

INDEPENDENT SCHOOL DISTRICT NO. 659
REGULAR SCHOOL BOARD MEETING

Monday, April 14, 2025 ~ 6:00 p.m. ~ Regular Board Meeting
Northfield District Office Boardroom

[Zoom Link](#)

AGENDA

1. Call to Order
2. Agenda Approval/Table File
3. Public Comment
4. Announcements and Recognitions
5. Items for Discussion and Reports
 - a. Proposed 2025-2026 Debt Service Fund Budget
 - b. Proposed 2025-26 Internal Service Fund Budget
 - c. Priority-Based Budget Reduction Recommendations Discussion
6. Consent Agenda
 - a. Minutes
 - b. Gift Agreements
 - c. Overnight Field Trip Request
 - d. Grant Application
 - e. Personnel Items
7. Items for Individual Action
 - a. Policy Committee Recommendations
8. Items for Information
 - a. Construction Update No. 8
 - b. Enrollment Report
 - c. Board Work Session
9. Future Meetings
 - a. Tuesday, April 22, 2025, 5:00 p.m., Board Work Session, Northfield DO Boardroom
 - b. Monday, April 28, 2025, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
 - c. Monday, May 12, 2025, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
 - d. *Tuesday, May 27, 2025, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
*Note that Monday, May 26, 2025 is Memorial Day.
10. Adjournment

NORTHFIELD PUBLIC SCHOOLS
MEMORANDUM

Monday, April 14, 2025 ~ 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, April 14, 2025, Regular School Board Meeting

1. Call to Order
2. Agenda Approval/Table File
3. Public Comment
Public comment for this school board meeting may be made in person at the beginning of the meeting and must comply with the district's public comment guidelines.
4. Announcements and Recognitions
5. Items for Discussion and Reports
 - a. Proposed 2025-2026 Debt Service Fund Budget. Director of Finance Val Mertesdorf will present the 2025-2026 Debt Service Fund Budget. The board will be asked to adopt the budget at the May 27, 2025 board meeting.
 - b. Proposed 2025-2026 Internal Service Fund Budget. Director of Finance Mertesdorf will present the 2025-2026 Internal Service Fund Budget. The board will be asked to adopt the budget at the May 27, 2025 board meeting.
 - c. Priority-Based Budget Reduction Recommendations Discussion. The board will discuss the priority-based budget reduction recommendations. The recommendations will be an action item at the April 28 regular meeting.
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 March 10, 2025.
 - b. Gift Agreements. Gift agreements to be approved are attached.
 - c. Overnight Field Trip Request. FFA Adviser T.J. Austin requests board approval to take three FFA students to the 2025 FFA Leadership Conference in Washington, D.C. June 24-27, 2025.
 - d. Grant Application. Director of Community Education Erin Bailey requests school board approval for \$240,501 annually from the Minnesota Department of Education for a grant to support the Northfield Community School initiative. Northfield Public Schools and Northfield Healthy Community Initiative are joint applicants for this grant. The Northfield Community School initiative will dramatically expand out-of-school-time programming. It will increase the number of Greenvale Park and middle school students and alumni who can access the free out-of-school time programming by offering after school programming four days per week, evening programming twice per week, programming during school breaks, and expanded summer programming.
 - e. Personnel Items.
 - i. Appointments
 1. Nancy Bauer, 1.0 FTE Long Term Substitute Early Childhood Teacher at the NCEC, beginning on or about 5/5/2025-6/6/2025. BA+10, Step 6.
 2. Abigail Borgerding, Summer Instructor Lead with Community Ed Recreation, beginning 5/28/2025 - 8/31/2025. Step 2-\$15.80/hr.

3. Carter Borovsky, Summer Instructor or Swim Lead with Community Ed Recreation, beginning 5/28/2025 - 8/31/2025. Step 1-\$15.54/hr.
4. Mariana Cruz, Summer Instructor or Swim Assistant with Community Ed Recreation, beginning 5/28/2025 - 8/31/2025. Step 2-\$14.76/hr.
5. Mark Erickson, ABE Office Generalist for up to 310 hours/year with Community Education, beginning 8/25/2025. Class II Office, step 5 - \$22.93/hr.
6. Mackenzie Glassing, Summer Plus/Blast Teacher for 6.50 hours/day Mon.-Thurs. at Greenvale Park, beginning 6/16/2025-8/8/2025. \$40/hr.
7. Madelyn Hall, Lifeguard with Community Ed Recreation, beginning 4/1/2025-5/31/2025. Step 2-\$14.76/hr.
8. Denise Halvorson, Summer Plus/Blast Teacher for 6.50 hours/day Mon.-Thurs. at Greenvale Park, beginning 6/16/2025-8/8/2025. \$40/hr.
9. Siegel Howard, Instructor or Swim Lead with Community Ed Recreation, beginning 4/5/2025 - 5/31/2025. Step 4-\$16.32/hr.
10. Greta Kortuem, Summer WSI Instructor with Community Ed Recreation, beginning 5/28/2025 - 8/31/2025. Step 1-\$16.58/hr.
11. Nora Kortuem, WSI Instructor with Community Ed Recreation, beginning 4/1/2025 - 5/31/2025. Step 3-\$17.09/hr.
12. Nora Kortuem, Summer WSI Instructor with Community Ed Recreation, beginning 5/28/2025 - 8/31/2025. Step 3-\$17.09/hr.
13. Taylor Krohn, Lifeguard with Community Ed Recreation, beginning 4/1/2025-5/31/2025. Step 1-\$14.50/hr.
14. Kasie Larsen, Summer Instructor or Swim Lead with Community Ed Recreation, beginning 5/28/2025 - 8/31/2025. Step 1-\$15.54/hr.
15. Michelle Martinez, Summer Plus/Blast Teacher for 6.50 hours/day Mon.-Thurs. at Greenvale Park, beginning 6/16/2025-8/8/2025. \$40/hr.
16. Atticus Mayer, Lifeguard with Community Ed Recreation, beginning 4/1/2025-5/31/2025. Step 1-\$14.50/hr.
17. Atticus Mayer, Summer Lifeguard with Community Ed Recreation, beginning 5/28/2025-8/31/2025. Step 1-\$14.50/hr.
18. Will McCreary, Boys Assistant Tennis Coach at the Middle School, beginning 04/01/2025. \$2,772 stipend.
19. Tammy McDonough, AP Proctor at the High School, beginning 4/1/2025-5/30/2025. Licensed sub rate of pay.
20. Edith McLaughlin, Instructor or Swim Lead with Community Ed Recreation, beginning 4/1/2025 - 5/31/2025. Step 2-\$15.80/hr.
21. Amy Moeller, AP Proctor at the High School, beginning 4/1/2025-5/30/2025. Licensed sub rate of pay.
22. Shelby Nelson, Summer Instructor or Swim Assistant with Community Ed Recreation, beginning 5/28/2025 - 8/31/2025. Step 3-\$15.02/hr.
23. Kevin O'Brien, Summer Master Swim Club Coach with Community Ed Recreation, beginning 6/3/2025-8/31/2025. \$90/hr.
24. Courtney Olukiran, 1.0 FTE Special Education Resource Teacher at Spring Creek, beginning 8/25/2025. MA10, Step 10 - Subject to change upon the settlement of the 25-27 NEA Agreement.
25. Eleanor Otting, Summer WSI Instructor with Community Ed Recreation, beginning 5/28/2025 - 8/31/2025. Step 1-\$16.58/hr.
26. Oliver Otting, Summer Instructor or Swim Assistant with Community Ed Recreation, beginning 5/28/2025 - 8/31/2025. Step 1-\$14.50/hr.
27. Elsa Peterson, Summer Instructor or Swim Assistant with Community Ed Recreation, beginning 5/28/2025 - 8/31/2025. Step 1-\$14.50/hr.
28. Graham Peterson, Summer Instructor or Swim Assistant with Community Ed Recreation, beginning 5/28/2025 - 8/31/2025. Step 1-\$14.50/hr.
29. Jackson Reade, Instructor or Swim Lead with Community Ed Recreation, beginning 4/5/2025 - 5/31/2025. Step 4 -\$16.32/hr.
30. Keegan Resendiz, Instructor or Swim Lead with Community Ed Recreation, beginning 4/5/2025 - 5/31/2025. Step 2 -\$15.80/hr.
31. Hailey Reuvers, Summer Private Lessons Instructor with Community Ed Recreation, beginning 5/28/2025-8/31/2025. \$45/individual, \$36/person in a group of 5 or less.
32. Andrew Richardson, Summer Plus/Blast Teacher for 6 hours/day Mon.-Thurs. at Greenvale Park and the Middle School, beginning 6/16/2025-8/8/2025. \$40/hr.
33. Mia Rocha, Early Childhood Screener for up to 40 hours/year at the NCEC, beginning 3/12/2025. \$22/hr.
34. Allyson Rock, 1.0 FTE Special Education ASD Teacher at the High School, beginning 8/25/2025. MA, Step 7 - Subject to change upon the settlement of the 25-27 NEA Agreement.
35. Amelia Rosenhamer, Summer Community Education Recreation Intern at the NCEC, beginning 5/19/2025-8/31/2025. Step 1-\$16.58/hr.

36. Susanne Schroll, Community School Site Assistant for up to 12 hours/week at Bridgewater, beginning 4/2/2025-5/15/2025. Step 2-\$18.43/hr.
 37. Kasey Storandt, 1.0 FTE Speech and Language Pathologist at .80 Middle/.20 High School, beginning 8/25/2025. MA30, step 6 - Subject to change upon the settlement of the 25-27 NEA Agreement.
 38. Stephanie Trembl, 1.0 FTE Special Education Resource Teacher at Bridgewater, beginning 8/25/2025. MA, Step 10 - Subject to change upon the settlement of the 25-27 NEA Agreement.
 39. Peyton Truman, Summer Instructor or Swim Lead with Community Ed Recreation, beginning 5/28/2025 - 8/31/2025. Step 2-\$15.80/hr.
 40. Aidan Wallig, Instructor or Swim Lead with Community Ed Recreation, beginning 4/5/2025 - 5/31/2025. Step 1 -\$15.54/hr.
 41. Ollie Waterland, Summer Instructor or Swim Assistant with Community Ed Recreation, beginning 5/28/2025 - 8/31/2025. Step 1-\$14.50/hr.
 42. Northfield Community Education Summer 2025 Brochure Instructors-see attached.
- ii. Increase/Decrease/Change in Assignment
1. Lily Becker, KidVentures Site Assistant for up to 11 hours/week at Greenvale Park, change to KidVentures Site Assistant for up to 15 hours/week at Greenvale Park/Bridgewater, and Spring Creek, effective 3/17/2025.
 2. Abigail Borgerding, Summer Instructor Lead with Community Ed Recreation, add Summer Instructor Assistant with Community Ed Recreation, effective 5/28/2025-8/31/2025. Step 2-\$14.76/hr.
 3. Mairin Born, Teacher at Spring Creek, add Summer Targeted Services Teacher for 6.5 hours/day Mon.-Thurs. at Greenvale Park, effective 6/16/2025-8/8/2025. \$40/hr.
 4. Carter Borovsky, Summer Instructor Lead with Community Ed Recreation, add Summer Instructor Assistant with Community Ed Recreation, effective 5/28/2025-8/31/2025. Step 1-\$14.50/hr.
 5. Thomas Dickerson, Special Education Teacher at the High School, add ESY Special Education Teacher for 5.75 hours/day Mon.-Fri. at Greenvale Park, effective 6/26/2025-7/18/2025. Lane/Step.
 6. Lindsey Downs, Teacher at Spring Creek, add Summer Targeted Services Teacher for 6.50 hours/day Mon.-Thurs. at Greenvale Park, effective 6/16/2025-8/8/2025. \$40/hr.
 7. Saffron Emerson, Special Education Teacher at the High School,, add ESY Special Education Teacher for 5.75 hours/day Mon.-Fri. at the Middle School, effective 6/26/2025-7/18/2025. Lane/Step.
 8. Tyler Faust, Special Education Teacher at Bridgewater, add ESY Special Education Teacher for 5.75 hours/day Mon.-Fri. at Greenvale, effective 6/26/2025-7/18/2025. Lane/Step.
 9. Nancy Fox, Teacher at Spring Creek, add Summer Targeted Services Teacher for 6.5 hours/day as needed Mon.-Thurs. at Greenvale Park, effective 6/9/2025-8/12/2025. \$40/hr.
 10. Leah Grisim, Special Education Teacher at Spring Creek, add ESY Special Education Teacher for 5.75 hours/day Mon.-Fri. at Greenvale Park, effective 6/26/2025-7/18/2025. Lane/Step.
 11. Madelyn Hall, Lifeguard with Community Ed Recreation, add Instructor Assistant with Community Ed Recreation, effective 4/1/2025-5/31/2025. Step 1-\$14.50/hr.
 12. Kelly Hebzynski, Teacher at the Middle School, add Summer Targeted Services Teacher for 6 hours/day Mon.-Thurs. at the Middle School, effective 6/16/2025-8/8/2025. \$40/hr.
 13. Maria Hegland, Instructor/Swim Assistant with Community Ed Recreation, add Instructor Lead with Community Ed Recreation, effective 4/1/2025-5/31/2025. Step 2-\$15.80/hr.
 14. Gretchen Heil, Teacher at Spring Creek, add Summer Targeted Services Teacher for 6.50 hours/day Mon.-Thurs. at Greenvale Park, effective 6/16/2025-8/8/2025. \$40/hr.
 15. Mary Hotz Zenk, Teacher at the High School, add Summer Targeted Services Teacher for 6 hours/day Mon.-Thurs. at the Middle School, effective 6/16/2025-8/8/2025. \$40/hr.
 16. Mary Hotz Zenk, Teacher at the High School, add ABE Teacher at the NCEC, effective 5/15/2025-6/26/2025. Lane/step.
 17. Correction pay rate: Charlie Iyegha, Instructor Lead with Community Ed Recreation, effective 3/5/2025-5/31/2025. Step 5 \$16.58/hr.
 18. Jennifer Jones, 1.0 FTE Special Education ASD Teacher at the Middle School, rehired for the 2025-2026 school year, effective 8/25/2025-6/10/2026.
 19. Jennifer Jones, 1.0 FTE Special Education Teacher at the Middle School, add ESY Special Education Teacher for 5.75 hours/day Mon.-Fri. at the Middle School, effective 6/26/2025-7/18/2025. Lane/Step.
 20. Meghan Karsky, Speech and Language Pathologist at the NCEC, add ESY Speech and Language Pathologist for 5.75 hours/day Mon.-Fri. District Wide, effective 6/26/2025-7/18/2025. Lane/Step.
 21. Melanie Klein, Special Education Teacher at Spring Creek, add ESY Special Education Teacher for 5.75 hours/day Mon.-Fri. at Greenvale Park, effective 6/26/2025-7/18/2025. Lane/Step.
 22. Taylor Krohn, Lifeguard with Community Ed Recreation, add Instructor Assistant with Community Ed Recreation, effective 4/1/2025-5/31/2025. Step 1-\$14.50/hr.

23. Shelly Kruger, Education Assistant at the High School, add Summer Targeted Services Teacher for 6.50 hours/day Mon.-Thurs. at Greenvale Park, effective 6/16/2025-8/8/2025. \$40/hr.
24. Angela Kruse, .80 FTE Speech Language Pathologist for the 24-25 school year only, at Bridgewater, change to .80 FTE Speech Language Pathologist ongoing, at Bridgewater, effective 8/25/2025.
25. Gretta Kunze, Teacher at the NCEC, add Summer Targeted Services Teacher for 6.50 hours/day Mon.-Thurs. at Greenvale Park, effective 6/16/2025-8/8/2025. \$40/hr.
26. Kasie Larsen, Summer Instructor/Swim Lead and Lifeguard with Community Ed Recreation, add Summer Instructor Assistant, and Summer Lifeguard with Community Ed Recreation, effective 5/28/2025-8/31/2025. Instructor Asst Step 1-\$14.50/hr., Summer Lifeguard Step 1-\$14.50/hr.
27. Correction pay rate: Jackson LeBlanc, Instructor Lead with Community Ed Recreation, effective 3/5/2025-5/31/2025. Step 5-\$16.58/hr.
28. Darren Lofquist, Teacher at Bridgewater, add Summer Targeted Services Teacher for 6 hours/day as needed Mon.-Thurs. at Greenvale Park, effective 6/16/2025-8/8/2025. \$40/hr.
29. Katie Lovrien, Teacher at the Middle School, add Summer Targeted Services Teacher for 6 hours/day Mon.-Thurs. at Greenvale Park/Middle School, effective 6/16/2025-8/8/2025. \$40/hr.
30. Angela Lynch, Special Education Teacher at the ALC/DW, add ESY Special Education Teacher for 5.75 hours/day Mon.-Fri. at the Middle School, effective 6/26/2025-7/18/2025. Lane/Step.
31. Edith McLaughlin, Instructor Lead with Community Ed Recreation, add Instructor Assistant with Community Ed Recreation, effective 4/1/2025-5/31/2025. Step 2-\$14.76/hr.
32. Lori Mullen, CNA III at Bridgewater, add Summer CNA for up to 5 hours/day Mon.-Thurs. at Greenvale Park, effective 6/23/2025-8/7/2025. Pay Rate through 6/30/25 - \$21.92/hr. Starting 7/1/2025 - \$23.06/hr.
33. Diane Nagy, Teacher at Bridgewater, add Summer Targeted Services Teacher for 6 hours/day as needed Mon.-Thurs. at Greenvale Park/Middle School, effective 6/16/2025-8/8/2025. \$40/hr.
34. Shelby Nelson, Summer Instructor Assistant with Community Ed Recreation, add Summer Instructor Lead, effective 5/28/2025-8/31/2025. Step 2-\$15.80/hr.
35. Gabriela Nieves, Early Childhood Outreach Specialist at the NCEC, add Extended Day for up to 2 hours/week at the NCEC, effective 3/1/2025.
36. Jacob Odell, Special Education Teacher at the High School, add ESY Special Education Teacher for 5.75 hours/day Mon.-Fri. at the Middle School, effective 6/26/2025-7/18/2025. Lane/Step.
37. Samantha Olson, Teacher at Spring Creek, add Summer Targeted Services Teacher for 6.50 hours/day Mon.-Thurs. at Greenvale Park, effective 6/16/2025-8/8/2025. \$40/hr.
38. Chris O'Neill, Teacher at the Middle School, add MSYC Teacher for up to 8 hours/week Mon.-Thurs. at the Middle School, effective 4/3/2025-5/15/2025. \$40/hr.
39. Eleanor Otting, Summer WSI Instructor with Community Ed Recreation, add Summer Lifeguard with Community Ed Recreation, effective 5/28/2025-8/31/2025. Step 1-\$14.50/hr.
40. Correction pay rate: Trey Peterson, Instructor Lead with Community Ed Recreation, effective 2/15/2025-5/31/2025. Step 5-\$16.58/hr.
41. Brian Porter, Assistant Girls Swim and Dive Coach at the High School, change to Head Girls Swim and Dive Coach at the High School, effective 8/11/2025. \$7,207 stipend - Subject to change upon the settlement of the 25-27 NEA Agreement.
42. Brent Rauk, Teacher at the Middle School, add Summer Targeted Services Teacher for 6 hours/day Mon.-Thurs. at the Middle School, effective 6/16/2025-8/8/2025. \$40/hr.
43. Hailey Reuvers, Private Lessons Coach with Community Ed Recreation, add Summer Instructor Assistant and Summer Instructor Lead with Community Ed Recreation, effective 5/28/2025-8/31/2025. Assistant step 4-\$15.28/hr., Lead step 4-\$16.32/hr.
44. Deborah Russell, Teacher at Spring Creek, add Summer Targeted Services Teacher for 6.50 hours/day Mon.-Thurs. at Greenvale Park, effective 6/16/2025-8/8/2025. \$40/hr.
45. Rebekka Schrank, Teacher at Spring Creek, add Summer Targeted Services Teacher for 6.50 hours/day Mon.-Thurs. at Greenvale Park, effective 6/16/2025-8/8/2025. \$40/hr.
46. Deb Seitz, Special Education Teacher at the Middle School, add ESY Special Education Teacher for 5.75 hours/day Mon.-Fri. at the Middle School, effective 6/26/2025-7/18/2025. Lane/Step.
47. Melissa Spitzack, Teacher at Spring Creek, add Summer Targeted Services Teacher for 6 hours/day Mon.-Thurs. at Greenvale Park, effective 6/16/2025-8/8/2025. \$40/hr.
48. Scott Stanina, Teacher at the High School, add ALC Summer School Teacher up to 5 hours/day at the ALC, effective 6/9/2025-7/24/2025. Lane/Step.
49. Rebecca Stoufis, Special Education Teacher at the High School, add ESY Special Education Teacher for 5.75 hours/day Mon.-Fri. at the Middle School, effective 6/26/2025-7/18/2025. Lane/Step.

50. Grace Swanson, Community School Site Leader at Bridgewater, change to Summer Targeted Services Site Leader for 6.50 hours/day Mon.-Thurs. at Greenvale Park/Middle School, effective 6/9/2025-8/15/2025. Step 2-\$19.72/hr.
 51. Erik Swenson, Teacher at Bridgewater, add Summer Targeted Services Teacher for 6.50 hours/day Mon.-Thurs. at Greenvale Park, effective 6/16/2025-8/8/2025. \$40/hr.
 52. Gina Swenson, Teacher at Greenvale Park, add Summer Targeted Services Teacher for 6 hours/day Mon.-Thurs. at Greenvale Park, effective 6/16/2025-8/8/2025. \$40/hr.
 53. Correction: Laura Talbot Peterson, Teacher at the High School, add ALC Summer School Teacher for up to 5 hours/day at the ALC, effective 6/9/2025-7/24/2025. Lane/step.
 54. Ellen Trotman, Teacher at the Middle School, add Summer Targeted Services Teacher for 6 hours/day Mon.-Thurs. at Greenvale Park/Middle School, effective 6/16/2025-8/8/2025. \$40/hr.
 55. Peyton Truman, Summer Instructor Lead with Community Ed Recreation, add Summer Instructor Assistant, and Summer Lifeguard with Community Ed Recreation, effective 5/28/2025-8/31/2025. Assistant Step 2-\$14.76/hr. And Lifeguard Step 2-\$14.76/hr.
 56. Lisa Weis, Teacher at the Middle School, add Summer Targeted Services Teacher for 6 hours/day Mon.-Thurs. at the Middle School, effective 6/16/2025-8/8/2025. \$40/hr.
 57. Tania Will, Interim Principal at Spring Creek, change to Principal at Spring Creek, effective 7/1/2025.
 58. Sarah Wolfe, ECFE EA/Sib Care for 11 hours/week at the NCEC, add ECFE EA/Sib Care for 1.75 hours/week for a total of 12.75 hours/week at the NCEC, effective 4/7/2025-5/16/2025.
 59. Tamara Wunderlich, Custodian at NCEC, change to Custodian at Greenvale Park, effective 4/1/2025.
- iii. Leave of Absence
1. Michelle Bauer, Instructional Coach for the District, FMLA leave beginning 4/2/2025-approximately 4/17/2025.
 2. Teresa Findlay, Educational Assistant at the Middle School, Leave of Absence beginning 1/2/2025 and continuing through the end 2024-2025 school year.
 3. Rachel Kettwick, Teacher at the ALC, FMLA Leave of Absence beginning on or about 10/13/2025-12/19/2025.
 4. Brenda Lau Toilolo, Child Nutrition Associate at the High School, Unpaid Leave of Absence beginning 5/21/2025-5/27/2025.
 5. Jennifer Lompart, Teacher at the High School, FMLA Leave of Absence beginning 4/2/2025 and continue on an intermittent basis for up to 60 work days.
 6. Jenelle Mullin, Child Nutrition Associate III at the High School, FMLA Leave of Absence beginning 3/11/2025 and continuing on an intermittent basis for up to 60 work days.
- iv. Retirements/Resignations/Terminations
1. Kari Adelman, EA at Bridgewater, resignation effective 4/1/2025.
 2. Nahal AfsharJavan, Band Teacher at the High School, resignation effective at the end of the 2024-2025 school year.
 3. Nieves Bakic, EA at the Middle School, retirement effective at the end of the 2024-2025 school year.
 4. Jasmine Bos, EA at Bridgewater, resignation effective 6/6/2025.
 5. Rose Brison, Child Nutrition Associate at the High School, retirement effective at the end of the 2024-2025 school year.
 6. Rikki Drewitz, MSYC Site Lead with Targeted Services, resignation effective 3/19/2025.
 7. Marilyn Frey, EA at the High School, retirement effective at the end of the 2024-2025 school year.
 8. Jasmin Kotek, Head Dance Team Coach at the High School, resignation effective 4/4/2025.
 9. Annie Kruse, Early Childhood Special Education Coordinator with Student Services, resignation effective 6/30/2025. Annie will continue in the District as a teacher.
 10. Nora Lehmkuhl, Volleyball Coach at the High School, resignation effective 3/14/2025.
 11. Joyce Lindstrom, Teacher at Greenvale Park, retirement effective at the end of the 2024-2025 school year.
 12. Beth McClune, EA at the Middle School, retirement effective at the end of the 2024-2025 school year.
 13. Libby Potter, Administrative Support Assistant Class IV at Bridgewater, resignation effective 6/30/2025.
 14. Dan Roschen, Head Custodian at the Middle School, retirement effective 5/5/2025.
 15. Samantha Samuel, Custodian at the High School, resignation effective 3/25/2025.
 16. Holly Schoenbauer, AP Proctor at the High School, declined position effective 3/18/2025.
 17. Tammy Schwagerl, EA at the High School, retirement effective 6/6/2025.
 18. Brooklyn Sexton, Assistant Dance Team Coach at the High School, resignation effective 3/11/2025.
 19. Babette Vigesaa, Custodian at the High School, retirement effective 5/19/2025.
 20. Karrie Vogel, EA at Spring Creek, resignation effective 4/16/2025. Will continue as a substitute.

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

7. Items for Individual Action

- a. Policy Committee Recommendations. The board is requested to approve the policy committee's recommended changes to policies 411, 412, 415, 417, 423, and 903.

Superintendent's Recommendation: Motion to approve the policy committee's recommended changes to policies 411, 412, 415, 417, 423, and 903.

8. Items for Information

- a. Construction Update No. 8. Superintendent Hillmann will provide an update on the NHS construction project.
- b. Enrollment Report. Superintendent Hillmann will review the April 2025 enrollment report.
- c. Board Work Session. The board has a work session scheduled for Tuesday, April 22, 2025 starting at 5:00 p.m. in the district office boardroom.

9. Future Meetings

- a. Tuesday, April 22, 2025, 5:00 p.m., Board Work Session, Northfield DO Boardroom
- b. Monday, April 28, 2025, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- c. Monday, May 12, 2025, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- d. *Tuesday, May 27, 2025, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
*Note that Monday, May 26, 2025 is Memorial Day.

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.

2025-26 Debt Service Proposed Budget | April 14, 2024

Val Mertesdorf, Director of Finance

Debt Service Fund

School districts in Minnesota are the only government entity that is required by statute to seek voter approval to issue bonds. Property taxes serve as the primary source of revenue for the Debt Service Fund. Statutory requirements mandate an annual levy of 105% of the district's debt service payments. This levy is certified each fall as part of the district's annual levy certification process.

Expenditures from the Debt Service Fund are statutorily restricted to the payment of principal and interest on outstanding bonds, as well as any associated service fees incurred in the administration of the debt.

Historically, the Debt Service Fund has maintained consistent revenue. However, for fiscal year 2024–2025, there is a notable decline in property tax revenue. This reduction is attributable to the full repayment of the district's Middle School bond debt. The proposed revenue budget for FY2025–2026 is approximately \$9.9 million. This increase reflects the increased levy stemming from voter-approved debt for the Reimagine Northfield High School projects.

The principal and interest expenditures align with the district's current debt schedules. Additional expenditures include annual service fees related to bond payment processing and required reporting. Total proposed expenditures are estimated at \$8.9 million.

The projected ending fund balance for FY2025–2026 is slightly higher than anticipated, which is a common occurrence due to the accumulation of the additional 5% levy. It is expected that the Minnesota Department of Education will increase the district's debt service excess adjustment for the 2025 Pay 2026 levy cycle.

As of the 2025–2026 school year, the district has four outstanding bond issues with a combined principal of \$5.97 million and interest totaling \$2,913,604. The total remaining debt for these bonds is \$112,365,485, scheduled to be repaid over the next twenty-three years. We anticipate authorizing the remaining bond authority for Reimagine Northfield High School in May 2027.

Debt Service Fund

Proposed Budget

2025-26

Debt Service Basics

Debt Service Revenue:

- Levy - 105% of debt principal and interest payments
- State - LTFM Aid, Ag credit and other state credits
- Offset of operating capital and LTFM
- Other financing sources – Interest payment from LTFM, refunding bonds, capitalized interest

Debt Service Expenditures:

- Outstanding principal and interest payments
- Other debt costs, i.e. service fees
- Other financing uses – Refunding bond and capitalized interest

Debt Service Revenue

Revenue Summary	2022-23 Audit Results	2023-24 Audit Results	2024-25 Revised Budget	2025-26 Proposed Budget
Local property Taxes	\$ 4,917,608	\$ 4,999,982	\$ 3,346,396	\$ 9,112,966
Interest on Investments	113,523	184,992	50,000	75,000
State of MN	835,958	926,304	926,304	760,068
Other Sources	71,072	-	-	-
Total Revenues	\$ 5,938,161	\$ 6,111,278	\$ 4,322,700	\$ 9,948,034

Debt Service Expenditures

Expenditure Summary	2022-23 Audit Results	2023-24 Audit Results	2024-25 Revised Budget	2025-26 Proposed Budget
Bond Principal	\$ 3,955,000	\$ 4,130,000	\$ 2,445,000	\$ 5,970,000
Bond Interest	1,964,053	1,775,509	1,575,009	2,913,604
Other Debt Service Fees	6,950	6,950	7,000	8,000
Other Uses	-	-	-	-
Total Expenditures	\$ 5,926,003	\$ 5,912,459	\$ 4,027,009	\$ 8,891,604

Debt Service Summary

	2022-23	2023-24	2024-25	2025-26
	Audit	Audit	Revised	Proposed
Fund Summary	Results	Results	Budget	Budget
Revenue	\$ 5,938,161	\$ 6,111,278	\$ 4,322,700	\$ 9,948,034
Expenditures	5,926,003	5,912,459	4,027,009	8,891,604
Net	12,158	198,819	295,691	1,056,430
Beginning Fund Balance	1,337,024	1,349,182	1,548,001	1,843,692
Ending Fund Balance	\$ 1,349,182	\$ 1,548,001	\$ 1,843,692	\$ 2,900,122

Principal and Interest Schedule

Issue Date	Net Interest Rate	Original Issue	Purpose	Final Maturity	FY 2025-26 Payments		
					Principal	Interest	Total
3/23/2017	1.93%	\$ 1,325,000	BW Roof	2/1/2027	\$ 145,000	\$ 8,850	\$ 153,850
			Elementary/Early Childhood				
1/31/2019	3.22%	\$ 39,255,000	Childhood	2/1/2039	\$ 1,940,000	\$ 1,375,631	\$ 3,315,631
2/17/2022	1.95%	\$ 3,120,000	LTFM MS Roof	2/1/2042	\$ -	\$ 74,378	\$ 74,378
2/24/2025	3.97%	\$ 39,000,000	Reimagine NHS	2/1/2048	\$ 3,885,000	\$ 1,454,746	\$ 5,339,746
					\$5,970,000	\$ 2,913,604	\$ 8,883,604

Maturity Schedule

Fiscal Year	Principal	Interest	Total
2026	5,970,000	2,913,604	8,883,604
2027	6,195,000	2,847,209	9,042,209
2028	3,125,000	2,540,459	5,665,459
2029	2,725,000	2,385,959	5,110,959
2030	2,865,000	2,251,509	5,116,509
2031	3,080,000	2,146,184	5,226,184
2032	3,235,000	2,022,784	5,257,784
2033	3,315,000	1,918,684	5,233,684
2034	3,425,000	1,812,234	5,237,234
2035	3,515,000	1,702,034	5,217,034
2036	3,640,000	1,578,571	5,218,571
2037	3,740,000	1,450,553	5,190,553
2038	3,875,000	1,315,378	5,190,378
2039	4,015,000	1,180,428	5,195,428
2040	2,640,000	1,036,365	3,676,365
2041	2,765,000	935,250	3,700,250
2042	2,895,000	828,880	3,723,880
2043	2,790,000	717,400	3,507,400
2044	2,850,000	605,800	3,455,800
2045	3,050,000	491,800	3,541,800
2046	3,150,000	369,800	3,519,800
2047	3,200,000	243,800	3,443,800
2048	2,895,000	115,800	3,010,800
\$ 78,955,000	\$ 33,410,485	\$ 112,365,485	

Questions?

Thank you!

Internal Service Fund | 2025-26 Proposed Budget

Val Mertesdorf, Director of Finance | April 14, 2025

The Internal Service Fund is used to account for the District's self insured health and dental plans. The dental plan was established in FY06 and the health plan was established in FY12. The revenue is generated by the premiums that the district, our employees and our retirees pay. The Benefits Advisory Committee set the premiums that we charge. Expenditures are actual claims expenses and the cost to administer the plan. Our plan administrators are Delta Dental and Blue Cross Blue Shield. The Internal Service Fund is a proprietary fund that is presented separately in the financial statements.

DENTAL:

Our dental participation is declining incrementally. This was expected as we have been prioritizing the budget due to declining enrollment. The benefits advisory committee recommended increasing the premium by 5%. This was the second premium increase since we went self insured with our dental plan in 2005.

The 2025-26 proposed budget shows a slight increase in charges for services related to the premium increase. The insurance claims are projected to increase at the average medical inflation. We have seen an increase in claims over the past few months and anticipate this will continue. We anticipate ending 2025-26 with \$227,146 which is slightly below our minimum fund balance goal. This is the reason we continue to increase the premium.

HEALTH:

The health plan participation is declining incrementally similar to the dental program. The benefits advisory committee recommended a 10.0% increase in our premiums effective January 1, 2025. This was in response to the continued high claims experience we have seen for the past few years. The district made a substantial investment in our staff by increasing the district contribution during the pandemic to ensure affordable coverage.

From 1/1/24 – 12/31/24 our health plan had twenty-four (24) claimants exceed 50% of the stop loss (\$62,500). These twenty-four claimants made up 27.70% of our total claim spend. Nine (9) of the twenty-four (24) claimants exceeded our stop loss liability by a cumulative \$1.45 million. This data is an improvement over our experience the past several years.

STOP LOSS SUMMARY	1.1.24-12.31.24	1.1.23-12.31.23	1.1.22-12.31.22	1.1.21-12.31.21	1.1.20-12.31.20
# of Claimants +\$62,500	24	32	25	24	23
# of Claimants exceeding SL	9	15	11	11	9
Total \$ of Claims	\$3,898,024	\$4,716,370	\$3,812,808	\$3,770,400	\$3,195,617
Total \$ Stop Loss	\$1,452,242	\$1,383,220	\$1,200,620	\$1,196,641	\$906,743
Total Plan Paid	\$2,445,782	\$3,333,151	\$2,612,187	\$2,573,760	\$2,288,875
Percentage of Total Claims	27.70%	36.72%	32.74%	31.50%	33.66%

The 2025-26 proposed budget shows an increase in charges for services (premium revenue) related to the 10% increase in premium. The prescription rebates were less in FY24, so we are lowering this estimate. The claims and administrative costs were calculated based on actual historical claims experience and medical inflation.

A common question I receive is why we have significant administrative fees. The administrative fee is what we pay to BCBS to administer the plan. They send out insurance cards to members, answer member questions, and pay all the claims that are submitted from health institutions while verifying that the claims are legitimately covered by our plan. A few large districts do this in house, but it does not make financial sense for a district our size.

The proposed budget shows a slight net increase for 2025-26. This means the increases we've implemented were appropriate to stabilize the fund. The fund balance at the end of 2025-26 is projected to be \$3,575,902. This is slightly less than our fund balance goal. We will continue to incrementally increase the premium and manage expenditures to increase the fund balance while balancing the budget impact to our employees and the district.

SUMMARY:

The health market is difficult to predict. Currently the self insurance funds appear stable. I am incredibly proud of the district's financial management. Our stewardship allowed us to step up our district contribution to stabilize the self-insurance fund while protecting employees from the burden of a significant increase in premiums. We will continue to ensure financial stability of each fund.

Internal Service Fund

2025-26 Proposed Budget



Internal Service Fund Basics

- Stand alone fund that accounts for our self-insured health and dental plans
- Dental was established in FY06 and Health was added in FY12
- Revenue is from the premiums paid by the District, Employees and Retirees
- Expenditures reflect actual claims paid and the administration of the plan
- Currently using Delta Dental and Blue Cross Blue Shield (effective 1/1/2024)
- Stand alone fund that is presented separately on our financial statements
- Stop-loss insurance coverage is \$125,000 per member per year

Dental Fund

ENROLLMENT							
	2025-26	2024-25	2023-24	2022-23	2021-22	2020-21	2019-20
Single	210	203	202	219	195	189	199
Family	380	396	412	405	410	405	404
Total	590	599	614	624	605	594	603
Change	-1.5%	-2.4%	-1.6%	3.1%	1.9%	-1.5%	1.3%

PREMIUM							
	1.1.2025	1.1.2024	1.1.2023	1.1.2022	1.1.2021	1.1.2020	1.1.2019
Single	\$ 41.97	\$ 39.97	\$ 38.07	\$ 38.07	\$ 38.07	\$ 38.07	\$ 38.07
Family	\$ 123.71	\$ 117.82	\$ 112.21	\$ 112.21	\$ 112.21	\$ 112.21	\$ 112.21

Dental Financial Summary

	2022-23 AUDIT RESULTS	2023-24 AUDIT RESULTS	2024-25 ADOPTED BUDGET	2025-26 PROPOSED BUDGET
Beginning Balance	\$447,720	\$410,322	\$359,160	\$288,955
Charges for Services	634,777	639,835	657,248	669,882
Interest Earnings	15,198	22,446	5,000	10,000
Total Sources	1,097,695	1,072,603	1,021,408	968,837
Insurance Claims	649,440	675,238	691,875	704,309
Administrative Fees	37,933	38,205	40,578	37,381
Total Expenditures	687,373	713,443	732,453	741,690
Ending Fund Balance	\$410,322	\$359,160	\$288,955	\$227,146
Goal (40% of Exp Claims)	\$259,776	\$270,095	\$276,750	\$281,724

Health Fund

ENROLLMENT							
	2025-26	2024-25	2023-24	2022-23	2021-22	2020-21	2019-20
CMM-S	56	61	57	52	43	43	51
CMM- F	44	46	53	56	59	59	44
HRA - S	104	93	100	113	77	77	74
HRA - F	244	262	272	277	266	266	268
	448	462	482	498	478	478	471
	-3.0%	-4.1%	-3.2%	4.2%	0.0%	1.5%	-2.7%

PREMIUM							
	1.1.25	1.1.24	1.1.23	1.1.22	1.1.21	1.1.2020	1.1.2019
CMM-S	\$ 858.13	\$ 780.12	\$ 729.08	\$ 659.80	\$ 527.84	\$ 502.70	\$ 502.70
CMM- F	\$ 2,610.59	\$ 2,373.26	\$ 2,218.00	\$ 2,007.84	\$ 1,605.79	\$ 1,529.32	\$ 1,529.32
HRA - S	\$ 851.68	\$ 774.25	\$ 723.60	\$ 654.84	\$ 523.87	\$ 498.92	\$ 498.92
HRA - F	\$ 2,589.39	\$ 2,353.99	\$ 2,199.99	\$ 1,990.94	\$ 1,592.75	\$ 1,516.90	\$ 1,516.90

Health Financial Summary

	2022-23 AUDIT RESULTS	2023-24 AUDIT RESULTS	2024-25 ADOPTED BUDGET	2025-26 PROPOSED BUDGET
Beginning Balance	\$2,712,104	\$3,111,136	\$3,107,137	\$3,148,590
Charges for Services	9,360,477	9,735,650	10,236,095	10,599,685
RX Rebates	422,492	294,772	350,000	290,000
Interest Earnings	104,756	168,646	50,000	85,000
Total Sources	12,599,829	13,310,204	13,743,232	14,123,275
Insurance Claims	8,330,923	8,859,633	9,473,046	9,192,540
Administrative Fees	1,157,770	1,343,435	1,121,596	1,354,833
Total Expenditures	9,488,693	10,203,068	10,594,642	10,547,374
Ending Fund Balance	\$3,111,136	\$3,107,137	\$3,148,590	\$3,575,902
Goal (40% of Exp Claims)	\$3,332,369	\$3,543,853	\$3,789,218	\$3,677,016



— Celebrating 150 years —

Questions?

Thank you!

To: School Board Members and Northfield School District Stakeholders
 From: Dr. Matt Hillmann, Superintendent and Val Mertesdorf, Director of Finance
 Subject: Priority-Based Budget Reduction Recommendations
 Date: March 5, 2025 | Updated April 2, 2025

At the January 27 board meeting, Director of Finance Val Mertesdorf presented the annual financial forecast. The recommendation is to identify \$6 million in priority-based budget reductions for the 2025-26 school year. This represents an eight percent (8%) reduction in projected expenditures. It will not be easy, but it is necessary.

Financial Forecast. You can review these documents and recordings to learn more about the district’s financial forecast, one of four annual budget updates provided to the board.

- [You can review the financial forecast presentation slide deck here.](#)
- [You can review the financial forecast narrative document here.](#)
- [You can watch the financial forecast presentation at the Jan. 27 board meeting here.](#)
- [You can listen to Dr. Hillmann’s special appearance about the priority-based budget reductions on KYMN radio.](#)

The reasons for this fiscal reality in Northfield are:

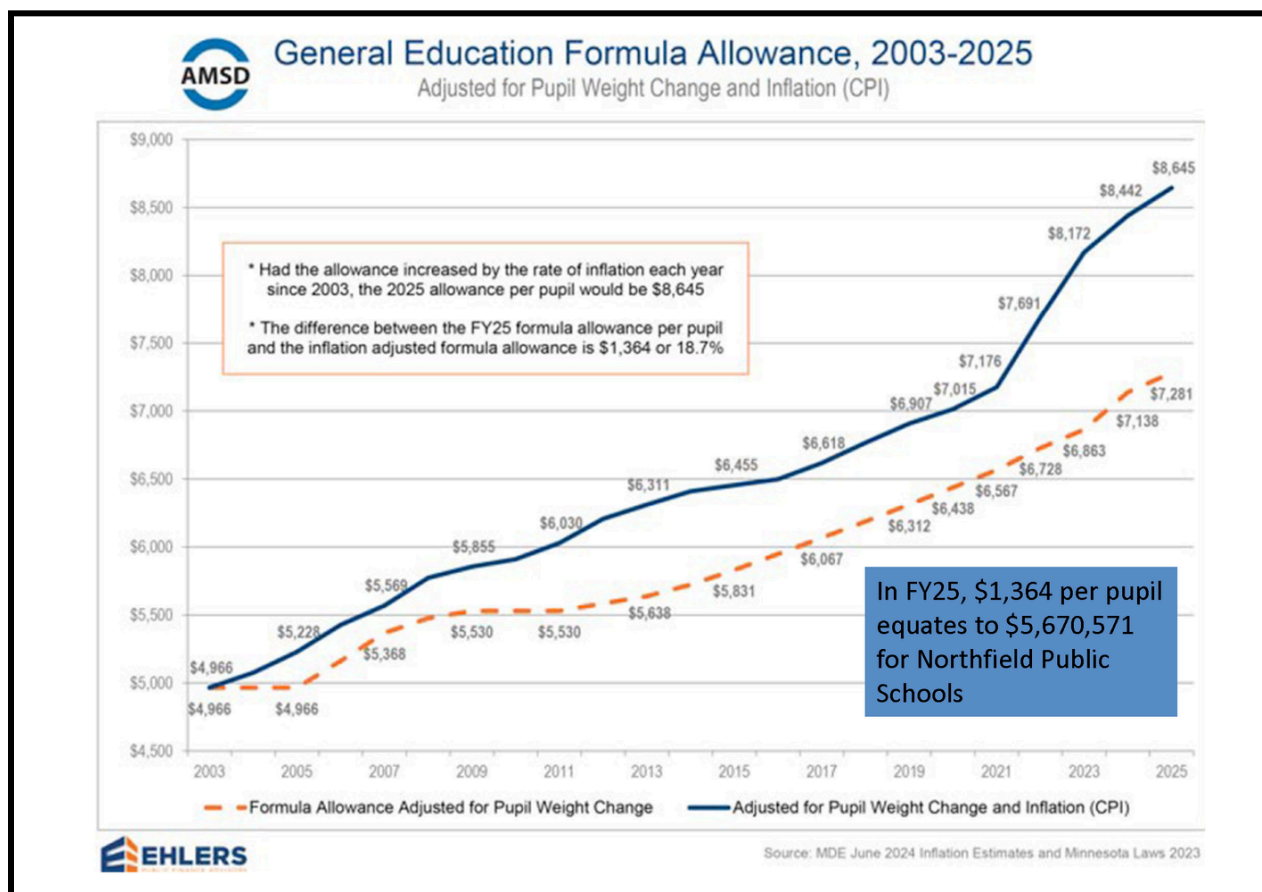
- 1) **Declining enrollment.** Our enrollment is projected to decline incrementally, averaging a 0.93% decrease per year for the foreseeable future. Rice County birth rates have dropped 12% in the last six years. The enrollment decline is directly related to people having fewer children, and limited single-family housing inventory in the district. As of January 15, only 28 single-family homes were for sale in the 178-square-mile school district.

Northfield Public School District													
Total Enrollment Projection													
K Projection: Average County Birth Rate Last 4 Years													
Enrollment Projected by End of the Year Adjusted ADM	Enrollment History							Enrollment Projections					
	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31
ECSE	39.0	42.8	44.3	49.1	52.9	53.2	67.2	69.1	67.3	69.4	67.9	65.5	63.8
Pre K	2.2	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
HK	47.6	51.9	29.7	47.1	50.1	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
K	200.8	194.6	172.7	198.0	187.5	230.6	203.8	209.5	204.1	210.3	206.0	198.6	193.4
1	269.6	255.5	241.0	233.3	241.1	253.4	234.1	211.6	217.5	211.9	218.3	213.9	206.1
2	247.5	258.9	258.8	248.0	233.5	247.1	263.2	240.2	217.0	223.1	217.4	224.0	219.4
3	280.5	249.8	248.1	269.5	262.4	249.4	254.1	275.7	251.6	227.4	233.7	227.8	234.7
4	290.6	287.1	248.1	258.1	264.0	278.1	260.0	262.9	285.3	260.4	235.3	241.9	235.7
5	277.1	293.6	283.6	249.3	257.8	269.6	288.2	265.5	268.5	291.3	265.9	240.3	247.0
6	343.3	312.1	312.2	315.6	280.6	295.5	296.4	322.8	297.4	300.8	326.4	297.9	269.1
7	333.1	343.3	304.7	310.9	315.7	282.0	294.7	296.5	322.8	297.4	300.8	326.4	297.9
8	300.0	339.1	342.8	308.6	314.4	313.9	284.2	296.2	297.9	324.4	298.9	302.3	328.0
9	355.7	320.1	362.1	350.2	328.4	334.2	328.9	299.2	311.9	313.7	341.6	314.7	318.3
10	363.0	365.0	310.5	355.7	349.4	332.4	345.3	333.7	303.7	316.5	318.3	346.7	319.4
11	321.5	362.3	350.9	300.8	340.3	338.9	318.7	332.4	321.3	292.3	304.7	306.5	333.7
12	378.6	343.7	391.4	366.7	319.4	361.8	360.8	338.3	352.9	341.1	310.3	323.4	325.3
K-12	4,008.8	3,976.7	3,856.5	3,811.7	3,744.4	3,786.8	3,732.3	3,684.5	3,651.9	3,610.6	3,577.7	3,564.1	3,528.1
ECSE-12	4,050.0	4,019.5	3,900.8	3,860.8	3,797.3	3,839.9	3,799.5	3,753.6	3,719.3	3,680.0	3,645.6	3,629.6	3,591.9
Adjusted Pupil Units	4,460.4	4,434.2	4,313.3	4,259.4	4,190.8	4,232.6	4,186.0	4,132.8	4,101.3	4,057.1	4,020.5	4,013.6	3,976.4
% Change K-12		-0.80%	-3.02%	-1.16%	-1.76%	1.13%	-1.44%	-1.28%	-0.88%	-1.13%	-0.91%	-0.38%	-1.01%

*Rice County birth rate has declined 12% over the last six years.

*As of 1/15/25 there are 28 single family homes for sale in the 178 square mile district boundary.

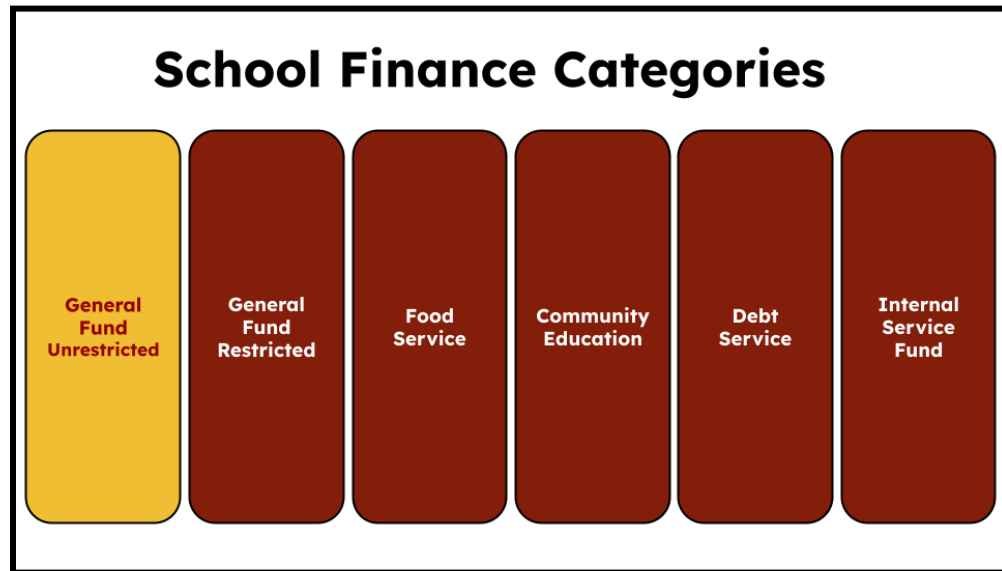
- 2) **Unfunded state and federal mandates.** The most significant of these is the unreimbursed costs to serve students receiving special education services. The district uses approximately \$4.3 million of general fund dollars per year to subsidize this mandated and morally imperative programming. Many new state mandates are well intended, and the examples below are not intended to be a value judgment about the program. They show the anticipated budget impact. Some mandate examples include:
- The state-required summer employment program for hourly workers (previously paid with one-time state funds) is estimated to be at least \$217,000.
 - State-required family medical leave program, anticipated to be at least a 0.44% payroll tax, and estimated to cost at least \$174,000. Employees will also pay an equal share.
 - An increase in the employer share of the Teacher Retirement Association pension is expected to be a 0.75% payroll tax increase and is estimated to be at least \$225,000. Employees will also pay an increased amount.
 - The district recently learned that the state will prorate special education revenue at 95% due to an overcommitment of funds. This means the district will receive \$525,000 less revenue than anticipated.
- 3) **State funding has improved but has not made up for decades of underfunding.** While the legislature has improved funding formulas, they have a long way to go to make up for the two decades where the basic formula did not keep pace with inflation.



- 4) **Ongoing inflationary pressures.** As most families know, the cost of goods and services continues to increase. One example for the school district is a 26% increase in the cost of property and liability insurance.

The bond referendum IS NOT an impact. It is vital to understand this process is solely associated with our operating budget. The operating budget is directly related to the funding we receive from the state government, federal government, and our local voter-approved operating levy. The bond referendum funds approved by voters in November 2024 are separate and do not impact this process. As we move ahead, an updated and more efficient Northfield High School facility will likely save operating costs due to a modernized, well-insulated facility that uses the efficiencies of geothermal energy to manage the building's heating and cooling.

School finance is highly regulated. The budget reduction process is focused on the unrestricted portion of the general fund. There are components, like the revenue from the bond referendum (debt service) that cannot be used to support salaries and benefits.



Community priority-based budget reduction teams. The district is using a participatory process to help identify areas for reduction within five budget packages. Over 80 parents, community members without students, administrators, high school students, and staff members participated. All those who completed an interest form were included.

The priority-based budget teams met three times at the district office on February 11, 18, and 25.

Priority-based budget reduction team members were expected to:

- Work productively and respectfully with other team members.
- Identify budget reduction areas within their team category using district priorities and other relevant considerations from their team's discussions.
- Provide feedback and recommendations to the board based on their team's discussions.

The remainder of the process will include the following:

- A public input meeting about the proposed reductions on ~~Tuesday, March 11~~ April 3, 2025, from 6:00 - 8:30 p.m. in the ~~NHS~~ Northfield Middle School auditorium.
- The board will consider the recommendations at its April 14 regular meeting and is anticipated to finalize the reductions at the April 28 regular meeting. The team's recommendations are instrumental in the process, but the board has the final decision-making authority.

Commitment to our vision. While modeling our strategic commitment to stewardship by maintaining fiscal responsibility, we remain focused on achieving our vision of preparing **every** student for lifelong success.

Priority Based Budget Reduction Recommendations

Updated April 2, 2025



Package	Proposed Reduction
Activities	\$222,377
District Services	\$1,821,251
Elementary	\$1,353,792
Secondary	\$1,602,192
Special Services	\$1,000,776
Grand Total	\$6,000,388

Add back rank is the team's recommended restoration order should additional funds become available (i.e. additional funds from the state, etc.)

Package	Item	Proposed Reduction	Add back rank	Category	Anticipated Amount
Activities	1	Reduce after school activity shuttle service from all year to winter season only.	1.00	Non Salary	\$12,914
Activities	2	Limit hotels for state tournaments within reasonable driving distance.	2.00	Non Salary	\$24,909
Activities	3	Increase HS activity fees by 10%.	3.00	Non Salary	\$48,595
Activities	4	Increase MS activity fees by 10%.	4.00	Non Salary	\$9,516
Activities	5	Increase family cap for activity fees from \$1,000 to \$1,150 annually.	5.00	Non Salary	\$4,500
Activities	6	Increase family pass from \$150 to \$200.	6.00	Non Salary	\$44,750
Activities	7	Credit card fees paid by users.	7.00	Non Salary	\$26,640
Activities	8	Reduce copy costs by shifting all programs to digital using QR code.	8.00	Non Salary	\$12,500
Activities	9	Increase adult ticket price from \$9 to \$10.	9.00	Non Salary	\$11,037
Activities	10	Implement after school music registration fee of \$40.	10.00	Non Salary	\$4,200
Activities	11	Eliminate one assistant gymnastics coach. (This position has not been filled recently.)	N/A	Personnel	\$4,990
Activities	12	Eliminate "Life of an Athlete" program stipend. (Program has not had participants.)	N/A	Personnel	\$2,218
Activities	13	Eliminate HS math team coach stipend. (Program has not had participants.)	N/A	Personnel	\$3,326
Activities	14	Eliminate Science Olympiad coach stipend. (Program has not had participants.)	N/A	Personnel	\$3,326
Activities	15	Reduce pep band stipend to \$1,000/year.	N/A	Personnel	\$1,895
Activities	16	Reduce MS Geography Bee stipend (National Geographic canceled the program.)	N/A	Personnel	\$601
Activities	17	Reduce Grade 6 boys soccer coach (this position has not been filled recently.)	N/A	Personnel	\$2,218
Activities	18	Reduce Grade 6 girls soccer coach (this position has not been filled recently.)	N/A	Personnel	\$2,218
Activities	19	Correct MS Knowledge Bowl coach stipend to match with NEA contract.	N/A	Personnel	\$1,664
Activities	20	50% reduction in cell phone reimbursement stipend.	N/A	Personnel	\$360
Total Activities					\$222,377

Package	Item	Proposed Reduction	Add back rank	Category	Anticipated Amount
District Services	21	Superintendent 5% salary reduction.	1.00	Personnel	\$11,000
District Services	22	Restructure Director of Instructional Services position due to retirement. Use 20% of savings to support redistributed duties.	2.00	Personnel	\$190,000
District Services	23	Eliminate 2.0 FTE full-time substitutes.	3.00	Personnel	\$132,228
District Services	24	Reduction of 1.0 FTE custodian.	3.00	Personnel	\$79,400
District Services	25	Eliminate floating media educational assistant position.	3.00	Personnel	\$55,000
District Services	26	Reclassify portion of licensed media specialist to school library aid.	3.00	Personnel	\$55,000
District Services	27	Reduce contingency staffing allocation from 3.0 to 1.0 FTE.	4.00	Personnel	\$250,000
District Services	28	Implement transportation fee (\$150-300 annually) for students riding who live less than two miles from school (statutory limit). Fees will be waived for students qualifying for free or reduced lunch.	5.00	Non Salary	\$100,000
District Services	29	Move non-instructional software license agreements into capital budget.	N/A	Non Salary	\$412,000
District Services	30	Maximize operations chargeback to Child Nutrition and Community Education funds.	N/A	Non Salary	\$200,000
District Services	31	Human Resources Director will retire from 1.0 FTE contract, return at 0.60 FTE. Redistribute some duties.	N/A	Personnel	\$74,993
District Services	32	Reduce 0.50 FTE instructional coach.	N/A	Personnel	\$62,500
District Services	33	Restructure targeted services and community school oversight by combining two positions.	N/A	Personnel	\$55,000
District Services	34	Eliminate Studer Education contract (administrative professional development).	N/A	Non Salary	\$45,000
District Services	35	Restructure district office reception position, allocate 0.20 FTE to Child Nutrition and 0.20 FTE to Technology Services (0.40 FTE.)	N/A	Personnel	\$34,778
District Services	36	Move instructional software license agreements into capital budget.	N/A	Non Salary	\$21,012
District Services	37	Eliminate paid Zoom contract. Shift to Google Meets. Maintain Zoom webinar functions for livestreaming board meetings.	N/A	Non Salary	\$15,000
District Services	38	Credit card fees paid by users.	N/A	Non Salary	\$10,000
District Services	39	50% reduction in cell phone reimbursement stipend.	N/A	Personnel	\$9,360
District Services	40	Eliminate employee assistance program due to low usage.	N/A	Non Salary	\$8,400
District Services	41	Reduced membership fees from human resources reduction.	N/A	Non Salary	\$580
Total District Services					\$1,821,251

Package	Item	Proposed Reduction	Add back rank	Category	Anticipated Amount
Elementary	42	Reduce 9.0 FTE general education classroom teachers. Recommended class size targets are 20 for Kindergarten, 24 for grades 1-3, and 27 for grades 4-5.	1.00	Personnel	\$1,125,000
Elementary	43	Reduce specialist teachers by 1.60 FTE to match fewer general education classroom sections.	2.00	Personnel	\$200,000
Elementary	44	Reduce 0.30 FTE general education educational assistants.	3.00	Personnel	\$16,500
Elementary	45	Eliminate student council advisor stipends.	4.00	Personnel	\$5,547
Elementary	46	Reduce band/orchestra repair/supply budget.	5.00	Non Salary	\$6,025
Elementary	47	50% reduction in cell phone reimbursement stipend.	N/A	Personnel	\$720
Total Elementary					\$1,353,792

Package	Item	Proposed Reduction	Add back rank	Category	Anticipated Amount
Secondary	48	Reduce HS licensed teachers by up to 2.70 FTE. (Updated 4.1.25)	1.00	Personnel	\$337,500
Secondary	49	Reduce MS elective positions by 0.60 FTE due to schedule change from seven (7) period day to six (6) period day.	1.00	Personnel	\$75,000
Secondary	50	Do not replace 1.0 FTE licensed teacher at Area Learning Center due to retirement.	1.00	Personnel	\$125,000
Secondary	51	Reduce HS Tier II support program by up to 0.50 FTE.	2.00	Personnel	\$62,500
Secondary	52	Reduce MS Tier II reading interventionist by 0.40 FTE.	2.00	Personnel	\$50,000
Secondary	53	Eliminate one (1) of four (4) HS counselor positions (adding back five extra contract days for each remaining counselor.)	3.00	Personnel	\$122,350
Secondary	54	Reduce MS Tier II math interventionist by 0.40 FTE.	3.00	Personnel	\$50,000
Secondary	55	Eliminate one (1) of three (3) MS counselor positions.	4.00	Personnel	\$133,000
Secondary	56	Eliminate one HS Assistant Principal position. (Updated 3.18.25)	4.00	Personnel	\$195,000
Secondary	57	Add security liaison at the HS for student contact days only. (Updated 3.18.25)	N/A	Personnel	-\$65,000
Secondary	58	Eliminate MS student support administrative assistant position.	5.00	Personnel	\$65,000
Secondary	59	Eliminate one (1) HS general education educational assistant position.	5.00	Personnel	\$55,000
Secondary	60	15% reduction in HS administrative and departmental supply budgets.	6.00	Non Salary	\$24,381
Secondary	61	Restructure MS TORCH Program with new funding from HCI. (Updated 03.06.2025)	6.00	Personnel	\$20,000
Secondary	62	Eliminate MS media center educational assistant position.	7.00	Personnel	\$55,000
Secondary	63	10% reduction in HS consumable supply budgets in Technology and Engineering, Art, Science, and FACS.	7.00	Non Salary	\$7,375
Secondary	64	Eliminate Grade 7 health class (1.0 FTE) due to schedule change from seven (7) period day to six (6) period day.	8.00	Personnel	\$125,000
Secondary	65	Reduce HS media educational assistant from 7.5 hrs/day to 7.0 hrs/day.	8.00	Personnel	\$4,074
Secondary	66	Reduce MS department budgets by 30%.	9.00	Non Salary	\$30,000
Secondary	67	Increase HS student parking fee from \$100 to \$150 per pass.	9.00	Non Salary	\$20,000
Secondary	68	Increase HS advanced placement exam fees from \$66 to \$100.	10.00	Non Salary	\$17,000
Secondary	69	Maximize licensed staff teaching career technical levy approved classes. (Updated 4.1.25)	N/A	Personnel	\$92,212
Secondary	70	50% reduction in cell phone reimbursement stipend.	N/A	Personnel	\$1,800
				Total Secondary	\$1,602,192

Package	Item	Proposed Reduction	Add back rank	Category	Anticipated Amount
Special Services	71	Eliminate three (3) special education educational assistant positions. (Positions are currently vacant.)	1.00	Personnel	\$165,000
Special Services	72	Eliminate three (3) additional special education educational assistant positions and replace with one (1) special education teacher.	2.00	Personnel	\$40,000
Special Services	73	Reduce 0.50 FTE early childhood special education (ECSE) teacher.	3.00	Personnel	\$62,500
Special Services	74	Reduce related service provider - occupational therapist by 0.50 FTE and speech by 0.20 FTE.	4.00	Personnel	\$87,500
Special Services	75	Reduce extra contract days for special education coaches by 30%.	5.00	Personnel	\$11,000
Special Services	76	Replace three (3) building RN/LPN with health aides.	6.00	Personnel	\$75,000
Special Services	76A	<i>(Alternate to Line 76) Reduce one (1) RN/LPN. Licensed School Nurse (LSN) would cover a building health office.</i>	6.00	Personnel	\$82,500
Special Services	77	Eliminate the due process clerical position at the NCEC.	7.00	Personnel	\$22,000
Special Services	78	Eliminate three (3) hours per month of educational assistant time during PLCs.	9.00	Personnel	\$50,000
Special Services	79	Reduce extra hours for BEST Teams professional development by 70%.	10.00	Personnel	\$19,000
Special Services	80	Eliminate due process worktime outside of contract hours for special education teachers.	11.00	Personnel	\$13,000
Special Services	81	Reallocate one (1) early childhood teacher and one (1) educational assistant from achievement and integration budget due to new voluntary prekindergarten funding.	N/A	Personnel	\$112,823
Special Services	82	Reallocate credit recovery from achievement and integration funds to align revenue and expenditures in ALC funds.	N/A	Personnel	\$46,397
Special Services	83	Reduce ADSIS staffing by 0.90 FTE.	N/A	Personnel	\$115,431
Special Services	84	Reduce 1.0 FTE English learner teacher while still remaining in alignment with state student to staff ratio guidelines.	N/A	Personnel	\$125,000
Special Services	85	Eliminate underutilized special education web-based subscriptions.	N/A	Non Salary	\$32,000
Special Services	86	Reduce ADSIS web-based subscription costs by 35%.	N/A	Non Salary	\$20,165
Special Services	87	50% reduction in cell phone reimbursement stipend.	N/A	Personnel	\$3,960
Total Special Services					\$1,000,776

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

March 10, 2025
District Office Board Room

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, Epstein, Goerwitz, Miller, Nelson, and Quinnell. Absent: Gonzalez-George. This meeting was open to the public, live-streamed and recorded, and access to the recording was posted to the school district website.

2. Agenda Approval/Table File

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

3. Public Comment

There was no public comment.

4. Announcements and Recognitions

- Congratulations to Caley Graber and Ella Pagel, who both claimed state titles at the Minnesota State Wrestling tournament. Zane Engels placed fourth, and Keith Harner and Owen Murphy both secured sixth-place finishes.
- Congratulations to the boys hockey team, who competed at the state tournament last week and finished in fifth place. The New York Times wrote an article this past weekend about the tournament, specifically about “hockey hair.” Northfield High School’s Will Cashin appeared in the piece.
- Congratulations to the Olympic weightlifting team, who sent 15 athletes to the state competition this past weekend and finished second as a team.
- Congratulations to the boys swim and dive team, who finished second as a team at the state tournament. One individual and two relay teams were named state champions: Will Redetzke was the state champion in the 500 yard freestyle; Peyton Truman, Nick Schegłowski, Odin Bergs and Will Redetzke won the state title in the 200 yard relay; and Will Redetzke, Nick Schegłowski, Will Udelhofen and Josh Kraby earned the champion title in the 400 yard relay.
- Two of the three NHS knowledge bowl teams have qualified for state and will compete in April. Congratulations to Team Northfield Beige, Corrie Demas, Eden Coudron, Jenny Dietiker, Theodore Murphy and William Flannery, who took first place at regions; and to Team Northfield Pedestrian Yellow, Andy Elliott, Annika Reister, Audrey Hinman, Danica Sorem and Steva Thorstensson, who took second place.
- The NHS Speech team placed third as a team in the large school division at the Owatonna tournament this past weekend and will be hosting 27 teams at their home invitational at Northfield High School on Saturday, March 15.
- Katherine Norrie, NHS Visual Arts teacher, has been selected as one of 31 semifinalists for the 2025 Minnesota Teacher of the Year award. The list will be narrowed to 10 finalists before the winner is announced during a recognition banquet on Sunday, May 4.
- Greenvale Park had a successful I Love to Read month. Pam Charlton, ADSIS Reading Intervention teacher, led the organization of activities and hosted a guest author. Students had mystery passages, BINGO games and special dress up days, and Post donated cereal for a special camping-themed reading day.
- On March 6, the St. Olaf physics department, led by Eric Hazlett, brought hands-on physics activities to the Greenvale Park Flex Lab. Grades 1-5 participated in the activities during the day.
- Seven people from Northfield attended the MSBA/MASA Day at the Capitol on March 10. The group included four students, Superintendent Hillmann, School Board Clerk Goerwitz, and Arcadia Executive Director Laura Stelter. During their visit, they met with Rep. Drew Roach, Sen. Bill Lieske and Rep. Kristi Pursell and learned how the legislature works. They also had the opportunity to hear from Gov. Tim Walz.
- Advocacy doesn’t just happen at the capitol. Seventeen (17) people participated in the Legislative Action Committee on Saturday.

5. Items for Discussion and Reports

- a. Priority-Based Budget Reduction Process Updates. Superintendent Hillmann and Director of Finance Val Mertesdorf updated the board about the priority-based budget reduction process.
- b. District Committees Update: Superintendent Hillmann reviewed all district advisory committee meetings held on March 3, 2025.
- c. Policy Committee Recommendations. Dr. Hillmann presented the policy committee's recommended changes to policies 411, 412, 415, 417, 423, and 903.

7. Consent Agenda

Quinnell requested the Student Citizenship Handbook be removed from the consent agenda for separate consideration. On a motion by Quinnell, seconded by Miller, the board approved the consent agenda with the removal of the Student Citizenship Handbook for separate consideration.

- a. Minutes. Minutes of the regular school board meeting held on February 24, 2025.
- b. Gift Agreements. Gift agreements included in the board packet.
- c. Personnel Items.
 - i. Appointments
 1. Ivy Ainsworth, AP Proctor at the High School, beginning 3/10/2025-5/30/2025. Licensed sub rate of pay.
 2. Joe Baggot, AP Proctor at the High School, beginning 3/10/2025-5/30/2025. Licensed sub rate of pay.
 3. Kathleen Clark, AP Proctor at the High School, beginning 3/10/2025-5/30/2025. Licensed sub rate of pay.
 4. Nicole Drexler, General Ed EA for 2 hours/day at Greenvale Park, beginning 3/6/2025-6/6/2025. Step 4-\$19.86/hr.
 5. Jeffrey Eckhoff, AP Proctor at the High School, beginning 3/10/2025-5/30/2025. Licensed sub rate of pay.
 6. Rosemary Fink, AP Proctor at the High School, beginning 3/10/2025-5/30/2025. Licensed sub rate of pay.
 7. Thomas Graupmann, AP Proctor at the High School, beginning 3/10/2025-5/30/2025. Licensed sub rate of pay.
 8. Ruby Holman, Assistant Softball Coach at the High School, beginning 3/10/2025. \$5,544 stipend.
 9. Kathleen Kopseng, AP Proctor at the High School, beginning 3/10/2025-5/30/2025. Licensed sub rate of pay.
 10. Lynda Maus, AP Proctor at the High School, beginning 3/10/2025-5/30/2025. Licensed sub rate of pay.
 11. Brenda Niebuhr, AP Proctor at the High School, beginning 3/10/2025-5/30/2025. Licensed sub rate of pay.
 12. Nica Patterson, Long Term Substitute Building Nurse for 7 hours/day at the Middle School, beginning 3/3/2025-6/6/2025. BSN/RN Step 4-\$41.50/hr.
 13. Cynthia Peterson, Long Term Substitute Nurse at Greenvale Park, beginning on or about 5/10/2025-6/6/2025. LTS BSN/RN Step 4-\$41.50/hr.
 14. Heidi Peterson, AP Proctor at the High School, beginning 3/10/2025-5/30/2025. Licensed sub rate of pay.
 15. Holly Schoenbauer, AP Proctor at the High School, beginning 3/10/2025-5/30/2025. Licensed sub rate of pay.
 16. Robert Thompson, Assistant Track Coach at the Middle School, beginning 4/1/2025. \$2,772 Stipend plus step 8.
 17. Earl Weinmann, AP Proctor at the High School, beginning 3/10/2025-5/30/2025. Licensed sub rate of pay.
 18. Regina Zakrajsek, AP Proctor at the High School, beginning 3/10/2025-5/30/2025. Licensed sub rate of pay.
 19. Jess Hathaway, Softball/Basketball Official with Community Ed Recreation, beginning 5/5/2025-8/31/2025. \$30/game.
 20. Maria Hegland, Instructor or Swim Assistant with Community Ed Recreation, beginning 4/1/2025-5/31/2025. Step 2-\$14.76/hr.
 21. Jay Kuivinen, Lifeguard with Community Ed Recreation, beginning 4/19/2025-5/31/2025. Step 6-\$15.80/hr.
 22. Samantha Samuel, 1.0 FTE Custodian at the High School, beginning 3/14/2025. Step 5-\$22.58/hr.
 23. Carrie Zupfer-Rice, .568 FTE Long Term Substitute Early Childhood Special Ed Teacher for 2 days/week, Mondays and Tuesdays only, at the NCEC, beginning on or about 3/31/2025-5/23/2025. MA+40, Step 10.
 - ii. Increase/Decrease/Change in Assignment
 1. Mark Auge, Teacher at the High School, add ALC Summer School Teacher for up to 5 hours/day at the ALC, effective 6/9/2025-7/24/2025. Lane/step
 2. Michelle Bauer, Instructional Coach at the District Office, add ALC Summer School Teacher for up to 5 hours/day at the ALC, effective 6/9/2025-7/24/2025. Lane/step
 3. Doug Bengston, Drivers Ed Instructor with Community Education, add AP Proctor at the High School, effective 3/10/2025-5/30/2025. Licensed Sub Rate of Pay

4. Paul Bernhard, Teacher at Bridgewater, add Assistant Golf Coach at the Middle School, effective 4/1/2025. \$2,772 stipend plus step 10.
 5. Carrie Duba, Instructional Coach at the District Office, add High School ACT Accommodations Coordination for up to 25 hours/variable at the High School, effective 1/2/2025-6/6/2025. \$40/hr.
 6. Mary Franz, 9th grade Assistant Softball Coach at the High School, change to 1.0 Assistant Coach at the High School, effective 3/10/2025. \$5,544 stipend step 4.
 7. Cara Holland, Teacher at the Middle School, add ALC Summer School Teacher for up to 5 hours/day at the ALC, effective 6/9/2025-7/24/2025. Lane/step
 8. Ruby Holman, Assistant Softball Coach at the High School, change to .50 9th grade / .50 Assistant Softball Coach at the High School, effective 3/10/2025. \$4,989.50 stipend for both positions.
 9. Jessica Jasper, Special Ed EA PCA for 6.50 hours/day and General Ed EA for .50 hours/day at the High School, change to Special Ed EA PCA for 6.75 hours/day at the Middle School, effective 3/10/2025.
 10. Marie Kylo, Child Nutrition Manager I at Bridgewater, add Child Nutrition Summer Lead for up to 6 hours/day at Bridgewater, effective 6/12/2025-8/15/2025. Pay Rate through 6/30/25 - \$26.34/hr. Starting 7/1/2025 - \$27.71/hr.
 11. Jill Lauritzen-Kohel, Teacher at the High School, add ALC Summer School Teacher for up to 5 hours/day at the ALC, effective 6/9/2025-7/24/2025. Lane/step
 12. Vicki McKay, Child Nutrition Manager II at the Middle School, add Child Nutrition Summer Lead for up to 6 hours/day at the Middle School, effective 7/2/2025-8/8/2025. \$27.71/hr.
 13. Darrell Sawyer, Teacher at the Middle School, add ALC Summer School Teacher for up to 5 hours/day at the ALC, effective 6/9/2025-7/24/2025. Lane/step
 14. Ann Schmidt, Child Nutrition II and III at the High School, add Child Nutrition Summer Lead for up to 6 hours/day at Greenvale Park, effective 6/12/2025-8/15/2025. Pay rate Through 6/30/25 \$26.34/hr. Starting 7/1/25 \$27.71/hr.
 15. Eric Swan McDonald, Teacher at the ALC, add ALC Summer School Teacher for up to 5 hours/day at the ALC, effective 6/9/2025-7/24/2025. Lane/step
 16. Sarah Swan McDonald, Teacher at the High School, add ALC Summer School Teacher for up to 5 hours/day at the ALC, effective 6/9/2025-7/24/2025. Lane/step
 17. Laura Talbot Peterson, Teacher at the High School, add ALC Summer School Teacher for up to 5 hours/day at the ALC, effective 6/9/2025-7/24/2025. \$40/hr.
 18. Mark Thornton, Teacher (LOA) at the High School, add AP Proctor at the High School, effective 3/10/2025-5/30/2025. Licensed Sub Rate Pay
 19. Nancy Veverka, ABE Teacher with Community Education, add AP Proctor at the High School, effective 3/10/2025-5/30/2025. Licensed Sub Rate Pay
 20. Deb Wagner, Educational Assistant at Bridgewater, add Assistant Track and Field Coach at the Middle School, effective 4/1/2025. \$2,772 stipend step 9.
 21. Rafael Estrella, Teacher at the Middle School, add MSYC Teacher as needed Mon.-Thurs. at the Middle School, effective 3/12/2025-5/15/2025. \$40/hr.
 22. Rachel Morrison, .90 Assistant Girls Lacrosse Coach at the High School, change to 1.0 Assistant Girls Lacrosse Coach at the High School, effective 3/31/2025. \$4,435 stipend.
 23. Melissa Spitzack, Teacher at Spring Creek, add Summer Raider Fitness Instructor with Community Ed Recreation, effective 7/7/2025-8/31/2025. \$55/participant.
- iii. Leave of Absence
1. Lauren Wadzinski, Teacher at Greenvale Park, FMLA Leave of Absence beginning on or about 5/18/2025 and continue for 12 work weeks.
 2. Tammy Izzler-Johnson, FMLA Leave of absence from 12/9/2024-3/12/2025. Leave of Absence effective from 3/13/2025 and will continue through the end of the 2024-2025 school year.
- iv. Retirements/Resignations/Terminations
1. Bob Gregory-Bjorklund, Fall Play Director at the High School, resignation effective 2/28/2025.
 2. Paige Haley, Head Girls Hockey Coach at the High School, resignation effective 2/28/2025.
 3. Emilia Rosas-Riley, Custodian at Greenvale Park Elementary, resignation effective 3/3/2025.
 4. Tegan Underdahl, Dance Team Coach at the High School, resignation effective 3/4/2025.

8. Items for Individual Action

- a. 2026-2028 Achievement and Integration Plan. On a motion by Butler, seconded by Epstein, the board approved the 2026-2028 Achievement and Integration Plan. The Achievement and Integration (A&I) program was established to increase racial and economic integration of students and to increase student academic achievement by reducing academic disparities based on students' diverse racial, ethnic, and economic backgrounds.

- b. Student Citizenship Handbook update. On a motion by Quinnell, seconded by Goerwitz, the board approved updating the nondiscrimination statement on page 8 of the Student Citizenship Handbook to reference the Minnesota Human Rights Act and eliminate the reference to the district's Title IX policy, creating the appropriate statutory alignment.
9. Items for Information
 - a. 2024-25 Superintendent Focus Area Update No. 2. Superintendent Hillmann provided an update on his 2024-25 focus areas.
 - b. Construction Update No. 7. Superintendent Hillmann provided an update on the NHS construction project.
 - c. Enrollment Report. Superintendent Hillmann reviewed the March 2025 enrollment report.
10. Future Meetings
 - a. Thursday, April 3, 2025, 6:00 p.m., Priority Based Budget Process Public Input Meeting, NMS Auditorium
 - b. Monday, April 14, 2025, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
 - c. Monday, April 28, 2025, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
 - d. Monday, May 12, 2025, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
11. Adjournment

On a motion by Quinnell, seconded by Nelson, the board approved to adjourn at 7:46 p.m.

Amy Goerwitz
School Board Clerk

RESOLUTION ACCEPTING DONATIONS

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

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

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

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

THEREFORE, BE IT RESOLVED, that the School Board of Northfield Public Schools, ISD 659, gratefully accepts the following donations as identified below:

The vote on adoption of the Resolution was as follows:

Aye:

Nay:

Absent:

Whereupon, said Resolution was declared duly adopted.

By: Claudia Gonzalez-George, Chair

By: Amy Goerwitz, Clerk

Date of the bequest, donation, or gift:	Amount:	Who the bequest, donation, or gift is from:	What is the bequest, donation, or gift for?
3/6/2025	\$500.00	Post Consumer Brands Community Service Committee	8th Grade Fun Fest
3/7/2025	\$12.00	Barbara Stanaitis	NHS 2025 Concert Band and Concert Choir Tour Scholarship
3/10/2025	\$25.00	Brenda Rabbe	NHS 2025 Concert Band and Concert Choir Tour Scholarship
3/14/2025	\$50.00	Cassie Schwamb	NHS Community Donations for Senior Celebration 2025 Donation
3/14/2025	\$100.00	Katy Berglund	NHS Community Donations for Senior Celebration 2025 Donation
3/17/2025	\$50.00	Nancy Hegland	NHS Community Donations for Senior Celebration 2025 Donation
3/17/2025	\$25.00	Amy Herbig	NHS Community Donations for Senior Celebration 2025 Donation
3/17/2025	\$15.00	Emily Carroll	NMS Grade 6 Field Trip to the Minnesota History Center 05/09/25 (Team 2) Scholarship Donation
3/17/2025	\$15.00	Jeremy Loebach	NMS Grade 6 Field Trip to the Minnesota History Center 05/09/25 (Team 2) Scholarship Donation
3/17/2025	\$15.00	Melissa Pellinen	NMS Grade 6 Field Trip to the Minnesota History Center 05/09/25 (Team 2) Scholarship Donation
3/20/2025	\$15.00	Sarah Titus	NMS Grade 6 Field Trip to the Minnesota History Center 05/09/25 (Team 2) Scholarship Donation
3/5/2025	\$300.00	Cardinal CG Company	Bass Fishing Donation
3/12/2025	\$300.00	Johnson Dental	Bass Fishing Donation
3/12/2025	\$200.00	Benjamin Bus, Inc.	Bass Fishing Donation
2/28/2025	\$500.00	Professional Dental Group	Bass Fishing Donation
3/6/0025	\$500.00	Four Corners Construction Inc.	Bass Fishing Donation
3/14/2025	\$100.00	Knecht's Nurseries & Landscaping	Bass Fishing Donation
3/19/2025	\$200.00	Kerry Hanifl	Bass Fishing Donation
2/28/2025	\$100.00	Franek Electric, Inc.	Bass Fishing Donation
2/27/0025	\$200.00	Bituminous Materials, LLC	Bass Fishing Donation
3/21/2025	\$20.00	Melanie Rudiger	Spring Creek Gr. 4 Bakken Museum Field Trip Donation Amount
3/21/2025	\$500.00	Brandon and Nicole Olson	Kid Ventures
3/23/2025	\$31.00	Mamie Cruse	Spring Creek Gr. 4 Bakken Museum Field Trip Donation Amount
3/30/2025	\$10.00	Leah Rich	MS Gr. 8 Orchestra Hall Bus Donation Donation
3/30/2025	\$25.00	Kirsten Thompson	NHS Community Donations for Senior Celebration 2025 Donation
3/31/2025	\$10.00	Ann Hehr	MS Gr. 8 Orchestra Hall Bus Donation Donation
3/31/2025	\$20.00	Shannon Lau	MS Gr. 8 Orchestra Hall Bus Donation Donation
3/31/2025	\$31.00	Matthew Detert	Spring Creek Gr. 4 Bakken Museum Field Trip Donation Amount
3/31/2025	\$31.00	Brian Turek	Spring Creek Gr. 4 Bakken Museum Field Trip Donation Amount
4/1/2025	\$15.00	Lin Deng	MS Gr. 8 Orchestra Hall Bus Donation Donation
4/2/2025	\$10.00	Catherine Engle	MS Gr. 8 Orchestra Hall Bus Donation Donation
4/2/2025	\$20.00	Kimberly Briske	MS Gr. 8 Orchestra Hall Bus Donation Donation
4/2/2025	\$20.00	Lahna Tran	MS Gr. 8 Orchestra Hall Bus Donation Donation
3/24/0025	\$400.00	Frandsen Bank & Trust	Bass Fishing 2025
4/16/2025	35 Sheets of 3/4" AC Plywood valued at \$2,300	Dakota County Lumber	STEM
3/21/2025	\$500.00	Brandon and Nicole Olson	Kid Ventures
3/25/0025	\$250.00	Ziggy's	Bass Fishing Sponsorship
3/17/0025	\$500.00	Lorence's Raspberries, LLC	Bass Fishing Sponsorship
3/20/2025	\$5,000.00	Hiebing	FFA Donation
4/3/2025	\$3.00	Kristin Kapaun	BW 5th Grade Riverside Education Days Field Trip Scholarship Donation
4/3/2025	\$3.00	Tyrell McElroy	BW 5th Grade Riverside Education Days Field Trip Scholarship Donation
4/3/2025	\$3.00	Victoriya Lemke	BW 5th Grade Riverside Education Days Field Trip Scholarship Donation
4/3/2025	\$20.00	Linda Dahl	MS Gr. 8 Orchestra Hall Bus Donation Donation
4/3/2025	\$50.00	Laura Listenberger	NHS Community Donations for Senior Celebration 2025 Donation
4/4/2025	\$3.00	Brianne Hoffert	BW 5th Grade Riverside Education Days Field Trip Scholarship Donation
4/4/2025	\$31.00	Brian Turek	Spring Creek Gr. 4 Bakken Museum Field Trip Donation Amount
4/4/2025	\$20.00	Katy-Jo Grandahl	Spring Creek Gr. 4 Bakken Museum Field Trip Donation Amount
4/5/2025	\$3.00	Nicole Larson	BW 5th Grade Riverside Education Days Field Trip Scholarship Donation

Date of the bequest, donation, or gift:	Amount:	Who the bequest, donation, or gift is from:	What is the bequest, donation, or gift for?
4/6/2025	\$3.00	Meghan Kuechenmeister	BW 5th Grade Riverside Education Days Field Trip Scholarship Donation
4/6/2025	\$3.00	Amanda Volden	BW 5th Grade Riverside Education Days Field Trip Scholarship Donation
4/6/2025	\$19.00	Douglas Parish	Spring Creek Gr. 4 Bakken Museum Field Trip Donation Amount
4/7/2025	\$200.00	Michelle Muench	NHS Community Donations for Senior Celebration 2025 Donation
4/7/2025	\$50.00	Michelle Muench	Senior Celebration
4/1/2025	\$300	Women Anglers of Minnesota	Bass Donation
4/2/2025	\$645	Lyle & Pauline's, Inc. DBA L & M Bar	Adult SB League
3/18/2025	\$645	Community Resource Bank	Adult SB League
3/14/2025	\$645	Adam Conrad	Adult SB League
3/12/2025	\$645	Cannon Pointe Chiropractic	Adult SB League
3/12/2025	\$645	Wheeling Electric LLC	Adult SB League
3/25/2025	\$645	McLane Company, Inc.	Adult SB League
4/3/2025	\$645	Flahertys Northfield Lanes	Adult SB League
3/20/2025	\$300	VFW Post #4393	Adult SB League
3/27/2025	\$345	Flaherty's Northfield Lanes	Adult SB League



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: June 24th - 27th

1. What group is taking this trip?

FFA

2. Estimated # of Students: 3 # Adult Supervisors: 1

3. Destination: Washington, D.C. 20008 Omni Shoreham Hotel
2500 Calvert Street NW

4. Date/Time of Departure: Tuesday June 24th 6:00am

5. Date/Time of Return: Saturday June 28th 10:00pm

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

WLC combines personal growth and leadership development with an array of sightseeing events. WLC inspires FFA members to become changemakers in their communities

7. Name the manner of travel and the carrier.

American Airlines From MSP to DCA Ronald Reagan

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

Omni Shoreham Hotel
2500 Calvert Street NW.
Washington, D.C. 20008
(202) - 234 - 0700

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

T.J. Austin (512) 787-3574

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

Josiah Kuennen
Tara Alaniz
Hector Villanueva

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

T.J. Austin FFA Advisor; ensure students are at each session and in their rooms at the appropriate time

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

All students stay on site and only travel with advisor. Emergency contacts, ~~not~~ hospital preference and air fare expense discussed before departure with notarized medical/permission slips.

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

\$1,157.00 Chaperone Shared (Scholarship & Donations Acct.)
\$975.00 Student Quad (Scholarships & Student Activities Fund)
\$400.00 Airlines (Fundraisers & Scholarships)

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

N/A

Signature of Staff Member Responsible:

Date field trip request was submitted to Principal:

Principal/Administrator Signature and Date:

 3/14/25

Approved:

Not Approved:

Superintendent Signature and Date: _____

Approved: _____

Not Approved: _____

School Board Review Date: _____

Approved: _____

Not Approved: _____



2025 WASHINGTON LEADERSHIP CONFERENCE PRICING

Updated: 09/23/2024

Student Conference Fee Structure

PACKAGE TYPE	PRICE
Student Randomized Quad - A shared room with up to 3 other students of same-gender identification, conference materials, 2 conference T-shirts, meals, transportation during the program (Metrocard, bus, etc.), and all scheduled tours.	\$975
A \$50 nonrefundable registration fee will be charged per student/chaperone. Example: Student registrations are \$925 + \$50 nonrefundable reg. fee = \$975 Refunds are only calculated and determined for the registration cost.	

*All student registration packages include a participant workbook, training materials, supplies, meals, tours, lodging, transportation during the conference (Metro card), and two conference T-shirts.

Chaperone Conference Fee Structures

PACKAGE TYPE	PRICE
Chaperone Shared - A <i>shared</i> room with another registered chaperone of same-gender identification OR a requested guest (spouse, chaperone, etc.), meals, transportation during the program (Metrocard, bus, etc.), and all scheduled tours. NOTE: Guests (spouses, chaperones, etc.) should use this package to register for the conference.	\$1,157
Chaperone Private - A <i>private</i> room, meals, transportation during the program (Metrocard, bus, etc.), and all scheduled tours.	\$1,692
Room Only - A <i>private</i> room, <u>NO</u> meals, transportation during the program (Metrocard, bus, etc.), or tours included.	\$1,125
Child Add-On - Meals, transportation during the program (Metrocard, bus, etc.), and all scheduled tours for one child (ages 5-12). This is in addition to most of the advisor packages listed above. <u>*Must be purchased with a chaperone private package or 2 chaperone shared packages that are rooming together.*</u>	\$615
A \$50 nonrefundable registration fee will be charged per student/chaperone. Example: Student registrations are \$925 + \$50 nonrefundable reg. fee = \$975.00 Refunds are only calculated and determined for the registration cost.	

*Depending on the package you choose, the advisor registration fee may include training materials, supplies, meals, scheduled tours, lodging, meetings, webinars, sightseeing suggestions, and transportation during the conference.



2025 WASHINGTON LEADERSHIP CONFERENCE

FREQUENTLY ASKED QUESTIONS

Updated: 8/27/2024

We are excited that you are attending the Washington Leadership Conference (WLC). A jam-packed experience is planned for you in our nation's capital. WLC combines personal growth and leadership development with an array of sightseeing events. Check out WLC's FAQ below to help you prepare for your WLC experience.

When does registration open?

General registration will open on Wednesday, March 5, 2025, at 6 p.m. EST.

Where is the Washington Leadership Conference held?

[Omni Shoreham Hotel](#)
2500 Calvert Street NW
Washington, D.C. 20008
202-234-0700

Who can attend the Washington Leadership Conference?

Current FFA members who are at least 14 years old and/or would be attending the summer immediately after graduating high school are eligible to attend WLC.

How many people attend one weekly session of the Washington Leadership Conference?

Most conference sessions have an average enrollment of 350 students, allowing maximum participation and personal contact with WLC staff.

Once I am on-site, how do I check in?

FFA signs will be placed in the hotel lobby to lead you to our registration space. Conference check-in is on Tuesday afternoon from 2-5 p.m. Do not check in at the hotel front desk. You will receive your conference materials and hotel room assignment during check-in. Please note: Hotel room keys may not be available during on-site check-in. It could be as late as 7-8 p.m. Please plan accordingly.

Luggage storage is available in our registration space before 2 p.m. It can be accessed by following the FFA signs placed in the lobby. Feel free to enjoy the local area or lounge in the hotel lobby until check-in begins.

The conference begins with dinner served at 5 p.m.

If you arrive after 5 p.m., students should join WLC staff in the conference ballroom for the activities already taking place. Chaperones should join the WLC education coordinator in the Chaperone Program Room. Signs placed in the lobby will guide both students and chaperones to their designated meeting space. A late check-in will be held around 10 p.m. on Tuesday so you can obtain your conference materials and hotel room assignment.





WASHINGTON LEADERSHIP CONFERENCE

TRAVEL INFORMATION

Updated: 2/28/2025

Traveling to/from The Conference

Conference participants are responsible for booking their travel arrangements and ground transportation to/from the Omni hotel.

Travel by Air

WLC participants are encouraged to fly into Ronald Reagan Washington National (DCA) Airport; however, Washington Dulles International (IAD) Airport or Baltimore-Washington International (BWI) Airport are options. Transportation options to the Omni hotel are listed below for all three airports.

Traveling as Unaccompanied Minor (Age 15 or younger): Parents/Guardians of conference attendees age 15 or younger traveling without an accompanying adult should contact their airline regarding unaccompanied minor traveling status. Depending on age and traveling status, some airlines may require designating a pick-up person for the child to be released upon arrival.

Conference staff is not permitted to pick up or drop off any conference participant from the airport.

Learn More: [When Kids Fly Alone](#) (U.S. Department of Transportation)

Travel Assistance: Please see all information below regarding travel to/from the Omni. Should you experience unexpected travel delays, please contact the conference director or WLC hotline.

Transportation options for Ronald Reagan Washington National (DCA) Airport to/from the Omni hotel

The Omni hotel does not offer a shuttle service to/from Ronald Reagan Washington National (DCA) airport. The Omni hotel is approximately 8 miles from Ronald Reagan Washington National (DCA) airport.

Taxi: from Ronald Reagan (DCA) Airport - approximately \$20-\$30 for the 20-25-minute drive.

Metro: Reagan National (DCA) Airport offers convenient access to Washington, D.C.'s public transportation system known as the Metro. The escalator to the Metro station at DCA airport is located in Terminal B only, lower level, near baggage claim #10.

Take the Blue Line in the direction of Largo Town Center to the Metro Center metro station. Change to the Red Line in the direction of Shady Grove to the Woodley Park/Zoo/Adams Morgan Metro Station.

Metro fares (SmarTrip Cards) can be purchased from self-service machines outside all Metro stations for a one-time \$2 charge plus the cost of the fare. The SmarTrip cards are reloadable, and you only pay the \$2 the first time. The fare for this Metro ride is approximately \$3-\$4 per person (plus \$2 for SmarTrip card).

For a map of the Metro system or more information, visit www.wmata.com. Smartphone users are encouraged to download one of the many free apps which feature interactive Metro maps.

The hotel is located one block from the Woodley Park/Zoo/Adams Morgan Metro Station. Once you exit the Metro station via the escalators, turn right and go down the stairs. Turn left and walk to Calvert Street (one block). Cross the street, take a right and walk straight. The hotel will be on your left.

Transportation options for Washington Dulles International (IAD) Airport to/from the Omni Hotel

The Omni hotel does not offer a shuttle service to/from Washington Dulles International (IAD) Airport. The Omni hotel is approximately 30 miles from Washington Dulles International (IAD) Airport.

Taxi: from Washington Dulles (IAD) Airport – approximately \$80-\$90 for the 80-90-minute drive.

Metro: Washington Dulles International Airport (IAD) now offers convenient access to Washington, D.C.'s public transportation system known as the Metro. Access to the Metro at IAD is adjacent to Parking Garage 1, opposite the terminal.

Take the Silver Line in the direction of Largo Town Center to the Farragut West Metro Station. Exit the Farragut West Metro Station and walk 0.1 miles North on 17th Street SW to the Farragut North Metro Station. Board the Red Line towards Shady Grove. Exit the metro at Woodley Park-Zoo Metro Station.

Metro fare (SmarTrip Cards) can be purchased from self-service machines outside all Metro stations for a one-time \$2 charge plus the cost of the fare. The SmarTrip cards are reloadable, and you only pay the \$2 the first time. Fare for this Metro ride is approximately \$4-\$5 per person (plus \$2 for SmarTrip card).

For a map of the Metro system or more information, visit www.wmata.com. Smartphone users are encouraged to download one of the many free apps which feature interactive Metro maps.

The hotel is located one block from the Woodley Park/Zoo/Adams Morgan Metro Station. Once you exit the Metro station via the escalators, turn right and go down the stairs. Turn left and walk to Calvert Street (1 block). Cross the street, take a right and walk straight. The hotel will be on your left.

Transportation options for Baltimore-Washington International (BWI) Airport to/from the Omni hotel:

The Omni hotel does not offer a shuttle service to/from Baltimore-Washington International (BWI) Airport. The Omni hotel is approximately 38 miles away from Baltimore-Washington International (BWI) Airport.

Transportation options at Baltimore-Washington International (BWI) Airport to/from the Omni hotel:

Taxi: from Baltimore-Washington International (BWI) Airport - \$110-\$125 for the 120-plus-minute drive.

Metro: Washington, D.C.'s public transportation system is known as the Metro.

Please note: Baltimore-Washington International (BWI) does NOT have direct access to the Metro.

Travel by AMTRAK Train or Greyhound Bus

Use the AMTRAK train to the Washington, D.C. (WAS) Union Station destination or via the Greyhound Bus to the Union Station destination. The Omni hotel does not offer a shuttle service to/from Union Station. The Omni hotel is approximately 8 miles from Union Station. WLC staff will not be stationed at the AMTRAK train or Greyhound bus terminals at Union Station.

Transportation Options for Union Station to/from the Omni Hotel

Taxi: from Union Station to Omni hotel - approximately \$20-\$30 for the 21-31-minute drive.

Metro: Washington, D.C.'s public transportation system is known as the Metro.

Locate Union Station Metro station. Take the Red Line in the direction of Shady Grove to the Woodley Park/Zoo/Adams Morgan stop.

Metro fares (SmarTrip Cards) can be purchased from self-service machines outside all Metro stations for a one-time \$2 charge plus the cost of the fare. The SmarTrip cards are reloadable, and you only pay the \$2 the first time. The fare for this Metro ride is approximately \$2-\$3 per person (plus \$2 for SmarTrip card).

For a map of the Metro system or more information, visit www.wmata.com. Smartphone users are encouraged to download one of the many free apps which feature interactive Metro maps.

The hotel is located one block from the Woodley Park/Zoo/Adams Morgan Metro Station. Once you exit the Metro station via the escalators, turn right and go down the stairs. Turn left and walk to Calvert Street (one block). Cross the street, take a right and walk straight. The hotel will be on your left. There is no Super Shuttle service at Union Station.

Travel by Vehicle

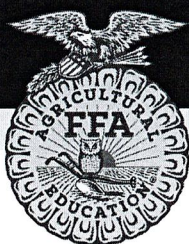
WLC participants wishing to drive to the conference may go directly to the Omni Shoreham Hotel using the 2500 Calvert St., Washington, D.C. 20008 address for GPS/navigation systems and apps.

Parking options at the Omni Hotel

The Omni hotel contracts out its parking services. The contract company only offers valet parking, including in/out privileges, at a daily overnight rate of \$55 for standard-sized vehicles that fit in the Omni hotel parking garage. Valet parking charges shall be considered incidental charges and billed directly to the individuals using the services.

*Please note: If you have a group of 10 persons or more arrive at the hotel in one vehicle, the Omni hotel will assess a portage fee of \$10.60 per person round-trip (subject to change). Portage fee charges shall be considered incidental charges and will be billed directly to the individuals using the services.

Vehicles larger than a 15-passenger van must seek out other options individually; this includes school bus vans. Vehicles that do not fit in the parking garage will be charged double the daily overnight rate. Union Station Parking Garage offers overnight parking for vehicles larger than standard size (mini buses, school bus vans, etc.).



Washington Leadership Conference Objectives and Session Outcomes

Day 1 Theme - ME

Session 1: Large Group: Our Hope is in YOU!

- Explain the overview of the entire WLC experience.
- Define changemaker.
- Identify at least three expectations of WLC.
- Explain what a "Living to serve plan" includes.

Session 2: Community Group: Community Matters

- Discuss specific things about each member of their community group.
- Develop and display their Community Group Identity.
- Commit to five principles of WLC and the Bill of Rights

Day 2 Theme - WE

Session 3: Community Group: Why Are We Here?

- Explore the WLC Timeline
- What is a need?
- Understand how passions can empower people to make change.
- Identify passions present in their lives.

Session 4: Community Group: Identifying My LTS Plan

- Discover three core beliefs they have about themselves, the world, and the future.
- Select a need and develop a mission statement for their LTS plan.

Session 5: Large Group: Building our LTS Team and Reaching Our Goals

- Set at least three SMART goals for their LTS plan.
- Identify community partners for their LTS plan.
- Create a timeline for their LTS plan.
- Determine action steps and materials for their LTS plan.

City Visit: Night Tour

- Drawing from the experience of seeing the National Monuments, give examples of the importance of exploring beliefs, values, attitudes, and behaviors.

Day 3 Theme - DO

City Visit - Capitol Hill

- Drawing from the experience at Capitol (or surrounding buildings) and Congressional Visits, share the importance of advocacy.

Session 6: Large Group: All About Advocacy

- Define advocacy.
- Identify the eight characteristics of an effective advocate.
- Brainstorm ideas of specific ways they can advocate for their LTS plan.

Session 7: Community Group: Planning for Action

- Outline their final LTS plans.

Session 8: Large Group: Understanding Needs Globally

- Celebrate service.
- Listen to needs statistics.
- Articulate the importance of taking action.

Day 4 Theme - SERVE

City Visit - Arlington National Cemetery

- Students will explore the beliefs and values of those who have made the ultimate sacrifice.
- Students will reflect on their own personal beliefs and values and apply those to their LTS plans

OR

City Visit - National Mall Museums

Draw from the experience of visiting Arlington National Cemetery, and give examples of how the site's dedication to service, sacrifice, and remembrance can inspire reflection on one's own commitment to serving others.

Session 9: Community Group:- Take the Chair

- Reflect on the WLC experience.
- Pledge to a lifetime of service.
- Describe how WLC has changed them as a person.

Session 10: Large Group: "We WILL" Celebration

- Describe being a changemaker using the concepts Explore, Encourage, Advocate, and Serve.

2025 WLC STUDENT SCHEDULE

Dress	Tuesday	ME
Casual Dress	2:00-5:00 p.m.	Registration
	5:00-6:15 p.m.	Dinner
	6:45-7:45 p.m.	Session 1: Our Hope is in You! LG
	8:00-9:30 p.m.	Session 2: Community Matters CG
	9:30-9:45 p.m.	Late Registration
	9:45 p.m.	Bed Checks/Lights Out
Dress	Wednesday	WE
Casual Dress	8:00-8:45 a.m.	Breakfast
	8:45-10:00 a.m.	Session 3: Why Are We Here? CG
	10:00-12:00 p.m.	Building Our Community LG
	12:00-12:45 p.m.	Lunch
	1:00-1:45 p.m.	Session 4: Forming My LTS Plan CG
	2:00-3:30 p.m.	Session 5: Building Our Team and Reaching Our Goals LG
	3:30-4:00 p.m.	Night Tour Information and Context LG
	4:00-5:00 p.m.	Night Tour Preparation
	5:00-5:45 p.m.	Dinner
	6:00-10:00 p.m.	Night Tour of Washington D.C.
	10:00-10:15 p.m.	Reflections LG
10:15 p.m.	Bed Checks/Lights Out	
Dress	Thursday	DO
Official Dress	7:15-8:00 a.m.	Breakfast
	7:45-8:00 a.m.	Capitol Context
	8:15-9:15 a.m.	Travel to Capitol
	9:15-9:30 a.m.	Group Photo Capitol Steps (Time may vary based on metro travel)
	9:45-12:15 p.m.	U.S. Capitol experience (Time may vary based on metro travel)
	12:15-1:15 p.m.	Travel to Hotel
Casual Dress	1:30-2:30 p.m.	Lunch
	3:00-4:00 p.m.	Session 6: All About Advocacy LG
	4:15-5:15 p.m.	Session 7: Planning for Action CG
	5:45-6:45 p.m.	Session 8: Understanding Needs Globally LG
	7:30-8:30 p.m.	Picnic Dinner w/ Entertainment
	8:45-9:45 p.m.	Reflections LG
10 p.m.	Bed Checks/Lights Out	

Dress	Friday	SERVE
WLC T-Shirt with Casual Bottoms (closed-toed shoes required for service project)	8:30-9:15 a.m.	Breakfast
	9:15-11:00 a.m.	Service Project
	11:00-12:00 p.m.	Lunch
	12:00-12:15 p.m.	Arlington Option: Context
	12:15-1:15 p.m.	Travel to Arlington Metro Stop
	1:15-3:15 p.m.	Arlington Experience
	3:15-3:45 p.m.	Travel to Smithsonian Metro Stop
	3:45-5:45 p.m.	Free Time in the City
	12:15-12:30 p.m.	Smithsonian Option: Context
	12:30-1:15 p.m.	Travel to Smithsonian Metro Stop
	1:15-3:15 p.m.	Smithsonian Museum Experience
	3:15-5:45 p.m.	Free Time in the City
	5:45-6:30 p.m.	Travel to Omni Hotel (whole conference)
	6:30-7:30 p.m.	Dinner
	7:45-9:15 p.m.	Session 9: Take the Chair CG
9:30-10:15 p.m.	Session 10: We Will Celebration LG	
10:15-10:45 p.m.	Reflections LG	
10:45 p.m.	Bed Checks/Lights Out	

Friday Schedule Note: On Friday afternoon, the entire conference will enjoy free time in the city. Participants will have the option to visit either Arlington National Cemetery or a selection of Smithsonian Museums. After these visits, all participants will have free time on the National Mall. Please note that participants choosing to visit Arlington National Cemetery will have slightly less free time on the National Mall due to travel time between locations.

LG – Large Group Session

CG – Community Group Session



Grant Application Approval Form

March 31, 2025


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

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

Grant Proposal Information	
Project Title	Northfield Community Schools (Greenvale Park and Northfield Middle School)
Project Period	From: September 1, 2025 To: August 31, 2028
Funding Source	Minnesota Department of Education
Application Deadline	March 19, 2025
List all Grant Applicants	Northfield Public Schools and Northfield Healthy Community Initiative
School/Department	Northfield Community Education
Contact Person	Erin Bailey Phone No. 507-664-3652
Project Information	
Brief Proposal Description	The Greenvale Park Community School initiative serves students in grades K-12 attending Greenvale Park Elementary School or living in the Greenvale Park neighborhood in Northfield, Minnesota. The Northfield Middle School initiative serves students in grades 6-8 attending Northfield Middle School.
Project Goal (in one Sentence)	The Northfield Community School initiative will dramatically expand out-of-school-time programming. It will increase the number of Greenvale Park and Middle School students and alumni who can access the free out-of-school time programming by offering after school programming four days per week, evening programming twice per week, programming during school breaks, and expanded summer programming.
List All Personnel Involved in Application	Erin Bailey, Amy McBroom, Rae Wood, Meliss Cavanaugh
Budget Information	
Amount Requested	\$240,501.00/annually
Matching Funds	
Source of Matching Funds	

Required Documents Attached: Completed Application Rough Draft Summary of Application


Project Initiator Signature


Building Principal or District Administrator
Signature

Approved by the School Board Not Approved by the School Board Date _____

NORTHFIELD COMMUNITY EDUCATION

SUMMER 2025

BROCHURE INSTRUCTORS

Aiden Gittins	Melissa Spitzack
Alicia Midgley	Michael Detjen
Betsy Peterson	Michelle Michaud
Blake Kane	Nichole Porath
Brent Yule	Nick Connor
Cale Steinhoff	Noel Aldrich
Carey Tinkelenberg-NSS	Northfield Arts Guild
Carly Born	Northfield Basketball Association
Challenger Sports	Northfield Goal Club
Christopher Kauffeld	Northfield Golf Pro-Kyle Scanlon
Craig Coffman	Northfield Hiliners Booster Club
Cynthia Gilbertson	Northfield Lacrosse Association
Darrell Sawyer	Northfield Tennis Association
David Foley	Peter Gittins
Doug Bengtson	Raider Endurance & Power Club
Drama Lab	Ray Gainey
Elizabeth Larson	River Bend Nature Center
Erin Updike	Shahar Fearing
ETS Performance Staff	Skyhawks
Frances VanHouten	Sports Unlimited
GoSolar! Kidz	St Olaf College
Isaiah Ramos	Steve Hatle
Jacqui Dorsey	Storybook Theatre
Janet Golownia	Susan Shirk
Jess Toft	Tech Academy
John Born	Tina Moen
Kate Langlais	Touchdown Club
Kelli Hoskins	Tyler Westman
Kevin Dahle	Vera Laninga
Kevin O'Brien	Youth Enrichment League
Kodely Academy	
Laurie Sadowski	
Linda Lemke	
Liz Rickert	
Lori Hameister	
Lynch Athletic Camps	
Mary Carlson	
Matt Christensen	
McKenzie Fole	

Policy 411 RECOVERY PERIOD AFTER CHILDBIRTH

I. PURPOSE

The purpose of this policy is to provide clarification on the recovery period after childbirth for Northfield School District employees.

III. GENERAL STATEMENT OF POLICY

In the absence of complications, the maximum recovery period after delivery in which an employee may qualify for sick leave shall be eight calendar weeks, ~~effective 7/1/2012~~.

In order to qualify for paid sick leave beyond work days which fall within this eight-week period, ~~effective 7/1/2012~~, an employee shall be required to submit a statement from a physician verifying that the employee is disabled due to complications associated with the delivery.

Policy 411 Recovery Period after Childbirth

Adopted: 07.13.2009; Updated: 04.25.2011, 05.29.2012, 09.14.2020, INSERT DATE

Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

Policy 412 EXPENSE REIMBURSEMENT

I. PURPOSE

The purpose of this policy is to identify Northfield School District business expenses that involve initial payment by an employee, and qualify for reimbursement from the school district, and to specify the manner by which the employee seeks reimbursement.

II. AUTHORIZATION

All school district business expenses to be reimbursed must be approved by the supervising administrator.

III. REIMBURSEMENT

Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator. Receipts for lodging, transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form. Automobile travel shall be reimbursed at the mileage rate set by the school board.

IV. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

The superintendent or their designee shall develop procedures for timely reimbursement of school district business expenses.

Procedures for Policy 412 Expense Reimbursement are located in [this document](#) on the district's website.

Policy 412 Expense Reimbursement

Adopted: 02.28.2005; Updated: 09.27.2010, 12.14.2015, INSERT DATE; Reviewed: 08.19.2020

Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

Legal References: Minn. Stat. § 15.435 (Airline Travel Credit)
Minn. Stat. § 471.665 (Mileage Allowances)
Minn. Op. Atty. Gen. No. 1035 (Aug. 23, 1999) (Retreat Expenses)
Minn. Op. Atty. Gen. No. 161b-12 (Aug. 4, 1997) (Transportation Expenses)
Minn. Op. Atty. Gen. No. 161B-12 (Jan. 24, 1989) (Operating Expenses of Car)

Cross References: MSBA/MASA Model Policy 214 (Out-of-State Travel by School Board Members)

Procedures for Policy 412 – Expense Reimbursement

Updated 01.2020

REIMBURSEMENTS

The following items are available for reimbursement:

- A. School District personnel or persons representing the school district who use their personal vehicle to travel to a destination out of the school district or within the district and have the prior approval of the superintendent, they/their designee or principal, will be reimbursed at the same rate as the IRS Standard mileage rate. The district will not pay mileage for out of state trips that total more than the cost of an airline ticket.
- B. School personnel or representatives of the school district who, with the advanced approval of the superintendent or they/their designee who are on school business out of the district may receive reimbursement for meals plus tips (up to 15%), not in excess of \$50 per day. Personnel must verify the actual expense of meals with original itemized receipts. When a meal is included in the registrations of an event, or is paid for by another source, reimbursement for that meal is not permitted. Reasonable exceptions may be made to the per day rate for unusual circumstances at the discretion of the Superintendent or they/their designee.
- C. Approval to be reimbursed for the cost of lodging must be obtained in advance from the superintendent or designee. The district will reimburse school personnel for commercial lodging. Lodging within a 60 mile radius of the school district is not normally reimbursed. Only when compelling circumstances exist and with the advanced approval of the superintendent or designee will exceptions be permitted.
- D. Commercial transportation not to exceed “coach” air rate. If a personal vehicle is driven in lieu of commercial air transportation, employees will be reimbursed the IRS Standard mileage rate not to exceed “coach” air fare.
- E. Approved ground transportation and other allowable incidental expenses incurred while traveling on behalf of the District. Use of the least expensive form of ground transportation is encouraged. Exceptions are permitted when circumstances such as location, distance or presentation materials dictate use of a taxi or car rental.
- F. The cost of conference admissions, fees and materials will be reimbursed after the conference dates. Original itemized receipts need to be submitted for verification. Other reasonable expenses connected with the travel of school personnel while conducting school district business may be reimbursed. Expenses for family members will not be reimbursed.
- G. School personnel who are approved to travel on a daily basis between the schools may submit mileage for reimbursement based on the intra-district mileage chart.
- H. Items costing \$100 or less and not practical to purchase using a District purchase order. These purchases still require administrative pre-approval.
- I. Emergency purchases for which the normal purchasing process is not timely.

RESPONSIBILITY

- A. Responsibility for compliance with this policy is three-fold:
 1. The employee submitting the request for reimbursement is responsible for assuring that a public purpose was fulfilled and for providing adequate documentation as required in this procedure.
 2. The supervisor who signs the reimbursement request is responsible for assuring that a public purpose was accomplished by the employee making the expenditure, that proper documentation is in place, and that

District purchasing procedures could not have been reasonably used to make the expenditure.

3. Designated Finance Department officials are responsible for assuring that the reimbursement form is properly completed and that the proper supervisory signature is in place on the form.
 - B. If the Superintendent, or designee, or the School Board determines that a public purpose was not met by the incurring of the employee expense, the claim will be denied and the expenditure shall become the responsibility of the employee.
 - C. The District will not reimburse an employee to the extent an expense is beyond the reasonable needs of fulfilling the business purpose of the occasion.
 - D. A supervisor who gives advance approval of an employee's business expense may impose particular conditions on the expense including, but not limited to, the maximum amount approved for reimbursement.
 - E. In no event will the District reimburse an employee for the cost of any alcoholic beverages.
 - F. In no event will the District reimburse an employee for the cost of entertainment expenses or expenses for a spouse, companion or child while the employee is on District travel status.
 - G. The District will not reimburse any employee for costs that the District cannot pay or bear under applicable law. This would include expenses such as laundry, movies, personal phone calls, and snacks.
 - H. Expense reimbursements should be turned in monthly. Items turned in more than 60 days after the date incurred will become taxable to the employee. The District will not reimburse expenses that are dated more than one year prior to the date of submission.

FORMS

Reimbursement forms are available on the Finance Department resources website:

<http://northfieldschools.org/files/Expense-Reimbursement-Form-2018.pdf>

Policy 415 MANDATED REPORTING OF MALTREATMENT OF VULNERABLE ADULTS

I. PURPOSE

The purpose of this policy is to make clear the statutory requirements of Northfield School District personnel to report suspected maltreatment of vulnerable adults.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to comply fully with [Minnesota Statutes section 626.557](#) requiring school personnel to report suspected maltreatment of vulnerable adults.
- B. A violation of this policy occurs when any school personnel fails to report suspected maltreatment of vulnerable adults when the school personnel has reason to believe that a vulnerable adult is being or has been maltreated, or has knowledge that a vulnerable adult has sustained a physical injury which is not reasonably explained.

Procedures for Policy 415 Mandated Reporting of Maltreatment of Vulnerable Adults are located in [this document](#) on the district's website.

Policy 415 Mandated Reporting of Maltreatment of Vulnerable Adults

Adopted: 02.28.2005; Updated: 12.14.2020, INSERT DATE; Substantive Update: 10.24.2022

Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

Legal References: Minn. Stat. § 13.02 (Government Data Practices; Definitions)
Minn. Stat. Ch. 245A (Human Services Licensing)
Minn. Stat. § 245.825 (Aversive and Deprivation Procedures; Licensed Facilities and Services)
Minn. Stat. § 609.221-609.224 (Assault)
Minn. Stat. § 609.232 (Crimes Against Vulnerable Adults; Definitions)
Minn. Stat. § 609.235 (Use of Drugs to Injure or Facilitate Crime)
Minn. Stat. § 609.322 (Solicitation, Inducement, and Promotion of Prostitution; Sex Trafficking)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. § 609.342-609.3451 (Criminal Sexual Conduct)
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
Minn. Stat. § 626.5572 (Definitions)
In re Kleven, 736 N.W.2d 707 (Minn. App. 2007)

Cross References: MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents, Other Persons)
MSBA/MASA Model Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee or Student)
MSBA/MASA Model Policy 403 (Dismissal of Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

Procedures for Policy 415: MANDATED REPORTING OF MALTREATMENT OF VULNERABLE ADULTS

I. DEFINITIONS

A. "Abuse" means:

(a) An act against a vulnerable adult that constitutes a violation of, an attempt to violate, or aiding and abetting a violation of: (1) assault in the first through fifth degrees as defined in sections 609.221 to 609.224; (2) the use of drugs to injure or facilitate crime as defined in section 609.235; (3) the solicitation, inducement, and promotion of prostitution as defined in section 609.322; and (4) criminal sexual conduct in the first through fifth degrees as defined in sections 609.342 to 609.3451. A violation includes any action that meets the elements of the crime, regardless of whether there is a criminal proceeding or conviction.

(b) Conduct which is not an accident or therapeutic conduct as defined in this section, which produces or could reasonably be expected to produce physical pain or injury or emotional distress including, but not limited to, the following: (1) hitting, slapping, kicking, pinching, biting, or corporal punishment of a vulnerable adult; (2) use of repeated or malicious oral, written, or gestured language toward a vulnerable adult or the treatment of a vulnerable adult which would be considered by a reasonable person to be disparaging, derogatory, humiliating, harassing, or threatening; (3) use of any aversive or deprivation procedure, unreasonable confinement, or involuntary seclusion, including the forced separation of the vulnerable adult from other persons against the will of the vulnerable adult or the legal representative of the vulnerable adult; and (4) use of any aversive or deprivation procedures for persons with developmental disabilities or related conditions not authorized under section 245.825.

(c) Any sexual contact or penetration as defined in section 609.341, between a facility staff person or a person providing services in the facility and a resident, patient, or client of that facility.

(d) The act of forcing, compelling, coercing, or enticing a vulnerable adult against the vulnerable adult's will to perform services for the advantage of another.

Abuse does not include actions specifically excluded by Minnesota Statutes section 626.5572, Subd. 2.

B. "Caregiver" means an individual or facility who has responsibility for the care of a vulnerable adult as a result of a family relationship, or who has assumed responsibility for all or a portion of the care of a vulnerable adult voluntarily, by contract, or by agreement.

C. "Common entry point" means the entity responsible for receiving reports of alleged or suspected maltreatment of a vulnerable adult and designated by the Commissioner of the

Minnesota Department of Human Services as the MN Adult Abuse Reporting Center (MAARC).

- D. “Financial Exploitation” means a breach of a fiduciary duty by an actor’s unauthorized expenditure of funds entrusted to the actor for the benefit of the vulnerable adult or by an actor’s failure to provide food, clothing, shelter, health care, therapeutic conduct or supervision, the failure of which results or is likely to result in detriment to the vulnerable adult. Financial exploitation also includes: the willful use, withholding or disposal of funds or property of a vulnerable adult; the obtaining of services for wrongful profit or advantage which results in detriment to the vulnerable adult; the acquisition of a vulnerable adult’s funds or property through undue influence, harassment, duress, deception or fraud; and the use of force, coercion or enticement to cause a vulnerable adult to perform services against the vulnerable adult’s will for the profit or advantage of another.
- E. “Immediately” means as soon as possible, but no longer than 24 hours from the time initial knowledge that the incident occurred has been received.
- F. “Mandated reporters” means a professional or professional’s delegate while engaged in education.
- G. “Maltreatment” means the neglect, abuse, or financial exploitation of a vulnerable adult.
- H. “Neglect” means the failure or omission by a caregiver to supply a vulnerable adult with care or services, including but not limited to, food, clothing, shelter, health care, or supervision which is: (1) reasonable and necessary to obtain or maintain the vulnerable adult’s physical or mental health or safety, considering the physical and mental capacity or dysfunction of the vulnerable adult; and (2) which is not the result of an accident or therapeutic conduct.

Neglect also means the absence or likelihood of absence of care or services, including but not limited to, food, clothing, shelter, health care, or supervision necessary to maintain the physical and mental health of the vulnerable adult which a reasonable person would deem essential to obtain or maintain the vulnerable adult’s health, safety, or comfort considering the physical or mental capacity or dysfunction of the vulnerable adult. Neglect does not include actions specifically excluded by Minnesota Statutes section 626.5572, Subd. 17.
- I. “School personnel” means professional employees or their delegates of the school district engaged in providing health, educational, social, psychological, law enforcement, or other caretaking services of vulnerable adults.
- J. “Vulnerable adult” means any person 18 years of age or older who: (1) is a resident or inpatient of a facility; (2) receives services required to be licensed under Minnesota Statutes chapter 245A, except as excluded under Minnesota Statutes section 626.5572, Subd. 21(a) (2); (3) receives services from a licensed home care provider or person or

organization that offers, provides, or arranges for personal care assistance services under the medical assistance program; or (4) regardless of residence or whether any type of service is received, possesses a physical or mental infirmity or other physical, mental, or emotional dysfunction that impairs the individual's ability to adequately for the individual's own care without assistance or supervision and, because of the dysfunction or infirmity and need for care of services, has an impaired ability to protect the individual's self from maltreatment.

~~K. "School Personnel" means professional employees or their delegates of the school district engaged in providing health, educational, social, psychological, law enforcement or other caretaking services of vulnerable adults.~~

II. REPORTING PROCEDURES

- A. A mandated reporter as defined herein shall immediately report the suspected maltreatment to the human resources department, the common entry point responsible for receiving reports.
- B. Whenever a mandated reporter, as defined herein, knows or has reason to believe that an individual made an error in the provision of therapeutic conduct to a vulnerable adult which results in injury or harm, which reasonably requires the care of a physician, such information shall be reported immediately to the designated county agency. The mandated reporter also may report a belief that the error did not constitute neglect and why the error does not constitute neglect.
- C. The reporter shall to the extent possible identify the vulnerable adult, the caregiver, the nature and extent of the suspected maltreatment, any evidence of previous maltreatment, the name and address of the reporter, the time, date, and location of the incident and any other information that the reporter believes might be helpful in investigating the suspected abuse or neglect. A mandated reporter may disclose *not public data* as defined under Minnesota Statutes section 13.02, to the extent necessary to comply with the above reporting requirements.
- D. A person mandated to report suspected maltreatment of a vulnerable adult who negligently or intentionally fails to report is liable for damages caused by the failure. A negligent or intentional failure to report may result in discipline. A mandatory reporter may be guilty of a misdemeanor for intentionally failing to make a report, for knowingly providing false or misleading information in reporting or for intentionally failing to provide all the material circumstances surrounding the reported incident.
- E. Retaliation against a person who makes a good faith report under Minnesota law and this policy, or against a vulnerable adult who is named in a report is prohibited.
- F. Any person who intentionally makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered

by the person or persons so reported and for any punitive damages set by the court or jury. The intentional making of a false report may result in discipline.

III. INVESTIGATION

The responsibility for investigating reports of suspected maltreatment of a vulnerable adult rests with the entity designated by the county for receiving reports.

IV. DISSEMINATION OF POLICY AND TRAINING

- A. This policy should appear in school personnel handbooks as appropriate.
- B. The school district will develop a method of discussing this policy with employees as appropriate.
- C. The superintendent or their designee should review this policy at least annually for compliance with state law.

Procedures 415 Mandated Reporting of Maltreatment of Vulnerable Adults
NORTHFIELD SCHOOL DISTRICT NO. 659
Northfield, Minnesota
Dated: 2/28/05; Updated: 12.14.2020, 10.24.2022, INSERT DATE

Policy 417 CHEMICAL USE AND ABUSE

I. PURPOSE

The Northfield School District Board of Education recognizes that chemical use and abuse constitutes a grave threat to the physical and mental well-being of students and employees and significantly impedes the learning process. Chemical use and abuse also creates significant problems for society in general. The school board believes that the public school has a role in education, intervention, and prevention of chemical use and abuse. The purpose of this policy is to assist the district in its goal to prevent chemical use and abuse by providing procedures for education and intervention.

II. GENERAL STATEMENT OF POLICY

- A. Use or possession of controlled substances, medical cannabis, toxic substances, and alcohol before, during, or after school hours, at school or in any other school location, is prohibited in accordance with district policies with respect to a Drug-Free Workplace/Drug-Free School. Student medication, that does include prescription drugs, are governed under Policy 516 Student Medication.
- B. The district shall develop, implement, and evaluate comprehensive programs and activities that foster safe, healthy, supportive, and drug-free environments that support student academic achievement.
- C. The district shall establish and maintain in every school a chemical abuse pre-assessment team. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
- D. The superintendent, or designee, with the advice of the school board, shall collaborate with community partners to establish an advisory team to address chemical abuse problems in the district.
- E. The district shall establish a drug-free awareness program for its employees.

III. DEFINITIONS

- A. “Chemical abuse” as applied to students means use of any psychoactive or mood-altering chemical substance, without compelling medical reason, in a manner that induces mental, emotional, or physical impairment and causes socially dysfunctional or socially disordering behavior, to the extent that the minor’s normal function in academic, school, or social activities is chronically impaired.
- B. “Controlled substances,” as applied to the chemical abuse assessment of students, means a drug, substance, or immediate precursor in Schedules I through V of Minnesota Statutes section 152.02 and “marijuana” as defined in Minnesota Statutes section 152.01, subdivision 9 but not distilled spirits, wine, malt beverages, intoxicating liquors or tobacco. As

otherwise defined in this policy, “controlled substances” include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 United States Code section 812, including analogues and look-alike drugs.

- C. “Drug prevention” means prevention, early intervention, rehabilitation referral, recovery support services, or education related to the illegal use of drugs, such as raising awareness about the consequences of drug use that are evidence based.
- D. “Teacher” means all persons employed in a public school or education district or by a service cooperative as members of the instructional, supervisory, and support staff including superintendents, principals, supervisors, secondary vocational and other classroom teachers, librarians, counselors, school psychologists, school nurses, school social workers, audio-visual directors and coordinators, recreation personnel, media generalists, media supervisors, and speech therapists.

IV. STUDENTS

A. *Districtwide School Discipline Policy*

Procedures for detecting and addressing chemical abuse problems of a student while on school premises are included in the districtwide school student discipline policy.

1. The district shall develop, implement, and evaluate comprehensive programs and activities that foster safe, healthy, supportive, and drug-free environments that support student academic achievements. The programs and activities may include, among other programs and activities, drug prevention activities and programs that may be evidence based, including programs to educate students against the use of alcohol, tobacco, marijuana, smokeless tobacco products, and electronic cigarettes.
2. As part of its drug-free programs, the district may implement the drug abuse resistance education program (DARE) that enables peace officers to undergo the training to teach a curriculum on drug abuse resistance in schools.

B. *Reports of Use, Possession, or Transfer of Alcohol or a Controlled Substance*

1. A teacher in a nonpublic school participating in a district chemical use program, or a public school teacher, who knows or has reason to believe that a student is using, possessing, or transferring alcohol or a controlled substance while on the school premises or involved in school-related activities, shall immediately notify the school's chemical abuse preassessment team, or staff member assigned duties similar to those of such a team, of this information.
2. Students involved in the abuse, possession, transfer, distribution, or sale of chemicals may be suspended and proposed for expulsion in

compliance with the student discipline policy and the Pupil Fair Dismissal Act, Minnesota Statutes section 121A.40-121A.56, ~~and proposed for expulsion.~~

3. Searches by district officials in connection with the use, possession, or transfer of alcohol or a controlled substance, will be conducted in accordance with school board policies related to search and seizure.
4. Nothing paragraph IV.B.1. prevents a teacher or any other school employee from reporting to a law enforcement agency any violation of law occurring on school premises or at school sponsored events.

C. ***Student Support Team*** (this team functions as a preassessment team)

1. Every school that participates in a district chemical abuse program shall establish a chemical abuse student support team designated by the superintendent or designee. The team must be composed of classroom teachers, administrators, and to the extent they exist in the school, school nurse, school counselor or psychologist, social worker, chemical abuse specialist, and other appropriate professional staff. For schools that do not have a chemical abuse program and team, the superintendent or designee will assign these duties to a designated district employee.
2. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
3. Within forty-five (45) days after receiving an individual reported case, the team shall make a determination whether to provide the student and, in the case of a minor, the student's parents with information about school and community services in connection with chemical abuse.

D. ***Data Practices***

1. Student data may be disclosed without consent in health and safety emergencies pursuant to Minnesota Statutes section 13.32 and applicable federal law and regulations.
2. Destruction of Records
 - a. If the pre-assessment team decides not to provide a student and, in the case of a minor, the student's parents with information about school or community services in connection with chemical abuse, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the determination is made.
 - b. If the team decides to provide the student and, in the case of a minor or a dependent student, the student's parents with ~~such~~ information about school or community services in connection

with chemical abuse, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the student is no longer enrolled in the district.

c. Destruction of records identifying individual students shall be governed by paragraph IV.E.2. notwithstanding Minnesota Statutes section 138.163 (Preservation and Disposal of Public Records).

E. ***Consent***

Any minor may give effective consent for medical, mental, and other health services to determine the presence of or to treat conditions associated with alcohol and other drug abuse, and the consent of no other person is required.

V. **EMPLOYEES**

A. The district shall establish a drug-free awareness program to inform employees about:

1. The dangers of drug abuse in the workplace.
2. The district's policy of maintaining a drug-free workplace.
3. Available drug counseling, rehabilitation, and employees assistance programs.
4. The penalties that may be imposed on employees for drug abuse violations.

B. The district shall notify federal granting agency required to be notified under the Drug-Free Workplace Act within ten (10) days after receiving notice from the employee or otherwise receiving actual notice of any criminal drug statute conviction occurring in the workplace.

Policy 417 Chemical Use and Abuse

Adopted: 02.28.2005; Updated: 02.08.2021, INSERT DATE; Substantive Update: 10.24.2022

Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

Legal References: Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 121A.25-121A.29 (Chemical Abuse)
Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)
Minn. Stat. § 124D.695 (Approved Recovery Program Funding)
Minn. Stat. § 126C.44 (Safe Schools Levy)
Minn. Stat. § 138.163 (Preservation and Disposal of Public Records)
Minn. Stat. § 144.343 (Pregnancy, Venereal Disease, Alcohol or Drug Abuse, Abortion)
Minn. Stat. § 152.01 (Definitions)
Minn. Stat. § 152.02 (Schedules of Controlled Substances; Administration of Chapter)
Minn. Stat. § 152.22 (Definitions; Medical Cannabis)
Minn. Stat. § 152.23 (Limitations; Medical Cannabis)
Minn. Stat. § 299A.33 (DARE Program)
Minn. Stat. § 466.07, subd. 1 (Indemnification Required)
Minn. Stat. § 609.101, subd. 3(e) (Controlled Substance Offenses; Minimum Fines)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
20 U.S.C. §§ 7101-7122 (Student Support and Academic Enrichment Grants)
20 U.S.C. § 5812 (National Education Goals)
20 U.S.C. § 7175 (Local Activities)

41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)
34 C.F.R. Part 84 (Government-Wide Requirements for Drug-Free Workplace)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of District Employees)
MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)
MSBA/MASA Model Policy 418 Drug-Free Workplace/ Drug-Free School
MSBA/MASA Model Policy 419 (Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction)
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)

Policy 423 EMPLOYEE-STUDENT RELATIONSHIPS

I. PURPOSE

Northfield Public Schools is committed to an educational environment in which all students are treated with respect and dignity. Every school district employee is to provide students with appropriate guidance, understanding and direction, while maintaining a standard of professionalism, and acting within accepted standards of conduct.

II. GENERAL STATEMENT OF POLICY

- A. This policy applies to all district employees at all times, whether on or off duty and on or off of school district locations.

- B. At all times, students will be treated by teachers and other district employees with respect, courtesy and consideration and in a professional manner. Each district employee is expected to exercise good judgment and professionalism in all interpersonal relationships with students. Such relationships must be and remain on a teacher-student basis or an employee-student basis.

- C. Teachers must be mindful of their inherent positions of authority and influence over students. Similarly, other district employees also may hold positions of authority over students of the district and must be mindful of their authority and influence over students.

- D. Sexual relationships between district employees and students, without regard to the age of the student, are strictly forbidden and may subject the employee to criminal liability as well as disciplinary action up to and including immediate termination.

- E. Other actions that violate this policy include, but are not limited to, ~~the following~~:
 - 1. Dating students.
 - 2. Having any interaction/activity of a sexual nature with a student.
 - 3. Committing or attempting to induce students or others to commit an illegal act or act of immoral conduct which may be harmful to others or bring discredit to the school district.
 - 4. Supplying alcohol or any illegal substance to a student, allowing a student access to such substances, or failing to take reasonable steps to prevent such access from occurring.

- F. District employees shall, whenever possible, employ safeguards against improper relationships with students and/or claims of such improper relationships.

- G. Excessive informal and social involvement with individual students is unprofessional, is not compatible with employee-student relationships, and is inappropriate.

- H. District employees will adhere to applicable standards of ethics and professional conduct in Minnesota law.

III. REPORTING AND INVESTIGATION

- A. Complaints and/or concerns regarding alleged violations of this policy shall be handled by the superintendent or their designee unless other specific complaint procedures are provided within any other policy of the district.
- B. All employees shall cooperate with any investigation of alleged acts, conduct or communications in violation of this policy.

IV. SCHOOL DISTRICT ACTION

Upon receipt of a report, the district will take appropriate action. Employees who violate this policy will be subject to disciplinary action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. It also may include reporting to appropriate state or federal authorities, including the Minnesota Professional Educator Licensing and Standards Board or the appropriate licensing authority and appropriate agencies responsible for investigating reports of maltreatment of minors and/or vulnerable adults. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and district policies.

V. SCOPE OF LIABILITY

Employees are placed on notice that if an employee acts outside the performance of the duties of the position for which the employee is employed, or is guilty of malfeasance, willful neglect of duty, or bad faith, the school district is not required to defend and indemnify the employee for damages in school-related litigation.

Policy 423 Employee Student Relationships

Adopted: 03.14.2005; Updated: 12.2014, INSERT DATE; Non-Substantive Update: 12.17.2020, 02.08.2022

Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

Legal References: Minn. Stat. §13.43, Subd. 16 (~~Personnel Data School District or Charter School Disclosure of Violence or Inappropriate Sexual Contact~~)

Minn. Stat. § 122A.20, Subd. 2 (~~Suspension or Revocation of Licenses Mandatory Reporting to Professional Educator Licensing and Standards Board or Board of School Administrators~~)

Minn. Stat. § 122A.40, Subds. 5(b) and 13 (b) (~~Employment; Contracts; Termination Mandatory immediate discharge of teachers with license revocations due to child or sex abuse convictions~~)

Minn. Stat. §§ 609.341–609.352 (~~Definitions Defining “intimate parts” and “position of authority” as well as detailing various sex offenses~~)

Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)

Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)

Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators)

Minn. Rules Part 8710.2100 (Code of Ethics for Minnesota Teachers)

Cross References: MSBA/MASA Model Policy 103 (Complaints-Students, Employees, Parents, Other Persons)

MSBA/MASA Model Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee or Student)

MSBA/MASA Model Policy 306 (Administrator Code of Ethics)

MSBA/MASA Model Policy 403 (Discipline, Suspension and Dismissal of School District Employees)

MSBA/MASA Model Policy 413 (Harassment and Violence)

MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)

MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)

MSBA/MASA Model Policy 421 (Gifts to Employees and School Board Members)
MSBA/MASA Model Policy 507 (Corporal Punishment)

Policy 903 VISITORS TO SCHOOL DISTRICT BUILDINGS AND SITES

I. PURPOSE

The purpose of this policy is to inform the school community and the general public of the position of the Board of Education on visitors to Northfield School District buildings and property.

II. GENERAL STATEMENT OF POLICY

The district is committed to maintaining a school environment that is safe for students and employees and free of activity that may be disruptive to the student learning process or employee working environment. The district welcomes visits to school buildings and school property by parents and community members provided the visits are consistent with the health, education and safety of students and employees and are conducted within the procedures and requirements established by the school district.

II. STAFF/VISITOR IDENTIFICATION BADGES

The district shall require staff, substitutes, visitors and volunteers to wear appropriate identification as described below. School badges are issued on the basis of need, and are to be safeguarded and remain solely in the possession of the person to whom they are issued. Under no circumstances, including copying and printing, should a badge be used by anyone other than the person for whom it is issued. All school employees are responsible to help monitor people in the school buildings and are expected to either escort visitors who do not have badges to the office to register and get a “Visitor” or “Volunteer” badge, or to alert office personnel that they have directed a visitor or volunteer to the office. Any suspicious persons in the building are to be reported to the office immediately.

A. Permanent School Employees:

Photo ID's will be provided by the district and must be worn at all times by permanent employees of Northfield Public Schools when they are in school buildings. Should a replacement badge be needed for any reason, it should be ordered from the Human Resources Office immediately. In the interim, employees should obtain a temporary badge from the school office. Badges must be returned to the district when leaving its employ.

B. Substitute Employees:

“Substitute” badges will be issued to individuals who are subbing within the buildings of the district. Such badges must be worn whenever the individual is in school buildings. Substitute badges ~~will be temporary and do not~~ need to be turned in at the end of the assignment.

C. Visitors/Volunteers:

Visitors and volunteers to school buildings are required to register and obtain a “Visitor” or “Volunteer” badge in the main office of the school building, and to return the badge and check out at the end of the visit.

D. Post-Secondary Enrollment Options Students:

A student enrolled in a post-secondary enrollment options course may remain at the school site during regular school hours and may be provided with reasonable access, during regular school hours, to a computer and other technology resources that the student needs to complete coursework for a post-secondary enrollment course in accordance with established procedures.

III. VISITOR LIMITATIONS

- A. An individual or group may be denied permission to visit a school or school property or such permission may be revoked if the visitor(s) does not comply with district procedures and regulations or if the visit is not in the best interest of students, employees or the district.
- B. Visitors are authorized to park vehicles on school property at times and in locations specified in the approved visitor procedures and requirements which are an addendum to this policy or as otherwise specifically authorized by school officials. When unauthorized vehicles of visitors are parked on school property, school officials may:
1. Require the driver or other person in charge of the vehicle to move it off school district property.
 2. Provide for the removal of the vehicle, if unattended, at the expense of the owner or operator, to the nearest convenient garage or other place of safety off of school property.
- C. An individual or group who enters school property without complying with the procedures and requirements may be guilty of criminal trespass and thus subject to criminal penalties. Such persons may be detained by the school principal or a person designated by the school principal in a reasonable manner for a reasonable period of time pending the arrival of a police officer.

Policy 903 Visitors to School District Buildings and Sites

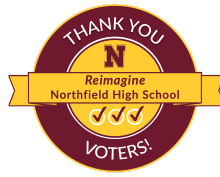
Adopted: 11.24.2008; Reviewed: 07.01.2019; Updated: 01.08.2024, INSERT DATE

Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

Legal References: Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 124D.09 (Postsecondary Enrollment Options Act)
Minn. Stat. § 128C.08 (Assaulting a Sports Official Prohibited)
Minn. Stat. § 609.605, Subd. 4 (Trespass)



Reimagine Northfield High School Bond Referendum Projects | Construction Update No. 8 | April 14, 2025

Core Planning Team

- The core planning team met on March 12 and April 2.
 - The core planning team reviewed and provided feedback on conceptual floor plans at both meetings.
- The next (and final) core planning team meeting is scheduled for April 16.

Activities Subcommittee

- The activities subcommittee met on March 12 and April 2.
 - The subcommittee discussed court configuration, integration with existing athletic facilities, renovation of existing athletic facilities, and community access.
- The next (and final) activities subcommittee meeting is scheduled for April 16.

City of Northfield Coordination

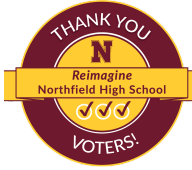
- Representatives from Wold and the district met with city staff on April 9 to continue coordination and alignment of city processes with the district construction planning. The next meeting with city staff will be on April 22.

Carleton College donation

- The district received the first \$1 million from Carleton College on March 27.

Board update

- The board will receive a formal update from Wold at the May 12 board meeting.

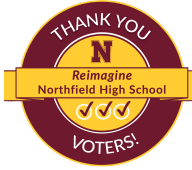


**Northfield High School
Planning Process – Participants and Responsibilities**

<u>Group Name:</u>	<u>Participants:</u>	<u>Goals / Responsibilities:</u>	<u>Timeline:</u>
School Board	<ul style="list-style-type: none"> School Board Members 		Ongoing
Project Oversight Committee (10 people)	<ul style="list-style-type: none"> Select board members Select administration Wold Knutson 	<ul style="list-style-type: none"> Set district standards Review the direction of the design Review and monitor the budget Recommendations to board 	Ongoing: x2/month meetings
High School Core Planning Group (25-45 people)	<ul style="list-style-type: none"> Select board members Select parents and community NHS administration Select staff Select students District administration Facilitator: Wold 	<ul style="list-style-type: none"> Design decisions Establish priorities Guide/direct design Recommendations to project oversight committee. 	3-4 months (8 meetings and tours)
Activities and Athletics Subcommittee (20-30 people)	<ul style="list-style-type: none"> Select board members Select parents and community Activities stakeholders Select students Community Education District and NHS administration Facilitator: Wold 	<ul style="list-style-type: none"> Design athletics/activities spaces Accommodate school day needs Recommendations to core planning group 	2-3 months (3-4 meetings, starting after core planning group.)
High School User Groups (4-5 people per space type)	<ul style="list-style-type: none"> NHS administration NHS stakeholders Relevant community stakeholders Facilitator: Wold 	<ul style="list-style-type: none"> Gather detailed input for specific spaces 	2-3 months 1-2 meetings, each space

**Northfield High School
Preliminary Project Schedule**

High School Design	December 2024 – February 2026
Schematic Design (Core Group)	December 2024 – March 2025
Design Development (User Group)	April 2025 – September 2025
Construction Documents	October 2025 – February 2026
Bidding	March 2026
High School Construction	Summer 2026 – Summer 2029 (phased)
Occupancy	Fall 2029 (portions may be occupiable before)



Northfield High School
DRAFT Core Planning Group Schedule / Sample Agendas

Core Planning Group Meeting #1 & Community Listening Session

Who: Core Group and Athletic Subcommittee members

Date: Tuesday, Dec. 17, 2024 between 5:30-8:00 PM

- CPG kickoff (30 min)
 - Introductions, Organization / Responsibilities
 - Project Scope / Timeline
- Community Activity:
 - Hopes & dreams for the project (75 min)
- Discuss building tours

Core Planning Group Meeting #2

Who: Core Group

Date: Wednesday, Jan. 8, 2025 between 4:00-6:00 PM

- Thoughts since last meeting?
- Tours download (likes/dislikes)
- Develop draft CPG criteria and commitments

Building Tours (All Day)

Who: Core Group and Athletic Subcommittee members

Date: Jan. 21 and 22, 2025

- Building tours (locations TBD)
- Ideas: Owatonna HS, Tartan HS, Rock Ridge HS, White Bear HS, St Peter? Sartell? Alexandria?

Core Planning Group Meeting #3

Who: Core Group

Date: Wednesday, Jan. 29, 2025 between 4:00-6:00 PM

- Thoughts since last meeting?
- Review draft CPG criteria and commitments
- Site discussion

Core Planning Group Meeting #4

Who: Core Group

Date: Wednesday, Feb. 19, 2025 between 4:00-6:00 PM

- Thoughts since last meeting?
- Review draft CPG criteria and commitments
- Review draft bubble diagram
- Review draft site diagram

Activities / Athletics Subcommittee

Dates: Feb. 26, March 12, April 2, and April 16, 2025

Times: 1:00-3:00 PM

Core Planning Group Meeting #5

Who: Core Group

Date: Wednesday, Feb. 26, 2025 between 4:00-6:00 PM

- Thoughts since last meeting?
- Review draft CPG criteria and commitments
- Review draft bubble diagram
- Review draft site diagram

Core Planning Group Meeting #6

Who: Core Group

Date: Wednesday, March 12, 2025 between 4:00-6:00 PM

- Thoughts since last meeting?
- Review draft CPG criteria and commitments
- Review draft bubble diagram
- Review draft site diagram

Core Planning Group Meeting #7

Who: Core Group

Date: Wednesday, April 2, 2025 between 4:00-6:00 PM

- Thoughts since last meeting?
- Review draft CPG criteria and commitments
- Review draft bubble diagram
- Review draft site diagram

Core Planning Group Meeting #8

Who: Core Group

Date: Wednesday, April 16, 2025 between 4:00-6:00 PM

- Thoughts since last meeting?
- Finalize draft CPG criteria and commitments
- Finalize plan diagram
- Review draft schematic design submittal.

School Board Presentation: Schematic Design

Date: April 28, 2025

- Update board on the core planning group's work

User Group Meetings

Date: April 2025 – July 2025

- Meet with all space users and other stakeholders as appropriate

	2024-25													
School and Grade Level	September 3rd	September 6th	September 13th	September 20th	October 1st	November 1st	December 2nd	January 2nd	February 2nd	March 3rd	April 1st	May 1st	End of Year 6/6/2025	
NCEC														
Early Childhood	127	116	119	121	119	121	128	137	136	139	134			
Total	127	116	119	121	119	121	128	137	136	139	134			
Big 9 Online														
Grade K-2037	0	0	0	0	0	0	0	0	0	0	0			
Grade 1-2036	1	0	0	0	0	0	0	0	0	0	0			
Grade 2-2035	1	1	1	1	1	1	1	1	1	1	1			
Grade 3-2034	0	0	0	0	0	0	0	0	1	1	1			
Grade 4-2033	0	0	0	0	0	0	0	0	0	0	0			
Grade 5-2032	1	1	1	1	1	1	1	1	1	1	1			
Grade 6-2031	2	2	2	2	2	3	3	3	2	1	1			
Grade 7-2030	1	1	1	1	1	1	2	2	1	1	1			
Grade 8-2029	4	4	4	4	4	4	3	3	3	4	4			
Grade 9-2028	4	4	4	2	2	3	3	3	4	4	4			
Grade 10-2027	9	9	10	10	12	12	12	12	18	18	21			
Grade 11-2026	18	18	17	16	17	17	17	17	16	16	18			
Grade 12-2025	11	11	11	10	10	9	12	12	12	12	12			
Total	52	51	51	47	50	51	54	54	59	59	64	0	0	
Greenvale Park														
Grade K-2037	76	70	69	69	68	69	70	71	72	72	72			
Grade 1-2036	64	63	63	63	63	63	66	66	66	66	66			
Grade 2-2035	100	100	101	101	101	100	100	100	100	100	99			
Grade 3-2034	83	84	83	83	83	83	82	82	82	83	82			
Grade 4-2033	83	83	83	83	83	83	83	83	83	83	83			
Grade 5-2032	91	91	90	90	90	90	90	89	90	90	90			
Total	497	491	489	489	488	488	491	491	493	494	492	0	0	
Spring Creek														
Grade K-2037	65	65	65	64	63	64	64	64	63	62	62			
Grade 1-2036	66	65	65	65	65	65	66	66	65	65	65			
Grade 2-2035	75	74	73	73	73	73	73	73	73	73	73			
Grade 3-2034	78	78	78	78	79	79	79	79	80	80	80			
Grade 4-2033	68	68	68	68	68	68	69	69	69	69	69			
Grade 5-2032	93	93	93	93	94	94	94	94	95	94	93			
Total	445	443	442	441	442	443	445	445	445	443	442	0	0	
Bridgewater														
Grade K-2037	74	74	74	74	74	76	76	76	77	77	77			
Grade 1-2036	107	106	106	106	106	106	105	104	104	105	106			
Grade 2-2035	86	87	86	87	87	86	86	86	87	87	88			
Grade 3-2034	91	91	91	91	91	91	91	91	91	91	91			
Grade 4-2033	106	107	106	106	106	106	106	106	106	106	107			
Grade 5-2032	100	100	100	100	100	100	100	100	100	100	100			
Total	564	565	563	564	564	565	564	563	565	566	569	0	0	
Middle School														
Grade 6-2030	293	292	292	292	292	290	291	290	292	291	294			
Grade 7-2029	296	294	294	293	293	293	293	292	291	291	292			
Grade 8-2028	279	280	280	279	278	277	276	276	275	275	277			
Total	868	866	866	864	863	860	860	858	858	857	863	0	0	
High School														
Grade 9-2028	327	325	325	325	325	325	324	324	325	327	327			
Grade 10-2027	322	321	321	320	316	313	313	314	305	306	302			
Grade 11-2026	306	299	297	298	296	294	296	296	292	291	291			
Grade 12-2025	313	308	307	306	305	305	301	299	294	294	294			
Total	1268	1253	1250	1249	1242	1237	1234	1233	1216	1218	1214	0	0	
ALC														
Grade 9-2028	0	0	0	0	0	0	0	0	0	8	9			
Grade 10-2027	5	5	5	5	16	9	9	12	12	21	22			
Grade 11-2026	17	17	17	16	16	18	22	25	26	38	39			
Grade 12-2025	48	56	58	58	63	66	66	69	71	90	92			
Total	70	78	80	79	95	93	97	106	109	157	162	0	0	
Grand Total	3891	3863	3860	3854	3863	3858	3873	3887	3881	3933	3940	0	0	
Full Time only (excluding EC and Part-time/Independent Study ALC)	3756	3734	3726	3718	3712	3708	3701	3703	3695	3700	3711			
Budget Projection (excluding EC and Part-time/Independent Study ALC)	3729	3729	3729	3729	3729	3729	3729	3729	3729	3729	3729	3729	3729	
Difference [negative]	27	5	-3	-11	-17	-21	-28	-26	-34	-29	-18	-3729	-3729	

Greenvale Park

Grade	Teacher	
K	Flicek	17
K	Kortbein	18
K	Schroyer	18
K	Swenson	19
1	Borgerding	23
1	Landry	22
1	Ziemann	21
2	Amundson	26
2	Bulfer	18
2	Ellerbusch	18
2	Feldmann	20
2	Nivala	17
3	Dimick	22
3	Johnson	22
3	Larson	18
3	Timerson	20
4	Garcia	25
4	Hetzel	19
4	McLaughlin	20
4	Schroeder	19
5	Bloom	23
5	Carlson	22
5	Sickler	23
5	Tacheny	22
	TOTAL	492

Spring Creek

Grade	Teacher	
K	Berkvam Peter	23
K	Heil, G	22
K	Matson	17
1	Born	20
1	Craft	16
1	Nelson	14
1	Sjoberg	15
2	Rud	16
2	Russell	16
2	Soderlund	24
2	Spitzack	17
3	Cornell	20
3	Healy	21
3	Olson	22
3	Sasse	17
4	Fox	26
4	Haar	26
4	McManus	17
5	Baragary	24
5	Malecha	26
5	Ostermann	19
5	Stulken	24
	TOTAL	442

Bridgewater

Grade	Teacher	
K	Cade	18
K	Danielson	19
K	Rodgers	20
K	Tran	20
1	Bischoff	20
1	Carter	20
1	Hall	21
1	Lanza	25
1	Stuemke	20
2	LaVoy	23
2	Loquist	23
2	Schwaab	23
2	Swenson	19
3	Bell	24
3	Larson	20
3	Sickler	23
3	Truman	24
4	Foley	29
4	Hehr/Temple	27
4	Rodriguez	24
4	Ryan/Kohl	27
5	Blatti	27
5	Duchene/Kohl	28
5	Holden	27
5	Rubin/DeVries	18
	TOTAL	569

Middle School

	Total
Grade 6-2031	294
Grade 7-2030	292
Grade 8-2029	277
TOTAL	863

High Schs Total

Grade 9-20 327
Grade 10-2 302
Grade 11-2 291
Grade 12-2 294
TOTAL 1214

ALC

Grade 9-2028	0
Grade 10-2027	15
Grade 11-2026	17
Grade 12-2025	35
TOTAL	67

F/T

0
1
3
3
7

****P/T**

0
1
3
3
7

****1/S**

9
6
19
54
88

Total

9
22
39
92
162

Regular Big 9 Total

Early Childhood**	134		134
Kindergarten-2037	211	0	211
Grade 1-2036	237	0	237
Grade 2-2035	260	1	261
Grade 3-2034	253	1	254
Grade 4-2033	259	0	259
Grade 5-2032	283	1	284
Total K-5	1637	3	1640
Total Middle School	863	6	869
Total High School	1214	55	1269
GRAND TOTAL	3714	64	3778
ALC 9-12			162
GRAND TOTAL w/ALC and Big 9 Online			3940
**Full Time only			3711

Early Childhood**

Dorcy	9
Hubbard	13
Karsky	5
Ludwig	17
O'Connor	9
Palmquist	14
Roth	13
Sanders	12
Stowe	8
Tharp	8
Townzen	10
Webster	16
TOTAL	134

Big 9 Online

Grade	Teacher	
Grade K-2037	Kehler	0
Grade 1-2036	Kehler	0
Grade 2-2035	Kehler	1
Grade 3-2034	Kehler	1
Grade 4-2033	Kehler	0
Grade 5-2032	Kehler	1
Grade 6-2031	Kehler	1
Grade 7-2030	Kehler	1
Grade 8-2029	Kehler	4
Grade 9-2028	Kehler	4
Grade 10-2027	Kehler	21
Grade 11-2026	Kehler	18
Grade 12-2025	Kehler	12
TOTAL		64