INDEPENDENT SCHOOL DISTRICT NO. 659 REGULAR SCHOOL BOARD MEETING

Monday, August 11, 2025 \sim 6:00 p.m. \sim Regular Board Meeting Northfield District Office Boardroom Meeting 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. Summary of Superintendent's Performance Appraisal
- 6. Consent Agenda
 - a. Minutes
 - b. Gift Agreements
 - c. Fiscal Year Organization Actions
 - d. Policy 704
 - e. Financial Reports
 - f. Overnight Fieldtrip Request
 - g. Personnel Items
- 7. Items for Individual Action
 - a. Procedure for Spending Advertising and Sponsorship Revenue at Northfield Public Schools
 - b. Digital Video Scoreboard Purchase at Memorial Field
 - c. Policy Committee Recommendations
- 8. Items for Information
 - a. Construction Update No. 13
 - b. Staff Breakfast Program
 - c. 2025-2026 e-Learning Day Plan
- 9. Future Meetings
 - a. Monday, August 25, 2025, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
 - b. Monday, September 8, 2025, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
 - c. Monday, September 22, 2025, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- 10. Adjournment

NORTHFIELD PUBLIC SCHOOLS MEMORANDUM

Monday, August 11, 2025 \sim 6:00 p.m. \sim Regular Board Meeting Northfield District Office Boardroom Meeting Link

TO: Members of the Board of Education FROM: Matthew Hillmann, Ed.D., Superintendent

RE: Explanation of Agenda Items for the Monday, August 11, 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. <u>Summary of Superintendent's Performance Appraisal</u>. Board Chair Claudia Gonzalez-George will share her summary of the superintendent's annual performance appraisal.
- 6. Consent Agenda

Recommendation: Motion to approve the following items listed under the consent agenda.

- a. <u>Minutes</u>. Minutes of the regular school board meeting held on July 14, 2025.
- b. Gift Agreements. Gift agreements to be approved are attached.
- c. <u>Fiscal Year Organization Actions</u>. The school district's financial year runs from July 1 to June 30. At the July 14, 2025, board meeting, the board approved authorizing the Director of Finance to make appropriate wire transfers to and from district depository accounts for fiscal year 2025-2026. At the request of the Director of Finance, the board is requested to add the Superintendent as a person authorized to make appropriate wire transfers to and from district depository accounts for fiscal year 2025-2026.
- d. <u>Policy 704</u>. Effective July 1, 2025, the new threshold for capitalizing equipment as an asset increased to \$10,000 per item, up from \$5,000. Policy 704, Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System, has been updated to reflect this change.
- e. Financial Reports.

<u>Financial Reports - December 2024</u>. Director of Finance Val Mertesdorf requests the board approve paid bills totaling \$2,074,511.22, payroll checks totaling \$3,864,762.50, a wire transfer totaling \$300,000.00 from Frandsen General to Frandsen Sweep, a wire transfer totaling \$250,000.00 from Frandsen Sweep to Frandsen General, and the financial reports for December 2024. At the end of December 2024, total cash and investments amounted to \$25,250,118.76.

<u>Financial Reports - January 2025</u>. Director of Finance Mertesdorf requests the board approve paid bills totaling \$3,144,736.35, payroll checks totaling \$3,839,379.86, bond payments totaling \$3,232,979.38, a wire transfer totaling \$350,000.00 from Frandsen General to Frandsen Sweep, a wire transfer totaling \$700,000.00 from Frandsen Sweep to Frandsen General, and the financial reports for January 2025. At the end of January 2025, total cash and investments amounted to \$21,678,980.90.

<u>Financial Reports - February 2025</u>. Director of Finance Mertesdorf requests the board approve paid bills totaling \$1,798,269.23, payroll checks totaling \$4,035,852.09, a wire transfer totaling \$300,000.00 from Frandsen General to Frandsen Sweep, a wire transfer totaling \$200,000.00 from Frandsen Sweep to Frandsen General, and the financial reports for February 2025. At the end of February 2025, total cash and investments amounted to \$22,974,206.09.

f. Overnight Fieldtrip Request. Northfield High School FFA Adviser T.J. Austin requests board approval to take 15 FFA students to the Minnesota State Fair FFA livestock show and judging contests, August 29-September 2.

g. Personnel Items.

i. Appointments

- 1. Grace Beck, ABE Office Generalist for up to 15 hours/week at the NCEC, beginning 8/11/2025. Class II Step 3-\$22.06/hr.
- Elizabeth Beebe, Building School Nurse for 7 hours/day at Spring Creek, beginning 8/25/2025. ADN/LPN, Step 4-\$39.20/hr.
- 3. Noemi De Rosas, KidVentures Site Assistant for 6 hours/week at Greenvale Park, beginning 8/25/2025. Step 1-\$18.71/hr.
- 4. Jared Docken, Assistant Boys Hockey Coach at the High School, beginning 11/10/2025. \$5,544 stipend Subject to change upon the settlement of the 25-27 NEA Agreement.
- 5. Evelyn Douville, Special Ed EA PCA for 6.75 hours/day at Bridgewater, beginning 8/25/2025. Spec Ed Step 4-\$23.51/hr.
- 6. Peter Freeman, KidVentures Site Assistant for 26 hours/week at Greenvale Park, beginning 8/25/2025. Step 2-\$19.37/hr.
- 7. Oscar Gaspar Benetiz, Assistant Boys 9th Grade Soccer Coach at the High School, beginning 8/11/2025. \$4,435 stipend Subject to change upon the settlement of the 25-27 NEA Agreement.
- 8. Correction: Lydia Guthridge, Special Education Teacher at Greenvale Park, lane changed from MA to MA+10, effective 8/25/25.
- 9. Elena Howe Solberg, Assistant Volleyball Coach at the High School, beginning 8/11/2025. \$4,435 stipend. Subject to change upon the settlement of the 25-27 NEA Agreement.
- 10. Kristin Johnson, Targeted Services Summer PLUS Teacher for up to 30 hours/week at Greenvale Park, beginning 7/21/2025-8/8/2025.\$40/hr.
- 11. Rachael Langer, 1.0 FTE Long Term Substitute Grade 7 Pre-Algebra Teacher at the Middle School, beginning 8/25/2025-6/10/2026. MA30, step 10 Subject to change upon the settlement of the 25-27 NEA Agreement.
- 12. Kathy Lansing, Bridges to Kindergarten EA for 7 hours/day at Bridgewater, beginning 8/11/2025 -8/15/2025. Gen Ed Step 4 \$21.44/hr.
- 13. Janet Lewis Muth, 1.0 FTE Youth Development Coordinator with Community Education, beginning 8/25/2025. \$75,136 plus step 4 prorated to the number of days worked in 2025-26.
- 14. Laurie Sadowski, Building Supervisor with Community Ed Recreation, beginning 8/8/2025. \$20.31/hr.
- 15. Lauren Salmon, Special Ed EA PCA for 6.50 hours/day and General Ed EA for .50 hours/day at the High School, beginning 8/26/2025. Step 4-\$23.51/hr.
- 16. Correction Lane: Lauren Stark, 1.0 FTE Special Ed DCD Teacher at Bridgewater, beginning 8/25/2025. MA, Step 4. Subject to change upon the settlement of the 25-27 NEA Agreement.

ii. <u>Increase/Decrease/Change in Assignment</u>

- 1. Tallie Berkvam-Peter, 9B Assistant Volleyball Coach at the High School, change to Assistant Volleyball Coach at the High School, effective 8/11/2025. \$4,990 stipend Subject to change upon the settlement of the 25-27 NEA Agreement.
- 2. Adriana Bermudez Araujo, Early Childhood Screener at the NCEC, add .50 Bridges to Kindergarten EA for 3.5 hours/day Mon. Fri. at Bridgewater, effective 8/11/2025-8/15/2025. Gen Ed Step 4-\$21.44/hr.
- 3. Jasmin Celis, KidVentures Student Site Assistant for up to 15 hours/week at Spring Creek, change to KidVentures Site Assistant for up to 40 hours/week at Bridgewater, effective 6/9/2025-8/29/2025. Step 2- \$18.43/hr. From 6/9/2025-6/30/2025, and Step 2-\$19.37/hr. From 7/1/2025-8/29/2025.
- 4. Robert Coleman, Educational Assistant at Spring Creek, add Bridges to Kindergarten for 7 hours/day, Mon.- Fri. at Spring Creek, effective 8/11/2025-8/15/2025. Gen Ed Step 4-\$21.44/hr.
- 5. Andria Cornell, Teacher for the 2024-2025 school year, change to Special Ed DCD Teacher at the Middle School, effective 8/25/2025-6/10/2026. BA, Step 9 Subject to change upon the settlement of the 25-27 NEA Agreement.
- 6. Adam Danielson, Behavior Coach at Bridgewater, add Interim Associate Principal for approximately 20 days at Bridgewater, effective 8/11/2025-10/10/2025. \$4,500 stipend.
- 7. Rafael Estrella, WEB Advisor at the Middle School for the 24-25 school year, change to WEB Advisor at the Middle School for the 25-26 school year, effective 9/2/2025. \$1,664 stipend.
- 8. Mara Hessian, Special Ed EA PCA Resource Room for 6.75 hours/day at Bridgewater, change to Special Ed EA PCA DCD/MM for 6.75 hours/day at Bridgewater, effective 8/25/2025.
- 9. Kristi Kortuem, Teacher at the High School, add Building Supervisor-ongoing and Master Swim Club Coach with Community Ed Recreation, effective 7/24/2025-8/31/2025. Bldng supervisor \$20.31/hr., Master swim coach \$90/hr.
- 10. Rachael Langer, Long Term Substitute Math Teacher at the Middle School, add Head Math Team Coach at the Middle School, effective 9/2/2025-6/10/2026. \$3,326 + step 2 stipend Subject to change upon the settlement of the 25-27 NEA Agreement.

- Hope Langston, Director of Instructional Services, change to Interim Principal for 3 days/week at Bridgewater, effective 8/11/2025-10/10/2025. Principal Contract Step 4
- 12. Rebecca Lorang, WEB Advisor at the Middle School for the 24-25 school year, change to WEB Advisor at the Middle School for the 25-26 school year, effective 9/2/2025. \$1,664 stipend.
- 13. Sean O'Brien, Teacher at the High School, add 9th Grade Assistant Football Coach at the High School, effective 8/11/2025. \$4,435 stipend Subject to change upon the settlement of the 25-27 NEA Agreement.
- 14. Molly Otte, WEB Advisor at the Middle School for the 24-25 school year, change to WEB Advisor at the Middle School for the 25-26 school year, effective 9/2/2025. \$1,664 stipend.
- 15. Kelleen Otting, Special Ed Teacher at Spring Creek, add Special Ed Teacher Mentor at Bridgewater, Greenvale Park, and Spring Creek, effective 8/18/2025-6/10/2026. \$2,500 stipend.
- 16. Marcus Parence, Assistant Football Coach at the Middle School, change to Head Football Coach at the Middle School, effective 8/25/2025. \$3,326 stipend. Subject to change upon the settlement of the 25-27 NEA Agreement.
- 17. Amanda Rezac, Special Ed EA PCA at the High School, add Special Ed EA PCA ESY for 4 hours/day Mon.-Thurs. At the High School, effective 8/4/2025-8/14/2025. Step 4-\$23.51/hr.
- 18. Daniel Riesgraf, 1.0 FTE Phy Ed Teacher at the Middle School, add .20 FTE Lifetime Activities Teacher and a % overload for the 2025-2026 school year at the Middle School, effective 9/2/2025-6/10/2026.
- 19. Margarita Rosas Marcial, Custodian at the High School, change to Lead Custodian at the Middle School, effective 7/28/2025. Add \$0.30/hour stipend
- 20. Rebecca Stoufis, Special Ed Teacher at the High School, add Special Ed Teacher Mentor at the Middle and High School, effective 8/18/2025-6/10/2026. \$2,500 stipend.
- 21. Lori Taylor-Libbey, .60 Spanish Teacher/.20 ADSIS Teacher at the High School, add .20 EL Teacher at St. Dominic School, effective 9/2/2025-6/10/2026.
- 22. Nicky Vazquez, Assistant Boys 9th Grade Soccer Coach at the High School, change to Assistant Boys Soccer Coach at the High School, effective 8/11/2025. \$4,990 stipend Subject to change upon the settlement of the 25-27 NEA Agreement.
- 23. Deborah Wagner, Special Ed EA PCA for 3.375 at Bridgewater, change to Special Ed EA PCA for 5.725 hours/day and General Ed EA Cafeteria Supervision for 1.12 hours/day at Bridgewater, effective 8/25/2025.
- 24. Elizabeth Winter, Special Ed EA PCA at Greenvale Park, add Targeted Services Summer PLUS Site Assistant for up to 30 hours/week at Greenvale Park, effective 7/21/2025-8/10/2025. Step 4-\$20.72/hr.
- 25. Elizabeth Winter, Special Ed EA PCA at Greenvale Park, add Bridges to Kindergarten EA PCA for 7 hours/day Mon.-Fri. at Bridgewater, effective 8/11/2025-8/15/2025. \$25.01/hr.

iii. Leave of Absence

- 1. Correction: ReNae Trebelhorn, Teacher at the Middle School, Unpaid 3-year Leave of Absence beginning with the 2025-2026 school year through the 2027-2028 school year.
- 2. Tegan Underdahl, EarlyVentures Teacher at the NCEC, unpaid Leave of Absence beginning 11/1/2025-3/31/2026.

iv. Retirements/Resignations/Terminations

- 1. Leah Grisim, Head Girls Soccer Coach at the Middle School, resignation effective 7/24/2025.
- 2. Cara Holland, Science Teacher at the Middle School, resignation effective 7/31/2025.
- Len Kallsen III, 9th Grade Assistant Football Coach at the High School, end of coaching contract effective 7/22/2025.
- Oskar Kuehl, Assistant Boys Soccer Coach at the High School, resignation effective 7/15/2025.
- 5. Rebecca Meyer, Educational Assistant at the High School, resignation effective 8/14/2025.
- 6. Sarah Scofield, Assistant Girls Soccer Coach at the Middle School, resignation effective 7/22/2025.
- 7. Mason Zick, 6th Grade Assistant Football Coach at the Middle School, resignation effective 7/22/2025.

*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. <u>Procedure for Spending Advertising and Sponsorship Revenue at Northfield Public Schools.</u> The board is requested to approve the proposed procedures for allocating revenue generated through advertising. This document was presented at the July 14, 2025, board meeting.

Superintendent's Recommendation: Motion to approve the proposed Procedure for Spending Advertising and Sponsorship Revenue at Northfield Public Schools.

b. <u>Digital Video Scoreboard Purchase at Memorial Field</u>. The board is requested to approve the allocation of up to \$412,000 in the 2026-2027 budget to purchase an updated digital video scoreboard at Memorial Field. The cost of the scoreboard will be reimbursed to the general fund from revenue generated through advertisements.

Superintendent's Recommendation: Motion to approve allocation of funding in the 2026-2027 budget to purchase an updated digital video scoreboard at Memorial Field.

c. <u>Policy Committee Recommendations</u>. The board is requested to approve the policy committee's recommended changes to policies 414, 418, 436, 437, 438, 447, 491, 503, 515, 516, and 534.

Superintendent's Recommendation: Motion to approve the policy committee's recommended changes to policies 414, 418, 436, 437, 438, 447, 491, 503, 515, 516, and 534.

8. Items for Information

- a. <u>Construction Update No. 13</u>. Superintendent Hillmann will provide an update on the NHS construction project.
- b. <u>Staff Breakfast and Program</u>. We will welcome back staff for the 2025-26 school year on Tuesday, August 26, 7:00 10:00 a.m. at Northfield Middle School. The board is invited to join us.
- c. 2025-2026 e-Learning Day Plan. Superintendent Hillmann will share the 2025-26 e-Learning plan. The use of the e-Learning Plan was approved by the board in unison with the 2024-25 school year calendar in December 2023. We are required to share the plan each year with the board and post it on the district website.

9. Future Meetings

- a. Monday, August 25, 2025, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- b. Monday, September 8, 2025, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- c. Monday, September 22, 2025, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom

10. Adjournment

Reaching Out, Reaching Up:

THE 2027 STRATEGIC PLAN



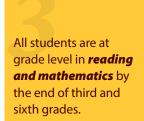
VISION

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

BENCHMARKS























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.

Summary of Annual Performance Appraisal for Matthew Hillmann Ed.D. Superintendent Northfield Public Schools For the appraisal period of 7/1/2024-06/30/2025 Summarized by Board Chair, Claudia Gonzalez-George August 11, 2025 Regular School Board Meeting

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

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

Board Chair Claudia Gonzalez-George, with support from Kelly Spillman-Kramer, Executive Assistant to the Superintendent and School Board, compiled and summarized board member's evaluations. For the numeric ratings, means were calculated. All written comments were shared with Dr. Hillmann verbatim, but were not attributed to a specific board member. The board chair met with Dr. Hillmann on July 15, 2025 to review the annual evaluation.

Dr. Hillmann received an excellent evaluation, achieving an overall rating of 4.9 out of 5.0. I will highlight one focus area and one job responsibility. The academic year 2024-2025 had two important events that Dr. Hillmann managed superbly. During the summer and fall of 2024, Dr. Hillmann organized over 92 events, including 26 tours of the high school, to educate the community on the Reimagine High School bond referendum, one of his focus areas. His commitment to students and staff was on display as he connected with district stakeholders. The end result was that all three bond referendum questions passed on November 5, 2024. Question 1 passed with nearly 60% approval, Question 2 passed with 54% approval, and Question 3 passed with 56% approval.

Board members had this to say about Dr. Hillmann on the completion of this focus goal and important event in our district, "Matt did an outstanding job and the board is appreciative of his efforts, with support of district staff, to educate the community about the questions on the ballot and the needs of the district. This helped voters make an informed decision based on their own judgments and willingness to support and, overwhelmingly, our community came through. Kudos!" Another board member put it this way, "Dr. Hillmann put forth a truly outstanding effort during the bond referendum campaign. Community members had ample opportunity to learn about the needs of the district and the impact of the proposed referendum. We will all benefit from the excellent work he did to communicate with district stakeholders during this educational campaign."

One of Dr. Hillmann's key responsibilities is to oversee the preparation and presentation of the annual budget for board approval including projections of the district's future financial position. He and Director of Finance Val Mertesdorf presented the board with the need to reduce the 2025-2026 budget by \$6 million, a painful but necessary reduction to support students and staff now and into the future. This process highlighted Dr. Hillmann's solid relationship with the community, transparent communication style, and stellar partnership with the Director of Finance. District stakeholders participated in creating a proposal of reductions. Thanks to Dr. Hillmann's organization and foresight, community members felt welcomed to give their perspective and understood the why even as they advocated for valued staff and programs.

Board members commented like this, "...Dr. Hillmann ensured that our community had numerous opportunities to provide input, and this input significantly influenced the final outcome...the process was handled so smoothly that everyone felt heard. As a result, Dr. Hillmann has been invited to speak about this process to other districts." Another board member summed it well saying, "Matt and Val together make an excellent team in this area and I think we navigated the recent budget reductions amazingly well given all of the very painful choices we had to make. Again, engagement of the community was key to ensuring that the final decision of the board was a true reflection of many perspectives."

The Northfield School Board of Education's evaluation of Dr. Hillmann concludes that our district is managed well by a respected and engaged leader whose focus is on doing good things for kids. We have full confidence in Dr. Hillmann's leadership. The school board is grateful for Dr. Hillmann's excellent performance in all his focus areas and responsibilities and looks forward to district staff doing great things this next academic year under his leadership.

NORTHFIELD PUBLIC SCHOOLS School Board Minutes

July 14, 2025 District Office Board Room

1. Call to Order

School Board Chair Claudia Gonzalez-George called the regular meeting of the Board of Education of Independent School District No. 659 to order at 6:00 p.m. Present: Butler, Epstein, Goerwitz, Gonzalez-George, Miller, Nelson, and Quinnell. Absent: None. This meeting was open to the public, live-streamed and recorded, and access to the recording was posted to the school district website.

2. Agenda Approval/Table File

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

3. Public Comment

There was one public comment.

4. Announcements and Recognitions

- Congratulations to Rosie Sharkey, who has been selected to receive the Todd Wagner Award for Outstanding Service and Achievement from the Literacy Action Network. Rosie volunteers with the Northfield Adult Basic Education program, where she teaches a weekly conversation class. Her dedication helps students grow more comfortable conversing in English while also building community and friendship. Rosie will be presented with the award in August during the LAN Summer Institute.
- The Northfield High School Skeet team claimed the state title for the third consecutive year, finishing with a team score of 463 out of 500. Chase Beckius also earned All-State honors and won the Conference 2A high gun male and high gun overall, and Danika Bulfer won Conference 2A high gun female.
- Thirty-three incoming seventh grade students left this morning for a trip to Eagle Bluff, July 14-16. While
 there, the Northfield students will demonstrate a willingness to challenge themselves, show top-tier energy
 and great teamwork. Community Education thanks the following district staff and parent chaperones for
 assisting with the trip: Northfield School District Staff Chris O'Neill, Paula Baragary and Gigi Tisdale, and
 volunteer chaperones Jess Renderos and Rikki Drewitz.
- The Northfield FFA received a \$5,000 donation, thanks to Jeannette Sheehan of Rochester, MN this year's winner of Culver's To Farmers with Love contest. The FFA will use the funds for a community service project.
- Superintendent Hillmann introduced new Northfield High School principal Chris Dibble. Chris brings more than 25 years of experience in education, including more than a decade in secondary school administration. He most recently served as the high school principal in Albert Lea. He also has experience as a middle school principal and high school dean of students. He holds a bachelor's degree in instrumental music education from the University of Wisconsin–La Crosse, a master's degree in music education from the University of Minnesota, and an education specialist degree from the University of St. Thomas. Chris was selected from a competitive field of nearly two dozen applicants, and the selection process involved approximately 50 staff members, students, and parents. We thank all who contributed to this critical decision.

5. Items for Discussion and Reports

- a. <u>LMR Media Advertising Update and Proposed District Advertising Revenue Allocation Procedures.</u> Lance Reisetter with LMR Media presented an update on the district's advertising plan. The report outlined the potential for an updated scoreboard at Memorial Field, which would be funded through advertisements. Director of Finance Val Mertesdorf presented proposed procedures for allocating revenue generated through advertising. This will be an item for individual action at the August 11, 2025 meeting.
- b. <u>Attendance Report</u>. Instructional Services Systems Specialist Carrie Duba and Attendance Navigator Melissa Hanson presented an update on student attendance, the progress associated with the district's participation in the Minnesota Legislature's attendance pilot grant, and answered questions about the proposed changes to the district's attendance procedures.

- c. <u>Annual Safety Drill Report</u>. Superintendent Hillmann presented the district's safety drill report as required by Minnesota Statute 121A.037. Director of Buildings and Grounds Justin Raabolle was available to answer board members' questions.
- d. <u>Policy Committee Recommendations</u>. Superintendent Hillmann presented the policy committee's recommended changes to policies 414, 418, 436, 437, 438, 447, 491, 503, 515, 516, and 534. This will be an item for individual action at the August 11, 2025 board meeting.

6. Consent Agenda

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

- a. Minutes. Minutes of the regular school board meeting held on June 9, 2025.
- b. <u>Gift Agreements</u>. Gift agreements included in the board packet.
- c. <u>Fiscal Year Organization Actions</u>. The school district's financial year runs from July 1 to June 30. Each year at the school board meeting in July, financial organizational issues must be approved. The following were approved:
 - i. Motion to approve authorizing the Director of Finance to invest surplus district funds in accordance with applicable laws and with the district's Policy 705: Investments, for fiscal year 2025-2026.
 - ii. Motion to approve designating PMA/Associated Bank, Frandsen Bank & Trust Dundas, U.S. Bank Minnesota and the Minnesota School District Liquid Asset Fund as official bank depositories provided they maintain adequate pledged collateral as required by law per district Policy 705: Investments, for fiscal year 2025-2026.
 - iii. Motion to approve authorizing the Director of Finance to make appropriate wire transfers to and from district depository accounts for fiscal year 2025-2026.
- d. <u>Memberships for 2025-2026</u>. The school district belongs to several cooperatives, leagues and associations. Membership in the groups listed below were renewed for the 2025-2026 school year.
 - i. Minnesota State High School League. The designated Northfield High School representative is Activities Director John Mahal, and the designated school board representative is Board Member Corey Butler.
 - ii. Minnesota Association of School Administrators.
 - iii. Minnesota Association of Charter School Authorizers.
 - iv. Southeast Service Cooperative.
 - v. Region V Computer Services Cooperative.
 - vi. Rice County Family Services Collaborative.
- vii. Minnesota School Boards Association.
- viii. Healthy Community Initiative.
- Recreation Agreement 2025-2028. The board approved the enclosed agreement between the City of Northfield and Northfield Public Schools in the operation of a community education and recreation program (Program). The City approved this recreation agreement at the June 17, 2025 city council meeting. The City shall pay the school district for the purpose of providing the Program and the Program shall include, but not be limited to, opportunities for leisure, recreation, enrichment and other activities that promote the health, safety, and welfare of the community. The Program shall support the learning and participation of adults and children in the community through access to community recreational programs and activities offered through the school district on behalf of the City. The City shall pay to the school district a designated sum for each fiscal year during which the agreement is in effect, which the fiscal year is from July 1 through June 30, for fiscal years 2025-26, 2026-27, and 2027-28.

f. Personnel Items.

- Appointments
 - 1. Brooke Bevans, 1.0 FTE First Grade Teacher at Spring Creek, beginning 8/25/2025. MA, Step 2 Subject to change upon the settlement of the 25-27 NEA Agreement.
 - Russell Boyington, Summer Site Assistant for Targeted Services, beginning 7/10/2025 8/8/2025. Step 4, \$20.72/hour.
 - 3. Vida Cheley, Special Ed EA PCA for 6.75 hours/day at the High School, beginning 8/25/2025. Step 3-\$22.73/hr.

- 4. Amber Christman, Assistant Girls Diving Coach at the High School, beginning 8/11/2025. \$4,990 stipend Subject to change upon the settlement of the 25-27 NEA Agreement.
- 5. Noemi De Rosas, Long Term Substitute ABE Office Generalist for 6 hours/week at the NCEC, beginning 7/1/2025-2/4/2026. Class II, Step 4 \$22.49/hr.
- 6. Derek Docken, Assistant Boys Hockey Coach at the High School, beginning 11/10/2025. \$5,544 stipend Subject to change upon the settlement of the 25-27 NEA Agreement.
- 7. Claudia Dreyer, .70 FTE Art Teacher at Spring Creek, beginning 8/25/2025. MA30, Step 10 Subject to change upon the settlement of the 25-27 NEA Agreement.
- 8. Claudia Dreyer, ABE Teacher for up to 8 hours/week at the NCEC, beginning 8/25/2025. MA30, Step 10 Subject to change upon the settlement of the 25-27 NEA Agreement.
- Shania Gjerdingen, Targeted Services Summer PLUS Site Assistant for 12 hours/week at Greenvale Park, beginning 6/23/2025-8/8/2025. Step 1 -\$17.80/hr.
- Correction pay rate: Claire Homan, Targeted Services Summer PLUS Site Assistant for 6.50 hours/day Mon.-Thurs. at Greenvale Park, beginning 6/16/2025-8/7/2025. Step 1-\$17.80/hr.
- 11. Tricia Kasa, AP Test Coordinator at the High School, beginning 9/1/2025. \$5,000 Stipend
- 12. Jens Kasten, Targeted Services Summer PLUS Site Assistant for up to 6.50 hours/day Mon.-Thurs. at Greenvale Park/Middle School, beginning 7/9/2025-8/8/2025. Step 1 -\$18.71/hr.
- 13. Eli Mikkelson, Summer Instructor Assistant with Community Ed Recreation, beginning 6/23/2025-8/31/2025. Step 3-\$15.02/hr.
- 14. David Pennock, Special Ed EA PCA for 6.75 hours/day and Crossing Guard for .25 hours/day at the Middle School, beginning 8/25/2025. Special Ed Step 4-\$23.51/hr. General Ed Step 4-\$21.44/hr.
- 15. Emily Shaft, 1.0 FTE Office Specialist Class III at Greenvale Park, beginning 8/1/2025. Class III, Step 4 \$24.30/hr.
- Correction Lane: Lauren Stark, 1.0 FTE Special Ed DCD Teacher at Bridgewater, beginning 8/25/2025. BA30, Step 4.
- 17. Saundra Stodden, Targeted Services Summer PLUS Site Assistant for up to 30 hours/week at Greenvale Park, beginning 7/7/2025-8/8/2025. Step 4 -\$20.72/hr.
- 18. Diane Torbenson, 1.0 FTE Long Term Substitute EL Teacher at Greenvale Park, beginning 8/25/2025-9/30/2025. MA40, Step 10.
- 19. Winston Vermilyea, Summer Instructor or Swim Lead with Community Ed Recreation, beginning 6/16/2025-8/31/2025. Step 6-\$16.84/hr.
- 20. Justin Tacheny, .70 Head Girls Wrestling Coach at the High School, beginning 11/17/2025. \$4,620 stipend Subject to change upon the settlement of the 25-27 NEA Agreement.

ii. Increase/Decrease/Change in Assignment

- 1. Jennifer Antoine, KidVentures Site Assistant Substitute, add KidVentures Site Assistant for up to 40 hours/week at Bridgewater, effective 6/9/2025-8/22/2025. Step 4 \$20.72/hr.
- 2. Sheila Atkinson, Special Ed EA PCA for 6.75 hours/day and Supervisory for .50 hours/day at Bridgewater, change to Special Ed EA PCA for 6.75 hours/day at Bridgewater, effective 8/25/2025.
- 3. Thomas Austin, 1.0 FTE Agriculture Teacher at the High School, add an % overload in lieu of supervision first semester only at the High School, effective 8/25/2025-1/23/2026.
- 4. Paula Baragary, Teacher at Spring Creek, add Eagle Bluff Coordinator with Community Education, effective 6/16/2025-9/1/2025. \$1,000 stipend.
- 5. Michelle Bauer, Pre-K-12 Instructional Coach for 197 work days/year at the District Office, add 5 extra work days for a total of 202 work days/year, effective 7/1/2025.
- 6. Emily Borgerding, Grade 1 Teacher at Spring Creek, change to Kindergarten Teacher at Greenvale Park, effective 8/25/2025.
- 7. Mary Boyum, ESY EA PCA for 5.5 hours/day at Greenvale Park, change to ESY EA PCA for 5.25 hours/day and ESY Bus for 1.58 hours/day at Greenvale Park, effective 7/7/2025-7/18/2025.
- 8. Kristen Cade, Teacher at Bridgewater, add Bridges to Kindergarten Teacher for 48 hours/total at Bridgewater, effective 7/28/2025-8/15/2025. \$40/hr.
- 9. Lexi Canedy, Special Ed EA PCA for 6.50 hours/day and FLEX Supervision for .50 hours/day at the High School, change to Special Ed EA PCA for 6.75 hours/day at the Middle School, effective 8/19/2025.
- Margaret Christensen, Child Nutrition Associate at Bridgewater, add ESY EA PCA Bus for 4 hours/day with the District, effective 7/14/2025-7/31/2025.
- 11. Alisha Clarey, Pre-K-12 Instructional Coach for 197 work days/year at the District Office, add 5 extra work days for a total of 202 work days/year, effective 7/1/2025.
- 12. Raymond Coudret, 1.0 FTE PreK-12 Instructional Coach at the District Office, change to .50 FTE PreK-12 Instructional Coach at the District Office, effective 7/1/2025.
- 13. Raymond Coudret, .50 FTE PreK-12 Instructional Coach at the District Office, add 5 extra work days for a total of 101 work days/year, effective 7/1/2025.
- 14. Noemi De Rosas, Long Term Substitute ABE Office Generalist for up to 6 hours/week at the NCEC, change to Long Term Substitute ABE Office Generalist for up to 8 hours/week at the NCEC, effective 6/30/2025-2/4/2026.

- 15. Jules Doliscar, .7 Head Girls Wrestling Coach at the High School, change to .50 Assistant Boys Wrestling Coach at the High School, effective 11/17/2025. \$2,495 stipend Subject to change upon the settlement of the 25-27 NEA Agreement.
- 16. Carrie Duba, MTSS and Data Analytics Coach for 197 work days/year at the District Office, add 5 extra work days for a total of 202 work days/year, effective 7/1/2025.
- 17. Sean DuBe, .60 FTE Dean of Students and .40 FTE English/Language Arts Teacher for 187 days/year at the High School, add up to 40 additional hours for transition planning, effective 7/1/2025-6/30/2026. Lane/step
- 18. Angela Eliason, Music Teacher at .90 FTE Greenvale Park/.10 FTE Spring Creek, change to Music Teacher at .95 FTE Greenvale Park/.05 FTE Spring Creek, effective 8/25/2025.
- 19. Saffron Emerson, 1.0 FTE DCD/LI Teacher at the High School, for the 2024-2025 school year only, change to 1.0 FTE DCD/LI Teacher at the High School, for the 2025-2026 school year only, effective 8/25/2025-6/10/2026.
- 20. Ana Gallego, Special Ed EA for 6.75 hours/day and Gen Ed Supervision for .50 hours/day at Greenvale Park, change to Special Ed EA for 5.75 hours/day, Gen Ed Supervision for .50 hours/day and Kindergarten EA for 1 hour/day at Greenvale Park, effective 9/2/2025..
- 21. Rebecca Glassing, 1.0 FTE Media Specialist with the District, add 5 extra work days/year for a total of 202 work days/year, effective 7/1/2025.
- 22. Rich Guggisberg, 1.0 Behavior Coach at Spring Creek, add Head Softball Coach beginning 3/9/2026. \$7,762 Stipend Subject to change upon the settlement of the 25-27 NEA Agreement.
- Beau Hayes, 1.0 Assistant Boys Wrestling Coach at the High School, change to .50 Assistant Boys Wrestling Coach
 at the High School, effective 11/17/2025. \$2,495 stipend Subject to change upon the settlement of the 25-27
 NEA Agreement.
- Gretchen Heil, Teacher at Spring Creek, add Bridges to Kindergarten Teacher for 48 hours/total at Spring Creek, effective 7/28/2025-8/15/2025. \$40/hr.
- 25. Matthew Hillmann, Superintendent for the District, change current salary from \$197,487/year to \$187,613/year, effective 7/1/2025-6/30/2026.
- 26. Hollis Holden, Instructor Assistant with Community Ed Recreation, add Instructor Lead with Community Ed Recreation, effective 7/1/2025-8/31/2025. Step 1-\$15.54/hr.
- 27. Jessie Huebsch, Administrative Support Assistant Instructional Services and Technology at the District Office, change to Instructional Services Support Specialist at the District Office, effective 7/1/2025. \$75,951/year.
- 28. Anna Kelly, .80 FTE Science Specialist at Greenvale Park, change to .85 FTE Science Specialist at Greenvale Park, effective 8/25/2025.
- Kristi Kortuem, Math Teacher at .60 FTE High School/.40 FTE Middle School, change to .60 FTE Math/.40 FTE ADSIS Teacher at the High School, effective 8/25/2025-6/10/2026.
- 30. Shelly Kruger, Special Ed EA PCA Work Based Learning Job Coach for 3.25 hours/day, Special Ed EA PCA EBD for 3.38 hours/day, and Flex Supervision for .50 hours/day at the High School, change to Special Ed EA PCA Work Based Learning Job Coach for 3.25 hours/day, Special Ed EA PCA DCD for 3.25 hours/day, and Flex Supervision for .50 hours/day at the High School, effective 8/25/2025.
- 31. Annie Kruse, Early Childhood Special Education Teacher at the NCEC, add .50 Bridges to Kindergarten Teacher for 28 hours/total at Bridgewater, effective 7/28/2025-8/15/2025. \$40/hr.
- 32. Meghan Kuechenmeister, Special Ed EA PCA LI Program for 6.75 hours/day at the High School, change to Special Ed EA PCA LI Program for 3.75 hours/day and Special Ed EA PCA DCD for 3.25 hours/day at the High School, effective 8/25/2025.
- 33. Meghan Kuechenmeister, ESY EA PCA for 5.5 hours/day at Greenvale Park, change to ESY EA PCA for 5 hours/day and ESY Bus for 2 hours/day at Greenvale Park, effective 7/7/2025-7/18/2025.
- 34. Gretta Kunze, Early Childhood Teacher at the NCEC, add Bridges to Kindergarten Teacher for 48 hours/total at Bridgewater, effective 7/28/2025-8/15/2025. \$40/hr.
- 35. Ada Leaphart, Art Teacher at .80 FTE Greenvale Park/.20 FTE Spring Creek, change to .90 FTE Greenvale Park/.10 FTE Spring Creek, effective 8/25/2025.
- 36. Correction: Susan Lightfield, Kid Ventures Student Site Assistant for up to 8.5 hours/week at Spring Creek, change to Kid Ventures Student Site Assistant for up to 40 hours/week at Bridgewater, effective 6/9/2025-8/29/2025. Student Step 2-\$16.88/hr.
- 37. Nancy Meyers, Child Nutrition Associate III at the Middle School, add ESY EA PCA Bus for 3 hours/day with the District, effective 7/14/2025-7/25/2025.
- 38. Eli Mikkelson, Summer Instructor Assistant with Community Ed Recreation, add Summer Instructor Lead, effective 6/21/2025-8/31/2025. Step 3-\$16.06/hr.
- 39. Jacob Odell, Teacher at the High School, add Camp FRIENDS Coordinator with Community Education, effective 6/16/2025-9/1/2025. \$40/hr.
- 40. Chris O'Neill, Teacher at the Middle School, add Eagle Bluff Coordinator with Community Education, effective 6/16/2025-9/1/2025. \$1,000 stipend.
- 41. Oliver Otting, Summer Instructor Assistant with Community Ed Recreation, add Summer Instructor Lead, effective 6/17/2025-8/31/2025. Step 1-\$15.54/hr.
- 42. Ryan Pietsch, 1.0 FTE Phy Ed Teacher at Spring Creek, change to Phy Ed Teacher at .60 FTE Spring Creek/.40 FTE Bridgewater, effective 8/25/2025.

- 43. Heather Pudas, .50 FTE Special Ed Teacher/.50 FTE unassigned with the District, change to .50 FTE Special Ed Teacher/.50 FTE Deaf and Hard of Hearing Teacher at Spring Creek, effective 8/25/2025-6/10/2026.
- 44. Teri Quamme, Special Ed EA PCA DCD for 3.25 hours/day, Special Ed EA PCA ASD for 3.25 hours/day, and Flex Supervision for .50 hours/day at the High School, change to Special Ed EA PCA DCD for 6.50 hours/day and Flex Supervision for .50 hours/day at the High School, effective 8/25/2025.
- 45. Brent Rauk, .60 FTE ADSIS/.40 FTE MTSS Teacher at the Middle School, change to 1.0 FTE Grade 6 Math Teacher at the Middle School, effective 8/25/2025.
- 46. Anya Rene (Haas), Early Ventures Teacher for 40 hours/week at the NCEC, change to Early Ventures Teacher for up to 40 hours/week at the NCEC, effective 6/5/2025.
- 47. Elga Reyes De Broughton, ESY EA PCA for 5.5 hours/day at Greenvale Park, change to ESY EA PCA for 4.5 hours/day and ESY Bus for 1.42 hours/day at Greenvale Park, effective 7/7/2025-7/18/2025.
- 48. Amanda Rezac, ESY EA PCA for 5.5 hours/day at Greenvale Park, change to ESY EA PCA for 5.25 hours/day and ESY Bus for 1.42 hours/day at Greenvale Park, effective 7/7/2025-7/18/2025.
- Sydney Rodgers, Teacher at Bridgewater, add .5 Bridges to Kindergarten Teacher for 28 hours/total at Bridgewater, effective 7/28/2025-8/15/2025. \$40/hr.
- Mollie Schwartz, .70 FTE Music Teacher at Spring Creek, change to .75 FTE Music Teacher at Spring Creek, effective 8/25/2025.
- 51. Caroline Sjoberg, 1.0 FTE Grade 1 Teacher at Spring Creek, change to 1.0 FTE Special Ed Teacher at Spring Creek, effective 8/25/2025.
- 52. Rebecca Stoufis, Special Education Teacher at the High School, add Camp FRIENDS Coordinator with Community Education, effective 6/16/2025-9/1/2025. \$40/hr.
- 53. Andrea Stowe, Special Education Teacher at Greenvale Park, add Bridges to Kindergarten Teacher for 48 hours/total at Greenvale Park, effective 7/28/2025-8/15/2025. \$40/hr.
- 54. Shelley Stulken, 1.0 FTE Grade 5 Teacher at Spring Creek, change to 1.0 FTE Grade 3 Teacher at Spring Creek, effective 8/25/2025.
- 55. Gina Swenson, Teacher at Greenvale Park, add Bridges to Kindergarten Teacher for 48 hours/total at Greenvale Park, effective 7/28/2025-8/15/2025. \$40/hr.
- 56. Laura Talbot Peterson, Teacher at the Middle School, add Math Lead for 25 hours/year at the Middle School, effective 8/25/2025-6/10/2026. \$1,000 stipend.
- 57. Lori Taylor-Libbey, .10 FTE MTSS/.50 FTE ADSIS Teacher at the High School, Change to .60 FTE Spanish/.20 FTE ADSIS Teacher at the High School, effective 8/25/2025.
- 58. Erica Trebelhorn, 1.0 FTE Art Teacher at Spring Creek, change to 1.0 FTE Art Teacher at the Middle School, effective 8/25/2025.
- 59. Justine Voronkova, ESY EA PCA for 5.5 hours/day at Greenvale Park, change to ESY EA PCA for 5.25 hours/day and ESY Bus for 1.50 hours/day at Greenvale Park, effective 7/7/2025-7/18/2025.
- 60. Deborah Wagner, Special Ed EA PCA for 7 hours/day at Bridgewater, change to Special Ed EA PCA ASD for 3.375 hours/day at Bridgewater for the 2025-2026 school year.
- 61. Kari Winter, Early Childhood Teacher at the NCEC, add Bridges to Kindergarten Teacher for 48 hours/total at Spring Creek, effective 7/28/2025-8/15/2025. \$40/hr.
- 62. Carina Zick, Special Ed EA PCA Work Based Learning Job Coach for 3.25 hours/day, Special Ed EA DCD for 3.25 hours/day and General Ed for .50 hours/day at the High School, change to Special Ed EA PCA Work Based Learning Job Coach for 3.25 hours/day, Special Ed EA ASD for 3.25 hours/day, and Flex Supervision for .50 hours/day at the High School, effective 8/25/2025.
- 63. Beth LaCanne, .50 Head Girls Tennis Coach/.50 Assistant Girls Tennis Coach at the High School, add .50 Co-Head Boys Tennis Coach/.50 Assistant Boys Tennis Coach at the High School, effective 3/23/2026. \$5,544 stipend Subject to change upon the settlement of the 25-27 NEA Agreement.
- 64. Jake Odell, 1.0 Assistant Boys Tennis Coach/1.0 Assistant Girls Tennis Coach at the High School, change to .50 Assistant Boys Tennis Coach/1.0 Assistant Girls Tennis Coach, add .50 Co-Head Boys Tennis Coach at the High School, effective 3/23/2026. \$5,544 stipend Subject to change upon the settlement of the 25-27 NEA Agreement.
- 65. Brigitte Tisdale, Title I Teacher at Greenvale Park, add Eagle Bluff Chaperone with Community Education, effective 7/14/2025-7/16/2025. \$500 stipend.

iii. Leave of Absence

1. Correction: Anna Kelly, Science Teacher at Greenvale Park, .15 FTE Leave of Absence for the 2025-2026 school year.

iv. Retirements/Resignations/Terminations

- 1. Marc Byler, Assistant Middle School Football Coach, resignation effective 7/9/2025.
- 2. Jules Doliscar, Head Girls Wrestling Coach at the High School, resignation effective 7/2/2025.
- 3. Jane Ehlers, Building Nurse at Spring Creek, resignation effective 7/8/2025.
- 4. Jessica Jasper, Educational Assistant at the High School, resignation effective 6/10/2025.
- 5. Debbie Navarro, Special Education Teacher at the Middle School, resignation effective 7/9/2025.
- 6. Jordan Pechacek, Assistant Dance Coach, end of coaching contract effective 6/10/2025.
- 7. Angie Schock, Assistant Girls Basketball Coach at the High School, resignation effective 6/12/2025.
- 8. Erik Swenson, Head Coach Boys Tennis Coach at the High School, resignation effective 6/26/2025.

9. Megan Zwolenski, Community School Coordinator, position ends effective 8/31/2025.

v. Drivers Education Instructors rate of pay

After conducting a market rate analysis regarding the hourly wage for driver education instructors, it was been recommended that we adjust the Community Education driver education instructors hourly rate of pay from \$30.00/hour for classroom instruction and for behind the wheel instruction to \$30.50/hour for both classroom and behind the wheel instruction. This change was effective July 1, 2025.

7. Items for Individual Action

- a. <u>Policy Committee Recommendations</u>. On a motion by Butler, seconded by Miller, the board unanimously approved the policy committee's recommended changes to the 2025-26 Student Citizenship Handbook, and the district attendance team's recommended changes to the attendance sections of the online building handbooks.
- b. <u>FY 2025 Audit Engagement Letter</u>. On a motion by Gonzalez-George, seconded by Miller, the board unanimously approved the proposal from the CliftonLarsonAllen, LLP Audit Engagement Letter for the audit of the 2024-2025 school year. The engagement letter establishes the parameters and fees associated with the annual audit required by statute.
- c. Resolution Designation of Identified Official with Authority for the MDE External User Access Recertification System. On a motion by Gonzalez-George, seconded by Epstein, the board unanimously approved by roll call the Resolution to authorize Dr. Matthew Hillmann to act as the Identified Official with Authority (IOwA) and Christine Neset to act as the IOwA to add and remove names only for Northfield Public Schools 0659-01. Voting 'yes' was Butler, Goerwitz, Epstein, Miller, Nelson, Quinnell, and Gonzalez-George. No one voted 'no'.
- d. <u>Teacher Laptop Computer Lease</u>. On a motion by Butler, seconded by Miller, the board unanimously approved the recommended MacBook Air teacher laptop lease option and associated costs. The last lease for teacher laptops was approved in 2021. The current fleet of devices will be sold, with the proceeds used to offset the cost of the first year of the new lease. Director of Technology Nate Knutson and Director of Finance Mertesdorf presented this option for the board's consideration.

8. Items for Information

- a. Construction Update No. 12. Superintendent Hillmann provided an update on the NHS construction project.
- b. <u>Annual Fundraising Report</u>. Director of Finance Mertesdorf reviewed the fundraising report as required by Policy 713.

9. Future Meetings

- a. Monday, August 11, 2025, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- b. Monday, August 25, 2025, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- c. Monday, September 8, 2025, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom

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

On a motion by Gonzalez-Geroge, seconded by Miller, the board unanimously moved to close the meeting as permitted by Minnesota Statute 13D.03 to discuss labor negotiations.

11. Adjournment

On a motion by Gonzalez-Geroge, seconded by Miller, the board unanimously approved to adjourn the closed meeting at 9:18 p.m.

On a motion by Quinnell, seconded by Nelson, the board unanimously approved to adjourn the regular board meeting at 9:18 pm.

RESOLUTION ACCEPTING DONATIONS

The f	e following resolution was moved by and seconded l	Эy	y:
distri that l of pu	HEREAS, Minnesota Statutes 123B.02, Sub. 6 provides: "The trict, bequests, donations, or gifts for any proper purpose and a t behalf, the board may act as trustee of any trust created for the pupils thereof, including trusts created to provide pupils of the mpletion of high school, in the advancement of education."; and	pp e l	pply the same to the purpose designated. In e benefit of the district, or for the benefit district with advanced education after
grant accor religio	HEREAS, Minnesota Statutes 465.03 provides: "Any city, count or devise of real or personal property and maintain such proordance with the terms prescribed by the donor. Nothing hereigious or sectarian purposes. Every such acceptance shall be by a two-thirds majority of its members, expressing such terms in	pe n : res	perty for the benefit of its citizens in a shall authorize such acceptance or use for esolution of the governing body adopted
	HEREAS, every such acceptance shall be by resolution of the gority of its members, expressing such terms in full;	go	overning body adopted by a two-thirds
	HEREFORE, BE IT RESOLVED, that the School Board of tefully accepts the following donations as identified below:	N	Northfield Public Schools, ISD 659,
The v	e vote on adoption of the Resolution was as follows:		
Aye: Nay: Abse	y:		
When	nereupon, 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?
7/28/2025	wooden train set, train table, lot of wooden track and train cars, plus some farm toys.	Marthann Schulte	Northfield Community Education Center
7/6/2025	\$300.00	Steven & Carolyn Koziolek	FFA Donation
7/21/2025	\$250.00	Community Resource Bank	MS/HS Chess Club
7/16/2025	\$100.00	Barbara Curry	Joanne Noyes Special Services Memorial Donation
7/28/2025	\$350.00	Heritage Bank	Middle School/High School Chess Club Sponsor
7/31/2025	\$595.00	Rion Gillispie	Adult Co-Rec Softball League - Team Sponsorship
8/1/2025	\$250.00	Merchants Bank	Raider Chess Sponsorship
8/1/2025	\$100.00	Grundhoefer & Ludescher, P.A.	Raider Chess Sponsorship

Policy 704 DEVELOPMENT AND MAINTENANCE OF AN INVENTORY OF FIXED ASSETS AND A FIXED ASSET ACCOUNTING SYSTEM

I. PURPOSE

The purpose of this policy is to provide for the development and maintenance of an inventory of the fixed assets of Northfield Public Schools and the establishment and maintenance of a fixed asset accounting system.

II. GENERAL STATEMENT OF POLICY

The school district shall maintain an inventory of its fixed assets using a fixed asset accounting system.

III. DEVELOPMENT OF INVENTORY AND ACCOUNTING SYSTEM

The superintendent or designee shall be responsible for the development and maintenance of an inventory of the fixed assets of the school district, and for the establishment and maintenance of a formal fixed asset accounting system. The accounting system shall be operated in compliance with the applicable provisions of the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS), with a capitalization level that equals or exceeds \$5,000 \$10,000\$. Group purchases for technology, furniture, or other equipment that is purchased as a per quantity that otherwise may be below the individual item threshold, the total threshold is \$25,000. The inventory shall specify the location of all continued abstracts showing the conveyance of the property to the school district; certificates of title showing title to the property in the school district; title insurance policies; surveys; and other property records relating to the real property of the school district.

IV. REPORT

The administration shall annually update the property records of the school district and provide an inventory of the fixed assets of the school district to the school board.

Policy 704 Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System

Adopted: 12.08.2008; Non-Substantive Update: 10.03.2022; Updated: 05.27.2025, INSERT DATE

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

Legal References: Minn. Stat. § 123B.02 (General Powers of Independent School District)

Minn. Stat. § 123B.09 (Boards of Independent School Districts)

Minn. Stat. § 123B.51 (Schoolhouse and Sites; Uses for School and Nonschool Purposes; Closings)

GASB Implementation Guide 2021-1

Cross References: MSBA/MASA Model Policy 702 (Accounting)



DISTRICT OFFICE

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

TO:

Dr. Matt Hillmann, Superintendent

FROM:

Val Mertesdorf, Director of Finance

DATE:

August 11, 2025

RE:

Board Approval of Financial Reports – December 2024

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

Bills totaling \$2,074,511.22 were paid in December 2024.

Payroll checks totaling \$3,864,762.50 were issued in December 2024.

No bond payments were paid in December 2024.

At the end of December 2024 Total Cash and Investments amounted to \$25,250,118.76. Wire transfers initiated by the district during December 2024:

\$300,000.00

From Frandsen General to Frandsen Sweep

\$250,000.00

From Frandsen Sweep to Frandsen General

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

- 1. Treasurer's Report
- 2. Disbursement Report

December 2024 Treasurer's Report

FUNDS	BALANCE BEGINNING OF MONTH	RECEIPTS	DISBURSEMENTS	JOURNAL ENTRIES	BALANCE END OF MONTH
GENERAL FUND	4,553,575.54	2,345,875.99	4,610,312.25	1,396,421.47	3,685,560.75 *
FOOD SERVICE	931,008.77	240,107.64	245,418.60	2,967.58	928,665.39
COMMUNITY ED	712,902.93	347,417.71	340,686.99	(6,501.22)	713,132.43
CONSTRUCTION ACCOUNT	-	=	-	-	=
DEBT SERVICE	5,194,378.41	164,576.46		-	5,358,954.87
SELF INSURANCE	4,191,687.20	94,987.61	742,855.88	924,528.51	4,468,347.44
TOTALS	15,583,552.85	3,192,965.41	5,939,273.72	2,317,416.34	15,154,660.88
GENERAL FUND INVESTMENT	12,406,617.47	-	-	(2,311,159.59)	10,095,457.88 *
CONSTRUCTION INVESTMENT	-	-	-	-	-
_	12,406,617.47	-	=	(2,311,159.59)	10,095,457.88
GRAND TOTALS	27,990,170.32	3,192,965.41	5,939,273.72	6,256.75	25,250,118.76

^{*}General Fund includes Certificate of Deposit amount

Disbursement Report

ISD	659 -	N	ort	hfi	اما	4
100	000 -	1.4	OIL			4

December 2024

Disbursements:

Bills Paid:

General Fund \$ 1,187,046.14
Food Service Fund 104,569.16
Community Services Fund 40,040.04
Construction Fund Trust & Agency Fund 5
Self Insurance Fund 742,855.88

Total Bills Paid 2,074,511.22

Payroll:

General Fund 3,423,266.11
Food Service Fund 140,849.44
Community Services Fund 300,646.95
Trust Fund Self Insurance Fund -

Total Payroll 3,864,762.50

Bond Payments:

Debt Redemption Fund
Total Bond Payments

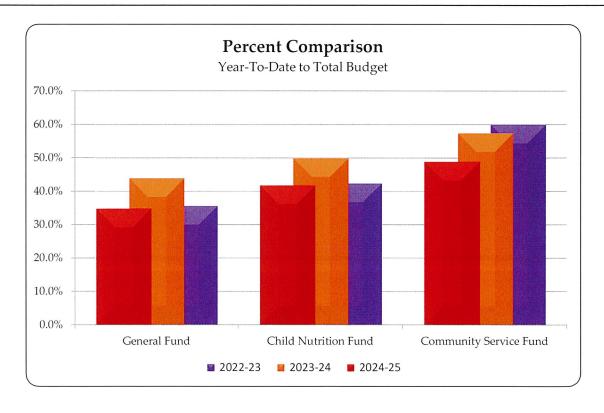
Total Disbursements \$5,939,273.72



STATEMENT OF REVENUES

For the month ended December 31, 2024

	Year-				YTD as % of Budget			
Fund	To-Date		Budget		2024-25	2023-24	2022-23	
General Fund								
Property Taxes	\$	7,416,407	\$	18,386,381	40.3%	41.5%	41.2%	
State Sources		13,481,725		46,452,052	29.0%	34.9%	30.9%	
Federal Sources		1,115,223		948,005	117.6%	215.6%	47.6%	
Local Sources		1,724,355		2,457,760	70.2%	115.4%	85.2%	
Total	\$	23,737,710	\$	68,244,198	34.8%	43.9%	35.6%	
Child Nutrition Fund	\$	1,196,232	\$	2,864,620	41.8%	49.9%	42.4%	
Community Service Fund		2,006,647		4,104,481	48.9%	57.4%	60.0%	
Debt Service Fund		3,094,678		4,322,700	71.6%	63.0%	59.4%	
Internal Service Fund		5,234,772		11,298,342	46.3%	44.4%	46.0%	
Total All Funds	\$	35,270,039	\$	90,834,341	38.8%	46.1%	39.9%	

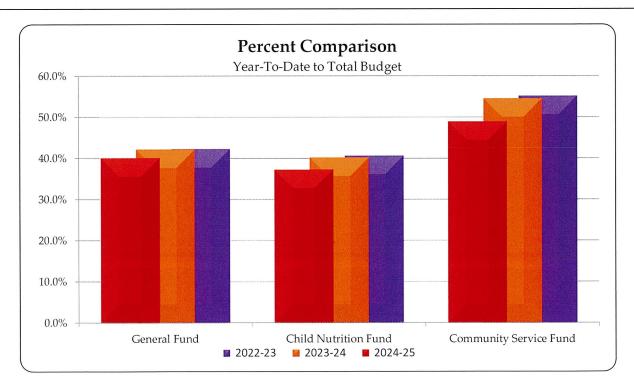




STATEMENT OF EXPENDITURES

For the month ended December 31, 2024

	Year-		YTE	as % of Bud	get
Fund	To-Date	Budget	2024-25	2023-24	2022-23
General Fund					
Salaries	\$ 14,652,268	\$ 38,313,121	38.2%	39.9%	38.4%
Benefits	5,895,391	15,934,415	37.0%	41.0%	38.8%
Purchased Services	3,216,623	8,254,857	39.0%	44.9%	44.6%
Supplies & Materials	1,557,696	3,322,074	46.9%	67.1%	63.5%
Capital Expenditures	2,302,596	2,950,174	78.0%	53.6%	77.8%
Other Expenses	132,777	362,101	36.7%	29.0%	47.9%
Total General Fund	\$ 27,757,351	\$ 69,136,742	40.1%	42.2%	42.3%
Child Nutrition Fund	\$ 1,154,523	\$ 3,096,321	37.3%	40.2%	40.7%
Community Service Fund	2,088,905	4,267,822	48.9%	54.6%	55.2%
Debt Service Fund	789,242	4,027,009	19.6%	15.0%	16.6%
Internal Service Fund	4,794,434	11,336,200	42.3%	53.7%	44.9%
Total All Funds	\$ 36,584,455	\$ 91,864,094	39.8%	42.3%	42.6%





DISTRICT OFFICE

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

TO:

Dr. Matt Hillmann, Superintendent

FROM:

Val Mertesdorf, Director of Finance

DATE:

August 11, 2025

RE:

Board Approval of Financial Reports – January 2025

We request that the Board of Education approve paid bills, payroll, bond payments, electronic funds transfers, investments and financial reports for the month of January 2025.

Bills totaling \$3,144,736.35 were paid in January 2025.

Payroll checks totaling \$3,839,379.86 were issued in January 2025.

Bond payments in the amount of \$3,232,979.38 were paid in January 2025.

At the end of January 2025 Total Cash and Investments amounted to \$21,678,980.90. Wire transfers initiated by the district during January 2025:

\$350,000.00

From Frandsen General to Frandsen Sweep

\$700,000.00

From Frandsen Sweep to Frandsen General

The following financial reports for January 2025 are included to show the current cash and investment balances, details of disbursements and electronic funds transfers.

- 1. Treasurer's Report
- 2. Disbursement Report

January 2025 Treasurer's Report

FUNDS	BALANCE BEGINNING OF MONTH	RECEIPTS	DISBURSEMENTS	JOURNAL ENTRIES	BALANCE END OF MONTH
GENERAL FUND	3,685,560.75	6,129,099.56	5,303,304.19	(881,974.56)	3,629,381.56 *
FOOD SERVICE	928,665.39	227,084.48	248,773.86	3,164.66	910,140.67
COMMUNITY ED	713,132.43	247,158.70	336,730.85	(2,526.74)	621,033.54
CONSTRUCTION ACCOUNT	-	-	-	-	-
DEBT SERVICE	5,358,954.87	37,043.72	3,232,979.38	-	2,163,019.21
SELF INSURANCE	4,468,347.44	4,799.84	1,095,307.31	844,810.11	4,222,650.08
TOTALS	15,154,660.88	6,645,186.30	10,217,095.59	(36,526.53)	11,546,225.06
GENERAL FUND INVESTMENT CONSTRUCTION INVESTMENT	10,095,457.88	-	-	37,297.96 -	10,132,755.84 *
_	10,095,457.88	-	-	37,297.96	10,132,755.84
GRAND TOTALS	25,250,118.76	6,645,186.30	10,217,095.59	771.43	21,678,980.90

^{*}General Fund includes Certificate of Deposit amount

Disbursement Report

ISD 659 - Northfield

January 2025

Disbursements:

Bills Paid:

 General Fund
 \$ 1,901,287.10

 Food Service Fund
 116,649.96

 Community Services Fund
 31,491.98

 Construction Fund

 Trust & Agency Fund

 Self Insurance Fund
 1,095,307.31

Total Bills Paid 3,144,736.35

Payroll:

General Fund 3,402,017.09
Food Service Fund 132,123.90
Community Services Fund 305,238.87
Trust Fund Self Insurance Fund -

Total Payroll 3,839,379.86

Bond Payments:

Debt Redemption Fund 3,232,979.38

Total Bond Payments 3,232,979.38

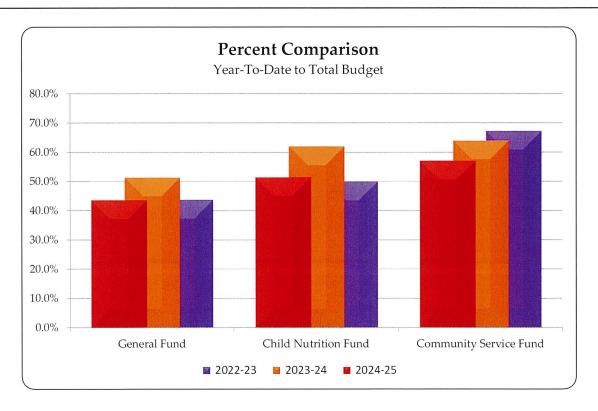
Total Disbursements \$10,217,095.59



STATEMENT OF REVENUES

For the month ended January 31, 2025

	Year-				YTD as % of Budget			
Fund	To-Date		Budget		2024-25	2023-24	2022-23	
General Fund								
Property Taxes	\$	7,530,625	\$	18,386,381	41.0%	42.6%	42.3%	
State Sources		18,833,799		46,452,052	40.5%	44.9%	42.1%	
Federal Sources		1,252,339		948,005	132.1%	216.4%	47.6%	
Local Sources		2,074,756		2,457,760	84.4%	123.7%	99.2%	
Total	\$	29,691,519	\$	68,244,198	43.5%	51.3%	43.7%	
Child Nutrition Fund	\$	1,471,201	\$	2,864,620	51.4%	61.9%	49.9%	
Community Service Fund		2,340,792		4,104,481	57.0%	63.9%	67.2%	
Debt Service Fund		3,131,721		4,322,700	72.4%	64.2%	60.7%	
Internal Service Fund		6,083,440		11,298,342	53.8%	44.7%	53.9%	
Total All Funds	\$	42,718,673	\$	90,834,341	47.0%	52.1%	47.4%	

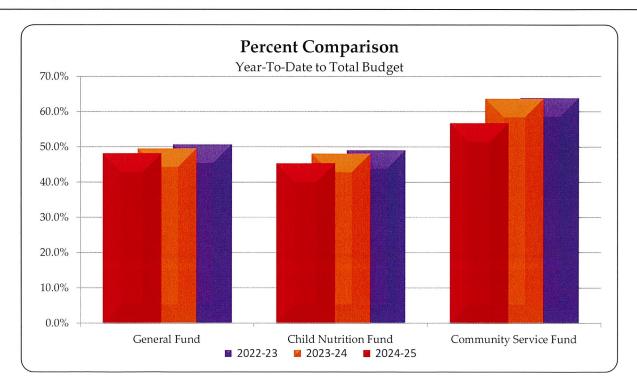




STATEMENT OF EXPENDITURES

For the month ended January 31, 2025

	Year-				YTD as % of Budget		
Fund		To-Date		Budget	2024-25	2023-24	2022-23
General Fund							
Salaries	\$	17,910,469	\$	38,313,121	46.7%	47.0%	46.9%
Benefits		7,383,316		15,934,415	46.3%	48.5%	49.0%
Purchased Services		3,920,922		8,254,857	47.5%	57.2%	52.7%
Supplies & Materials		1,688,205		3,322,074	50.8%	66.2%	69.5%
Capital Expenditures		2,218,359		2,950,174	75.2%	55.2%	78.9%
Other Expenses		166,657		362,101	46.0%	32.4%	54.6%
Total General Fund	\$	33,287,928	\$	69,136,742	48.1%	49.5%	50.7%
Child Nutrition Fund	\$	1,402,780	\$	3,096,321	45.3%	48.0%	49.0%
Community Service Fund		2,419,505		4,267,822	56.7%	63.7%	63.8%
Debt Service Fund		4,022,221		4,027,009	99.9%	99.9%	99.9%
Internal Service Fund		5,888,553		11,336,200	51.9%	58.9%	51.3%
Total All Funds	\$	47,020,987	\$	91,864,094	51.2%	54.7%	56.0%





DISTRICT OFFICE

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

TO:

Dr. Matt Hillmann, Superintendent

FROM:

Val Mertesdorf, Director of Finance

DATE:

August 11, 2025

RE:

Board Approval of Financial Reports – February 2025

We request that the Board of Education approve paid bills, payroll, bond payments, electronic funds transfers, investments and financial reports for the month of February 2025.

Bills totaling \$1,798,269.23 were paid in February 2025.

Payroll checks totaling \$4,035,852.09 were issued in February 2025.

No bond payments were paid in February 2025.

At the end of February 2025 Total Cash and Investments amounted to \$22,974,206.09. Wire transfers initiated by the district during February 2025:

\$300,000.00

From Frandsen General to Frandsen Sweep

\$200,000.00

From Frandsen Sweep to Frandsen General

The following financial reports for February 2025 are included to show the current cash and investment balances, details of disbursements and electronic funds transfers.

- 1. Treasurer's Report
- 2. Disbursement Report

February 2025 Treasurer's Report

FUNDS	BALANCE BEGINNING OF MONTH	RECEIPTS	DISBURSEMENTS	JOURNAL ENTRIES	BALANCE END OF MONTH	
GENERAL FUND	3,629,381.56	6,477,653.61	4,508,769.07	(1,015,939.14)	4,582,326.96	*
FOOD SERVICE	910,140.67	270,899.62	284,382.84	3,500.45	900,157.90	
COMMUNITY ED	621,033.54	314,423.61	354,039.02	(2,234.89)	579,183.24	
CONSTRUCTION ACCOUNT	_	-	-		-	
DEBT SERVICE	2,163,019.21	11,730.79	-	-	2,174,750.00	
SELF INSURANCE	4,222,650.08	49,583.11	686,930.39	985,916.55	4,571,219.35	
TOTALS	11,546,225.06	7,124,290.74	5,834,121.32	(28,757.03)	12,807,637.45	
GENERAL FUND INVESTMENT CONSTRUCTION INVESTMENT	10,132,755.84	-	-	33,812.80	10,166,568.64	*
_	10,132,755.84	-		33,812.80	10,166,568.64	
GRAND TOTALS	21,678,980.90	7,124,290.74	5,834,121.32	5,055.77	22,974,206.09	

^{*}General Fund includes Certificate of Deposit amount

Disbursement Report

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February 2025 Disbursements: Bills Paid: General Fund 948,197.95 Food Service Fund 139,091.24 Community Services Fund 24,049.65 Construction Fund Trust & Agency Fund Self Insurance Fund 686,930.39 Total Bills Paid 1,798,269.23 Payroll: General Fund 3,560,571.12 Food Service Fund 145,291.60 Community Services Fund 329,989.37 Trust Fund Self Insurance Fund Total Payroll 4,035,852.09 Bond Payments: Debt Redemption Fund **Total Bond Payments**

\$5,834,121.32

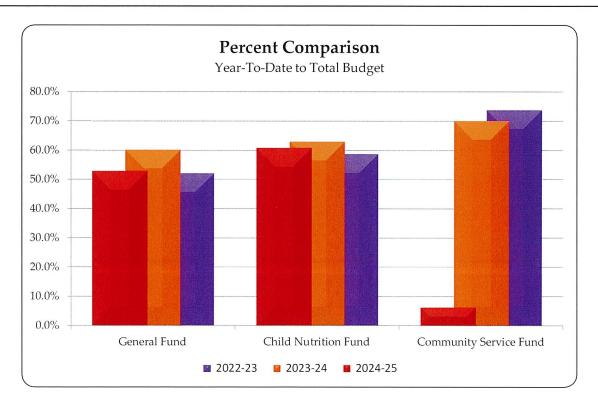
Total Disbursements



STATEMENT OF REVENUES

For the month ended February 28, 2025

		Year-			YTD as % of Budget			
Fund	_	To-Date		Budget	2024-25	2023-24	2022-23	
Con anal Euro d								
General Fund	Ф	F 500 (25	ф	10.207.201	44.00/	12 (0)	40.00/	
Property Taxes	\$	7,530,625	\$	18,386,381	41.0%	42.6%	42.3%	
State Sources		24,928,247		46,452,052	53.7%	56.6%	53.9%	
Federal Sources		1,325,656		948,005	139.8%	216.4%	47.6%	
Local Sources		2,330,976		2,457,760	94.8%	158.5%	125.3%	
Total	\$	36,115,504	\$	68,244,198	52.9%	60.2%	52.1%	
Child Nutrition Fund	\$	1,742,468	\$	2,864,620	60.8%	63.0%	58.7%	
Community Service Fund		257,241		4,104,481	6.3%	70.1%	73.8%	
Debt Service Fund		3,143,452		4,322,700	72.7%	64.3%	60.8%	
Internal Service Fund		7,118,226		11,298,342	63.0%	53.3%	65.0%	
Total All Funds	\$	48,376,891	\$	90,834,341	53.3%	60.0%	55.4%	

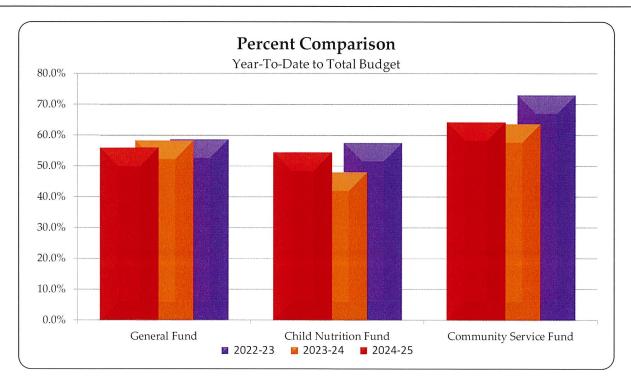




STATEMENT OF EXPENDITURES

For the month ended February 28, 2025

	Year-				YTD as % of Budget			
Fund	To-Date		Budget		2024-25	2023-24	2022-23	
General Fund								
Salaries	\$	21,355,027	\$	38,313,121	55.7%	56.0%	55.7%	
Benefits		8,614,654		15,934,415	54.1%	56.9%	57.7%	
Purchased Services		4,438,978		8,254,857	53.8%	68.8%	60.9%	
Supplies & Materials		1,867,688		3,322,074	56.2%	64.5%	72.0%	
Capital Expenditures		2,243,230		2,950,174	76.0%	68.8%	79.7%	
Other Expenses		168,221		362,101	46.5%	32.5%	58.2%	
Total General Fund	\$	38,687,798	\$	69,136,742	56.0%	58.3%	58.6%	
Child Nutrition Fund	\$	1,687,053	\$	3,096,321	54.5%	48.0%	57.5%	
Community Service Fund		2,743,325		4,267,822	64.3%	63.7%	73.0%	
Debt Service Fund		4,022,221		4,027,009	99.9%	99.9%	99.9%	
Internal Service Fund		6,574,009		11,336,200	58.0%	58.9%	57.6%	
Total All Funds	\$	53,714,406	\$	91,864,094	58.5%	61.1%	63.3%	





Northfield Public Schools Northfield, MN

EXTENDED FIELD TRIP FORM

Staff Member(s) Responsible (Name and phone): T) Austin (512) 787-3574
School and Program: Northfield High School FFA
Date of Requested Trip: 8/29 - 9/1
1. What group is taking this trip?
Northfield FFA
2. Estimated # of Students: # Adult Supervisors:
3. Destination: MN State Fair
4. Date/Time of Departure: Friday Aug. 29 @ 4.00am
5. Date/Time of Return: Monday Sept 2 @ 2:00pm
6. State purpose and/or educational value of trip (attach information to form if needed).
. MN State Fair FFA livestock show and judging contests
7. Name the manner of travel and the carrier.
· Revents/gourdians
. Self-Alternate Student Transportion Form
8. State housing arrangements (must include name, address and phone number of hotel).
Dorm Cattle Born #1
1265 Snelling Ave N. St. Paul, MX 55108-3003
651-288-4400
9. List of coach, parent or guardian contact info.(Attach)
T.J. Austin 512-787-3574 Advisor
Kathie Kreft 952-215-4331 Povent.
Cliffinal Keafy gaz age 11112 Parent

10.	List participants (reminder to have participants complete parent/guardian permission form if applicable). (Attach)						
	Attached						
11.	Indicate who will be in charge of supervising the trip (roles and responsibilities).						
	T.J. Austin (Advisor of Northfield FFA Chapter)						
12.	State the safety precautions and procedures for emergencies while on the trip.						
	All parents/gaurdians contacts and information is on file						
11.	Give budget costs, how the trip will be funded and estimated cost per student.						
	@ \$10-\$20/livestock entry paid by students						
	· Judging events ? dorms are free						
12.	List any proposed precautions, special needs, special concerns, student concerns, - if applicable.						
	NIA						
	was a state of the feature was a state of the state of th						
Signa	iture of Staff Member Responsible:						
Date field trip request was submitted to Principal:							
Princi	ipal/Administrator Signature and Date: 7/25/25						
Appro							
	rintendent Signature and Date:						
	oved: Not Approved:						

School Board Review Date:							
Appro	oved: Not Approved:						

NORTHFIELD COMMUNITY EDUCATION FALL 2025

BROCHURE INSTRUCTORS

Advanced Financial Consultants

Aiden Gittins

Align Integrated Health

Amy Storch
Angela Petricka
Barbara Krause
Bridget Draxler

Carey Tinkelenberg-NSS

Carly Born

Champion Force Cheer

Chau Truong

Christopher Kauffeld

Cornerstone on the Vermillion

Cozy Wittman
Craig Coffman
Cynthia Carau
Cynthia Gilbertson

Darrell Sawyer

Doorway to College Foundation

Doug Bengtson Drama Lab

Flaherty's Lanes

Golf Squad Heidi Streiff Jackie Mart Jill Davenport John Born

Kate Langlais Kevin Dahle Kevin O'Brien Krista Betcher

LaVergne Adelmann

LERN UGotClass

Lori Hameister

Mary Zelmer

McKenzie Foley

Melissa Spitzack

Michael Detjen

Mike Lynch

Nichole Lynn Porath

Nick Connor

Northfield Hiliners

Northfield USBC Association

Peter Gittins
Ryan Redetzke
Scott Stanina
Shahar Fearing
Healthy Focus
Sports Unlimited

Storybook Theatre

Steve Hatle

Susan Shirk Vickie Tyler Voices For All

Young Rembrandts

Youth Enrichment League

Procedure for Spending Advertising and Sponsorship Revenue at Northfield Public Schools



Stewardship

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



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

1. Purpose

This procedure outlines the guidelines for managing and allocating advertising and sponsorship revenue earned by Northfield Public Schools in compliance with Policy 809.1. It ensures funds are spent in a manner that aligns with the district's vision and strategic commitments, maintains transparency, and complies with Minnesota law.

2. Guiding Principles

All advertising revenue expenditures must:

- Advance educational opportunities and support student outcomes.
- Meet the spirit of the district's strategic commitments.
- Comply with Minnesota Statutes, including:
 - o Minn. Stat. § 123B.02, Subd. 1 (School Board Powers)
 - o Minn. Stat. § 123B.51 (Uses for School and Nonschool Purposes)
 - o Minn. Stat. § 471.345 (Uniform Municipal Contracting Law)
 - o Minn. Stat. § 123B.09 (School Board Duties)

3. Revenue Sources

Advertising revenue may be collected from:

- Digital or print school communications (e.g., newsletters, websites, yearbooks).
- Facility-based advertising (e.g., athletic fields, marquees, and gymnasiums).
- Sponsored school events or programming.
- Vendor partnerships with prior district approval.

Compliance Reference:

- Minn. Stat. § 123B.51, Subd. 1: Permits school boards to enter into advertising agreements as long as they do not interfere with the educational program or student safety.

4. Revenue Accounting and Distribution

- Revenue generated from District-wide advertising will supplement the district's general fund to support continuing existing programming.
- Revenue generated from Community Education brochures and programming will supplement the Community Education fund, as directed by the Community Education Director.
- Revenues generated from activity venues will be used to supplement the district's activity budget with the following prioritization:
 - o Materials to implement advertising opportunities.
 - o Maintenance and repair of existing activity facilities.
 - o Provide scholarships to participants in financial need.
 - o Maintenance of existing activity programs.
 - o Assist the district in continuing existing programming.
- Advertising revenues must be accounted for and reported in compliance with UFARS. A
 periodic report shall be made to the school board by the superintendent or designee
 regarding the scope and amount of such revenues.



PROJECT UPDATE FOR NORTHFIELD SCHOOL BOARD

NORTHFIELD PUBLIC SCHOOL DISTRICT ADVERTISING SIGNS

July 14, 2025

1. Cover

Good evening, members of the Northfield School Board. My name is Lance Reisetter, and I'm the owner of LMR Media. Many of you may know me through our work with *NorthfieldLive*, our local streaming platform for Northfield athletics and school activities. NorthfieldLive is part of LMR Media—a Northfield-based business with a mission to help local organizations connect with their community through smart, localized marketing.

LMR Media is proud to serve as the Northfield School District's official sales representative for marketing and sponsorship opportunities throughout Southern Minnesota.

2. Recap: Project Background

Tonight, I'd like to start with a brief recap of the background and goals of this project. This initiative began almost four years ago with a conversation between myself and Dr. Hillmann. We were both inspired by the sponsor banners hung by the Northfield Softball Association along the outfield fence—signs that showed local businesses supporting local kids.

Over the past several years, we have spent countless hours identifying high-impact advertising spaces throughout the District and researching the best materials to ensure long-term durability and aesthetics.

The effort is guided by two clear goals:

- 1. **Generate new revenue** for the Northfield School District through advertising.
- 2. **Beautify and enhance facilities**—so the spaces our students use are even more welcoming and well-maintained.

3. Update: Sales & Execution

I'm excited to report that we are now fully in the implementation phase. We've been actively reaching out to businesses and selling sponsorships and signs across various district facilities.

In the next few slides, I'll walk you through some key highlights of what's already been sold and the results we're seeing—both in revenue and facility improvements.



4. Facility Improvements Completed

Thanks to this project, and the support of our sponsors, several upgrades have already been completed:

- Fences at Memorial Field and the Baseball Field have been straightened and repaired.
- Dugouts on the Varsity Baseball, Varsity Softball & JV Softball Fields have been tuckpointed to ensure long-term structural integrity.
- New maroon fence screening has been purchased for the Varsity Baseball, Varsity Softball & JV Softball Fields—adding both function and visual appeal.
- And the largest project so far, the Press Box at Memorial Field has undergone muchneeded updates.

5. **Sponsored Updates**

Sponsorship support has played a direct role in funding improvements and purchasing new equipment. Here are some highlights:

Northfield Middle School Pool Leaderboard

Sponsored by *Community Resource Bank*, this addition elevates the spectator experience at the pool.

• High School Gym Score Tables

This project is a combination of support: a grant from *Casey's General Stores*, a direct purchase by NorthfieldLive, and an annual naming rights agreement with *HomeTown Credit Union*. Now entering its second year, the table has already paid for itself and is generating revenue for the district!

• Memorial Field Press Box

Thanks to *NCC Builders*, the Press Box received major upgrades—new windows, floor & structural repairs of rotten wood, fresh siding, and new signage.

6. Sign Revenue

In terms of direct revenue, we've made a strong start.

To date, we've sold **nine advertising signs** across **three major fields**:

- 4 signs on the Baseball Field fence
- 2 signs at the Softball Field
- 3 signs on Memorial Field

Feedback from both the community and sponsors has been incredibly positive. Not only are these signs creating new revenue, but they're also showcasing strong local support for our schools and students.



7. Memorial Field: Sales

We're going to switch gears from what has happened and look to the future. The first facility we're focusing on is Memorial Field. With the addition of the video scoreboard, we've broken the sales down to 3 categories: Naming Rights, Back of Scoreboard and Field Side Scoreboard.

• **Naming Rights**: The naming rights will be put out for bid and comes with prominent logo placement on the video board and other signage.

8. Memorial Field: Sales

- Field Side Scoreboard: Businesses can purchase logo displays and video ads during events.
- Back of Scoreboard: This will be a highly visible board year-round, especially with the addition of the new field house. With that exposure, we're hoping to sell out the 20 spots

9. Video Scoreboard Payoff & Return on Investment

Now the funding. Looking only at sales from Memorial Field, the scoreboard will pay for itself through advertising by year 7 of this full project, the 2031-2032 school year. You can see the projected revenue increases each year as we begin to fill all of those advertising spaces.

10. Projected Net Revenue & Costs - Full Project

Now looking at the full project's projected net revenue – which includes all facilities. You can see that by the end of year 5 we are a net positive of just over \$28,000. But that includes the payback of the scoreboard and other upgrades that have been completed. That leaves years 6-10 and beyond to start generating the bulk of projected revenue.

11. Next Steps

Moving forward, we need approval from the school board to purchase this video board. After getting approval, we plan to have an open house for the local businesses to outline all the advertising opportunities that will be available throughout the project. This has been asked for by the business owners so that they can look ahead and budget for these activities. We hope to hold that open house in September. In the meantime, we will continue to sell signs!

12. Thank You/Closing

In closing, I want to emphasize that this is just the beginning. We're excited about the momentum and the community engagement we see.

LMR Media remains committed to supporting the Northfield School District's long-term goal by delivering value through smart sponsorships, thoughtful facility enhancements, and a shared sense of pride in our schools. Thank you for your continued support and for the opportunity to contribute to a stronger, better Northfield.

Created For:





NORTHFIELD PUBLIC SCHOOL DISTRICT ADVERTISING SIGNS

PROJECT UPDATE FOR NORTHFIELD SCHOOL BOARD

JULY 2025

RECAP: PROJECT BACKGROUND

- Revenue generating opportunities recognized for Northfield School District at owned facilities.
- Selling space at school facilities to local businesses for advertising via signage and naming rights.
- Signs enhance relationships with local businesses and gain revenue for the district through selling of advertising space.
- Local businesses support in these spaces signifies:
 - Client as a community partner
 - Proud supporter of Northfield School District

PROJECT GOALS

- Monetize advertising spaces for the Northfield School District
- Enable beautification of facilities

Northfield School District Strategic Commitment: Stewardship & Partnerships

UPDATE: SALES & EXECUTION

- New, sponsored Scorer's Tables at NHS
- New, sponsored Swimming Pool Scoreboard
- Sponsored and updated press box at Memorial Field
- 10 signs sold



Venue/Placement	Description	Annual	Lump Sum 2024-25	Terms	Total Available	% Sold
NHS Gym Score Table	HomeTown Credit Union (Logo/Naming Rights) Grants/Donations (Caseys, NorthfieldLive)	\$2,500	\$8,000	Annual Lump Sum	1	100%
NMS Pool Display Board	Community Resource Bank	-	\$20,000	Lump Sum	1	100%
Memorial Field Press Box	NCC Builders (Naming Rights)	\$5,000	Labor/ Materials	Annual	1	100%
Memorial Field Fence Signs	Mesh banners 23'x4'	-	\$ 19,800	Lump Sum	10	30%
NHS Baseball Field Fence Signs	Aluminum sign 8'x4'	-	\$ 26,800	Lump Sum	23	17%
Rock Field Varsity Softball Fence Signs	Aluminum sign 10'x5'	-	\$ 6,500	Lump Sum	6	33%
		\$7,500	\$81,100		42	

FACILITY IMPROVEMENTS COMPLETED

Memorial Field

Fences straightened and repaired: \$2,000

Press Box updated: approximately \$27,000

- o Fixed rotting floor & source
- New windows
- New siding
- New paint
- New graphics on outside
- Audio system upgraded

Varsity Baseball & Softball Fields

Fences straightened and repaired: \$625

Dugouts repaired (tuckpointing): \$10,557

New, maroon fence screening for field fences: \$28,928

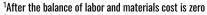




SPONSORED UPDATES

- New, Sponsored Score Table at NHS
- New, Sponsored Swimming Pool Scoreboard
- Sponsored and updated press box

Venue	Business Partner	Cost	Annual	Lump Sum 2024-25	Terms
Memorial Field Press Box	NCC Builders	\$27,000	\$5,000 ¹	\$27,000 ²	Annual
	HomeTown Credit Union		\$2,500		Annual
NHS Gym Score Table	Caseys General Store Grant	\$11,325		\$5,000	Lump Sum
	NorthfieldLive Table			\$3,000	Lump Sum
NMS Pool Display Board	Community Resource Bank	\$20,000		\$20,000	Lump Sum
Total			\$7,500	\$28,000	



²Lump sum in labor in materials











SIGN REVENUE

- 9 signs sold
- All signs are for 5 years with a lump-sum payment upfront

Venue/Placement	Lump Sum 2024-25	# Sold	# Remain	% Sold
Memorial Field Mesh Banners	\$19,800	3	7	30%
NHS Baseball Field Fence	\$26,800	4	19	17%
Rock Fields Varsity Softball Fence	\$ 6,500	2	6	33%
Total	\$61,100	9	31	









MEMORIAL FIELD: SALES

- Sales for sponsorships at Memorial Field, including the new video board, will kick off this summer.
- 3 sales categories:
 - Naming Rights
 - Back of Scoreboard
 - Field Side Scoreboard

Naming Rights

- Will go out for competitive bid by request for proposal
- Starting minimum of \$12,000 annually
- Includes:
 - Brand/logo displayed prominently on new, digital scoreboard front and back
 - Logo on the existing scoreboard in south end of field
 - Mesh banner on endzone fence
 - Video ad played minimum of 2x per game



MEMORIAL FIELD SALES

Digital Video Scoreboard: Field Side

Video ads during events: \$1,500 per year for 5 years

Future sales:

Rotating large logo: \$7,500 for 5 years (lump sum)

Digital Video Scoreboard: Back Side Spaces

- 20 Total spots available
- Each space 3.5'x8'
- Businesses can purchase more than one spot
- Includes small logo rotating on field side
- \$4,000 per year for 5 years

Merchants Bank named for example purposes only

NORTHFIELD HIGH SCHOOL, NORTHFIELD, MN

PROOF INCLUDES: Custom Intelligent Caption 32' Strip Football LED Scoreboard

PROOF #63080G-PR

32W x 5H x 8'D Scoreboard Color: 199 Maron Timer/Score Digit Color: Ambe Intelligent Caption Color: White Intelligent Caption Size: 10" Electronic Team Name Color: White Electronic Team Name Size: 10'

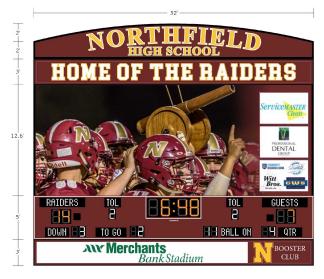
. Full Color LED Video Display

(384 x 960 pixel matrix)

Illuminated Sign

Illuminated Arch Sign





SIGNATURE OF APPROVAL

miss reasoning for consistent approach, it implies the constraints and interest of the constra

NORTHFIELD HIGH SCHOOL, NORTHFIELD, MN

PROOF #68361I-PR

Bank Stadium

AD SPOT	AD SPOT	AD SPOT	AD SPOT
AD SPOT	AD SPOT	AD SPOT	AD SPOT
AD SPOT	AD SPOT	AD SPOT	AD SPOT
AD SPOT	AD SPOT	AD SPOT	AD SPOT
AD SPOT	AD SPOT	AD SPOT	AD SPOT

PROOF INCLUDES: Custom Illuminated Sign

 Custom Illuminated Sign 32W x 6'H

 Illuminated Arch Sign 32W x 4'H w/2' End

*Sponsor signs ship blank.

*Shown on the back of proof 63080F-PR

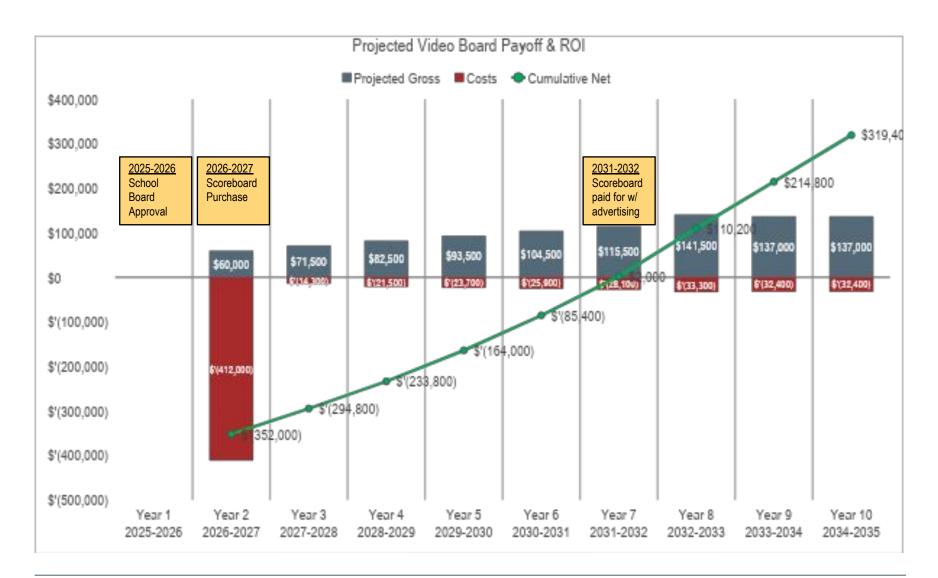
This rendering is for conceptual purposes only. It may not be to exact scale or specifications and should not be used for installation numbers. Every effort has been made to Intercepting for Conceptional purposes only. It may not us be exact scare of specimentons and succious not use used or instantation purposes. Every evictor has one make it as accurate as possible, Beams and or pillars are for illustration only. Engineering specifications may require changes in the quantity, size and/or shape of beams and pillars to meet installation requirements. Nevco assumes no obligations or liability regarding the viability of applicability of existing structures.

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WWW.NEVCO.COM

VIDEO SCOREBOARD PAYOFF & RETURN ON INVESTMENT



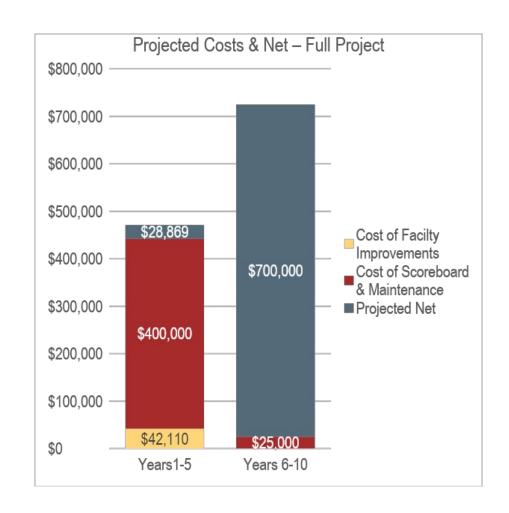
PROJECTED NET REVENUE & COSTS - FULL PROJECT

Facilities Years 1-5

- Memorial Field
- Varsity Baseball Field
- Varsity Softball Field
- JV Softball Field

Facilities Years 6-10

- Maintenance & continued sales of initial facilities
- Current Competition Gym
- New Fieldhouse Expansion
- JV Baseball Field
- Reimagined NHS



NEXT STEPS

Northfield Schools

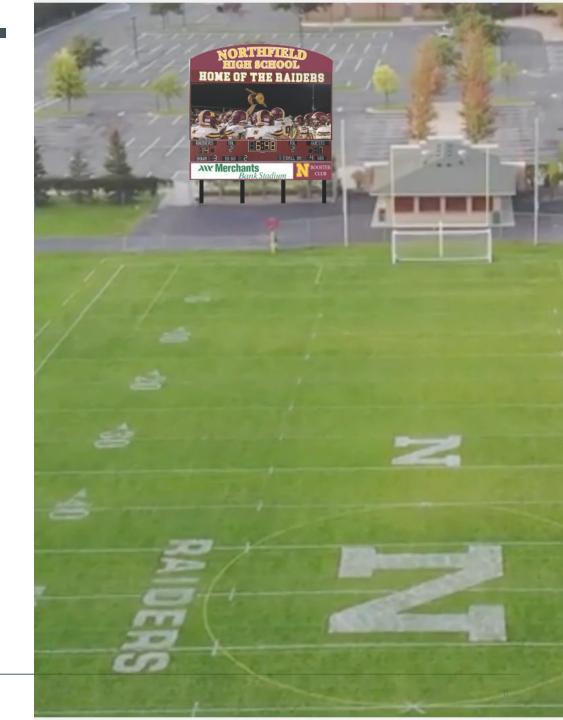
Request approval of new video board

LMR Media

 Continue selling football, baseball & softball field signs

Northfield Schools & LMR Media Jointly

- Kick off sales of naming rights to Memorial Field – e.g.,
 [Company] Stadium at Memorial Field
- Kick off sales of video board advertising





THANK YOU

Northfield Public Schools Policy Committee Recommendations

July 14, 2025

Policy	Changes	
414: Mandated Reporting of Child Neglect or Physical or Sexual Abuse	 Language change in section III.M. Adds statute references to the definition of "Threatened injury." This change is in response to a change enacted by the 2025 Minnesota legislature. Adding the requirement that a mandated reporter also inform their supervisor and follow the steps outlined in the Reporting Checklist under section IV. A. 	
418: Drug-Free Workplace/Drug-Free School	 Addition of paragraphs in section IV. D regarding medical cannabis. This change is in response to a change enacted by the 2025 Minnesota legislature. 	
436: Licensed Teaching Staff Performance Evaluations	 Alignment of purpose statement to strategic plan. Regular review cycle. 	
437: Evaluation of Non Licensed Personnel	Alignment of purpose statement to strategic plan.Regular review cycle.	
437 Procedures	Updates to names of departments.Regular review cycle.	
438: Student Teachers	 Alignment of purpose statement to strategic plan. Change to those who are authorized to negotiate student teacher agreements. Addition of district background check requirement. Regular review cycle. 	
447: Compensation and Related Benefits	 Adjustment of language in the purpose statement to provide clarity. Regular review cycle. 	
491: Covid-19 Vaccination Reporting, Testing, and Face Coverings	Recommendation to sunset this policy.	
503: Student Attendance	Change to section II.B.1 regarding who a parent or guardian should make an application to in regards to an excused absence.	

	 This change is in response to a change enacted by the 2025 Minnesota legislature. Removal of the word "immediate" under section II. B.d.(1)(c).
515: Protection and Privacy of Pupil Records	 Added section IV. B. 23 regarding data in relation to special services. Added section VII. A. 3 - parent contact information is no longer considered directory information. Both of these changes are in response to changes enacted by the 2025 Minnesota legislature.
515: Appendix B	 Appendix B has been updated to remove "Name, address and telephone number of the student's parent(s)/guardian(s)." This change is in response to a change enacted by the 2025 Minnesota legislature.
515: Appendix C	 Appendix C has been updated to remove "Name, address and telephone number of the student's parent(s)/guardian(s)." This change is in response to a change enacted by the 2025 Minnesota legislature.
516: Student Medication	 Change language to epinephrine delivery systems, as opposed to epinephrine auto-injectors. This phrase is not used in our policy 516, but is in the procedures document. Updated legal references. This change in response to changes enacted by the 2025 Minnesota legislature.
516 Procedures Document	 Change language to epinephrine delivery systems, as opposed to epinephrine auto-injectors. Addition of paragraph under section P: "The Commissioner of the Minnesota Department of Health must provide a district or school with a standing order for distribution of epinephrine delivery systems" Both of these changes are in response to changes enacted by the 2025 Minnesota legislature.
534: School Meals	Changes to section II.B regarding free school meals. Clarifies that the free school meal program is created within the Minnesota Dept. of Education. Addition of statement that says that students who are eligible for free and reduced-price meals must always be served a

	reimbursable meal even if the student has an outstanding debt. • Addition of sections II.F and II.G stating that a student may purchase a second breakfast or second lunch if they have already had a reimbursable meal. • These changes are in response to changes enacted by the 2025 Minnesota legislature.
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Policy 414 MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE

[Note: This policy reflects the mandatory law regarding reporting of maltreatment of minors and is not discretionary in nature.]

I. PURPOSE

The purpose of this policy is to make clear the statutory requirements of Northfield Public Schools' personnel to report suspected child neglect or physical or sexual abuse.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to fully comply with Minnesota Statute Ch. 260E requiring school personnel to report suspected child neglect or physical or sexual abuse.
- B. A violation of this policy occurs when any school personnel fails to immediately report instances of child neglect, or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused, or has been neglected or physically or sexually abused within the preceding three years.

III. DEFINITIONS

- A. "Accidental" means a sudden, not reasonably foreseeable, and unexpected occurrence or event that:
 - 1. is not likely to occur and could not have been prevented by exercise of due care; and
 - 2. if occurring while a child is receiving services from a facility, happens when the facility and the employee or person providing services in the facility are in compliance with the laws and rules relevant to the occurrence of event.
- B. "Child" means one under age 18 and, for purposes of Minnesota Statute Ch. 260C (Juvenile Safety and Placement) and Minnesota Statute Ch. 260D (Child in Voluntary Foster Care for Treatment), includes an individual under age 21 who is in foster care pursuant to Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18).
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. "Mandated reporter" means any school personnel who knows or has reason to believe a child is being maltreated or has been maltreated within the preceding three years.

- E. "Mental injury" means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child's ability to function within a normal range of performance and behavior with due regard to the child's culture.
- F. "Neglect" means the commission or omission of any of the acts specified below, other than by accidental means:
 - 1. failure by a person responsible for a child's care to supply a child with necessary food, clothing, shelter, health care, medical, or other care required for the child's physical or mental health when reasonably able to do so;
 - 2. failure to protect a child from conditions or actions that seriously endanger the child's physical or mental health when reasonably able to do so, including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;
 - 3. failure to provide for necessary supervision or child care arrangements appropriate for a child after considering factors such as the child's age, mental ability, physical condition, length of absence, or environment, when the child is unable to care for the child's own basic needs or safety or the basic needs or safety of another child in his or her care;
 - 4. failure to ensure that a child is educated in accordance with state law, which does not include a parent's refusal to provide his or her child with sympathomimetic medications;
 - 5. prenatal exposure to a controlled substance used by the mother for a nonmedical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child's birth, or medical effects or developmental delays during the child's first year of life that medically indicate prenatal exposure to a controlled substance or the presence of a fetal alcohol spectrum disorder;
 - 6. medical neglect as defined by Minn. Stat. § 260C.007, Subd.6, Clause (5):
 - 7. chronic and severe use of alcohol or a controlled substance by a person responsible for the care of the child that adversely affects the child's basic needs and safety; or
 - 8. emotional harm from a pattern of behavior that contributes to impaired emotional functioning of the child which may be demonstrated by a substantial and observable effect in the child's behavior, emotional response, or cognition that is not within the normal range for the child's age and stage of development, with due regard to the child's culture.

Neglect does not occur solely because the child's parent, guardian, or other person responsible for the child's care in good faith selects and depends upon spiritual means or prayer for treatment of care of disease or remedial care of the child in lieu of medical care.

- G. "Nonmaltreatment mistake" occurs when: (1) at the time of the incident, the individual was performing duties identified in the center's child care program plan required under Minn. Rules Part 9503.0045; (2) the individual has not been determined responsible for a similar incident that resulted in a finding of maltreatment for at least seven years; (3) the individual has not been determined to have committed a similar nonmaltreatment mistake under this paragraph for at least four years; (4) any injury to a child resulting from the incident, if treated, is treated only with remedies that are available over the counter, whether ordered by a medical professional or not; and (5) except for the period when the incident occurred, the facility and the individual providing services were both in compliance with all licensing requirements relevant to the incident. This definition only applies to child care centers licensed under Minn. Rules Ch. 9503.
- H. "Person responsible for the child's care" means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employee or agent, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.
- I. "Physical abuse" means any physical injury, mental injury (under subdivision 13), or threatened injury (under subdivision 23), inflicted by a person responsible for the child's care on a child other than by accidental means; or any physical or mental injury that cannot reasonably be explained by the child's history of injuries or any aversive or deprivation procedures, or regulated interventions, that have not been authorized by Minn. Stat. § 125A.0942 or § 245.825.

Abuse does not include reasonable and moderate physical discipline of a child administered by a parent or legal guardian that does not result in an injury. Abuse does not include the use of reasonable force by a teacher, principal, or school employee as allowed by Minn. Stat. § 121A.582.

Actions that are not reasonable and moderate include, but are not limited to, any of the following: (1) throwing, kicking, burning, biting, or cutting a child; (2) striking a child with a closed fist; (3) shaking a child under age three; (4) striking or other actions that result in any nonaccidental injury to a child under 18 months of age; (5) unreasonable interference with a child's breathing; (6) threatening a child with a weapon, as defined in Minn. Stat. § 609.02, Subd. 6; (7) striking a child under age one on the face or head; (8) striking a child who is at least age one but under age four on the face or head, which results in an injury; (9) purposely giving a child poison, alcohol, or dangerous, harmful, or controlled substances that were

not prescribed for the child by a practitioner, in order to control or punish the child, or giving the child other substances that substantially affect the child's behavior, motor coordination, or judgment, or that result in sickness or internal injury, or that subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances; (10) unreasonable physical confinement or restraint not permitted under Minn. Stat. § 609.379 including, but not limited to, tying, caging, or chaining; or (11) in a school facility or school zone, an act by a person responsible for the child's care that is a violation under Minn. Stat. § 121A.58.

- J. "Report" means any communication received by the local welfare agency, police department, county sheriff, or agency responsible for child protection pursuant to this section that describes maltreatment of a child and contains sufficient content to identify the child and any person believed to be responsible for the maltreatment, if known.
- K. "School personnel" means professional employee or professional's delegate of the school district who provides health, educational, social, psychological, law enforcement, or child care services.
- L. Sexual abuse" means the subjection of a child by a person responsible for the child's care, by a person who has a significant relationship to the child (as defined in Minn. Stat. § 609.341, Subd. 15), or by a person in a current or recent position of authority (as defined in Minn. Stat. § 609.341, Subd. 10) to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration, sexual contact, solicitation of children to engage in sexual conduct, and communication of sexually explicit materials to children. Sexual abuse also includes any act involving a minor that constitutes a violation of Minnesota statutes prohibiting prostitution or use of a minor in a sexual performance. Sexual abuse includes all reports of known or suspected child sex trafficking involving a child who is identified as a victim of sex trafficking. Sexual abuse includes threatened sexual abuse which includes the status of a parent or household member who has committed a violation that requires registration under Minn. Stat. § 243.166, Subd. 1b(a) or (b) (Registration of Predatory Offenders).
- M. "Threatened injury" means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child's care who has (1) subjected the child to, or failed to protect a child from, an overt act or condition that constitutes egregious harm under Minnesota Statutes, section 260E.03, subdivision 5, or a similar law of another jurisdiction; (2) been found to be palpably unfit under Minnesota Statutes, section 260C.301, subdivision 1, paragraph (b), clause 3, or a similar law of another jurisdiction; (3) committed an act that resulted in an involuntary termination of parental rights under Minnesota Statutes, section 260C.301, or a similar law of another jurisdiction; or (4)

or committed an act that resulted in the involuntary transfer of permanent legal and physical custody of a child to a relative or parent under Minnesota Statutes, section 260C.515, subdivision 4, or a similar law of another jurisdiction.

IV. REPORTING PROCEDURES

- A. A mandated reporter shall immediately report the information to the local welfare agency, agency responsible for assessing or investigating the report, police department, county sheriff, tribal social services agency, or tribal police department. The reporter will include his or her name and address in the report. The reporter will also inform their supervisor that they have made the report. If their supervisor is not available, they will inform the superintendent. The reporter should follow the steps outlined in the Reporting Checklist.
- B. An oral report shall be made immediately by telephone or otherwise. The oral report shall be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate police department, the county sheriff, local welfare agency, or agency responsible for assessing or investigating the report. Any report shall be of sufficient content to identify the child, any person believed to be responsible for the maltreatment of the child if the person is known, the nature and extent of the maltreatment, and the name and address of the reporter.
- C. Regardless of whether a report is made, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.
- D. A mandated reporter who knows or has reason to know of the deprivation of custodial or parental rights or the kidnapping of a child shall report the information to the local police department or the county sheriff.
- E. With the exception of a health care professional or a social service professional who is providing the woman with prenatal care or other health care services, a mandated reporter shall immediately report to the local welfare agency if the person knows or has reason to believe that a woman is pregnant and has used a controlled substance for a nonmedical purpose during the pregnancy, including, but not limited to, tetrahydrocannabinol, or has consumed alcoholic beverages during the pregnancy in any way that is habitual or excessive.
- F. A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, up to and including termination of employment.

- G. An employer of a mandated reporter shall not retaliate against the person for reporting in good faith maltreatment against a child with respect to whom a report is made, because of the report.
- H. Any person who knowingly or recklessly 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, plus costs and reasonable attorney fees. Knowingly or recklessly making a false report also may result in discipline.

[Note: The Minnesota Department of Education (MDE) is responsible for assessing or investigating allegations of child maltreatment in schools. Although a report may be made to any of the agencies listed in Section IV. A., above, and there is no requirement to file more than one report, if the initial report is not made to MDE, it would be helpful to MDE if schools also report to MDE.]

V. INVESTIGATION

- A. The responsibility for assessing or investigating reports of suspected maltreatment rests with the appropriate state, county, or local agency or agencies. The agency responsible for assessing or investigating reports of child maltreatment has the authority to interview the child, the person or persons responsible for the child's care, the alleged offender, and any other person with knowledge of the maltreatment for the purpose of gathering the facts, assessing safety and risk to the child, and formulating a plan. The investigating agency may interview the child at school. The interview may take place outside the presence of the alleged offender or parent, legal guardian, or school official. The investigating agency, not the school, is responsible for either notifying or withholding notification of the interview to the parent, guardian or person responsible for the child's care. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded.
- B. When the investigating agency determines that an interview should take place on school property, written notification of intent to interview the child on school property must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school property.
- C. Except where the alleged offender is believed to be a school official or employee, the time and place, and manner of the interview on school premises shall be within the discretion of school officials, but the local welfare or law enforcement agency shall have the exclusive authority to determine who may attend the interview. The conditions as to time, place, and manner of the interview set by the school officials shall be reasonable and the interview shall be conducted not more than 24 hours after the

receipt of the notification unless another time is considered necessary by agreement between the school officials and the local welfare or law enforcement agency. Every effort must be made to reduce the disruption of the educational program of the child, other students, or school employees when an interview is conducted on school premises.

- D. Where the alleged offender is believed to be a school official or employee, the school district shall conduct its own investigation independent of MDE and, if involved, the local welfare or law enforcement agency.
- E. Upon request by MDE, the school district shall provide all requested data that are relevant to a report of maltreatment and are in the possession of a school facility, pursuant to an assessment or investigation of a maltreatment report of a student in school. The school district shall provide the requested data in accordance with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g.

VI. MAINTENANCE OF SCHOOL RECORDS CONCERNING ABUSE OR POTENTIAL ABUSE

- A. When a local welfare or local law enforcement agency determines that a potentially abused or abused child should be interviewed on school property, written notification of the agency's intent to interview on school property must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct the interview. The notification shall be private data. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notice or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation has been concluded.
- B. All records regarding a report of maltreatment, including any notification of intent to interview which was received by the school as described above in Paragraph A., shall be destroyed by the school only when ordered by the agency conducting the investigation or by a court of competent jurisdiction.

VII. PHYSICAL OR SEXUAL ABUSE AS SEXUAL HARASSMENT OR VIOLENCE

Under certain circumstances, alleged physical or sexual abuse may also be sexual harassment or violence under Minnesota law. If so, the duties relating to the reporting and investigation of such harassment or violence may be applicable.

VIII. DISSEMINATION OF POLICY AND TRAINING

A. Staff will receive notification of this policy annually.

- B. The school district will develop a method of discussing this policy with school personnel.
- C. This policy shall be reviewed at least annually for compliance with state law.

Policy 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse Adopted: 02.28.2005; Updated: 2011, 05.2013, 05.11.2020; Statutory Update: 02.08.2022; INSERT DATE, Updated: 08.22.2022

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

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Minn. Stat. § 121A.58 (Corporal Punishment)

Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force) Minn. Stat. § 125.A0942 (Standards for Restrictive Procedures)

Minn. Stat. § 243.166, Subd. 1b(a)(b) (Registration of Predatory Offenders)

Minn. Stat. § 245.825 (Use of Aversive or Deprivation Procedures) Minn. Stat. § 260C.007, Subd.6, clause (5) (Child in Need of Protection)

Minn. Stat. § 260C.301 (Termination of Parental Rights) Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18)

Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
Minn. Stat. § 609.02, Subd.6 (Definitions–Dangerous Weapon)
Minn. Stat. § 609.341, Subd. 10 (Definitions–Position of Authority)
Minn. Stat. § 609.341, Subd. 15 (Definitions–Significant Relationship)

Minn. Stat. § 609.379 (Reasonable Force)

20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

Cross References: MSBA/MASA Policy 415 - Mandated Reporting of Maltreatment of Vulnerable Adults

Policy 418 DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL

I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment for Northfield School District employees and students by prohibiting the use of alcohol, toxic substances, medical cannabis, non-intoxicating cannabinoids, edible cannabinoid products, and controlled substances without a physician's prescription.

II. GENERAL STATEMENT OF POLICY

- A. Use or possession of alcohol, toxic substances, medical cannabis, non-intoxicating cannabinoids, edible cannabinoid products, and controlled substances before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.
- B. A violation of this policy occurs when any student, teacher, administrator, other district personnel, or member of the public uses or possesses alcohol, toxic substances, medical cannabis, non-intoxicating cannabinoids, edible cannabinoid products, or controlled substances in any school location.
- C. An individual may not use or possess cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products in a public school, as defined in Minnesota Statutes, section 120A.05, subdivisions 9, 11, and 13, including all facilities, whether owned, rented, or leased, and all vehicles that the school district owns, leases, rents, contracts for, or controls.
- D. The district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.

III. DEFINITIONS

- A. "Alcohol" includes any alcoholic beverage containing more than one-half of one percent alcohol by volume.
- B. "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. "Edible cannabinoid product" means any product that is intended to be eaten or consumed as a beverage by humans, contains a cannabinoid in combination with food ingredients, and is not a drug.
- D. "Non-intoxicating cannabinoid" means substances extracted from certified hemp plants that do not produce intoxicating effects when consumed by injection, inhalation, ingestion, or by any other immediate means. This does not include

non-intoxicating cannabinoid substances that are applied topically.

- E. "Medical cannabis" means any species of the genus cannabis plant, or any mixture or preparation of them, including whole plant extracts and resins, and is delivered in the form of:
 - 1. Liquid, including, but not limited to, oil.
 - 2. Pill
 - 3. Vaporized delivery method with use of liquid or oil but which does not require the use of dried leaves or plant form., or
 - 4. Combustion with use of dried raw cannabis., or
 - 5. Any other method approved by the commissioner.
- F. "Possess" means to have on one's person, in one's effects, or in an area subject to one's control.
- G. "School location" includes any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the district; or during any period of time such employee is supervising students on behalf of the district or otherwise engaged in district business.
- H. "Sell" means to sell, give away, barter, deliver, exchange, distribute or dispose of to another, or to manufacture; or to offer or agree to perform such an act, or to possess with intent to perform such an act.
- I. "Toxic substances" includes:
 - 1. Glue, cement, aerosol paint, containing toluene, benzene, xylene, amyl nitrate, butyl nitrate, nitrous oxide, or containing other aromatic hydrocarbon solvents, but does not include glue, cement, or paint contained in a packaged kit for the construction of a model automobile, airplane, or similar item.
 - 2. Butane or a butane lighter.
 - 3. Any similar substance declared to be toxic to the central nervous system and to have a potential for abuse, by a rule adopted by the commissioner of health.
- J. "Use" means to sell, buy, manufacture, distribute, dispense, be under the influence of, or consume in any manner, including, but not limited to, consumption by injection, inhalation, ingestion, or by any other immediate means.

IV. EXCEPTIONS

A. A violation of this policy does not occur when a person brings onto a school location, for such a person's own use, a controlled substance, except medical cannabis, non-intoxicating cannabinoids, or edible cannabinoid products, which has a currently accepted medical use in treatment in the United States and the person has a physician's prescription for the substance. The person shall comply with the relevant procedures of this policy.

- B. A violation of this policy does not occur when a person possesses an alcoholic beverage in a school location when the possession is within the exceptions of Minnesota Statutes section 624.701, subdivision 1a (experiments in laboratories; pursuant to a temporary license to sell liquor issued under Minnesota laws or possession after the purchase from such a temporary license holder).
- C. A violation of this policy does not occur when a person uses or possesses a toxic substance unless they do so with the intent of inducing or intentionally aiding another in inducing intoxication, excitement, or stupefaction of the central nervous system, except under the direction and supervision of a medical doctor.
- D. The district may not refuse to enroll or otherwise penalize a patient or person enrolled in the Minnesota Patient Registry Program or a Tribal medical cannabis program as a pupil solely because the patient or person is enrolled in the registry program or a Tribal medical cannabis program, unless failing to do so would violate federal law or regulations or cause the school to lose a monetary or licensing-related benefit under federal law or regulations.

An employer or a school must provide written notice to a patient at least 14 days before the employer or school takes an action against the patient that is prohibited under Minnesota Statutes, section 342.57, subdivision 3 or 5. The written notice must cite the specific federal law or regulation that the employer or school believes would be violated if the employer or school fails to take action. The notice must specify what monetary or licensing-related benefit under federal law or regulations that the employer or school would lose if the employer or school fails to take action.

A school or an employer must not retaliate against a patient for asserting the patient's rights or seeking remedies under Minnesota Statutes, section 342.57 or section 152.32.

V. PROCEDURES

- A. Students who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, non-intoxicating cannabinoids, or edible cannabinoid products, must comply with the district's student medication policy.
- B. Employees who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, non-intoxicating cannabinoids, or edible cannabinoid products, are permitted to possess such controlled substances and associated necessary paraphernalia, such as an inhaler or syringe. The employee must inform their supervisor in writing. The employee may be required to provide a copy of the prescription.
- C. Each employee shall be provided with a written notice of this Drug-Free Workplace/Drug-Free School policy and shall be required to acknowledge that they have received the policy.

- D. Employees are subject to the district's drug and alcohol testing policies and procedures.
- E. Members of the public are not permitted to possess controlled substances, intoxicating cannabinoids, or edible cannabinoid products; in a school location except with the express permission of the superintendent.
- F. No person is permitted to possess or use medical cannabis, non-intoxicating cannabinoids, or edible cannabinoid products, on a school bus or van; or on the grounds of any preschool or primary or secondary school; or on the grounds of any child care facility. This prohibition includes:
 - 1. Vaporizing or combusting medical cannabis on any form of public transportation where the vapor or smoke could be inhaled by a minor child or in any public place, including indoor or outdoor areas used by or open to the general public or place of employment., and
 - 2. Operating, navigating, or being in actual physical control of any motor vehicle or working on transportation property, equipment or facilities while under the influence of medical cannabis, non-intoxicating cannabinoids, or edible cannabinoid products.
- G. Possession of alcohol on school grounds pursuant to the exceptions of Minnesota Statutes section 624.701, subdivision 1a, shall be by permission of the school board only. The applicant shall apply for permission in writing and shall follow the school board procedures for placing an item on the agenda.

VI. SCHOOL PROGRAMS

- A. Starting in the 2026-2027 school year, the school district must implement a comprehensive education program on cannabis use and substance use, including but not limited to the use of fentanyl or mixtures containing fentanyl, for students in middle school and high school. The program must include instruction on the topics listed in Minnesota Statutes, section 120B.215, subdivision 1 and must:
 - 1. Respect community values and encourage students to communicate with parents, guardians, and other trusted adults about cannabis use and substance use, including but not limited to the use of fentanyl or mixtures containing fentanyl; and
 - 2. Refer students to local resources where students may obtain medically accurate information about cannabis use and substance use, including but not limited to the use of fentanyl or mixtures containing fentanyl, and treatment for a substance use disorder.
- B. School district efforts to develop, implement, or improve instruction or curriculum as a result of the provisions of this section must be consistent with Minnesota Statutes, sections 120B.10 and 120B.11.
- C. Notwithstanding any law to the contrary, the school district shall have a procedure for a parent, a guardian, or an adult student 18 years of age or older to review the content of the instructional materials to be provided to a minor child or to an adult student pursuant to this article. The district must allow a parent or adult student to

opt out of instruction under this article with no academic or other penalty for the student and must inform parents and adult students of this right to opt out.

VII. ENFORCEMENT

A. Students

- 1. Students may be required to participate in programs and activities that provide education against the use of alcohol, tobacco, marijuana, smokeless tobacco products, electronic cigarettes, non-intoxicating cannabinoids, and edible cannabinoid products.
- 2. Students may be referred to drug or alcohol assistance or rehabilitation programs; school based mental health services, mentoring and counseling, including early identification of mental health symptoms, drug use and violence and appropriate referral to direct individual or group counseling service which may be provide by school based mental health services providers; and/or referral to law enforcement officials when appropriate.
- 3. A student who violates the terms of this policy shall be subject to discipline in accordance with the district's discipline policy. Such discipline may include suspension or expulsion from school.

B. Employees

- 1. As a condition of employment in any federal grant, each employee who is engaged either directly or indirectly in performance of a federal grant shall abide by the terms of this policy and shall notify his or her supervisor in writing of his or her conviction of any criminal drug statute for a violation occurring in any of the places listed above on which work on a district federal grant is performed, no later than five (5) calendar days after such conviction. Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.
- 2. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, termination, or discharge as deemed appropriate by the school board.
- 3. In addition, any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by the district. Any employee who fails to satisfactorily participate in and complete such a program is subject to nonrenewal, suspension, or termination as deemed appropriate by the school board.
- 4. Sanctions against employees, including nonrenewal, suspension, termination, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and district policies.

C. The public

A member of the public who violates this policy shall be informed of the policy and asked to leave. If necessary, law enforcement officials will be notified and asked to provide an escort.

Policy 418 Drug-Free Workplace / Drug-Free School

Adopted: 02.25.2005; Updated: 10.2012, 05.2013; Reviewed: 12.17.2020; Substantive Updates: 10.24.2022, 07.10.2023, 08.12.2024, INSERT DATE

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

Legal References: Minn. Stat. § 120B.215 (Education on Cannabis Use and Substance Use)

Minn. Stat. § 121A.22 (Administration of Drugs and Medicine) Minn. Stat. § 121A.40-§ 121A.56 (Pupil Fair Dismissal Act) Minn. Stat. § 151.72 (Sale of Certain Cannabinoid Products)

Minn. Stat. § 152.01, Subd. 15a (Definitions) Minn. Stat. § 152.0264 (Cannabis Sale Crimes)

Minn. Stat. § 152.22, subd. 6 (Definitions; Medical Cannabis)

Minn. Stat. § 152.23 (Limitations; Medical Cannabis)

Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)

Minn. Stat. § 340A.101 (Definitions; Alcoholic Beverage) Minn. Stat. § 340A.403 (3.2 Percent Malt Liquor Licenses) Minn. Stat. § 340A.404 (Intoxicating Liquor; On-Sale Licenses)

Minn. Stat. § 342.09 (Personal Adult Use of Cannabis)

Minn. Stat. § 342.56 (Limitations)

Minn. Stat. § 609.684 (Abuse of Toxic Substances)

Minn. Stat. § 624.701 (Alcohol in Certain Buildings or Grounds)

20 U.S.C. § 7101-7122 (Student Support and Academic Enrichment Grants)

21 U.S.C. § 812 (Schedules of Controlled Substances) 41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act) 21 C.F.R. §§ 1308.11-1308.15 (Controlled Substances)

34 C.F.R. Part 84 (Government-Wide Requirements for Drug-Free Workplace)

Cross References: MSBA/MASA Model Policy 403 (Dismissal of Employees)

MSBA/MASA Model Policy 416 (Drug and Alcohol Testing) MSBA/MASA Model Policy 417 (Chemical Use/Abuse)

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 506 (Student Discipline) MSBA/MASA Model Policy 516 (Student Medication)

Policy 436 LICENSED TEACHING STAFF PERFORMANCE EVALUATIONS

I. PURPOSE

The purpose of licensed staff performance evaluations is to provide the best possible learner outcomes for students of the Northfield School District. Effective educators are essential to achieve this goal. Providing educators with ongoing feedback and coaching for continuous improvement will result in improved learner outcomes, higher quality services and the best educational opportunities for students that prepare them for lifelong success.

II. GENERAL STATEMENT OF POLICY

The district shall establish performance evaluation procedures for its probationary and tenured professional staff members. The procedures shall focus on the improvement of both the individual and the goals of the program, department, building, and school district.

These performance evaluation procedures shall enable the individual to understand more completely the scope of their duties and responsibilities, place priorities, and clarify working relationships with students, peers, subordinates, and supervisors. The evaluations should also provide a written record of individual achievement as well as information on how the employee is doing in relation to expectations and objectives. Procedures may also allow for obtaining input in the evaluation process from one or more of the following groups: students, peers, subordinates, parents, and other members of the community.

III. PROBATIONARY STAFF

Probationary professional staff shall be evaluated pursuant to Minnesota Statute 122A.40, subd. 5. Data gathered during these evaluations will assist in making decisions regarding continuation of employment and granting of tenure status in the district. Each licensed teaching staff member will receive the number of written evaluations on an annual basis during their probationary period in compliance with the statute.

IV. NONPROBATIONARY STAFF

Nonprobationary professional staff shall be evaluated pursuant to Minnesota Statute 122A.40, subd. 8. Each nonprobationary professional staff member will receive a written evaluation on a three-year review cycle in compliance with the statute.

Policy 436 Professional Staff Performance Evaluations

Adopted: 10.12.92; Meet and Confer: 09.23.1992; Renumbered from Policy GCN to Policy 436: 03.14.2005; Revised: 05.10.2004; Updated: 04.26.2021, INSERT DATE

Legal References: Minn. Stat. § 122A.40, Subd. 5 (Employment; Contracts; Termination)
Minn. Stat. § 122A.40, Subd. 8 (Employment; Contracts; Termination)

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

Policy 437 EVALUATION OF NON-LICENSED PERSONNEL

I. PURPOSE

The purpose of this policy is to define the evaluation timeline for Northfield-School District's non-licensed personnel.

The purpose of staff performance evaluations is to provide the best possible learner outcomes for students of the Northfield School District. Effective school employees are essential to achieve this goal. Providing staff with feedback and coaching for continuous improvement will result in improved learner outcomes, higher quality services and the best educational opportunities for students that prepare them for lifelong success.

II. EVALUATION OF NON-LICENSED PERSONNEL

- A. Probationary non-licensed employees will be evaluated by their immediate supervisor at least one month prior to the end of the employee's probationary period.
- B. Regular non-licensed employees will be evaluated on a cycle at least once every five years.
- C. Evaluations will be reviewed with the employee. If the employee disagrees with the evaluation, they will have the right to attach a response to the evaluation. This response will become part of their personnel file.

Policy 437 Evaluation of Non-Licensed Personnel Adopted: 03.28.2005; Nonsubstantive Updates: 02.25.2021; Updated: INSERT DATE

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

Procedures for Policy 437: EVALUATION OF NON-LICENSED EMPLOYEES

I. Five-Year Cycle

Evaluations of non-licensed employees shall be conducted on a five-year cycle. Supervisors shall be responsible to schedule their employees into each year of the cycle and shall provide the schedule to the Superintendent or their designee by October 1 of each school year.

II. Employees to be Scheduled for Evaluation During Current School Year

Supervisors shall evaluate employees covered in categories A and B below during the current school year. Employees who are not described in these categories may be evaluated during another year of the cycle.

A. <u>Probationary Employees</u>

- 1. Supervisors are to conduct a performance evaluation at least one month prior to the end of an employee's probationary period. The Presonnel Ooffice human resources office will take responsibility for notifying supervisors of that date.
- 2. Any concern on the part of a supervisor that a probationary employee should not be offered continued employment with the School Dedistrict must be discussed with the School remarks designed immediately.

B. Regular Employees

- 1. Supervisors are to conduct a performance evaluation during the current school year for regular employees:
 - who have a significantly different job assignment for the current school year as opposed to the previous school year, or
 - who have had a transfer in work site and/or a change in supervisor for the current school year as opposed to the previous school year, or
 - whom the supervisor feels the need to evaluate on a priority basis.
- 2. Any concern on the part of the supervisor that the employee may need to be recommended for termination must be discussed with the Superintendent or their designee immediately.

III. Evaluation Procedures

A. Evaluator

The primary supervisor shall be the primary evaluator in an evaluation conference with the employee. The primary supervisor may request a secondary supervisor to be involved in the evaluation (e.g., guidance school counselors may participate in the evaluation of the guidance secretary counseling department administrative assistant with the building principal). Participation of the secondary supervisor shall be at the discretion of the primary supervisor with the exception of building head custodians. In that event, the Đdirector of Bbuildings and Ggrounds shall confer with the building principals in evaluating head custodians.

B. Preparation for Evaluation Conference

Insofar as possible, supervisors should provide notice to the employee prior to the conference. During the period prior to the conference, the supervisor will complete the white evaluation form.

C. Conducting the Conference

The supervisor shall provide a copy of the completed evaluation form to the employee during the conference. Time should be allowed for the supervisor and employee to talk about the evaluation.

D. Concluding the Conference

The Evaluation Fform should be signed by both the employee and the supervisor. The employee is to be provided with a copy of the form, and the original signed form is to be forwarded to the Personnel Office human resources office to be placed in the employee's official file.

Procedures 437 Evaluation of Non-Licensed Employees NORTHFIELD SCHOOL DISTRICT NO. 659 Northfield, Minnesota

Procedure Dated: 03.28.2005; Reviewed: 02.25.2021; Updated: INSERT DATE

Policy 438 STUDENT TEACHERS

I. PURPOSE

The purpose of this policy is to affirm that the Northfield School District cooperates with approved teacher preparation institutions for the purpose of student teacher placement to the extent such placement is consistent with the educational program of the district. Preparing the next generation of teachers is essential in preparing every student for lifelong success.

II. GENERAL STATEMENT OF POLICY

The district will consider student teachers from approved teacher preparation institutions. Student teachers will be supervised by experienced educators and will be evaluated by the teacher preparation institution.

III. STUDENT TEACHER ASSIGNMENTS, RIGHTS AND RESPONSIBILITIES

- A. The superintendent and/or the director of <u>special services</u> instructional <u>services</u> are authorized to negotiate and execute agreements with college/university level teacher preparation institutions. <u>All agreements must be filed with the superintendent's office.</u>
- B. Building principals and/or director of instructional services the director of special services will be the main point of contact for teacher preparation institutions to place student teachers. Building principals shall only accept student teachers from teacher preparation institutions approved by the superintendent or director of instructional services special services.
- C. Student teachers must adhere to the policies of the district. and will use their personal email addresses and computer equipment. They will not be issued a school email address or computer equipment and must use their own computer and email account.
- D. <u>Student teachers must complete the district volunteer background check before their first day of placement.</u>

Policy 438 Student Teachers Adopted: 03.14.05; Updated: 04.12.2021, INSERT DATE

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

Legal References: M.S. Minn. Stat. § 123B.23 (Liability Insurance, Officers and Employees)
M.S. Minn. Stat. § 123B.25 (Legal Actions Against Districts and Teachers)
M.S. Minn. Stat. § 122A.69 (Practice or Student Teachers Notification Statement)

Policy 447 COMPENSATION AND RELATED BENEFITS

I. PURPOSE

The purpose of this policy is to provide establish parameters for the provision of compensation and related benefits to school district employees.

II. GENERAL STATEMENT OF POLICY

- 1. All hourly rates of pay and salaries will be approved in advance by the Superintendent or their designee.
- 2. No compensation checks will be issued without the prior approval of the Superintendent or their designee.
- 3. An exact schedule of pay days, including pay dates for all classifications of personnel, will be published annually and posted in all buildings.

Policy 447 Compensation and Related Benefits

Adopted: 03.25.2005; Non-Substantive Updates: 03.18.2021; Updated: INSERT DATE

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

Policy 491 COVID-19 VACCINATION REPORTING, TESTING, AND FACE COVERINGS

I. PURPOSE

The Northfield School District has adopted this policy to safeguard the health of its employees from the hazard of COVID-19. This policy complies with the Occupational Safety and Health Administration's ("OSHA") Emergency Temporary Standard on Vaccination and Testing (29 CFR Part 1910, Subpart U) ("ETS").

II. **DEFINITIONS**

For purposes of this policy, the following definition applies:

A. **"Fully vaccinated"** means:

- a. A person's status two weeks after completing primary vaccination with a COVID-19 vaccine with, if applicable, at least the minimum recommended interval between doses in accordance with the approval, authorization, or listing that is:
 - a. Approved or authorized for emergency use by the U.S. Food and Drug Administration ("FDA");
 - b. Listed for emergency use by the World Health Organization ("WHO"); or
 - c. Administered as part of a clinical trial at a U.S. site, if the recipient is documented to have primary vaccination with the active (not placebo) COVID-19 vaccine candidate, for which vaccine efficacy has been independently confirmed (e.g., by a data and safety monitoring board) or if the clinical trial participant at U.S. sites had received a COVID-19 vaccine that is neither approved nor authorized for use by FDA but is listed for emergency use by WHO; or
- ii. A person's status two weeks after receiving the second dose of any combination of two doses of a COVID-19 vaccine that is approved or authorized by the FDA, or listed as a two-dose series by the WHO (i.e., a heterologous primary series of such vaccines, receiving doses of different COVID-19 vaccines as part of one primary series). The second dose of the series must not be received earlier than 17 days (21 days with a 4-day grace period) after the first dose.

B. "COVID-19 test" means a test for SARS-CoV-2 that is:

i. Cleared, approved, or authorized, including in an Emergency Use Authorization ("EUA"), by the FDA to detect current infection with the SARSCoV-2 virus (e.g., a viral test);

- ii. Administered in accordance with the authorized instructions; and
- iii. Not both self-administered and self-read unless observed by the school district or an authorized telehealth proctor. Examples of tests that satisfy this requirement include tests with specimens that are processed by a laboratory (including home or on-site collected specimens which are processed either individually or as pooled specimens), proctored over-the-counter tests, point of care tests, and tests where specimen collection and processing is either done or observed by the school district.

C. "Face covering" means a covering that:

- i. Completely covers the nose and mouth;
- ii. Is made with two or more layers of a breathable fabric that is tightly woven (i.e., fabrics that do not let light pass through when held up to a light source);
- iii. Is secured to the head with ties, ear loops, or elastic bands that go behind the head. If gaiters are worn, they should have two layers of fabric or be folded to make two layers;
- iv. Fits snugly over the nose, mouth, and chin with no large gaps on the outside of the face; and
- v. Is a solid piece of material without slits, exhalation valves, visible holes, punctures, or other openings.

This definition includes clear face coverings or cloth face coverings with a clear plastic panel that, despite the non-cloth material allowing light to pass through, otherwise meet this definition and which may be used to facilitate communication with people who are deaf or hard-of-hearing or others who need to see a speaker's mouth or facial expressions to understand speech or sign language respectively.

This definition is intended to be consistent with the district's approved 2021-2022 face covering procedures.

III. SCOPE

- A. **Only in Effect if Legally Required.** This policy will only be in effect if OSHA or Minnesota OSHA are enforcing the ETS and the district or its employees could be subject to sanctions for noncompliance with the ETS. This school district will not enforce the provisions of this policy if the ETS is expired, subject to a court order staying its implementation, or otherwise not legally binding on the school district.
- B. **Application to All Employees.** This policy applies to all employees of the school district, except for employees who do not report to a workplace where other individuals (such as students, coworkers, or visitors) are present; employees

while working from home; and employees who work exclusively outdoors.

- C. **Application to Independent Contractors and Volunteers.** Independent contractors and volunteers are not considered school district employees for purposes of this policy. Independent contractors and volunteers will be required to comply with COVID-19 mitigation protocols established for building visitors.
- D. **Intersection with Other Policies and Procedures.** If this policy or any subsection of this policy conflicts with any other school district policy or procedure, this policy will be followed.

IV. VACCINATION

- A. Employee Choice. The school district is not imposing a vaccine mandate for its employees. Employees may choose to be vaccinated against COVID-19. Any employee not fully vaccinated when the ETS is legally enforceable against the school district will be subject to the weekly testing and face covering requirements of this policy until they become fully vaccinated. The face covering requirements set forth in this policy will begin when the face covering requirement in the ETS is legally enforceable against the school district. Weekly testing requirements set forth in this policy will begin when the testing requirements set forth in the ETS become legally enforceable against the school district.
- B. **Deadlines.** To be considered fully vaccinated, an employee must have received the final dose of a primary COVID-19 vaccination at least two weeks prior to the date when the ETS is legally enforceable against the school district.
- C. Vaccine Availability. Employees are responsible for scheduling their own vaccination appointments. Employees may schedule a vaccination appointment through their own medical provider, local pharmacies, mass-vaccination clinics, community vaccination sites, or any other place where COVID-19 vaccines are offered. Information about vaccination locations is available through Minnesota's COVID-19 Response webpage at:

https://mn.gov/covid19/vaccine/find-vaccine/locations/index.jsp.

- D. **Time to Receive Vaccination.** The school district will provide a reasonable amount of time to each employee to receive their primary vaccination dose or doses. An employee may take up to four hours of paid duty time, at the employee's regular rate of pay, per primary vaccination dose to travel to a vaccination site, receive a vaccination, and return to work. This means a maximum of eight hours of paid duty time for employees receiving two primary vaccine doses.
 - a. If an employee spends less time getting the vaccine, only the amount of paid duty time needed for a primary vaccination appointment will be granted. Given the widespread availability of the COVID-19 vaccine in Minnesota, the school district expects that employees will schedule

vaccination appointments in a way that minimizes the need to be absent from work.

- b. Employees who take longer than four hours to get the vaccine must contact their supervisor immediately and must explain the reason for the additional time (e.g., they may need to travel long distances to get the vaccine). Any additional time requested will be granted, if reasonable, but will not be paid. In that situation, the employee can elect to use accrued paid leave to cover the additional time needed to obtain a primary vaccination dose
- c. If an employee is vaccinated outside of their approved duty time, the employee will not be compensated.
- d. The school district will not reimburse employees for transportation costs (e.g., gas money, train/bus fare, etc.) incurred to receive the vaccination.
- E. **Time for Recovery.** The school district will provide reasonable time and paid sick leave to employees who are unable to work due to side effects experienced following any primary vaccination doses.
 - a. The school district will provide no more than two days of paid leave per primary vaccination dose for employees who are unable to work due to vaccination side effects. Any request for additional leave will be governed by the school district's established procedures for requesting a medical leave.
 - b. Employees who have available accrued sick leave will be required to use their available accrued leave for recovery time. Employees who have no sick leave will be granted up to two days of paid sick leave immediately following each dose, if necessary for the employee to recover from side effects.
 - c. The following procedures apply for requesting and granting duty time to obtain the COVID-19 vaccine or sick leave to recover from side effects:
 - i. If an employee has available accrued leave, the employee must report the use of leave for vaccine side effects in the same manner as the employee would ordinarily report leave due to personal illness.
 - ii. If an employee does not have sufficient accrued sick leave to cover the time period needed to recover from side effects of the vaccination, the employee must notify their supervisor upon learning of the need for leave. The school district will provide up to two days of paid leave if the employee is unable to work due to side effects from a primary vaccination dose.

V. REPORTING VACCINATION STATUS

- A. **Obligation to Report**. All employees are required to report their vaccination status and, if vaccinated, provide proof of vaccination as set forth in this section. Employees must provide truthful and accurate information about their COVID-19 vaccination status. Employees who do not comply with this policy may be subject to discipline. Vaccination status information must be reported to the school district by the deadline set forth by the school district administration. This deadline will be based on the date the ETS will be legally enforceable against the school district. In order to comply with this reporting requirement, employees must provide proof of their vaccination status, including whether they are fully or partially vaccinated. Acceptable forms of proof are outlined below. Employees who are not vaccinated must also report their vaccination status.
- B. **Reporting.** The superintendent will be responsible for developing a system through which employees will report their vaccination status.
- C. **Proof of Vaccination.** All vaccinated employees are required to provide proof of vaccination status, regardless of where they received their vaccination.
 - i. Acceptable "proof of vaccination status" includes:
 - a. The record of immunization from a health care provider or pharmacy;
 - b. A copy of a COVID-19 Vaccination Record Card;
 - c. A copy of medical records documenting the vaccination;
 - d. A copy of immunization records from a public health, state, or tribal immunization information system; or
 - e. A copy of any other official documentation that contains the type of vaccine administered, date(s) of administration, and the name of the health care professional(s) or clinic site(s) administering the vaccine(s).
 - ii. Proof of vaccination generally should include the employee's name, the type of vaccine administered, the date(s) of administration, and the name of the health care professional(s) or clinic site(s) that administered the vaccine. In some cases, state immunization records may not include one or more of these data fields, such as clinic site. In those circumstances, the school district will still accept the state immunization record as acceptable proof of vaccination.
 - iii. Employees may submit a physical copy of a vaccination record or employees may provide a digital copy, including, for example, a digital photograph, scanned image, or PDF of such a record that clearly and legibly displays the necessary vaccination information.

- iv. An employee who does not possess their COVID-19 vaccination record card (e.g. because it was lost or stolen) should contact their vaccination provider to obtain a new copy or other acceptable documentation of their vaccination status. If the employee is unable to produce acceptable proof of vaccination after contacting the vaccine provider, then they may attest to their vaccination as described below.
- v. In instances where an employee is unable to produce acceptable proof of vaccination status, the employee may submit a signed and dated statement by the employee:
 - a. Attesting to the employee's vaccination status (fully vaccinated or partially vaccinated);
 - b. Attesting that the employee has lost or are otherwise unable to produce proof of vaccination; and
 - c. Including the following language in the attestation: "I declare that this statement about my vaccination status is true and accurate. I understand that knowingly providing false information regarding my vaccination status on this form may subject me to criminal penalties."

An employee who attests to their vaccination status should, to the best of their recollection, include the following information in their attestation: the type of vaccine administered; date(s) of administration; and the name of the health care professional(s) or clinic site(s) administering the vaccine(s).

- D. **Treated as Unvaccinated if No Proof or Attestation.** An employee who does not provide acceptable proof of vaccination status, or an attestation, is treated as not fully vaccinated for purposes of this policy.
- E. **Penalty for Providing False Information.** Employees are prohibited from knowingly supplying false statements or documentation regarding their vaccination status under 18 U.S.C. § 1001 and section 17(g) of the Occupational Safety and Health Act ("OSH Act"). Employees who violate those laws may be subject to criminal penalties.
- F. **Recordkeeping.** The school district will maintain a roster of each employee's vaccination status and maintain records of acceptable proof of vaccination for each employee who is fully vaccinated or partially vaccinated. These records are considered to be employee medical records, and will be maintained in a confidential manner as required by law.

VI. FACE COVERINGS

A. **Mandatory if Not Fully Vaccinated.** When the ETS is legally enforceable against the school district, any employee who is not fully vaccinated must wear a

face covering over their nose and mouth while indoors at school or while in a school vehicle while occupied by any other passengers. Employees must replace their face covering if it becomes wet, soiled, or damaged (e.g., ripped, has holes, or has broken ear loops).

- B. **Exceptions to Face Covering Requirement.** Any employee who is not fully vaccinated does not have to wear a face covering:
 - i. When the employee is alone in a room with floor to ceiling walls and a closed door;
 - ii. For a limited time while the employee is eating or drinking at the workplace or for identification purposes in compliance with safety and security requirements;
 - iii. When the employee is wearing a "respirator" or "facemask", as defined by the ETS;
 - iv. Where the school district has advised the employee a face covering is not required because it has determined that the use of face coverings is infeasible or creates a greater hazard (e.g., when it is important to see the employee's mouth for reasons related to their job duties, when the work requires the use of the employee's uncovered mouth, or when the use of a face covering presents a risk of serious injury or death to the employee.)
- C. **Cost for Face Coverings.** Employees are generally responsible for acquiring their own face coverings. The school district will not pay or reimburse employees for any costs associated with acquiring their own face coverings.

VII. COVID-19 TESTING

- A. **Test Requirement.** Beginning on the date when the mandatory testing requirement in the ETS becomes legally enforceable against the school district, any employee who is not fully vaccinated must participate in weekly COVID-19 testing. Any employee who is not fully vaccinated and who reports to the workplace at least once every seven days:
 - i. Must be tested for COVID-19 at least once every seven days; and
 - ii. Must provide documentation of the most recent COVID-19 test result to the school district no later than the seventh day following the date on which the employee last provided a test result.

The superintendent is responsible for developing a protocol for employees to report COVID-19 test results and will communicate the protocol to all employees.

- B. **Testing Following Longer Absences.** Any employee who is not fully vaccinated and who does not report to the workplace during a period of seven or more days:
 - i. Must be tested for COVID-19 within seven days prior to returning to the workplace; and
 - ii. Must provide documentation of that COVID-19 test result to the school district in the manner to be determined by the superintendent upon return to the workplace.
- C. **Failure to Provide Test Result.** If an employee who is not fully vaccinated does not provide documentation of a COVID-19 test result as required by this policy, they will be removed from the workplace until they provide a test result.
- D. **Exemption for Recent Infection.** Employees who are not fully vaccinated and who have received a positive COVID-19 test, or have been diagnosed with COVID-19 by a licensed health care provider, are not required to undergo COVID-19 testing for 90 days following the date of their positive test or diagnosis.
- E. **Record of Testing.** The district will maintain a record of each test result provided by each employee under this policy. These records are considered to be employee medical records and will be maintained in a confidential manner as required by law.
- F. **Cost of Testing.** The school district will not pay or reimburse employees for any costs associated with COVID-19 testing.
- G. **Availability of Testing.** Employees may schedule their own testing appointments. Information about testing locations is available online at: https://mn.gov/covid19/get-tested/testing-locations/index.jsp.

VIII. MANDATORY REPORTING OF COVID-19 DIAGNOSIS OR POSITIVE TEST

- A. **Reporting and Removal from Workplace Following Positive Test.** Regardless of an employee's vaccination status:
 - i. The school district requires all employees to promptly notify their immediate supervisor when they have tested positive for COVID-19 or have been diagnosed with COVID-19 by a licensed health care provider; and
 - ii. The school district will immediately remove from the workplace any employee who receives a positive COVID-19 test or is diagnosed with COVID-19 by a licensed health care provider and keep the employee removed until the employee:
 - a. Receives a negative result on a COVID-19 nucleic acid amplification test (NAAT) following a positive result on a

COVID-19 antigen test if the employee chooses to use a NAAT test for confirmatory testing;

- b. Meets the return to work criteria in CDC's "Isolation Guidance" (available online at https://www.osha.gov/sites/default/files/CDC's_Isolation_Guidance.pdf); or
- c. Receives a recommendation to return to work from a licensed healthcare provider.
- B. **Return to Work after Positive Test.** Under CDC's "Isolation Guidance," asymptomatic employees may return to work once 10 days have passed since the positive test, and symptomatic employees may return to work after all the following are true:
 - i. At least 10 days have passed since symptoms first appeared, and
 - ii. At least 24 hours have passed with no fever without fever-reducing medication, and
 - iii. Other symptoms of COVID-19 are improving (loss of taste and smell may persist for weeks or months and need not delay the end of isolation).

If the CDC's Isolation Guidance changes following the adoption of this policy, the school district will update its isolation guidance and communicate that to affected employees. The district's guidance will at least meet the minimum CDC requirements.

- C. **Status of Leave After Positive Test.** The district will not provide any paid time off to any employee for removal from the workplace as a result of a positive COVID-19 test or diagnosis of COVID-19. Employees may use accrued paid leave to receive pay for their absences.
- D. **Exposure to COVID-19.** Employees who are exposed to an individual with a confirmed case of COVID-19 will be subject to the quarantine protocols set forth in the school district's overall COVID-19 mitigation strategy.

IX. NEW HIRES

- A. All new employees are required to comply with the vaccination, testing, and face covering requirements outlined in this policy as of the start date of their employment. Candidates for employment will be notified of the requirements of this policy following a job offer and prior to the start of employment.
- B. New employees must provide acceptable proof of vaccination prior to their first day of work. A new employee who cannot provide acceptable proof of vaccination must submit results from a COVID-19 test taken within the previous seven days prior to the employee's first day of work.

X. EXEMPTIONS

- A. **Accommodations.** An employee may be entitled to a reasonable accommodation from the district if the employee is unable to comply with the requirements of this policy because of a medical condition, disability, or a sincerely held religious belief, practice or observance.
- B. **Requests for Reasonable Accommodation.** Requests for reasonable accommodations must be initiated by the individual employee and submitted in writing to Superintendent Dr. Matt Hillmann at mhillmann@northfieldschools.org.
- C. **Determination of Reasonable Accommodation.** Requests for reasonable accommodations will be addressed on a case-by-case basis by school administration

XI. QUESTIONS

Questions regarding this policy should be directed to:

Matt Hillmann, Ed.D. Superintendent 201 South Orchard Street, Northfield, MN 507.663.0629 mhillmann@northfieldschools.org

XII. DISSEMINATION OF THIS POLICY AND INFORMATION TO EMPLOYEES

- A. **Dissemination of Policy.** The superintendent will distribute a copy of this policy to all employees via the school district's e-mail system following its adoption.
- B. **Other Required Disclosures to Employees.** The ETS requires the district to provide the following information to employees:

The full text of OSHA's ETS is available online at:

https://www.federalregister.gov/documents/2021/11/05/2021-23643/covid-19-vaccination-and-testing-emergency-temporary-standard.

The CDC has published information about COVID-19 vaccine efficacy, safety, and the benefits of being vaccinated. This information can be accessed by visiting: https://www.cdc.gov/coronavirus/2019-ncov/vaccines/kevthingstoknow.html.

Federal regulation, specifically 29 CFR § 1904.35(b)(1)(iv), prohibits the school district from discharging or in any manner discriminating against an employee for reporting a work-related injury or illness.

Section 11(c) of the OSH Act prohibits the district from discriminating against an employee for exercising rights under, or as a result of actions that are required by, the

ETS. Section 11(c) also protects the employee from retaliation for filing an occupational safety or health complaint, reporting a work-related injury or illness, or otherwise exercising any rights afforded by the OSH Act.

Federal law, specifically 18 U.S.C. § 1001 and of section 17(g) of the OSH Act, prohibits employees from knowingly supplying false statements or documentation in accordance with this Policy. Anyone who violates those provisions may be subject to criminal penalties.

Policy 491 Vaccination Reporting, Testing, and Face Coverings Adopted: 01.10.2022

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

Policy 503 STUDENT ATTENDANCE

I. PURPOSE

The purpose of this policy is to encourage regular school attendance to meet the district's vision of preparing every student for lifelong success. This policy recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher and administrators in the Northfield School District.

The district believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student.

II. GENERAL STATEMENT OF POLICY

A. <u>Responsibilities</u>

- 1. <u>Student's responsibility</u>. It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the student's responsibility to request or access any missed assignments due to an absence.
- 2. <u>Parent or guardian's responsibility</u>. It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.
- 3. <u>Teacher's responsibility</u>. It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent access to missed assignments. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise. This could include collaborating with members of the school's attendance committee, problem solving team, or other designated attendance support personnel.

4. Administrator's responsibility

a. It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance and to prepare a list of the previous day's absences stating the status of each.

Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

b. In accordance with the Minnesota Compulsory Instruction Law, Minnesota Statutes Section 120A.22, the students of the school district are required to attend all assigned classes and/or study halls every day school is in session, unless the student has an excused absence, has withdrawn, or has been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school.

B. <u>Attendance Procedures</u>

Attendance procedures shall be presented to the board for review and approval. Following approval by the board, the attendance procedures shall be included in student handbooks developed for the elementary, middle school and high school buildings and have the force of policy. Absences and tardiness may be excused or unexcused. Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minnesota Statutes, Sections 121A.40-121A.56.

1. Excused Absences

- a. A parent, guardian, or other person having control of a child may apply to a school district to have the child excused from attendance for the whole or any part of the time school is in session during any school year. Application may be made to any member of the board, a truant officer or the school official designated by the , a principal, or the superintendent. A note from a physician or a licensed mental health professional stating that the child cannot attend school is a valid excuse.
- b. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school.
- c. The board of the district in which the child resides may approve the application under subparagraph (a) above upon a legitimate exception being demonstrated to the satisfaction of that board.
- d. Legitimate Exceptions. The following reasons shall be sufficient to constitute excused absences:
 - (1) The child's physical or mental health is such as to prevent attendance at school or application to study for the period required, which includes:
 - (a) Child illness, medical, dental, orthodontic, or counseling appointments including appointments conducted through telehealth.

- (b) Family emergencies.
- (c) The death or serious illness or funeral of an immediate family member.
- (d) Active duty in any military branch of the United States.
- (e) The child has a condition that requires ongoing treatment for a mental health diagnosis.
- (f) Other exemptions included in this attendance policy.
- (2) The child has already completed state and district standards required for graduation from high school.
- (3) It is the wish of the parent, guardian, or other person having control of the child, that the child attend for a period or periods not exceeding in the aggregate three hours in any week, instruction conducted by a Tribal spiritual or cultural advisor, or a school for religious instruction conducted and maintained by a church, or association of churches, or any Sunday school association incorporated under the laws of this state, or any auxiliary thereof. This instruction must be conducted and maintained in a place other than a public school building, and it must not, in whole or in part, be conducted and maintained at public expense. A child may be absent from school on days that the child attends upon instruction according to this clause.

C. Religious Observance Accommodation

Reasonable efforts will be made by the district to accommodate any student who wishes to be excused from a curricular activity for a religious observance. Requests for accommodations should be directed to the building principal/administrator.

III. OPEN ENROLLED STUDENTS

The district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minnesota Statutes, Section 124D.03) or Enrollment in Nonresident District (Minnesota Statutes, Section 124D.08) at the end of a school year if all three of these condition are met:

- 1. The student meets the definition of a habitual truant.
- 2. The student has been provided appropriate services for truancy (Minnesota Statute Ch.260A).
- 3. The student's case has been referred to juvenile court.

The district may also terminate the enrollment of a nonresident student over the age of sixteen (16) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

IV. DISSEMINATION OF POLICY

1. Copies of the attendance procedures established under this policy shall be made

available to all students and parents at the beginning of each school year. This policy shall also be available upon request in each principal's office and on the district's website.

2. The district will provide annual notice to parents of the district's policy relating to a student's absence from school for religious observance.

V. REQUIRED REPORTING

A. <u>Continuing Truant</u>

Minnesota Statutes, Section 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minnesota Statutes, Section 120A.22 and is absent from instruction in a school, as defined in Minnesota Statutes, Section 120A.05, without valid excuse within a single school year for:

- 1. Three days if the child is in elementary school, or
- 2. Three or more class periods on three days if the child is in middle school or high school.

B. Reporting Responsibility

When a student is initially classified as a continuing truant, Minnesota Statutes, Section 260A.03 provides that the school attendance officer or other designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, all of the following:

- 1. That the child is truant.
- 2. That the parent or guardian should notify the school if there is a valid excuse for the child's absences.
- 3. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minnesota Statutes, Section 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minnesota Statutes, Section 120A.34.
- 4. That this notification serves as the notification required by Minnesota Statutes, Section 120A.34.
- 5. That alternative educational programs and services may be available in the child's enrolling or resident district.
- 6. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy.
- 7. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minnesota Statute Chapter 260<u>C</u>.
- 8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege

pursuant to Minnesota Statutes, Section 260C.201.

9. That it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

C. <u>Habitual Truant</u>

- 1. A habitual truant is a child under the age of 17 who is absent from attendance at school without lawful excuse for seven school days per school year if the child is in elementary school or for one or more class periods on seven school days per school year if the child is in middle school or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days per school year and who has not lawfully withdrawn from school.
- 2. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minnesota Statutes Chapter 260A.

Policy 503 Student Attendance

Adopted: 02.26.2007; Updated: 12.2013, 12.2014; Substantive Update: 02.14.2022, 08.12.2024, INSERT DATE

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

Legal References: Minn. Stat. § 120A.05 (Definitions)

Minn. Stat. § 120A.22 (Compulsory Instruction)

Minn. Stat. § 120A.24 (Reporting)

Minn. Stat. § 120A.26 (Enforcement and Prosecution)

Minn. Stat. § 120A.34 (Violations; Penalties)

Minn. Stat. § 120A.35 (Absence from School for Religious Observance)

Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)

Minn. Stat. § 260A.02 (Definitions)

Minn. Stat. § 260A.03 (Notice to Parent or Guardian When Child is Continuing Truant)

Minn. Stat. § 260C.007, subd. 19 (Habitual Truant Defined)

Minn. Stat. § 260C.201 (Dispositions; Children in Need of Protection or Services or Neglected and in Foster Care)

Goss v. Lopez, 419 U.S. 565, 95 S.Ct. 729 (1975)

Slocum v. Holton Board of Education, 429 N.W.2d 607 (Mich. App. Ct. 1988)

Campbell v. Board of Education of New Milford, 475 A.2d 289 (Conn. 1984)

Hamer v. Board of Education of Township High School District No. 113, 66 Ill. App.3d 7 (1978)

Gutierrez v. School District R-1, 585 P.2d 935 (Co. Ct. App. 1978)

Knight v. Board of Education, 38 Ill. App. 3d 603, 348 N.E.2d 299 (1976)

Dorsey v. Bale, 521 S.W.2d 76 (Ky. 1975)

Cross References: MSBA/MASA Model Policy 506 (Student Discipline)

Policy 515 PROTECTION AND PRIVACY OF PUPIL RECORDS

I. PURPOSE

The Northfield School District recognizes its responsibility in regard to the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding the protection and privacy of parents and students are adopted by the Board of Education, pursuant to the requirements of 20 United States Code section 1232g, *et seq.*, (Family Educational Rights and Privacy Act (FERPA)) 34 Code of Federal Regulations part 99 and consistent with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13, and Minnesota Rules parts 1205.0100-1205.2000.

III. DEFINITIONS

A. <u>Authorized Representative</u>

"Authorized Representative" means any entity or individual designated by the school district, state, or an agency headed by an official of the Comptroller of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or state and local educational authorities to conduct, with respect to federal or state supported education programs, any audit or evaluation or any compliance or enforcement activity in connection with federal legal requirements that relate to these programs.

B. Biometric Record

"Biometric Record," as referred to in "Personally Identifiable," means a record of one or more measurable biological or behavioral characteristics that can be used for automated recognition of an individual (e.g., fingerprints, retina and iris patterns, voice prints, DNA sequence, facial characteristics, and handwriting).

C. Dates of Attendance

"Dates of attendance" as referred to in "Directory Information" means the period of time during which a student attends or attended a school or schools in the school district, including attendance in person or by paper correspondence, videoconference, satellite, internet, or other electronic information and telecommunications technologies for students who are not in the classroom, and including the period during which a student is working under a work-study program. It does not include specific daily records of a student's attendance at a school or schools in the school district.

D. <u>Directory Information</u>

- 1. "Directory information," under federal law, means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes the student's:
 - Name.
 - Address.

- Telephone listing.
- Electronic mail (Email) address.
- Photograph.
- Date and place of birth.
- Major field of study.
- Dates of attendance.
- Grade level.
- Enrollment status (i.e. full-time or part-time).
- Participation in officially recognized activities and sports.
- Weight and height of members of athletic teams.
- Degrees, honors and awards received.
- Most recent educational agency or institution attended.
- Name, address and telephone number of the student's parent(s).

Directory information does not include a student's:

- Social security number.
- Identification number (ID), user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems if the identifier may be used to access education records without use of one or more factors that authenticate the student's identify such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user.
- ID or other unique personal identifier that is displayed on a student ID badge if the identifier can be used to gain access to educational records when used in conjunction with one or more factors that authenticate the student's identity, such as a PIN, password, or other factor known or possessed only by the student.
- Personally identifiable data which references religion, race, color, social position or nationality.
- Data collected from nonpublic school students, other than those who receive shared time educational services, unless written consent is given by the student's parent.
- 2. Under Minnesota law, a school district may not designate a student's <u>or parent's</u> home address, telephone number, email address, or other personal contact information as "directory information." Minnesota law prohibits schools from designating student contact information as "directory information" despite the FERPA definition. Minnesota schools should comply with Minnesota law and should not include student contact information in their definition of "directory information."

E. Education Records

"Education records" means those records that are directly related to a student and maintained by the district or by a party acting for the district.

- 1. "Education records" does not include:
 - a. Records <u>kept by</u> of instructional personnel that are:

- 1. Kept in the sole possession of the maker of the record.
- 2. Used only as a personal memory aid.
- 3. Not accessible or revealed to any other individual except a temporary substitute teacher.
- 4. Destroyed at the end of the school year.
- b. Records of a law enforcement unit of the district, provided education records maintained by the school district are not disclosed to the unit, and the law enforcement records are:
 - 1. Maintained separately from education records.
 - 2. Maintained solely for law enforcement purposes.
 - 3. Disclosed only to law enforcement officials of the same jurisdiction.
- c. Records relating to an individual, including a student, who is employed by the district which:
 - 1. Are made and maintained in the normal course of business.
 - 2. Relate exclusively to the individual in that individual's capacity as an employee.
 - 3. Are not available for use for any other purpose.

However, records relating to an individual in attendance at the school district who is employed as a result of his or her status as a student are education records.

- d. Records relating to an eligible student, or a student attending an institution of post-secondary education, that are:
 - 1. Made or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in their professional or paraprofessional capacity or assisting in that capacity
 - 2. Made, maintained or used only in connection with the provision of treatment to the student.
 - 3. Disclosed only to individuals providing the treatment, provided that the records can be personally reviewed by a physician or other appropriate professional of the student's choice. For the purpose of this definition, "treatment" does not include remedial educational activities or activities which are part of the program of instruction within the school district.
- e. Records created or received by the district after an individual is no longer a student at the district and that are not directly related to the individual's attendance as a student.
- f. Grades on peer-related papers before the papers are collected and recorded by a teacher.

F. Education Support Services Data

"Education support services data" means data on individuals collected, created, maintained, used, or disseminated relating to programs administered by a government entity or entity under contract with a government entity designed to eliminate disparities and advance equities in educational achievement for youth by coordinating services available to participants, regardless of the youth's involvement with other government services. Education support services data does not include welfare data under Minnesota Statutes section 13.46.

Unless otherwise provided by law, all education support services data are private data on individuals and must not be disclosed except according to Minnesota Statutes section 13.05 or a court order.

G. Eligible Student

"Eligible student" means a student who has attained eighteen (18) years of age or is attending an institution of post-secondary education.

H. Juvenile Justice System

"Juvenile justice system" includes criminal justice agencies and the judiciary when involved in juvenile justice activities.

I. <u>Legitimate Educational Interest</u>

"Legitimate educational interest" includes an interest directly related to classroom instruction, teaching, student achievement and progress, student discipline, student health and welfare, and the ability to respond to a request for education data. It includes a person's need to know in order to perform:

- 1. An administrative task required in the school or employee's contract or position description approved by the board.
- 2. A supervisory or instructional task directly related to the student's education.
- 3. A service of benefit for the student or the student's family such as health care, counseling, student job placement or student financial aid.
- 4. A task directly related to responding to a request for data.

J. Parent

"Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent of the student in the absence of a parent or guardian. The school district may presume the parent has the authority to exercise the rights inherent in the applicable law and set out in this policy unless it has been provided with evidence that there is a state law or court order governing such matters as marriage dissolution, separation or custody, or a legally binding instrument which provides to the contrary.

K. Personally Identifiable

"Personally identifiable" means that the data or information includes, but is not limited to:

- 1. A student's name.
- 2. The name of the student's parent or other family member.
- 3. The address of the student or student's family.
- 4. A personal identifier, such as the student's social security number or student number or biometric record.

- 5. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name.
- 6. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.
- 7. Information requested by a person who the district reasonably believes knows the identity of the student to whom the education record relates.

L. Record

"Record" means any information or data recorded in any way, including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche.

M. Responsible Authority

"Responsible authority" means the superintendent of schools or their designee.

N. Student

"Student" includes any individual who is or has been in attendance, enrolled, or registered at the school district and regarding whom the district maintains educational records. Student also includes applicants for enrollment or registration at the district and individuals who receive shared time educational services from the district.

O. <u>School Official</u>

"School official" includes a person:

- 1. Duly elected to the school board.
- 2. Employed by the school board in an administrative, supervisory, instructional, or other professional position.
- 3. Employed by the school board as a temporary substitute in a professional position for the period of his or her performance as a substitute.
- 4. Employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, a public information officer or data practices compliance official, an attorney, or an auditor for the period of his or her performance as an employee or contractor.

P. <u>Summary Data</u>

"Summary data" means statistical records and reports derived from data on individuals, but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify an individual is ascertainable.

Q. Other Terms and Phrases

All other terms and phrases shall be defined in accordance with applicable law or ordinary custom and usage.

IV. GENERAL CLASSIFICATION

State law provides that all data collected, created, received or maintained by a district are public unless classified by state or federal law as not public or private or confidential. State law classifies all data on individuals maintained by a district which relates to a student as private data on individuals. This data may not be disclosed to parties other than the parent or eligible student without consent except pursuant to a valid court order, certain state statutes authorizing access, and the provisions of FERPA and the regulations promulgated thereunder.

V. STATEMENT OF RIGHTS

A. Rights of Parents and Eligible Students

Parents and eligible students have the following rights under this policy:

- 1. The right to inspect and review the student's education records.
- 2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
- 3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that such consent is not required for disclosure pursuant to this policy, state or federal law, or the regulations promulgated thereunder.
- 4. The right to refuse release of names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions.
- 5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the federal law and the regulations promulgated thereunder.
- 6. The right to be informed about rights under the federal law.
- 7. The right to obtain a copy of this policy at the location set forth in this policy.

B. Eligible Students

All rights and protections given to parents under this policy transfer to the student when he or she reaches eighteen (18) years of age or enrolls in an institution of post-secondary education. The student then becomes an "eligible student." However, the parents of an eligible student who is also a "dependent student" are entitled to gain access to the education records of such student without first obtaining the consent of the student. In addition, parents of an eligible student may be given access to education records in connection with a health or safety emergency if the disclosure meets the conditions of any provision set forth in 34 Code of Federal Regulations section 99.31(a).

C. Students with a Disability

The school district shall follow 34 Code of Federal Regulations section 300.610-300.617 with regard to the privacy, notice, access, recordkeeping and accuracy of information related to students with a disability.

VI. DISCLOSURE OF EDUCATION RECORDS

A. <u>Consent Required for Disclosure</u>

- 1. The district shall obtain a signed and dated written informed consent of the parent of a student or the eligible student before disclosing personally identifiable information from the education records of the student, except as provided herein.
- 2. The written consent required by this subdivision must be signed and dated by the parent of the student or the eligible student giving the consent and shall include:
 - a. A specification of the records to be disclosed.
 - b. The purpose or purposes of the disclosure.
 - c. The party or class of parties to whom the disclosure may be made.
 - d. The consequences of giving informed consent.
 - e. If appropriate, a termination date for the consent.
- 3. When a disclosure is made under this subdivision:
 - a. If the parent or eligible student so requests, the district shall provide him or her with a copy of the records disclosed.
 - b. If the parent of a student who is not an eligible student so requests, the district shall provide the student with a copy of the records disclosed.
- 4. A signed and dated written consent may include a record and signature in electronic form that:
 - a. Identifies and authenticates a particular person as the source of the electronic consent.
 - b. Indicates such person's approval of the information contained in the electronic consent.
- 5. If the responsible authority seeks an individual's informed consent to the release of private data to an insurer or the authorized representative of an insurer, informed consent shall not be deemed to have been given unless the statement is:
 - a. In plain language.
 - b. Dated.
 - c. Specific in designating the particular persons or agencies the data subject is authorizing to disclose information about the data subject.
 - d. Specific as to the nature of the information the subject is authorizing to be disclosed.
 - e. Specific as to the persons or agencies to whom the subject is authorizing information to be disclosed.
 - f. Specific as to the purpose or purposes for which the information may be used by any of the parties named in Clause e. above, both at the time of the disclosure and at any time in the future.

- g. Specific as to its expiration date which should be within a reasonable time, not to exceed one year except in the case of authorizations given in connection with applications for:
 - i. Life insurance or noncancellable or guaranteed renewable health insurance and identified as such, two years after the date of the policy.
 - ii. Medical assistance under Minnesota Statutes chapter 256B or Minnesota Care under Minnesota Statutes chapter 256L, which shall be ongoing during all terms of eligibility, for individualized education program health-related services provided by a district that are subject to third party reimbursement.
- 6. <u>Eligible Student Consent.</u> Whenever a student has attained eighteen (18) years of age or is attending an institution of post-secondary education, the rights accorded to and the consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student, except as provided in this policy.

B. <u>Prior Consent for Disclosure Not Required</u>

The district may disclose personally identifiable information from the education records of a student without the written consent of the parent of the student or the eligible student unless otherwise provided herein and if the disclosure is:

- 1. To other school officials, including teachers, within the district whom the school district determines have a legitimate educational interest in such records.
- 2. To a contractor, consultant, volunteer, or other party to whom the district has outsourced institutional services or functions provided that the outside party:
 - a. Performs an institutional service or function for which the district would otherwise use employees.
 - b. Is under the direct control of the district with respect to the use and maintenance of education records.
 - c. Will not disclose the information to any other party without the prior consent of the parent or eligible student and uses the information only for the purposes for which the disclosure was made.
- 3. To officials of other schools, school districts, or post-secondary educational institutions in which the student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer. The records shall include information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, and with proper annual notice (see Section Annual Notification of Rights), suspension and expulsion information pursuant to section 7917 of the federal Every

Student Succeeds Act, 20 United States Code section 7917, and, if applicable, data regarding a student's history of violent behavior. The records also shall include a copy of any probable cause notice or any disposition or court order under Minnesota Statutes Section 260B.171, unless the data are required to be destroyed under Minnesota Statutes Section 120A.22, subdivision 7(c) or section 121A.75. On request, the school district will provide the parent or eligible student with a copy of the education records that have been transferred and provide an opportunity for a hearing to challenge the content of those records in accordance with this policy.

- 4. To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or the Commissioner of the State Department of Education or his or her representative, subject to the conditions relative to such disclosure provided under federal law.
- 5. In connection with financial aid for which a student has applied or has received, if the information is necessary for such purposes as to:
 - a. Determine eligibility for the aid.
 - b. Determine the amount of the aid.
 - c. Determine conditions for the aid.
 - d. Enforce the terms and conditions of the aid.

"Financial aid" for purposes of this provision means a payment of funds provided to an individual or a payment in kind of tangible or intangible property to the individual that is conditioned on the individual's attendance at an educational agency or institution.

- 6. To state and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to state statute adopted:
 - a. Before November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and such system's ability to effectively serve the student whose records are released.
 - b. After November 19, 1974, if the reporting or disclosure allowed by state statute concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are released, provided the officials and authorities to whom the records are disclosed certify in writing to the district that the data will not be disclosed to any other party, except as provided by state law, without the prior written consent of the parent of the student. At a minimum, the district shall disclose the following information to the juvenile justice system under this paragraph: a student's full name, home address, telephone number, and date of birth; a student's school schedule, attendance record, and

photographs, if any; and parents' names, home addresses, and telephone numbers.

- 7. To organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction; provided that the studies are conducted in a manner which does not permit the personal identification of parents or students by individuals other than representatives of the organization who have a legitimate interest in the information, the information is destroyed when no longer needed for the purposes for which the study was conducted, and the district enters into a written agreement with the organization that:
 - a. Specifies the purpose, scope, and duration of the study or studies and the information to be disclosed.
 - b. Requires the organization to use personally identifiable information from education records only to meet the purpose or purposes of the study as stated in the written agreement.
 - c. Requires the organization to conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests.
 - d. Requires the organization to destroy all personally identifiable information when information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be or destroyed. For purposes of this provision, the term, "organizations," includes, but is not limited to, federal, state, and local agencies and independent organizations. In the event the Department of Education determines that a third party outside of the school district to whom information is disclosed violates this provision, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years.
- 8. To accrediting organizations in order to carry out their accrediting functions.
- 9. To parents of a student eighteen (18) years of age or older if the student is a dependent of the parents for income tax purposes.
- 10. To comply with a judicial order or lawfully issued subpoena, provided, however, that the school district makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance therewith so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with a federal grand jury subpoena, or any other subpoena issued for law enforcement purposes, and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed, or the disclosure is in compliance with an ex parte court order obtained by the United States

Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 United States Code section 2332b(g)(5)(B), an act of domestic or international terrorism as defined in 18 United States Code section 2331, or a parent is a party to a court proceeding involving child abuse and neglect or dependency matters, and the order is issued in the context of the proceeding. If the school district initiates legal action against a parent or student, it may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the school district to proceed with the legal action against the school district, the school district may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the school district to defend itself.

- 11. To appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health, including the mental health, or safety of The decision is to be based upon the student or other individuals. information available at the time the threat occurs that indicates that there is an articulable and significant threat to the health or safety of a student or other individuals. In making a determination whether to disclose information under this section, the school district may take into account the totality of the circumstances pertaining to a threat and may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other students. A record of this disclosure must be maintained pursuant to Section XIII.E. of this policy. In addition, an educational agency or institution may include in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community. This information may be disclosed to teachers and school officials within the school district and/or teachers and school officials in other schools who have legitimate educational interests in the behavior of the student.
- 12. To the juvenile justice system if information about the behavior of a student who poses a risk of harm is reasonably necessary to protect the health or safety of the student or other individuals.
- 13. Information the district has designated as "directory information" pursuant to this policy.
- 14. To military recruiting officers and post-secondary educational institutions pursuant to this policy.
- 15. To the parent of a student who is not an eligible student or to the student himself or herself.

- 16. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiologic investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted.
- 17. To volunteers who are determined to have a legitimate educational interest in the data and who are conducting activities and events sponsored by or endorsed by the educational agency or institution for students or former students.
- 18. To the juvenile justice system, on written request that certifies that the information will not be disclosed to any other person except as authorized by law without the written consent of the parent of the student:
 - a. The following information about a student must be disclosed:
 - i. A student's full name, home address, telephone number, date of birth, a student's school schedule, daily attendance record, and photographs, if any, and any parents' names, home addresses, and telephone numbers.
 - b. The existence of the following information about a student, not the actual data or other information contained in the student's education record, may be disclosed provided that a request for access must be submitted on the statutory form and it must contain an explanation of why access to the information is necessary to serve the student:
 - i. Use of a controlled substance, alcohol, or tobacco.
 - ii. Assaultive or threatening conduct that could result in dismissal from school under the Pupil Fair Dismissal Act.
 - iii. Possession or use of weapons or look-alike weapons.
 - iv. Theft.
 - v. Vandalism or other damage to property.

Prior to releasing this information, the principal or chief administrative officer of a school who receives such a request must, to the extent permitted by federal law, notify the student's parent or guardian by certified mail of the request to disclose information. If the student's parent or guardian notifies the school official of an objection to the disclosure within ten (10) days of receiving certified notice, the school official must not disclose the information and instead must inform the requesting member of the juvenile justice system of the objection. If no objection from the parent or guardian is received within fourteen (14) days, the school official must respond to the request for information.

The written requests of the juvenile justice system member(s), as well as a record of any release, must be maintained in the student's file.

- 19. To the principal where the student attends and to any counselor directly supervising or reporting on the behavior or progress of the student if it is information from a disposition order received by a superintendent under Minnesota Statutes Section 260B.171, subdivision 3. The principal must notify the counselor immediately and must place the disposition order in the student's permanent education record. The principal also must notify immediately any teacher or administrator who directly supervises or reports on the behavior or progress of the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other school district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student, outline the offense, and describe any conditions of probation about which the school must provide information if this information is provided in the disposition order. Disposition order information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information may not be further disseminated by the counselor, teacher, administrator, staff member, substitute, or volunteer except as necessary to serve the student, to protect students and staff, or as otherwise required by law, and only to the student or the student's parent or guardian.
- 20. To the principal where the student attends if it is information from a peace officer's record of children received by a superintendent under Minnesota Statutes Section 260B.171, subdivision 5. The principal must place the information in the student's education record. The principal also must notify immediately any teacher, counselor, or administrator directly supervising the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student and describe the alleged offense if this information is provided in the peace officer's notice. Peace officer's record information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information must not be further disseminated by the counselor, teacher administrator, staff member,

substitute, or volunteer except to communicate with the student or the student's parent or guardian as necessary to serve the student, to protect students and staff, or as otherwise required by law.

The principal must delete the peace officer's record from the student's education record, destroy the data, and make reasonable efforts to notify any teacher, counselor, staff member, administrator, substitute, or volunteer who received information from the peace officer's record if the county attorney determines not to proceed with a petition or directs the student into a diversion or mediation program or if a juvenile court makes a decision on a petition and the county attorney or juvenile court notifies the superintendent of such action.

- 21. To the Secretary of Agriculture, or authorized representative from the Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations, and performance measurements of state and local educational and other agencies and institutions receiving funding or providing benefits of one or more programs authorized under the National School Lunch Act or the Child Nutrition Act of 1996 for which the results will be reported in an aggregate form that does not identify any individual, on the conditions that:
 - a) Any data collected shall be protected in a manner that will not permit the personal identification of students and their parents by other than the authorized representatives of the Secretary, and
 - b) Any personally identifiable data shall be destroyed when the data are no longer needed for program monitoring, evaluations, and performance measurements. Or
- 22. To an agency caseworker or other representative of a State or local child welfare agency, or tribal organization (as defined in 25 United States Code section 5304), who has the right to access a student's case plan, as defined and determined by the State or tribal organization, when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records, of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the State or tribal laws applicable to protecting the confidentiality of a student's education records.
- When requested, and in accordance with requirements for parental consent in 34 Code of Federal Regulations, section 300.622(b)(2), and part 99, educational agencies or institutions may share personal student contact information and directory information for students served in special education with postsecondary transition planning and services under Minnesota Statutes, section 125A.08, paragraph (b), clause (1), whether public or private, with the Minnesota Department of Employment and

Economic Development, as required for coordination of services to students with disabilities under Minnesota Statutes, sections 125A.08, paragraph (b), clause (1); 125A.023; and 125A.027.

C. <u>Nonpublic School Students</u>

The district may disclose personally identifiable information from the education records of a nonpublic school student, other than a student who receives shared time educational services, without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

- 1. Pursuant to a valid court order.
- 2. Pursuant to a statute specifically authorizing access to the private data.
- 3. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiological investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted.

VII. RELEASE OF DIRECTORY INFORMATION

A. Educational Data

- 1. Educational data designated as directory information is public data on individuals to the extent required under federal law. Directory information must be designated pursuant to the provisions of:
 - a. Minnesota Statutes, section 13.32, subdivision 5.
 - b. United States Code, title 20, section 1232g, and Code of Federal Regulations, title 34, section 99.37, which were in effect on January 3, 2012.
- 2. The district may not designate a student's home address, telephone number, email address, or other personal contact information as directory information under this section Minnesota Statutes, section 13.32.
- 3. A parent's personal contact information must be treated as private data on individuals regardless of whether that contact information was previously designated as or treated as directory information under Minnesota Statutes, section 13.32, subdivision 2.
- 3. 4. When requested, the district must share personal contact information and directory information, whether public or private, with the Minnesota Department of Education, as required for federal reporting purposes.

B. Former Students

Unless a former student validly opted out of the release of directory information while the student was in attendance and has not rescinded the opt out request at any time, the district may disclose directory information from the education records generated by it regarding the former student without meeting the requirements of Paragraph C. of this section. In addition, under an explicit exclusion from the definition of an "education record," the school district may release records that only contain information about an individual obtained after he or she is no longer a student at the district and that are not directly related to the

individual's attendance as a student (e.g., a student's activities as an alumnus of the district).

C. Present Students and Parents

The district may disclose directory information from the education records of a student and information regarding parents without prior written consent of the parent of the student or eligible student, except as provided herein.

- 1. When conducting the directory information designation and notice process required by federal law, the school district shall give parents and students notice of the right to refuse to let the district designate specified data about the student as directory information.
- 2. The district shall give annual notice by any means that are reasonably likely to inform the parents and eligible students of:
 - a. The types of personally identifiable information regarding students and/or parents that the school district has designated as directory information.
 - b. The parent's or eligible student's right to refuse to let the school district designate any or all of those types of information about the student and/or the parent as directory information, and
 - c. The period of time in which a parent or eligible student has to notify the school district in writing that he or she does not want any or all of those types of information about the student and/or the parent designated as directory information.
- 3. Allow a reasonable period of time after such notice has been given for a parent or eligible student to inform the school district in writing that any or all of the information so designated should not be disclosed without the parent's or eligible student's prior written consent, except as provided in this policy.
- 4. A parent or eligible student may not opt out of the directory information disclosures to:
 - a. Prevent the district from disclosing or requiring the student to disclose the student's name, ID, or school district email address in a class in which the student is enrolled.
 - b. Prevent the district from requiring a student to wear, to display publicly, or to disclose a student ID card or badge that exhibits information that may be designated as directory information and that has been properly designated by the district as directory information.
- 5. The district shall not disclose or confirm directory information without meeting the written consent requirements contained in this policy if a student's social security number or other non-directory information is used alone or in combination with other data elements to identify or help identify the student or the student's records.

D. <u>Procedure for Obtaining Nondisclosure of Directory Information</u>

The parent's or eligible student's written notice shall be directed to the responsible authority and shall include the following:

- 1. Name of the student and/or parent, as appropriate.
- 2. Home address.
- 3. School presently attended by student.
- 4. Parent's legal relationship to student, if applicable.
- 5. Specific categories of directory information to be made not public without the parent's or eligible student's prior written consent, which shall only be applicable for that school year.

E. Duration

The designation of any information as directory information about a student or parents will remain in effect for the remainder of the school year unless the parent or eligible student provides the written notifications provided herein.

VIII. DISCLOSURE OF PRIVATE RECORDS

A. Private Records

For the purposes herein, education records are records which are classified as private data on individuals by state law and which are accessible only to the student who is the subject of the data and the student's parent if the student is not an eligible student. The district may not disclose private records or their contents except as summary data, or except as provided in Section VI. of this policy, without the prior written consent of the parent or the eligible student. The district will use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other party to whom personally identifiable information from education records is disclosed.

B. <u>Private Records Not Accessible to Parent</u>

In certain cases state law intends, and clearly provides, that certain information contained in the education records of the district pertaining to a student be accessible to the student alone, and to the parent only under special circumstances, if at all.

- 1. The responsible authority may deny access to private data by a parent when a minor student who is the subject of that data requests that the responsible authority deny such access. The minor student's request must be submitted in writing setting forth the reasons for denying access to the parent and must be signed by the minor. Upon receipt of such request the responsible authority shall determine if honoring the request to deny the parent access would be in the best interest of the minor data subject. In making this determination the responsible authority shall consider the following factors, whether:
 - a. The minor is of sufficient age and maturity to be able to explain the reasons for and understand the consequences of the request to deny access.

- b. The personal situation of the minor is such that denying parental access may protect the minor data subject from physical or emotional harm.
- c. There are grounds for believing that the minor data subject's reasons for precluding parental access are reasonably accurate.
- d. The data in question is of such a nature that disclosure of it to the parent may lead to physical or emotional harm to the minor data subject.
- e. The data concerns medical, dental or other health services provided pursuant to Minnesota Statutes Sections 144.341 to 144.347, in which case the data may be released only if the failure to inform the parent would seriously jeopardize the health of the minor.

C. <u>Private Records Not Accessible to Student</u>

Students shall not be entitled to access to private data concerning financial records and statements of the student's parent or any information contained therein.

D. Military-Connected Youth Identifier

When a district updates its enrollment forms in the ordinary course of business, the school district must include a box on the enrollment form to allow students to self-identify as a military-connected youth. For purposes of this section, a "military-connected youth" means having an immediate family member, including a parent or sibling, who is currently in the armed forces either as a reservist or on active duty or has recently retired from the armed forces. Data collected under this provision is private data on individuals, but summary data may be published by the Department of Education.

IX. DISCLOSURE OF CONFIDENTIAL RECORDS

A. Confidential Records

Confidential records are those records and data contained therein which are made not public by state or federal law and which are inaccessible to the student and his or her parent or to an eligible student.

B. Reports Under the Maltreatment of Minors Reporting Act

Pursuant to Minnesota Statutes, chapter 260E, written copies of reports pertaining to a neglected and/or physically and/or sexually abused child shall be accessible only to the appropriate welfare and law enforcement agencies. In respect to other parties, such data shall be confidential and will not be made available to the parent or the subject individual by the school district. The subject individual, however, may obtain a copy of the report from either the local welfare agency, county sheriff or the local police department subject to the provisions of Minnesota Statutes, chapter 260E.

Regardless of whether a written report is made under Minnesota Statutes Chapter 260E, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian or custodian of the child that an incident

occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

C. Investigative Data

Data collected by the district as part of an active investigation undertaken for the purpose of the commencement or defense of pending civil legal action, or which are retained in anticipation of a pending civil legal action are classified as protected nonpublic data in the case of data not on individuals, and confidential data in the case of data on individuals.

- The district may make any data classified as protected non-public or confidential data pursuant to this subdivision accessible to any person, agency or the public if the school district determines that such access will aid the law enforcement process, promote public health or safety, or dispel widespread rumor or unrest.
- 2. A complainant has access to a statement he or she provided to the district.
- 3. Parents or eligible students may have access to investigative data of which the student is the subject, but only to the extent the data is not inextricably intertwined with data about other school district students, school district employees, and/or attorney data as defined in Minnesota Statutes, section 13.393.
- 4. Once a civil investigation becomes inactive, civil investigative data becomes public unless the release of the data would jeopardize another pending civil legal action, except for those portions of such data that are classified as not public data under state or federal law. Any civil investigative data presented as evidence in court or made part of a court record shall be public. For purposes of this provision, a civil investigation becomes inactive upon the occurrence of any of the following events
 - a. A decision by the district, or by the chief attorney for the district, not to pursue the civil legal action. However, such investigation may subsequently become active if the district or its attorney decides to renew the civil legal action.
 - b. The expiration of the time to file a complaint under the statute of limitations or agreement applicable to the civil legal action.
 - c. The exhaustion or expiration of rights of appeal by either party to the civil legal action.
- 5. A "pending civil legal action" for purposes of this subdivision is defined as including, but not limited to, judicial, administrative or arbitration proceedings.

D. <u>Chemical Abuse Records</u>

To the extent the district maintains records of the identity, diagnosis, prognosis, or treatment of any student which are maintained in connection with the performance of any drug abuse prevention function conducted, regulated, or

directly or indirectly assisted by any department or agency of the United States, such records are classified as confidential and shall be disclosed only for the purposes and under the circumstances expressly authorized by law.

X. DISCLOSURE OF SCHOOL RECORDS PRIOR TO EXCLUSION OR EXPULSION HEARING

At a reasonable time prior to any exclusion or expulsion hearing, the student and the student's parent or guardian or representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the action proposed by the school district may be based, pursuant to the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes, section 121A.40, *et seq*.

XI. DISCLOSURE OF DATA TO MILITARY RECRUITMENT OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS

- A. The district will release the names, addresses, electronic mail address (which shall be the electronic mail addresses provided by the school district, if available, that may be released to military recruiting officer only), and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request unless a parent or eligible student has refused in writing to release this data pursuant to Paragraph C. below.
- B. Data released to military recruiting officers under this provision:
 - 1. May be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, other career and educational opportunities provided by the military.
 - 2. Cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.
 - 3. Copying fees shall not be imposed.
- C. A parent or eligible student has the right to refuse the release of the name, address, electronic mail addresses (which shall be the electronic mail addresses provided by the school, if available, that may be released to military recruiting officers only) or home telephone number to military recruiting officers and post-secondary educational institutions. To refuse the release of the above information to military recruiting officers and post-secondary educational institutions, a parent or eligible student must notify the responsible authority, building principal, in writing each year. The written request must include the following information:
 - 1. Name of student and parent, as appropriate.
 - 2. Home address.
 - 3. Student's grade level.
 - 4. School presently attended by student.
 - 5. Parent's legal relationship to student, if applicable.
 - 6. Specific category or categories of information which are not to be released to military recruiting officers and post-secondary educational institutions.

- 7. Specific category or categories of information which are not to be released to the public, including military recruiting officers and post-secondary educational institutions.
- D. Annually, the district will provide public notice by any means that are reasonably likely to inform the parents and eligible students of their rights to refuse to release the names, addresses, and home phone numbers of students in grades 11 and 12 without prior consent.
- E. A parent or eligible student's refusal to release the above information to military recruiting officers and post-secondary educational institutions does not affect the school district's release of directory information to the rest of the public, which includes military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in this policy also must be followed. Accordingly, to the extent the district has designated the name, address, home phone number, and grade level of students as directory information, absent a request from a parent or eligible student not to release such data, this information will be public data and accessible to members of the public, including military recruiting officers and post-secondary educational institutions.

XII. LIMITS ON REDISCLOSURE

A. <u>Redisclosure</u>

Consistent with the requirements herein, the district may only disclose personally identifiable information from the education records of a student on the condition that the party to whom the information is to be disclosed will not disclose the information to any other party without the prior written consent of the parent of the student or the eligible student, except that the officers, employees, and agents of any party receiving personally identifiable information under this section may use the information, but only for the purposes for which the disclosure was made.

B. Redisclosure Not Prohibited

- 1. Subdivision A. of this section does not prevent the district from disclosing personally identifiable information under Section Disclosure of Education Records of this policy with the understanding that the party receiving the information may make further disclosures of the information on behalf of the school district provided:
 - a. The disclosures meet the requirements of this policy.
 - b. The district has complied with the record-keeping requirements of this policy.
- 2. Subdivision A. of this section does not apply to disclosures made pursuant to court orders or lawfully issued subpoenas or litigation, to disclosures of directory information, to disclosures to a parent or student or to parents of dependent students, or to disclosures concerning sex offenders and other individuals required to register under 42 United States Code section 14071. However, the district must provide the notification required in this

policy if a redisclosure is made based upon a court order or lawfully issued subpoena.

C. Classification of Disclosed Data

The information disclosed shall retain the same classification in the hands of the party receiving it as it had in the hands of the district.

D. <u>Notification</u>

The district shall inform the party to whom a disclosure is made of the requirements set forth in this section, except for disclosures made pursuant to court orders or lawfully issued subpoenas, disclosure of directory information under Release of Directory Information of this policy, disclosures to a parent or student, or disclosures to parents of a dependent student. In the event that the Family Policy Compliance Office determines that a state or local educational authority, a federal agency headed by an official listed in 34 United States Code section 99.31(a)(3), or an authorized representative of a state or local educational authority or a federal agency headed by an official listed in section 99.31(a)(3), or a third party outside of the district improperly rediscloses personally identifiable information from education records or fails to provide notification required under this section of this policy, the district may not allow that third party access to personally identifiable information from education records for at least five (5) years.

XIII. RESPONSIBLE AUTHORITY, RECORD SECURITY, AND RECORD KEEPING

A. Responsible Authority

The responsible authority shall be responsible for the maintenance and security of student records and shall be the superintendent of schools or their designee.

B. Record Security

The principal of each school and the director of special services, subject to the supervision and control of the superintendent, shall be the records manager of their school or program and shall have the duty of maintaining and securing the privacy and/or confidentiality of student records. The Office of the Superintendent shall be the records manager for student records maintained in the district storage.

C. Plan for Securing Student Records

The building principal shall submit to the responsible authority a written plan for securing students records by September 1 of each school year. The written plan shall contain the following information:

- 1. A description of records maintained.
- 2. Titles and addresses of person(s) responsible for the security of student records.
- 3. Location of student records, by category, in the buildings.
- 4. Means of securing student records.
- 5. Procedures for access and disclosure.

D. Review of Written Plan for Securing Student Records

The responsible authority shall review the plans submitted pursuant to Paragraph C. of this section for compliance with the law, this policy, and the various administrative policies of the school district. The responsible authority shall then promulgate a chart incorporating the provisions of Paragraph C. which shall be attached to and become a part of this policy.

E. <u>Record Keeping</u>

- 1. The district shall, for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record with the education records of the student, that indicates:
 - a. The parties who have requested or obtained personally identifiable information from the education records of the student.
 - b. The legitimate interests these parties had in requesting or obtaining the information.
 - c. The date of the request.
 - d. The names of the state and local educational authorities and federal officials and agencies listed in this policy may make further disclosures of personally identifiable information from the student's education records without consent.
 - e. Whether the request was granted and, if it was, the date access was permitted or the disclosure was made.
- 2. In the event the district discloses personally identifiable information from an education record of a student pursuant to this policy, the record of disclosure required under this section shall also include:
 - a. The names of the additional parties to which the receiving party may disclose the information on behalf of the school district.
 - b. The legitimate interests under Section VI. of this policy which each of the additional parties has in requesting or obtaining the information.
 - c. A copy of the record of further disclosures maintained by a state or local educational authority or federal official or agency listed in Section VI.B.4. of this policy in accordance with 34 Code of Federal Regulations section 99.32 and to whom the school district disclosed information from an education record. The district shall request a copy of the record of further disclosures from a state or local educational authority or federal official or agency to whom education records were disclosed upon a request from a parent or eligible student to review the record of requests for disclosure.
- 3. Section XIII.E.1. does not apply to requests by or disclosure to a parent of a student or an eligible student, disclosures pursuant to the written consent of a parent of a student or an eligible student, requests by or disclosures to other school officials under Section VI.B.1. of this policy, to requests for disclosures of directory information under Section VII. of this policy, or to a party seeking or receiving the records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or agency has ordered that the existence or the contents of the subpoena or the

information provided in response to the subpoena not be disclosed or as directed by an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 United States Code section 2332b(g)(5)(B) or an act of domestic or international terrorism.

- 4. The record of requests of disclosures may be inspected by:
 - a. The parent of the student or the eligible student.
 - b. The school official or his or her assistants who are responsible for the custody of the records.
 - c. The parties authorized by law to audit the record-keeping procedures of the district.
- 5. The district shall record the following information when it discloses personally identifiable information from education records under the health or safety emergency exception:
 - a. The articulable and significant threat to the health or safety of a student or other individual that formed the basis for the disclosure.
 - b. The parties to whom the district disclosed the information.
- 6. The record of requests and disclosures shall be maintained with the education records of the student as long as the district maintains the student's education records.

XIII. RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS

A. <u>Parent of a Student, an Eligible Student or the Parent of an Eligible Student Who</u> is Also a Dependent Student/Response to Request for Access

The district shall permit the parent/guardian of a student, an eligible student, or the parent of an eligible student who is also a dependent student who is or has been in attendance in the district to inspect and review all education records of the student (except those records which are made confidential by state or federal law). A written request must be submitted in accordance with district procedure. All education records include education records kept by teachers, counselors and other school staff members, and education records kept in school offices and district-level records storage. The district shall comply with a request immediately, if possible, or within ten (10) working days of the date of that request, excluding Saturdays, Sundays and legal holidays.

B. Right to Inspect and Review

The right to inspect and review education records includes:

- 1. The right to a response from the district to reasonable requests for explanations and interpretations of the records.
- 2. If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the education records, the school district shall provide the parent or eligible student with a copy of the

- records requested or make other arrangements for the parent or eligible student to inspect and review the requested records.
- 3. Nothing in this policy shall be construed as limiting the frequency of inspection of the education records of a student with a disability by the student's parent or guardian or by the student upon the student reaching the age of majority.

C. Form of Request

Parents or eligible students shall submit to the district a written request to inspect education records which identify as precisely as possible the record or records they wish to inspect.

D. <u>Collection of Student Records</u>

If a student's education records are maintained in more than one location, the responsible authority may collect copies of the records or the records themselves from the various locations so they may be inspected at one site. However, if the parent or eligible student wishes to inspect these records where they are maintained, the school district shall attempt to accommodate those wishes. The parent or eligible student shall be notified of the time and place where the records may be inspected.

E. Records Containing Information on More Than One Student

If the education records of a student contain information on more than one student, the parent or eligible student may inspect and review or be informed of only the specific information which pertains to that student.

F. <u>Authority to Inspect or Review</u>

The district may presume that either parent of the student has authority to inspect or review the education records of a student unless the school district has been provided with evidence that there is a legally binding instrument or a state law or court order governing such matters as marriage dissolution, separation, or custody which provides to the contrary.

G. Fees for Copies of Records

- 1. The district shall charge a reasonable fee for providing photocopies or printed copies of records unless printing a copy is the only method to provide for the inspection of data. In determining the amount of the reasonable fee, the district shall consider the following:
 - a. The cost of materials, including paper, used to provide the copies.
 - b. The cost of the labor required to prepare the copies.
 - c. Any schedule of standard copying charges established by the school district in its normal course of operations.
 - d. Any special costs necessary to produce such copies from machine based record-keeping systems, including but not limited to computers and microfilm systems.
 - e. Mailing costs.
- 2. If 100 or fewer pages of black and white, letter or legal size paper copies are requested, actual costs shall not be used, and, instead, the charge shall be no more than 25 cents for each page copied.

- 3. The cost of providing copies shall be borne by the parent or eligible student.
- 4. The responsible authority, however, may not impose a fee for a copy of an education record made for a parent or eligible student if doing so would effectively prevent or, in the case of a student with a disability, impair the parent or eligible student from exercising their right to inspect or review the student's education records.

XIV. REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA

A. Request to Amend Education Records

The parent of a student or an eligible student who believes that information contained in the education records of the student is inaccurate, misleading, or violates the privacy of the student may request in writing that the district amend the records.

- 1. The request shall be in writing, shall identify the item the requestor believes to be inaccurate, misleading, or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall specify the correction the requestor wishes the district to make. The request shall be signed and dated by the requestor.
- 2. The district shall decide whether to amend the education records of the student in accordance with the request within thirty (30) days after receiving the request.
- 3. If the district decides to refuse to amend the education records of the student in accordance with the request, they shall inform the parent of the student or the eligible student of the refusal and advise the parent or the eligible student of the right to a hearing under Section B below.

B. Right to a Hearing

If the district refuses to amend the education records of a student, the district shall, on request, provide an opportunity for a hearing in order to challenge the content of a student's education records to insure that information in the education records of the student is not inaccurate, misleading, incomplete or otherwise in violation of the privacy or other rights of students. The hearing shall be conducted in accordance with Section C below.

- 1. If, as a result of the hearing, the district decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, it shall amend the education records of the student accordingly and so inform the parent of the student or the eligible student in writing.
- 2. If, as a result of the hearing, the district decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested

information in the record or stating why they disagree with the decision of the district, or both.

- 3. Any statement placed in the education records of the student based on the results of a hearing to amend that student's records shall:
 - a. Be maintained by the district as part of the education records of the student as long as the record or contested portion thereof is maintained by the district.
 - b. If the education records of the student or the contested portion thereof is disclosed by the district to any party, the statement shall also be disclosed to that party.

C. <u>Conduct of Hearing</u>

- 1. The hearing shall be held within a reasonable period of time after the district has received the request, and the parent of the student or the eligible student shall be given notice of the date, place and time reasonably in advance of the hearing.
- 2. The hearing may be conducted by the superintendent or other designated representative of the school board who has no direct interest in the outcome of the hearing. The school board attorney shall be in attendance to present the district's position and to advise the superintendent or designated representative on legal and evidentiary matters.
- 3. The parent of the student or eligible student shall be afforded a full and fair opportunity at the hearing to present evidence relevant to the issues raised under sections A. and B. above and may be assisted by individuals of his or her choice at his or her own expense, including an attorney.
- 4. The decision shall be made in writing in a reasonable period of time after the conclusion of the hearing. The decision shall be based solely on evidence presented at the hearing and shall include a summary of evidence and reasons for the decision.
- 5. The decision of the superintendent or designated representative shall be the final decision of the district.

D. Appeal

The final decision may be appealed in accordance with the applicable provisions of Minnesota Statutes, chapter 14 relating to contested cases.

XVI. PROBLEMS ACCESSING DATA

- A. The data practices compliance official is the designated employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.
- B. Data practices compliance official means building principal.

C. Any request by an individual with a disability for reasonable modifications of the district's policies or procedures for purposes of accessing records shall be made to the data practices compliance official.

XVII. COMPLAINTS FOR NONCOMPLIANCE WITH FERPA

Complaints regarding alleged violations of rights accorded parents and eligible students by FERPA and the rules promulgated thereunder, shall be submitted in writing to the U.S. Department of Education, Student Privacy Policy Office, 400 Maryland Avenue SW., Washington, D.C. 20202-8520. A complaint filed pursuant to this section must contain specific allegations of fact giving reasonable cause to believe that a violation of FERPA and the rules promulgated thereunder has occurred.

XVIII. WAIVER

A parent or eligible student may waive any of his or her rights provided herein pursuant to FERPA. A waiver shall not be valid unless in writing and signed by the parent or eligible student. The district may not require such a waiver.

XVIX. ANNUAL NOTIFICATION OF RIGHTS

A. <u>Contents of Notice</u>

The district shall give parents of students in attendance or eligible students in attendance annual notice by such means as are reasonably likely to inform them of the following:

- 1. That the parent or eligible student has a right to inspect and review the student's education records and the procedure for inspecting and reviewing education records.
- 2. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights and the procedure for requesting amendment of records.
- 3. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosure without consent.
- 4. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of FERPA and the rules promulgated thereunder.
- 5. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest for purposes of disclosing education records to other school officials whom the school district has determined to have legitimate educational interests, and
- 6. That the district forwards education records on request to a school in which a student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment or transfer and that such records may include suspension and expulsion records

pursuant to the federal Every Student Succeeds Act and, if applicable, a student's history of violent behavior.

- B. The district shall provide for the need to effectively notify parents of students identified as having a primary or home language other than English.
- C. The district shall provide for the need to effectively notify parents or eligible students identified as disabled.

XX. DESTRUCTION AND RETENTION OF RECORDS

Destruction and retention of records by the district shall be controlled by state and federal law.

XXI. COPIES OF POLICY

This policy can be viewed on the district's website. Copies of this policy may be obtained by parents and eligible students at the superintendent's office.

Policy 515 Protection and Privacy of Pupil Records

Adopted: 08.25,2008; Updated: 04.2011, 05.14.2012, 05.14.2013, 12.2013, 06.2018; Non-Substantive Updates: 12.02.2019; Updated: 02.14.2022; Substantive Updates: 10.24.2022, 08.14.2023, 08.12.2024, INSERT DATE

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

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Willin, Stat. Cli. 15 (Willinesota Government Data Fractices Ac

Minn. Stat. Ch. 13.32, Subd. 5 (Directory Information)

Minn. Stat. § 13.393 (Attorneys)

Minn. Stat. Ch. 14 (Administrative Procedures Act) Minn. Stat. § 120A.22 (Compulsory Instruction)

Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)

Minn. Stat. § 121A.75 (Receipt of Records; Sharing)

Minn. Stat. § 127A.852 (Military-Connected Youth Identifier)

Minn. Stat. § 144.341-144.347 (Consent of Minors for Health Services)

Minn. Stat. Ch. 256B (Medical Assistance for Needy Persons)

Minn. Stat. Ch. 256L (MinnesotaCare)

Minn. Stat. § 260B.171, subds. 3 and 5 (Disposition Order and Peace Officer Records of Children)

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

Minn. Stat. § 363A.42 (Public Records; Accessibility)

Minn. Stat. § 480.40 (Personal Information, Dissemination)

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

Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)

10 U.S.C. § 503(b) and (c) (Enlistments: Recruiting Campaigns; Compilation of Directory Information)

18 U.S.C. § 2331 (Definitions)

18 U.S.C. § 2332b (Acts of Terrorism Transcending National Boundaries)

20 U.S.C. § 1232g et seq. (Family Educational Rights and Privacy Act)

20 U.S.C. § 6301 et seq. (Every Student Succeeds Act)

20 U.S.C. § 7908 (Armed Forces Recruiting Information)

20 U.S.C. § 7917 (Transfer of School Disciplinary Records)

25 U.S.C. § 5304 (Definitions – Tribal Organization)

26 U.S.C. §§ 151 and 152 (Internal Revenue Code)

42 U.S.C. § 1711 et seq. (Child Nutrition Act)

42 U.S.C. § 1751 et seq. (Richard B. Russell National School Lunch Act)

34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)

34 C.F.R. § 300.610-300.627 (Confidentiality of Information)

42 C.F.R. § 2.1 et seq. (Confidentiality of Drug Abuse Patient Records)

Gonzaga University v. Doe, 536 U.S. 273, 309 (2002)

Dept. of Admin. Advisory Op. No. 21-008 (December 8, 2021)

Cross References: MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual

Abuse)

MSBA/MASA Model Policy 417 (Chemical Use and Abuse)

MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)

MSBA/MASA Model Policy 520 (Student Surveys)

MSBA/MASA Model Policy 711 (Video Recording on School Buses)

MSBA/MASA Model Policy 722 (Public Data Requests)

MSBA/MASA Model Policy 906 (Community Notification of Predatory Offenders) MSBA School Law Bulletin "I" (School Records – Privacy – Access to Data)



DISTRICT OFFICE

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

APPENDIX B NOTICE OF DESIGNATION OF DIRECTORY INFORMATION

Northfield Public Schools, Independent School District No. 659, designates the following personally identifiable information contained in a student's education record as "directory information," and will disclose that information without prior written consent. It includes but is not limited to the student's:

- 1. Name
- 2. The student's photograph
- 3. Date and place of birth
- 4. Major field of study
- 5. Dates of attendance
- 6. Grade level
- 7. Enrollment status (full-time or part-time)
- 8. Participation in officially recognized activities and sports
- 9. Height and weight of members of athletic teams
- 10. Degrees, honors and awards received
- 11. Most recent educational agency or institution attended
- 12. Name, address and telephone number of the student's parent(s)/guardian(s)



DISTRICT OFFICE

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

APPENDIX C DENIAL OF RELEASE OF DIRECTORY INFORMATION

Parents/Guardians: Your child's photo will not be in the yearbook or in class pictures if you sign this document. I understand that by signing this Denial of Release of Directory Information, the affected student's name will not appear on some lists such as honor rolls. Further, I understand that I am denying release of all the directory information listed below.

Pursuant the Notice of Designation of Directory Information, directory information **MAY NOT** be released without my expressed written consent. It includes but is not limited to the student's:

- 1. Name
- 2. The student's photograph
- 3. Date and place of birth
- 4. Major field of study
- 5. Dates of attendance
- 6. Grade level
- 7. Enrollment status (full-time or part-time)
- 8. Participation in officially recognized activities and sports
- 9. Height and weight of members of athletic teams
- 10. Degrees, honors and awards received
- 11. Most recent educational agency or institution attended
- 12. Name, address and telephone number of the student's parent(s)/guardian(s)

Submitting this Denial of Release of Directory Information does not affect the release of directory information to Military Recruiters. In order to make all directory information about a student private to the public in general, including military recruiting officers, the parent/guardian or eligible student must complete the form below and also complete and submit a Denial of Release of Information to Military Recruiters (Appendix D).

The designation of directory information about a student as private will remain in effect for the current school year only. Return completed and signed copy to the Building Principal or the Superintendent of Schools by		
Signed(Parent/Guardian/Eligible Student)	Address	
Date		
Student Affected	Address	
School Currently Attending:		
Updated 08.2023 INSERT DATE		

Policy 516 STUDENT MEDICATION

I. PURPOSE

The purpose of this policy is to set forth the provisions that must be followed when administering nonemergency prescription and nonprescription medications to students at Northfield Public Schools.

II. GENERAL STATEMENT OF POLICY

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The school district's licensed school nurse, building nurses, health aide (when applicable), trained secretary, principal, or teacher will administer prescribed medications, except any form of medical cannabis, in accordance with law and school district procedures.

The administration of prescription medication or drugs at school requires a completed signed request from the student's licensed prescriber and the parent/guardian.

Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with the building nurse and the licensed school nurse.

Policy 516 Student Medication

Adopted: 8/28/06; Revised: 03.09.2020, 11.09.2020, 02.2022; Updated: INSERT DATE

Procedures for Policy 516

Updated 02/2014; Updated: 03.09.2020, 11.09.2020. 02.2022

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

Legal References: Minn. Stat. § 13.32 (Student Health Educational Data)

Minn. Stat. § 121A.21 (Hiring of Health Personnel School Health Services)

Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)

Minn. Stat. § 121A.2205 (Possession and Use of Epinephrine Auto-Injectors Delivery Systems; Model

Policy)

Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools; Stock Supply of Epinephrine Auto-Injectors Delivery Systems)

Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)

Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain Relievers by Secondary Students)

Minn. Stat. § 121A.223 (Possession and Use of Sunscreen)

Minn. Stat. § 148.171 (Definitions; Title)

Minn. Stat. § 151.212 (Label of Prescription Drug Containers)

Minn. Stat. § 152.01 (Definitions)

Minn. Stat. § 152.22 (Medical Cannabis; Definitions)

Minn. Stat. § 152.23 (Medical Cannabis; Limitations)

Minn. Rule 8710.6100 (School Nurse)

20 U.S.C. § 1400, et seq. (Individuals with Disabilities Education Improvement Act of 2004)

29 U.S.C. § 794 et seq. (Rehabilitation Act of 1973, § 504)

Cross References: Board Policy 418 (Drug-Free Workplace/Drug-Free School)

Procedures to Policy 516 - STUDENT MEDICATION

- A. The administration of prescription medication or drugs at school requires a completed signed request from the student's licensed prescriber and the parent/guardian. An oral request must be <u>converted reduced</u> to writing within two school days for non-regulated and /or Over the Counter (OTC) medications, provided that the district relies on written or oral permission from parent/guardian to dispense medication until a written request is received from the provider. Regulated medications will be given only with a completed signed request.
- B. A "School Medication Physician Order and Parent Authorization" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. Prescription medication as used in this policy does not include any form of medical cannabis as defined in Minnesota Statute section 152.22, Subd. 6.
- C. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law and must be administered in a manner consistent with the instructions on the label.
- D. In the elementary schools, parents/guardians are to bring prescription and non-prescription medication to the health office and not send it with their child. In the middle school, high school and Area Learning Center, students or their parents/guardians shall bring the medication to the nurse's office.

 Non-prescription medication should be in a container with the name of the student on it. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.
- E. Prescription medications are not to be carried by the student, but will be left in the health office. Controlled substances cannot be carried by a student and must be brought in by an adult. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler, OTC medication at the secondary level according to Minnesota Statute 121A.222, and medications administered as noted in a written agreement between the district and the parent/guardian or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).
- F. The school must be notified immediately by the parent/guardian or student 18 years old or older in writing of any change in the student's prescription medication administration. A new medical authorization and container label with new pharmacy instructions shall be required immediately as well.
- G. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.
- H. The school nurse, or other designated person, shall be responsible for the filing of

the Administering Prescription Medications form in the health records section of the student file. The school nurse, or other designated person shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication. If needed, training will be provided to staff in safe administration of medication, conditions under which medication should be administered and appropriate response to medication reactions.

- I. Medications will be stored in a locked secure facility. Health records will be stored and maintained in compliance with data privacy laws.
- J. Field trips: Teacher or Educational Assistant assigned to student may dispense medication as instructed by school nurse.
- K. Parents/guardians will pick up their student's unused medication. Disposal of discontinued/unused/expired medications will be witnessed and documented and the school police liaison officer will dispose of these medications.
- L. Complementary and alternative medications require the same authorization as other prescription medications, i.e. completed signed request from the student's licensed prescriber and the parent/guardian.
- M. Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with a school nurse, a licensed school nurse, or a public or private health organization or other appropriate party if appropriately contracted by the school district under Minnesota Statute 121A.21. District administration shall submit these procedures and any additional guidelines and procedures necessary to implement this policy to the school board for approval. Upon approval by the board, such guidelines and procedures shall be an addendum to this policy.
- N. If the administration of a drug or medication described in this section requires the district to store the drug or medication, the parent/guardian must inform the school if the drug or medication is a controlled substance. For a drug or medication that is not a controlled substance, the request must include a provision designating the district as an authorized entity to transport the drug or medication for the purpose of destruction if any unused drug or medication remains in the possession of school personnel. For a drug or medication that is a controlled substance, the request must specify that the parent/guardian is required to retrieve the drug or controlled substance when requested by the school.

O. Specific Exceptions:

- 1. Special health treatments and health functions such as catheterization, tracheostomy suctioning, and gastrostomy feedings do not constitute administration of drugs and medicine.
- 2. Emergency health procedures, including emergency administration of

- drugs and medicine are not subject to this policy.
- 3. Drugs or medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy.
- 4. Drugs or medicines used at school in connection with services for which a minor may give effective consent are not governed by this policy.
- 5. OTC medications or medicines that are prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:
 - a. The district has received a written authorization from the pupil's parent/guardian permitting the student to self-administer the medication.
 - b. The medication is properly labeled for that student.
 - c. The parent/guardian has not requested school personnel to administer the medication to the student.

The parent/guardian must submit written authorization for the student to self-administer the medication each school year. The school nurse must assess the student's knowledge and skills to safely possess and use the medication in a school setting and enter into the student's school health record a "contract" for the safe possession and use of medication.

- 6. Medications that are not governed by this policy include medications that are used:
 - a. Off school grounds.
 - b. In connection with athletics or extracurricular activities.
 - c. In connection with activities that occur before or after the regular school day.
- 7. At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent/guardian, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health plan (IHP) for a student who is prescribed epinephrine auto-injectors delivery systems that enables the student to:
 - a. Ppossess epinephrine auto-injectors delivery systems; or
 - b. If the parent/guardian and prescribing medical professional determine the student is unable to possess the epinephrine, and requires immediate access to epinephrine auto-injectors delivery systems that the parent/guardian provides, properly labeled, to the school for the pupil as needed.

The plan must designate the school staff responsible for implementing the student's health plan, including recognizing anaphylaxis and administering epinephrine auto-injectors delivery systems when required, consistent with state law. This health plan may be included in a student's 504 plan.

- 8. Nonprescription Medication. A secondary student may possess and use nonprescription pain relief in a manner consistent with the labeling, if the district has received written authorization from the student's parent/guardian permitting the student to self-administer the medication. The parent/guardian must submit written authorization for the student to self-administer the medication each school year. The district may revoke a student's privilege to possess and use nonprescription pain relievers if the district determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients. Nonprescription OTC ibuprofen and acetaminophen pain relievers may be dispensed to a secondary student in a manner consistent with the labeling if the school nurse deems it necessary and the district has written authorization from the student's parent/guardian permitting the student to self-administer the medication. Except as stated in this paragraph, only prescription medications are governed by this policy.
- 9. A student may possess and apply a topical sunscreen product during the school day while on school property or at a school-sponsored event without a prescription, physician's note, or other documentation from a licensed health care professional. School personnel are not required to provide sunscreen or assist students in applying sunscreen.
- P. Schools may obtain and possess epinephrine auto-injectors delivery systems to be maintained and administered by school personnel to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for an epinephrine auto-injector delivery system. The administration of an epinephrine auto-injector delivery system in accordance with this section is not the practice of medicine.

A district may enter into arrangements with manufacturers of epinephrine auto-injectors delivery systems to obtain epinephrine auto-injectors delivery systems at fair-market, free, or reduced prices. A third party, other than a manufacturer or supplier, may pay for a school's supply of epinephrine auto-injectors delivery systems.

The Commissioner of the Minnesota Department of Health must provide a district or school with a standing order for distribution of epinephrine delivery systems

under Minnesota Statutes, sections 148.235, subdivision 8 and 151.37, subdivision 2.

- Q. "Parent/Guardian" for student 18 years old or older is the student.
- R. Procedure regarding unclaimed drugs or medications.
 - 1. The district has adopted the following procedure for the collection and transport of any unclaimed or abandoned prescription drugs or medications remaining in the possession of school personnel in accordance with this policy. Before the transportation of any prescription drug or medication under this policy, the district shall make a reasonable attempt to return the unused prescription drug or medication to the student's parent/guardian. Transportation of unclaimed or unused prescription drugs or medications will occur at least annually, but may occur more frequently at the discretion of the district.
 - 2. If the unclaimed or abandoned prescription drug is not a controlled substance as defined under Minnesota Statute section 152.01, subdivision 4, or is an OTC medication, the district will either designate an individual who shall be responsible for transporting the drug or medication to a designated drop-off box or collection site or request that a law enforcement agency transport the drug or medication to a drop-off box or collection site on behalf of the district.
 - 3. If the unclaimed or abandoned prescription drug is a controlled substance as defined in Minnesota Statute section 152.01, subdivision 4, the district or school personnel is prohibited from transporting the prescription drug to a drop-off box or collection site for prescription drugs identified under this paragraph. The district must request that a law enforcement agency transport the prescription drug or medication to a collection bin that complies with Drug Enforcement Agency regulations, or if a site is not available, under the agency's procedure for transporting drugs.

Procedures 516 Student Medication
NORTHFIELD SCHOOL DISTRICT NO. 659
Northfield, Minnesota

Updated 02.2014, 03.09.2020, 11.09.2020, 02.2022, Updated 06.2023, INSERT DATE

Policy 534 SCHOOL MEALS

I. PURPOSE

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the Northfield School District's nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy of the district is to provide meals to students in a respectful manner and to maintain the dignity of students by prohibiting lunch shaming or otherwise ostracizing the student. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and keep confidential the identification of students with insufficient funds to pay for a la carte items or second meals as well as to maintain the financial integrity of the school nutrition program.

II. PAYMENT OF MEALS

A. All students will have individual meal accounts with a separate 4-digit PIN (Personal Identification Number) for each student/user in the family to record individual meal purchases. When an account reaches zero or there is insufficient funds a student shall not be allowed to purchase a la carte items until the negative account balance is paid. Families may pay for meals by using cash, check or the district's online payment system. Payments may be made daily and sent to any school the student attends. Checks should be made out to Northfield Public Schools and must include the student's first and last name and personal identification number (PIN). Cash payments will be accepted in a sealed envelope with the student and parent's first and last name, PIN number, and the amount of payment written on the outside of the envelope. Payments may also be mailed to Northfield Public Schools, Child Nutrition Office, 201 Orchard Street South, Northfield, MN 55057. All schools have payment envelopes and collection boxes placed in the Child Nutrition area for receipt of payments. Each school collects and posts money daily into individual meal accounts. Money collected will be posted into the account as it is turned in or at least by 10:30 a.m. and again by 2:00 p.m. All other cash or check payments will be posted the following day.

See Negative Balance and NSF procedure for payment of meals.

B. <u>Free School Meals Program</u>

- 1. The free school meals program is created within the Minnesota Department of Education.
- 2. A school Each school that participates in the United States Department of Agriculture National School Lunch program and has an Identified Student Percentage at or above the federal percentage determined for all meals to be reimbursed at the free rate must participate in the federal Community Eligibility Provision in order to participate in the free school meals program.
- 3. Each school that participates in the free school meals program must:
 - a. Participate in the United States Department of Agriculture School Breakfast Program and the United States Department of Agriculture National School Lunch Program-; and

- b. Provide to all students at no cost up to two federally reimbursable meals per school day, with a maximum of one free breakfast and one free lunch.
- c. A student who has been determined eligible for free and reduced-price meals must always be served a reimbursable meal even if the student has an outstanding debt.
- <u>D.C.</u> Once a reimbursable meal has been placed on a student's tray or otherwise served to a student, the meal may not be subsequently withdrawn from the student by the cashier or other school official, whether or not the student has an outstanding meals balance.
- <u>E.D.</u> When a student has a negative account balance, the student will not be allowed to charge an a la carte item or a second meal.
- F.E. If a parent/guardian chooses to send in one payment that is to be divided between sibling accounts, the parent/guardian must specify how the funds are to be distributed to the students' accounts. Funds may not be transferred between sibling accounts unless written permission is received from the parent/guardian. Parents/guardians can request a transfer of funds by completing the refund request form found on the Child Nutrition Department website.
- F. A student may purchase a second breakfast at the nonprogram price if the student has already selected a reimbursable breakfast.
- G. A student may purchase a second lunch at the nonprogram price if the student has already selected a reimbursable lunch.

III. LOW OR NEGATIVE ACCOUNT BALANCES NOTIFICATION AND UNPAID MEAL CHARGES

- A. The district will make reasonable efforts to notify families when meal account balances are low or fall below zero.
- B. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program, including, but not limited to, dumping meals, withdrawing a meal that has been served, announcing or listing students' names publicly, providing alternative meals not specifically related to dietary needs; providing nonreimbursable meals, or affixing stickers, stamps, or pins.
- C. The district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free or reduced-price meals for their children.
- D. The district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.

- E. Negative balances of more than \$30, not paid prior to end of the school year, will be turned over to the superintendent or superintendent's designee for collection. In some instances, the district does use a collection agency to collect unpaid school meal debts after reasonable efforts first have been made by the school district to collect the debt. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.
- F. The school district may not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.
- G. The superintendent or designee will develop procedures for collecting unpaid meal charges and notification of low or negative balances. Refer to negative balance and NSF procedure guidelines.
- H. The district will not impose any other restriction prohibited under Minnesota Statutes section 123B.37 due to unpaid student meal balances. The school district will not limit a student's participation in any school activities, graduation ceremonies, field trips, athletics, activity clubs, or other extracurricular activities or access to materials, technology, or other items provided to students due to an unpaid student meal balance.

IV. COMMUNICATION OF POLICY

- A. This policy and any pertinent supporting information shall be provided in writing (i.e., mail, email, back-to-school packet, student handbook, etc.) to:
 - 1. All households at or before the start of each school year.
 - 2. Students and families who transfer into the school district at the time of enrollment.
 - 3. All district personnel who are responsible for enforcing this policy.
- B. The district will post this policy on the district's website in addition to providing the required written notification described above.

Policy 534 School Meals

Adopted: 01.13.2020; Statutory Update: 02.14.2022, 07.10.2023, INSERT DATE

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

Legal References: Minn. Stat. § 123B.37 (Prohibited Fees)

Minn. Stat. § 124D.111 (Lunch Aid; Food Service Accounting) 42 U.S.C. § 1751 et seq. (Healthy and Hunger-Free Kids Act) 7 C.F.R. § 210 et seq. (School Lunch Program Regulations) 7 C.F.R. § 220.8 (School Breakfast Program Regulations)

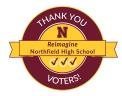
USDA Policy Memorandum SP 46-2016, Unpaid Meal Charges: Local Meal Charge Policies (2016)

USDA Policy Memorandum SP 47-2016, Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments (2016)
USDA Policy Memorandum SP 23-2017, Unpaid Meal Charges: Guidance and Q&A

Cross References: None



Reimagine Northfield High School Bond Referendum Projects | Construction Update No. 13 | Aug. 11, 2025



User Groups

• Wold met with some user groups for a third time this summer.

City of Northfield collaboration

- The preliminary traffic study has been completed and the draft report is being reviewed.
- The site plan review discussion continues.
- The next meeting with the City of Northfield will be held in mid-August.

Upcoming meetings and discussions

- Security review with first responders will be held in late August.
- A building standards review meeting focused on the civil engineering components is upcoming.
- The first materials and renderings review meeting is scheduled on Aug. 13.
- A progress meeting will be held on Aug. 12 with representatives from Xcel Energy about their energy design assistance program.
- A core planning group update is being scheduled for September.
- An update for high school staff will be held during workshop week.
- Knutson and Rockwise (a third party vendor contracted by Wold) will conduct independent initial schematic design budget reviews.
- The geothermal Darcy System test wells are in process.
- The geotechnical report has been received.

Northfield Public Schools | e-Learning Day Guidelines for Parents and Students | 2025-26 | 08.11.2025

Why e-Learning days?

The purpose of e-Learning days is to maintain instructional momentum when Minnesota winter weather disrupts the ability to provide in-person instruction rather than extend the school year later into June.

Note: If a parent **does not** wish to have their student participate in an e-Learning day, they have that option. Please call the attendance line at your school and let them know. That absence will be excused.

When will the district use e-Learning days?

The first full school day cancellation due to winter weather will not be replaced with an e-Learning day. The second and subsequent school closures will be replaced with e-Learning days. In special circumstances, the superintendent may determine not to designate an e-Learning day on a day when there is a full school day cancellation due to weather. If the district closes school after initially identifying a two-hour late start, an e-Learning/online learning day will be implemented using the same parameters as if it were a standard school closure. There is a limit of five (5) e-Learning days for weather-related closures. Because school districts can provide online instruction to their students at their discretion, the board may authorize additional online learning days if necessary.

Staff availability

Teachers, administrators, and other licensed professionals will be available by email, phone (via voice mail), Talking Points, or through the grade-appropriate digital learning space (Schoology, SeeSaw, or Google Meet) based on the schedules below. The staff directory includes all district email addresses and voicemail extensions. Students receiving special education services can expect to be contacted by their case manager to determine how they can support a successful e-Learning/online learning day experience.

Student attendance and activities

Students will be considered in attendance as indicated in the table below. Parents may call the attendance line to notify the school of their student's absence. This absence will follow the same protocols as for an absence when students physically attend school. Student work on e-Learning/online learning days will follow the guidelines in the table below. Not all e-Learning/online learning activities will be graded. Graded activities will be allowed additional time for submission on a case-by-case basis. Students who need additional time because of limited Internet access or other family responsibilities should contact their teacher for an extension.

Building	Student Activity Guidelines
Area Learning Center	Students will receive e-Learning/online learning day instructions from the ALC.
Bridgewater, Greenvale Park, and Spring Creek	Students are marked "present" for the e-Learning/online learning day if they hand in the assigned work. At least one activity must be completed in each curricular area on the e-Learning matrix (linked below). Follow the instructions on the matrix. Teachers are available between 9:00-11:30 a.m. and 1:00-3:00 p.m. to support students and their work. Students may post their work in SeeSaw or Schoology or return it the next school day. Kindergarten Grade 1 Grade 2 Grade 3 Grade 4 Grade 5
Middle School	Northfield Middle School staff will post the day's activities on Schoology before 9:00 am. Students will join their
Whathe School	Period 1 class via Google Meet at 9:00 am for attendance and to receive instructions about the e-Learning day. Expectations will align with what students would complete within a regular class period. The learning activity will advance the current content being learned in the course. The teacher will explain the maximum time the student should spend on the learning activity. Teachers will be available to assist students with the day's tasks based on the following schedule. For clarity, this schedule is not for required live instruction but for student assistance.
	1st period: 9:00 am-9:45 am (includes the required 15-minute e-Learning day attendance, expectations, and schedule overview.) 2nd period: 10:00 am-10:30 am 3rd period: 10:45 am- 11:15 am Lunch: 11:15 am-12:15pm 4th period: 12:15 pm-12:45 pm 5th period: 1:00 pm-1:30 pm 6th period: 1:45 pm-2:15 pm 7th period: 2:30 pm-3:00 pm
High School	Northfield High School staff will post the day's activities on Schoology before 9:00 am. Students will join their Period 2 class via Google Meet at 9:00 am for attendance and to receive instructions about the e-Learning day. Expectations will align with what students would complete within a regular class period. The learning activity will advance the current content being learned in the course. The teacher will explain the maximum time the student should spend on the learning activity. Teachers will be available to assist students with the day's tasks based on the following schedule. For clarity, this schedule is not for required live instruction but for student assistance.

	2nd period: 9:00 am-9:45 am (includes the required 15-minute e-Learning day attendance, expectations, and schedule overview.) 1st period: 10:00 am-10:30 am 3rd period: 10:45 am- 11:15 am Lunch: 11:15 am-12:15pm 4th period: 12:15 pm-12:45 pm 5th period: 1:00 pm-1:30 pm 6th period: 1:45 pm-2:15 pm 7th period: 2:30 pm-3:00 pm
Northfield Community Education Center	Adult Basic Education, Early Ventures, and KidVentures are canceled. Early Childhood Family Education and Hand-in-Hand Preschool - families will receive e-Learning day instructions from staff.
Big Nine Online	Students will follow the Big Nine Online program schedule.