

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

Monday, January 26, 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. Reimagine Northfield High School Update
  - b. Summary of Superintendent's Mid-Year Evaluation
  - c. Policy Committee Recommendations
6. Consent Agenda
  - a. Minutes
  - b. Gift Agreements
  - c. Grant Application
  - d. Overnight Field Trip Requests
  - e. Personnel Items
7. Items for Individual Action
  - a. Stadium Naming Rights Contract
  - b. Approval of Bid for District MacBook Air Laptop Purchase
8. Items for Information
  - a. Paraprofessional Recognition Week
9. Future Meetings
  - a. Thursday, January 29, 2026, 5:00 p.m., Board Work Session, Northfield DO Boardroom  
(Topic: Later School Start Times)
  - b. Monday, February 9, 2026, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
  - c. Monday, February 23, 2026, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
  - d. Monday, March 9, 2026, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
10. Adjournment

## **NORTHFIELD PUBLIC SCHOOLS MEMORANDUM**

Monday, January 26, 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 26, 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. Reimagine Northfield High School Update. Sal Bagley from Wold Architects and Engineers will provide an update to the board on the progress of the Reimagine Northfield High School Project.
  - b. Summary of Superintendent's Mid-Year Evaluation. Board Chair Claudia Gonzalez-George will share her summary of the superintendent's mid-year performance evaluation. A copy of the summary is enclosed.
  - c. Policy Committee Recommendations. Superintendent Hillmann will present the policy committee's recommended updates to policies 443, 505, 507, and 520.1. This will be an item for individual action at the Feb. 9, 2026 board meeting.

6. Consent Agenda

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

- a. Minutes. Minutes of the organizational school board meeting held on Jan. 12, 2026 and the regular school board meeting held on Jan. 12, 2026.
- b. Gift Agreements. Gift agreements to be approved are attached.
- c. Grant Application. Superintendent Matt Hillmann and Director of Finance Val Mertesdorf request school board approval for a grant to support the Northfield Teaching Fellows initiative for \$493,580 from the Minnesota Department of Education for the time period July 1, 2026 to June 30, 2031. This grant will continue supporting individuals of color, up to 12 students each school year, toward successful completion of a PELSB-approved teaching program. Northfield Public Schools serves as the lead for the project and relies on its ongoing partnership with Healthy Community Initiative (HCI).
- d. Overnight Field Trip Requests.
  - i. Northfield High School Robotics Team Adviser Nicholas Connor requests board approval to take the high school robotics team to the North Star Regional Competition April 2-4, 2026 in Minneapolis, MN.
  - ii. Northfield High School Robotics Team Adviser Nicholas Connor requests board approval to take the high school robotics team to the Lake Superior Regional Competition March 5-7, 2026 in Duluth, MN.
- e. Personnel Items.
  - i. Appointments
    1. Brynn Bahler, Instructor Assistant for Community Education/Recreation effective 2/7/2027-5/31/2026. Step 2, \$15.29/hr.
    2. Alberta Bravo Moreno, 1.0 FTE Custodian at the High School beginning 1/22/2026. Step 1, \$21.76/hr.

3. Jana Hirsch, Rock 'n' Roll Revival - Assistant Costumer at the High School beginning 2/1/2026. \$1,000 stipend.
4. Ann Jerdee, Driver's Education Instructor for Community Education beginning 1/15/2026. \$30.50/hr.
5. Cecelia Kivell, General Education EA for .25 hours/day and Special Education EA/PCA for 6.75 hrs/day at Bridgewater beginning 1/27/2026. General Ed - Step 1, \$19.79/hr. Special Ed - Step 1, \$21.86/hr.
6. Emmett Norrie, KidVentures Site Assistant for up to 15 hrs/week at Spring Creek and Greenvale Park beginning 1/20/2026. Step 1, \$18.71/hr.

ii. Increase/Decrease/Changes in Assignment

1. Briana Lanham, KidVentures Site Assistant for 28.5 hrs/week at Spring Creek, change to KidVentures Site Leader for up to 35 hrs/week at Spring Creek effective 1/12/2026-1/31/2026. Step 6, \$27.40/hr.
2. Alisa Larsen, Special Education EA/PCA for 6.15 hrs/day at the NCEC, add 4 hours on Friday afternoons effective 1/23/2026-6/10/2026.
3. Mariana Ramos, Long-Term Substitute ABE Office Generalist for up to 10 hrs/week at the NCEC, change to Substitute ABE Office Generalist on call, as needed effective 2/5/2026.

iii. Leave of Absences

1. Sarah Bloom, Teacher at Greenvale Park, FMLA Leave of Absence beginning approximately 8/27/2026 and continuing through 1/27/2027.
2. Amanda Feldmann, Teacher at Greenvale Park, FMLA Leave of Absence beginning approximately 8/27/2026 and continuing through 2/5/2027.
3. Stacy Garry, Special Education EA/PCA at Spring Creek, FMLA Leave of Absence beginning 1/19/2026 and continuing through 4/6/2026.
4. Aimee Gerdesmeier, KidVentures Site Leader at Spring Creek, FMLA Leave of Absence beginning 1/9/2026 and continuing through 1/30/2026.

iv. Retirements/Resignations/Terminations

1. Molly Andrews, Educational Assistant at the Middle School, termination effective 1/13/2026.
2. Nancy Antoine, Principal at Bridgewater, retirement effective 6/30/2026.
3. Linda Kovach, Teacher at the Middle School, retirement effective 6/10/2026. Linda will continue as a substitute.
4. Karl Viesselman, Teacher at the High School, retirement effective 6/10/2026.
5. Molly Viesselman, Director of Human Resources 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)

## 7. Items for Individual Action

- a. Stadium Naming Rights Contract. The board is requested to approve the stadium naming rights contract with Heritage Bank. Following the process established in Policy 809.1, the district requested proposals for stadium naming rights to Memorial Field with a Dec. 1, 2025 deadline and a minimum annual bid of \$12,000. Heritage Bank submitted the highest bid at \$18,000 annually for ten years. Upon approval, the facility will be named Heritage Bank Stadium at Memorial Field.

**Superintendent's Recommendation:** Motion to approve the ten-year stadium naming rights contract with Heritage Bank for \$18,000 annually, naming the facility Heritage Bank Stadium at Memorial Field.

- b. Approval of Bid for District MacBook Air Laptop Purchase. Attached is the final bid recommendation for the purchase of the district's decommissioned fleet of MacBook Air laptops. All bids for the sale of approximately 411 MacBook Airs were received at 201 Orchard Street South, Northfield, MN on or before Tuesday, January 20, 2026, by 3:00 p.m. Director of Technology Services Nate Knutson and Director of Finance Val Mertesdorf opened the bids on Tuesday, January 20, 2026, at 3:00 p.m and recommended the sale of the district-owned MacBook Air laptops to Tech Reboot Inc. at a guaranteed minimum price of \$142,000.

**Superintendent's Recommendation:** Motion to approve the sale of approximately 411 MacBook Air Laptops to Tech Reboot Inc. at a guaranteed minimum price of \$142,000.

## 8. Items for Information

- a. Paraprofessional Recognition Week. January 19-23, 2026 was Paraprofessional Recognition Week in Minnesota. Northfield Public Schools proudly acknowledges the dedication and hard work of our educational assistants. Educational assistants play a vital role in supporting instruction, assisting with virtual learning,

providing personal care services, and so much more. We are grateful for their commitment and thank them for the impact they have on our students.

9. Future Meetings

- a. Thursday, January 29, 2026, 5:00 p.m., Board Work Session, Northfield DO Boardroom  
(Topic: Later School Start Times)
- b. Monday, February 9, 2026, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- c. Monday, February 23, 2026, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- d. Monday, March 9, 2026, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom

10. Adjournment

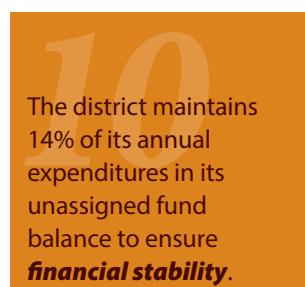
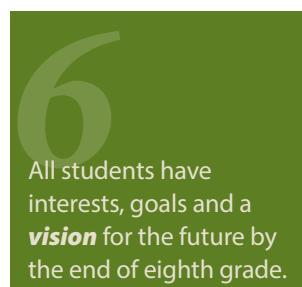
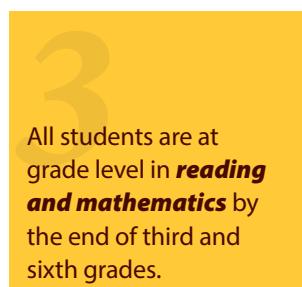
# Reaching Out, Reaching Up: THE 2027 STRATEGIC PLAN



## VISION

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

## BENCHMARKS



## 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."



# REIMAGINE NORTHFIELD HIGH SCHOOL

CD SCHOOL BOARD UPDATE | JANUARY 26, 2026

- » Recap Design Meetings
- » Review Plans
- » Design Updates
- » Project Phasing

# NORTHFIELD HIGH SCHOOL

## AGENDA



# NORTHFIELD HIGH SCHOOL MEETINGS TO DATE

## Core Planning Group Schedule:

- » **Meeting #1:** December 17, 2024
- » **Meeting #2:** January 8, 2025
- » **Building Tours:** January 21 + 22, 2025
- » **Meeting #3:** January 29, 2025
- » **Meeting #4:** February 19, 2025
- » **Meeting #5:** February 26, 2025
- » **Meeting #6:** March 12, 2025
- » **Meeting #7:** April 2, 2025
- » **Meeting #8:** April 16, 2025
- » **Meeting #9:** September 9, 2025

## Activities / Athletics Subcommittee:

- » **Meeting #1:** February 26, 2025
- » **Meeting #2:** March 12, 2025
- » **Meeting #3:** April 2, 2025
- » **Meeting #4:** April 16, 2025

## Updates to School Board

- » May 12, 2025
- » September 22, 2025

## User Group Meetings:

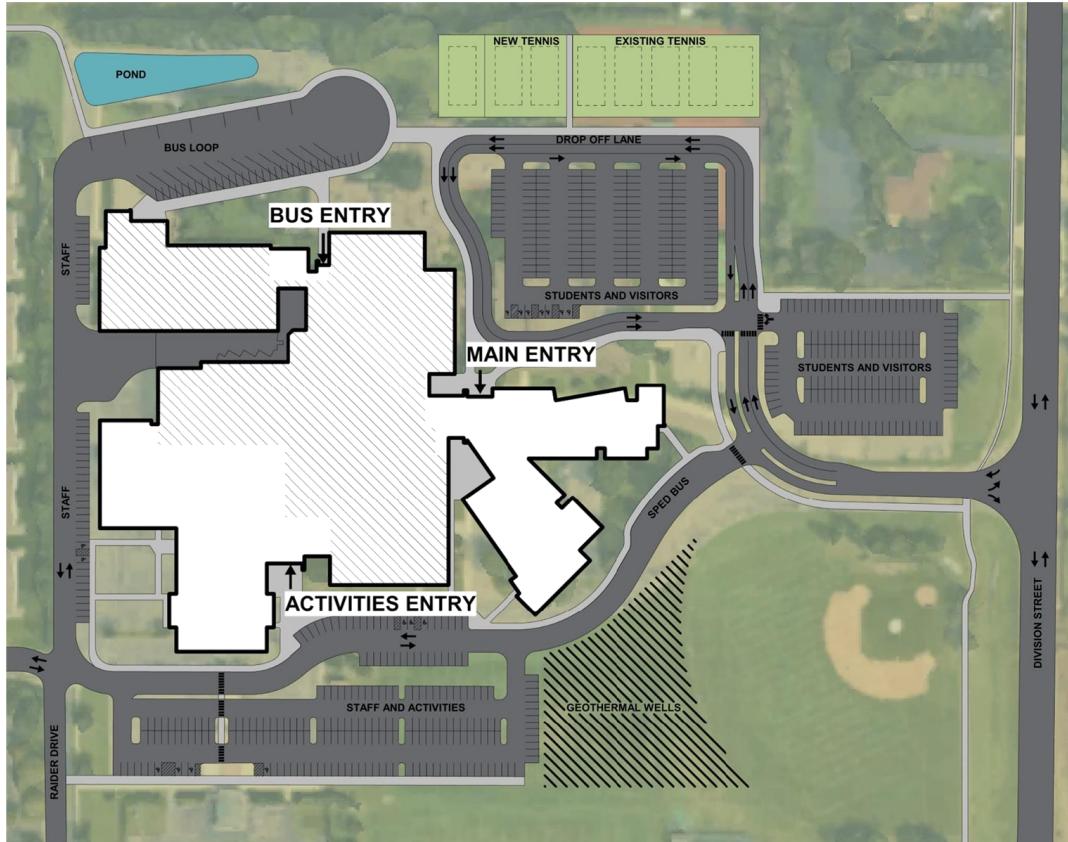
- » May – August 2025
- » Follow up meetings set for September 24

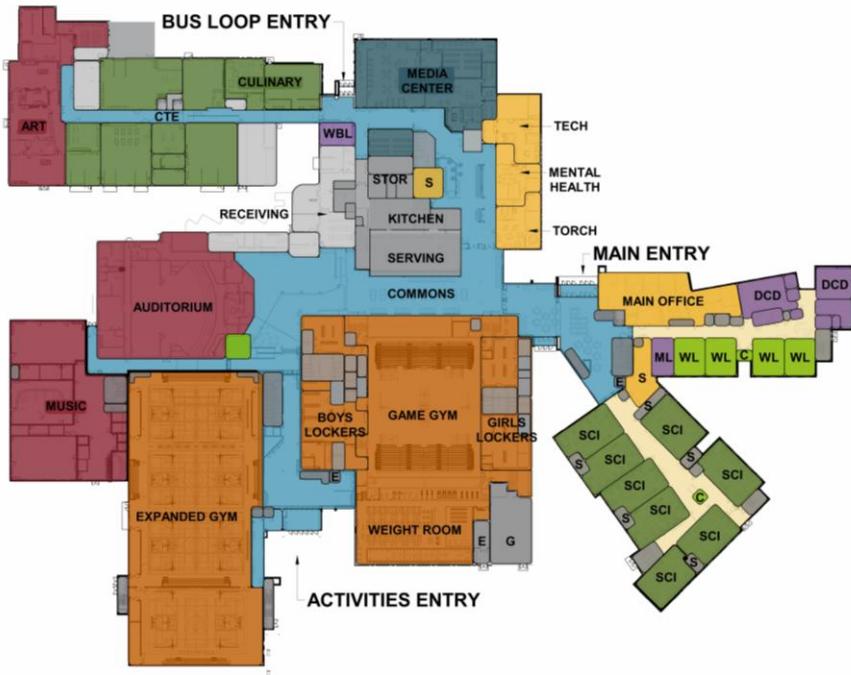
# **NORTHFIELD HIGH SCHOOL**

## **USER INPUT PROCESS - GROUPS**

- » Main Office – Reception, Offices, Nurse, Work Room, Conference
- » Student Services, Community Health Suite and Career Center
- » General Classrooms
- » Science Labs
- » Art
- » Culinary Lab
- » Career and Technical Education
- » Music
- » Auditorium
- » Special Education Setting III
- » Special Education Resource and Multi-Lingual
- » Kitchen and Cafeteria
- » Maintenance and Receiving
- » Media Center
- » Tier II
- » TORCH
- » Technology
- » Media AV
- » AD Office
- » Expanded Gym
- » Weights and Fitness Room
- » Wrestling Room
- » Health Classrooms
- » Opportunity Space and Community Ed
- » Locker Rooms
- » Athletic Trainer

# NORTHFIELD HIGH SCHOOL SITE PLAN DIAGRAM



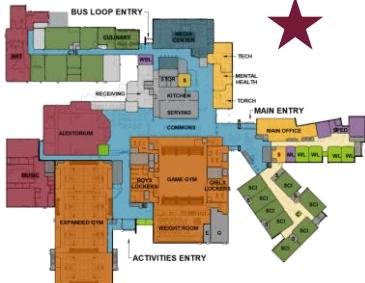




## NORTHFIELD HIGH SCHOOL EXTERIOR DESIGN

# Exteriors



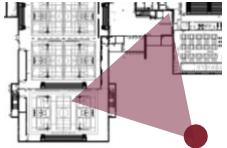


# NORTHFIELD HIGH SCHOOL MAIN ENTRY OVERVIEW



# NORTHFIELD HIGH SCHOOL CLASSROOM WINGS OVERVIEW II

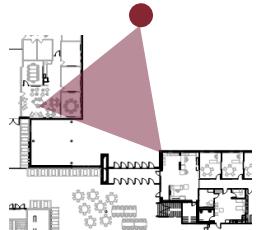




# NORTHFIELD HIGH SCHOOL ACTIVITIES OVERVIEW



Wold

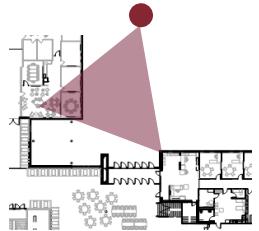


# NORTHFIELD HIGH SCHOOL

## MAIN ENTRY



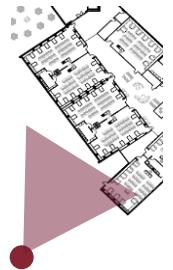
Wold



# NORTHFIELD HIGH SCHOOL

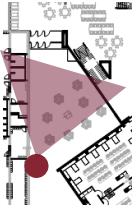
## MAIN ENTRY - NIGHT



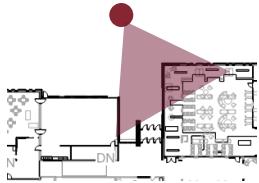


# NORTHFIELD HIGH SCHOOL CLASSROOM WINGS VIEW





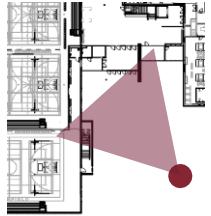
# NORTHFIELD HIGH SCHOOL COMMONS COURTYARD



# NORTHFIELD HIGH SCHOOL

## BUS ENTRY

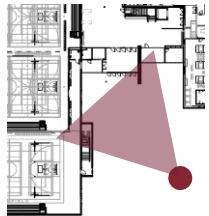




# NORTHFIELD HIGH SCHOOL

## ACTIVITIES ENTRY





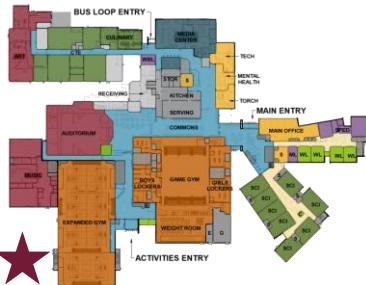
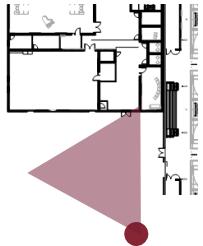
# **NORTHFIELD HIGH SCHOOL**

## **ACTIVITIES ENTRY - NIGHT**





# NORTHFIELD HIGH SCHOOL MUSIC SUITE – STORM SHELTER





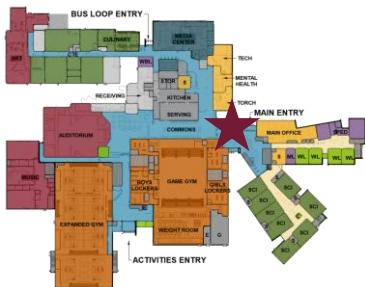
NORTHFIELD HIGH SCHOOL  
INTERIOR DESIGN

# Interiors



# NORTHFIELD HIGH SCHOOL

## CAFETERIA VIEW I

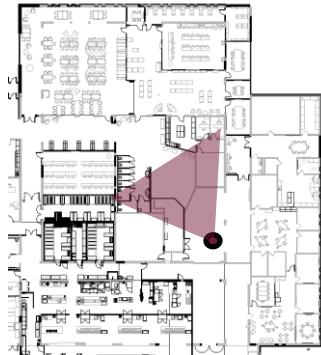


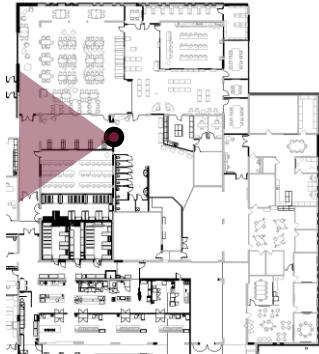
# NORTHFIELD HIGH SCHOOL CAFETERIA VIEW II



# NORTHFIELD HIGH SCHOOL

## NORTH COMMONS VIEW I



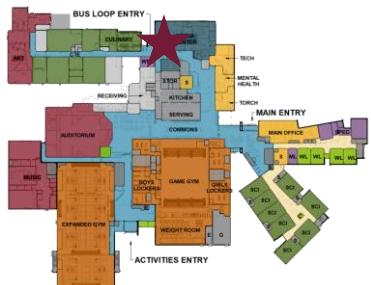
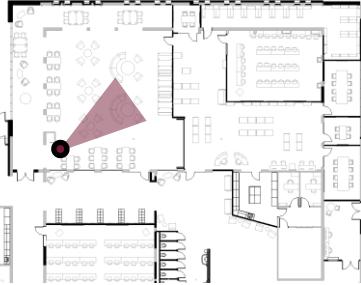


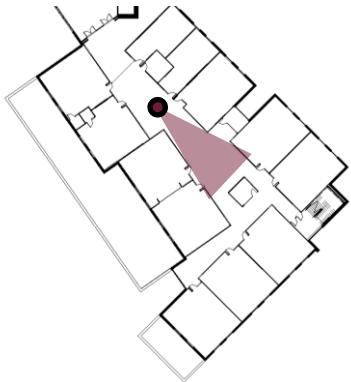
# NORTHFIELD HIGH SCHOOL

## NORTH COMMONS VIEW II



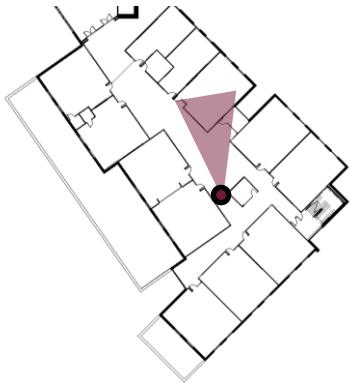
# NORTHFIELD HIGH SCHOOL MEDIA CENTER VIEW I





# NORTHFIELD HIGH SCHOOL CLASSROOM FLEX VIEW I



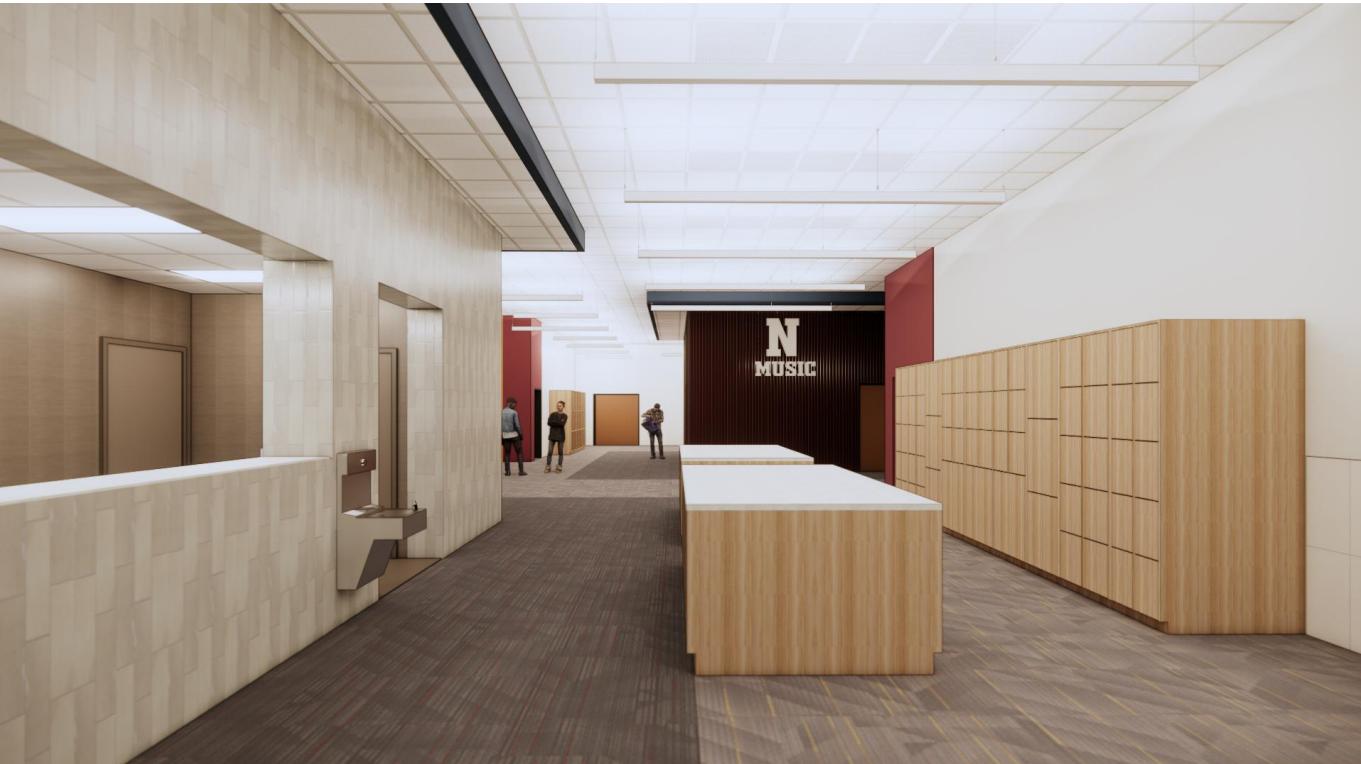
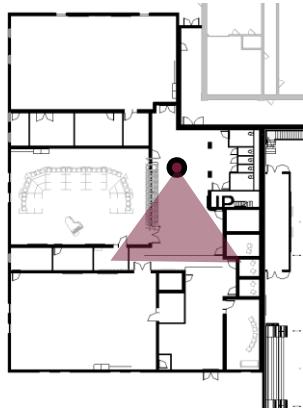


# NORTHFIELD HIGH SCHOOL

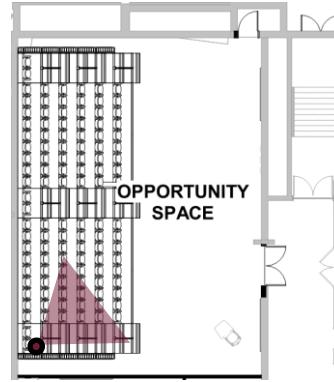
## CLASSROOM FLEX VIEW II



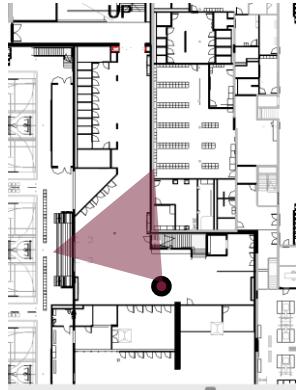
# NORTHFIELD HIGH SCHOOL MUSIC VIEW I



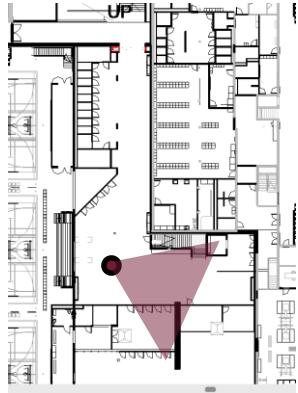
# NORTHFIELD HIGH SCHOOL OPPORTUNITY SPACE



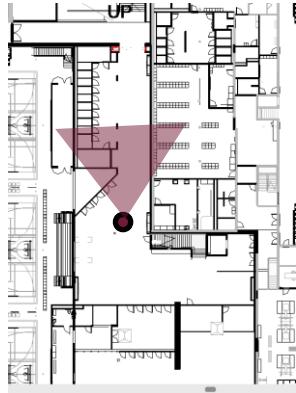
# NORTHFIELD HIGH SCHOOL ATHLETIC ENTRY VIEW I



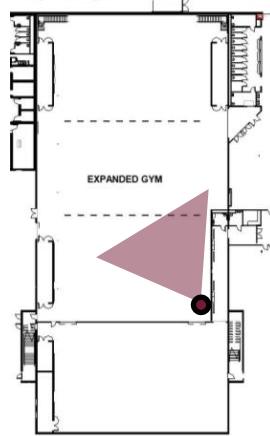
# NORTHFIELD HIGH SCHOOL ATHLETIC ENTRY VIEW II



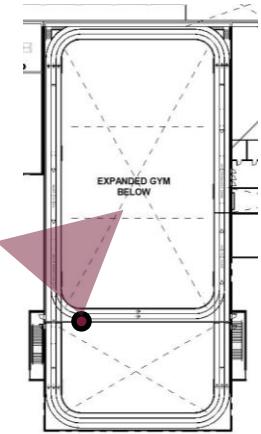
# NORTHFIELD HIGH SCHOOL ATHLETIC ENTRY VIEW III

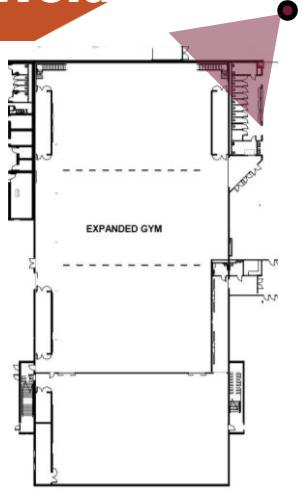


# NORTHFIELD HIGH SCHOOL EXPANDED GYM VIEW I



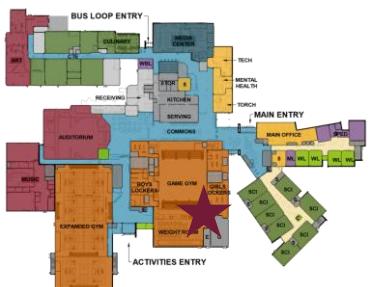
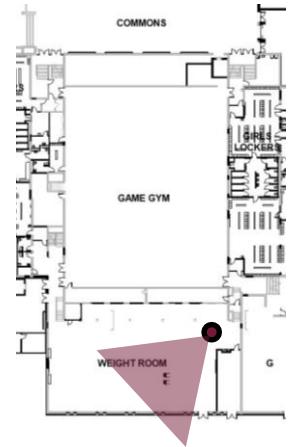
# NORTHFIELD HIGH SCHOOL EXPANDED GYM VIEW II





# NORTHFIELD HIGH SCHOOL EXPANDED GYM AXON





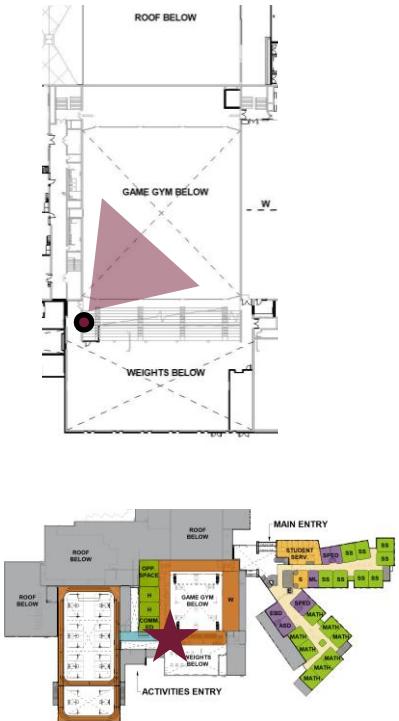
# NORTHFIELD HIGH SCHOOL WEIGHT ROOM VIEW I



# NORTHFIELD HIGH SCHOOL WEIGHT ROOM VIEW II



# NORTHFIELD HIGH SCHOOL GAME GYM



# **Construction Phasing**



#### **INTERIOR: JUNE – AUGUST 2026**

- MECHANICAL ROOM RENOVATION
- CONSTRUCT NEW ELECTRICAL ROOM



#### **ADDITIONS START: JUNE 2026**

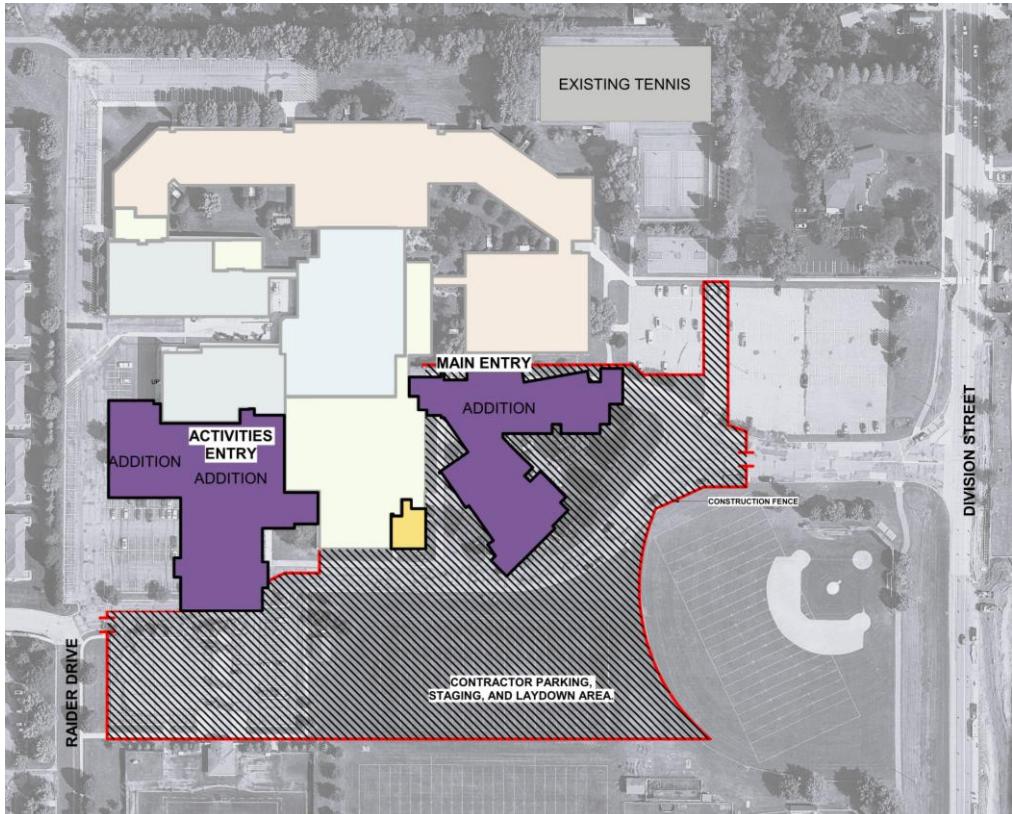
- MUSIC, CLASSROOM, MAIN OFFICE, STUDENT SERVICES AND EXPANDED GYM BEGIN



#### **SITE**

- SITE MOBILIZATION
- SOUTH PARKING LOT WORK
- PREP FOR TEMP DROP OFF LOOP AND PARKING ON EAST SIDE OF BUILDING
- GEOTHERMAL WELLFIELD

# **NORTHFIELD HIGH SCHOOL PROJECT PHASING – PHASE I**




**PHASE 2: APR 2027 – AUG 2027**

- GYM, LOCKER ROOMS, WEIGHTS, WRESTLING, MUSIC RENOVATION
- MEDIA ART AND GALLERY, AG AND AQUAPONICS, AND CULINARY CLASSROOM RENOVATION

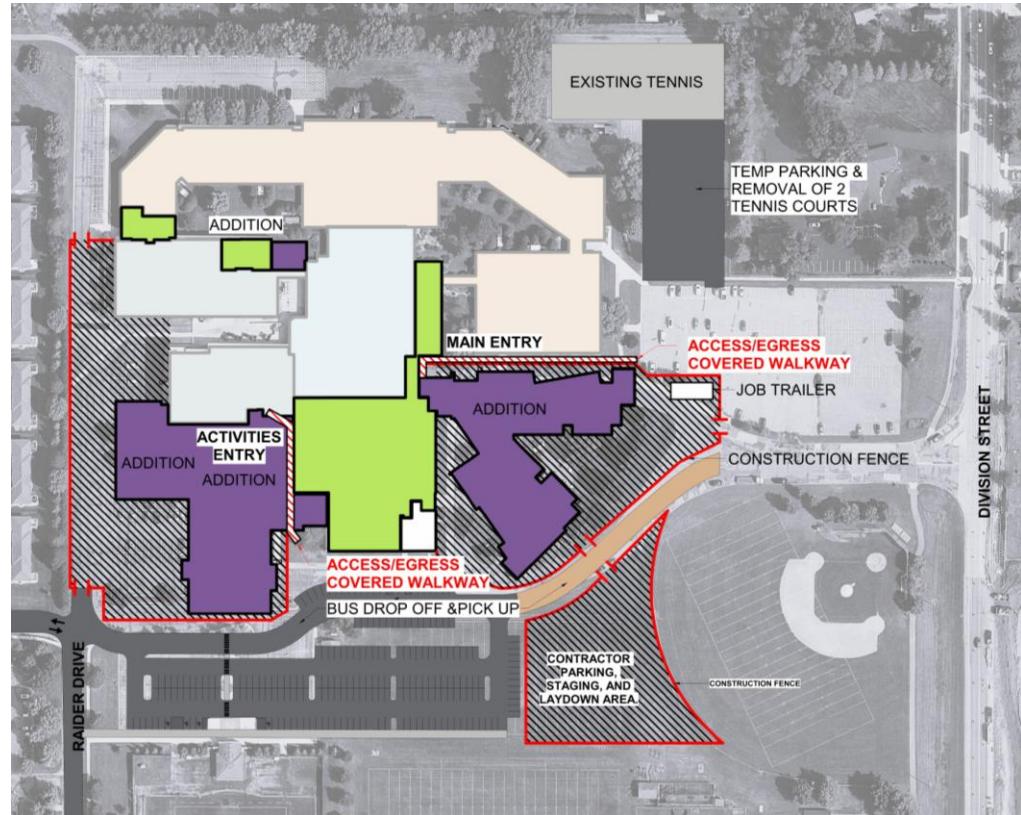

**ADDITIONS:**

- MUSIC – COMPLETE SEPT 2027
- CLASSROOMS, MAIN OFFICE AND STUDENT SERVICES – COMPLETE DECEMBER 2027
- CULINARY LAB – BEGINS APRIL 2027, COMPLETE DECEMBER 2027


**SITE:**

- SOUTH PARKING LOT COMPLETE AUGUST 2026
- SOUTH TWO TENNIS COURTS BECOME TEMPORARY PARKING
- LOADING DOCK ACCESS THRU CONSTRUCTION SITE BY GATE
- TEMP BUS DROP OFF ALONG SOUTH

# NORTHFIELD HIGH SCHOOL PROJECT PHASING – PHASE 2



**PHASE 3: JUNE – NOV 2028**

- MEDIA CENTER, RECEIVING AND CAFETERIA RENOVATION COMPLETE AUGUST 2028
- KITCHEN AND SERVERY COMPLETE NOVEMBER 2028

**DEMO: JAN – APRIL 2028**

- DEMO OF M, S, D AND H WINGS

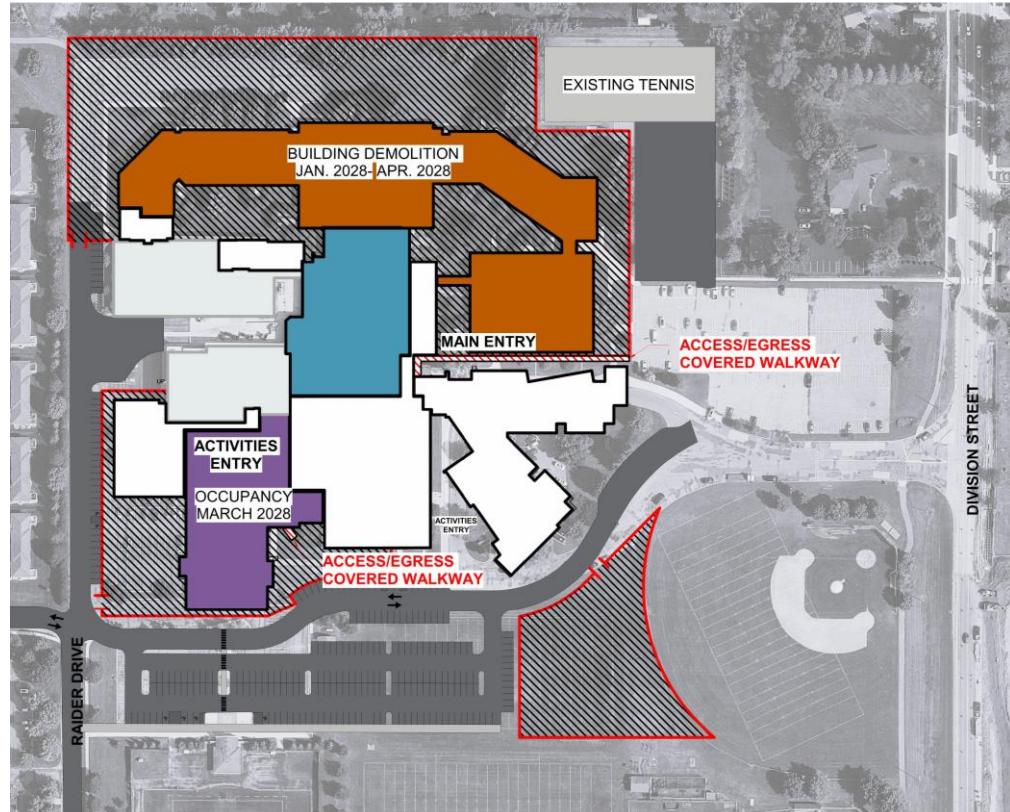
**ADDITIONS:**

- MAROON AND GOLD COURTS AND ACTIVITIES ENTRANCE – COMPLETE MARCH 2028

**SITE**

- WEST STAFF PARKING LOT COMPLETE SEPTEMBER 2027
- NORTH PARKING LOT, DROP OFF LOOP, BUS LOOP AND TENNIS COURTS COMPLETED AUGUST 2028
- ALL SITE WORK COMPLETE AUGUST 2028

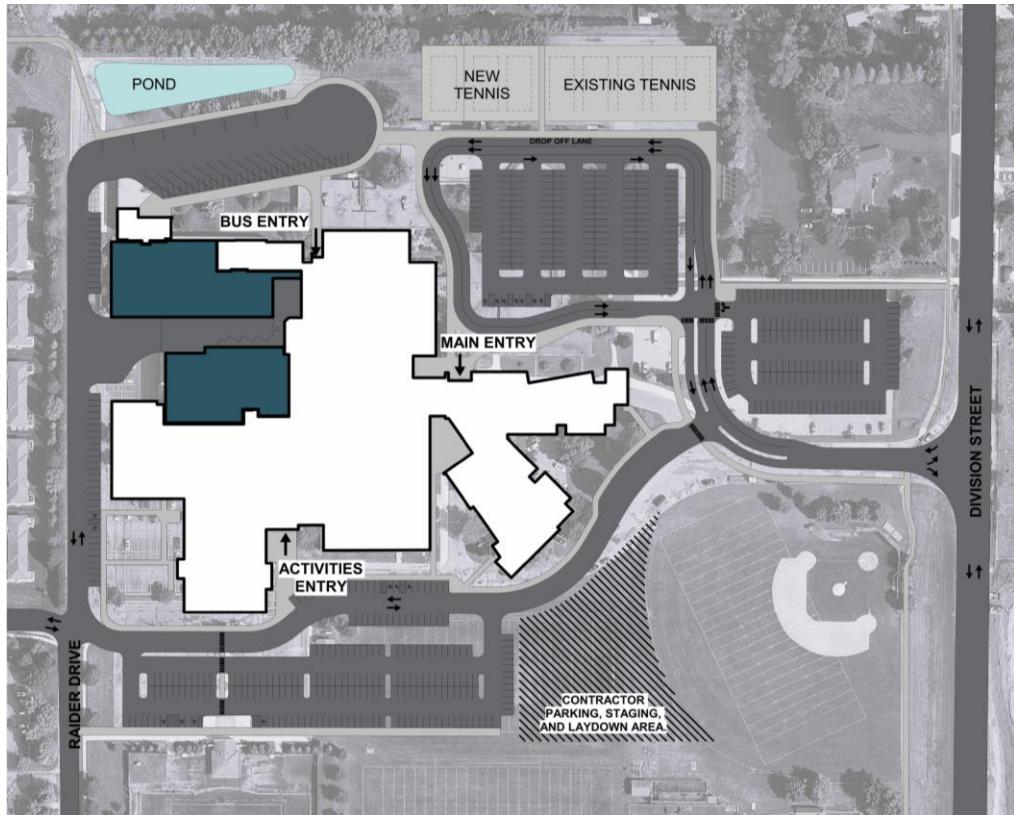
# NORTHFIELD HIGH SCHOOL PROJECT PHASING – PHASE 3



# NORTHFIELD HIGH SCHOOL PROJECT PHASING – PHASE 4

## PHASE 4: JUNE – AUGUST 2029

- AUDITORIUM RENOVATION
- CTE RENOVATION
- ART RENOVATION



### **Construction Documents**

- » September 2025 through February 2026

### **City Submittal**

- » City site plan review in progress

### **Updates to School Board**

- » January 26, 2026

### **Bidding and Construction**

- » Issue Documents for Bid end of February
- » Bid Opening end of March
- » Site mobilization early June

# **Comments / Questions?**

**Summary of Midyear Evaluation**  
**Dr. Matthew Hillmann, Ed.D.**  
**Superintendent, Northfield Public Schools**  
**July 1, 2025-Dec. 31, 2025**

Summary by Claudia Gonzalez-George, chair  
and  
Corey Butler, vice chair

Board members: Corey Butler, Maggie Epstein, Amy Goerwitz, Claudia Gonzalez-George, Ben Miller, Jenny Nelson, Jeff Quinnell

Jan. 26, 2026 Regular School Board Meeting

The superintendent is the sole employee of the Northfield Public Schools Board of Education. The district's day-to-day operations are delegated to Dr. Hillmann, and board members are tasked to evaluate him on a semiannual basis.

The midyear evaluation consisted of a check-in model giving written feedback on the superintendent's five focus areas for the 2025-26 academic year.

A new form was used to allow Dr. Hillmann to submit a self-evaluation of his progress and for each board member to comment back directly on each focus area. Board members were also allowed to respond to any stated challenges for each focus area, offer resources to the superintendent and give other comments under each focus area. No numeric ratings were used for the midyear evaluation.

For this review period, every board member submitted an evaluation.

Board Chair Claudia Gonzalez-George, with support from Kelly Spillman-Kramer, executive assistant to the superintendent and school board, compiled board member comments. The chair and vice chair, Corey Butler, coauthored this summary.

All written comments were shared with Dr. Hillmann, but were not attributed to a specific board member and identifying details were removed. The board chair met with Dr. Hillmann on Jan. 20, 2026, to review the midyear evaluation.

## **Focus area No. 1**

Dr. Hillmann's first focus area tasks him with developing a school-to-work program for general education high school students, supporting the board's commitment to career and technical education. Board members praised the midyear progress and offered thoughtful implementation questions and concerns for Dr. Hillmann to consider as he develops this new opportunity set to launch next academic year.

## **Focus area No. 2**

Focus area two is about supporting system changes resulting from the district's budget reductions during the 2024-25 fiscal year. Board members somberly appreciated hearing how the reductions are currently impacting staff in all buildings and in district administration, and what systems could be considered for updating to support staff doing more with less. Board members also asked Dr. Hillmann how the board could address the workload created by the reductions.

## **Focus area No. 3**

Focus area three concerns an Artificial Intelligence (AI) Academy for staff. Board members recognized the value of educating district staff so they, in turn, can propel students' AI learning.

One board member envisions Northfield as leading other districts in their own AI development academies. Other board members are anticipating the future development of students in their knowledge of AI resources. The academy starts in early March 2026.

## **Focus area No. 4**

Focus area four concerns researching why families open-enroll into Northfield and why other families leave our district. Board members praised the value of this research and the collaboration with St. Olaf College to complete the research.

Board members expressed high interest in the results, encouraging Dr. Hillmann to include the results of families choosing homeschool, private or charter schools or enrolling in another public school district.

## **Focus area No. 5**

Focus area five is about seeking feedback for improving BIPOC student experiences. Board members expressed their appreciation for this focus area and look forward to the end-of-the-year feedback report. One board member also encouraged the groups to be cofacilitated by community members to raise participation.

### **Progress summary**

Based on the comments of the board as a whole, Dr. Hillmann is on track with his five focus area goals. He is thorough, collaborative, future-thinking, inclusive and has excellent communication. The school board looks forward to the findings of these focus goals. We are grateful for Dr. Hillmann's thoughtful work.

## Northfield Public Schools | Policy Committee Recommendations

January 26, 2026

Policy	Changes
443: Homebound Instruction	<b>Change Type: Regular Review</b> <ul style="list-style-type: none"><li>Added an additional statement in section II.2 to provide clarity on the process for selecting teachers to provide homebound instruction.</li><li>Updated purpose statement.</li><li>Revised language for clarity</li></ul>
443 Procedures	<b>Change Type: Regular Review</b> <ul style="list-style-type: none"><li>Revised language for clarity</li></ul>
505: Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees	<b>Change Type: Regular Review</b> <ul style="list-style-type: none"><li>Updated the definitions in section III to include electronic distribution of materials.</li><li>In section VI.A changed Student Discipline Policy to Student Citizenship Handbook.</li><li>Updated policy names in cross references.</li></ul>
507: Corporal Punishment	<b>Change Type: Regular Review</b> <ul style="list-style-type: none"><li>Removed reference to charter schools.</li><li>Added links to Minnesota Statute references.</li><li>Linked Policy 506 and Student Citizenship Handbook in section V.3.</li><li>Adjusted name of cross reference to match MSBA model policy</li><li>Adjusted formatting for consistency.</li></ul>
520.1: Research Requests	<b>Change Type: Regular Review</b> <ul style="list-style-type: none"><li>Added language to include IRB approvals in section II.</li><li>Added the word "and" to the purpose statement and to section III.</li><li>Linked the Request to Conduct Research in District 659 form in section II.</li></ul>

## **Policy 443     HOMEBOUND INSTRUCTION**

### **I.     PURPOSE**

From time-to-time, students become eligible for homebound instruction. The district supports this practice in specific situations, striving to prepare every student for lifelong success. The purpose of this policy is to outline parameters for Northfield School District educators providing homebound instruction.

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

1. Regularly employed teachers (full or part-time) may ~~do provide~~ homebound instruction, ~~or~~ tutoring or similar work, ~~providing as long as~~ the work does not interfere with the performance of their regular school duties.
2. Selection of teachers to provide homebound instruction will follow the same process as hiring for any other position. Compensation will be based on the agreement with the Northfield Education Association.
3. Instructional services for which a teacher receives a fee shall not be ~~done~~ performed during the teacher's duty day or on district-owned property unless authorized by the superintendent or their designee.

Policy 443 Homebound Instruction

Adopted: 02.28.2005; Non-Substantive Updates: 03.18.2021

School Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

## **Procedures for Policy 443: HOMEBOUND INSTRUCTION**

- I. The tutor will be paid an hourly rate for instruction as indicated in the Northfield Education Association NEA Master Agreement. Preparation and consultation with teachers may be included in the hours of compensation, but will not ~~to~~ exceed  $\frac{1}{2}$  hour per hour of instruction. The district's mileage reimbursement will apply to homebound tutors.
- II. The homebound tutor will ~~fill out the~~ complete a payroll claim form. ~~and~~ The building principal will verify preparation and contact hours, sign the payroll claim form and forward it to the ~~S~~superintendent or designee.

Procedure 443 Procedures Homebound Instruction

NORTHFIELD SCHOOL DISTRICT NO. 659

Northfield, Minnesota

Dated: 03.25.2005; Reviewed: 03.18.2021

**505 DISTRIBUTION OF NONSCHOOL-SPONSORED MATERIALS ON SCHOOL PREMISES BY STUDENTS AND EMPLOYEES**

**I. PURPOSE**

The purpose of this policy is to protect the exercise of students' and employees' free speech rights, taking into consideration the educational objectives and responsibilities of the Northfield School District.

**II. GENERAL STATEMENT OF POLICY**

The district recognizes that students and employees have the right to distribute, at a reasonable time and place, and in a reasonable manner, nonschool-sponsored material on school property, while at the same time it is the school board's responsibility to preserve the integrity of the educational objectives and responsibilities of the district.

**III. DEFINITIONS**

- A. "Distribute" or "Distribution" means the electronic or physical circulation or dissemination of material by means that includes but is not limited to ~~of~~ handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying material physically or digitally, or placing or emailing material in or to ~~internal~~ staff or student mailboxes (physical or electronic).
- B. "Nonschool-sponsored material" and/or "unofficial material" includes all materials or objects intended for distribution, both in printed or digital formats, except school newspapers, employee newsletters, literary magazines, yearbooks or material produced in classes as a part of the curriculum and other publications funded and/or sponsored or authorized by the school. Examples of nonschool-sponsored materials include but are not limited to leaflets, brochures, buttons, badges, flyers, petitions, posters, newsletters, emails, texts, and underground newspapers whether written by students or employees or others, and tangible objects.
- C. "Obscene to minors" means:
  - 1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the salacious interest of minors of the age to whom distribution is requested;
  - 2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct, excretory functions, or lewd exhibition; and
  - 3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
- D. "Minor" means any person under the age of eighteen (18).
- E. "Material and substantial disruption" of a normal school activity is defined as any

disruption which interferes with or impedes the implementation of a compulsory or voluntary school activity.

In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

- F. "School activities" means any activity sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, ~~band~~ concerts, school plays and other theatrical productions, and in-school lunch periods.
- G. "Libelous" and "slanderous" are a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower that individual in the esteem of the community.

#### **IV. GUIDELINES**

- A. Requests for distribution of nonschool-sponsored material will be reviewed by the administration on a case-by-case basis. However, distribution of the materials listed below is always prohibited. Material is prohibited that:
  - 1. is obscene to minors;
  - 2. is libelous or slanderous;
  - 3. is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended;
  - 4. advertises or promotes any product or service not permitted to minors by law;
  - 5. advocates violence or other illegal conduct;
  - 6. constitutes insulting or fighting words, the very expression of which injures or harasses other people;
  - 7. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.
- B. In making decisions regarding the time, place, and manner of distribution, the administration will consider factors including, but not limited to, the following:
  - 1. whether the material is educationally related;
  - 2. the extent to which distribution is likely to cause disruption of or interference with the district's educational objectives, discipline, or school activities;
  - 3. whether the materials can be distributed from the office or other isolated location so as to minimize disruption of traffic flow in hallways;

4. the quantity or size of materials to be distributed;
5. whether distribution would require assignment of district staff, use of district equipment, or other resources;
6. whether distribution would require that nonschool persons be present on the school grounds;
7. whether the materials are a solicitation for goods or services not requested by the recipients.

## **V. TIME, PLACE, AND MANNER OF DISTRIBUTION**

- A. The time, place, and manner of distribution will be solely within the discretion of the administration, consistent with the provisions of this policy.
- B. No one shall coerce a student or staff member to accept any nonschool-sponsored material publications.

## **VI. DISCIPLINARY ACTION**

- A. Distribution by any student of nonschool-sponsored material prohibited herein or in violation of the provisions of time, place and manner of distribution as described above will be halted and disciplinary action will be taken in accordance with the district's [Student Discipline Policy Citizenship Handbook](#).
- B. Distribution by any employee of nonschool-sponsored material prohibited herein or in violation of the provisions of time, place and manner of distribution as described above will be halted and appropriate disciplinary action will be taken, in accordance with any individual contract, collective bargaining agreement, district policies and procedures, and/or governing statute.
- ~~A. C.~~ Any other party violating this policy will be requested to leave the school property immediately and, if necessary, the police will be called.

## **VII. NOTICE OF POLICY TO STUDENTS AND EMPLOYEES**

A copy of this policy will be posted on the district's website.

## **VIII. IMPLEMENTATION**

The district administration may develop guidelines and procedures necessary to implement this policy.

Policy 505      Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees

Adopted: 04.23.2007; Reviewed: 01.27.2022; Updated: INSERT DATE

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

**Legal References:**

U. S. Const., amend. I  
*Hazelwood School District v. Kuhlmeier*, 484 U.S. 260, 108 S.Ct. 562, 98 L.Ed.2d 592 (1988)  
*Bethel Sch. Dist. No. 403 v. Fraser*, 478 U.S. 675, 106 S.Ct. 3159, 92 L.Ed.2d 549 (1986)  
*Tinker v. Des Moines Indep. Sch. Dist.*, 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)  
*Bystrom v. Fridley High School*, 822 F.2d 747 (8th Cir. 1986)  
*Roark v. South Iron R-1 School Dist.*, 573 F.3d 556 (8<sup>th</sup> Cir. 2009)  
*Victory Through Jesus Sports Ministry Foundation v. Lee's Summit R-7 School Dist.*, 640 F.3d 329 (8<sup>th</sup> Cir. 2011), cert. denied 565 U.S., 1036, 132 S.Ct. 592 (2011)

**Cross References:**

Board Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
Board Policy 506 (Student Discipline)  
Board Policy 512 (School-Sponsored Student Publications and Activities)  
Board Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

## **Policy 507     CORPORAL PUNISHMENT AND PRONE RESTRAINT**

### **I.     PURPOSE**

The purpose of this policy is to describe limitations on use of corporal punishment and prone restraint upon a student in the Northfield School District.

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

No employee or agent of the district ~~or charter school~~ shall inflict corporal punishment or use prone restraint upon a student except as provided below.

### **III.   DEFINITIONS**

1.     "Corporal punishment" means conduct involving:
  - a.     Hitting or spanking a person with or without an object.
  - b.     Unreasonable physical force that causes bodily harm or substantial emotional harm.
2.     "Employee or agent of the district" does not include a school resource officer as defined in [Minnesota Statutes, section 626.8482, subdivision 1, paragraph \(c\)](#).
3.     "Prone restraint" means placing a child in a face-down position.

### **IV.    PROHIBITIONS**

1.     An employee or agent of a district shall not inflict corporal punishment or cause corporal punishment to be inflicted upon a pupil to reform unacceptable conduct or as a penalty for unacceptable conduct.
2.     An employee or agent of a district shall not use prone restraint.
3.     An employee or agent of a district shall not inflict any form of physical holding that restricts or impairs a pupil's ability to breathe; restricts or impairs a pupil's ability to communicate distress; places pressure or weight on a pupil's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen; or results in straddling a pupil's torso.
4.     Conduct that violates this Article is not a crime under [Minnesota Statutes, section 645.241](#), but may be a crime under [Minnesota Statutes, chapter 609](#) if the conduct violates a provision of [Minnesota Statutes, chapter 609](#). Conduct that violates IV.1 above is not per se corporal punishment under the statute. Nothing in [this Minnesota Statutes, section 121A.58](#) or [125A.0941](#) precludes the use of reasonable force under [Minnesota Statutes, section 121A.582](#). The use of reasonable force as set forth in Section V does not authorize conduct prohibited pursuant to [Minnesota Statutes, section 125A.0942](#).

### **V.    REASONABLE FORCE**

1. ~~Reasonable force may be used upon or toward the person of another without the other's consent when used by a teacher, school principal, school employee, school bus driver, or other agent of the school in the exercise of lawful authority, to restrain a child or pupil to prevent bodily harm or death to the child, pupil, or another.~~
2. Reasonable force may be used upon or toward the person of a child without the child's consent when used by a teacher, school principal, school employee, school bus driver, other agent of the district, or other member of the instructional, support, or supervisory staff upon or toward a child or pupil when necessary to restrain the child or pupil to prevent bodily harm or death to the child, pupil, or another pursuant to [Minnesota Statutes, section 609.379](#). Nothing in section 609.379 limits any other authorization to use reasonable force including but not limited to authorizations under [Minnesota Statutes, section 121A.582](#), subdivision 1, and [section 609.06](#), subdivision 1.
3. A teacher, school principal, and other school staff may use reasonable force under the conditions set forth in [Policy 506 \(Student Discipline\)](#) and the [Student Citizenship Handbook](#).

## VI. VIOLATION

Employees who violate the provisions of this policy shall be subject to disciplinary action. Any such disciplinary action shall be made pursuant to and in accordance with applicable statutory authority, collective bargaining agreements and district policies. Violation of this policy may also result in civil or criminal liability for the employee.

### Policy 507 Corporal Punishment and Prone Restraint

Adopted: 02.26.2007; Statutory Update: 10.28.2021, 07.10.2023, 01.08.2024, 06.10.2024

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

**Legal References:** Minn. Stat. § 121A.58 (Corporal Punishment)  
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)  
Minn. Stat. § 123B.25 (Actions Against Districts and Teachers)  
Minn. Stat. § 125A.0941 (Definitions)  
Minn. Stat. § 123A.0942 (Standards for Restrictive Procedures)  
Minn. Stat. § 609.06 (Authorized Use of Force)  
Minn. Stat. § 609.379 (Permitted Actions)  
Minn. Stat. § 626.8482 (School Resource Officers; Duties; Training; Model Policy)  
Minn. Stat. § 645.241 (Punishment for Prohibited Acts)

**Cross References:** MSBA/MASA Model Policy 403 ([Discipline, Suspension, and Dismissal of School District Employees](#))  
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 507.5 (School Resource Officers)

## **Policy 520.1 RESEARCH REQUESTS**

### **I. PURPOSE**

The purpose of this policy is to establish guidelines for considering and approving requests for use of student, employee, and district data or multimedia for research in the Northfield School District.

### **II. REQUESTS**

Individuals or organizations that wish to conduct research using district or school data, or using employees or students as subjects, must submit a written request in advance, using the form, [Request to Conduct Research in District 659](#) to the superintendent or their designee. For research requests affiliated with a college, university, or other academic institution, proof of Institutional Review Board (IRB) approval should be included. The IRB approval should demonstrate that the proposed research has been approved by the researcher's institution.

“Multimedia” is defined as digital or physical photographs, audio recordings, and video recordings.

### **III. APPROVAL CRITERIA**

For student, employee, and district data or multimedia, and research study requests, the district data sharing and confidentiality agreement must be submitted by the requestor and authorized by the superintendent or their designee. The superintendent or their designee has sole discretion to approve student, employee, and district data, or multimedia and research study requests.

For a research study to be approved, it must meet the following criteria:

- A. Protect the rights and welfare of any human subjects, including providing the following information to parents of children who may be research subjects or to adults who may be subjects:
  1. An explanation of the research procedures and their purpose.
  2. A description of any possible risks and/or benefits ~~to be expected~~.
  3. An offer to respond to inquiries about the procedures.
  4. Instruction on the right to refuse to participate or to discontinue participation at any time without prejudice.
- B. Be a direct benefit to the district.
- C. Contribute to the advancement of education in general.
- D. Not disrupt the ongoing educational process and/or duplicate recent research projects in the district.

### **IV. CONSIDERATION OF RESEARCH REQUEST**

In considering a request to conduct research in a specific school or department, the superintendent or their designee will consult with the principal, department

head and other appropriate personnel. The decision of the superintendent or their designee shall be final.

## **V. COMMUNICATIONS**

The principals shall be kept informed of research projects approved by the superintendent or their designee. The researcher will provide to the principals and the superintendent a free copy of the results/papers/publications upon completion of the research.

### **Policy 520.1 Research Requests**

Adopted: 10.22.2007; Updated: 05.23.2022; 08.14.2023

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

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

January 12, 2026  
District Office Board Room

1. Call to Order

The organizational meeting of the Northfield School Board was called to order at 6:15 p.m. by Acting Chair Claudia Gonzalez-George for the purpose of organizing the board for the 2026 calendar year. Present: Butler, Epstein, Goerwitz, Gonzalez-George, Miller, Nelson and Quinnell. Absent: None. This meeting was open to the public, live-streamed and recorded, and access to the recording was posted on the school district website. *Note: There was an equipment malfunction that prevented the meeting from being video-streamed and recorded. The audio of the meeting is available on the district's website. The district apologizes for this inconvenience.*

2. Land Acknowledgement Statement

District Youth Council member Mae Bowers read the Land Acknowledgement Statement.

3. Oath of Office

Minnesota Supreme Court Associate Justice Gordon Moore administered the ceremonial oath of office. All school board members participated.

4. Agenda Approval

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

5. Items for Individual Action

a. Election of Officers.

i. Election of board chair.

Goerwitz moved that Claudia Gonzalez-George be nominated as board chair. There were no further nominations. Claudia Gonzalez-George was the only candidate nominated for the office of chair, and was hereby declared elected by acclamation. Motion carried unanimously. Acting Chair Gonzalez-George directed the acting clerk to so record in the minutes. Board Chair Gonzalez-George then chaired the remainder of the organizational board meeting.

ii. Election of vice-chair.

Epstein moved that Corey Butler be nominated as vice-chair. There were no further nominations. Corey Butler was the only candidate nominated for the office of vice-chair, and was hereby declared elected by acclamation and Chair Gonzalez-George directed the acting clerk to so record in the minutes. Motion carried unanimously.

iii. Election of clerk.

Butler moved that Amy Goerwitz be nominated as clerk. Gonzalez-George moved that Maggie Epstein be nominated as clerk. Goerwitz rescinded her nomination. There were no further nominations. Maggie Epstein was the only candidate nominated for the office of clerk, and was hereby declared elected by acclamation and Chair Gonzalez-George directed the acting clerk to so record in the minutes. Motion carried unanimously.

iv. Election of treasurer.

Goerwitz moved that she be nominated as treasurer. There were no further nominations. Amy Goerwitz was the only candidate nominated for the office of treasurer, and was hereby declared elected by acclamation and Chair Gonzalez-George directed the clerk to so record in the minutes. Motion carried unanimously.

b. Set Dates, Times and Location for Regular Board Meetings. On a motion by Epstein, seconded by Quinnell, the board unanimously approved the schedule for school board meetings January 2026 - January 2027. Regular meetings of the Northfield School Board will begin at 6:00 p.m. on the second and fourth Mondays in January, February, April, May, August, September, October and November, except where indicated, and will be held in the District Office Boardroom. One meeting will be held the second Monday of the month in March, June, July and December. In the event that a board

meeting needs to be postponed due to inclement weather, the meeting will be rescheduled for the following day at the same time in the same location.

- c. School Board Member Stipends. On a motion by Butler, seconded by Goerwitz, the board unanimously approved to maintain the stipends for board members at \$4,000 annually, and \$5,000 annually for the board chair.

#### 6. Consent Agenda

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

- a. Designate the Official District Newspaper. The official newspaper of the Northfield School Board will be the *Northfield News*.
- b. Designate Legal Counsel. The school board designates Squires, Waldspurger & Mace P.A. as the official legal counsel for Northfield Public Schools and Dorsey & Whitney, LLP as the official bond attorneys for Northfield Public Schools. Persons authorized to contact legal counsel are the Superintendent, the Director of Human Resources, the Director of Finance, the Director of Special Services, and other district-level administrators only after receiving superintendent approval.
- c. Authorization of Use of Facsimile Signatures. The school board authorizes that facsimile signatures of board officers be utilized in signing school district checks and documents.
- d. Mileage Reimbursement Rate. The mileage reimbursement rate for the use of private automobiles on school district business will be 72.5 cents per mile effective January 1, 2026. This is the new mileage rate established by the Internal Revenue Service.

#### 7. Items for Information

- a. Policy 203 Operation of the School Board of Education - Bylaws. Board members are expected to familiarize themselves with Policy 203 Operation of the School Board of Education - Bylaws.
- b. Policy 209 Code of Ethics. Board members are expected to familiarize themselves with Policy 209 Code of Ethics. The purpose of this policy is to assist board members in understanding the role of individual board members and the contribution that each must make to develop an effective and responsible school board.
- c. Policy 206 Public Participation in School Board Meetings. A copy of Policy 206 Public Participation in School Board Meetings is attached for board members to review. The purpose of this policy is to provide procedures to assure open and orderly public discussion and protect the due process and privacy rights of individuals under the law.
- d. Resolution to Empower the School Board to Combine the Duties of the Offices of Clerk and Treasurer of the School Board in One Person in the Finance Office of the School District. The board unanimously approved this resolution by roll call on Jan. 14, 2019 which empowers Director of Finance Val Mertesdorf to conduct the duties of clerk and treasurer for the purposes of expediting the business of the district. This resolution is a one-time requirement and remains in effect until the board acts to appoint someone else in the finance office to fulfill this role.
- e. Board Committee Memberships. A brief description of each board committee or organization for calendar year 2026 is attached. Board member committee appointments and representation on various organizations and school liaisons will be an action item at the Jan. 26 regular board meeting.
- f. Remote Board Meeting Participation. Minnesota Statute 13D.02 provides guidance on remote board meeting participation. It states that all board members, regardless of location, must be able to hear and see each other, as well as hear all discussions occurring at any location. At least one board member must be physically present at the regular meeting location, all votes must be conducted by roll call, and minutes must include the names of board members appearing by interactive technology

and the reasons for their remote appearance. Remote board meeting participation is referenced in Policy 203.

- g. Board Workshops. The school board will hold workshops and training sessions on Thursday, Jan. 29, Thursday, April 2 and Monday, July 27 at 5:00 p.m.
- 8. Adjournment  
On a motion by Epstein, seconded by Butler, the board adjourned the organizational meeting at 6:31 p.m.

Maggie Epstein  
School Board Clerk

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

January 12, 2026  
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 6:35 p.m. Present: Butler, Epstein, Goerwitz, Gonzalez-George, Miller, Nelson, and Quinnell. Absent: None. This meeting was open to the public, live-streamed and recorded, and access to the recording was posted on the school district website. *Note: There was an equipment malfunction that prevented the meeting from being video-streamed and recorded. The audio of the meeting is available on the district's website. The district apologizes for this inconvenience.*

2. Agenda Approval/Table File

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

3. Public Comment

There were no public comments.

4. Announcements and Recognitions

- Evelyn Bauer and Isaac Schleif were named Northfield High School's 2025–2026 Triple 'A' Award winners. Evelyn and Isaac will now advance to compete with other Region 1AA school winners for the opportunity to be selected as regional representatives. The Academics, Arts, and Athletics (Triple 'A') Award is sponsored by the Minnesota State High School League and honors high school seniors across the state who maintain a 3.0 or higher GPA while participating in league-sponsored athletic and fine arts activities.
- Northfield High School juniors Bella Christopherson and Ben Heinritz were selected as 2025 MSHSL ExCEL Award recipients. Bella and Ben stood out in a highly competitive field through their outstanding achievements in athletics and the fine arts, their meaningful volunteer contributions, and their exemplary leadership. The ExCEL Award — Excellence in Community, Education and Leadership — is a distinctive recognition program created exclusively for Minnesota high school juniors who are actively involved in school activities, demonstrate strong leadership, and show a deep commitment to community service.
- Bridgewater Elementary Principal Nancy Antoine was named the recipient of the City of Northfield's 2026 Human Rights Award. Ms. Antoine was selected for this award for her dedication to advancing educational equity and justice for all students, as well as her leadership, mentorship of future leaders, and her direct work to diminish persistent educational gaps within the Northfield Public Schools community. She will be honored during the City's Martin Luther King Jr. Day Celebration on Monday, Jan. 19 at 6:00 p.m. at Northfield High School.
- Eighty (80) high school students gathered at Carleton's Weitz Center on Dec. 11 for the 10th Youth Data Summit. Five Northfield students led this year's summit, welcoming peers from Faribault, WEM, and TCU to dive into Rice County's 2025 MnStudent Survey results. Our student leaders facilitated meaningful conversations, built connections across districts, and helped everyone learn more about their communities. The proposals the students developed will help shape real decisions that affect real students.
- The Northfield Fine Arts Booster held a fundraiser on Saturday, Jan. 10 at the Armory Square Event Center featuring Northfield musicians. Board Member Goerwitz commended musician and district staff member Ray Coudret and all those involved in the event.

5. Items for Discussion and Reports

- a. Financial Forecast and Revised 2025-2026 General Fund Budget. Director of Finance Val Mertesdorf reviewed the recommended revisions to the 2025-2026 general fund budget. The general fund budget revision accounted 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 requested 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.

On a motion by Miller, seconded by Quinnell, the board unanimously agreed to add the special services FTE request as an item for individual action.

## 6. Committee Reports

- a. Communications Advisory Committee. Board Member Maggie Epstein provided an update on the Communications Advisory Committee.
- b. Automotive and Transportation CTE Committee. Board Member Jenny Nelson provided an update on the Automotive and Transportation CTE Committee.
- c. Facilities Advisory Committee. Board Member Amy Goerwitz provided an update on the Facilities Advisory Committee.

## 7. Consent Agenda

On a motion by Epstein, seconded by Nelson, the board unanimously approved 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 were included in the board packet.
- c. Overnight Field Trip Request. ALC teacher Eric Swan McDonald requested 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.

11. Beau Lepper, 1.0 FTE Long-Term Substitute at Bridgewater effective 1/9/2026-2/24/2026. Daily licensed substitute rate of pay.
12. Joseph Udelhofen, Event Worker at the High School beginning 1/12/2026. \$45/77 event(s).

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. Victoria Swedin, General Education EA for 5.75 hours/week, change to 6 hours/week effective 1/5/2026.
12. 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.
13. 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.
14. Sarah Wolfe, General Education EA for 9 hours/week, change to 13 hours/week effective 1/5/2026.
15. Paul Bernhard, .8 FTE Assistant Alpine Ski Coach at the High School, change to 1.0 FTE effective 11/17/2025.
16. Amelia Brandt, Kid Ventures Site Assistant for 21 hrs/week at Bridgewater, change to up to 28.5 hrs/week effective 1/12/2026.
17. Michael Shaeffer, .1 FTE English Teacher and Special Education EA/PCA at the High School, change to .3 FTE English Teacher and Special Education EA/PCA effective 1/26/2026-6/10/2026.
18. Victoria Swedin, ECFE EA for 6 hrs/week at the NCEC, change to 7.75 hrs/week effective 1/9/2026.
19. Karl Viesselman, 1.0 FTE Assistant Track & Field Coach, change to .5 FTE effective 3/9/2026.

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.
5. Natalie Amy, Head Girls Golf Coach at the Middle School, resignation effective 1/8/2026.
6. Kathleen Beck, Substitute Educational Assistant for the District, resignation effective 1/12/2026.
7. Jasmine Celis, Kid Ventures Site Assistant at Spring Creek, resignation effective 1/19/2026.
8. Stacy Sandquist, EA at Spring Creek, declined offer of employment effective 1/8/2026.
9. Fabiola Valbuena, Custodian at the High School, resignation effective 1/7/2026.

## 8. Items for Individual Action

- a. Fiscal Year 2025-2026 General Fund Budget Revision. On a motion by Butler, seconded by Goerwitz, the board unanimously approved 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 includes revenues of \$70,171,484 and expenditures of \$68,208,704. The major factors contributing to these changes were the final audited data from FY25, updated enrollment estimates, finalized employment agreements, and benefits.

- b. Policy Committee Recommendations. On a motion by Goerwitz, seconded by Epstein, the board unanimously approved the policy committee's recommended updates to policies 203, 306, 519, 712, and 722.
- c. Special Services FTE Request. On a motion by Miller, seconded by Butler, the board unanimously approved the request 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.

9. Items for Information

- a. Enrollment Report. Superintendent Hillmann reviewed the January 2026 enrollment report.
- b. Construction Update No. 21. Superintendent Hillmann provided 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
- 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

On a motion by Quinnell, seconded by Epstein, the board unanimously approved to adjourn the meeting at 7:49 p.m.

Maggie Epstein  
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:
1/7/2025	Approx 25 elementary-age games	Marthann Schulte	Kid Ventures
1/12/2026	Scholarship Donation   \$5.00	Stefanie Johnson	BW Phy Ed Roller Skating Unit
1/12/2026	Scholarship Donation   \$5.00	Stefanie Johnson	BW Phy Ed Roller Skating Unit
1/12/2026	Scholarship Donation   \$5.00	Tricia Johnson	BW Phy Ed Roller Skating Unit
1/15/2026	Scholarship Donation   \$5.00	Samantha Massie	BW Phy Ed Roller Skating Unit
1/12/2026	Scholarship Donation   \$7.00	Tonya Teeter	BW Phy Ed Roller Skating Unit
1/12/2026	Scholarship Donation   \$7.00	Rachel Quinnell	BW Phy Ed Roller Skating Unit
1/12/2026	Scholarship Donation   \$7.00	Beau Nielsen	BW Phy Ed Roller Skating Unit
1/12/2026	Scholarship Donation   \$7.00	Kyra Reinsbach	BW Phy Ed Roller Skating Unit
1/13/2026	Scholarship Donation   \$7.00	Nicole Tuma	BW Phy Ed Roller Skating Unit
1/14/2026	Scholarship Donation   \$7.00	Cindy Santa	BW Phy Ed Roller Skating Unit
1/15/2026	Scholarship Donation   \$7.00	Amber Kuyper	BW Phy Ed Roller Skating Unit
1/17/2026	Scholarship Donation   \$7.00	Danielle Massie	BW Phy Ed Roller Skating Unit
1/19/2026	Scholarship Donation   \$7.00	Laura Hartpence	BW Phy Ed Roller Skating Unit
1/12/2026	Scholarship Donation   \$5.00	Andrea Perry	GVP 3rd Gr. Bell Museum
1/14/2026	Scholarship Donation   \$5.00	Sarah Bloom	GVP 3rd Gr. Bell Museum
1/19/2026	Scholarship Donation   \$5.00	Marianne Loftus	GVP 3rd Gr. Bell Museum
1/14/2026	Scholarship Donation   \$10.00	Rachel Kaufenberg	GVP Gr. 2 Mill City Museum
1/15/2026	Scholarship Donation   \$10.00	Jenni Drake	GVP Gr. 2 Mill City Museum
1/16/2026	Scholarship Donation   \$10.00	Dan Varley	GVP Gr. 2 Mill City Museum
1/16/2026	Scholarship Donation   \$10.00	EmilyRose McManus	GVP Gr. 2 Mill City Museum
1/14/2026	Scholarship Donation   \$12.00	Katie Townzen	GVP Gr. 2 Mill City Museum
1/20/2026	Scholarship Donation   \$12.00	Bridget Draxler	GVP Gr. 2 Mill City Museum
1/13/2026	Scholarship Donation   \$5.00	Erin Bailey	GVP Gr. 3-5 Roller Skating
1/14/2026	Scholarship Donation   \$5.00	Brittany Ellerbusch	GVP Gr. 3-5 Roller Skating
1/14/2026	Scholarship Donation   \$5.00	Nicole McEathron	GVP Gr. 3-5 Roller Skating
1/14/2026	Scholarship Donation   \$5.00	Kristi Sammon	GVP Gr. 3-5 Roller Skating
1/14/2026	Scholarship Donation   \$5.00	Angel Ramirez	GVP Gr. 3-5 Roller Skating
1/14/2026	Scholarship Donation   \$5.00	Sarah Bloom	GVP Gr. 3-5 Roller Skating
1/14/2026	Scholarship Donation   \$5.00	Sarah Bloom	GVP Gr. 3-5 Roller Skating
1/14/2026	Scholarship Donation   \$5.00	Andrea Stowe	GVP Gr. 3-5 Roller Skating
1/14/2026	Scholarship Donation   \$5.00	Susana Hernandez	GVP Gr. 3-5 Roller Skating
1/15/2026	Scholarship Donation   \$5.00	Erin Thorman	GVP Gr. 3-5 Roller Skating
1/15/2026	Scholarship Donation   \$5.00	Kate Chipinski	GVP Gr. 3-5 Roller Skating

Date of the bequest, donation, or gift:	Amount:	Who the bequest, donation, or gift is from:	What the bequest, donation, or gift is for:
1/15/2026	Scholarship Donation   \$5.00	Alicia Regan	GVP Gr. 3-5 Roller Skating
1/15/2026	Scholarship Donation   \$5.00	Alison Flannery	GVP Gr. 3-5 Roller Skating
1/15/2026	Scholarship Donation   \$5.00	Patrick Zant	GVP Gr. 3-5 Roller Skating
1/15/2026	Scholarship Donation   \$5.00	Hilary Detert	GVP Gr. 3-5 Roller Skating
1/15/2026	Scholarship Donation   \$5.00	Hilary Detert	GVP Gr. 3-5 Roller Skating
1/16/2026	Scholarship Donation   \$5.00	sandra rousseau	GVP Gr. 3-5 Roller Skating
1/16/2026	Scholarship Donation   \$5.00	Lisa Bowers	GVP Gr. 3-5 Roller Skating
1/16/2026	Scholarship Donation   \$5.00	Caitlin Reuter	GVP Gr. 3-5 Roller Skating
1/16/2026	Scholarship Donation   \$5.00	Kayla Larsen	GVP Gr. 3-5 Roller Skating
1/16/2026	Scholarship Donation   \$5.00	Susana Hernandez	GVP Gr. 3-5 Roller Skating
1/16/2026	Scholarship Donation   \$5.00	Allison Thorkelson	GVP Gr. 3-5 Roller Skating
1/16/2026	Scholarship Donation   \$5.00	Maelynn Thomas	GVP Gr. 3-5 Roller Skating
1/19/2026	Scholarship Donation   \$5.00	Amber Barsness	GVP Gr. 3-5 Roller Skating
1/20/2026	Scholarship Donation   \$5.00	Andrea Perry	GVP Gr. 3-5 Roller Skating
1/16/2026	\$1,800.00	VFW Post 7393	NHS Girls Softball Jerseys (45 @ \$40.00 each)
1/14/2026	\$2,227.34	Bridgewater Booster Club (BBC)	Music Therapy (\$540), 5th Gr. Field Trip Riverside Education Bus (\$794.04), 5th Gr. Field Trip Bell Museum (\$893.30)
1/13/2026	\$2,680.00	Northfield Shares	Lamb/Hansen Scholarship (\$2180.00), Salisbury Scholarship (\$500.00)
1/15/2026	\$6,500.00	Minnesota Historical Society	Legacy PO Grant 2504-30235 City of Schools author fees, publication designer and printing fees - Earl Weinmann and Bruce Colwell

## ***Northfield School Board Grant Application Approval Form***

**Any proposal submitted to an external funding source that involves any entity within the Northfield Public Schools must be approved by the Director of Finance before the proposal is submitted. Proposals requesting \$15,000 or more also require School Board approval. This form will accompany all requests to the School Board and will be filed along with a copy of the completed grant proposal. All proposals must:**

- **Support the District's vision and strategic commitments.**
- **Be financially feasible and supported by all affected District departments or buildings.**
- **Demonstrate collaboration and commitment from the District, if required.**

<b>Grant Proposal Information</b>	
<b>Project Title</b>	Northfield Teaching Fellows
<b>Project Period</b>	From: 7.1.26 To: 6.30.31
<b>Funding Source</b>	MN Department of Education
<b>Application Deadline</b>	1.15.2026
<b>List all Grant Applicants</b>	Northfield Public Schools, Northfield Community College Collaborative
<b>School/Department</b>	District Wide
<b>Contact Person</b>	Matt Hillmann
<b>Project Information</b>	
<b>Brief Proposal Description</b>	<p>The Northfield Teaching Fellows initiative will continue supporting individuals of color, up to 12 students each school year, toward successful completion of a PELSB-approved teaching program. Northfield Public Schools (NPS) serves as the lead for the project and relies on the ongoing partnership of Healthy Community Initiative (HCI), a nonprofit also deeply committed to this project's success. Fellows receive last-dollar tuition assistance (if needed) and an annual stipend. They are also paired with a current Northfield Public Schools teacher, who serves as an ongoing mentor throughout the program. Moreover, and this is a key component, each Fellow meets every other week with a program Navigator from HCI's Northfield Community College Collaborative (NCCC) who provides academic advising, financial aid assistance, academic support, and linkages with social service and community resources. NCCC also provides space for Fellows to study, including in the evenings and on weekends, with access to free tutoring, printing, internet, and childcare. Fellows, all people of color, have a strong affiliation with the Northfield Public School district, to include having graduated from a Northfield school, having children enrolled in a Northfield school, working as non-teaching staff in a Northfield school, and/or having a strong familial connection near or adjacent to the district geographically; thereby positioning Fellows to choose to teach directly in the community following completion of the program. Teacher candidates of color are central to the design of this program. Northfield Public Schools worked with a group of local individuals of color who were interested and/or pursuing education careers to have them identify key components for the Northfield Teaching Fellows program when developing the original program model in 2021. That group emphasized the need to include scholarships and annual stipends, as well as the importance of both navigation (to help with day-to-day academic and life challenges) and mentoring (to be able to dive deeply with those working in the field). Since first piloted in 2021 and supported by Grow Your Own funds, we have regularly gathered feedback and evaluation information from teacher candidates in the program as part of our program's evaluation process, which has further guided the model's design. Their recommendations form the heart of the Northfield Teaching Fellows model and help make it the successful program it is today.</p>
<b>Project Goal (in one Sentence)</b>	The Northfield Teaching Fellows initiative will continue supporting individuals of color, up to 12 students each school year, toward successful completion of a PELSB-approved teaching program.



<b>List All Personnel Involved in Application</b>	Matt Hillmann, Val Mertesdorf
<b>Budget Information</b>	
<b>Amount Requested</b>	\$493,580
<b>Matching Funds</b>	<input type="checkbox"/> Are Required <input checked="" type="checkbox"/> Not Required
<b>Source of Matching Funds</b>	

**Required Documents Attached:**    **Completed Application**    **Rough Draft**    **Summary of Application**

Matt Hillmann  
Project Initiator Signature

Val Mertesdorf  
Building Principal or District Administrator Signature

**School Board Approval:**    **Yes**    **No**    **Date** \_\_\_\_\_



*Northfield Public Schools*  
*Northfield, MN*

## **EXTENDED FIELD TRIP FORM**

Staff Member(s) Responsible (Name and phone): Nicholas Connor (320) 226-3791

School and Program: NHS, Robotics Team

Date of Requested Trip: 3/5/2026 – 3/7/2026

1. What group is taking this trip?

The high school robotics team.

2. Estimated # of Students: 30                   # Adult Supervisors: 5
3. Destination: Lake Superior Regional Competition, Duluth Entertainment Convention Center, Duluth, MN
4. Date/Time of Departure: 3/5/2026, 5:30 AM
5. Date/Time of Return: 3/7/2026, 9:00 PM
6. State purpose and/or educational value of trip (attach information to form if needed).

This is the one of two competitions that the robotics team participates in (unless we are selected for the MSHSL Championship or the FRC World Championships). The team is designing, building, and programming a robot from scratch for the competition. Students learn design, fabrication, programming, and business skills in this process.

7. Name the manner of travel and the carrier.

We will take a school bus through Benjamin Bus.

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

Radisson Duluth Harborview Hotel  
505 W Superior St  
Duluth, MN 55802  
(218) 481-1185

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)

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

**Nick Connor**, Head Coach—Will be at all team events and at the hotel to supervise and organize students.

**Roger Rachuba**, Team Mentor—Will be at all team events and at the hotel to supervise and organize students.

**Sydney Mier**, Team Mentor—Will be at all team events on Friday and Saturday.

**Mason Fields**, Team Mentor—Will be at all team events on Friday and Saturday.

**Cole Glassing**, Team Mentor—Will be at all team events on Friday and Saturday.

**Pete Gittins**, Team Mentor and Parent— Will be at all team events and at the hotel to supervise and organize students.

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

There are medical staff at the competition to handle any medical emergencies that happen there.

At the hotel, the parents listed above have volunteered to be an emergency transport for students if needed.

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

Competition Fee: \$3000

Hotel: \$5025.64

Bus: TBD

Students will contribute \$75 each to attend competition (team will cover cost if this is cost prohibitive for any student). All other costs will be covered using funds obtained through sponsorships/donations by local businesses and community members. Any student who needs financial assistance in order to attend will have their fee covered by leftover funds from a YouthBank grant that the team received last year.

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:

Principal/Administrator Signature and Date:

 11/16/25

Approved:  Not Approved:

\*\*\*\*\*

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

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

\*\*\*\*\*

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

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



*Northfield Public Schools*  
*Northfield, MN*

## **EXTENDED FIELD TRIP FORM**

Staff Member(s) Responsible (Name and phone): Nicholas Connor (320) 226-3791

School and Program: NHS, Robotics Team

Date of Requested Trip: 4/2/2026 – 4/4/2026

1. What group is taking this trip?

The high school robotics team.

2. Estimated # of Students: 32                   # Adult Supervisors: 5

3. Destination: North Star Regional Competition, Mariucci Arena, Minneapolis, MN

4. Date/Time of Departure: 4/2/2026, 7:30 AM

5. Date/Time of Return: 4/4/2026, 7:00 PM

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

This is the one of two competitions that the robotics team participates in (unless we are selected for the MSHSL Championship or the FRC World Championships). The team is designing, building, and programming a robot from scratch for the competition. Students learn design, fabrication, programming, and business skills in this process.

7. Name the manner of travel and the carrier.

We will take a school bus through Benjamin Bus.

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

Home2 Suites by Hilton, Minneapolis University Area  
2808 University Ave SE  
Minneapolis, MN 55414  
(612) 473-4662

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

**Nick Connor**, Head Coach—Will be at all team events and at the hotel to supervise and organize students.

**Roger Rachuba**, Team Mentor—Will be at all team events and at the hotel to supervise and organize students.

**Sydney Mier**, Team Mentor—Will be at all team events on Friday and Saturday.

**Mason Fields**, Team Mentor—Will be at all team events on Friday and Saturday.

**Cole Glassing**, Team Mentor—Will be at all team events on Friday and Saturday.

**Pete Gittins**, Team Mentor and Parent— Will be at all team events and at the hotel to supervise and organize students.

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

There are medical staff at the competition to handle any medical emergencies that happen there.

At the hotel, the parents listed above have volunteered to be an emergency transport for students if needed.

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

Competition Fee: \$6300

Hotel: \$3347.22

Bus: TBD

Students will contribute \$50 each to attend competition. All other costs will be covered using funds obtained through sponsorships/donations by local businesses and community members. Any student who needs financial assistance in order to attend will have their fee covered by leftover funds from a YouthBank grant that the team received.

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:

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

Approved:  Not Approved:

\*\*\*\*\*

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

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

\*\*\*\*\*

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

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



## 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

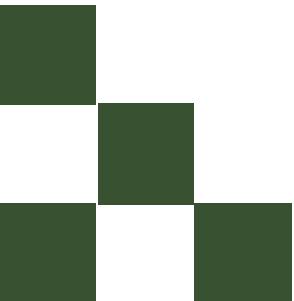
Date

# 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

# 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

**Northfield Public Schools**  
**MacBook Air Sale of Devices Bid Tabulation**  
**January 20, 2026 | 3:00 p.m.**

<b>Form #</b>	<b>Company Name</b>	<b>Name</b>	<b>Apple MacBook Air (M1, 2020) Bid</b>	<b>Apple MacBook Pro (13-inch, 2020, Four Thunderbolt 3 ports) Bid</b>	<b>Apple MacBook Air (Retina, 13-inch, 2020) Bid</b>	<b>Guaranteed Minimum</b>
2	TechReboot, Inc	Brad Hunt	\$127,835.00	\$7,255.50	\$6,910.00	\$142,000.00
1	Bright World Technologies, Inc	Kush Mehta	\$118,400.00	\$5,985.00	\$6,400.00	\$130,785.00
5	Cal State Electronics, Inc dba Total Technology	Robert Bajer	\$115,070.00	\$4,494.00	\$4,100.00	\$123,664.00
3	AGiRepair, Inc	John Yetsonish, Jr	\$103,970.00	\$3,801.00	\$2,620.00	\$110,391.00
6	Diamond Assets, LLC	Tim Schigur	\$102,490.00	\$3,300.00	\$3,948.00	\$109,738.00
4	Second Life Mac	Eric Lawell	\$87,782.50	\$3,958.50	\$2,080.00	\$93,830.00
7	East Coast Recyclers, LLC	Samir Frangieh	\$79,550.00	\$5,250.00	\$2,300.00	\$87,100.00
8	Vantage Point Itad	Jon Stansberry	\$67,889.00	\$2,680.00	\$2,399.00	\$72,969.00