

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

Monday, January 12, 2026 ~ 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. Financial Forecast and Revised 2025-2026 General Fund Budget
  - b. Stadium Naming Rights Contract
  - c. Special Services FTE Request
6. Committee Reports
  - a. Communications Advisory Committee
  - b. Automotive and Transportation CTE Committee
  - c. Facilities Advisory Committee
7. Consent Agenda
  - a. Minutes
  - b. Gift Agreements
  - c. Overnight Field Trip Request
  - d. Personnel Items
8. Items for Individual Action
  - a. Fiscal Year 2025-2026 General Fund Budget Revision
  - b. Policy Committee Recommendations
9. Items for Information
  - a. Enrollment Report
  - b. Construction Update No. 21
10. Future Meetings
  - a. Monday, January 26, 2026, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
  - b. Thursday, January 29, 2026, 5:00 p.m., Board Work Session, Northfield DO Boardroom  
(Topic: Later School Start Times)
  - c. Monday, February 9, 2026, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
  - d. Monday, February 23, 2026, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
11. Adjournment

**NORTHFIELD PUBLIC SCHOOLS  
MEMORANDUM**

Monday, January 12, 2026 ~ 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, January 12, 2026, 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. Financial Forecast and Revised 2025-2026 General Fund Budget. Director of Finance Val Mertesdorf will review the recommended revisions to the 2025-2026 general fund budget. The general fund budget revision accounts for legislative impacts, final audited data, settled contracts, and benefits.
  - b. Stadium Naming Rights Contract. As outlined in Policy 809.1, the district requested proposals for stadium naming rights for Memorial Field. Proposals were due by Dec. 1, 2025, with a minimum bid of \$12,000 annually. Heritage Bank was the high bidder at \$18,000 annually for ten years. The field will be named Heritage Bank Stadium at Memorial Field. This will be an item for individual action at the Jan. 26 board meeting.
  - c. Special Services FTE Request. Director of Special Services Sara Pratt is requesting to add one Special Educational Assistant/Personal Care Assistant at Bridgewater Elementary for 6.75 hours per day and one Special Education Assistant/Personal Care Assistant at Spring Creek Elementary for 3.375 hours per day due to new and current students with significant needs who require ongoing safety support and intensive services as outlined in their Individual Education Program (IEP) plans. The total projected net cost of salary and benefits for both positions after approximately 55% of the salaries are reimbursed through special education revenue is \$23,308. This will be an item for individual action at the Jan. 26 board meeting.
6. Committee Reports
  - a. Communications Advisory Committee. Board Member Maggie Epstein will provide an update on the Communications Advisory Committee.
  - b. Automotive and Transportation CTE Committee. Board Member Jenny Nelson will provide an update on the Automotive and Transportation CTE Committee.
  - c. Facilities Advisory Committee. Board Member Amy Goerwitz will provide an update on the Facilities Advisory 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 held on Dec. 8, 2025 and the special school board meeting held on Dec. 15, 2025.
  - b. Gift Agreements. Gift agreements to be approved are attached.

c. Overnight Field Trip Request. ALC teacher Eric Swan McDonald requests permission to take seven students to the Boundary Waters Canoe Area Wilderness June 15-18, 2026 to camp at the Sawbill Outfitter National Forest campground.

d. Personnel Items.

i. Appointments

1. Joshua Anderson, 1.0 FTE Long-Term Substitute Special Education Teacher at Bridgewater effective 1/5/2026-6/10/2026. BA, Step 2.
2. Katherine LaCanne, Instructor Lead for Community Education/Recreation effective 3/9/2026-5/31/2026. Step 3, \$16.64/hr.
3. Joanna McLees, .594 FTE Long-Term Substitute Early Childhood Education Teacher at the NCEC effective 1/5/2026-3/5/2026. MA, Step 2.
4. Theodore Miller, KidVentures Student Site Assistant up to 15 hours/week at Greenvale Park beginning 12/29/2025. Step 1, \$16.45/hr.
5. Ella Palmquist, .568 FTE Long-Term Substitute Early Childhood Special Education Teacher effective 12/18/2025-2/6/2026. Licensed substitute rate of pay.
6. Jon Rieber Paulson, Ski Club Chaperone for Community Education/Recreation effective 1/5/2026-5/31/2026. \$500 stipend.
7. Stephanie Petersen, Special Education EA/PCA at Greenvale Park for 6.75 hours/day beginning 1/20/2026. Special Education, Step 1 - \$21.86/hr.
8. Maia Richardson, Instructor Lead for Community Education/Recreation effective 2/7/2026-5/31/2026. Step 2, \$16.37/hr.
9. Stacy Sandquist, Special Education EA/PCA at Spring Creek for 7.83 hours/day effective 1/27/2026. Special Education, Step 3 - \$22.73/hr. General Education, Step 3 - \$20.66/hr.
10. Ruby Spector, Community School Club Leader at the Middle School for up to 8 hours/week effective 1/12/2026-5/14/2026. Step 1, \$20.31/hr.

ii. Increase/Decrease/Changes in Assignment

1. Shane Baier, Interim Principal at Bridgewater as needed, change to .75 FTE Instructional Systems: MTSS Coach for the District effective 1/5/2026-6/30/2026. MA40, Step 10.
2. Sean DuBe, .4 FTE English Teacher and .6 FTE Dean of Students at the High School, change to 1.0 FTE Dean of Students effective 1/26/2026.
3. Becky Gainey, Retired Teacher, change to Winter Screening Proctor for the District for up to 40 hours effective 1/5/2026-1/22/2026. Licensed substitute rate of pay.
4. Gail Kohl, Licensed Substitute Teacher for the District, change to Winter Screening Proctor for the District for up to 40 hours effective 1/5/2026-1/22/2026. Licensed substitute rate of pay.
5. Hope Langston, Interim Principal at Bridgewater, change to Winter Screening Proctor for the District for up to 40 hours effective 1/5/2026-1/22/2026. Licensed substitute rate of pay.
6. Hope Langston, Winter Screening Proctor for the District, add .25 FTE Instructional Systems: Data Coach effective 1/5/2026-6/30/2026. MA40, Step 10.
7. Connie Nelson, Retired Teacher, change to SWARM Assessor for the District for up to 40 hours effective 1/5/2026-1/22/2026. Licensed substitute rate of pay.
8. Nicole Papke, .5 FTE Title I Teacher at Greenvale Park, change to 1.0 FTE effective 1/5/2026-1/22/2026.
9. Anya Rene, Early Ventures Teacher for up to 40 hours/week at the NCEC, change to on-call, as needed effective 1/12/2026.
10. Deborah Russell, Teacher at Spring Creek, add Speech Judge as needed effective 1/12/2026. \$100/event.
11. Michael Shaeffer, Special Education EA/PCA at the High School, add .3 FTE English Teacher effective 1/26/2026-6/10/2026.
12. Victoria Swedin, General Education EA for 5.75 hours/week, change to 6 hours/week effective 1/5/2026.
13. Gina Swenson, 1.0 FTE Teacher at Greenvale Park, add Community School Licensed Teacher up to 8 hours/week effective 1/5/2026-5/14/2026. \$40/hr.
14. Madison Warner, Long-Term Substitute Special Education Teacher at Bridgewater, change to Early Ventures Teacher for up to 40 hours/week at the NCEC effective 1/5/2026. Step 1, \$20.03/hr.
15. Sarah Wolfe, General Education EA for 9 hours/week, change to 13 hours/week effective 1/5/2026.

iii. Leave of Absences

1. Nancy Fox, Teacher at Spring Creek, FMLA leave of absence beginning 1/5/2026 and continuing on an intermittent basis for up to 60 work days.
2. Brenda Hand, EL Specialist at Bridgewater, FMLA leave of absence beginning 1/5/2026 and continuing through 2/24/2026.
3. Craig Johnson, Teacher at the High School, FMLA leave of absence beginning 1/28/2026 and continuing through approximately 4/22/2026.
4. Meghan Karsky, Speech & Language Pathologist at the NCEC, FMLA leave of absence beginning approximately 6/4/2026 and continuing through 10/19/2026.

5. Brenda Lau Toilolo, CNA I at the High School, leave of absence beginning 12/1/2025 and continuing through 1/13/2026.
6. Sophia Ranslow, Special Education EA/PCA at Greenvale Park, extend leave of absence through the end of the 25-26 school year.

iv. Retirements/Resignations/Terminations

1. Amy Allin, Teacher at the Middle School, retirement effective at the end of the 25-26 school year.
2. Carrie Duba, Instructional Services Systems Specialist for the District, resignation effective 1/15/2026.
3. Peter Freeman, KidVentures Site Assistant at Greenvale Park, termination effective 12/19/2025.
4. Sara Pratt, Director of Special Services for the District, retirement effective 6/30/2026.

\*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. Fiscal Year 2025-2026 General Fund Budget Revision. The board is asked to approve the revisions to the FY25 general fund budget as presented. The adopted general fund revenue and expenditure budget for FY25 was \$69,163,802 and \$67,854,324 respectively. The recommended revised budget for FY25 is revenues of \$70,171,484 and expenditures of \$68,208,704. The major factors contributing to these changes include the final audited data from FY25, updated enrollment estimates, finalized employment agreements, and benefits.

**Superintendent's Recommendation:** Motion to approve the revised 2025-26 general fund budget with revenues of \$70,171,484 and expenditures of \$68,208,704.

- b. Policy Committee Recommendations. The board is requested to approve the policy committee's recommended updates to policies 203, 306, 519, 712, and 722.

**Superintendent's Recommendation:** Motion to approve the policy committee's recommended changes to policies 203, 306, 519, 712, and 722.

## 9. Items for Information

- a. Enrollment Report. Superintendent Hillmann will review the January 2026 enrollment report. The enrollment report will be included in the table file.
- b. Construction Update No. 21. Superintendent Hillmann will provide an update on the NHS construction project.

## 10. Future Meetings

- a. Monday, January 26, 2026, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
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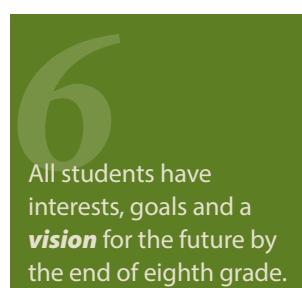
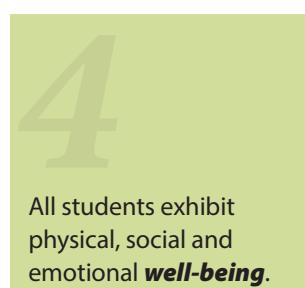
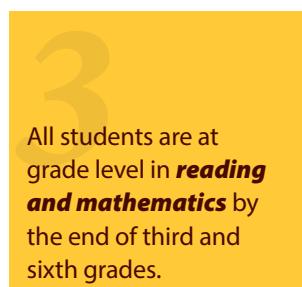
# Reaching Out, Reaching Up: THE 2027 STRATEGIC PLAN



## VISION

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

## BENCHMARKS



## 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.

*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."

## Revised General Fund Budget and Financial Forecast | 1.12.26 | Narrative

Val Mertesdorf, Director of Finance

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

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### Factors for Revising the Budget

Each year the district revises the general fund budget after the year has started and we have more accurate information. We have final data from the prior fiscal year, our October 1 enrollment is no longer a projection, and we have settled employment agreements, hired staff and we have our allocations for federal funding from MDE. We take all this information and compare it to the adopted budget presented in June and see which areas of the budget need to be adjusted.

### Enrollment

We input the October 1 enrollment and the final 2024-2025 enrollment into our projection model and use historical averages and the cohort survival method to predict future enrollment. In the spring we projected that we would have 4,120.2 weighted pupil units. With our October 1 enrollment, the projection decreased slightly to 4,118.3. Our enrollment trends continue to align with our demographic study.

### Revenue Revision

The General Fund budget amendment will include increasing revenues by \$1,007,682 or 1.46%. There is a projected increase in state sources primarily related to the increase in special education revenue and a cyber-security grant we received for \$80,000 (one-time funding). The decrease in federal revenue is due to the delayed award of the 21<sup>st</sup> Century Grant that supports our Community School model.

### Expenditure Revision

The General Fund budget amendment will include increasing expenditures by \$354,380 or 0.52%. The minimal increase is related to the implementation of the MN Paid Leave tax that begins this month. There is an increase in the special education budget to support increased placement services. The district also agreed to terms with the Northfield Education Association (teacher contract).

### Fund Balance Projection

The 2025-26 adopted budget was based on several estimates, and the unassigned fund balance is one of them. We had projected to end FY2024-25 with approximately 12% unassigned fund balance. We ended with 15.3%. This increase was directly related to one-time increases in revenue that we do not expect to be recurring.

We were projected to end 2025-26 with 15.1% unassigned fund balance as a percentage of our total general fund expenditures. However, with our audited fund balance and revised budget projection, we expect to end 2025-26 with 18.4%. This increase in unassigned fund balance in combination with the priority-based budget reduction process will provide stability for the district, likely through at least the 2027-28 school year.

The district strives to be good stewards of the dollars entrusted to us by the taxpayers. The district has demonstrated this by facilitating a priority-based budget process, we have used the fund balance to enhance construction projects instead of borrowing funds, seeking quotes and bids to reduce on-going costs and refunding debt to reduce taxpayer burden. Our culture of stewardship has given our district a sense of financial stability that is not commonplace among school districts. We have and continue to operate from a position of strength.

### Financial Cycle

One of our strategic commitments is stewardship. Our financial cycle ensures that we are regularly reviewing information and sharing it with the board and our community. For the financial projection, we utilize the revised budget as our base information and then use assumptions to project forward. The assumptions that we set in January are the building blocks for the budget process in the spring. After the fiscal year is complete, we go through our audit process and finalize the prior fiscal year data. Using our final audited fiscal data, our October 1 enrollment, and staffing information, we then revise the budget as needed.

## **Known Parameters/Budget Priorities**

Our financial forecast reflects a combination of current data and assumptions for the coming years. Fiscal year 2024-25 concluded with a 15.3% unassigned fund balance, which was higher than anticipated due to one-time revenue increases. The revised budget projects a \$1,962,780 surplus.

The district anticipates continued incremental enrollment decline into the 2026-27 school year, which is significant given that 70% of our revenue is tied to enrollment. Additionally, 80% of our budget is allocated to salaries and benefits. One of the most significant challenges we face is the ongoing impact of underfunded or unfunded state mandates.

## **Enrollment Projection**

Enrollment remains a critical driver of our revenue, accounting for more than 70% of the total. Since 2019-20, the district has experienced incremental declining enrollment, a trend expected to continue. For the 2026-27 school year, we project a decrease of 29.1 weighted pupil units (approximately 31 students). This decline will affect elementary and high school enrollment, while middle school enrollment is expected to see a modest increase.

## **Financial Assumptions**

Despite careful planning, numerous variables can impact our forecast and budgeting process. We base our assumptions on available data, professional judgment, and historical trends.

### **Revenue Assumptions:**

- Ongoing and incremental decline in enrollment.
- 2.68% increase in basic per-pupil funding for 2026-27 (per MDE), followed by a 2% increase in subsequent years.
- Referendum inflationary increases averaging 2%.
- 2% increase in special education funding.
- Federal funding held flat.
- Activity fees and participation levels held flat.
- Continued funding for summer unemployment expenditures.
- Interest revenue held constant.
- Continued increases in the Other Post Employment Benefits (OPEB) levy.

For 2026-27, revenue is projected to increase by 1.4%. This percentage highlights the impact declining enrollment has on our projections.

### **Expenditure Assumptions:**

- Salaries are a significant portion of our budget. The model takes into account currently settled two-year contracts and makes assumptions for the unknown years. These increases range from 3.0-4.0%. The increase includes contractual base pay, steps, longevity, substitute pay and co-curricular stipends.
- Benefits are projected to increase on average 5.5%. The implementation of Minnesota Paid Leave and contractual increases in health insurance are driving factors.
- Staffing levels held constant.
- Non-salary budgets increasing by 3.0% annually.
- Ongoing concerns related to inflation and procurement.

## **Financial Projection and Recommendations**

This financial projection is the consummation of hundreds of staff, community members and students' partnership with the district. Our increased net position and projected stability set the district in a position of strength to weather the continued economic instability, state unfunded mandates and incremental declining enrollment.

The financial challenges facing our district are not unique. State funding has not kept pace with inflation. If basic per-pupil funding had been adjusted for inflation since 2003, our district would receive \$1,364 more per pupil — equivalent to \$5.6 million in additional revenue. This stark gap underscores the challenges many districts face today.

This approach aims to provide a transparent and data-informed overview of our financial landscape. Together, we remain committed to thoughtful stewardship and maintaining the vision of preparing every student for lifelong success.

# Revised General Fund Budget and Financial Forecast

## January 12, 2026



# 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.

### VISION

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

### BENCHMARKS

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

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

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

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

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

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

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

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

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

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

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

Note: The first seven benchmarks are aligned with the language identified by Northfield Promise, a collective impact consortium of 20 community organizations committed to helping Northfield 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

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#### Stewardship

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



#### Partnerships

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

# Discussion Items

- General Fund Budget Revision
  - Updated enrollment projection
  - Contract settlement
  - Final audited data
- Financial Forecast
  - Financial Cycle
  - Known Parameters
  - Updated Enrollment Projections
  - Financial Assumptions
  - Board Renewal of Operating Levy
  - Budget Presentation Timeline

# 2025-26 General Fund Budget Revision

- Key factors for adjusting budget from adopted to revised:
  - Audited information for previous fiscal year finalized
  - October 1 enrollment data no longer a projection
  - Settled employment contracts
  - Grants
  - Renewed contracts
  - Benefits

# Enrollment Projection

Average Daily Membership								
	Pre-K	VPK	KG	1-3	4-6	7-12	Total	Weighted
<b>2024-25 Adopted</b>	47.5	0.0	238.5	766.0	813.7	1,910.5	3,776.0	4,158.1
<b>2024-25 Revised</b>	55.5	0.0	204.6	749.4	839.9	1,923.2	3,772.6	4,157.3
<b>2024-25 Actual</b>	51.8	15.5	211.4	752.2	841.8	1,916.7	3,789.50	4,172.8
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<b>2025-26 Adopted</b>	56.5	0.0	209.5	727.5	851.3	1,896.3	3,741.0	4,120.2
<b>2025-26 Revised</b>	44.8	13.8	235.1	730.9	847.3	1,872.0	3,743.9	4,118.3
<b>Difference</b>	-11.7	+13.8	+25.6	+3.4	-4.0	-24.3	+2.9	-1.9

# Revenue Revision

	2023-24 AUDIT RESULTS	2024-25 AUDIT RESULTS	2025-26 ADOPTED BUDGET	2025-26 REVISED BUDGET
PROPERTY TAXES (LEVY)	\$ 15,579,902	\$ 18,285,682	\$ 18,214,595	\$ 18,214,595
STATE SOURCES	\$ 45,025,813	\$ 48,158,297	\$ 47,336,761	\$ 48,469,443
FEDERAL SOURCES	\$ 1,284,792	\$ 1,037,586	\$ 870,000	\$ 745,000
LOCAL SOURCES	\$ 3,208,883	\$ 3,092,402	\$ 2,742,446	\$ 2,742,446
<b>Total</b>	<b>\$ 65,099,390</b>	<b>\$ 70,573,967</b>	<b>\$ 69,163,802</b>	<b>\$ 70,171,484</b>

## Notable Changes:

- Significant increase in expected special education revenue from the state due to one-time change in use of federal funds for tuition billing
- Reduction of federal revenue due to the state delaying the 21<sup>st</sup> Century Grant award for one year
- One-time increase in state revenue of \$80,000 for Cyber-Security Grant award

# Expenditure Revision by Program

	2023-24 AUDIT RESULTS	2024-25 AUDIT RESULTS	2025-26 ADOPTED BUDGET	2025-26 REVISED BUDGET
ADMINISTRATION	\$ 2,365,595	\$ 2,525,211	\$ 2,267,738	\$ 2,279,077
DISTRICT SUPPORT SERVICES	\$ 1,484,590	\$ 1,659,890	\$ 1,360,639	\$ 1,367,442
REGULAR INSTRUCTION	\$ 30,316,827	\$ 31,511,425	\$ 33,361,722	\$ 33,695,339
VOCATIONAL INSTRUCTION	\$ 513,423	\$ 691,093	\$ 614,074	\$ 620,215
SPECIAL EDUCATION	\$ 13,539,406	\$ 14,258,015	\$ 13,167,626	\$ 13,540,756
INSTRUCTIONAL SUPPORT	\$ 2,762,472	\$ 3,226,591	\$ 3,031,138	\$ 3,031,138
PUPIL SUPPORT	\$ 5,573,343	\$ 5,989,706	\$ 5,626,968	\$ 5,575,443
SITE & BUILDINGS	\$ 4,685,878	\$ 4,868,866	\$ 5,291,904	\$ 4,966,779
FISCAL & OTHER FIXED COSTS	\$ 301,313	\$ 357,148	\$ 375,462	\$ 375,462
CAPITAL OUTLAY	\$ 2,246,159	\$ 2,873,689	\$ 2,757,053	\$ 2,757,053
<b>TOTAL</b>	<b>\$ 63,789,006</b>	<b>\$ 67,961,634</b>	<b>\$ 67,854,324</b>	<b>\$ 68,208,704</b>

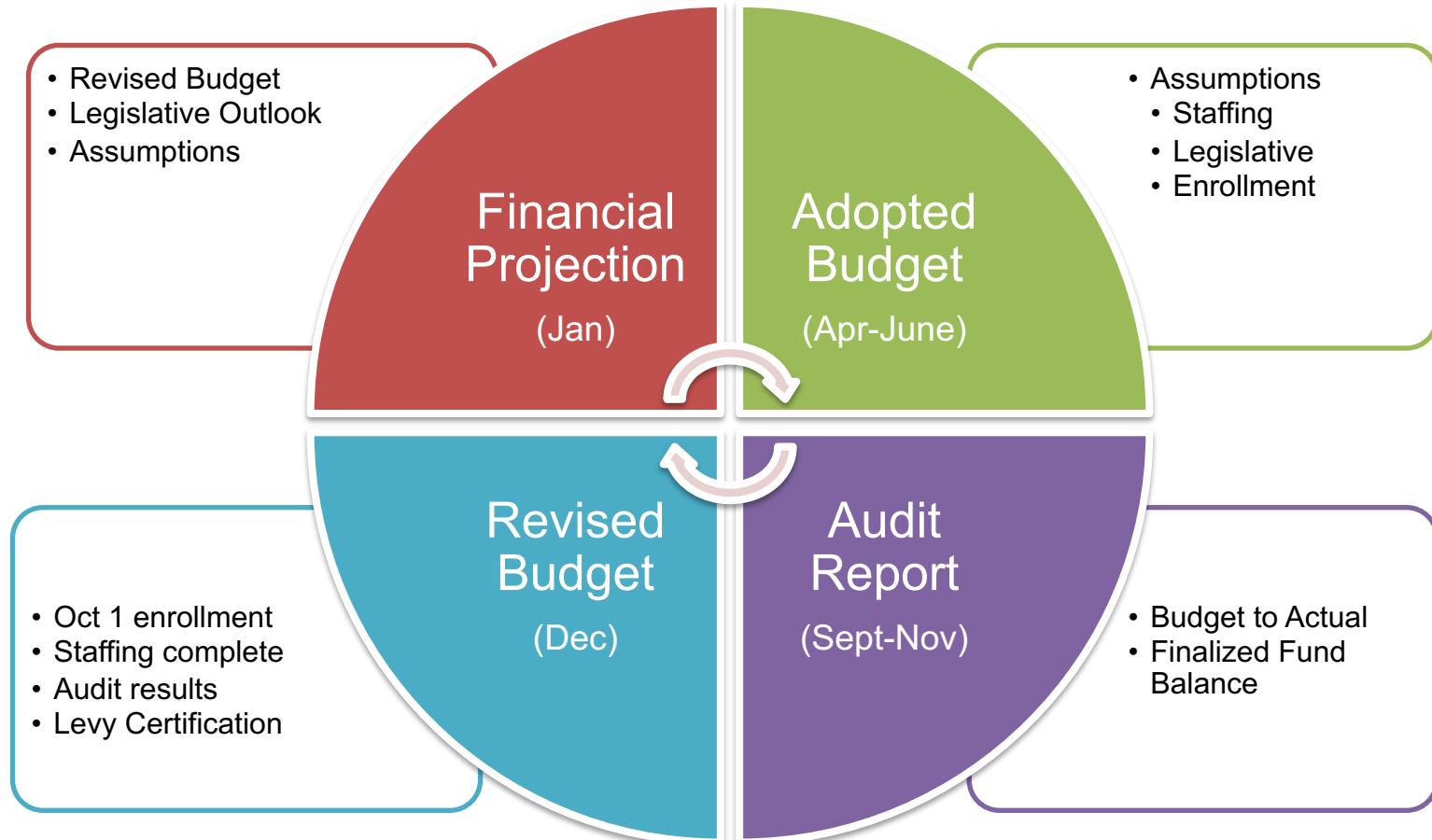
# Expenditure Revision by Object

	2023-24 AUDIT RESULTS	2024-25 AUDIT RESULTS	2025-26 ADOPTED BUDGET	2025-26 REVISED BUDGET
SALARIES	\$ 36,572,885	\$ 38,817,065	\$ 37,570,816	\$ 37,630,196
BENEFITS	\$ 14,705,839	\$ 15,313,394	\$ 16,304,011	\$ 16,399,011
PURCHASED SERVICES	\$ 7,503,758	\$ 7,876,564	\$ 7,573,834	\$ 7,773,834
SUPPLIES	\$ 2,473,039	\$ 2,778,389	\$ 3,297,313	\$ 3,297,313
DUES & MEMBERSHIPS	\$ 287,326	\$ 302,523	\$ 351,297	\$ 351,297
CAPITAL OUTLAY	\$ 2,246,159	\$ 2,873,699	\$ 2,757,053	\$ 2,757,053
<b>TOTAL</b>	<b>\$ 63,789,006</b>	<b>\$ 67,961,634</b>	<b>\$ 67,854,324</b>	<b>\$ 68,208,704</b>

# Fund Balance Projection

	2023-24 AUDIT RESULTS	2024-25 AUDIT RESULTS	2025-26 ADOPTED BUDGET	2025-26 REVISED BUDGET
REVENUE	\$ 65,099,390	\$ 70,573,967	\$ 69,163,802	\$ 70,171,484
EXPENDITURES	\$ 63,789,006	\$ 67,961,634	\$ 67,854,324	\$ 68,208,704
DIFFERENCE	\$ 1,310,384	\$ 2,612,333	\$ 1,309,478	\$ 1,962,780
BEGINNING FUND BALANCE	\$ 13,266,547	\$ 14,576,931	\$ 13,984,387	\$ 17,189,264
<b>ENDING FUND BALANCE</b>	<b>\$ 14,576,931</b>	<b>\$ 17,189,264</b>	<b>\$ 15,293,865</b>	<b>\$ 19,152,044</b>
RESTRICTED	\$ 6,211,200	\$ 7,345,894	\$ 5,804,548	\$ 7,495,135
UNASSIGNED	\$ 8,365,731	\$ 9,843,370	\$ 9,489,317	\$ 11,656,909
<b>TOTAL FUND BALANCE</b>	<b>\$ 14,576,931</b>	<b>\$ 17,189,264</b>	<b>\$ 15,293,865</b>	<b>\$ 19,152,044</b>
UNASSIGNED FUND BALANCE %	13.8%	15.3%	15.1%	18.4%

# Financial Cycle



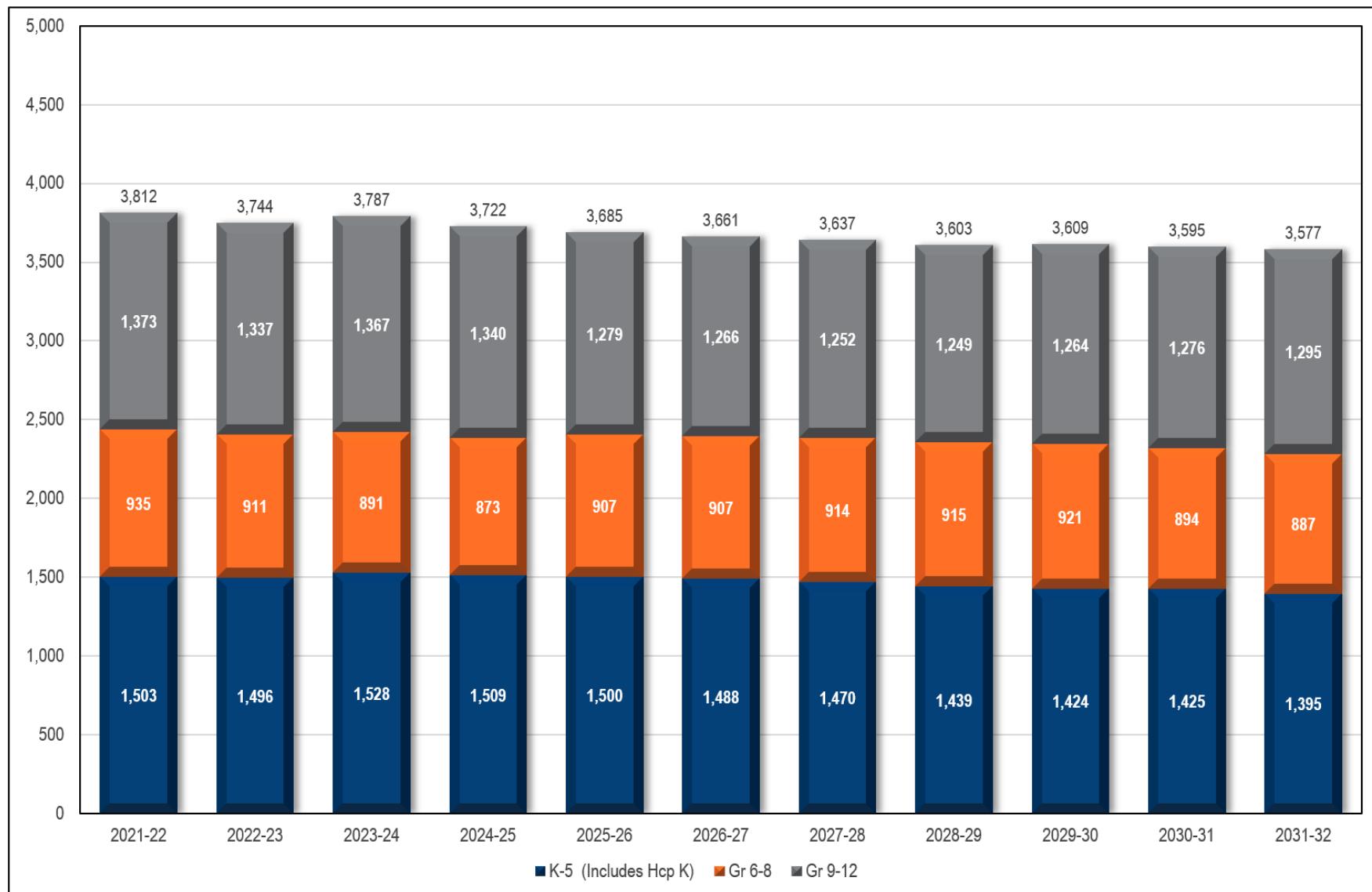
# Known Parameters

- Strategic Commitment: Stewardship
  - We responsibly manage our personnel, finances, property, time and environmental impact.
- Ended 2024-25 with 15.3% unassigned fund balance
- 2025-26 Revised Budget plans for a \$1,962,780 surplus
- Ongoing and incremental declining enrollment
- Nearly 80% of our budget is salary and benefits
- Enrollment drives over 70% of our total revenue
- State's financial support losing ground to inflation
- Minnesota Paid Leave Tax implementation
- Legislative impacts

# Northfield Public School District

Projection Based on 4 Year Weighted Average

Six Year Projection by Grade Category



Excludes EC and PreK

# Northfield Public School District

Total Enrollment Projection

K Projection: Average County Birth Rate Last 4 Years

Enrollment Projected by End of the Year Adjusted ADM							Using a 4 Year Weighted Average						
	Enrollment History							Enrollment Projections					
	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32
<b>ECSE</b>	42.8	44.3	49.1	52.9	53.0	51.9	44.8	40.3	41.5	40.7	41.1	40.7	39.9
<b>Pre K</b>	0.0	0.0	0.0	0.0	0.0	15.5	13.8	12.4	12.7	12.5	12.6	12.5	12.3
<b>HK</b>	51.9	29.7	47.1	50.1	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
<b>K</b>	194.6	172.7	198.0	187.5	230.6	211.4	235.1	211.3	217.6	213.2	215.4	213.1	209.4
<b>1</b>	255.5	241.0	233.3	241.1	253.4	235.9	220.8	243.6	218.9	225.5	220.9	223.2	220.9
<b>2</b>	258.9	258.8	248.0	233.5	247.1	261.6	244.6	227.3	250.8	225.4	232.2	227.5	229.8
<b>3</b>	249.8	248.1	269.5	262.4	249.4	254.7	265.5	253.1	235.2	259.6	233.2	240.3	235.4
<b>4</b>	287.1	248.1	258.1	264.0	278.1	258.3	269.0	277.0	264.0	245.3	270.7	243.3	250.6
<b>5</b>	293.6	283.6	249.3	257.8	269.5	287.2	264.9	275.4	283.6	270.4	251.2	277.2	249.1
<b>6</b>	312.1	312.2	315.6	280.6	295.5	296.4	313.5	293.6	305.3	314.3	299.6	278.4	307.3
<b>7</b>	343.3	304.7	310.9	315.7	282.0	294.0	298.4	314.2	294.3	306.0	315.1	300.3	279.1
<b>8</b>	339.1	342.8	308.6	314.4	313.9	282.4	294.7	298.8	314.6	294.7	306.4	315.5	300.7
<b>9</b>	320.1	362.1	350.2	328.4	334.3	331.5	295.3	310.7	315.0	331.6	310.6	323.0	332.6
<b>10</b>	365.0	310.5	355.7	349.4	332.3	332.6	336.4	297.2	312.7	317.1	333.8	312.7	325.1
<b>11</b>	362.3	350.9	300.8	340.3	338.9	320.8	320.9	324.7	286.9	301.9	306.1	322.2	301.8
<b>12</b>	343.7	391.4	366.7	319.4	361.8	355.1	326.3	333.8	337.7	298.4	313.9	318.3	335.1
<b>K-12</b>	3,976.7	3,856.5	3,811.7	3,744.4	3,786.8	3,721.8	3,685.3	3,660.7	3,636.7	3,603.3	3,609.2	3,595.0	3,576.8
<b>ECSE-12</b>	4,019.5	3,900.8	3,860.8	3,797.3	3,839.8	3,789.1	3,743.9	3,713.3	3,690.9	3,656.4	3,662.9	3,648.1	3,629.0
<b>Adjusted Pupil Units</b>	4,434.2	4,313.3	4,259.4	4,190.8	4,232.4	4,172.4	4,118.3	4,089.2	4,063.1	4,026.3	4,040.0	4,026.5	4,003.9
<b>% Change K-12</b>	<b>-3.02%</b>	<b>-1.16%</b>	<b>-1.76%</b>	<b>1.13%</b>	<b>-1.72%</b>	<b>-0.98%</b>	<b>-0.67%</b>	<b>-0.66%</b>	<b>-0.92%</b>	<b>0.16%</b>	<b>-0.39%</b>	<b>-0.51%</b>	

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

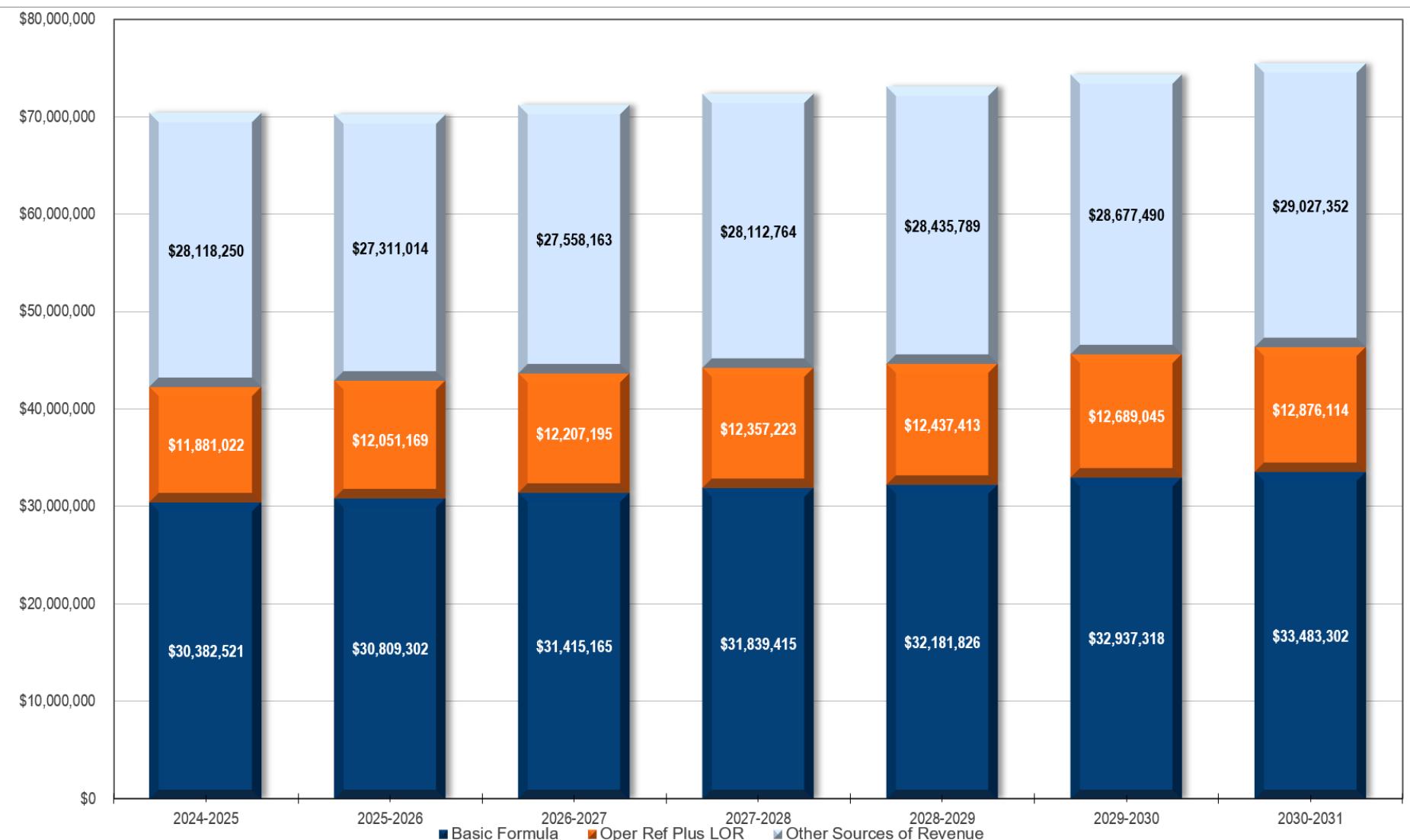
# Financial Assumptions

- Revenue Assumptions
  - Per pupil basic funding: 2.68% FY27, 2% FY28+
  - Declining enrollment (70% of revenue tied to enrollment)
  - Referendum inflationary increase
  - Board renewal of operating referendum
    - In accordance with MN Statute 126C.17, subd. 9b
  - 2% increase in special education funding each year
  - Federal funding held flat
  - Activities fees and participation held flat
  - Continued funding for summer unemployment
  - Interest revenue held constant
  - Continued increase in OPEB Levy

# Northfield Public School District

## Operating Budget: Sources of Revenue

### Seven Year Comparison



Year	Basic Formula	Open Ref Plus LOR	Other Sources of Revenue	Total
2024-2025	\$30,382,521	\$11,881,022	\$28,118,250	\$70,381,793
2025-2026	\$30,809,302	\$12,051,169	\$27,311,014	\$70,171,484
2026-2027	\$31,415,165	\$12,207,195	\$27,558,163	\$71,180,523
2027-2028	\$31,839,415	\$12,357,223	\$28,112,764	\$72,309,402
2028-2029	\$32,181,826	\$12,437,413	\$28,435,789	\$73,055,028
2029-2030	\$32,937,318	\$12,689,045	\$28,677,490	\$74,303,853
2030-2031	\$33,483,302	\$12,876,114	\$29,027,352	\$75,386,768

Dollar Change: \$70,381,793 (\$210,309)

Percent Change: -0.3% 1.4% 1.6% 1.0% 1.7% 1.5%

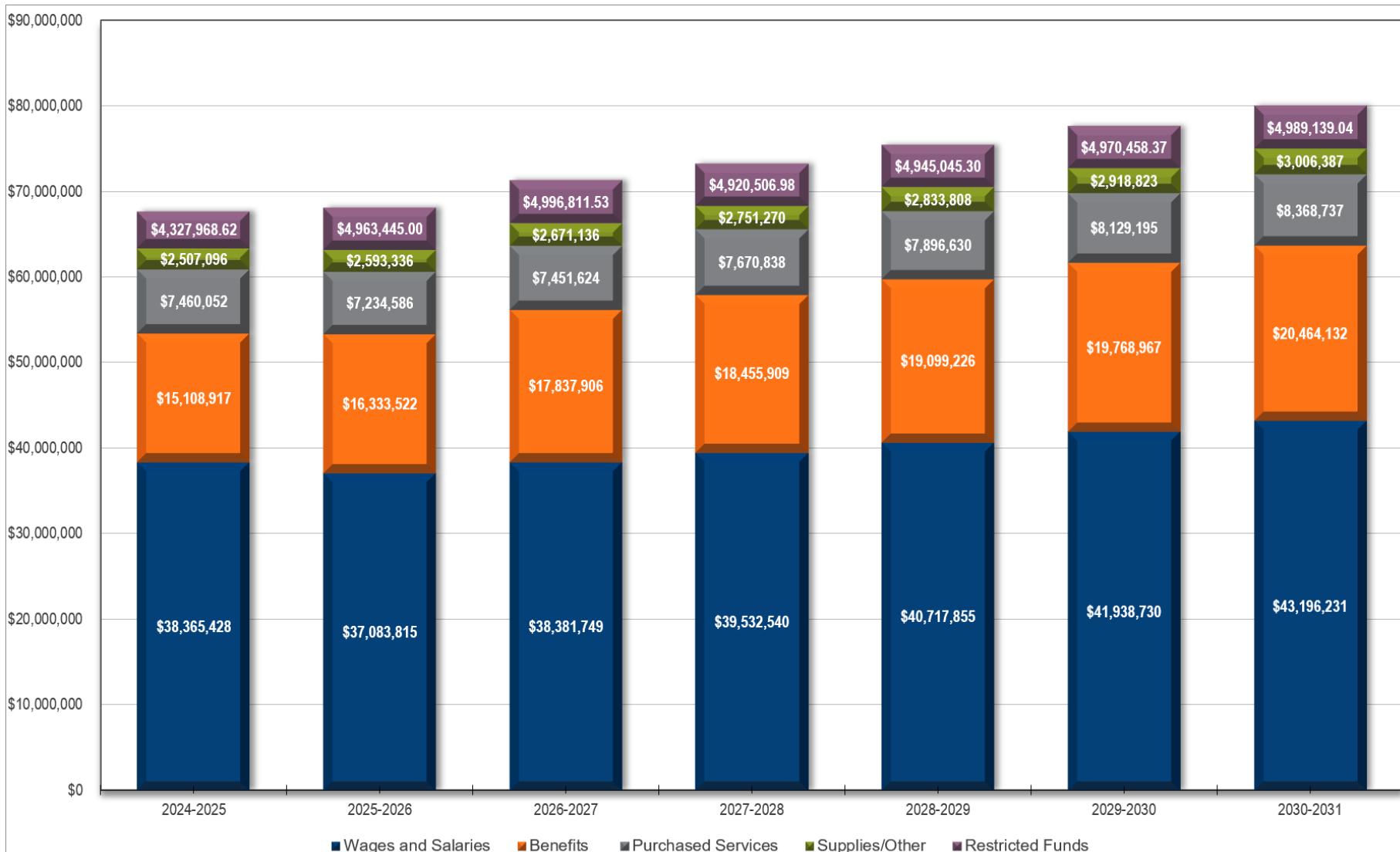
# Financial Assumptions

- Expenditure Assumptions
  - Salaries
    - Model includes settled contracts and assumptions for future contracts. Increases range from 3.0-4.0% and encompass contractual base pay, steps, longevity, substitute pay and co-curricular stipends
    - Assumes similar staffing ratio
  - Benefits
    - TRA employer contribution remains at 9.81%
    - Paid Family Medical Leave tax in effect 1/1/26, 0.44% payroll tax
    - 10% increase in health through 2027, then 5% (similar participation)
    - Same employer contribution for dental insurance contribution
    - 3% increase in summer unemployment
    - 2% increase in other post employment benefits (retiree)
  - Non-Salary
    - 3.0% increase across the board each year
    - Inflationary and procurement pressure is an ongoing concern

# Northfield Public School District

Uses of Operating Funds

Seven Year Comparison



	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031
Dollar Change	\$67,769,461	\$68,208,704	\$71,339,225	\$73,331,064	\$75,492,565	\$77,726,173	\$80,024,626
Percent Change:	0.6%	0.6%	4.6%	2.8%	2.9%	3.0%	3.0%

# Financial Assumptions

- Fund balance goal – 14%
  - Unassigned fund balance as a percentage of general fund expenditures excluding operating capital, LTFM, student activities and scholarships (restricted sources)
  - Assumes slight spend down of ALC/Targeted Services Fund Balance (Community School Model)

# Northfield Public School District

## Five Year General Fund Budget Projection Summary

Definitions	Actual 2024-2025	Budget 2025-2026	Projected 2026-2027	% Chg	Projected 2027-2028	% Chg	Projected 2028-2029	% Chg	Projected 2029-2030	% Chg
Revenue	\$70,381,793	\$70,171,484	\$71,180,523	1.4%	\$72,309,402	1.6%	\$73,055,028	1.0%	\$74,303,853	1.7%
Expenditures	\$67,769,461	\$68,208,704	\$71,339,225	4.6%	\$73,331,064	2.7%	\$75,492,565	2.9%	\$77,726,173	3.0%
Revenue Over (Under) Expenditures	\$2,612,332	\$1,962,780	(\$158,702)		(\$1,021,663)		(\$2,437,537)		(\$3,422,320)	
Fund Balance	\$17,189,263	\$19,152,043	\$18,993,340		\$17,971,678		\$15,534,141		\$12,111,821	
Assigned Fund Balance	\$7,345,892	\$7,495,135	\$7,539,902		\$7,725,604		\$7,950,895		\$8,228,291	
Unassigned Fund Balance	\$9,843,371	\$11,656,907	\$11,453,439		\$10,246,074		\$7,583,246		\$3,883,529	
Percent Unassigned	15.5%	18.4%	17.3%		15.0%		10.7%		5.3%	
Unassigned Target Fund Balance %	14.0%	14.0%	14.0%		14.0%		14.0%		14.0%	
Minimum Unassigned Fund Balance	\$8,881,809	\$8,854,336	\$9,287,938		\$9,577,478		\$9,876,653		\$10,185,800	
Fund Balance Over (Under) Target	\$961,562	\$2,802,571	\$2,165,501		\$668,596		(\$2,293,407)		(\$6,302,271)	

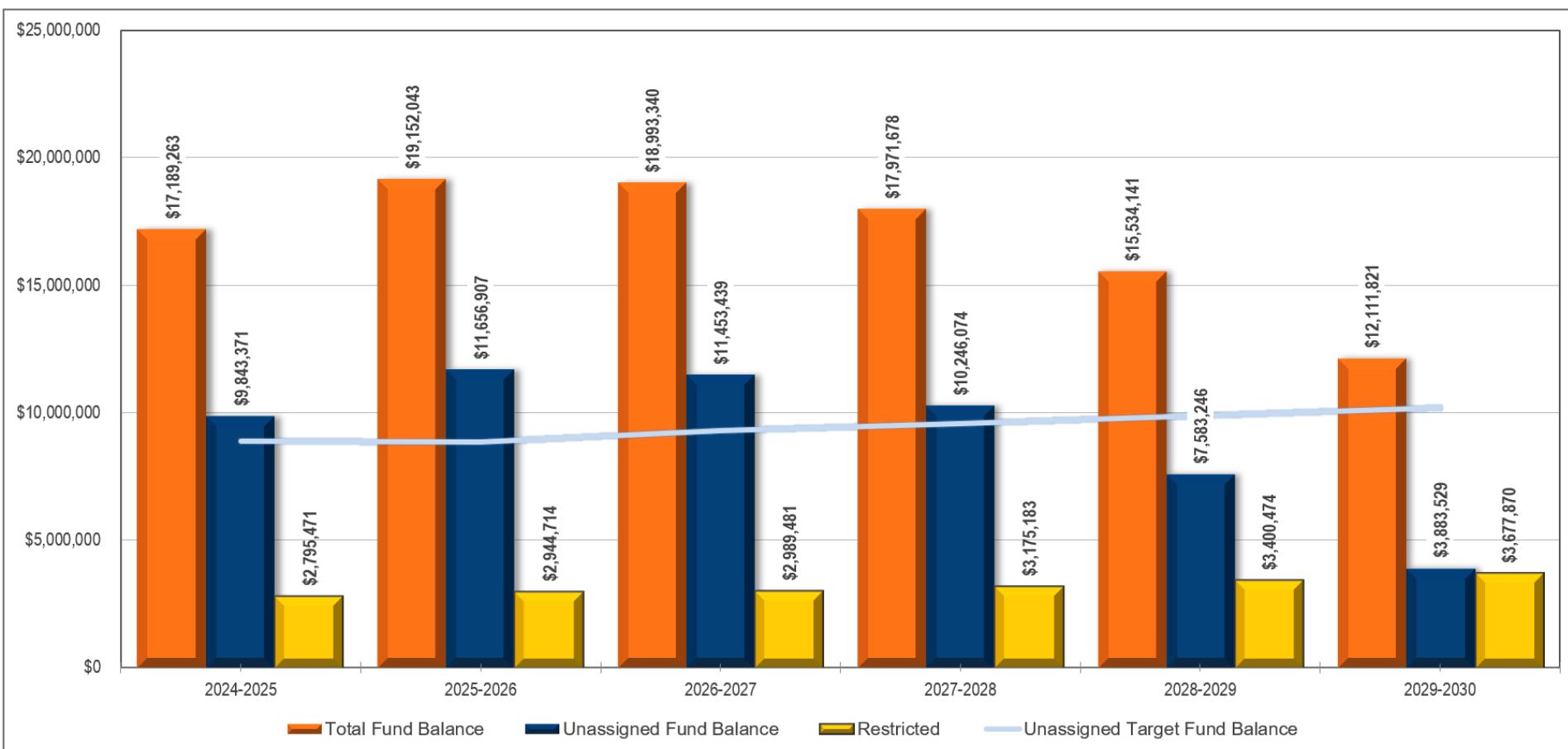
### Observations:

- The increase in net position at the end of FY25 put the district in a strong and stable position to continue evaluating the impact of declining enrollment and economic instability.
- The model shows a healthy build up of fund balance that will provide budget stability likely through the 2027-2028 school year.
- The ongoing deterioration of the state funding purchasing power will continue to be problematic.

# Northfield Public School District

General Fund Operating Budget Fund Balance

Six Year Comparison





# General Education Formula Allowance, 2003-2025

Adjusted for Pupil Weight Change and Inflation (CPI)



# 2026-27 BUDGET DEVELOPMENT CALENDAR

- Feb 9
  - Operating Capital & Long-Term Facilities Maintenance (LTFM) Budget
  - Discussion regarding Board renewal of Operating Levy (MN Statute 126C.17, subd. 9b)
- Feb 23
  - Debt Service and Internal Service Fund
- TBD
  - Public hearing regarding board renewal of Operating Levy
- Mar 9
  - Construction Fund (Reimagine NHS)
- Apr 13
  - Child Nutrition and Community Services Budgets
  - Board vote on renewal of Operating Levy (MN Statute 126C.17, subd. 9b)
- Apr 27
  - General Fund Budget
- May 11
  - School Board adopts the 2026-27 Proposed Budgets – All Funds

# Questions?

Thank you!



## Stadium Naming Rights Agreement

This Agreement is entered into this 1st day of July 2026, by and between Northfield Public School District ISD 659 hereinafter referred to as "school", and Heritage Bank, hereinafter referred to as "Partner".

### 1. Grant of Naming Rights

The school hereby grants Partner the exclusive naming rights to the stadium known as Memorial Field ("the Stadium") for the duration of this Agreement. During the Term, the Stadium shall be referred to as "Heritage Bank Stadium at Memorial Field" (or other mutually agreed-upon name incorporating the Partner's name or brand).

The Partner shall have the exclusive right to use, promote, and publicize the Stadium name in connection with advertising, promotions, broadcasts, and other marketing activities, subject to the terms herein.

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

### 2. Term of Agreement

This Agreement shall commence on July 1st, 2026, and continue through June 30th, 2036, unless terminated earlier under Section 10 (Default and Termination).

Upon expiration of this Agreement, Partner shall have the First Right of Refusal as set forth in Section 7.

### 3. Payment

Partner agrees to pay \$18,000 annually on July 1st to Northfield School District ISD 659 for the rights granted herein.

### 4. Signage and Branding

Northfield School District ISD 659 agrees to install and maintain signage displaying Partner's approved branding and Stadium name in prominent locations, including but not limited to:

- Scoreboard facing activities entrance
- Scoreboard facing field
- Video commercial played 2 times per game on video board
- Mesh banner in north endzone 35' x 3'8" facing field

All designs and materials must be mutually approved in writing prior to installation or publication.

## 5. Media and Publicity Rights

Partner shall receive the right to be recognized as the official naming rights partner in all marketing and media materials relating to the Stadium, including:

- Public address announcements
- Website and social media mentions
- Press releases and community events

All publicity referencing the Stadium name shall use Partner's designated name in full.

## 6. Rebranding and Name Change

In the event that Partner undergoes a corporate rebrand, name change, or logo redesign during the term of this Agreement:

- Notice Requirement: Partner shall provide written notice to LMR at least ninety (90) days prior to the effective date of any such change.
- Updated Materials: Northfield School District ISD 659 shall, in good faith, update signage, digital assets, and promotional materials to reflect the new branding.
- Costs: Partner shall bear the reasonable costs associated with updating physical and digital materials.
- Approval: Any new logos, color schemes, or naming conventions must be mutually approved in writing before implementation to maintain consistent presentation across all platforms.
- Continuity of Rights: Any rebranding or name change shall not alter the scope or duration of Partner's naming rights under this Agreement, and all rights and obligations herein shall continue in full force.

## 7. First Right of Refusal

Bidding will reopen on September 1<sup>st</sup>, 2034, prior to the expiration of this agreement, LMR shall notify Partner of its intent to renew or renegotiate naming rights.

Partner shall have the first right of refusal to extend or renew the naming rights on terms equal to or better than any bona fide third-party offer received by LMR.

Bidding will close for the next Naming Rights Agreement on September 1<sup>st</sup>, 2035. You will be reached out to by September 10<sup>th</sup>, 2035, allowing Partner thirty days (30) days October 10<sup>th</sup>, 2035, after receiving written notice of any such offer to exercise its right of refusal. The next agreement would start on July 1<sup>st</sup>, 2036.

## 8. Hold Harmless and Indemnification

Partner agrees to defend, indemnify, and hold harmless LMR, its officers, agents, and employees from all claims or liabilities arising from Partner's use of the Stadium name, advertisements, or related activities, except where such claims arise solely from the negligence or willful misconduct of LMR.

#### 9. Nondiscrimination

Both Parties agree that there shall be no discrimination on the basis of race, color, creed, religion, national origin, ancestry, citizenship, gender, sexual orientation, age, or disability.

#### 10. Default and Termination

If Partner fails to make payment or otherwise breaches any term of this Agreement and does not cure such breach within thirty (30) days of written notice, Northfield School District ISD 659 may terminate this Agreement.

If Northfield School District ISD 659 fails to fulfill its obligations, Partner may likewise terminate the Agreement upon written notice after a thirty (30)-day cure period.

#### 11. Intellectual Property

All creative content, including graphics, logos, videos, and related media developed by LMR for promotional purposes, remains the property of LMR. Partner's logos and trademarks remain the property of Partner.

Use of either Party's intellectual property shall require prior written approval.

#### 12. Applicable Law

This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota.

#### 13. Entire Agreement

This document constitutes the entire agreement between the Parties and supersedes any prior written or oral agreements regarding the subject matter herein.

Signature Page

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Authorized Signature Northfield Public Schools  
Val Mertesdorf  
Director of Finance  
201 Orchard Street South  
Northfield, MN 55057

Date

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Authorized Signature Heritage Bank  
Ken Organ  
507-645-6035  
korgan@heritagebankmn.com  
Vice President  
1520 Clinton Lane  
Northfield, MN 55057

Date

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Local Marketing Results Media  
Lance Reisetter  
651-734-3963  
LanceLMRMedia@gmail.com  
Owner  
8918 Canby Ct.  
Northfield, MN 55057

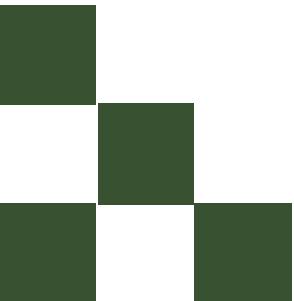
Date

# Stadium Naming Rights Mock-ups



HERITAGE  
— B A N K —

 *Northfield*  
P U B L I C S C H O O L S



LMR MEDIA  
Local Marketing Results

# Scoreboard Examples



\*Business logos included for mockup purposes only. Heritage Bank is the only party thus far with a written agreement to appear on the video board



LMR MEDIA  
Local Marketing Results



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**SPECIAL SERVICES**

201 Orchard Street South  
Northfield, MN 55057

PH 507.645.3410 • Fax 507.645.3404

[www.northfieldschools.org](http://www.northfieldschools.org)

TO: School Board Members  
Dr. Hillmann, Superintendent

FROM: Sara Pratt

DATE: January 12, 2026

RE: Request to hire an additional non-licensed Special Education Staff

I am requesting that the School Board consider approval of an increase in special education staffing at Bridgewater Elementary and Spring Creek Elementary.

Specifically, I am requesting the addition of one Special Education Assistant/Personal Care Assistant (EA/PCA) for 6.75 hours per day at Bridgewater and one Special Education Assistant/Personal Care Assistant (EA/PCA) for 3.375 hours/day at Spring Creek. This request is based on the enrollment of new and current students with significant needs who require ongoing safety support and intensive services as outlined in their Individual Education Programs. Despite continued problem-solving and efforts to meet these needs with existing staff, the level and intensity of support required has exceeded current capacity and is expected to continue.

The total projected net cost for salary and benefits for both positions is \$23,308. This includes calculations of approximately fifty-five percent of the salary being reimbursed through special education revenue, resulting in a net district cost of \$23,308.

Building	Position	FTE	Net Cost	Rationale
Bridgewater Elementary	Special Ed EA/PCA	6.75 hrs/day	\$15,359	student needs
Spring Creek Elementary	Special Ed EA/PCA	3.375 hrs/day	\$7,949	student needs

Total net cost: \$23,308 for the remainder of the 2025-2026 school year.



## Committee Report

*Board of Education*

**Name:** Maggie Epstein      **Committee:** Communications Advisory Committee  
**Date Submitted:** 1/3/2026 13:32:31

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In 2025, the Communications Advisory Committee met on March 3rd, October 6th, and December 1st.

The parents, community members, and students who serve on this committee offered excellent feedback regarding district messaging.

Committee members reflected on email messages sent by each school and by the district, offering general suggestions and feedback.

Members also were asked to respond to information that was shared about important district happenings such as the priority based budget meetings and the Northfield High School bond referendum.

The committee also discussed communications to new families and prospective students, including social media posts and their reach.

Additionally, the committee discussed how best to communicate to community members who do not receive district emails.



# Committee Report

*Board of Education*

**Name:** Jenny Nelson

**Committee:** Automotive & Transportation CTE Committee

**Date Submitted:** 1/4/2026 15:52:18

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Automotive & Transportation CTE Committee Meeting 12-1-2025

Input was received from college instructors, high school teachers, and local business owners, who shared their expertise and ideas that have worked well for them, as well as suggestions for our current programming, curriculum and supplies.

The committee took a tour of the automotive classroom areas, along with a look at the current equipment.

Specifics that were discussed:

1. The replacement of the tire machine and balancer.
2. The Automotive and Transportation program needs such as used auto parts and tires, which could be met by businesses or community member donations.
3. Current vehicle and tool inventory.
4. Subscriptions to programs to help with diagnosis.
5. An idea to include alternative fuel equipment or electric vehicles in a course offering.
6. The Reimagine plan and what areas of these classrooms will be changed as well as current layout of furniture such as tables in the classrooms, with upgrade options that would work better for students.



# Committee Report

*Board of Education*

**Name:** Amy Goerwitz

**Committee:** Facilities Committee

**Date Submitted:** 1/5/2026 12:24:35

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The Facilities Committee met on December 1, 2025, to discuss the process of reviewing capital requests from schools across the district. Capital requests are formal proposals for funding projects involving the acquisition, construction, or significant improvement of long-term physical assets. These requests serve multiple purposes, including ensuring health and safety compliance with building codes, enhancing student learning experiences through modernized facilities, and preserving the value of existing infrastructure. Examples of capital projects include new construction, facility renovations, major equipment purchases, and infrastructure improvements such as HVAC systems and parking lot maintenance.

Director of Buildings and Grounds Justin Raabolle explained how school leaders representing our seven schools submitted specific requests ranging from minor repairs to major improvements. Greenvale Park presented the most extensive list with requests including sidewalk and terrazzo crack repairs, media center moveable walls, and various maintenance items. Other schools requested items such as playground replacements and equipment (Bridgewater and NCEC), facility upgrades like wheelchair lifts and fire door repairs (Middle School), classroom painting and furniture (Spring Creek), and equipment like a new gym floor scrubber and parking lot cameras for the following year (High School).

Building leaders collaborate with the Facilities department to evaluate these requests, prioritize funding, and determine next steps. Most of these repairs are funded through Long Term Facilities Maintenance (LTFM) dollars.

## **NORTHFIELD PUBLIC SCHOOLS** **School Board Minutes**

December 8, 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, and Quinnell. Absent: Nelson. 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 unanimously approved the agenda.

3. Public Comment

There were no public comment.

4. Announcements and Recognitions

- The Northfield High School choral ensembles will hold their annual Traditions winter concert Saturday, Dec. 13 at 7:30 p.m. and Sunday, Dec. 14 at 2:00 p.m. at Skinner Memorial Chapel on the Carleton College campus. This year's theme is "Love Will Guide Us."
- The Northfield Middle and High School orchestras will hold their winter concert on Monday, Dec. 15 starting at 6:00 p.m. at the Northfield Middle School Auditorium. There is no admission charge, however, non-perishable and monetary donations will be collected before the concert to support the Northfield Food Shelf.
- Board Member Maggie Epstein attended the St. Olaf Christmas Festival and saw many Northfield graduates in the orchestra and choirs. She said it was a delight to see them all.

5. Items for Discussion and Reports

- a. Truth in Taxation Presentation for the Payable 2026 Property Tax Levy Followed by Public Comment. Director of Finance Val Mertesdorf reviewed the levy. The final certified levy for 2026 is \$27,468,778.21, representing a 0.98% decrease from the prior year.
- b. 2025-26 Superintendent Focus Area Update No. 1. Superintendent Hillmann provided an update on his 2025-26 focus areas.
- c. Policy Committee Recommendations. Superintendent Hillmann presented the policy committee's recommended updates to policies 203, 306, 519, 712, and 722. This will be an item for individual action at the Jan. 12, 2026 board meeting.
- d. FY2025 Audit Results and Presentation. Luke Greden with CliftonLarsonAllen, LLP, presented the results of the 2024-25 fiscal year audit. A copy of the full audit report is available upon request.

6. Consent Agenda

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

- a. Minutes. Minutes of the regular school board meeting held on November 24, 2025.
- b. Gift Agreements. Gift agreements were included in the board packet.
- c. Policy Revisions. The updates to policies 417, 507.5, 612, 621, and 709 quoted directly from new Minnesota laws and other legal sources and create substantive changes to existing policies or are clerical updates that do not affect the substance of a policy. These updates are recommended by the Minnesota School Boards Association. Because the district endeavors to have policy align with state and federal law, that the board adopt the revisions as presented. These policies will continue to be evaluated as scheduled in the board's

policy review cycle.

- d. Overnight Field Trip Request. Northfield High School Boys Hockey Head Coach Charlie Cloud requested to take 40 varsity and junior varsity athletes to Baxter and Brainerd, MN Dec. 26-27, 2025 to play two games.
- e. Personnel Items.
  - i. Appointments
    - 1. Nancy Johnson, Rock and Roll Revival-Assistant Costumer at the High School beginning 12/1/2025. \$1,000 stipend.
    - 2. Nadine Bartolo, Community School Club Leader for up to 8 hours/week at the Middle School effective 1/5/2026-5/31/2026. Step 4, \$22.33/hr.
    - 3. Jess Hathaway, Instructor Assistant for Community Education/Recreation effective 2/7/2026-5/31/2026. Step 6, \$16.37/hr.
    - 4. Kasie Larsen, Instructor Lead for Community Education/Recreation effective 1/13/2026-5/31/2026. Step 2, \$16.37/hr.
    - 5. Aidan Wallig, Instructor Assistant for Community Education/Recreation effective 2/7/2026-5/31/2026. Step 2, \$15.29/hr.
  - ii. Increase/Decrease/Change in Assignment
    - 1. Ashley Blatti, 5th Grade Teacher on a leave of absence and Long-term substitute Kindergarten Teacher at Bridgewater, add 1.0 FTE Long-term substitute 1st Grade Teacher beginning approximately 1/17/2026 through 4/10/2026. BA, Step 5.
    - 2. Kiera Hasan, Community School Site Assistant for up to 10 hrs/week at the Middle School, add Community School Club Leader effective 12/2/2025-5/14/2026. Step 4, \$22.33/hr.
    - 3. Brittney Hubbard, 1.0 FTE ECSE Teacher at the NCEC, add Event Worker at the High School beginning 12/8/2025. \$45/event.
    - 4. Rachel Morrison, 1.0 FTE Assistant Girls Lacrosse Coach at the High School, change to 1.0 FTE Head Girls Lacrosse Coach effective 3/30/2026. \$6,653 stipend, subject to change upon the settlement of the 2025-27 NEA Agreement.
    - 5. Dillon Hachfeld, Lunchroom Supervisor EA for 1.75 hours/day at Bridgewater, change to 2 hours/day effective 12/4/2025.
    - 6. Kasie Larsen, Instructor Lead for Community Education/Recreation, add Instructor Assistant and Lifeguard effective 1/13/2026-5/31/2026. Lifeguard Step 2-\$15.29/hr and Instructor Assistant Step 2-\$15.29/hr.
    - 7. Brent Ruuska, Instructor Assistant for Community Education/Recreation, add Official effective 12/7/2025-5/31/2026. \$30/game.
    - 8. Justine Voronkova, Special Education EA for 4.25 hours/day at the High School and 3 hours/day at Bridgewater, change to 6.83 hours/day at Bridgewater effective 12/1/2025-6/10/2026.
  - iii. Leave of Absence
    - 1. Adria Fischer, Early Ventures Teacher at the NCEC, FMLA leave of absence beginning 12/3/2025 and continuing through 4/30/2026.
    - 2. Katie Malecha, Special Education EA/PCA at Bridgewater, leave of absence beginning 12/5/2025 and return date to be determined.
  - iv. Seniority Lists
    - The board is requested to approve the 2025-2026 Principal/Assistant Principals Seniority List.

## 7. Items for Individual Action

- a. Certify Final 2025 Payable 2026 Tax Levy. On a motion by Goerwitz, seconded by Epstein, the board unanimously certified to county auditors the 2025 Payable 2026 Final Certified Levy Limitation and Certification Report in the amount of \$27,468,778.21, which represents a 0.98% decrease from the prior year. This action completes the school district's process that began in September with the preliminary levy certification to Rice, Dakota, and Goodhue counties and the Minnesota Department of Education (MDE). The district reviewed and analyzed MDE's calculation and the school district's property tax base estimate by Rice, Dakota, and Goodhue counties. This levy, payable in 2026, will be a component of the 2026-27 fiscal budget.
- b. 2026-2027 School Year Calendar. On a motion by Butler, seconded by Miller, the board unanimously approved the 2026-2027 school year calendar as presented.
- c. High School FTE Request. On a motion by Butler, seconded by Miller, the board unanimously approved the request to add 0.40 FTE at the high school for the second semester of the 2025-2026 school year only. The 0.40 FTE will 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 \$15,165.

8. Items for Information

- a. Enrollment Report. Superintendent Hillmann reviewed the December 2025 enrollment report.
- b. Construction Update No. 20. Superintendent Hillmann provided an update on the NHS construction project.

9. Future Meetings

- a. Monday, December 15, 2025, 5:00 p.m., Board Work Session, Northfield DO Boardroom  
(Topic: Later School Start Times)
- b. Monday, January 12, 2026, 6:00 p.m., Organizational Board Meeting followed by the Regular Board Meeting, Northfield DO Boardroom
- c. Monday, January 26, 2026, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- d. Thursday, January 29, 2026, 5:00 p.m., Board Work Session, Northfield DO Boardroom  
(Topic: Later School Start Times)

10. Adjournment

On a motion by Quinnell, seconded by Goerwitz, the board unanimously approved to adjourn the meeting at 7:45 p.m.

Amy Goerwitz  
School Board Clerk

## **NORTHFIELD PUBLIC SCHOOLS**

### **School Board Minutes**

December 15, 2025  
District Office Board Room

#### 1. Call to Order

School Board Vice Chair Corey Butler called the special meeting of the Board of Education of Independent School District No. 659 to order at 5:00 p.m. Present: Butler, Epstein, Goerwitz, Gonzalez-George, Nelson, and Quinnell. Absent: Miller. This meeting was open to the public, live-streamed and recorded, and access to the recording was posted on the school district website.

#### 2. Items for Individual Action

- a. 2025-2027 Agreement with the Northfield Education Association (NEA). On a motion by Goerwitz, seconded by Nelson, the board unanimously approved the 2025-2027 agreement with the Northfield Education Association (NEA). The agreement between the district and the Northfield Education Association is a two-year agreement covering July 1, 2025 through June 30, 2027. The contract includes a two percent (2%) base salary increase in both 2025-26 and 2026-27. It includes a ten percent (10%) increase to the district's health insurance contribution in each year of the agreement. The NEA membership is expected to vote on ratification by Dec. 16, 2025.
- b. FY2025 Audit. On a motion by Quinnell, seconded by Epstein, the board unanimously approved the 2024-2025 audit report as presented. The draft audit was presented at the Dec. 8, 2025 regular meeting.

#### 3. Adjournment

On a motion by Quinnell, seconded by Goerwitz, the board unanimously approved to adjourn the meeting at 5:05 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 the bequest, donation, or gift is for:
9/12/2025	\$179.90	Greenvale Park PTO	Kindergarten Classrooms to support phonics curriculum - Secret Stories Posters
12/2/2025	sponges for violin/viola, worth approx. \$10	Judy Tarabek	Elementary Orchestra
12/1/2025	\$912.00	Greenvale Park PTO	Classroom/ 1st grade students - Books-Iready decodable readers
9/11/2025	\$1,797.50	Greenvale Park PTO	Kindness Retreat
11/13/2025	\$300.00	Greenvale Park PTO	We used this money to purchase goods to create birthday baskets to donate to the CAC.
11/4/2025	\$565.00	Greenvale Park PTO	3rd, 4th, and 5th grade math extension - Math Pentathlon Kit
12/5/2025	\$2,000.00	Post Consumer Brands	Robotics Sponsorship
11/13/2025	\$1,000.00	Greenvale Park PTO	Multiple copies of different book titles for 3rd grade to use for book clubs.
12/8/2025	\$500.00	Matt & Mary Hillmann	Robotics donation
12/10/2025	\$19.47	Kaelyn Nguyen	Miss Bevans First Grade Class - "Just Lost" by Gina and Mercer Mayer book, Numbered dice 1-6, Stickers
12/11/2025	\$13.19	Maren Matson	Miss Bevans Classroom - Pixel Art Challenge
12/12/2025	\$1,925.00	Northfield Insurance Co.	Community Education Scholarships
12/12/2025	\$1,000.00	Wells Fargo - Blackbaud Giving Grant	Northfield Public Schools Donation
12/12/2025	Mittens, Magic Grooved Writing Practice	Lilly Paulson (Family)	Miss Bevans Classroom
12/11/2025	\$1,000.00	Sheldahl / Multek Flexible Circuits	HS Robotics Club
12/11/2025	\$2,000.00	Sheldahl / Multek Flexible Circuits	HS Trade Scholarships - 2 @\$1000
12/15/2025	\$2,500	Veteran of Foreign Wars - Post #4393	Robotics donation
12/1/2025	Toddler Climber	Jess and Mitch Wald	Early Childhood Family Education (ECFE)
12/19/2025	\$100,000.00	Ciresi Walburn Foundation	TPTN Curriculum
12/19/2025	Connect 4 Game, Highlighters, Squishy Toys	Sonja Holden (Henrik Holden)	Miss Bevans Class
12/15/2025	\$11.00	Erin Golden Zimmerman	Early Ventures and Kid Ventures - 11 board games/games
12/30/2025	\$1,500.00	St Paul & Minnesota Foundation: The Brownstein Family Fund	NMS General Support



*Northfield Public Schools*  
*Northfield, MN*

### **EXTENDED FIELD TRIP FORM**

Staff Member(s) Responsible (Name and phone): Eric Swan McDonald (507)403-1179

School and Program: Northfield ALC

Date of Requested Trip: June 15-18, 2026 (one in-class day on Friday June 12)

1. What group is taking this trip? ALC students interested in learning about camping in the boundary waters in the Northwoods of Minnesota. This trip is open to any current ALC student.
2. Estimated # of Students: # Adult Supervisors: Maximum of seven students and two adults (permit limit of nine per group in the boundary waters)
3. Destination: Boundary Waters Canoe Area Wilderness, camping at the Sawbill Outfitter, National Forest campground. We will be doing day trips out from this campground.
4. Date/Time of Departure: 7am Monday Jun 15, 2026
5. Date/Time of Return: 5pm Thursday Jun 18, 2026
6. State purpose and/or educational value of trip (attach information to form if needed).

The purpose of this trip is to expose students to and teach them about camping in the Northwoods of Minnesota as well as giving them the opportunity to push themselves toward personal growth as they face and address new challenges. In addition, this trip will also teach some of the natural history of this part of our state and will help students develop teamwork and community building skills as students work together as a part of this group. The students will come away with a better sense of self, increased self-confidence, an appreciation for the beauty of Minnesota as well as the accessible options and activities available for low or no cost in this state. They will also improve on other work-related skills such as problem solving, speaking, listening, decision making, self-management, leadership, negotiation and adaptability in situations that can be trying or frustrating.

In preparation for the trip students will also develop skills in reading, writing, planning and organizing

7. Name the manner of travel and the carrier.

Bus, Benjamin Bus Company (donated)

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

We will be camping at the National Forest campground on Sawbill lake, sites 5 and 18.

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

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

Permission form is attached

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

Eric Swan McDonald will organize and lead the trip. He has led this trip with Cheryl Mathison for over 20 years and in addition to that has lead more than five other groups on trips in this area.

Depending on need (number of students etc) another adult will also go along as a chaperone and group leader.

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

We will have a first aid kit and will be based out of the National Forest Campground on Sawbill Lake. There is a fully staffed outfitter at this location.

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

**Supplies:**

Groceries	\$250
Sawbill Outfitter	\$1200
Campground fee	\$96

<b>Total</b>	<b>\$1546</b>
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**Instructional Salary:**

Approx	\$4500
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**Funding Sources:** ALC Pop machine profits, transportation is donated by Benjamin Bus, funding from student credit earned will offset the instructional salary

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

\*\*\*\*\*

Signature of Staff Member Responsible:

Date field trip request was submitted to Principal: 12/17/25

Principal/Administrator Signature and Date:

 12/17/25

Approved: Not Approved:

\*\*\*\*\*

Superintendent Signature and Date:

Approved: Not Approved:

\*\*\*\*\*

School Board Review Date:

Approved: Not Approved:

## **Northfield Public Schools | Policy Committee Recommendations**

Item for Discussion and Reports | December 8, 2025

Item for Individual Action | January 12, 2026

Policy	Changes
203: Operation of the School Board of Education - Bylaws	<b>Change Type: Regular Review</b> <ul style="list-style-type: none"><li>Changed “World’s Best Workforce” to “Comprehensive Achievement and Civic Readiness” in section III.C.</li><li>Added “Or as directed by the chair to do so” to Section VI.2.a.</li><li>Removed item 12 in section VII.B.1.b.</li><li>Added links to other policies and statute as appropriate.</li></ul>
306: Administrator Code of Ethics	<b>Change Type: Substantive</b> <ul style="list-style-type: none"><li>Inserted Minnesota’s Code of Ethics for School Administrators and removed NAESP Statement 1100.2 Statement of Ethics.</li></ul>
519: Interviews of Students by Outside Agencies	<b>Change Type: Substantive</b> <ul style="list-style-type: none"><li>Added a phrase from Minn. Stat. 260E.22, Subd. 2 in Article III.A.</li><li>Adjusted phrasing in section III.C to also match phrasing in Minn. Stat. 260E.22.</li></ul>
712: Video Surveillance <u>Recording</u> Other Than on Buses	<b>Change Type: Substantive</b> <ul style="list-style-type: none"><li>Changed “surveillance” to “recording” per MSBA attorney’s recommendation.</li><li>Clarified video recording rule in section II.A.3.</li><li>Formatting: removed underlined headings and replaced them with bolded headings.</li><li>Linked Minnesota Statutes chapter 13.</li><li>Removed legal reference.</li><li>Added Resources section to end of policy.</li></ul>
722: Public Data and Data Subject Requests	<b>Change Type: Substantive</b> <ul style="list-style-type: none"><li>Added 2025 legislative update to Minnesota Statutes 13.03 in section IV.C.</li><li>Added clarification to section V.H. Clarified who may appeal the determination of the responsible authority and to which commissioner the policy refers.</li><li>Fixed number formatting issue in section VIII.1.a.</li><li>Added links to Minnesota statute and other policies.</li><li>Added resources section.</li></ul>

## **Policy 203 OPERATION OF THE SCHOOL BOARD OF EDUCATION - BYLAWS**

### **I. NAME**

The name of this body is the Independent School District 659 Board of Education. “School board” or “board” means the governing body of Northfield Public Schools.

### **II. LEGAL BASIS**

The school board is the governing body of the school district. As such, the school board has responsibility for the care, management, and control over public schools in the school district. The basis for the establishment and operation of the school board lies in the State of Minnesota Constitution, Minnesota Statutes, court interpretations of these laws, and the powers implied under them.

### **III. RESPONSIBILITIES OF THE SCHOOL BOARD**

The board will create policy, delegate responsibility for, and/or take action to:

- A. Hire the superintendent, delegate operational responsibilities, and evaluate them as outlined in [Policy 302](#).
- B. Review the district vision statement and strategic plan at least every five years.
- C. Review progress as presented in the superintendent’s annual “state of the district” presentation and the state-required ~~World’s Best Workforce~~ Comprehensive Achievement and Civic Readiness report presentation.
- D. Provide for the evaluation and improvement of instructional programs and the services that support them.
- E. Establish a learning environment for education by providing necessary buildings and equipment, materials, and staffing to support the instructional process and to provide for the comfort, health, and safety of students, staff, and visitors when they are in attendance at school or engaged in school-sponsored activities.
- F. Provide for the recruitment, assignment, supervision, evaluation, professional growth, compensation, and termination of all permanent, temporary, and part-time employees.
- G. Designate district staff to enroll students for instruction. Excuse, exclude, suspend, or expel students from instruction for sufficient cause in accordance with Minnesota Statutes and current board policy.
- H. Provide transportation for students to and from school, in accordance with Minnesota Statutes and other applicable laws.
- I. Set standards for student conduct and clear guidelines for employee responses in the case of unacceptable student behavior. Inform students and their parents/guardians/caregivers of their rights and their responsibilities.
- J. Maintain and preserve essential student and other governmental records according to federal law and Minnesota Statutes.
- K. Establish graduation requirements and provide reports to students and parents on educational progress.
- L. Disseminate district information to residents of the district in accordance with Minnesota Statutes.
- M. Pursuant to law, provide for levying of taxes as necessary for the operation of schools, and for the payment of indebtedness and all proper expenses of the

district. These levies are to be certified to the county auditor by the date established by statute unless otherwise provided for by special directive.

- N. Approve the budget for all funds of the district before July 1 of each year.
- O. Authorize an annual financial audit.
- P. Approve a school calendar for each academic year.
- Q. Finance the district through the receipt of state and federal aid, the adoption of local tax levies, the sale of bonds, the borrowing of money, and the receipt of gifts, grants, fees, and other revenues.
- R. Designate depositories for school funds.
- S. Maintain a financial accounting and reporting system.
- T. Approve payment of all bills and disbursements.
- U. Coordinate services of the district with those of other governmental agencies and districts.
- V. Provide for the use of school facilities by the general public.
- W. Participate in local, state, regional, and national board organizations, as deemed appropriate by the board.
- X. Perform such other duties and carry out such other responsibilities as may be authorized or required by law.
- Y. Advocate for the district within the community and state.

The board freely subscribes to tenets of the School Board Member Code of Ethics of the Minnesota School Boards Association and will strive to uphold those principles in carrying out its responsibilities.

#### **IV. MEMBERSHIP**

- A. The board will consist of seven elected members and the superintendent as a non-voting ex-officio member.
- B. Newly elected members will be sworn in at the organizational meeting in January following the election.
- C. The term of office for members will be four years and until a successor qualifies.
- D. The board will fill a vacancy in accordance with Minnesota statutes with guidance from the Minnesota School Boards Association.
- E. The board may remove for proper cause any member or officer of the board and fill the vacancy in accordance with Minnesota statutes.

#### **V. COMPENSATION**

Members of the board will receive compensation as fixed by the board at the annual organizational meeting.

#### **VI. OFFICERS**

- A. At the first meeting in January, the board will select a chairperson, vice-chairperson, clerk, and treasurer for a term of one year. If elected, board members may serve multiple consecutive terms.
- B. Duties:
  1. The chairperson will:
    - a. Preside at all meetings of the board when present.

- b. Countersign all orders for claims approved by the board.
- c. Sign contracts or agreements approved by the board when the signature of the chairperson is required. If a deadline must be met and the chairperson is unavailable, the vice-chairperson is authorized to sign the document as acting chairperson.
- d. Represent the district in all appropriate actions consistent with board directives and policies.
- e. Appoint all special committees and standing committees, serve as an ex-officio member on all such committees, and attend committee meetings at their discretion. Such appointments will be made at the organizational meeting in January but no later than the second meeting in January.
- f. Appoint a parliamentarian.
- g. Confer with the superintendent, as may be necessary and desirable regarding school matters, including the preparation of regular and special meeting agendas as needed.
- h. Lead evaluation of the superintendent.
- i. Perform such other duties as required by law, and perform all duties usually incumbent on such an officer.
- j. Provide leadership in carrying out the powers and duties of the board and act as spokesperson for the board unless this responsibility has been delegated to others. The chair shall have completed MSBA Phase I, II, III, and IV training prior to serving as chair to ensure governance norms and protocols. If the board determines there is not a member who qualifies, this policy may be waived upon majority vote, and the appointed chair will commit to completing phases within one year.

2. The vice-chairperson will:

- a. Perform the duties of the chairperson if they are unable to preside or as directed by the chair to do so. Should both the chairperson and vice-chairperson be unable to preside, the remaining members will select a member to serve in that capacity until such time that the chairperson or vice-chairperson can return to their duties. The vice-chair is encouraged to complete MSBA Phase III and IV training during their term as vice-chairperson.
- b. Perform such other duties as required by law and perform all duties usually incumbent on such an officer.

3. The clerk, either directly or through the administrative staff of the district, will:

- a. Keep a record of all meetings of the board.
- b. In a timely manner, file with the board a report of the revenues, expenditures, and balances in each fund for the preceding fiscal year.
- c. Make and transmit reports pursuant to the Uniform Financial Accounting and Reporting System for Minnesota Schools as required by state law.
- d. Sign all orders from the treasurer for claims approved by the board.

- e. With the chairperson, sign contracts or agreements approved by the board, when the signature of the clerk is required. If a deadline must be met and the clerk is unavailable, the treasurer is authorized to sign the document as acting clerk.
- f. Perform such duties as required by state election laws relative to district elections.
- g. Perform such other duties as required by law and perform all duties usually incumbent on such an officer.
- h. The clerk is encouraged to complete MSBA Phase III training during their term as clerk.

4. The treasurer, either directly or through the administrative staff of the district, will:

- a. Keep detailed records of all orders processed by the board, according to law.
- b. Have custody of all monies belonging to the district. Upon receipt of district funds, the treasurer will cause such funds to be promptly deposited in the legal depositories designated and approved by the board.
- c. Sign all orders for claims approved by the board.
- d. Perform such other duties as required by law and perform all duties usually incumbent on such an officer.
- e. In the event there are insufficient funds on hand to pay valid orders presented to the treasurer, the treasurer shall receive, endorse and process the orders in accordance with [Minnesota statutes section 123B.12](#).
- f. The treasurer is encouraged to complete MSBA Phase III training during their term as treasurer.

## **VII. MEETINGS OF THE BOARD**

“Meeting” means a gathering of at least a quorum of school board members or quorum of a committee or subcommittee of school board members, at which members discuss, decide, or receive information as a group on issues relating to the official business of the school board. The term does not include a chance or social gathering or the use of social media by members of a public body so long as the social media use is limited to exchanges with all members of the general public. For purposes of the Open Meeting Law, social media does not include e-mail.

### **A. Open Meetings**

- 1. Except as otherwise expressly provided by statute, all meetings of the board, including executive sessions, shall be open to the public.
- 2. Meeting times, dates, and locations or any changes thereof will be posted at the district office, on the district website, and given to the official newspaper of the district.

### **B. Types of Meetings**

#### **1. *Organizational meeting***

- a. The board will meet annually on the first Monday in January, or as soon thereafter as practicable, and organize by selecting a chair, a clerk, a treasurer, and such other officers as determined by the board.
- b. The agenda will include the following topics:
  1. Administration of the oath of office to all members.
  2. Election of officers.
  3. Compensation for board members.
  4. Approval of a mileage reimbursement rate for the use of private automobiles on district business.
  5. Designation of an official newspaper.
  6. Designation of official depositories for district funds.
  7. Designation of official depositories for district investments.
  8. Authorization of procedures for the investment of excess funds in accordance with Minnesota Statutes.
  9. Authorization of payments for goods and services in advance of board approval.
  10. Authorization of use of facsimile signatures and surety bonds pursuant to Minnesota Statutes.
  11. Approval of board membership in local, state, and national organizations.
  - ~~12. Appointment of board representatives to other groups and committees.~~
  13. Other items deemed appropriate by members for the proper organization of the board.

To align with fiscal and planning calendars, certain of these topics may be included in the agenda of a meeting held the prior July.

- c. Adjournment:  
The meeting will be adjourned following the organization of the board. Other business may be introduced at regular or special meetings following the organizational meeting.

**2. Regular meeting**

- a. Regular meetings of the board will be held at 6:00 p.m. on the second and fourth Mondays of each month in the District Office Boardroom. Meetings of the board shall be adjourned at or before 9:00 p.m. whenever possible. Meetings may be extended later than 9:00 p.m. by a majority vote of the board. The board may change the time, date, or location of regular meetings by majority action, and must notify the official newspaper accordingly.
- b. Order of business: Business topics at regular meetings will normally be treated in the following order:
  1. Call to order
  2. Approval of the agenda
  3. Public comment
  4. Announcements and recognitions

5. Items for discussion and reports
6. Committee reports
7. Consent agenda
8. Items for individual action
9. Items for information
10. Future meetings
11. Adjournment

Items that usually do not require discussion or explanation prior to board action, are non-controversial and/or routine items of business, or are items that have already been discussed and/or explained and do not require further discussion or explanation will be included as part of the consent agenda and passed as one motion. At the request of any board member, an item will be removed from the consent agenda for separate discussion and action.

**3. Special meeting**

- a. Special meetings of the board may be called by the chairperson, clerk or by any four members of the board who file such a request with the clerk.
- b. Unless specifically provided to the contrary, special meetings will be held in the District Office Boardroom. The clerk or designee will notify members of special meetings in writing by mail or electronic transmission received at least three days prior to the date set for the meeting.
- c. Closed meetings will be held as allowed by law.
- d. Work sessions may be called by the chairperson as needed.
- e. The Minnesota Department of Education has issued an opinion that a government entity is limited to acting only on those matters specifically included in the notice of a special meeting.

**4. Emergency meeting**

- a. An emergency meeting may be called by the chairperson, clerk or any four members of the board or their designee, when, and only when, the immediate action of the board is required. While the statute leaves the question to the board of whether the circumstances require immediate consideration at an emergency meeting, the advisory opinions of the Minnesota Department of Education would limit such meetings to responding to natural disasters, health epidemics, or a crisis caused by an event such as an accident or terrorist attack.
- b. All such meetings will, if possible, be held in the District Office Boardroom.
- c. No business may be transacted at an emergency meeting except as noted in the request for the meeting.

**5. Recessed or Continued meeting**

If a meeting is a recessed or continued session of a previous meeting, and the time and place of the meeting was established during the previous

meeting and recorded in the minutes of that meeting, then no further published or mailed notice is necessary.

6. **Closed meeting**

Meetings shall be closed only when expressly authorized by law. The notice requirements of the Minnesota Open Meeting Law apply to closed meetings.

7. **Meeting during Pandemics or Chapter 12 Emergency**

In the event of a health pandemic or an emergency declared under [Minn. Stat. Ch. 12](#), a meeting may be conducted by telephone or interactive technology in compliance with [Minnesota Statute 13D.021](#).

8. **Meeting by Interactive Technology**

A meeting may be conducted by interactive technology, internet conference calling or other similar electronic means in compliance with [Minnesota Statute 13D.02](#).

C. **Quorum**

A majority of the voting members of the board constitute a quorum. Generally, any action taken in the absence of a quorum is null and void. The only legal actions the board may take in the absence of a quorum are to fix the time at which to adjourn, adjourn, recess, or take measures to obtain a quorum.

D. **Agenda Preparation and Dissemination**

1. The superintendent will prepare the agenda for all meetings of the board and they will consult with the board chairperson, other board members as needed, and members of the administrative staff when appropriate.
2. Items of business may be suggested by any board member, staff member, student, business or property owner, resident, or parent/guardian/caregiver of the district. Items suggested may be included at the discretion of the superintendent and the chairperson of the board. Individuals may address the board under the rules of the public comment as listed on the board agenda.
3. The agenda will be distributed to board members on the Thursday before each board meeting. Supporting materials will normally be distributed to board members with the agenda on the Thursday before each board meeting but may be distributed as late as Friday in special circumstances as agreed upon by the superintendent and the board chair.
4. The agenda will also be made available to the press, representatives of the community, staff, and student organizations, and to others upon request.
5. Late items will be distributed to board members via the table file.
6. The board may not, unless required by urgent circumstances, revise current or adopt new board policies unless such action has been scheduled.

E. **Voting**

Each elected member of the board will have one vote. A roll call vote will be taken when required by law or when requested by one or more board members.

F. Minutes

The vote of each member, including abstentions, shall be recorded in the minutes. If the vote is unanimous, it may be reflected as unanimous in the minutes if the minutes also reflect the members present. The district will maintain its records so that they will be available for inspection by members of the general public and to provide for the publication of its official proceedings in compliance with Minnesota Statutes.

G. Rule of Order and Parliamentary Authority

Rules of order for board meetings shall be as follows:

1. Minnesota statutes where specified.
2. Specific rules of order as provided by the school board consistent with Minnesota statutes.
3. Robert's Rules of Order Newly Revised will govern the parliamentary procedure of the board in its deliberations.
4. A motion will be adopted or carried if it receives the affirmative votes of a majority of those voting on the matter. Abstentions are considered to be acquiescence to the vote of the majority. It should be noted that some motions by statute or Robert's Rule of Order require larger numbers of affirmative votes.
5. The chair shall decide the order in which board members will be recognized to address an issue. A member shall only speak to an issue after the member is recognized by the chair.

## **VIII. SCHOOL BOARD COMMITTEES AND REPRESENTATIVES**

- A. School board standing or special committees may be created by the board when it is determined that a committee process facilitates the mission of the board.
- B. The board has determined that certain permanent standing committees, as described in this policy, do facilitate the operation of the board and the district.
- C. A board committee or subcommittee will be formed by board resolution which shall outline the duties and purpose of the committee or subcommittee.
- D. A committee or subcommittee is advisory in nature and has only such authority as specified by the board.
- E. The board will receive reports or recommendations from a committee or subcommittee for consideration. The board, however, retains the right and has the duty to make all final decisions related to such reports or recommendations.
- F. The board also may establish such ad hoc committees for specific purposes as it deems appropriate.
- G. The board reserves the right to limit, create, or abolish any standing or ad hoc committee as it deems appropriate.
- H. A committee of the board shall not appoint a subcommittee of that committee without the approval of the board.

## **IX. APPOINTMENT OF COMMITTEES**

- A. The board hereby appoints the following standing committees:
  1. Meet and confer
  2. Negotiations

3. Policy
- B. The board will establish, by resolution, for each standing or ad hoc committee the number of members, the term, and the charge or mission of each such committee.

## **X. PROCEDURES FOR SCHOOL BOARD ADVISORY COMMITTEES**

- A. Advisory committees will be representative of the community in relation to the tasks delegated to them. Based on the recommendation of the superintendent, the board may approve the members of a committee and/or the method of their selection.
- B. Advisory committees will serve in an advisory capacity only, proposing recommendations based on analysis of a problem, and will exist only as long as necessary for the study and the report to the board on particular projects assigned to them. The board will give careful consideration to all recommendations from advisory committees, although final action and responsibility will remain with the board. The board may dissolve advisory committees as needed.
- C. The superintendent or their designee will be an ex-officio member of all advisory committees.
- D. All meetings of committees or subcommittees shall be open to the public in compliance with the Open Meeting Law, and notice shall be given as prescribed by law.

## **XI. AMENDMENTS TO BYLAWS**

A quorum of the board may temporarily suspend these bylaws at any regular or special board meeting by a unanimous vote of the board members present.

## **XII. APPLICATION OF LAWS**

These bylaws or any portion thereof will be superseded by subsequent changes in the applicable laws.

### **Policy 203 Operation of the School Board - Bylaws**

Adopted: 12.13.2004; Updated: 05.13.2013, 07.01.2019, 12.02.2019, 12.13.2021; Non-Substantive Update: 02.08.2022; Updated: 08.22.2022, 04.10.2023, 01.08.2024, 09.12.2024, INSERT DATE

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

**Legal References:** Minn. Stat. § 13D (Open Meeting Law)  
Minn. Stat. § 13D.01, Subs. 4-6 (Meetings Must be Open to the Public; Exceptions)  
Minn. Stat. § 123B.09, Subd. 10 (Publishing Proceedings)  
Minn. Stat. § 123B.09, Subd. 7 (School Board Powers)  
Minn. Stat. § 123B.14, Subd. 7 (Record of Meetings)  
Minn. Stat. § 331A.01 (Definition)  
Minn. Stat. § 331A.05, Subd. 8 (Notice Regarding Published Summaries)  
Minn. Stat. § 331A.08, Subd. 3 (Publication of Proceedings)  
Op. Atty. Gen. 161-a-20, December 17, 1970  
*Ketterer v. Independent School District No. 1*, 248 Minn. 212, 79 N.W.2d 428 (1956)  
Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 121A.47, Subd. 5 (Exclusion and Expulsion Procedures)  
Minn. Stat. § 122A.33, Subd. 3 (Coaches; Opportunity to Respond)

Minn. Stat. § 122A.40, Subd. 14 (Teacher Discharge Hearing)  
Minn. Stat. § 179A.14, Subd. 3 (Labor Negotiations)  
Minn. Rules Part 5510.2810 (Bureau of Mediation Services)  
*Brown v. Cannon Falls Township*, 723 N.W.2d 31 (Minn. App. 2006)  
*Brainerd Daily Dispatch v. Dehen*, 693 N.W.2d 435 (Minn. App. 2005)  
*The Free Press v. County of Blue Earth*, 677 N.W.2d 471 (Minn. App. 2004)  
*Prior Lake American v. Mader*, 642 N.W.2d 729 (Minn. 2002)  
*Star Tribune v. Board of Education, Special School District No. 1*, 507 N.W.2d 869 (Minn. App. 1993)  
*Minnesota Daily v. University of Minnesota*, 432 N.W.2d 189 (Minn. App. 1988)  
*Moberg v. Independent School District No. 281*, 336 N.W.2d 510 (Minn. 1983)  
*Sovereign v. Dunn*, 498 N.W.2d 62 (Minn. App. 1993), *rev. denied.* (Minn. 1993)  
Dept. of Admin. Advisory Op. No. 10-013 (April 29, 2010)  
Dept. of Admin. Advisory Op. No. 19-006 (April 9, 2019)  
Dept. of Admin. Advisory Op. No. 21-003 (April 19, 2021)  
Dept. of Admin. Advisory Op. No. 21-002 (January 13, 2021)  
Dept. of Admin. Advisory Op. No. 19-012 (October 24, 2019)  
Dept. of Admin. Advisory Op. No. 19-008 (May 22, 2019)  
Dept. of Admin. Advisory Op. No. 18-019 (December 28, 2018)  
Dept. of Admin. Advisory Op. No. 17-005 (June 22, 2017)  
Dept. of Admin. Advisory Op. No. 13-009 (March 19, 2013)  
Dept. of Admin. Advisory Op. No. 13-015 (December 23, 2013)  
Dept. of Admin. Advisory Op. No. 12-004 (March 8, 2012)  
Dept. of Admin. Advisory Op. No. 11-004 (April 18, 2011)  
Dept. of Admin. Advisory Op. No. 10-020 (September 23, 2010)  
Dept. of Admin. Advisory Op. No. 09-020 (September 8, 2009)  
Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)  
Dept. of Admin. Advisory Op. No. 06-027 (September 28, 2006)  
Dept. of Admin. Advisory Op. No. 04-004 (February 3, 2004)

M.S., Sec. 127.26, et. seq.

M.S. 123.76, et seq.

M.S. 13.01, et. seq.

M.S. 123.35, Subd. 4; M.S. 275.07

M.S. 121.908, Subd. 3a.

M.S. 124.05

M.S. 125.12

M.S. 127.26, et. seq.

M.S. 123.33, Subd. 1

M.S. 123.33, Subd. 2,3,4

M.S. 123.33, Subd. 8

M.S. 123.34, Subd. 1

M.S. 123.34, Subd. 2

M.S. 123.34, Subd. 8

M.S. 121.908

M.S. 124.19

M.S. 123.34, Subd. 3,4,5,7

M.S. 471.705

M.S. 118.005, 118.01, 124.05

M.S. 123.335 and 471.38

M.S. 47.41, M.S. 47.42

M.S. 123.33, Subd. 5

M.S. 123.38, Subd 11

M.S. 123.33, Sub. 6

**Cross References:** MSBA/MASA Model Policy 201 (Legal Status of the School Board)

MSBA/MASA Model Policy 202 (School Board Officers)

MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)

MSBA/MASA Model Policy 203.1 (School Board Procedures; Rules of Order)

MSBA/MASA Model Policy 203.2 (Order of the Regular School Board Meeting)

MSBA/MASA Model Policy 203.5 (School Board Meeting Agenda)

MSBA/MASA Model Policy 203.6 (Consent Agendas)

MSBA/MASA Model Policy 204 (School Board Meeting Minutes)

MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)

MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)

MSBA/MASA Model Policy 207 (Public Hearings)

MSBA/MASA Model Policy 208 (Development Adoption and Implementation of Policies)

MSBA/MASA Model Policy 209 (Code of Ethics)

MSBA/MASA Model Policy 201 (Conflict of Interest - School Board Members)

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

MSBA/MASA Model Policy 212 (School Board Member Development)

MSBA/MASA Model Policy 213 (School Board Committees)

MSBA/MASA Model Policy 214 (School Board Member Out-of-State Travel)

MSBA/MASA Model Policy 406 (Public and Private Personnel Data)

MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties

MSBA Service Manual, Chapter 13, School Law Bulletin “C” (Minnesota’s Open Meeting Law)

Law)

MSBA Law Bulletin “C” (Minnesota’s Open Meeting Law)

## **Policy 306 ADMINISTRATOR CODE OF ETHICS**

### **I. PURPOSE**

The purpose of this policy at Northfield Public Schools is to establish the requirement of the Board of Education that school administrators adhere to the standards of ethics and professional conduct in this policy and Minnesota law.

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

- A. “Administrator” refers to the superintendent, principals, assistant principals, and positions listed in the non-union administrators personnel policies and practices agreement. The administrator is responsible for providing professional leadership in the school and community. This responsibility requires the administrator to maintain standards of exemplary professional conduct.
- B. The standards of professional conduct are as follows:
  1. A school administrator must provide professional educational services in a nondiscriminatory manner.
  2. A school administrator must take reasonable action to protect students and staff from conditions harmful to health and safety.
  3. A school administrator must take reasonable action to provide an atmosphere conducive to learning.
  4. A school administrator must not use professional relationships with students, parents and caregivers, staff, or colleagues to private advantage.
  5. A school administrator must disclose confidential information about individuals only when a compelling professional purpose is served in accordance with state and federal laws and school district policies.
  6. A school administrator must not knowingly falsify or misrepresent records or facts relating to the administrator's qualifications or to the qualifications of other staff or personnel.
  7. A school administrator must not knowingly make false or malicious statements about students, students' families, staff, or colleagues.
  8. A school administrator must not accept gratuities, gifts, or favors that impair professional judgment, nor offer any favor, service, or item of value to obtain special advantage.
  9. A school administrator must only accept a contract for a position when licensed for the position or when a school district is issued a variance by the board.
  10. A school administrator, in filling positions requiring licensure, must employ, recommend for employment, and assign only appropriately licensed personnel, or persons for whom the school district has been issued a variance by the appropriate state board or agency, unless, after making reasonable efforts to obtain a variance, an appropriately licensed person cannot be assigned and the position must be filled to meet a legitimate emergency educational need.
  11. A school administrator must not engage in conduct involving dishonesty.

fraud, or misrepresentation in the performance of professional duties.

**B. The educational administrator:**

1. ~~Makes the well-being of students the fundamental value of all decision-making and actions.~~
2. ~~Fulfills professional responsibilities with honesty and integrity.~~
3. ~~Supports the principle of due process and protects the civil and human rights of all individuals.~~
4. ~~Obey local, state, and national laws and does not knowingly join or support organizations that advocate, directly or indirectly, the overthrow of the government.~~
5. ~~Implements the board's policies.~~
6. ~~Pursues appropriate measures to correct those laws, policies, and regulations that are not consistent with sound educational goals.~~
7. ~~Avoids using their positions for personal gain through political, social, religious, economic, or other influence.~~
8. ~~Accepts academic degrees or professional certifications only from duly accredited institutions.~~
9. ~~Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.~~
10. ~~Honors all contracts until fulfillment, release, or dissolution is mutually agreed upon by all parties to the contract.~~
11. ~~Adheres to the Code of Ethics for School Administrators in Minnesota Rule.~~

**Policy 306 Administrator Code of Ethics**

Adopted: 02.14.2005; Reviewed: 12.09.2019, 01.25.2024; Substantive Update: INSERT DATE

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

*Legal References:* Minn. Stat. § 122A.14, Subd. 4 (Code of Ethics)  
Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators)

*Cross References:* None

## **Policy 519     INTERVIEWS OF STUDENTS BY OUTSIDE AGENCIES**

### **I.     PURPOSE**

There are occasions in which persons other than school district officials and employees find it necessary to speak with a student during the school day. Student safety and disruption of the educational program is of concern to the school district. In alignment with the district's strategic commitment to partnerships, the purpose of this policy is to establish the procedures at Northfield Public Schools for access to students by authorized individuals during the school day.

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

- A.    Generally, students may not be interviewed during the school day by persons other than a student's parents, school district officials, school district employees and/or agents, except as otherwise provided by law and/or this policy.
- B.    Requests from those other than a student's parents, school district officials, school district employees and/or agents to interview students shall be made through the principal's office. Upon receiving such a request, it shall be the responsibility of the principal, in consultation with the superintendent, to determine whether the request will be granted. Prior to granting such a request, the principal shall attempt to contact the student's parents to inform them of the request, except where otherwise prohibited by law. If the parents cannot be contacted, requests from those other than a student's parents, school district officials, school district employees and/or agents to interview students will be denied, except as otherwise provided by law and/or this policy.

### **III.   INTERVIEWS CONDUCTED UNDER THE MALTREATMENT OF MINORS ACT**

- A.    In the case of an investigation pursuant to the Reporting of Maltreatment of Minors Act, Minnesota Statutes Chapter 260E, a local welfare agency, the agency responsible for investigating the report, and a local law enforcement agency may interview, without parental consent, an alleged victim and any minors who currently reside with or who have resided with the alleged perpetrator. The interview may take place at school and during school hours or at any facility or other place where the alleged victim or other children might be found or the child may be transported to, and the interview may be conducted at a place appropriate for the interview of a child designated by the local welfare agency or law enforcement agency. School district officials will work with the local welfare agency, the agency responsible for investigating the report, or law enforcement agency to select a place appropriate for the interview. When it is possible and the report alleges substantial child endangerment or sexual abuse, the interview may take place outside the presence of the alleged offender and may take place prior to the interviews of the alleged offender.
- B.    If the interview took place or is to take place on school district property, an order of the juvenile court pursuant to Minnesota Statutes Chapter 260E may specify

that school district officials may not disclose to the parent, legal custodian, or guardian the contents of the notification of intent to interview the child on school district property and/or any other related information regarding the interview that may be a part of the child's record. The school district official must receive a copy of the order from the local welfare or law enforcement agency.

- C. When the local welfare agency, local law enforcement agency, or agency responsible for assessing or investigating a report of maltreatment determines that an interview should take place on school district property, school district officials must receive written notification of intent to interview the child on school district property before ~~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 district property. For an ~~Where the interviews are~~ conducted by the local welfare agency, the notification shall ~~must~~ be signed by the chair of the local social services agency or the chair's designee. The notification is private educational data on the student. School district 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, unless a school employee or agent is alleged to have maltreated the child. Until school district officials receive said notification, all inquiries regarding the nature of the investigation or assessment should be directed to the local welfare or law enforcement agency or the agency responsible for assessing or investigating a report of maltreatment shall be solely responsible for any disclosures regarding the nature of the assessment or investigation.
- D. School district officials shall have discretion to reasonably schedule the time, place, and manner of an interview by a local welfare or local law enforcement agency on school district premises. However, where the alleged perpetrator is believed to be a school district official or employee, the local welfare or local law enforcement agency will have discretion to determine where the interview will be held. The interview must be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school district officials and the local welfare or law enforcement agency. However, school district officials must yield to the discretion of the local welfare or law enforcement agency concerning other persons in attendance at the interview. School district officials will make every effort to reduce the disruption to the educational program of the child, other students, or school staff when an interview is conducted on school district premises.
- E. Students shall not be taken from school district property without the consent of the principal and without proper warrant.

#### Policy 519 Interviews of Students by Outside Agencies

Adopted: 11.13.2007; Non-Substantive Update: 02.08.2022; Substantive Update: 02.24.2025, INSERT DATE

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

**Legal References:** Minn. Stat. § 13.32 (Educational Data)  
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)

**Cross References:** MSBA/MASA Model Policy 103 (Complaints - Students, Employees, Parents, Other Persons)  
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

## **Policy 712    VIDEO SURVEILLANCE RECORDING OTHER THAN ON BUSES**

### **I.    PURPOSE**

Maintaining the health, welfare, and safety of students, staff, and visitors while on Northfield Public Schools' property and the protection of district property are important functions of the district. The behavior of individuals who come on to district property is a significant factor in maintaining order and discipline and protecting students, staff, visitors, and district property. The school board recognizes the value of ~~video/electronic surveillance recording~~ systems in monitoring activity on school property in furtherance of protecting the health, welfare, and safety of students, staff, visitors, and district property.

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

#### **A.    Placement.**

1.    District buildings and grounds may be equipped with video cameras.
2.    ~~Video surveillance recording~~ may occur in any district building or on any district property.
3.    ~~Placement of surveillance cameras~~ Video recording is prohibited in the interior of restrooms, changing rooms, and locker rooms.

#### **B.    Use of video recordings.**

1.    Video recordings may be viewed by district officials on a random basis and/or when problems have been brought to the attention of the district. "District officials" include the superintendent or their designee, licensed school administrators, high school activities director, ~~high school parking lot security monitor~~, the director of human resources, the director of buildings and grounds and their administrative assistant.
2.    A video recording of the actions of students and/or employees may be used by the district as evidence in any disciplinary action brought against any student or employee arising out of the student's or employee's conduct in district buildings or on school grounds.
3.    A video recording will be released only in conformance with the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13, and the Family Educational Rights and Privacy Act, 20 United States Code section 1232g, and the rules and/or regulations as outlined.

#### **C.    Security and maintenance.**

1. The district shall establish appropriate security safeguards to ensure that video recordings are maintained and stored in conformance with the Minnesota Government Data Practices Act, [Minnesota Statutes chapter 13](#), and the Family Educational Rights and Privacy Act, 20 United States Code section 1232g, and the rules and/or regulations as outlined.
2. Only designated school officials have access to the camera equipment and operations system. For the purposes of this policy, school officials are the superintendent or their designee. Only the school officials will handle the camera or copies of video segments.

**Policy 712 Video Surveillance Recording Other Than On Buses**

Adopted: 08.08.2022; Non-Substantive Update: 10.05.2022; Substantive Update: INSERT DATE

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

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
~~Minn. Stat. § 121A.585 (Notice of Recording Device)~~  
Minn. Stat. § 138.17 (Government Records; Administration)  
Minn. Stat. § 609.746 (Interference with Privacy)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)  
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)  
MSBA/MASA Model Policy 711 (Video Recording on School Buses)

**Resources:** [U.S. Department of Education: FAQs on Photos and Videos under FERPA \(Accessed 10.12.2025\)](#)

## **Policy 722 PUBLIC DATA AND DATA SUBJECT REQUESTS**

### **I. PURPOSE**

The Northfield School District recognizes its responsibility relative to the collection, maintenance, and dissemination of public data as provided in state statutes.

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

The district will comply with the requirements of the Minnesota Government Data Practices Act, [Minnesota Statutes chapter 13](#) (MGDPA), and [Minnesota Rules parts 1205.0100-1205.2000](#) in responding to requests for public data.

### **III. DEFINITIONS**

#### **A. Confidential Data on Individuals**

Data made not public by statute or federal law applicable to the data and are inaccessible to the individual subject of those data.

#### **B. Data on Individuals**

All government data in which any individual is or can be identified as the subject of that data, unless the appearance of the name or other identifying data can be clearly demonstrated to be only incidental to the data and the data are not accessed by the name or other identifying data of any individual.

#### **C. Data Practices Compliance Officer**

The data practices compliance official is the designated employee of the district to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems. The responsible authority may be the data practices compliance official.

#### **D. Government Data**

All data collected, recorded, received, maintained or disseminated by any government entity regardless of its physical form, storage media or conditions of use.

#### **E. Individual**

“Individual” means a natural person. In the case of a minor or an incapacitated person as defined in [Minnesota Statutes section 524.5-102](#), subdivision 6, “individual” includes a parent or guardian or an individual acting as a parent or guardian in the absence of a parent or guardian, except that the responsible authority shall withhold data from parents or guardians, or individuals acting as parents or guardians in the absence of parents or

guardians, upon request by the minor if the responsible authority determines that withholding the data would be in the best interest of the minor.

F. Inspection

“Inspection” means the visual inspection of paper and similar types of government data. Inspection does not include printing copies by the district, unless printing a copy is the only method to provide for inspection of the data. For data stored in electronic form and made available in electronic form on a remote access basis to the public by the district, inspection includes remote access to the data by the public and the ability to print copies of or download the data on the public’s own computer equipment.

G. Not Public Data

Any government data classified by statute, federal law, or temporary classification as confidential, private, nonpublic, or protected nonpublic.

H. Nonpublic Data

Data not on individuals made by statute or federal law applicable to the data: (a) not accessible to the public; and (b) accessible to the subject, if any, of the data.

I. Private Data on Individuals

Data made by statute or federal law applicable to the data: (a) not public; and (b) accessible to the individual subject of those data.

J. Protected Nonpublic Data

Data not on individuals made by statute or federal law applicable to the data (a) not public and (b) not accessible to the subject of the data.

K. Public Data

All government data collected, created, received, maintained, or disseminated by the district, unless classified by statute, temporary classification pursuant to statute, or federal law, as nonpublic or protected nonpublic; or, with respect to data on individuals, as private or confidential.

L. Public Data Not on Individuals

Data accessible to the public pursuant to [Minnesota Statutes section 13.03](#).

M. Public Data on Individuals

Data accessible to the public in accordance with the provisions of [section 13.03](#).

N. Responsible Authority

The individual designated by the school board as the individual responsible for the collection, use, and dissemination of any set of data on individuals, government data, or summary data, unless otherwise provided by state law. Until an individual is designated by the school board, the responsible authority is the superintendent.

O. Summary Data

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. Unless classified pursuant to [Minnesota Statutes section 13.06](#), another statute, or federal law, summary data is public.

**IV. REQUESTS FOR PUBLIC DATA**

A. All requests for public data must be made in writing directed to the responsible authority using the [Policy 722 Public Data Request Form](#).

1. A request for public data must include the following information:
  - a. Date the request is made.
  - b. A clear description of the data requested.
  - c. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.), and
  - d. Method to contact the requestor (such as phone number, address, or email address).
2. Unless specifically authorized by statute, the district may not require persons to identify themselves, state a reason for, or justify a request to gain access to public government data. A person may be asked to provide certain identifying or clarifying information for the sole purpose of facilitating access to the data.
3. The identity of the requestor is public, if provided, but cannot be required by the government entity.
4. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.

B. The responsible authority will respond to a data request at reasonable times and places as follows:

1. The responsible authority will notify the requestor in writing as follows:
  - a. The requested data does not exist.

- b. The requested data does exist but either all or a portion of the data is not accessible to the requestor.
    - (1) If the responsible authority determines that the requested data is classified so that access to the requestor is denied, the responsible authority will inform the requestor of the determination in writing, as soon thereafter as possible, and shall cite the specific statutory section, temporary classification, or specific provision of federal law on which the determination is based.
    - (2) Upon the request of a requestor who is denied access to data, the responsible authority shall certify in writing that the request has been denied and cite the specific statutory section, temporary classification, or specific provision of federal law upon which the denial was based.
  - c. The requested data does exist and provide arrangements for inspection of the data, identify when the data will be available for pick-up, or indicate that the data will be sent by mail. If the requestor does not appear at the time and place established for inspection of the data or the data is not picked up within ten (10) business days after the requestor is notified, the district will conclude that the data is no longer wanted and will consider the request closed.
- 2. The district's response time may be affected by the size and complexity of the particular request, including necessary redactions of the data, and also by the number of requests made within a particular period of time.
- 3. The district will provide an explanation of technical terminology, abbreviations, or acronyms contained in the responsive data on request.
- 4. The district is not required by the MGDPA to create or collect new data in response to a data request, or to provide responsive data in a specific form or arrangement if the district does not keep the data in that form or arrangement.
- 5. The district is not required to respond to questions that are not about a particular data request or requests for data in general.

C. If the school district notifies the requesting person that responsive data or copies are available for inspection or collection, and the requesting person does not inspect the data or collect the copies within five business days of the notification, the school district may suspend any further response to the request until the requesting person inspects the data that has been made available, or collects and pays for the copies that have been produced.

## **V. REQUEST FOR SUMMARY DATA**

- A. A request for the preparation of summary data shall be made using the [Policy 722 Data Request Form](#) directed to the responsible authority.

1. A request for the preparation of summary data must include the following information:
  - a. Date the request is made.
  - b. A clear description of the data requested.
  - c. Identify the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.), and
  - d. Method to contact requestor (phone number, address, or email address).
- B. The responsible authority will respond within ten (10) business days of the receipt of a request to prepare summary data and inform the requestor of the following:
  1. The estimated costs of preparing the summary data, if any.
  2. The summary data requested.
  3. A written statement describing a time schedule for preparing the requested summary data, including reasons for any time delays.
  4. A written statement describing the reasons why the responsible authority has determined that the requestor's access would compromise the private or confidential data.
- C. The district may require the requestor to pre-pay all or a portion of the cost of creating the summary data before the district begins to prepare the summary data.

## **VI. DATA BY AN INDIVIDUAL DATA SUBJECT**

- A. Collection and storage of all data on individuals and the use and dissemination of private and confidential data on individuals shall be limited to that necessary for the administration and management of programs specifically authorized by the legislature or local governing body or mandated by the federal government.
- B. Private or confidential data on an individual shall not be collected, stored, used, or disseminated by the district for any purposes other than those stated to the individual at the time of collection in accordance with [Minnesota Statutes section 13.04](#), except as provided in [Minnesota Statutes section 13.05](#), subdivision 4.
- C. Upon request to the responsible authority or designee, an individual shall be informed whether the individual is the subject of stored data on individuals, and whether it is classified as public, private or confidential. Upon further request, an individual who is the subject of stored private or public data on individuals shall be shown the data without any charge and, if desired, shall be informed of the content and meaning of that data.
- D. After an individual has been shown the private data and informed of its meaning,

the data need not be disclosed to that individual for six months thereafter unless a dispute or action pursuant to this section is pending or additional data on the individual has been collected or created.

- E. The responsible authority or designee shall provide copies of the private or public data upon request by the individual subject of the data. The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies.
- F. The responsible authority or designee shall comply immediately, if possible, with any request made pursuant to this subdivision, or within ten days of the date of the request, excluding Saturdays, Sundays and legal holidays, if immediate compliance is not possible.
- G. An individual subject of the data may contest the accuracy or completeness of public or private data. To exercise this right, an individual shall notify in writing the responsible authority describing the nature of the disagreement. The responsible authority shall within 30 days either: (1) correct the data found to be inaccurate or incomplete and attempt to notify past recipients of inaccurate or incomplete data, including recipients named by the individual; or (2) notify the individual that the authority believes the data to be correct. Data in dispute shall be disclosed only if the individual's statement of disagreement is included with the disclosed data.
- H. The determination of the responsible authority may be appealed by a data subject pursuant to the provisions of the Administrative Procedure Act relating to contested cases. Upon receipt of an appeal by an individual, the commissioner of the Minnesota Department of Administration shall, before issuing the order and notice of a contested case hearing required by Minnesota Statutes chapter 14, try to resolve the dispute through education, conference, conciliation, or persuasion. If the parties consent, the commissioner may refer the matter to mediation. Following these efforts, the commissioner shall dismiss the appeal or issue the order and notice of hearing.
- I. Data on individuals that have been successfully challenged by an individual must be completed, corrected, or destroyed by a government entity without regard to the requirements of Minnesota Statutes section 138.17.
- J. After completing, correcting, or destroying successfully challenged data, the district may retain a copy of the commissioner's of administration's order issued under Minnesota Statutes chapter 14 or, if no order were issued, a summary of the dispute between the parties that does not contain any particulars of the successfully challenged data.

## **VII. REQUESTS FOR DATA BY AN INDIVIDUAL SUBJECT OF THE DATA**

- A. All requests for individual subject data must be made in writing directed to the responsible authority.
- B. A request for individual subject data must include the following information:
  - 1. Statement that one is making a request as a data subject for data about the individual or about a student for whom the individual is the parent or guardian.
  - 2. Date the request is made.
  - 3. A clear description of the data requested.
  - 4. Proof that the individual is the data subject or the data subject's parent or guardian.
  - 5. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.), and
  - 6. Method to contact the requestor (such as phone number, address, or email address).
- C. The identity of the requestor of private data is private.
- D. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.
- E. [Policy 515 Protection and Privacy of Pupil Records](#) addresses requests of students or their parents for educational records and data.

## **VIII. COSTS**

- A. Public Data
  - 1. The district will charge for copies provided as follows:
    - a. One hundred (100) or fewer pages of black and white, letter or legal sized paper copies will be charged at 25 cents for a one-sided copy or 50 cents for a two-sided copy.
    - b. More than 100 pages or copies on other materials are charged based upon the actual cost of searching for and retrieving the data and making the copies or electronically sending the data, unless the cost is specifically set by statute or rule.
      - (1) The actual cost of making copies includes employee/vendor time, the cost of the materials onto which the data is copied, and mailing costs (if any).
      - (2) Also, if the district does not have the capacity to make the copies, e.g., photographs, the actual cost paid by the district to an outside vendor will be charged.

2. All charges must be paid for in cash in advance of receiving the copies.

B. Summary Data

1. Any costs incurred in the preparation of summary data shall be paid by the requestor prior to preparing or supplying the summary data.
2. The district may assess costs associated with the preparation of summary data as follows:
  - a. The cost of materials, including paper, the cost of the labor required to prepare the copies, any schedule of standard copying charges established by the district, any special costs necessary to produce such copies from a machine-based record-keeping system, including computers and microfilm systems.
  - b. The district may consider the reasonable value of the summary data prepared and, where appropriate, reduce the costs assessed to the requestor.

C. Data Belonging to an Individual Subject

1. The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies. The responsible authority shall not charge the data subject any fee in those instances where the data subject only desires to view private data. The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies. Based on the factors set forth in [Minnesota Rule 1205.0300](#), subpart 4, the district determines that a reasonable fee would be the charges set forth in section VIII.A of this policy that apply to requests for data by the public.
2. The district may not charge a fee to search for or to retrieve educational records of a child with a disability by the child's parent or guardian or by the child upon the child reaching the age of majority.

**IX. ANNUAL REVIEW AND POSTING**

- A. The responsible authority shall prepare a written data access policy and a written policy for the rights of data subjects (including specific procedures the district uses for access by the data subject to public or private data on individuals). The responsible authority shall update the policies no later than August 1 of each year, and at any other time as necessary to reflect changes in personnel, procedures, or other circumstances that impact the public's ability to access data.
- B. Copies of the policies shall be easily available to the public by posting them on the district's website.

## Data Practices Contacts

**Responsible Authority:**

Dr. Matthew Hillmann  
201 Orchard Street South, Northfield, MN 55057  
507.663.0629; [mhillmann@northfieldschools.org](mailto:mhillmann@northfieldschools.org)

**Data Practices Compliance Official:**

Val Mertesdorf  
201 Orchard Street South, Northfield, MN 55057  
507.663.0629; [vmertesdorf@northfieldschools.org](mailto:vmertesdorf@northfieldschools.org)

## Policy 722 Public Data and Data Subject Requests

Adopted: 07.01.2019; Non-substantive Update: 10.20.2021; Substantive Updates: 10.24.2022, INSERT DATE; Updated: 09.08.2025

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

***Legal References:***

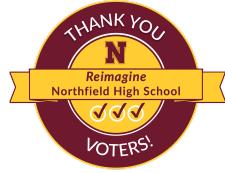
Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 13.01 (Government Data)  
Minn. Stat. § 13.02 (Definitions)  
Minn. Stat. § 13.025 (Government Entity Obligation)  
Minn. Stat. § 13.03 (Access to Government Data)  
Minn. Stat. § 13.04 (Rights of Subjects to Data)  
Minn. Stat. § 13.05 (Duties of Responsible Authority)  
Minn. Stat. § 13.32 (Educational Data)  
Minn. Rules Part 1205.0300 (Access to Public Data)  
Minn. Rules Part 1205.0400 (Access to Private Data)

***Cross References:***

MSBA/MASA Model Policy 406 (Public and Private Personnel Data)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

***Resources:***

[MN Department of Administration: Actual Cost](#)  
[MN Department of Administration: Copy Costs](#)  
[MN Department of Administration: Education Data](#)



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## Reimagine Northfield High School Bond Referendum Projects | Construction Update No. 21 | Jan. 12, 2026

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### Recent highlights

- Construction document development continues.
  - A digital copy of the final user group book has been provided to the district.
  - Wold will provide a printed copy once all user group input is finalized.
- The project oversight committee met on Jan. 5. The agenda included:
  - User group update - user group meetings are complete as of Jan. 8.
  - Wold and Knutson continue to evaluate and confirm potential cost efficiency options.
  - The updated traffic study was returned to the city for review. The city has provided feedback and Wold is working to incorporate their feedback into the site plan.
  - The site plan was submitted to the city's design review committee (DRC) on Dec. 18. The DRC review usually takes several weeks. The design team will then be invited to attend one of their meetings.
  - The team reviewed the project phasing.
  - The team reviewed document issuance, bidding, and permitting schedules.

### 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.
- Technology meetings are held twice a month.
- Wold and Knutson will present to the board at the Jan. 26 meeting.

### 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](#).