

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

Monday, November 24, 2025 ~ 6:00 p.m. ~ 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. 2026-2027 School Calendar
  - b. High School FTE Request
6. Committee Reports
  - a. Agriculture, Food and Natural Resources CTE Committee
7. Consent Agenda
  - a. Minutes
  - b. Gift Agreements
  - c. Overnight Field Trip Requests
  - d. Northfield Swim Club Agreement
  - e. Personnel Items
8. Items for Individual Action
  - a. Policy Committee Recommendations
  - b. Ratification of Employment Action
9. Items for Information
  - a. Construction Update No. 19
10. Future Meetings
  - a. Monday, December 8, 2025, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
  - b. Monday, December 15, 2025, 5:00 p.m., Board Work Session, Northfield DO Boardroom
  - c. Monday, January 12, 2025, 6:00 p.m., Organizational Board Meeting followed by the Regular Board Meeting, Northfield DO Boardroom
  - d. Monday, January 26, 2025, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
11. Closed Session: Labor Negotiations Strategy  
(This meeting will be closed as permitted by Minnesota Statute 13D.03 to discuss labor negotiations.)
12. Adjournment

# NORTHFIELD PUBLIC SCHOOLS

## MEMORANDUM

Monday, November 24, 2025 ~ 6:00 p.m. ~ 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, November 24, 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. 2026-2027 School Calendar. Superintendent Hillmann will present the 2026-2027 school year calendar. This will be an item for individual action at the December 8 board meeting. The proposed calendar will be included in the table file.
  - b. High School FTE Request. Administration is requesting to add 0.40 FTE at the high school for the second semester of the 2025-2026 school year only. The 0.40 FTE would be used to hire a teacher for two English courses, allowing Dr. Sean DuBé to serve as a full-time dean of students instead of 0.60 dean of students/0.40 English teacher for the remainder of the 2025-26 school year. The anticipated cost of this addition is \$7,582. This will be an item for individual action at the December 8 board meeting.
6. Committee Reports
  - a. Agriculture, Food and Natural Resources CTE Committee. Board Member Jenny Nelson will provide an update on the Agriculture, Food and Natural Resources CTE Committee.
7. Consent Agenda  
**Recommendation:** Motion to approve the following items listed under the consent agenda.
  - a. Minutes. Minutes of the regular school board meeting and the public hearing held on November 11, 2025.
  - b. Gift Agreements. Gift agreements to be approved are attached.
  - c. Overnight Field Trip Requests.
    - i. Northfield Wrestling Head Coach Geoff Staab requests board approval to take 16 students to Rochester, MN Dec. 19-20, 2025 for the Matboss Minnesota Christmas Tournament.
    - ii. Northfield Wrestling Head Coach Geoff Staab requests board approval to take 35-45 students to Rogers, MN Jan. 2-3, 2026 for a two-day wrestling tournament.
  - d. Northfield Swim Club Agreement. The school board is asked to approve the enclosed agreement with the Northfield Swim Club. This agreement is for the time period Nov. 24, 2025 - Nov. 23, 2026. Updates to the agreement include removing language around locker use, as the swim club has not been using lockers.
  - e. Personnel Items.
    - i. Appointments
      1. Wendy Apitz, KidVentures Site Assistant for up to 10 hours/week at Greenvale Park beginning 11/27/2025. Step 1, \$18.71/hr.
      2. Misty Cady, Child Nutrition Associate I for 3.25 hours/day at Spring Creek beginning 12/8/2025. \$23.06/hr.

3. Wendi DeGroot, 1.0 FTE Special Education Teacher at the Middle School beginning 1/23/2026. BA, Step 1.
  4. Michael Engelmann, Assistant Wrestling Coach at the Middle School beginning 11/17/2025. \$2,772 stipend.
  5. Trey Gaytan, Softball/Basketball Official for Community Education/Recreation effective 11/16/2025-5/31/2026. \$30/game.
  6. Bailey Harris, 1.0 FTE Long-term Substitute Kindergarten Teacher at Bridgewater effective 12/1/2025-2/16/2026. BA, Step 1.
  7. Grant Hemmingsen, Assistant Boys Basketball Coach at the High School beginning 11/17/2025. \$5,544 stipend paid by the booster club.
  8. Lydia Hershberger, Instructor Lead & Swim Lead for Community Education/Recreation effective 11/18/2025-5/31/2026. Step 3, \$16.64/hr.
  9. Brent Kivell, Rock and Roll Revival-Set Builder at the High School beginning 12/1/2025. \$4,000 stipend.
  10. Gabriel Meerts, .8 FTE Long-term Substitute Special Education Teacher at the Middle School effective 11/24/2025-1/22/2026. MA, Step 10.
  11. Larissa Ripley, Rock and Roll Revival-Lead Costumer at the High School beginning 12/1/2025. \$4,000 stipend.
  12. Ryland Updike, Instructor Lead & Swim Lead for Community Education/Recreation effective 11/18/2025-5/31/2026. Step 3, \$16.64/hr.
- ii. Increase/Decrease/Change in Assignment
1. Correction: Theresa Bauman, .5 FTE Reading Corps Internal Coach, add Early Learning Corps Internal Coach up to 9 hours/month effective 10/20/2026-6/10/2026.
  2. Robyn Dietz, Long-term Substitute Educational Assistant at Greenvale Park, change start date from 11/17/2025 to 11/11/2025.
  3. Lydia Hershberger, Swim Instructor for Community Education/Recreation, add Community School Student Site Assistant Substitute up to 10 hours/week effective 11/22/2025-5/14/2026. \$16.45/hr.
  4. Gabriela Nieves, Early Childhood Outreach Specialist for 33.5 hours/week at the NCEC, change to 37.5 hours/week effective 11/17/2025.
  5. Taite Raasch, Instructor Lead as needed with Community Education/Recreation, add Official effective 11/16/2025-5/31/2026. \$30/game.
  6. Lauren Salmon, Special Education EA/PCA for 6.5 hours/day plus 0.5 hours/day supervisory at the High School, change to Special Education EA/PCA for 3.5 hours/day BEST program and 3.5 hours/day RISE program plus .25 hours/day supervisory for a total of 7.25 hours/day at Greenvale Park effective 11/19/2025.
  7. Kaycee Welch, General Education EA for 34 hours/week at the NCEC, change to 19 hours per week effective 11/17/2025.
- iii. Leave of Absence
1. Sarah Marohl, Educational Assistant at Greenvale Park, change leave of absence start date from 11/17/2025 to 11/11/2025.
  2. Katrina Meehan, Teacher at the Middle School, FMLA leave of absence beginning 11/10/2025 and continuing for up to 60 work days on an intermittent basis.
  3. Rebekah Patterson, Special Education Teacher at Bridgewater, leave of absence extended through the 2025-26 school year.
  4. Lynsi Sherry, School Psychologist at Greenvale Park, FMLA leave of absence beginning approximately 8/24/2026 and continuing through 10/30/2026.
  5. Guillermina Velasquez Herrera, Custodian at the High School, FMLA leave of absence beginning 11/6/2025 and continuing through 11/30/2025.
- iv. Retirements/Resignations/Terminations
1. Ashley Opatrny, Special Education Teacher at the Middle School, resignation effective 11/21/2025.

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

## 8. Items for Individual Action

- a. Policy Committee Recommendations. The board is requested to approve the policy committee's recommended changes to policies 513, 513.1, 513.2, 513.3, and 514.

**Superintendent's Recommendation:** Motion to approve the policy committee's recommended changes to policies 513, 513.1, 513.2, 513.3, and 514.

- b. Ratification of Employment Action. The board is requested to ratify the employment action recommendation.

**Superintendent's Recommendation:** Motion to ratify the employment action.

9. Items for Information

- a. Construction Update No. 19. Superintendent Hillmann will provide an update on the NHS construction project.

10. Future Meetings

- a. Monday, December 8, 2025, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- b. Monday, December 15, 2025, 5:00 p.m., Board Work Session, Northfield DO Boardroom
- c. Monday, January 12, 2025, 6:00 p.m., Organizational Board Meeting followed by the Regular Board Meeting, Northfield DO Boardroom
- d. Monday, January 26, 2025, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom

11. Closed Session: Labor Negotiations Strategy

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

12. Adjournment

# Reaching Out, Reaching Up:

## THE 2027 STRATEGIC PLAN



### VISION

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

### BENCHMARKS

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

### STRATEGIC COMMITMENTS



#### People

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



#### Learner Outcomes

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



#### Equity

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



#### Communication

We communicate effectively and transparently with all stakeholders.



#### Stewardship

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



#### Partnerships

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



## Committee Report

### *Board of Education*

**Name:** Jenny Nelson

**Committee:** Agriculture, Food & Natural Resources CTE Committee

**Date Submitted:** 11/17/2025 14:28:43

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Input was received from parents, teachers, business owners, and alumni, who shared their expertise, and accounts of classes and programs that worked or how to improve them, and ideas to boost our students' success after graduation. The committee took a tour of the Ag classrooms and other CTE classrooms, with discussion about the reimagine model and what will change in that area.

Also discussed:

1. The FFA program needs and current limitations, as well as the program's successes and positive feedback from families, students and community members, leading to an idea to expand the program into our middle school.
2. How the public can help with donations of goods and materials to the Ag classrooms and programs.
3. An idea for a CTE course sampling with a survey that all students in grade 9-12 will participate in every year to increase the awareness of these types of courses offered, to better prepare students before scheduling the year before, and to give teachers a snapshot of course demand prior to submitting courses.
4. Potential course revisions and new course ideas.
5. Student registration within CTE- the number of registrations exceeded the amount of space we have for the classes which speaks to the dramatic increase in interest we have had at our high school for these courses. A result is that students are not receiving their choice classes.
6. Certification programs- The district would offer high school students the chance to have earned a technical college or trade school certification or degree so that they are prepared for an entry level career field.
7. Internships- community businesses offering internships to high school students that would cover the cost of a technical college degree.
8. Career and Technical Education credit equivalency allowance from the state, which would allow students to obtain additional required credits in one of their career pathway courses.
9. Work Based Learning is in need of business relationships to receive program approval.

INDEPENDENT SCHOOL DISTRICT NO. 659

**PUBLIC HEARING MINUTES**

Monday, November 10, 2025 ~ 5:15 p.m.

Northfield District Office Boardroom

1. Call to Order  
Board Chair Claudia Gonzalez-George called the Public Hearing of the Northfield Board of Education Independent School District No. 659 to order at 5:15 p.m. Present: Butler, Epstein, Goerwitz, Gonzalez-George, Miller, and Quinnell. Absent: Nelson.
2. Procedures for Public Hearings
3. ALC Director Daryl Kehler reviewed the outcomes of the 2024-25 Comprehensive and Civic Readiness Plan (CACR), the 2025-26 goals, and the Achievement & Integration results and goals.
4. Opportunity for Community Feedback  
There was no feedback from community members.
5. On a motion by Miller, seconded by Epstein, the board approved to adjourn the public hearing at 5:39 p.m.

Amy Goerwitz  
School Board Clerk

# **NORTHFIELD PUBLIC SCHOOLS**

## **School Board Minutes**

November 10, 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 on the school district website.

2. Agenda Approval/Table File

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

3. Public Comment

There were no public comments.

4. Announcements and Recognitions

- Congratulations to school board member Amy Goerwitz, who has been named to the MSBA All-State School Board. Selection is based on a board member's exemplary leadership, service, and commitment to advancing public education. This annual award is given to a select group of distinguished board members in Minnesota each year to recognize their outstanding service.
- Congratulations to the boys soccer team, who tied for third place in the state tournament on Wednesday, Oct. 29.
- Congratulations to the girls cross country team, who placed third at the state meet on Saturday, Nov. 2.
- Congratulations to the football team, who finished second in the section on Friday, Oct. 31.
- The Northfield High School Theater Department's fall performance, Sense and Sensibility, continues this weekend, with performances at 7:30 p.m. on Friday and Saturday, November 14 and 15 and at 2:00 on Sunday, November 16.
- Numerous programs were held throughout the district to celebrate Veteran's Day. Greenvale Park Elementary held their program Monday, Nov. 10; Bridgewater Elementary held their program Tuesday, Nov. 11; Northfield Middle School hosted their annual program on Tuesday, Nov. 11, with the program also streaming live on NorthfieldLive; and Spring Creek held their veterans lunch on Wednesday, Nov. 12.

5. Items for Discussion and Reports

- a. Summary of Public Hearing Regarding the 2024-25 Comprehensive Achievement and Civic Readiness (CACR) and Achievement & Integration Results. ALC Director Daryl Kehler summarized the 2024-25 Comprehensive Achievement and Civic Readiness (CACR) and Achievement & Integration results, and the 2025-26 goals, presented at the public hearing that preceded the regular school board meeting.
- b. Total Special Education System (TSES) Plan Review. Director of Special Services Sara Pratt reviewed the recently updated Total Special Education System (TSES) plan for the Northfield Public School District. The TSES plan outlines how Northfield Public Schools identifies, evaluates, and serves students with disabilities.
- c. Policy Committee Recommendations. Superintendent Hillmann presented the policy committee's recommended updates to policies 502, 505, 513, 513.1, 513.2, 513.3 and 514. This will be an item for individual action at the November 24 board meeting.

6. Consent Agenda

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

- a. Minutes. Minutes of the regular school board meeting held on October 27, 2025.
- b. Gift Agreements. Gift agreements included in the board packet.
- c. Personnel Items.

- i. Appointments
  1. William Baragary, Community School Student Site Assistant at Spring Creek up to 10 hours/week effective 11/10/2025-5/14/2026. Step 3, \$17.32/hour.
  2. Joshua Bisel, .5 FTE Assistant Nordic Ski Coach at the High School beginning 11/11/2025. \$2,217.50 stipend, subject to change upon the settlement of the 2025-27 NEA Agreement.
  3. Mikaela Girard, .5 FTE Assistant Softball Coach at the High School beginning 3/9/2026. \$2,217.50 stipend, subject to change upon the settlement of the 2025-27 NEA Agreement.
  4. Ellyssa Novak, .5 FTE Assistant Softball Coach at the High School beginning 3/9/2026. \$2,217.50 stipend, subject to change upon the settlement of the 2025-27 NEA Agreement.
  5. Laurie Sadowski, Building Supervisor with Community Education/Recreation as needed beginning 11/5/2025. \$20.31/hour.
  6. Zachary Spindler-Krage, Speech Judge at the High School as needed, beginning 12/1/2025. \$100/event.
  7. Alexandra Bornhauser, Building Supervisor with Community Education/Recreation as needed beginning 11/30/2025. \$20.31/hour.
  8. Robyn Dietz, Long-term Substitute Educational Assistant at Greenvale Park for 19 hours/week effective 11/17/2025-2/20/2026. General Ed, Step 4, \$21.44/hour, Special Ed, Step 4, \$23.51/hour.
  9. Joshua Mogren, Community School Site Assistant at Greenvale Park up to 10 hours/week effective 11/17/2025-5/14/2026. Step 2, \$19.37/hour.
  10. Brent Ruuska, Instructor Assistant and Swim Assistant with Community Education/Recreation up to 4 hours/week effective 11/9/2025-5/31/2026. Step 4, \$16.10/hour.
  11. Isaac Wagner, Long-term Substitute Special Education EA/PCA at Greenvale Park for 5 hours/day effective 11/12/2025-1/9/2026. Step 1, \$21.86/hour.
  12. Randell Zick, Softball/Basketball Official with Community Education/Recreation for 4 hours/week effective 11/9/2025-5/31/2026. \$30/game.
- ii. Increase/Decrease/Change in Assignment
  1. Paul Bernhard, 1.0 FTE Physical Education Teacher at Bridgewater, add .8 FTE Assistant Alpine Ski Coach effective 11/11/2025. \$3,992 stipend.
  2. Ray Coudret, 1.0 FTE RRR-Director at the High School, change to .5 FTE RRR-Director and .4 FTE RRR-Production Coordinator effective 12/1/2025.
  3. Sam Dwyer, .8 FTE RRR-Production Coordinator at the High School, change to .4 FTE RRR-Production Coordinator and .6 FTE RRR-Vocal Director effective 12/1/2025.
  4. Anne Fossum, Assistant Girls Hockey Coach at the High School, add Assistant Softball Coach effective 3/9/2026. \$5,544 stipend.
  5. Bob Gregory-Bjorklund, .75 FTE RRR-Vocal Director at the High School, change to .4 FTE RRR-Vocal Director effective 12/1/2025.
  6. Shari Setchell, .2 FTE RRR-Choreographer at the High School, change to .2 FTE RRR-Choreographer, .5 FTE RRR-Director, and .2 FTE RRR-Production Coordinator effective 12/1/2025.
  7. Pete Maus, 1.0 FTE LTS Math Teacher at the ALC, change position end date from 12/19/2025 to 3/20/2026.
  8. Laurie Sadowski, Building Supervisor with Community Education/Recreation as needed, add Site Supervisor as needed, effective 11/5/2025-5/31/2026. Step 6, \$18.51/hour.
  9. Bubba Sullivan, .5 FTE Assistant Softball Coach and .5 FTE 9th Grade Softball Coach at the High School, change to 1.0 FTE Assistant Softball Coach effective 3/9/2026. \$5,544 stipend.
  10. Lisa Weis, 1.0 FTE Health Teacher at the Middle School, add Assistant Middle School Speech Coach effective 11/4/2025. \$2,772 stipend.
  11. Shane Baier, Interim Principal at Bridgewater - continue as Interim Principal at Bridgewater as needed for the remainder of the 2025-26 school year.
  12. Zandra Bornhauser, Building Supervisor for Community Education/Recreation as needed, add Site Supervisor as needed effective 11/30/2025-5/31/2026. \$18.24/hour.
  13. Zandra Bornhauser, Building Supervisor and Site Supervisor for Community Education/Recreation as needed, add Instructor Assistant as needed, effective 11/30/2025-5/31/2026. \$16.10/hour.
  14. Adam Danielson, Behavior Coach/Interim Associate Principal at Bridgewater - continue as Interim Associate Principal as needed at Bridgewater for the remainder of the 2025-26 school year.
  15. Nick Gerhardt, Event Worker at the High School as needed, add Instructor Assistant (Scorekeeper) with Community Education/Recreation as needed effective 11/9/2025-5/31/2026. \$16.37/hour.
  16. Katrina Warner, EA for 7.25 hours/day at Bridgewater, add Substitute Kid Ventures Site Assistant on call, as needed effective 11/10/2025.
- iii. Leave of Absence
  1. Jessie Huebsch, Instructional Services Support Specialist at the District Office, FMLA leave of absence beginning 12/10/2025, continuing for up to 60 work days.
  2. Jordan Streiff, Administrative Support Assistant for Special Services at the District Office, FMLA leave of absence beginning 12/10/2025 through 2/4/2026.
  3. Nancy Antoine, Principal at Bridgewater, extending FMLA leave through 1/2/2026.
- iv. Retirements/Resignations/Terminations
  1. Theresa Wilson, Assistant Alpine Ski Coach, resignation effective 10/29/2025.

2. Joshua Anderson, Long-term Substitute Kindergarten Teacher at Bridgewater, resignation effective 12/1/2025.
  3. Josh Spitzack, Assistant 8th Grade Football Coach at the Middle School, resignation effective 11/5/2025.
- v. 2026 Winter/Spring Instructors List  
The list of the Northfield Community Education Winter/Spring 2026 Brochure Instructors was attached.

7. Items for Individual Action

- a. Superintendent's Mid-Year Evaluation Tool. On a motion by Butler, seconded by Goerwitz, the board unanimously approved the revised mid-year superintendent evaluation tool as presented.

8. Items for Information

- a. Enrollment Options and History Report. Student Information Systems Specialist Christine Neset and Director of Finance Val Mertesdorf provided the 2025-26 Enrollment Options and History Report. Superintendent Hillmann reviewed this report with the board.
- b. Enrollment Report. Superintendent Hillmann reviewed the November 2025 enrollment report.
- c. Construction Update No. 18. Superintendent Hillmann provided an update on the NHS construction project.
- d. American Education Week. American Education Week was November 17-21, 2025. American Education Week presents all Americans with an opportunity to celebrate public education and honor individuals who are making a difference in ensuring that every child receives a quality education. Northfield Public Schools recognizes and appreciates the team of people who work each day to prepare every student for lifelong success by developing critical thinkers who are curious and ready to engage in our society during this weeklong celebration of public education.

9. Future Meetings

- a. Monday, November 24, 2025, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- b. Monday, December 8, 2025, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- c. Monday, January 12, 2025, 6:00 p.m., Organizational Board Meeting followed by the Regular Board Meeting, Northfield DO Boardroom

10. Adjournment

On a motion by Quinnell, seconded by Nelson, the board approved to adjourn the regular board meeting at 7:21 p.m.

Amy Goerwitz  
School Board Clerk

## **RESOLUTION ACCEPTING DONATIONS**

The following resolution was moved by \_\_\_\_\_ and seconded by \_\_\_\_\_:

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

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

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

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

The vote on adoption of the Resolution was as follows:

Aye:

Nay:

Absent:

Whereupon, said Resolution was declared duly adopted.

By: Claudia Gonzalez-George, Chair

By: Amy Goerwitz, Clerk

| Date of the bequest, donation, or gift: | Amount:                  | Who the bequest, donation, or gift is from: | What is the bequest, donation, or gift for?           |
|-----------------------------------------|--------------------------|---------------------------------------------|-------------------------------------------------------|
| 11/10/2025                              | 50 muffins worth \$97.35 | Kwik Trip                                   | The Veterans in attendance for Veteran's Day Assembly |
| 11/7/2025                               | \$500.00                 | NCC Builders                                | Robotics sponsorship/donation                         |
| 11/11/2025                              | \$500.00                 | Dundas Baseball Association                 | ALC Wednesday Class Supplies                          |
| 11/13/2025                              | \$100.00                 | Imminent Brewing                            | Cinco de Mayo Scholarship Fund                        |
| 11/13/2025                              | \$150.00                 | Michelle Martin                             | High School Band Donation                             |
| 11/18/2025                              | \$500.00                 | Scheels, Rochester                          | Clay Target Team Ammo                                 |



**Northfield High School  
Activities Office**

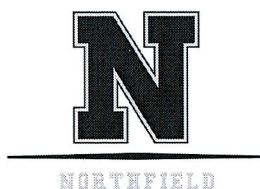
**Extended Overnight Request Form**

**Staff Member(s) Responsible (Name and phone):** Geoff Staab 612-501-2765  
Josten Coleman

**School and Program:** Northfield Wrestling Program

**Date of Requested Trip:**

1. What group is taking this trip? Northfield Wrestling (Boys JV, V, and Girls)
2. Estimated # of Students: 35-45                      # Adult Supervisors: 6
3. Destination: Rogers Minnesota for a two day wrestling tournament
4. Date/Time of Departure: 1/2/26 around 6:30 AM
5. Date/Time of Return: 1/3/26 around 6:30 PM
6. State purpose and/or educational value of trip (attach information to form if needed).  
Big Minnesota Wrestling tournament over the holidays. No school missed.
7. Name the manner of travel and the carrier.  
We will need a school bus to bring us to the tournament and stay with us to go back and forth between where we are wrestling and the hotel.
8. State housing arrangements (must include name, address and phone number of hotel).  
Holiday Inn Express & Suites -Rogers MN  
20930 135th Avenue North, Rogers, MN 55374 Phone: 763-428-3000
9. List of coach, parent or guardian contact info.(Attach)



Geoff Staab -612-501-2765

10. List participants (reminder to have participants complete parent/guardian permission form if applicable). (Attach)  
I will not have the list of wrestlers until we are closer to the date of competition
11. Indicate who will be in charge of supervising the trip (roles and responsibilities).  
Geoff Staab and Josten Coleman
12. State the safety precautions and procedures for emergencies while on the trip.  
There will be a trainer on site at the tournament for both days of wrestling
11. Give budget costs, how the trip will be funded and estimated cost per student.  
Booster club will be paying for the hotels and food for the trip
12. List any proposed precautions, special needs, special concerns, student concerns,  
- if applicable. NA

\*\*\*\*\*

Signature of Staff Member Responsible: Geoff Staab

Date field trip request was submitted to Principal: 11/6/25

Principal/Administrator Signature and Date: g Michael 11/6/25

Approved: ☒ Not Approved:

\*\*\*\*\*

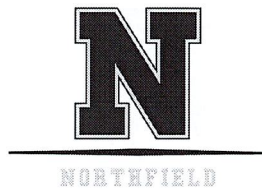
Superintendent Signature and Date: \_\_\_\_\_

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

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

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



**Northfield High School  
Activities Office**

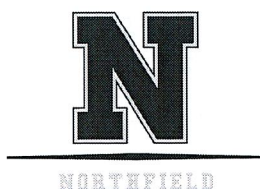
**Extended Overnight Request Form**

**Staff Member(s) Responsible (Name and phone): Geoff Staab 612-501-2765  
Josten Coleman 701-710-1027**

**School and Program: Northfield Wrestling Varsity**

**Date of Requested Trip:**

1. What group is taking this trip? Varsity wrestlers, managers, and coaches
2. Estimated # of Students: 16 # Adult Supervisors: 4
3. Destination: Rochester Civic Center for Wrestling Tournament
4. Date/Time of Departure: 12/19/25 around 6:30 AM
5. Date/Time of Return: 12/20/25 around 7:00 PM
6. State purpose and/or educational value of trip (attach information to form if needed).  
We are wrestling at the top individual wrestling tournament in the state called the Matboss Minnesota Christmas Tournament sponsored by the Minnesota Gophers wrestling club. It is a two day tournament with the top teams from Minnesota and some teams from surrounding states.
7. Name the manner of travel and the carrier.  
We will have a bus take us down there on Friday morning and drop us off at the Rochester Civic Center. We will walk through the skyway after we are done wrestling on Friday to the Hotel Indigo (2 blocks away). We will have the bus come pick us up on the 12/20 in the evening when we are done wrestling.

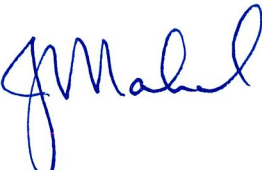


8. State housing arrangements (must include name, address and phone number of hotel).  
Hotel Indigo Rochester  
**Address:** 220 Broadway Ave S, Rochester, MN 55904  
**Phone:** (507) 252-8200
9. List of coach, parent or guardian contact info.(Attach)  
Geoff Staab -612-501-2765
10. List participants (reminder to have participants complete parent/guardian permission form if applicable). (Attach)  
I will not have the list of wrestlers until we are closer to the date of competition
11. Indicate who will be in charge of supervising the trip (roles and responsibilities).  
Geoff Staab and Josten Coleman
12. State the safety precautions and procedures for emergencies while on the trip.  
There will be a trainer on site at the Civic center for both days of wrestling
11. Give budget costs, how the trip will be funded and estimated cost per student.  
Booster club will be paying for the hotels and food for the trip
12. List any proposed precautions, special needs, special concerns, student concerns,  
- if applicable. NA

\*\*\*\*\*

Signature of Staff Member Responsible: Geoff Staab

Date field trip request was submitted to Principal: 11/6/25

Principal/Administrator Signature and Date:  11/6/25

Approved: 

Not Approved:



NORTHFIELD

\*\*\*\*\*

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

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

\*\*\*\*\*

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

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

## **AGREEMENT**

This Agreement is entered into this day 24th of November 2025 by and between the Northfield Public Schools (hereinafter the School) and the Northfield Swim Club (hereinafter the NSC). It is understood between the parties hereto that the NSC wishes to utilize certain facilities belonging to the School for swim practice purposes. It is further understood that the School wishes to accommodate the NSC pursuant to the School's Policy Regarding Community Use of School Facilities.

This Agreement is a legal contract and each party understands that it may be enforced in the District Court of the County of Rice, State of Minnesota against the School or the NSC if either one of them does not comply with the terms of this Agreement.

- I. Description of Premises – The premises covered by this Agreement are the Northfield Middle School swimming pool, and the adjacent girls and boys locker rooms.
- II. Use of Premises – Under this Agreement, the NSC is allowed to use the premises for swim practices and the monthly NSC board meeting. No other use of the premises is authorized under this Agreement. It is expressly agreed and understood between the parties that the NSC shall use the premises for swim practices based on a schedule provided by the facilities scheduling designee or a member of the NSC Board of Directors and approved by the School's Facilities Scheduler. Any other use, such as swim meets, will require a separate application.
  - A. Monthly NSC board meetings will be scheduled through Community Education. There will be no charge for these meetings which occur during practices.
- III. Term of Agreement – This agreement shall commence on November 24, 2025 and shall continue until November 23, 2026 unless terminated prior to that date as provided herein. Early termination of this agreement by either party requires a thirty-day written notice. This Agreement may be extended for an additional term, should the parties choose to do so; however, nothing contained herein shall be construed to require the School to extend the Agreement.
- IV. Expenses – The NSC hereby agrees to pay to the School the following expenses related to its use of the Premises:
  - A. Facilities – Effective November 24, 2025, the NSC will pay a facility fee of \$22.50 per hour for use of the swimming pool and the girls and boys locker rooms, with a two (2) hour maximum charge per date of use. These fees represent a negotiated 10% reduction from established community use fees. The NSC will pay an energy fee of \$12.00 per hour for every hour of use of the Pool and Locker Rooms. When the NSC shares space with the Community Education Department and SCUBA classes, the NSC will pay one-half of the agreed upon rental fee.
  - B. Fee Reduction - The fee reduction is applied for facility rental costs for regular swim practices only, and not for meets or special events.
  - C. Custodial – The NSC will pay \$64.46 per hour to the School for custodial services related to the NSC's use of the Premises should the use fall outside the normal

hours of building operation. The NSC understands and agrees that the custodial services shall include any clean up necessary from any other event located on or about the premises which might occur during the day or evening prior to the NSC's practices. The NSC understands and agrees that custodial service is required in the building prior to, and after, the NSC's use of the premises. In addition, any use during non-school months in June, July and August, as the schedule allows, up to two hours per day of regular custodial time may be charged.

- V. Payment of Expenses – The School will bill the NSC monthly for any of the aforementioned expenses. The NSC will make payment within 30 days of its receipt of any such invoice. Invoices will be sent electronically to the NSC Treasurer, email to be provided by the NSC.

VI. Limitations on NSC Use of Premises

- A. School and Non-school Related Activities and Events – The NSC understands that, according to the school district facility policy, school district activities and events and other school and non-school related activities may take precedence over permit usage. In the event the NSC's use of the premises is precluded by any such activity, the School will attempt to provide two weeks' notice to the NSC that it will not be allowed to use the premises. In addition, the NSC understands there may be School or non-school activities which may require that certain pieces of equipment be left in the pool area or in locker rooms located on the premises. The NSC agrees that in such an event it will take every precaution not to disturb such equipment. Activities scheduled in school facilities can be viewed at <https://northfieldschools.ce.eleyo.com/facilities/calendar>. Northfield High School Swim and Dive Team meet schedules can be viewed at <https://big9conference.org/public/genie/4/school/2493/?categories=74>.
- B. Weather Closing – The NSC understands and agrees that if the School announces that schools will close early or are canceled due to inclement weather, NSC practices for those days are also canceled.
- C. Calamitous Event – The NSC understands and agrees that, in the event of any event which may substantially impair the safety or viability of the premises, the School will exercise its discretion in deciding whether to cancel any scheduled use of the premises by the NSC. The School hereby agrees to make every effort to provide the NSC with as much advance notice of any such cancellation as possible.

- VII. Keys – The NSC understands and agrees that this Agreement shall entitle the NSC to possess two sets of keys to access the swimming pool, pool office, pool equipment room and locker rooms on the premises. The NSC has determined that these keys are to be issued to the current Head Coach and Lead Assistant Coach of the NSC. The assigned key holders will each sign for and be issued a key from the Facilities Scheduler at the beginning of the contract period and shall return the key at the end of the contract period, or when there is a change in key holder. In the event these keys are lost, the NSC will be charged actual costs for re-keying/re-coring as necessary.

- VIII. Storage – The NSC understands and agrees that it shall be allowed to store items of a swim practice nature only on the premises with the knowledge and permission of the School's Facilities Scheduler, Activities Director and Director of Buildings and Grounds. All stored

items, plus any School items used, must be returned to their assigned location at the end of each day.

- IX. Northfield Public School Access Policy – The NSC understands and agrees that the Northfield Public Schools Policy regarding Community Use of School Facilities (the Policy), including any amendments thereto, and the permit delineating dates of use and expectations of use are hereby incorporated into this Agreement. Adequate and responsible adult supervision must be present in all areas where participants in NSC activities are located. In the event any provision of this Agreement contradicts any provision of the Policy, this Agreement shall control.
- X. Assignment and Delegation – The NSC hereby agrees that none of its rights contained in this Agreement may be assigned, nor may any of its duties be delegated, without the express written permission of the School. The NSC further agrees that any such permission will be at the sole discretion of the School.
- XI. Default – The NSC understands that in the event the NSC violates any provision of this agreement, or any provision of the Policy, the School may, at its sole discretion, declare this Agreement void and discontinue the NSC's use of the premises.
- XII. No Oral Representations – The parties hereto understand that this Agreement constitutes the complete understanding of the parties, and that neither party is relying on any oral representations made by the other party.
- XIII. Insurance – During the term of this agreement, the NSC shall obtain and maintain at its expense, the following types and amounts of insurance:
- A. Insurance against bodily injury and property damage which is to be in the amount of at least One Million Dollars (\$1,000,000) per occurrence and naming the School as an additional insured with copies thereof to be provided by the NSC. Furthermore, insurance covering all property owned by the NSC and stored on the premises shall be the sole responsibility of the NSC.
- XIV. Waiver of Subrogation – The NSC hereby waives all claims for recovery from the School for any loss or damage to any of its property regardless of the nature of how said loss or damage occurred.

**Northfield Swim Club**

**Northfield Public Schools**

\_\_\_\_\_  
NSC President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Val Mertesdorf, Deputy Clerk-Treasurer

\_\_\_\_\_  
Date

\_\_\_\_\_  
NSC Treasurer

\_\_\_\_\_  
Date

# Northfield Public Schools

## Policy Committee Recommendations

November 24, 2025

| Policy                                                                  | Changes                                                                                                                                                                                                                                                                                                                               |
|-------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 513: Student Promotion, Retention, and Program Design                   | <b>Change Type: Regular Review</b> <ul style="list-style-type: none"> <li>• Updated purpose statement.</li> <li>• Changed “guardians” to “caregivers.”</li> <li>• Updated cross references.</li> </ul>                                                                                                                                |
| 513.1: Determination of Legal Age of Students                           | <b>Change Type: Regular Review</b> <ul style="list-style-type: none"> <li>• Updated purpose statement.</li> <li>• Added a reference to Policy 513.2 in section II.2.</li> <li>• Updated age verification instructions to reflect that enrollment of students is done at the district office and not at the building level.</li> </ul> |
| 513.2: Early Entrance Into Kindergarten                                 | <b>Change Type: Regular Review</b> <ul style="list-style-type: none"> <li>• Updated purpose statement.</li> <li>• Changed “identity group” to “grade level” in section II.</li> </ul>                                                                                                                                                 |
| 513.3: <del>Advanced Grade Placement</del> <u>Academic Acceleration</u> | <b>Change Type: Regular Review</b> <ul style="list-style-type: none"> <li>• Updated purpose statement.</li> <li>• Changed “identity group” to “grade level” in section II.</li> <li>• Changed the term “Advanced Grade Placement” to “Academic Acceleration” to parallel the language used in Policy 513.</li> </ul>                  |
| 514: Bullying Prohibition                                               | <b>Change Type: Regular Review</b> <ul style="list-style-type: none"> <li>• Updated purpose statement.</li> <li>• Added a reference to the online reporting form.</li> </ul>                                                                                                                                                          |

## Policy 513 STUDENT PROMOTION, RETENTION, AND PROGRAM DESIGN

### I. PURPOSE

In alignment with the district's strategic commitments to learner outcomes and equity,  
~~This policy provides guidance on student promotion, retention, and program design for Northfield School District's staff, parents, caregivers, and students, aligning with the district's vision and commitment to learner outcomes and equity.~~

### II. GENERAL STATEMENT OF POLICY

The Board of Education expects all students to achieve an acceptable level of academic proficiency. Parental assistance, tutorial and remedial programs, counseling, and other appropriate services shall be coordinated and utilized to the greatest extent possible to help students succeed in school.

- A. **Promotion.** Students who achieve at levels deemed acceptable by local and state standards shall be promoted to the next grade level at the completion of each school year.
- B. **Retention.** Retention of a student may be considered when professional staff and parents/~~guardians~~ caregivers feel that it is in the best interest of the student. Physical development, maturity, and emotional factors shall be considered, as well as scholastic achievement. The district has adopted [procedures](#) for retention. The superintendent's decision shall be final.
- C. **Program Design.**
  - 1. The superintendent, with participation of the professional staff and parents/~~guardians~~ caregivers, shall develop and implement programs to challenge students that are consistent with the needs of students at every level. A process to assess and evaluate students for program assignment shall be developed in coordination with such programs. Opportunities for special programs and placement outside of the district shall also be developed as additional options. All programs will be aligned with creating comprehensive achievement and civic readiness.
  - 2. The district may identify students, locally develop programs and services addressing instructional and affective needs, provide staff development, and evaluate programs to provide gifted and talented students with challenging and appropriate educational programs and services.
  - 3. The district must adopt guidelines for assessing and identifying students for participation in gifted and talented programs and services consistent with Minnesota Statutes, section 120B.11. The guidelines should include the use of:
    - a. Multiple objective criteria.
    - b. Assessments and procedures that are valid and reliable, fair, and based on current theory and research. Assessments and procedures should be sensitive to under-represented groups, including, but not

limited to, low-income, minority, twice-exceptional, and English learners.

4. The district ~~must adopt~~ has adopted [Policy 513.3](#) and its associated [procedures](#) for the academic acceleration of gifted and talented students. These procedures will include how the district will:
  - a. Assess a student's readiness and motivation for acceleration.
  - b. Match the level, complexity, and pace of the curriculum to a student to achieve the best type of academic acceleration for a student.
5. The district ~~must adopt~~ has adopted [Policy 513.2](#) and its associated [procedures](#) consistent with Minnesota Statutes, section 124D.02 for early admission to kindergarten or first grade of gifted or talented learners consistent with Minnesota Statutes, section 120B.11, subdivision 2, clause (2). The procedures must be sensitive to under-represented groups.

### Policy 513 Student Promotion, Retention, and Program Design

Adopted: 10.22.2007; Updated: 05.23.2022, 07.10.2023; INSERT DATE; Statutory Update: 10.28.2024

Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

**Legal References:** Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement Goals: Striving for Comprehensive Achievement and Civic Readiness)

Minn. Stat. § 120B.15 (Gifted and Talented Program)

Minn. Stat. § 123B.143, subd. 1 (Superintendents)

Minn. Stat. § 124.D02 (School Board Powers: Enrollment)

**Cross References:** MSBA/MASA Model Policy 613 (Graduation Requirements)  
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)  
MSBA/MASA Model Policy 615 (~~Basic Standards~~ Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, ~~Accommodation~~ and LEP Students)  
~~MSBA/MASA Model Policy 617 (School District Insurance of Preparatory and High School Standards)~~  
MSBA/MASA Model Policy 618 (Assessment of Standard Achievement)  
MSBA/MASA Model Policy 620 (Credit for Learning)

## **Policy 513.1 DETERMINATION OF LEGAL AGE OF STUDENTS FOR SCHOOL ADMISSION**

### **I. PURPOSE**

In alignment with the district's strategic commitment to learner outcomes, ~~The~~ purpose of this policy is to define how Northfield Public Schools will verify evidence of age for kindergarten enrollment.

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

Minnesota Statute 120A.20 requires that "A person shall not be admitted to a public school

1. As a kindergarten student, unless the student is at least five years of age on September 1 of the calendar year in which the school year for which the student seeks admission commences, or
2. As a first grade student, unless the student is at least six years of age on September 1 of the calendar year in which the school year for which the student seeks admission commences or has completed kindergarten; except that any school board may establish a policy for admission of selected pupils at an earlier age. Refer to [Policy 513.2](#) and its associated [procedures](#).

The district is obligated to comply with state law. Therefore, in order to verify the age of a student applying for admission to Northfield Public Schools, the ~~district building principal~~ principal will require either an official birth certificate issued by the county of birth, a hospital birth certificate provided the child's name was originally included on it, or other record, deemed satisfactory by the superintendent or designee ~~building principal~~, which provides evidence of age.

Policy 513.1 Determination of Legal Age of Students for School Admission

Adopted: 03.12.2007; Reviewed: 02.24.2022; Updated: INSERT DATE

Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

***Legal References:***

Minn. Stat. 120A.20 (Admission to Public School)

## Policy 513.2 EARLY ENTRANCE INTO KINDERGARTEN

### I. PURPOSE

In alignment with the district's strategic commitment to learner outcomes, ~~The~~ purpose of this policy is to establish the process to request early entrance into kindergarten in the Northfield School District.

### II. GENERAL STATEMENT OF POLICY

Children shall be five years of age on or before September 1 of the year in which they start kindergarten and six years of age on or before September 1 of the year in which they start first grade. When a student has successfully completed an accredited kindergarten program, he or she may be placed in first grade, at the parents' request, regardless of age. Early entrance to kindergarten will be considered if a child's fifth birthday falls on a date after September 1, and before October 1, provided that the child demonstrates superior levels of intellectual, academic, and social development as specified by the [early entrance procedures](#). Such decisions shall be made cautiously due to the possible negative consequences for a student who spends their ~~his/her~~ school career as the youngest member in their grade level identity group.

A request must be made in writing directly to the elementary school principal no later than May 1 of the year for which early entrance is requested. An exception may be permitted at the sole discretion of the superintendent ~~of schools~~.

#### Policy 513.2 Early Entrance into Kindergarten

Adopted: 03.12.2007; Updated: 02.18.2009, 02.2010, INSERT DATE; Reviewed: 02.24.2022

Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

## **Policy 513.3 ~~Advanced Grade Placement~~ ACADEMIC ACCELERATION**

### **I. PURPOSE**

In alignment with the district's commitments to learner outcomes and equity, the purpose of this policy is to establish ~~advanced grade placement~~ guidelines for academic acceleration for students enrolled in the Northfield School District.

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

It shall be the policy of the Northfield Board of Education to allow ~~advanced grade placement~~ academic acceleration (sometimes called grade skipping) provided that a child demonstrates specified superior levels of intellectual, academic, adaptive and/or physical development; and, in the judgment of school personnel, will benefit from such placement. ~~Such decisions shall be made cautiously due to the possible negative consequences for a student who spends his/her school career as the youngest member in the identity group. Careful~~ consideration should be made when considering academic acceleration.

Applications for ~~advanced grade placement~~ academic acceleration must be submitted in writing to the principal by the parents/guardians seeking academic acceleration ~~advanced grade placement~~ for their child. The district shall have 30 school days to complete the assessment.

## **Policy 513.3 Advanced Grade Placement**

Adopted: 1.26.2007; Reviewed: 02.24.2022; Updated: INSERT DATE

Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

## **POLICY 514 BULLYING PROHIBITION**

### **I. PURPOSE**

A safe and civil environment is necessary to prepare every student for lifelong success. ~~learn and attain high academic standards and to promote healthy human relationships.~~ Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The Northfield School District cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the district and the rights and welfare of its students and is within the control of the district in its normal operations, the district intends to prevent bullying and to take action to investigate, respond to, remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

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

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited:
  - 1. On the school premises, on district property, at school functions or activities, and on school transportation.
  - 2. By the use of electronic technology and communications on the school premises, during the school functions or activities, on the school transportation, or on the school computers, networks, forums, and mailing lists.
  - 3. By use of electronic technology and communications off the school premises to the extent such use substantially and materially disrupts student learning or the school environment.
- B. A school-aged child who voluntarily participates in a public school activity, such as a co-curricular or extracurricular activity, is subject to the policy provisions applicable to the public school students participating in the activity.
- C. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their willful indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits,

services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off district property and/or with or without the use of district resources. This policy also applies to sexual exploitation.

- D. Malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status, status with regard to public assistance, disability, religion, sexual harassment, and sexual orientation and gender identity as defined in Minnesota Statutes, chapter 363A is prohibited. This prohibition applies to students, independent contractors, teachers, administrators, and other school personnel.
- E. No teacher, administrator, volunteer, contractor, or other employee of the district shall permit, condone, or tolerate bullying.
- F. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- G. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- H. False accusations or reports of bullying against another student are prohibited.
- I. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the district's policies and procedures, including the district's discipline policy. The district may take into account the following factors:
  - 1. The developmental ages and maturity levels of the parties involved.
  - 2. The levels of harm, surrounding circumstances, and nature of the behavior.
  - 3. Past incidences or past or continuing patterns of behavior.
  - 4. The relationship between the parties involved.
  - 5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the district, and foster student, parent, and community participation.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from district property and events.

- J. The district will act to investigate all complaints of bullying reported to the district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the district who is found to have violated this policy.

### **III. DEFINITIONS**

For purposes of this policy, the definitions included in this section apply.

- A. “Bullying” means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
1. An actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern.
  2. Materially and substantially interferes with a student’s educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, “bullying,” specifically includes cyberbullying malicious and sadistic conduct and sexual exploitation.

- B. “Cyberbullying” means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social media website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. “Intimidating, threatening, abusive, or harming conduct” means, but is not limited to, conduct that does the following:
1. Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property.
  2. Under Minnesota common law, violates a student’s reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student.
  3. Is directed at any student or students, including those based on a person’s actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability,

or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

- E. “Malicious and sadistic conduct” means creating a hostile learning environment by acting with the intent to cause harm by intentionally injuring another without just cause or reason or engaging in extreme or excessive cruelty or delighting in cruelty.
- F. “On school premises, on district property, at school functions or activities, or on school transportation” means all district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. District property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the district does not represent that it will provide supervision or assume liability at these locations and events.
- G. “Prohibited conduct” means bullying, cyberbullying, malicious and sadistic conduct, sexual exploitation, or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about prohibited conduct.
- H. “Remedial response” means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- I. “Student” means a student enrolled in a public school or a charter school.

#### **IV. REPORTING PROCEDURE**

- A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate district official designated by this policy. A person may report bullying anonymously. However, the district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The district encourages the reporting party or complainant to use the [report form](#) available from the principal or building supervisor of each building, on the district’s website or available in the district office, but oral reports shall be considered complaints as well.
- C. The building principal, the principal’s designee, or the building supervisor

(hereinafter the “building report taker”) is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.
- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant’s or reporter’s future employment, grades, work assignments, or educational or work environment.
- G. The district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the district’s obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

## **V. SCHOOL DISTRICT ACTION**

- A. Within three school days of the receipt of a complaint or report of bullying or other prohibited conduct, the district shall undertake or authorize an investigation by the building report taker or a third party designated by the district.

- B. The building report taker or other appropriate district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. District action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy and other applicable district policies; and applicable regulations.
- E. The district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

## **VI. RETALIATION OR REPRISAL**

The district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or

intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in this policy.

## **VII. TRAINING AND EDUCATION**

- A. Consistent with its applicable policies and practices, the district must discuss this policy with students, school personnel and volunteers and provide appropriate training for all district personnel to prevent, identify, and respond to prohibited conduct. The district must establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the district. The district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
- B. The district shall require ongoing professional development, consistent with Minnesota Statutes, section 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
  - 1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct.
  - 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct.
  - 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school.
  - 4. The incidence and nature of cyberbullying.
  - 5. Internet safety and cyberbullying.
- C. The district annually will provide education and information to students regarding bullying, including information regarding this district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of the district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if

adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment.
  2. Partner with parents and other community members to develop and implement prevention and intervention programs.
  3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment.
  4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person.
  5. Teach students to advocate for themselves and others.
  6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct.
  7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- G. The district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy in the Student Citizenship Handbook.

## **VIII. NOTICE**

- A. The district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. Article II, paragraph D, regarding malicious and sadistic conduct must be conspicuously posted throughout each school building. This policy shall be

conspicuously posted in the administrative offices of the school and district in summary form.

- C. This policy must be distributed to each district or school employee and independent contractor, if the contractor regularly interacts with students, at the time of employment with the district or the school.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the languages appearing on the district's or a school's website, consistent with the district policies and practices.
- F. The district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

## **IX. POLICY REVIEW**

The board shall, on a cycle consistent with other district policies, review and revise this policy. The policy shall be made consistent with Minnesota Statutes, sections 121A.031 and 121A.0312 and other applicable law. Revisions shall be made to the extent practicable in consultation with students, parents, and community organizations.

### **Policy 514 Bullying Prohibition**

Adopted: 08.26.2006; Updated: 11.22.2010, 04.23.12, 07.14.14, INSERT DATE; Non-Substantive Update: 08.26.2021;  
Statutory Update: 07.10.2023, 06.10.2024

Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

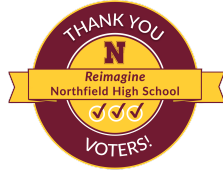
#### ***Legal References:***

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definition of ~~Public School~~)  
Minn. Stat. § 120B.232 (Character Development Education)  
Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence Model Policy)  
Minn. Stat. § 121A.031 (School Student Bullying Policy)  
Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)  
Minn. Stat. § 121A.0312 (Malicious and Sadistic Conduct)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.69 (Hazing Policy)  
Minn. Stat. § Ch. 124E (Charter School)  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)  
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

#### ***Cross References:***

MSBA/MASA Board Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Board Policy 413 (Harassment and Violence)  
MSBA/MASA Board Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
MSBA/MASA Board Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)  
MSBA/MASA Board Policy 423 (Employee-Student Relationships)  
MSBA/MASA Board Policy 501 (School Weapons Policy)

MSBA/MASA Board Policy 506 (Student Discipline)  
MSBA/MASA Board Policy 507 (Corporal Punishment)  
MSBA/MASA Board Policy 515 (Protection and Privacy of Pupil Records)  
MSBA/MASA Board Policy 521 (Student Disability Nondiscrimination)  
MSBA/MASA Board Policy 522 (Title IX Sex Nondiscrimination)  
MSBA/MASA Board Policy 524.2 (Use of Technology and Telecommunications Systems by Students)  
MSBA/MASA Board Policy 526 (Hazing Prohibition)  
MSBA/MASA Board Policy 709 (Student Transportation Safety)  
MSBA/MASA Model Policy 711 (Video Recording on School Buses)  
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)



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## Reimagine Northfield High School Bond Referendum Projects | Construction Update No. 19 | Nov. 24, 2025

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### Recent highlights

- Construction document development continues.
- The project oversight committee met on Nov. 17. The agenda included:
  - User group update — there are still a few areas where user groups are providing feedback.
  - Wold and Knutson continue to evaluate potential cost efficiency options. Some initial cost efficiency decisions have been made.
  - The updated traffic study was returned to the city for review.
  - There are ongoing discussions about a city-required path that would run adjacent to the high school property.
  - The team reviewed potential phasing option proposals.

### Upcoming meetings and discussions

- Monthly budget meetings are held between the district, Wold, and Knutson to keep the project on track.
- Project oversight committee meetings are held twice a month, as needed.

### Community Information

- Community members can view information about the project, including images and the [video walkthrough of the reimaged Northfield High School](#), on the [district website](#).