful. The talented teachers and staff at Greenvale Park have done an outstanding job creating a positive learning environment. While MCA scores as a building remained similar to the previous year, there were grade level cohorts that made excellent gains and strong growth. There is still more work to be done to move all students to proficiency in reading, math and science.. The Elementary School Improvement Goals provided a predictable, scheduled assessment plan for foundational skills in reading and math. Grade level teams were able to use data to inform instruction and support students to become more proficient as readers and mathematicians. Staff created plans to communicate positive messages home about student progress at school. Strategies included careful documentation of communications, multiple methods for communication and Family Engagement events for each grade level during the year. These strategies led to an increase in the Parent Satisfaction Survey scores for 2023-2024, with a mean of 4.49. Social-Emotional Learning continues to be important work at our school. Classroom teachers implement Second Step lessons and many staff members participated in a program called Positive Greetings at the Door. There were small groups led by the Behavior Coach that supported over 50 students with additional instruction and Fernbrook (school-linked mental health) was able to serve 25 students during the school year. Special Education staff support students with individualized plans. Character Traits are introduced each month and students are recognized at monthly grade level meetings for displaying these character traits.. This year 495 students were honored at meetings.

The three focus areas staff for 2024-2025 will be the Bridges math curriculum implementation, Science of Reading training while continuing structured phonics instruction and continuing to improve our school-wide Multi-tiered Systems of Support to strengthen core instruction and support for all students. Greenvale Park staff will continue this important work to prepare every student for lifelong success.

# Greenvale Park Elementary

2024-25 School Improvement Showcase

9/23/24

# Strategic Plan

## VISION

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

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

### VISION

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

### BENCHMARKS

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



### STRATEGIC COMMITMENTS



#### People

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



#### Learner Outcomes

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



#### Equity

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



#### Communication

We communicate effectively and transparently with all stakeholders.



#### Stewardship

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



#### Partnerships

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



# Strategic Commitments



## ***People***

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



## ***Learner Outcomes***

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## ***Equity***

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## ***Communication***

We communicate effectively and transparently with all stakeholders.



## ***Stewardship***

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## ***Partnerships***

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

# District Benchmarks

1

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2

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3

All students are at grade level in **reading and mathematics** by the end of third and sixth grades.

7

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All students have interests, goals and a **vision** for the future by the end of eighth grade.

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The district maintains 14% of its annual expenditures in its unassigned fund balance to ensure **financial stability**.

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**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."

# School Improvement Showcase Purpose

- Share success stories
- Identify focus areas
- Align with the district's strategic plan
- Inspire action
- Align efforts

...to prepare **every** student for lifelong success!

# 2023-24 SIP Goal Results

- The SIP goals focused on math fact and reading fluency in 2023-24. The results showed strong progress towards the goal of 80% of students being proficient on these important foundational skills.
- Strong gains were celebrated for parent satisfaction. The question “I receive positive notes, phone calls and emails about my child” was the focus. The goal was to increase the score by 0.1. The score improved by 0.5 from 2023 to 2024.
- The staff continuing efforts to learn about the families we serve at GVP with Family Engagement events.



# Highlight #1: MCA Reading Scores for Grade 5



- 5th Grade MCA reading scores
  - In the spring of 2024, 74% of 5th grade students received a passing score for MCA reading.
- Structured Phonics Instruction
  - The 95 Core Phonics reading curriculum was introduced in 2023-2024.
- Intervention Systems
  - Students demonstrating a need for more reading support received small group instruction and individualized online lessons from Reading Plus.

## Highlight #2: Family Engagement Efforts



- Teacher teams and the Site Team led efforts to connect families to the learning taking place at school. Two events were held with the principal to allow families to hear about school processes and ask questions. Each grade level held an event that provided opportunity for families to visit students at school. The Greenvale Park Community School and PTO have been a strong partner in Fundraiser Celebration and Gecko Gallery events.

## Highlight #3: Social/Emotional Learning Supports



- Students are provided with support with learning social/emotional skills. All staff play a key role in our school wide effort. Classroom teachers use Second Step curriculum and Character Traits are taught monthly. Students are celebrated at grade level meetings for their demonstration of Character Traits. Small groups are led by our Behavior Coach to provide focused instruction in skills for specific students. Special Education staff support students with individualized plans. Fernbrook school-linked mental health services are provided to support students and families.

# Focus Area #1: Bridges Math Adoption



- The new Bridges math curriculum implementation will be the primary focus for teachers this year. Management of materials, learning the components of the curriculum and introducing lessons to students required collaborative efforts.
- Teachers are learning together with support from our Instructional Coaches, Work Teams and building mathleads. This collaboration will help with this big shift in mathematics instruction.
- Teachers who have completed LETRS training will focus on the Bridges math curriculum during PLC time on Wednesdays this year.



## Focus Area #2: Science of Reading Training



- A large cohort of elementary staff will be taking part in training on the science of reading as required by the Read Act. The PLC time on Wednesday will be dedicated to this professional learning.
- Staff have seen students coming into year two with more knowledge, skills and familiarity with the routines of structured literacy.

## Focus Area #3: Multi-Tiered Systems of Support (MTSS) Work



- MTSS teams were established at each building and took part in professional development with Minnesota Department of Education.
- The team is composed of representatives of the teams and departments at our school.
- Key work this year will be done to strengthen core instruction and refine systems to support students in the areas of literacy, math, social-emotional learning and attendance.
- The team uses data to inform decisions and to guide actions.

# Thank You and Questions



**Purpose**

The purpose of the school improvement showcase is to share success stories, identify focus areas for the upcoming school year, align efforts, and inspire action toward achieving our strategic plan and vision to prepare **every** student for lifelong success!

**School Improvement Showcase Highlights and Focus Areas**

Highlights and Focus Areas	
Highlights	<a href="#">Benchmark Alignment</a>
Structured Phonics (K-3rd grade) & Core 95 (grades 4 & 5) will be used to ensure that students learn to read, and to close the learning gaps.	<p><u>Benchmark this highlight aligns with:</u></p> <ul style="list-style-type: none"> <li>All students are at grade level in reading and mathematics by the end of 3rd and 6th grades.</li> </ul>
Social-Emotional Learning allows us to teach students to be respectful, be responsible, be safe, and try their best.	<p><u>Benchmarks this highlight aligns with:</u></p> <ul style="list-style-type: none"> <li>All students are connected to the community.</li> <li>All students exhibit physical, social, and emotional well-being.</li> <li>All students have a connection with a caring adult beyond their parents as they transition to middle school.</li> </ul>
Teacher piloted the Bridges Math program to help find a program that will best meet the learning needs of students.	<p><u>Benchmark this highlight aligns with:</u></p> <ul style="list-style-type: none"> <li>All students are at grade level in reading and mathematics by the end of 3rd and 6th grades.</li> </ul>
Focus Area for 2024-2045 All elementary teachers will implement Bridges Math curriculum to positively impact student's math knowledge building a solid math foundation. Teachers will be provided consistent professional development and support.	<p><u>Benchmark this highlight aligns with:</u></p> <ul style="list-style-type: none"> <li>All students are at grade level in reading and mathematics by the end of 3rd and 6th grades.</li> </ul>
Focus Area for 2024-2045 Teachers will be trained in the Science of Reading to improve reading instruction for students.	<p><u>Benchmark this highlight aligns with:</u></p> <ul style="list-style-type: none"> <li>All students are at grade level in reading and mathematics by the end of 3rd and 6th grades.</li> </ul>

<p><b>Focus Area for 2024-2045</b>  <b>We will create a Welcoming, Inclusive Environment Where Everyone Belongs through building positive relationships with students, staff and families. Teachers will use the Second Step SEL curriculum and Positive Greetings at the Door to connect with students every day.</b></p>	<p><u>Benchmarks this highlight aligns with:</u></p> <ul style="list-style-type: none"> <li>● All students are connected to the community.</li> <li>● All students exhibit physical, social, and emotional well-being.</li> <li>● All students have a connection with a caring adult beyond their parents as they transition to middle school.</li> </ul>
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**Summary**

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At Bridgewater Elementary, we operate in the spirit of continuous improvement and focusing on seeing each and every student, staff member and parent. We also look for the assets of each person rather than highlighting areas of deficit. The research states that students learn best from teachers they connect with, and this is why we spend the time building positive relationships with our students. As the administrator, I focus on building positive, supportive relationships with staff members and families along with the students. We know that teacher retention is very important, and it takes time and effort to support our teachers in the hard work that they do each and every day. We maintain high standards for all students and provide each of them the opportunity to be successful. Our children are our future, and the future looks bright!

Social-emotional learning is also critical. Students who don't feel like they belong won't perform to the best of their ability. Teachers teach the Second Step lessons and these concepts are supported by all staff in the building culminating with a monthly assembly.

# Bridgewater Elementary

2024-25 School Improvement Showcase  
September 23, 2024



# Strategic Plan

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

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



### VISION

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

### 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.

### 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 Phonics: a collective impact consortium of 20 community organizations committed to helping Northfield's youth "rise from grade to career!"

# Strategic Commitments



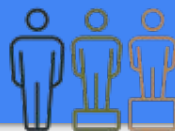
## ***People***

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.



# District 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.

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.

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.

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".

# School Improvement Showcase Purpose

- Identify focus areas
- Align with the district's strategic plan
- Inspire action
- Align efforts

...to prepare **every** student for lifelong success!

# 2023-24 SIP Goal Results

- Bridgewater academic goals for math fact and reading fluency were partially met. We continue to work hard to reach more than 80% of students meeting benchmarks.
- Parent engagement and involvement are fantastic! Parents want to be partners in the educational process.
- Families expressed a desire to have in-person Family Conferences families.
- Staff attending PD learning about Indigenous populations and ways to be inclusive of others.



# Highlight #1: Structured Phonics & Core 95



- Structured Phonics and Core 95 were used by the BW teachers to ensure that our students learn to read.
- **Benchmark**-All students are at grade level in reading and mathematics by the end of third and sixth grades.
- **Strategic Commitments:**
  - Learner Outcomes & Equity-We prepare all students for success by providing access to content and instruction.

## Highlight # 2: Social-Emotional Learning



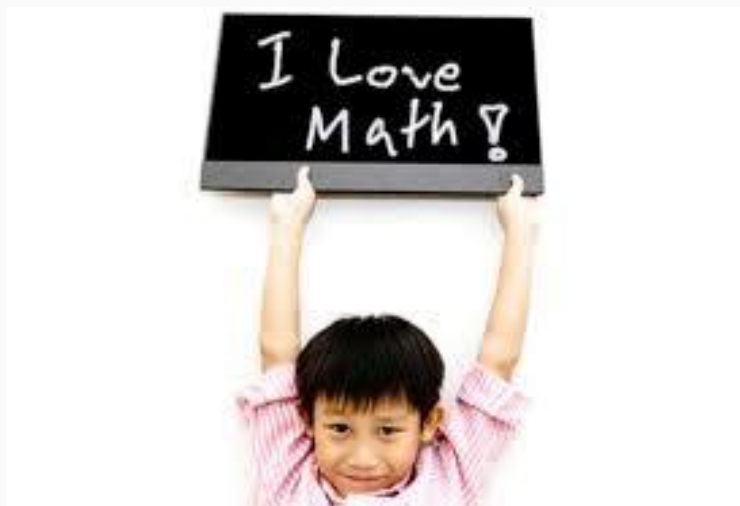
- The number of disciplinary referrals are decreasing as students increase their understanding and modeling of the four Bridgewater rules: Be Respectful, Be Responsible, Be Safe, Try Your Best.
- **Benchmarks:** All students exhibit physical, social and emotional well-being. All students have a connection with a caring adult beyond their parents.

## Highlight # 3 Bridges Pilot



- Teachers piloted the Bridges math curriculum to positively impact math scores.
- **Benchmark**-We want all students to be at grade level in math by the end of each school year.

# Focus Area No. 1 Bridges Implementation



- All elementary schools are implementing the Bridges math curriculum with consistent professional development and support.
- **Benchmark**-We want all students to be at grade level in math.

## Focus Area No. 2 Science of Reading



- Bridgewater classroom teachers and special education teachers have been or will be trained in the Science of Reading.
- **Benchmark**-Teachers are being trained to provide the best reading instruction for students to reach grade level proficiency.



## Focus Area No. 3 Welcoming, Inclusion & Belonging



- Through our Second Step SEL program and Positive Greetings at the Door, we want all of our students to feel that they are welcome, included and belong at Bridgewater. We also want all students, staff and families to feel welcome at Bridgewater; they all belong at Bridgewater.
- **Benchmark:** We want all of our students to have a connection with an adult beyond their parent and feel connected to the community.

# Thank You and Questions



# NORTHFIELD PUBLIC SCHOOLS

## School Board Minutes

September 9, 2024  
District Office Boardroom

1. Call to Order

School Board Vice-Chair Corey Butler 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, Hardy, Nelson and Quinnell. Absent: Gonzalez-George and Miller. This meeting was open to the public, live-streamed and recorded, and access to the recording was posted to the school district website.

2. Agenda Approval/Table File

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

3. Public Comment

There was no public comment.

4. Announcements and Recognitions

- Lt. Gov. Peggy Flanagan, Commissioner of Education Willie Jett, and State Representative Kristi Pursell helped serve Greenvale Park Geckos lunch on the first day of school, greeted students, and wished everyone a fantastic start to the 2024-25 school year.
- Congratulations to the Northfield FFA members who received ribbons and plaques and the Minnesota State Fair! Members also assisted with parking and admissions at the Rice County Steam and Gas Show. We are proud of the impact FFA is having on our community.
- Our NHS Animal Science class students are fully engaged in learning about the care and management of Northfield High School's latest community members — the Raider Goats! Five goats live in the courtyard near the V wing until the MEA break on Oct. 14 and will return after spring break.
- The Sesquicentennial Minute: At each board meeting, the superintendent will share a snippet from Bruce Colwell's "City of Schools" book about the history of the school district.

5. Items for Discussion and Reports

- a. Northfield Middle School Improvement Showcase. Middle School Principal Greg Gelineau provided the board with an overview of the middle school's successes and highlights in 2023-2024 and the focus areas for the 2024-2025 school year.

Board member Miller arrived at 6:45 p.m.

- b. NHS Activities Department Improvement Showcase. Activities Director John Mahal provided the board with an overview of the activities department's successes and highlights in 2023-2024 and the focus areas for the 2024-2025 school year.
- c. LMR Media Update and Contract Extension. LMR Media's Lance Reisetter presented an update on identifying, pricing, and selling advertising opportunities within the district. Director of Finance Mertesdorf presented a proposed extended contract with LMR Media and a draft sponsorship agreement with NCC Builders.
- d. 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 Nelson, seconded by Hardy, the board unanimously approved the consent agenda.

- a. Minutes. Minutes of the Regular School Board meeting held on August 26, 2024.
- b. Gift Agreements. Gift agreements included in the board packet.
- c. Personnel Items

i. Appointments

1. Riley Butcher, Instructor Lead with Community Ed Recreation, beginning 9/4/2024-5/31/2025. Step 4-\$16.32/hr.
2. Guadalupe Gallego, Community School Site Assistant for up to 15 hours/week at Greenvale Park, beginning 9/30/2024-5/15/2025. \$15.66/hr.
3. Giovanni Green, Instructor Lead with Community Ed Recreation, beginning 9/4/2024-5/31/2025. Step 4-\$16.32/hr.
4. Jacob Halek, Instructor Lead with Community Ed Recreation, beginning 9/4/2024-5/31/2025. Step 4-\$16.32/hr.
5. Kiera Hasan, Targeted Services MSYC Site Assistant for 2 hours/day Mon.-Thurs. at the Middle School, beginning 9/24/2024-5/15/2025. Step 3-\$19.06/hr.
6. Megan Holleran, Yearbook Advisor at the High School, beginning 8/28/2024. \$3,326 stipend.
7. Correction: Amy Kolars, 1.0 FTE Special Education Resource Room Teacher at the Middle School, beginning 8/19/2024. BA10, Step 7.
8. Jackson LeBlanc, Instructor Lead with Community Ed Recreation, beginning 9/4/2024 - 5/31/2025. Step 4-\$16.32/hr.
9. Elijah Paton, Instructor Lead with Community Ed Recreation, beginning 9/4/2024-5/31/2025. Step 4-\$16.32/hr.
10. Bryon Sauvy, Instructor Lead with Community Ed Recreation, beginning 9/4/2024-5/31/2025. Step 4-\$16.32/hr.
11. Deonta Thomas, Instructor Lead with Community Ed Recreation, beginning 9/4/2024-5/31/2025. Step 4-\$16.32/hr.
12. Esosa Edo-Ononba, Instructor Assistant with Community Ed Recreation, beginning 9/21/2024-5/31/2025. Step 4-\$15.28/hr.
13. Charlie Iyegha, Instructor Lead with Community Ed Recreation, beginning 9/12/2024-5/31/2025. Step 4-\$16.32/hr.
14. Trey Petersen, Instructor Lead with Community Ed Recreation, beginning 9/9/2024-5/31/2025. Step 4-\$16.32/hr.
15. Madelyn Raabolle, Instructor Assistant with Community Ed Recreation, beginning 9/21/2024-5/31/2025. Step 1-\$14.50/hr.
16. Erika Velasquez, Targeted Services MSYC Club Leader for 2.25 hours/day Mon.-Thurs. at the Middle School, beginning 9/23/2024-5/15/2025. \$25.53/hr.
17. John Watkins, Site Supervisor with Community Education Recreation, beginning 9/9/2024-5/31/2025. Step 6-\$17.87/hr.

ii. Increase/Decrease/Change in Assignment

1. Nives Bakkic, Educational Assistant at the Middle School, add Targeted Services MSYC Site Assistant for 7 hours/week Mon.-Thurs. at the Middle School, effective 9/24/2024-5/15/2025. Step 4-\$19.71/hr.
2. Liz Brewer, Educational Assistant at the Middle School, add Targeted Services MSYC Site Assistant for 1.75 hours/day Mon.-Thurs. at the Middle School, effective 9/24/2024-5/15/2025. Step 4-\$19.71/hr.
3. Sebastian Buset, Cultural Liaison with the District, add Boys Head Soccer Coach at the Middle School, effective 9/3/2024. \$3,326 stipend.
4. Rikki Drewitz, Media Center EA at the Middle School, add Targeted Services MSYC Site Leader for 8 hours/week Mon.-Thurs. at the Middle School, effective 9/23/2024-5/15/2025. Step 2-\$19.72/hr.
5. Marilyn Frey, Special Ed EA for 6.50 hours/day and Gen Ed Flex Supervision for .50 hours/day at the High School, change to Special Ed EA for 7 hours/day at the High School, effective 8/26/2024.
6. Kay Goodrich, Special Ed EA for 6.50 hours/day and Gen Ed Flex Supervision for .50 hours/day at the High School, change to Special Ed EA for 7 hours/day at the High School, effective 8/26/2024.
7. Brianna Grabinger, ECFE EA Sib Care for 14.5 hours/week at the NCEC, change to ECFE EA Sib Care for 22.25 hours/week at the NCEC, effective 9/16/2024.
8. Bethany Jensen, Special Ed EA for 6.75 hours/day at the Middle School, add Gen Ed Crossing Guard AM for .25 hours/day at the Middle School, effective 8/3/2024.
9. Shelly Kruger, Special Ed EA for 6.50 hours/day and Gen Ed Flex Supervision for .50 hours/day at the High School, change to Special Ed EA Job Coach/LI for Job Coach 3.38 hours/day and LI for 3.62 hours/day at the High School, effective 8/26/2024.
10. Meghan Kuechenmeister, Special Ed EA LI for 6.75 hours/day at the High School, change to Special Ed EA LI for 7 hours/day at the High School, effective 8/26/2024.

11. Heather Kuehl, English Teacher at the Middle School, add Assistant Boys Soccer Coach at the Middle School, effective 9/3/2024. \$2,772 stipend.
12. Dolly Larsen, Special Ed EA for 6.75 hours/day and Gen Ed Supervision Bus for .25 hours/day at Spring Creek, change to Special Ed EA for 6.75 hours/day and Gen Ed Supervision Bus for .25 hours/day at the Middle School, effective 9/03/2024-9/13/2024.
13. Teri Quamme, Special Ed EA for 6.50 hours/day and Gen Ed Supervision for .50 hours/day at the High School, change to Special Ed EA for 7 hours/day at the High School, effective 8/26/2024.
14. Jessica Rushton, Special Ed EA for 6.75 hours/day at Spring Creek, change to Special Ed EA for 6.75 hours/day and Gen Ed Supervision for .25 hours/day at Spring Creek, effective 9/3/2024.
15. John Sand, Phy Ed Teacher at the High School, change to .90 FTE Phy Ed Teacher and .10 FTE Health Teacher at the High School, effective 8/22/2024-6/6/2025.
16. Leah Sand, Health/Phy Ed Teacher at the High School, change to .70 FTE Phy Ed Teacher and .30 FTE Health Teacher at the High School, effective 8/22/2024-6/6/2025.
17. Tammy Schwagerl, Special Ed EA for 5.75 hours/day, Special Ed Bus Duty for 1.25 hours/day and Gen Ed Flex Supervision for .50 hours/day at the High School, change to Special Ed EA for 6.25 hours/day and Special Ed Bus EA for 1.25 hours/day at the High School, effective 8/26/2024.
18. Pilar Sullivan, Hand in Hand Gen Ed EA for 7.50 hours/day at the NCEC, change to Hand in Hand Gen Ed EA for 7.75 hours/day at the NCEC, effective 9/3/2024.
19. Tori Swedin, ECFE EA Sib Care for 5 hours/week at the NCEC, change to ECFE EA Sib Care for 6 hours/week at the NCEC, effective 9/16/2024.
20. Karrie Vogel, Special Ed EA for 6.75 hours/day and Gen Ed Supervision for .25 hours/day at Spring Creek, change to Special Ed EA for 6.5 hours/day and at Spring Creek, effective 9/3/2024.
21. Sarah Wolfe, ECFE EA Sib Care for 15 hours/week at the NCEC, change to ECFE EA Sib Care for 9 hours/week at the NCEC, effective 9/16/2024.
22. Brent Yule, Health/Phy Ed Teacher at the High School, change to .30 FTE Phy Ed Teacher and .70 FTE Health Teacher at the High School, effective 8/22/2024-6/6/2025.
23. Shari Bridley, Special Ed EA/PCA in Hand in Hand for 37.50 hours/week, add Building EA Mentor at the NCEC, effective 9/3/2024-6/6/2025. EA Mentor \$500 stipend.
24. Noreen Cooney, Social Worker at Spring Creek, add Supervision of LICSW for a minimum of 50 hours for the 24-25 school year at Spring Creek, effective 9/3/2024-6/6/2025. \$2,500 stipend.
25. Bob Gregory-Bjorklund, .75 FTE Fall Musical Director at the High School, change to .55 FTE Fall Musical Director at the High School, effective 9/11/2024-11/17/2024. \$2,744.50 stipend.
26. Inger Hanson, EL Teacher .50 FTE ALC/.50 FTE Spring Creek, change to EL Teacher .50 FTE ALC/.50 FTE Bridgewater, effective 9/9/2024.
27. Juley Jenkinson, Gen Ed EA Media for 5.50 hrs/day at Spring Creek, add .25 hrs/day Gen Ed EA Supervisory at Spring Creek, effective 9/5/2024.
28. Katie Lovrien, Will Program Teacher at the Middle School, add MSYC Teacher for up to 2 hours/day Mon.-Thurs. at the Middle School, effective 9/23/2024.-5/15/2025. \$40/hr.
29. Heidi Melnychuk, Special Ed EA for 6.50 hours/day and Gen Ed Flex Supervision for .50 hours/day at the High School, add Building EA Mentor at the High School, effective 9/3/2024-6/6/2025. \$500 Stipend.
30. Katie Remyey, Special Ed EA for 6.75 hours/day at the Middle School, add Building EA Mentor at the Middle School, effective 9/3/2024-6/6/2025. \$500 Stipend.
31. Darrell Sawyer, Social Studies Teacher at the Middle School, add Private Lesson Instructor with Community Education Recreation, effective 9/9/2024-5/31/2025. Individual Lessons \$54/individual/hour, Group up to 5 per group \$36/individual/hour.
32. Melissa Spitzack, Grade 2 Teacher/building supervisor at Spring Creek/Community Education, add Raider Fitness Instructor with Community Ed Recreation, effective 9/5/2024-5/31/2025. \$55/per participant.
33. Jane Streitz, Special Ed EA for 6.75 hours/day and Supervision for .50 hours/day at Greenvale Park, add Building EA Mentor at Greenvale Park, effective 9/3/2024-6/6/2025. \$500 Stipend.
34. Laura Vind, Special Ed EA NB/ASD for 5.75 hours/day and Gen Ed Flex Supervision for .50 hours/day at the High School, change to Special Ed EA NB/ASD for 6.0 hours/day and Gen Ed Flex Supervision for .50 hours/day at the High School, effective 9/6/2024.
35. Carina Zick, Special Ed EA for 6 hours/day and Spec Ed EA Bus for 1.50/hrs. at Spring Creek, add Building EA Mentor at Spring Creek, effective 9/6/2024-6/6/2025. \$500 stipend.
36. Lynn Ziegler, Special Ed EA for 6.75 hours/day and Supervision for .50 hours/day at Bridgewater, add Building EA Mentor at Bridgewater, effective 9/3/2024-6/6/2025. \$500 stipend.

iii. Leave of Absence

1. Katherine Norrie, Teacher at the High School, FMLA Leave of Absence beginning 9/18/2024 and continue on an intermittent basis as needed for up to 60 work days.

iv. Retirements/Resignations/Terminations

1. Molly Archambault, Special Ed EA at the High School, resignation effective 8/26/2024.
2. Michele Cruz, Special Ed EA at the Middle School, resignation effective 8/26/2024. Will continue as a CNA at the Middle School.

7. Items for Individual Action

- a. Superintendent's 2024-2025 Focus Areas. On a motion by Miller, seconded by Goerwitz, the board unanimously approved the superintendent's 2024-2025 focus areas as presented.
- b. Co-Curricular Adds. On a motion by Hardy, seconded by Miller, the board authorized administration to hire an additional assistant coach for boys cross country for the 2024-25 season at a cost of \$4,435.

8. Items for Information

- a. Retired Educators Luncheon. Board members are invited to attend the district's annual retired educators' luncheon on Friday, October 4. The luncheon will be held at Ruth's on Stafford beginning at 11:30 a.m. If you plan to attend please RSVP to Anita Aase no later than Sept. 26.

9. Future Meetings

- a. Monday, September 23, 2024, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- b. Monday, October 14, 2024, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- c. Monday, October 28, 2024, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom

10. Adjournment

On a motion by Quinnell, seconded by Nelson, the board unanimously approved to adjourn the regular board meeting at 8:21 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

<b>Date of the bequest, donation, or gift:</b>	<b>Amount:</b>	<b>Who the bequest, donation, or gift is from:</b>	<b>What is the bequest, donation, or gift for?</b>
9/6/2024 9:35:48	\$12.00	Jackie	Office
9/6/2024 12:07:28	N/A	Stacy Messer	Art Room
9/6/2024 14:00:29	\$300.00	Merchant's Bank	Chess Club Sponsorship
09/08/2024	\$50.00	Detert, Matthew	NMS PBIS/PRIDE Donations
09/08/2024	\$5.00	Ortiz, Deyanira	NMS Music T-Shirts 2024-25 Scholarship Donation [From Kit:NMS Music T-Shirts 2024-25]
9/9/2024 9:24:55	\$100.00	Joseph L Johnson	FFA Donation
09/10/2024	\$4.00	Thiboutot, Lucy	NMS Music T-Shirts 2024-25 Scholarship Donation [From Kit:NMS Music T-Shirts 2024-25]
09/10/2024	\$5.00	Titus, Sarah	NMS Music T-Shirts 2024-25 Scholarship Donation [From Kit:NMS Music T-Shirts 2024-25]
09/10/2024	\$5.00	Shaiman, Jennifer	NMS Music T-Shirts 2024-25 Scholarship Donation [From Kit:NMS Music T-Shirts 2024-25]
09/11/2024	\$5.00	Rodman, Dianne	NMS Music T-Shirts 2024-25 Scholarship Donation [From Kit:NMS Music T-Shirts 2024-25]
09/11/2024	\$5.00	Holden, Justin & Dana	NMS Music T-Shirts 2024-25 Scholarship Donation [From Kit:NMS Music T-Shirts 2024-25]
9/13/2024	\$100.00	Everett Fortner	NMS PBIS/PRIDE Donation
09/13/2024	\$10.00	Groll, Daniel	NMS Music T-Shirts 2024-25 Scholarship Donation [From Kit:NMS Music T-Shirts 2024-25]
09/13/2024	\$100.00	Fortner, Everett	NMS PBIS/PRIDE Donations
9/13/2024 9:32:35	\$200.00	CAT Plumbing and Heating LLC	Chess Club Donation
9/13/2024 11:14:18	\$3,454.20	James Gang Raiders Wrestling Club	help to pay for Wrestling warm ups
9/13/2024 11:18:24	\$3,403.42	Northfield Basketball Association	help pay for boys basketball uniforms
09/16/2024	\$5.00	Diviney-Fearing, Margaret	NMS Music T-Shirts 2024-25 Scholarship Donation [From Kit:NMS Music T-Shirts 2024-25]
09/17/2024	\$5.00	Davis, Jonathan	NMS Music T-Shirts 2024-25 Scholarship Donation [From Kit:NMS Music T-Shirts 2024-25]
9/17/2024 12:30:46	\$150	Anonymous	Snack Cart
9/17/2024 12:35:59	\$800.00	Northfield Girls Goal Club	help pay for girls soccer socks
9/17/2024 12:39:28	\$5,000.00	Northfield Booster Club	help pay for HUDL- online streaming service
9/17/2024 12:43:54	\$2,500.00	Northfield Booster Club	Help pay for the weightroom coaching
09/18/2024	\$19.00	Bergeson, Katie	BW Grade 1: Apple Creek Field Trip Additional Donation [From Kit:BW Grade 1: Apple Creek Field Trip]
09/18/2024	\$10.00	Sawyer, Anne	BW Grade 1: Apple Creek Field Trip Additional Donation [From Kit:BW Grade 1: Apple Creek Field Trip]
09/19/2024	\$10.00	Sanders, Lauren	BW Grade 1: Apple Creek Field Trip Additional Donation [From Kit:BW Grade 1: Apple Creek Field Trip]
9/19/2024 9:24:49	\$5,000.00	Veteran of Foreign Wars Attn: Bruce Stowe	Robotics Donation



~~Nov 24 2011~~



Northfield Public Schools  
Northfield, MN

**EXTENDED FIELD TRIP FORM**

Staff Member(s) Responsible (Name and phone): T.J. Austin  
512-787-3574

School and Program: Northfield High School FFA

Date of Requested Trip: 10/22 - 10/26

1. What group is taking this trip?

FFA

2. Estimated # of Students: 8 # Adult Supervisors: 1

3. Destination: National FFA Convention

4. Date/Time of Departure: Tues. 10/22 @ 2:00pm From Randolph High School

5. Date/Time of Return: Sat. 10/26 @ 10:00pm @ Randolph High School

6. State purpose and/or educational value of trip (attach information to form if needed).

Northfield FFA Officers experience premier leadership, personal growth and career exploration

7. Name the manner of travel and the carrier.

Shared Northfield coach bus with several other schools

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

Holiday Inn - Carmel  
251 Pennsylvania Parkway Carmel  
Indiana, 46280

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

T.J. Austin  
512-787-3574  
TAustin@northfieldschools.org

10. List participants (reminder to have participants complete parent/guardian permission form if applicable). (Attach)
- |                               |  |                         |
|-------------------------------|--|-------------------------|
| Keith Harner ~ vice president | Josie Kuennen ~ Historian                      | Macy Mueller ~ reporter |
| Olivia Hohmann ~ secretary    | Hector Villanueva ~ Sentinel                   |                         |
| Kadan Wood ~ treasurer        | Grant Krefl ~ Student Advisor                  |                         |
|                               | <del>Grant</del> Tara Alaniz ~ student Advisor |                         |

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

T.J. Austin ~ FFA Advisor  
 ~ advise in responsibilities  
 ~ chaperone guided tours

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

All students will fill out permission slips w/ emergency contacts and expectations.

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

@ \$650 / student @ \$850 / advisor FFA Fundraising and donations / transportation will cover the majority. Students will need to cover \$250 of their own money to fund trip.

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


All allergy medications will be picked up before hand.

\*\*\*\*\*

Signature of Staff Member Responsible:

Date field trip request was submitted to Principal: 9/10/24

Principal/Administrator Signature and Date:

 9/11/24  
 Approved:  Not Approved:

\*\*\*\*\*

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

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

\*\*\*\*\*

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

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

TO: Dr. Matt Hillmann, Superintendent  
FROM: Val Mertesdorf, Director of Finance *VM*  
DATE: September 23, 2024  
RE: Board Approval of Financial Reports – May 2024

We request that the Board of Education approve paid bills, payroll, bond payments, electronic funds transfers, investments and financial reports for the month of May 2024.

Bills totaling \$2,489,698.23 were paid in May 2024.

Payroll checks totaling \$3,803,738.79 were issued in May 2024.

No bond payments were paid in May 2024.

At the end of May 2024 Total Cash and Investments amounted to \$29,642,560.38.  
Wire transfers initiated by the district during May 2024:

\$400,000.00 From Frandsen General to Frandsen Sweep

\$300,000.00 From Frandsen Sweep to Frandsen General

The following financial reports for May 2024 are included to show the current cash and investment balances, details of disbursements and electronic funds transfers.

1. Treasurer's Report
2. Disbursement Report

May 2024 Treasurer's Report

FUNDS	BALANCE BEGINNING OF MONTH	RECEIPTS	DISBURSEMENTS	JOURNAL ENTRIES	BALANCE END OF MONTH
GENERAL FUND	5,047,663.50	10,394,241.72	4,744,732.50	(1,735,926.13)	8,961,246.59 *
FOOD SERVICE	1,003,384.18	294,681.78	322,715.49	4,976.29	980,326.76
COMMUNITY ED	694,770.27	362,225.99	328,688.12	(810.17)	727,497.97
CONSTRUCTION ACCOUNT	72,544.51	26,271.34	-	-	98,815.85
DEBT SERVICE	2,029,467.93	1,165,946.32	-	-	3,195,414.25
SELF INSURANCE	3,031,174.39	39,522.01	897,300.91	1,739,318.71	3,912,714.20
<b>TOTALS</b>	11,879,004.78	12,282,889.16	6,293,437.02	7,558.70	17,876,015.62
GENERAL FUND INVESTMENT	11,766,544.76	-	-	-	11,766,544.76 *
CONSTRUCTION INVESTMENT	-	-	-	-	-
	11,766,544.76	-	-	-	11,766,544.76
<b>GRAND TOTALS</b>	23,645,549.54	12,282,889.16	6,293,437.02	7,558.70	29,642,560.38

\*General Fund includes Certificate of Deposit amount

Disbursement Report

ISD 659 - Northfield

May 2024

Disbursements:

Bills Paid:

General Fund	\$ 1,370,533.39	
Food Service Fund	174,626.58	
Community Services Fund	47,237.35	
Construction Fund	-	
Trust & Agency Fund	-	
Self Insurance Fund	897,300.91	
Total Bills Paid	<u>2,489,698.23</u>	2,489,698.23

Payroll:

General Fund	3,374,199.11	
Food Service Fund	148,088.91	
Community Services Fund	281,450.77	
Trust Fund	-	
Self Insurance Fund	-	
Total Payroll	<u>3,803,738.79</u>	3,803,738.79

Bond Payments:

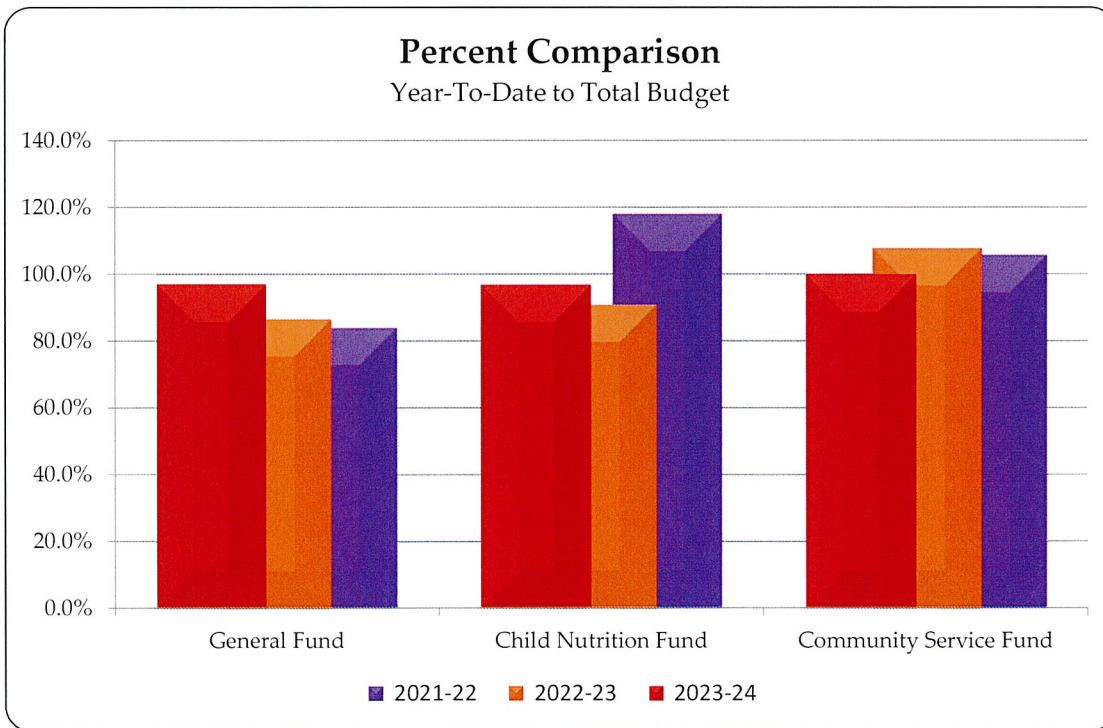
Debt Redemption Fund	<u>-</u>	
Total Bond Payments		<u>-</u>
Total Disbursements		<u><u>\$6,293,437.02</u></u>



## STATEMENT OF REVENUES

For the month ended May 31, 2024

Fund	Year-To-Date	Budget	YTD as % of Budget		
			2023-24	2022-23	2021-22
<b>General Fund</b>					
Property Taxes	\$ 11,017,765	\$ 15,232,888	72.3%	67.7%	67.0%
State Sources	42,821,248	44,193,234	96.9%	93.7%	91.9%
Federal Sources	3,797,291	1,724,951	220.1%	58.8%	45.9%
Local Sources	3,297,955	1,824,435	180.8%	175.5%	114.4%
<b>Total</b>	<b>\$ 60,934,259</b>	<b>\$ 62,975,508</b>	<b>96.8%</b>	<b>86.6%</b>	<b>83.9%</b>
Child Nutrition Fund	\$ 2,325,844	\$ 2,407,584	96.6%	90.8%	118.0%
Community Service Fund	3,326,530	3,333,364	99.8%	107.7%	105.7%
Debt Service Fund	5,220,215	6,301,210	82.8%	88.9%	90.7%
Internal Service Fund	9,825,138	11,396,574	86.2%	91.4%	110.1%
<b>Total All Funds</b>	<b>\$ 81,631,986</b>	<b>\$ 86,414,240</b>	<b>94.5%</b>	<b>88.3%</b>	<b>93.0%</b>

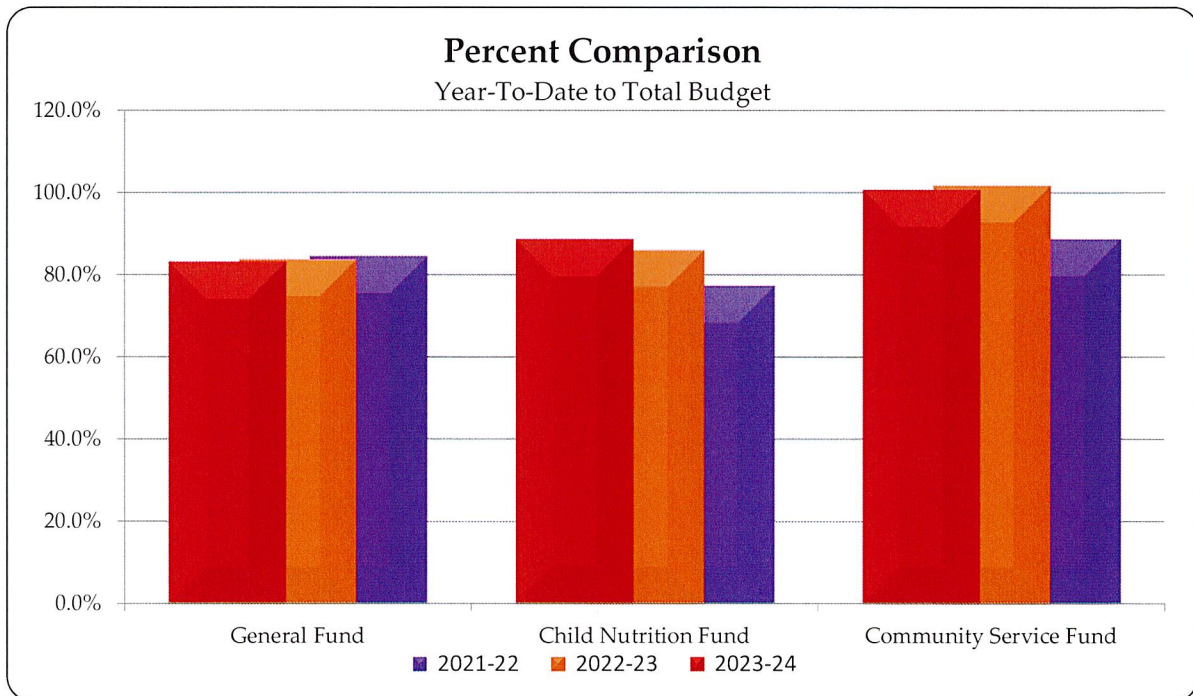




## STATEMENT OF EXPENDITURES

For the month ended May 31, 2024

Fund	Year-To-Date	Budget	YTD as % of Budget		
			2023-24	2022-23	2021-22
<b>General Fund</b>					
Salaries	\$ 29,475,804	\$ 35,789,922	82.4%	81.7%	82.0%
Benefits	11,557,205	14,149,541	81.7%	85.1%	76.6%
Purchased Services	6,431,827	6,705,041	95.9%	85.8%	103.4%
Supplies & Materials	2,398,700	2,849,203	84.2%	101.4%	120.3%
Capital Expenditures	1,834,861	2,365,978	77.6%	83.8%	88.9%
Other Expenses	166,141	496,127	33.5%	80.9%	41.8%
<b>Total General Fund</b>	<b>\$ 51,864,538</b>	<b>\$ 62,355,812</b>	<b>83.2%</b>	<b>83.7%</b>	<b>84.5%</b>
Child Nutrition Fund	\$ 2,344,759	\$ 2,645,006	88.6%	86.0%	77.3%
Community Service Fund	3,479,961	3,456,376	100.7%	101.7%	88.7%
Debt Service Fund	5,912,459	5,912,409	100.0%	100.0%	100.0%
Internal Service Fund	10,210,945	11,094,171	92.0%	85.2%	103.8%
<b>Total All Funds</b>	<b>\$ 73,812,662</b>	<b>\$ 85,463,774</b>	<b>86.4%</b>	<b>87.3%</b>	<b>89.4%</b>



## Sales Representative Contract

This Sales Representative Contract ("Contract") is made effective as of September 01, 2024, by and between Northfield School District, of 201 Orchard Street South, Northfield, Minnesota 55057, and LMR Media, of 8918 Canby Ct., Northfield, Minnesota 55057.

In this Contract, the party who is contracting to receive services shall be referred to as "Northfield School District", and the party who will be providing the services shall be referred to as "LMR Media".

LMR Media has a background in Marketing and is willing to provide services to Northfield School District based on this background.

Northfield School District desires to have services provided by LMR Media to market and sell Marketing opportunities in Southern Minnesota (the "Territory").

Northfield School District hereby appoints LMR Media as Northfield School District's sales representative within the Territory as described above, to solicit orders for the Northfield School District's Products upon the terms and subject to the conditions set forth herein.

Therefore, the parties agree as follows:

**DESCRIPTION OF SERVICES.** Beginning on September 01, 2024, LMR Media will provide the following services (collectively, the "Services"):

Help the Northfield School District monetize space and beautification of facilities by:

Identify locations for potential advertisers

Determine the size of potential ad spots, including dimensions and ability to withstand a sign of various materials

Consult with multiple vendors regarding outdoor elements/weather impact on signage

Consult with the school district grounds crew on the feasibility

Considering both year-round and seasonal signs

Due diligence on current facilities to understand what needs updating/upgrading before signage can be applied or sold

Due diligence mitigating potential issues up-front (e.g., weather and human interaction/vandalism) by sourcing numerous vendors and material types that can be maintained

Create a pricing structure based on data, research & analysis including:

Location

Visibility

Proximity to traffic

MnDOT traffic counts

Weather and wind flow

Size of signage

Signage materials (e.g., mesh, vinyl over aluminum or wood).

Cost of various materials

Cost of other advertising in the area.

Will signage stay up continuously or need to be put up & taken down in Spring & Fall

Create mock-ups of signs

Create full-field mock-ups creating a vision for cohesive, good-looking, finished products (e.g., Memorial Field, Gymnasium, Baseball/Softball Fields, etc.)

Be an intermediary between Northfield School District and local businesses to create an advertising partnership beneficial to all parties



Help create business-to-business agreements for Northfield School District & be an advocate for the Northfield Booster Club.

In partnership with the school district, advocate for the school district and business partners by standing behind the product by being part of a solution should the need arise.

**PERFORMANCE OF SERVICES.** The manner in which the Services are to be performed and the specific hours to be worked by LMR Media shall be determined by LMR Media. Northfield School District will rely on LMR Media to work as many hours as may be reasonably necessary to fulfill LMR Media's obligations under this Contract.

**COMMISSION PAYMENTS.** Northfield School District will make commission payments to LMR Media based on 20% of Gross Sales that LMR Media sells or manages. For the purposes of this Contract, Gross Sales that LMR Media sells or manages means Total customer revenues. less shipping charges.

*Payment Schedule.* The commission payments shall be payable monthly, no later than the tenth day of the following month.

**SUPPORT SERVICES.** Northfield School District will not provide support services, including office space and secretarial services, for the benefit of LMR Media.

**TERM/TERMINATION.** This Contract shall terminate automatically on August 31, 2029.

**RELATIONSHIP OF PARTIES.** It is understood by the parties that LMR Media is an independent contractor with respect to Northfield School District, and not an employee of Northfield School District. Northfield School District will not provide fringe benefits, including health insurance benefits, paid vacation, or any other employee benefit, for the benefit of LMR Media.

**ARBITRATION.** Any controversy or claim arising out of or relating to this Contract, or any breach thereof, including, without limitation, any claim that this Contract, or any part thereof, is invalid, illegal or otherwise voidable or void, shall be submitted exclusively to final and binding arbitration before, and in accordance with, the Commercial Rules of the American Arbitration Association, and judgment upon the award may be entered in any court having jurisdiction thereof; provided, however, that this clause shall not be construed to limit any rights which Northfield School District may have to apply to any court of competent jurisdiction for injunctive or other provisional relief. The arbitrator agrees to determine the arbitrability of any dispute. This arbitration provision shall be deemed self-executing, and in the event that either party fails to appear at any properly noticed arbitration proceeding, an award may be entered against such party notwithstanding said failure to appear. Such arbitration shall be conducted by the American Arbitration Association, at its offices and shall be governed by the rules of the American Arbitration Association then in force and effect. The parties agree that the arbitrator shall not have the power to award punitive damages against any party.

**EMPLOYEES.** LMR Media's employees, if any, who perform services for Northfield School District under this Contract shall also be bound by the provisions of this Contract.

**NOTICES.** All notices required or permitted under this Contract shall be in writing and shall be deemed delivered when delivered in person or deposited in the United States mail, postage prepaid, addressed as follows:

IF for Northfield School District:

Northfield School District  
Dr. Matt Hillmann  
Superintendent  
201 Orchard Street South  
Northfield, Minnesota 55057

IF for LMR Media:

LMR Media  
Lance Reisetter  
Owner  
8918 Canby Ct.  
Northfield, Minnesota 55057

Such address may be changed from time to time by either party by providing written notice to the other in the manner set forth above.

**ENTIRE CONTRACT.** This Contract contains the entire agreement of the parties and there are no other promises or conditions in any other agreement whether oral or written. This Contract supersedes any prior written or oral agreements between the parties.

**AMENDMENT.** This Contract may be modified or amended if the amendment is made in writing and is signed by both parties.

**SEVERABILITY.** If any provision of this Contract shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Contract is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

**WAIVER OF CONTRACTUAL RIGHT.** The failure of either party to enforce any provision of this Contract shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Contract.

**APPLICABLE LAW.** This Contract shall be governed by the laws of the State of Minnesota.

**SIGNATURES.** This Contract shall be signed on behalf of Northfield School District by Dr. Matt Hillmann , Superintendent and on behalf of LMR Media by Lance Reisetter , Owner and effective as of the date first above written.

Company:  
Northfield School District

By: \_\_\_\_\_  
Dr. Matt Hillmann  
Superintendent

Date: \_\_\_\_\_

Sales Representative:  
LMR Media

By: *Lance Reisetter*  
\_\_\_\_\_  
Lance Reisetter  
Owner

Date: *08/19/2024*  
\_\_\_\_\_

**NORTHFIELD PUBLIC SCHOOLS  
ACTIVITIES SPONSOR  
PARTNER AGREEMENT**

This Agreement entered into this \_\_\_\_\_ day of \_\_\_\_\_, by and between Northfield Public Schools, ISD 659 hereinafter referred to as “School”, and NCC Builders, hereinafter referred to as “Partner”, hereby agree as follows:

1. Terms and Conditions. Under the terms and conditions herein set forth, the School grants advertising rights to the Partner on the Northfield High School Memorial Field Pressbox for the term of this agreement.

1.1. Partner agrees to remodel the Northfield High School Memorial Field Pressbox including but not limited to replacing exterior siding and windows.

1.2. Years one (1) through five (5) will be five thousand dollars (\$5,000.00) annually. Partner will not be responsible for the annual amount up to the amount of donated labor and materials.

2. Term of Agreement. The period of this agreement shall be for an initial term of five (5) years, effective July 1, 2024 through June 30, 2029.

3. Payment. Partner agrees to pay a lump sum payment by September 30th of each year of the agreement, payable to Northfield Public Schools.

4. First Right of Refusal/Renewal. Partner shall have the right of first refusal and/or renewal to negotiate a new agreement. Partner shall notify School, in writing, no less than 180 days prior to expiration of the Agreement to exercise first right of refusal and/or renewal.

4.1. If Partner chooses to renew, years six (6) through ten (10) will be renewed at five thousand dollars (\$5,000.00) annually.

4.2. If Partner chooses to renew, years eleven (11) through fifteen (15) will be renewed at seven thousand dollars (\$7,000.00) annually.

5. Miscellaneous Provisions.

5.1. Partner Rebranding - In the event that the Partner organization updates or changes their logo, the Partner will be responsible for the cost of updating the necessary items.

5.2. Relocation - School reserves the option during the term of this Agreement to relocate, at the District's expense, equipment under this agreement. School will ensure that the alternate location is reasonably comparable.

5.3. Damage - School will ensure that equipment is kept in good working condition. If equipment is damaged, School will attempt to repair or replace the equipment. If School is not able to repair or replace the equipment, School will notify Partner in writing within thirty (30) days. Partner will have the option to repair or replace equipment under this agreement. If Partner does not want to repair or replace equipment under this agreement, the agreement will be canceled for the remaining term.

6. Assignment. This agreement shall not be assigned by the Partner, nor shall the Partner grant any other person any of its rights without prior written consent of School.

6.1. Partner will have the option to pay the remaining balance of this agreement in the event Partner is closing or selling the business.

7. Hold Harmless and Indemnification. Partner agrees to defend, hold harmless and indemnify the School, its officers, agents and employees, from and against any and all actions, suits, damages, liability or other proceedings which may arise as the result of the advertising contemplated. This section does not require Partner to be responsible for or defend against any claims or damages arising solely from acts or omissions of the State, its officers, agents, or employees.

8. Applicable Law. This Agreement shall be governed by the laws of the State of Minnesota. If any provision of this Agreement is or becomes unenforceable, the other provisions shall remain valid and enforceable to the maximum extent possible.

9. Nondiscrimination. It is mutually agreed that there shall be no discrimination on the basis of a person's race, color, creed, religion, national origin, ancestry, citizenship, gender, sexual orientation, age, or disability.

10. Default. If Partner fails to pay when due any amount owing under this Agreement, and such failure continues for a period of ten (10) days after Partner receives written notice of the default from School, or if either party to this Agreement fails to perform any of its covenants and obligations under this Agreement, and such failure continues for a period of thirty (30) days after the non-performing party receives written notice of the default from the other

party, then such aggrieved party may terminate this Agreement by giving notice of termination.

11. Advertising Content. All advertisements will be approved by the Activities Director or their designee prior to being placed on the Scoreboard. The Director's approval determination shall be made no later than ten (10) business days after he or she has received the proposed advertisement from the Partner. The following advertising is not acceptable:

- i. Individuals or groups promoting tobacco, alcohol, drugs, drug paraphernalia, liquor, weapons, obscene, pornographic or illegal materials;
  - ii. Political parties, candidates, or movements;
  - iii. Individuals or groups promoting gambling;
  - iv. Religious organizations or messages;
  - v. Advertising that is misleading, deceptive, disrespectful, fraudulent, or libelous;
  - vi. Advertising that is obscene, contains vulgar language, or promotes illegal or sexual activity; and
  - vii. Advertising that is disruptive to the education of School's students.
  - viii. Advertising that is inconsistent with the educational objectives of the board of education or inappropriate for inclusion in publication.
-

On this day and year first above written, the parties hereto have executed this Agreement.

**NCC BUILDERS**

**Adam Steffl**  
President  
1610 Riverview Lane  
Northfield, MN 55057

---

Authorized Signature and Title

Date

**NORTHFIELD PUBLIC SCHOOLS**

**Val Mertesdorf**  
Director of Finance  
201 Orchard Street South  
Northfield, MN 55057

---

Authorized Signature and Title

Date

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

---

### **What is the levy? What does it do for our District?**

We are asking for preliminary certification of the Pay 2025 property tax levy tonight. The levy is the local portion of taxes that are authorized, by voters or the state. Our local levy provides approximately 27% of our general fund budget. Our budget supports the resources needed – human and capital – to provide quality educational programming for every student in our schools. Our preliminary proposed levy is a decrease of 0.50% compared to the prior year’s levy. We are proposing preliminary certification at the maximum (as we have every year for many years). This provides us with the most flexibility prior to finalizing the levy amount in December.

### **Truth in Taxation Timeline**

After we certify this proposed levy, the district will send the information to the county auditor's office by September 30th. At that point, the county begins preparing tax statements that are mailed to taxpayers in November. We will then hold our Truth in Taxation (TNT) hearing during the regular School Board meeting on December 9<sup>th</sup> and ask the Board to finalize certification of the Pay 2025 levy.

### **Tax Levy and Budgeting Timing**

The State’s tax year and our budget year don’t match up. The Pay 2025 levy will be collected from January 2025 through December 2025. Property taxes are paid in May and October each year. The district’s fiscal year runs from July 2025 - June 2026. These levy dollars will eventually provide a portion of our funding for that budget year.

Each levy can also include budget adjustments from previous levy years – both positive and negative. These adjustments can be made for a period of up to three years.

### **Preliminary Pay 2025 Property Tax Levy**

This pie graph demonstrates (see PowerPoint file, slide six) the different categories that comprise our total preliminary levy. The general fund is 83% of the total levy, community education is 2% and debt service is 15%. The general fund includes several formulas, but most notably the voter approved operating referendum (41% of total levy), the voter approved capital projects levy (10% of total levy), and the other general fund levies (33% of total levy).

The Pay25 Levy Analysis table (slide seven) illustrates the subtotals of the levy by fund, by taxation category, and by tax base.

The preliminary general fund levy decrease is \$16,730.97 or 0.09%. The community education levy increase is \$27,715.52 or 7.2%. Debt service levies decreased \$120,274.46 or 3.59%.

65.7% of our total levy is generated from voter approved formulas. The Northfield community has been steadfast in their commitment to education.

### **Notable Changes**

On slide eight you will see a detailed breakdown of the general fund and the differences over the Pay24 levy. The most notable changes are a \$216,398 increase in the capital projects levy. This levy is calculated at 4.7% of the district’s net tax capacity, as the net tax capacity increases so will the capital projects levy.

The other post employment benefits levy reimburses districts for retiree benefits paid on contracts with a sunset clause. Our Northfield Education Association contract has a sunset clause and the severance payments for those eligible are paid to a health reimbursement account. We paid \$426,756 in severance payments in FY2023-24.



The long term facilities maintenance calculation was changed in statute last year. The total revenue for the district remains the same but the amount we receive from state aid increased by approximately \$400,000.

The adjustments allow the MN Department of Education to reconcile all levies to what should have been paid. The majority of the levy entitlements are based on estimated enrollment or other estimated values. The Pay24 adjustments were high due to the conservative enrollment estimates we made during the pandemic. Our actual enrollment was higher than expected and the Pay24 levy adjustment authorized the additional revenue the district was entitled to. Pay25 is back to more stable projections.

### **Levy Trends**

When we look at the levy over time, the district has been very consistent year over year. The district is intentional in this effort to ensure consistency for taxpayers. The average increase over the past five years is 1.82%. We are grateful for the community's generosity and the wonderful opportunities this provides for our students.

# Preliminary Levy Certification Pay 2025

09.23.2024

# VISION

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

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

### VISION

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

### BENCHMARKS

**1**  
All children are ready for **kindergarten**.

**2**  
All students are connected to the **community**.

**3**  
All students are at grade level in **reading and mathematics** by the end of third and sixth grades.

**4**  
All students exhibit physical, social and emotional **well-being**.

**5**  
All students have a **connection** with a caring adult beyond their parents as they transition to middle school.

**6**  
All students have interests, goals and a **vision** for the future by the end of eighth grade.

**7**  
All students **graduate** from high school with a plan to reach their full potential.

**8**  
All **employees** report satisfaction in the workplace.

**9**  
All **parents** report satisfaction with their children's educational experience.

**10**  
The district maintains 14% of its annual expenditures in its unassigned fund balance to ensure **financial stability**.

**11**  
**Community education** provides relevant and accessible learning opportunities for all residents.

Note: The first seven benchmarks are aligned with the language identified by Northfield Promise, a collective impact consortium of 20 community organizations committed to helping Northfield's youth thrive "from cradle to career".

### STRATEGIC COMMITMENTS



#### People

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



#### Learner Outcomes

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



#### Equity

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



#### Communication

We communicate effectively and transparently with all stakeholders.



#### Stewardship

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



#### Partnerships

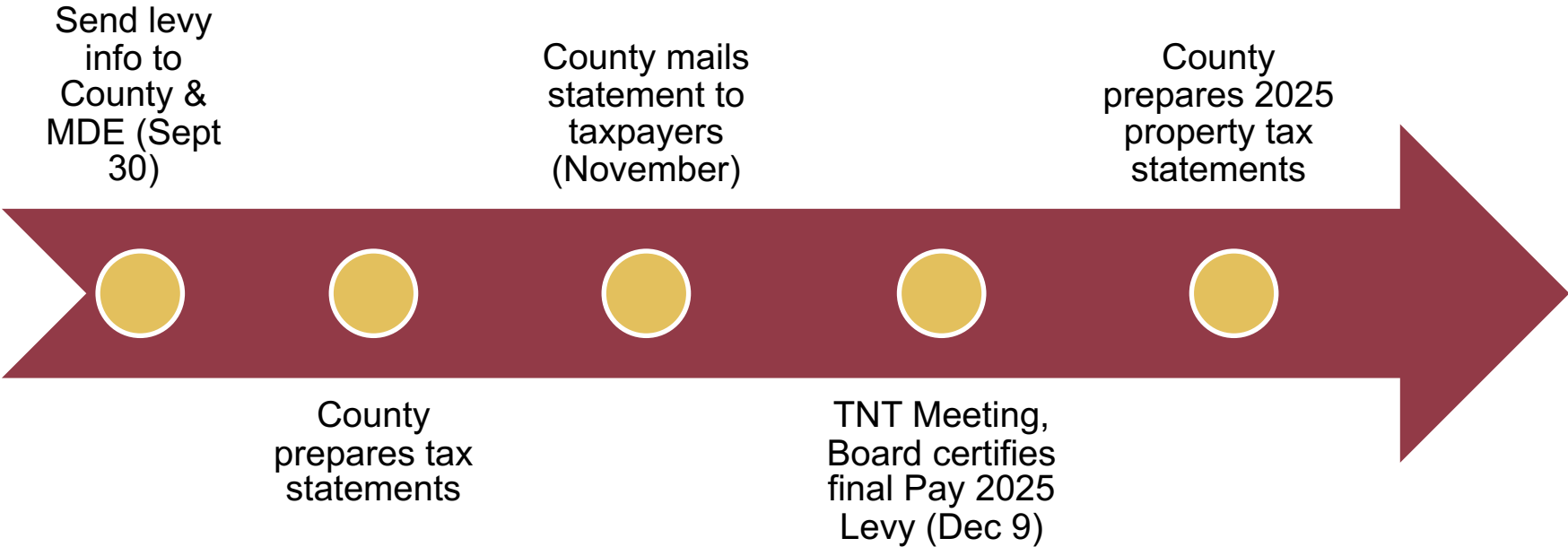
We seek community partnerships that accelerate student achievement of district benchmarks.

# What is the levy? What does it do for us?

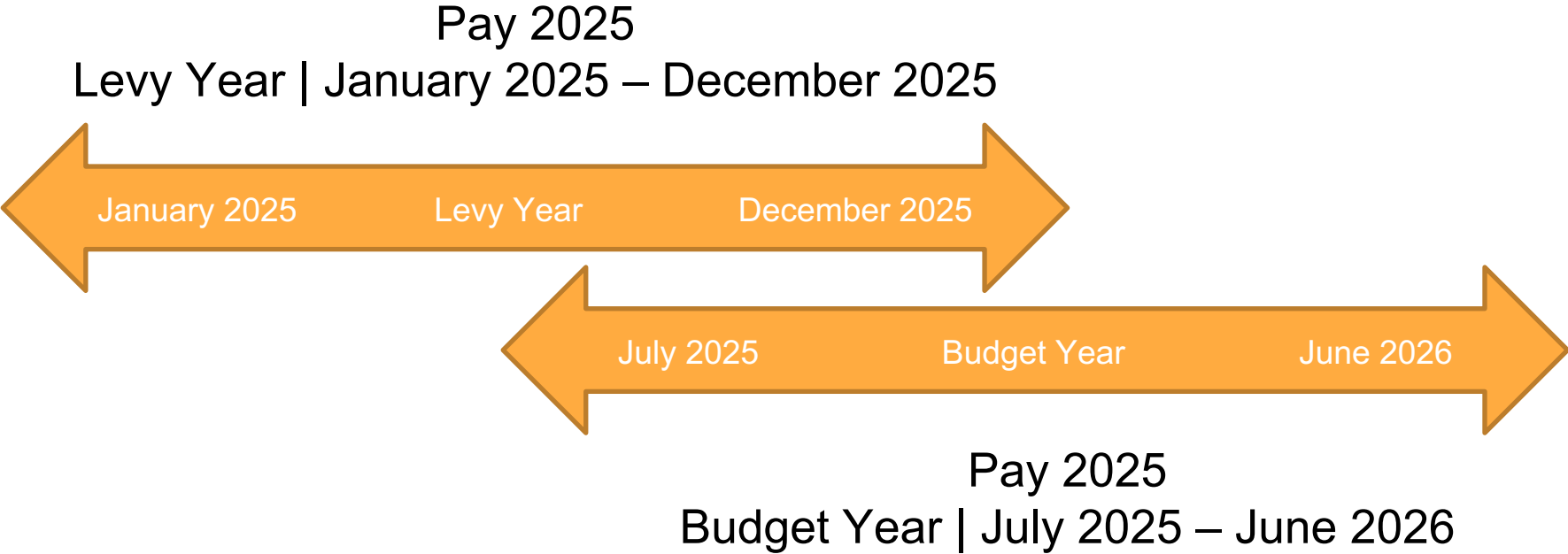
- Provides 27% of our general fund budget
- Restricted to voter approved levies or state-authorized levies
- MN Department of Education computes the levy limits for each district
- Provides the revenue to pay our debt service obligations
- Allows the district to prepare **every** student!



# Truth in Taxation Timeline

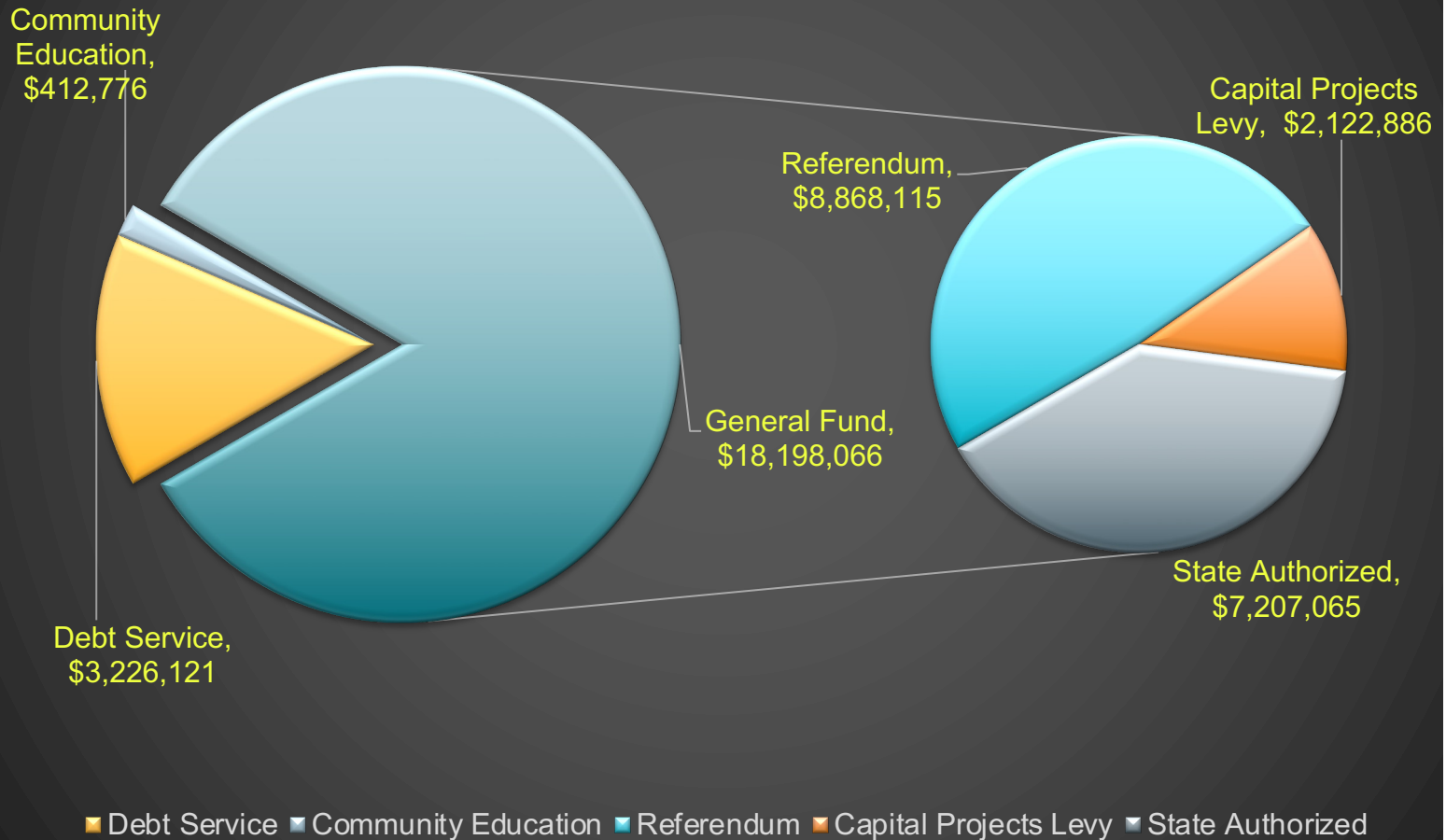


# Tax Levy and Budget Timing



\*\*\*Pay 2025 includes adjustments from previous years (up to three years)\*\*\*

# 2024 Pay 2025 Levy



# Pay 25 Levy Analysis

	Pay 2025 Certified Levy	Pay 2024 Certified Levy	Increase (Decrease)	Percent Change
General Fund	\$18,198,066.57	\$18,214,797.54	\$ (16,730.97)	-0.09%
Community	\$ 412,775.64	\$ 385,060.12	\$ 27,715.52	7.20%
Debt Service	\$ 3,226,121.24	\$ 3,346,395.70	\$ (120,274.46)	-3.59%
<b>Total</b>	<b>\$21,836,963.45</b>	<b>\$21,946,253.36</b>	<b>\$ (109,289.91)</b>	<b>-0.50%</b>

## Subtotals by Truth in Taxation Category

	Pay 2025 Certified Levy	Pay 2024 Certified Levy	Increase (Decrease)	Percent Change
Voter Approved	\$14,345,521.70	\$13,610,536.32	\$ 734,985.38	5.40%
Other	\$ 7,491,441.75	\$ 8,335,717.04	\$ (844,275.29)	-10.13%
<b>Total</b>	<b>\$21,836,963.45</b>	<b>\$21,946,253.36</b>	<b>\$ (109,289.91)</b>	<b>-0.50%</b>

Subtotals by Tax Base	Pay 2025 Certified Levy	Pay 2024 Certified Levy	Increase (Decrease)	Percent Change
Referendum Market Value*	\$12,433,450.89	\$12,744,471.74	\$ (311,020.85)	-2.44%
Net Tax Capacity	\$ 9,403,512.56	\$ 9,201,781.62	\$ 201,730.94	2.19%
<b>Total</b>	<b>\$21,836,963.45</b>	<b>\$21,946,253.36</b>	<b>\$ (109,289.91)</b>	<b>-0.50%</b>

\*Includes Operating Referendum and Equity Revenue



## Notable Changes

- Capital Projects Levy – Voter approved, calculated at 4.7% of the district’s net tax capacity
- Other Post Employment Benefits – state authorized levy, increase is related to severance payment (\$426,756 in FY24)
- Long Term Facilities Maintenance – state authorized levy, decrease is due to change in aid/levy ratio - \$443k will be state aid for Pay25. (Pay24 was \$52k for comparison)
- Adjustments – Pay24 was significant due to conservative enrollment estimates during the pandemic

Funds	Proposed	Certified	Difference
	Pay25	Pay24	
<b>General Fund</b>			
Referendum	\$ 8,868,115	\$ 8,776,542	\$ 91,573
Local Optional Revenue	\$ 2,898,456	\$ 2,865,591	\$ 32,865
Equity	\$ 294,524	\$ 283,152	\$ 11,372
Capital Projects Levy	\$ 2,122,886	\$ 1,906,488	\$ 216,398
Operating Capital	\$ 491,191	\$ 451,839	\$ 39,352
Achievement & Integration	\$ 118,001	\$ 113,489	\$ 4,512
Other Post Employment Benefits	\$ 1,399,008	\$ 903,607	\$ 495,401
Reemployment Insurance	\$ 2,000	\$ 2,000	\$ -
Safe Schools	\$ 146,146	\$ 148,810	\$ (2,664)
Career Technical	\$ 80,471	\$ 80,471	\$ -
Long Term Facilities Maintenance	\$ 887,475	\$ 1,303,735	\$ (416,259)
Lease Levy	\$ 425,996	\$ 411,969	\$ 14,027
Abatements	\$ 26,644	\$ 27,222	\$ (578)
Adjustments (up to 3 yrs)	\$ 437,153	\$ 939,883	\$ (502,730)
<b>Total General Fund</b>	<b>\$ 18,198,066</b>	<b>\$ 18,214,797</b>	<b>\$ (16,731)</b>
Community Education	\$ 412,776	\$ 385,060	\$ 27,716
Debt Service	\$ 3,226,121	\$ 3,346,396	\$ (120,274)
<b>Total Levy</b>	<b>\$ 21,836,963</b>	<b>\$ 21,946,253</b>	<b>\$ (109,290)</b>
Percent Change			-0.50%

# LEVY TRENDS

	Pay 25 Certified Levy	Pay 24 Certified Levy	Pay 23 Certified Levy	Pay 22 Certified Levy	Pay 21 Certified Levy
General Fund	\$ 18,198,066.57	\$ 18,214,797.54	\$ 15,232,888.17	\$14,255,967.15	\$14,528,579.31
Community Education	\$ 412,775.64	\$ 385,060.12	\$ 440,332.22	\$ 428,563.42	\$ 440,332.22
Debt Service	\$ 3,226,121.24	\$ 3,346,395.69	\$ 5,462,319.85	\$ 5,324,716.91	\$ 5,364,977.00
<b>Total</b>	<b>\$ 21,836,963.45</b>	<b>\$ 21,946,253.35</b>	<b>\$ 21,135,540.24</b>	<b>\$20,009,247.48</b>	<b>\$20,333,888.53</b>
Difference	\$ (109,289.90)	\$ 810,713.11	\$ 1,126,292.76	\$ (324,641.05)	\$ 347,892.60
Percent Change	-0.50%	3.84%	5.63%	-1.60%	1.74%



Questions?  
Thank you!