

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

Monday, April 13, 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. Proposed 2026-27 Child Nutrition Fund Budgets
  - b. Revised 2025-26 and Proposed 2026-27 Community Education Fund Budgets
  - c. Financial Forecast Follow Up
    - i. Potential Budget Restorations
  - d. Review of Operating Levy Public Hearing Feedback
  - e. Raider Image Proposal Discussion
  - f. Policy 802 Disposition of Obsolete Equipment and Material
  - g. Later School Start Times Discussion
6. Consent Agenda
  - a. Minutes
  - b. Gift Agreements
  - c. Grant Application
  - d. Overnight Field Trip Request
  - e. Financial Reports - December 2025
  - f. Personnel Items
7. Items for Individual Action
  - a. Bids for NHS Reimagine Project
  - b. Sale of District Property Contract Cancellation
  - c. Livestreaming and Recording Special School Board Meetings for Superintendent Search
8. Items for Information
  - a. Enrollment Report
  - b. Superintendent Search Update
9. Future Meetings
  - a. April 16, 2026, 6:00 p.m., Special Board Meeting, determine superintendent finalists, Northfield DO Boardroom
  - b. April 24, 2026, 4:00 p.m., Special Board Meeting, superintendent first round interviews, Northfield DO Boardroom
  - c. April 25, 2026, 3:00 p.m., Special Board Meeting, superintendent first round interviews, Northfield DO Boardroom
  - d. Monday, April 27, 2026, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
  - e. Wednesday, April 29, 2026, 4:00 p.m., Special Board Meeting, superintendent final round interviews, Northfield DO Boardroom
  - f. Monday, May 4, 5:15 p.m., Special Board Meeting, approve superintendent's contract, Northfield DO Boardroom
10. Adjournment

**NORTHFIELD PUBLIC SCHOOLS**  
**MEMORANDUM**

Monday, April 13, 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, April 13, 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. Proposed 2026-27 Child Nutrition Fund Budgets. Director of Child Nutrition Stephany Stromme will present the proposed 2026-27 Child Nutrition Fund Budget. This fund is used to record the finances used to provide nutrition services to students, including the preparation and service of milk, meals, and snacks in connection with school and community services activities. This will be an item for individual action at the May 11, 2026, meeting.
  - b. Revised 2025-26 and Proposed 2026-27 Community Education Fund Budgets. Director of Community Education Erin Bailey will present a revised 2025-26 Community Education Budget and the proposed 2026-27 Community Education Budget. The 2026-27 proposed budget has been developed with input from each program coordinator and the Community Education Advisory Council. This will be an item for individual action at the May 11, 2026, meeting.
  - c. Financial Forecast Follow Up.
    - i. Potential Budget Restorations. Superintendent Hillmann and Director of Finance Mertesdorf will facilitate a discussion about the proposed budget restorations and administrative restructuring for the 2026-27 school year, presented at the April 6 special board meeting. This proposal will be an item for individual action at the April 27, 2026, regular board meeting.
  - d. Review of Operating Levy Public Hearing Feedback. The board will review and discuss the feedback received at the March 19, 2026, public hearing about the board renewal of the 2017 operating levy. Board renewal of an operating levy, using the same conditions as originally approved by the voters, is permitted by Minnesota Statute 126C.17. This operating levy renewal will be an item for individual action at the April 27, 2026, regular board meeting.
  - e. Raider Image Proposal Discussion. Superintendent Hillmann will facilitate a discussion about the Raider images proposed by RALIE at the March 9, 2026, board meeting and the public feedback received so far. This proposal will be an item for individual action at the April 27, 2026, regular board meeting.
  - f. Policy 802 Disposition of Obsolete Equipment and Material. Superintendent Hillmann will present proposed changes to Policy 802 to require advance payment before transferring obsolete equipment and material. This will be an item for individual action at the April 27, 2026, board meeting.
  - g. Later School Start Times Discussion. The board will review the later school start times discussion timeline and evaluate next steps based on competing board priorities.

6. Consent Agenda

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

- a. Minutes. Minutes of the regular school board meeting held on March 9, 2026 and the special school board meeting held April 6, 2026.
- b. Gift Agreements. Gift agreements to be approved are attached.
- c. Grant Application. Community Education Director Erin Bailey requests board approval for a grant to relaunch evening and family programming at all Northfield Community School sites for \$8,000 for each year of the two-year grant from Rice County United Way for the time period July 1, 2026 to June 30, 2028.
- d. Overnight Field Trip Request. Business Professionals of America (BPA) Advisor Theresa Wilson requests board permission to take six students to Nashville, TN May 6-10, 2026 for the BPA National Leadership Conference and Competition.
- e. Financial Reports - December 2025. Director Mertesdorf requests the board approve paid bills totaling \$1,826,387.29, payroll checks totaling \$3,769,129.89, a wire transfer totaling \$350,000.00 from Frandsen General to Frandsen Sweep, a wire transfer totaling \$50,000.00 from Frandsen Sweep to Frandsen General, and the financial reports for December 2025. At the end of December 2025, total cash and investments amounted to \$74,575,850.65. No bond payments were paid in December.
- f. Personnel Items.
  - i. Appointments
    1. Ivy Ainsworth, AP Proctor at the High School beginning 5/1/2026-5/15/2026. Licensed substitute rate of pay.
    2. Ashley Benhart, 1.0 FTE Principal at Bridgewater beginning 7/1/2026. Step 4, \$172,971/year - Subject to change upon the settlement of the 2026-28 Northfield Principals Association Agreement.
    3. Douglas Bengtson, AP Proctor at the High School beginning 5/1/2026-5/15/2026. Licensed substitute rate of pay.
    4. Nicholas Benson, 1.0 FTE Custodian at Greenvale Park beginning 3/19/2026. Step 1, \$21.76/hr. plus \$0.30/hr. Night Lead stipend.
    5. Shirley Bock, AP Proctor at the High School beginning 5/1/2026-5/15/2026. Licensed substitute rate of pay.
    6. Katherine Boyum-Hill, AP Proctor at the High School beginning 5/1/2026-5/15/2026. Licensed substitute rate of pay.
    7. Nicole Carel, 1.0 FTE Special Education Teacher for the District beginning 8/27/2026. MA, Step 6.
    8. Kathleen Clark, AP Proctor at the High School beginning 5/1/2026-5/15/2026. Licensed substitute rate of pay.
    9. Dylan Dietz, Assistant Boys Lacrosse Coach at the High School beginning 3/30/2026. \$3,000 stipend provided by the Northfield Booster Club.
    10. Jeffrey Eckhoff, AP Proctor at the High School beginning 5/1/2026-5/15/2026. Licensed substitute rate of pay.
    11. Jeanne Estrem, AP Proctor at the High School beginning 5/1/2026-5/15/2026. Licensed substitute rate of pay.
    12. Rosemary Fink, AP Proctor at the High School beginning 5/1/2026-5/15/2026. Licensed substitute rate of pay.
    13. Soren Floden, Instructor Lead for Community Education/Recreation beginning 4/11/2026-5/31/2026. Step 4, \$16.91/hr.
    14. Ruth Hoekstra, AP Proctor at the High School beginning 5/1/2026-5/15/2026. Licensed substitute rate of pay.
    15. Felicity Hohndorf, Special Education EA/PCA for 3.5 hours/day plus .5 hours/day supervisory beginning 4/14/2026-6/10/2026. Special Education, Step 1 - \$21.86/hr. General Education, Step 1 - \$19.79/hr.
    16. Noah Holt, Assistant Boys Lacrosse Coach at the High School beginning 4/13/2026. \$2,000 stipend provided by the Northfield Booster Club.
    17. Ava Kallop, Instructor Assistant for Community Education/Recreation beginning 4/6/2026-5/31/2026. Step 3, \$15.54/hr.
    18. Joshua Kerber, Instructor Lead for Community Education/Recreation beginning 4/11/2026-5/31/2026. Step 4, \$16.91/hr.
    19. Daniel Kust, 1.0 FTE Long-Term Substitute Grade 6 Science Teacher beginning 3/17/2026-4/15/2026. MA+10, Step 10.
    20. Roman Lozano, 1.0 FTE Special Education Teacher for the District beginning 8/27/2026. BA+40, Step 8..
    21. Carey Lynn, 1.0 FTE Special Education Teacher for the District beginning 8/27/2026. BA+30, Step 10.
    22. Alvaro Martinez Ramirez, 1.0 FTE Custodian at Spring Creek beginning 3/20/2026. Step 3, \$22.78/hr.
    23. Lynda Maus, AP Proctor at the High School beginning 5/1/2026-5/15/2026. Licensed substitute rate of pay.

24. Rebecca Messer, AP Proctor at the High School beginning 5/1/2026-5/15/2026. Licensed substitute rate of pay.
  25. Ford Peterson, Instructor Lead for Community Education/Recreation beginning 4/11/2026-5/31/2026. Step 4, \$16.91/hr.
  26. Mikayla Sannes, 1.0 FTE Special Education Teacher for the District beginning 8/27/2026. MA, Step 7.
  27. Thomas Staples, Instructor Lead for Community Education/Recreation beginning 4/11/2026-5/31/2026. Step 4, \$16.91/hr.
  28. Richard Torres Jr., 1.0 FTE Principal at Spring Creek beginning 7/1/2026. Step 1, \$166,471/year - Subject to change upon the settlement of the 2026-28 Northfield Principals Association Agreement.
  29. Nancy Veverka, AP Proctor at the High School beginning 5/1/2026-5/15/2026. Licensed substitute rate of pay.
  30. Earl Weinmann, AP Proctor at the High School beginning 5/1/2026-5/15/2026. Licensed substitute rate of pay.
  31. Sarah Welander, 1.0 FTE Special Education Teacher for the District beginning 8/27/2026. MA, Step 9.
  32. Margaret Witt, 1.0 FTE Long-Term Substitute EL Teacher at Spring Creek beginning 4/29/2026-5/19/2026. MA, Step 10.
  33. Regina Zakrajsek, AP Proctor at the High School beginning 5/1/2026-5/15/2026. Licensed substitute rate of pay.
  34. Northfield Community Education Summer 2026 Brochure Instructors - See attached.
- ii. Increase/Decrease/Changes in Assignment
1. Mark Auge, Teacher at the High School, add Summer School Teacher for up to 50 hours/session at the ALC effective 6/15/2026-7/23/2026. Lane/step.
  2. Shane Baier, .75 FTE Instructional Systems Specialist for the District, change to Interim Principal at the High School effective 7/1/2026-6/30/2027.
  3. Michelle Bauer, K-12 Systems and Instructional Coach for the District, add Summer School Teacher for up to 50 hours/session at the ALC effective 6/15/2026-7/23/2026. Lane/step.
  4. Ashly Blatti, Long-Term Substitute Grade 1 Teacher at Bridgewater, change end date from 4/13/2026 to 6/10/2026.
  5. Ashly Blatti, Teacher at Bridgewater, add Summer Targeted Services Teacher for 6.25 hours/day at Greenvale Park effective 6/17/2026-7/30/2026. \$40/hr.
  6. Mairin Born, Teacher at Spring Creek, add Summer Targeted Services Teacher for 6.25 hours/day at Greenvale Park effective 6/17/2026-7/30/2026. \$40/hr.
  7. Brittany Braucher, CNA II at the Middle School, add Summer Child Nutrition Associate for up to 5 hours/day at the Middle School effective 6/17/2026-7/30/2026. \$23.06/hr. - subject to change upon the settlement of the 2026-28 Child Nutrition Employees Agreement.
  8. Caleb Davidson, Assistant Director of Special Services for the District, change to Director of Special Services for the District effective 7/1/2026.
  9. Claudia Dreyer, .7 FTE Art Specialist at Spring Creek and ABE Teacher at the NCEC, change to ABE Teacher for up to 550 hours/year in addition to her current ABE hours effective 8/10/2026.
  10. Rebekkah Flickinger, Teacher at Spring Creek, add Summer Targeted Services Teacher for 6.25 hours/day at the Greenvale Park effective 6/17/2026-7/30/2026. \$40/hr.
  11. Brianna Grabinger, ECFE EA for 23.75 hours/week at the NCEC, change to 24.5 hours/week effective 4/6/2026.
  12. Amanda Hallet, Community School Site Assistant for up to 8 hours/week at Bridgewater, add Community School Club Leader as assigned effective 3/30/2026-5/14/2026. Step 1, \$20.31/hr.
  13. Mary Hotz Zenk, Teacher at the High School, add Summer Targeted Services Teacher for 6.25 hours/day at the Middle School effective 6/17/2026-7/30/2026. \$40/hr.
  14. Ava Kallop, Instructor Assistant for Community Education/Recreation, add Lifeguard effective 4/11/2026-5/31/2026. \$16.10/hr.
  15. Kristin Johnson, 1.0 FTE Long-Term Substitute EL Teacher at Greenvale Park, change to 1.0 FTE Long-Term Substitute Grade 3 Teacher effective 4/20/2026-5/21/2026. Lane/step.
  16. Jill Lauritzen-Kohel, Teacher at the High School, add Summer School Teacher for up to 50 hours/session at the ALC effective 6/15/2026-7/23/2026. Lane/step.
  17. Hildeliza Lopez, CNA II at the Middle School, add Summer Child Nutrition Associate for up to 5 hours/day at Greenvale Park effective 6/17/2026-7/30/2026. \$23.06/hr. - subject to change upon the settlement of the 2026-28 Child Nutrition Employees Agreement.
  18. Updated: Vicki McKay, Child Nutrition Manager II at the Middle School, add Summer Child Nutrition Lead for up to 6 hours/day at Greenvale Park effective 6/17/2026-7/30/2026. \$27.71/hr. - subject to change upon the settlement of the 2026-28 Child Nutrition Employees Agreement.
  19. Deborah Russell, Teacher at Spring Creek, add Summer Targeted Services Teacher for 6.25 hours/day at Greenvale Park effective 6/17/2026-7/30/2026. \$40/hr.
  20. Darrell Sawyer, Teacher at the Middle School, add Summer School Teacher for up to 50 hours/session at the ALC effective 6/15/2026-7/23/2026. Lane/step.
  21. Angela Schock, Teacher at the Middle School, add Summer Targeted Services Teacher for 6.25 hours/day at the Middle School effective 6/17/2026-7/30/2026. \$40/hr.

22. Eric Swan McDonald, Teacher at the ALC, add Summer School Teacher for up to 50 hours/session at the ALC effective 6/15/2026-7/23/2026. Lane/step.
  23. Sarah Swan McDonald, Teacher at the High School, add Summer School Teacher for up to 50 hours/session at the ALC effective 6/15/2026-7/23/2026. Lane/step.
  24. Victoria Swedin, ECFE EA/Sibling Care Provider for 7.75 hours/week at the NCEC, change to 6 hours/week effective 4/6/2026-5/15/2026.
  25. Laura Talbot Peterson, Teacher at the Middle School, add Summer School Teacher for up to 50 hours/session at the ALC effective 6/15/2026-7/23/2026. Lane/step.
  26. Ellen Trotman, Teacher at the Middle School, add Summer Targeted Services Substitute Teacher for 6.25 hours/day at the Middle School/Greenvale Park effective 7/13/2026-7/30/2026. \$40/hr.
  27. Deborah Wagner, Building Supervisor for Community Education, add Site Supervisor as needed effective 3/28/2026-5/31/2026. \$17.97/hr.
  28. Lisa Weis, Teacher at the Middle School, add Summer Targeted Services Teacher for 6.25 hours/day at the Middle School effective 6/17/2026-7/30/2026. \$40/hr.
- iii. Leave of Absences
1. Pamela Bennewitz, EL Educational Assistant at Greenvale Park, leave of absence beginning 9/8/2026 and continuing through 1/1/2027.
  2. Stacey Garry, Special Education EA at Spring Creek, extend leave of absence through 5/15/2026.
  3. Kelly Johnson, Teacher at Greenvale Park, FMLA leave of absence beginning 4/12/2026 and continuing through 5/21/2026.
  4. Jennifer Jones, Special Education Teacher at the Middle School, FMLA leave of absence beginning 4/28/2026 and continuing through 5/5/2026.
  5. Ulrika Peterson, General Education EA at Spring Creek, leave of absence beginning 5/28/2026 and continuing through 6/10/2026.
  6. Heather Pudas, Special Education Teacher at Spring Creek, FMLA leave of absence beginning 5/14/2026 and continuing through 6/10/2026.
  7. Emily Shaft, Class III Office Specialist at Greenvale Park, FMLA leave of absence beginning approximately 9/15/2026 and continuing through 2/2/2027.
- iv. Retirements/Resignations/Terminations
1. Diana Camargo, Educational Assistant at Greenvale Park and the NCEC, resignation effective 4/17/2026.
  2. Hannah Carlson, Educational Assistant at Spring Creek, resignation effective 6/10/2026.
  3. Christopher Dibble, Principal at the High School, resignation effective 6/30/2026.
  4. Claudia Dreyer, Art Specialist at Spring Creek, resignation effective 6/10/2026.
  5. Brandon Foster, Assistant Boys Lacrosse Coach, resignation effective 3/12/2026.
  6. Joseph Greenwood, Custodian Engineer at the High School, retirement effective 6/30/2026.
  7. Kimberly Medin, Special Education Teacher at Bridgewater, resignation effective 3/27/2026.
  8. Heather Rose, Teacher at the Middle School, resignation effective 3/23/2026.
  9. Lillian Tharp, Special Education Teacher at the NCEC, resignation effective 6/10/2026.
- v. District Administration recommends approval of the following employment agreements covering the period of July 1, 2026 through June 30, 2028:
1. Technology Employees
  2. Grounds, Maintenance, Electrical Employees
  3. Other Staff
  4. Building Nurses
- \*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. Bids for NHS Reimagine Project. The board is requested to approve four trade package contracts for the NHS Reimagine Project at a total contract award of \$19,884,288.00.

**Superintendent's Recommendation:** Motion to approve the four trade package contracts as follows:

Low Bid Contracts:

21A - Fire Suppression, Frontier Fire Protection Inc., in the amount of \$1,639,000.00

22B - Geothermal Wells, Midwest Mechanical Solutions, in the amount of \$4,796,000.00

Best Value Contracts:

8B - Aluminum Systems and Glazing, Envision Glass, Inc., in the amount of \$3,229,288.00

26A - Electrical, Laketown Electric Corporation, in the amount of \$10,220,000.00

- b. Sale of District Property Contract Cancellation. The board is requested to approve the cancellation of the contract with Lance and Megan Manty for the purchase of district property parcel #17.11.3.75.021, located in Dundas.

**Superintendent's Recommendation:** Motion to approve the cancellation of the contract with Lance and Megan Manty for the purchase of district property parcel #17.11.3.75.021.

- c. Livestreaming and Recording Special School Board Meetings for Superintendent Search. The board is requested to decide whether its standard practice of recording and livestreaming public meetings will apply to the special board meetings to be held on April 16, April 24, April 25 and April 29, 2026 for the purpose of determining and interviewing superintendent candidates. Regardless of whether meetings are livestreamed or recorded, all meetings will be open to the public and still available to be attended in-person. By not livestreaming the April 16 meeting, the board would prevent accidentally providing any identifiable information about a candidate. Not livestreaming the interviews will help to ensure there are no unfair advantages for candidates who may be interviewing later in the schedule. If the board chooses to record the interviews, MSBA recommends posting only the recordings of interviews for the candidates who are moving ahead in the process as a professional courtesy for those who were not selected.

**MSBA's Recommendation:** Motion to not livestream the special board meetings to be held on April 16, April 24, April 25 and April 29, 2026 for the purpose of determining and interviewing superintendent candidates.

#### 8. Items for Information

- a. Enrollment Report. Superintendent Hillmann will review the April 2026 enrollment report.
- b. Superintendent Search Update. Board Clerk Maggie Epstein will give an update on the superintendent search.

#### 9. Future Meetings

- a. April 16, 2026, 6:00 p.m., Special Board Meeting, determine superintendent finalists, Northfield DO Boardroom
- b. April 24, 2026, 4:00 p.m., Special Board Meeting, superintendent first round interviews, Northfield DO Boardroom
- c. April 25, 2026, 3:00 p.m., Special Board Meeting, superintendent first round interviews, Northfield DO Boardroom
- d. Monday, April 27, 2026, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- e. Wednesday, April 29, 2026, 4:00 p.m., Special Board Meeting, superintendent final round interviews, Northfield DO Boardroom
- f. Monday, May 4, 5:15 p.m., Special Board Meeting, approve superintendent's contract, 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

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

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

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

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

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

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

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

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

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

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

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

**Note:** The first seven benchmarks are aligned with the language identified by Northfield Promise, a collective impact consortium of 20 community organizations committed to helping Northfield's youth thrive "from cradle to career."

### STRATEGIC COMMITMENTS



#### People

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



#### Learner Outcomes

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



#### Equity

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



#### Communication

We communicate effectively and transparently with all stakeholders.



#### Stewardship

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



#### Partnerships

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

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

**Department Mission:** Provide quality nutritious meals that support the growth and development of our students to fuel their learning.

**2025-26 Update:**

The Minnesota Free School Meals Program continues to provide state reimbursement to schools that participate in the National School Lunch Program and the School Breakfast Program so that students can have one breakfast and one lunch at no cost at school. The Free School Meals Program began on July 1, 2023.

What is included in the Minnesota Free School Meals Program? In schools, like Northfield, who have implemented “Offer versus Serve”:

- At breakfast, the student must choose at least three items to be counted as a reimbursable meal. The student must choose a ½ cup serving of fruit or vegetable as part of their breakfast.
- At lunch, the student must choose at least three components to be counted as a reimbursable meal. The student must choose a ½ cup serving of fruit or vegetable as part of their lunch.

What is NOT included in the Minnesota Free School Meals Program? Single item purchases and non-reimbursable meals are not free. Some examples include:

- A carton of milk
- Snack items
- A second entrée
- A second breakfast or a second lunch
- Meals that do not meet the minimum requirements are considered non-reimbursable meals
- Meals served to teachers, staff, and other adults
- Meals served to children enrolled in child care

**Breakfast:** Breakfast has been proven to positively affect learning in children in terms of behavior, cognitive, and school performance. Offering free breakfast for all students at Northfield schools ensures that every student can be ready to learn every day. Data collected through January 31, 2026 shows that during the first semester of school we served **60,934** breakfasts. This was a decrease in breakfast meals by approximately 7% from the 2024-25 school year during the same time period.

**Lunch:** Additional data collected through January 31, 2026 show that we have served **223,191** lunches, a decrease of approximately 2% from the 2024-25 school year during the same period.

**Participation Trends:** While meal participation has decreased compared to last year, overall participation remains higher than pre-program levels. This sustained increase is especially notable given the district’s continued decline in enrollment. It is also important to consider the impact of fewer student contact days. Through January 31, the 2025–26 school year had three fewer student contact days than the same period in the prior year. Specifically, there were 91 contact days in 2024–25 compared to 88 in 2025–26, which includes one weather-related school closure on January 7. This difference contributes to the decrease in total meals served.

**Community School:** Community School is offered at all three elementary schools and the middle school. Through February 2026, we have provided **10,249** after school snacks free to all students attending this program.

Farm to School - Minnesota Mondays at the High School: We continue each year to try and expand our farm to school program offering students access to locally and regionally grown produce and protein sources. This year at the high school we introduced new locally produced items and featured them on our global trends line. We offered items that included Cannon Falls Ferndale Farms turkey, Nerstrand Big Woods Beef and Rancher's Legacy Minnesota beef burgers and meatballs. In addition we have introduced regionally produced ground beef from Rancher's Legacy.

## **2026-27 Proposed Budget**

**Revenue Assumptions:** Revenue for the school year 2026-27 was calculated using data from the previous three school years' actual budgets with an emphasis on 2025-26. It is our goal to provide quality, nutritious meals for all students that support their growth and development to fuel learning potential, but also understand that, as a business operation, we need to remain fiscally responsible. School Nutrition Program funds may not subsidize meals served to non-program adults. The adult meal price must be set high enough so the customer fully pays the cost of the meal. For school year 2026-27 updated minimum adult meal prices and second meal prices will be available from MDE this summer once reimbursement rates are received from the USDA. We are proposing to keep adult, second lunch prices and other non-program meals at \$5.25, unless the required minimum exceeds this amount. The proposed budget revenue for the school year 2026-27 is **\$2,997,889**.

**Expenditure Assumptions:** Our primary food vendor has indicated uncertainty regarding potential food cost impacts in the upcoming year. This uncertainty is driven by factors including tariffs, global instability, and the Buy American requirement, which mandates that at least 90% of food purchases be sourced domestically. While this regulation has increased tracking requirements within the Child Nutrition Department, it has also raised concerns among manufacturers about their capacity to meet nationwide demand. The Consumer Price Index (CPI) for food shows a 2–3% increase over the past 12 months, reflecting a slower but still positive rate of inflation compared to prior years. In response, we have slightly reduced projected food expenditures while continuing to monitor pricing closely. Staffing costs are based on the current staffing model and include projected contract increases. Additionally, the expenditure budget reflects an increase in the indirect cost chargeback from the general fund, as identified through the district's priority-based budgeting process. The proposed budget expenditures for the 2026-27 school year total **\$3,311,079**.

**Budget Plan:** The proposed 2026–27 budget includes total revenues of **\$2,997,889** and expenditures of **\$3,311,079**. As a result, we anticipate utilizing fund balance to cover the shortfall. Our long-term goal is to maintain a fund balance equal to 14% of annual expenditures, consistent with other district funds. For 2026–27, this target equates to approximately **\$463,551**. The projected ending fund balance is **\$162,230**, which remains below both the district target and the maximum allowable fund balance set by MDE. The MDE maximum fund balance for 2026–27 is **\$1,103,693**, or approximately three months of average operating expenditures based on a nine-month operating year. Our projected balance remains well within this limit.

# Child Nutrition

April 13, 2026

# Strategic Plan

## VISION

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

## Reaching Out, Reaching Up: THE 2027 STRATEGIC PLAN

### VISION

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

### BENCHMARKS

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

### STRATEGIC COMMITMENTS



#### People

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



#### Learner Outcomes

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



#### Equity

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#### Communication

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#### Stewardship

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



#### Partnerships

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

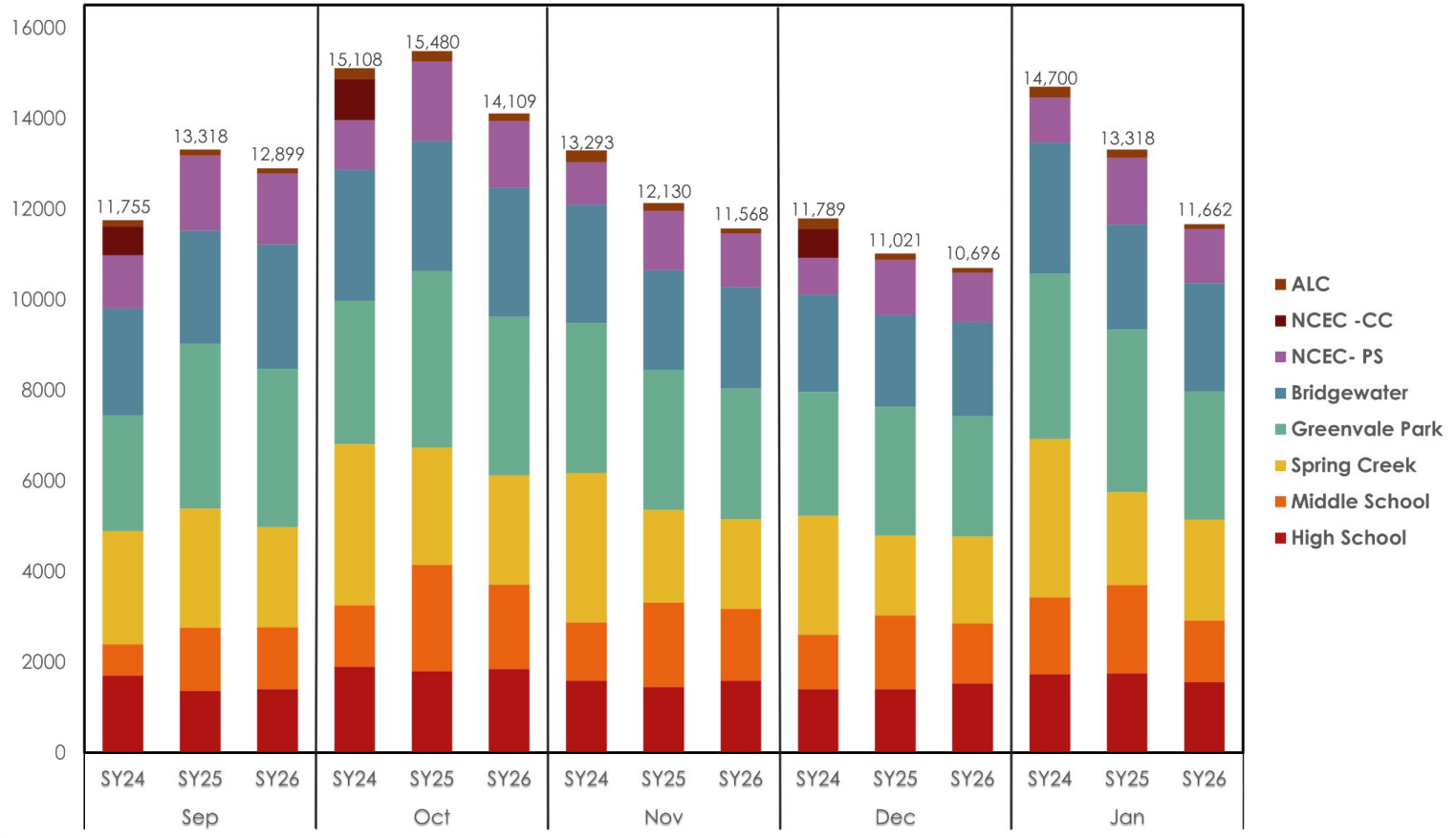
# Child Nutrition Services

**Will provide quality nutritious meals that support the growth and development of our students to fuel their learning.**

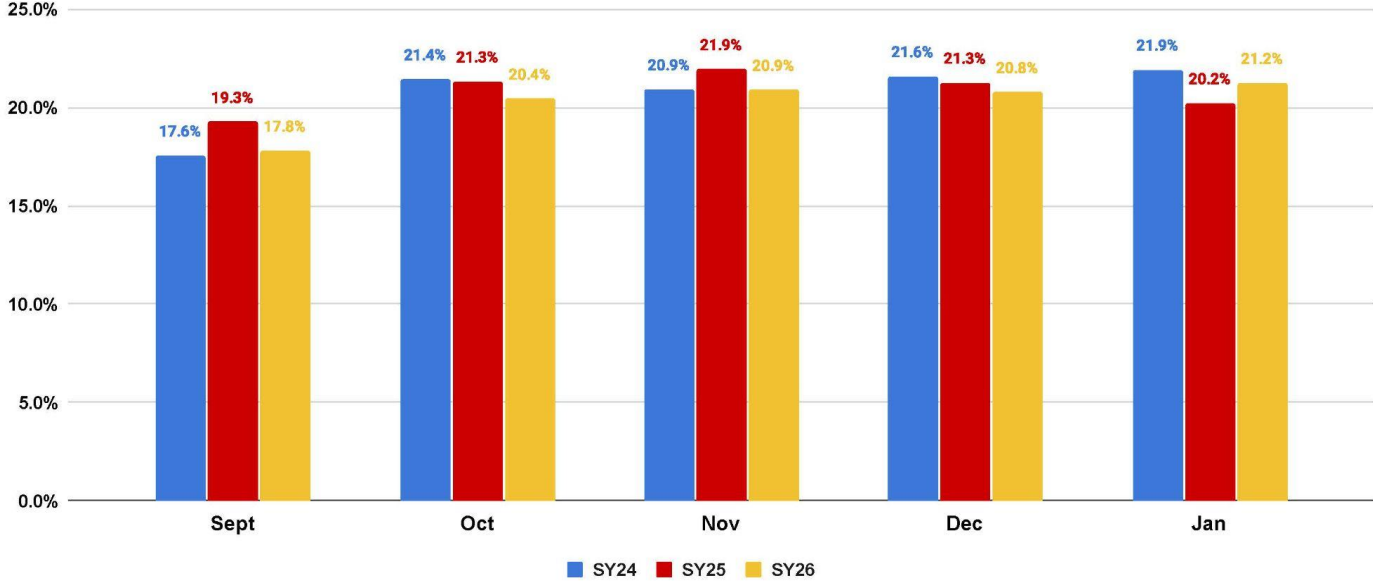




## Breakfasts Served By School

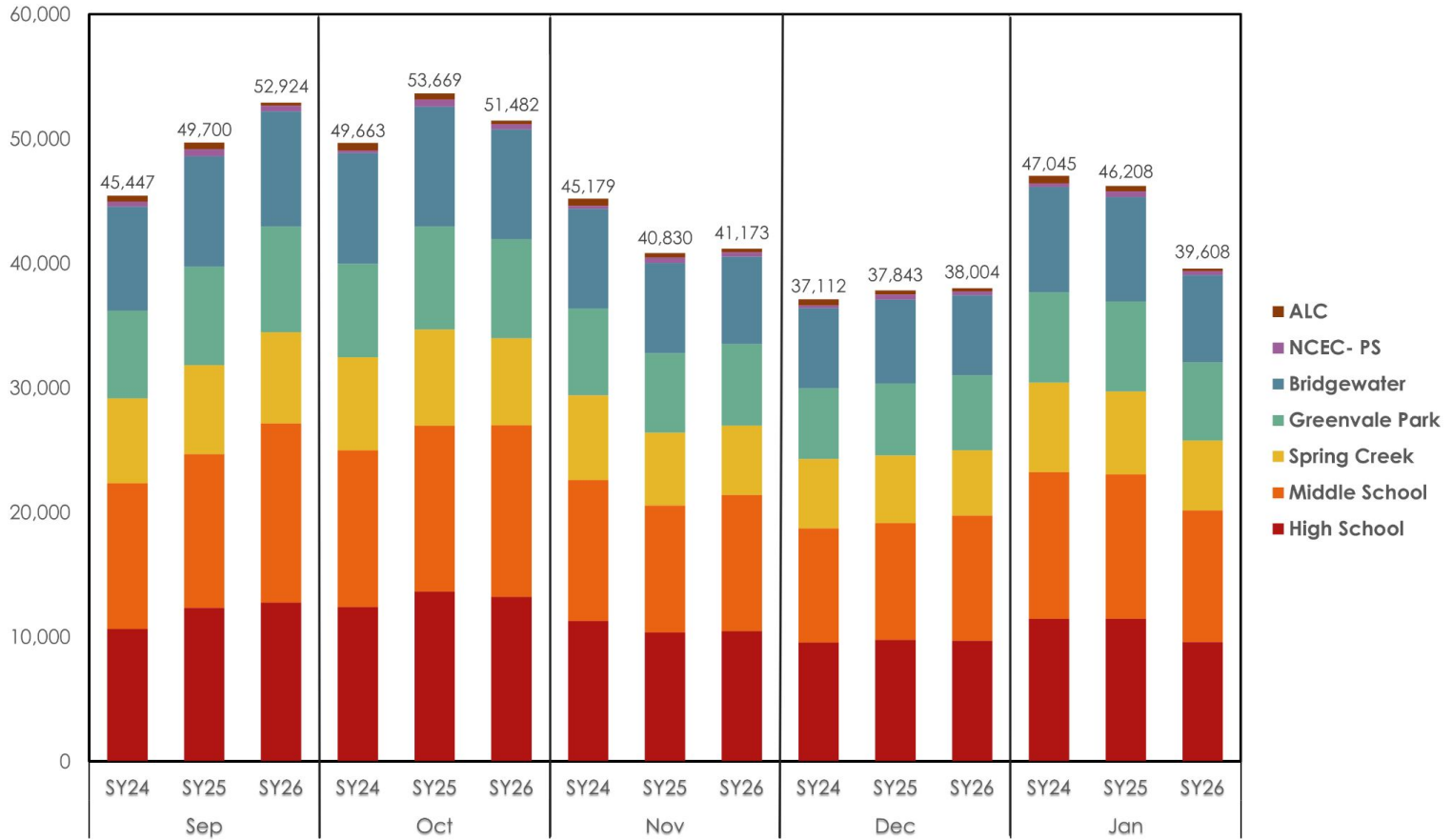


## Breakfast Participation (%)

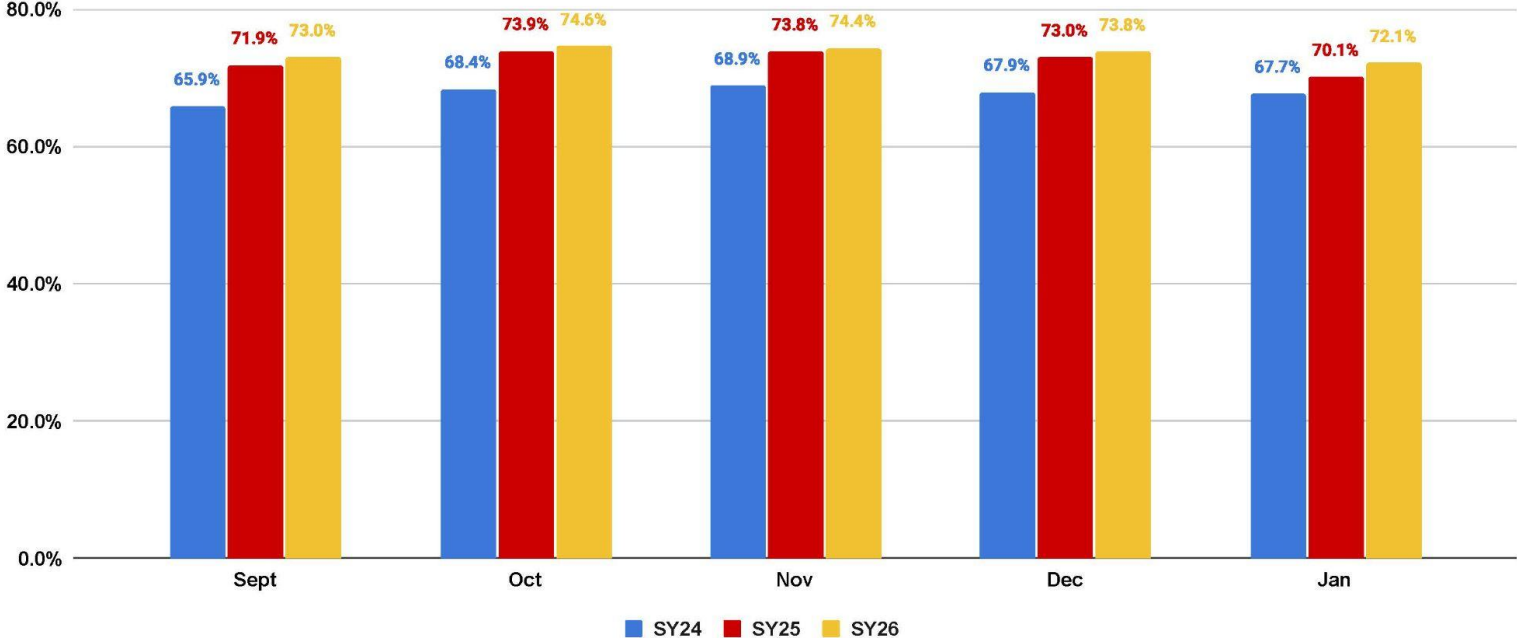


These percentages are based on number of meals served in comparison with average daily attendance.

# Lunches Served By School



# Lunch Participation (%)



These percentages are based on number of meals served in comparison with average daily attendance.

# After School Snack - Community School



**Snacks served through February 2026**

**BW: Total: 2,372**

**GVP: Total: 3,701**

**SC: Total: 2,506**

**MS: Total: 1,670**

**Total: 10,249**



# Farm to School Partnerships





# Minnesota Mondays





WELLNESS

## Wellness Updates:

Join BC2M week for prizes and mental health activities between the cafeterias at NHS including the gratitude tree, essential oil car fresheners, friendship bracelet making, rock painting, dog petting and toy making ...and the ever popular, "Make a Bouquet and Give it Away" event.

Participate and spin for a FUN PRIZE!

**BC2M week: March 9-13, 2026**



# Child Nutrition

2026-27 Proposed Budget

**STRETCHING \$4.70**  
FOR SCHOOL LUNCH

For less than the price of a latte, school meal programs must cover all the costs of preparing a complete, nutritious meal.

# STRETCHING \$4.70 FOR SCHOOL LUNCH

For less than the price of a latte, school meal programs must cover *all* the costs of preparing a complete, nutritious meal.



VISIT [SCHOOLNUTRITION.ORG/POSITIONPAPER](http://SCHOOLNUTRITION.ORG/POSITIONPAPER) FOR MORE

# Revenue Summary

	<b>2023-24 Audit</b>	<b>2024-25 Audit</b>	<b>2025-26 Adopted</b>	<b>2026-27 Proposed</b>
Local Sources	\$ 360,099	\$ 372,529	\$ 331,600	\$ 356,600
State Sources	\$ 1,310,283	\$ 1,416,537	\$ 1,385,000	\$ 1,448,000
Federal Sources	\$ 1,233,683	\$ 1,124,805	\$ 1,123,724	\$ 1,193,289
<b>Total Revenue</b>	<b>\$ 2,904,065</b>	<b>\$ 2,913,871</b>	<b>\$ 2,840,324</b>	<b>\$ 2,997,889</b>

# Expenditure Summary

	<b>2023-24</b>	<b>2024-25</b>	<b>2025-26</b>	<b>2026-27</b>
	<b>Audit</b>	<b>Audit</b>	<b>Adopted</b>	<b>Proposed</b>
Salaries and Benefits	\$ 1,326,520	\$ 1,410,279	\$ 1,535,001	\$ 1,580,304
Purchased Services	\$ (5,074)	\$ 35,971	\$ 26,900	\$ 28,500
Food and Supplies	\$ 1,501,179	\$ 1,472,535	\$ 1,751,081	\$ 1,689,275
Equipment	\$ 5,506	\$ 47,404	\$ 13,000	\$ 13,000
<b>Total Expenditures</b>	<b>\$ 2,828,131</b>	<b>\$ 2,966,189</b>	<b>\$ 3,325,982</b>	<b>\$ 3,311,079</b>

# Child Nutrition 2026-27 Proposed Budget

	<b>2023-24 Audit</b>	<b>2024-25 Audit</b>	<b>2025-26 Adopted</b>	<b>2026-27 Proposed</b>
Beginning Balance	\$ 937,462	\$ 1,013,396	\$ 961,078	\$ 475,420
Revenue	\$ 2,904,065	\$ 2,913,871	\$ 2,840,324	\$ 2,997,889
Total Sources	\$ 3,841,527	\$ 3,927,267	\$ 3,801,402	\$ 3,473,309
Expenditures	\$ 2,828,131	\$ 2,966,189	\$ 3,325,982	\$ 3,311,079
<b>Ending Fund Balance</b>	<b>\$ 1,013,396</b>	<b>\$ 961,078</b>	<b>\$ 475,420</b>	<b>\$ 162,230</b>
<i>Fund Balance Max</i>	<i>\$ 1,885,421</i>	<i>\$ 1,977,459</i>	<i>\$ 1,108,661</i>	<i>\$ 1,103,693</i>





**Community Education 2026-27  
Preliminary Budget Presentation**  
Erin Bailey, Director of Community Education  
*Presented to the Board on 4.13.26*

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**2025-26 Revised Budget**

Fund Balance as of June 30, 2025	\$ 698,599
Revenues	\$4,197,580
Expenditures	<u>\$4,377,321</u>
Revenue over expenditures for FY 26	\$ (179,741)
Projected total fund balance as of June 30, 2026	\$ 518,858

**2026-27 Proposed Budget**

The FY 27 Community Education proposed preliminary budget was developed with input from each program area coordinator.

**Timeline**

1. The budget was reviewed at the April 7, 2026 meeting of the Community Education Advisory Council.
2. At the April 7, 2026 meeting, the Community Education Advisory Council voted unanimously to recommend the budget to the School Board.
3. The recommended budget will be presented to the School Board at their April 13, 2026 meeting.
4. All school district budgets will be approved at the May 11, 2026 School Board meeting.

**Assumptions**

The FY 27 (2026-27) Community Education proposed preliminary budget is based on the following assumptions:

*Revenues*

1. Slight increase in revenue for fees based on the activity in FY 26
2. Increase in school-age care levy to support students with additional needs
3. Increase in program offerings
4. Adult Basic Education chargeback from Farmington Public Schools
5. Continuation of students receiving Pathway I scholarships
6. Voluntary Pre-K funds (General Fund)

*Expenditures*

1. Appropriate increases in salaries, wages and insurance.
  - a. TRA Increase to 9.81% (7.1.25)
  - b. Paid Family Leave 0.44% PR Tax (1.1.26)
2. Appropriate staff support for all children
3. Credit card processing fee passed along to consumers as of January 5, 2026
4. Adult Basic Education staff hired through Northfield Public Schools

**Community Education FY 27 Budget**

Projected Fund Balance as of June 30, 2026	\$ 518,585
Revenues	\$4,525,330
Expenditures	<u>\$4,504,427</u>
Revenue over expenditures for FY 26	\$ 20,903
Projected total fund balance as of June 30, 2026	\$ 539,761

# Community Education

2026-27 Preliminary Budget Presentation

April 13, 2026

# Strategic Plan

## VISION

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

## Reaching Out, Reaching Up: THE 2027 STRATEGIC PLAN

### VISION

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

### BENCHMARKS

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

### STRATEGIC COMMITMENTS



#### People

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



#### Learner Outcomes

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



#### Equity

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#### 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.

# Principles of Community Education

- Lifelong Learning
- Maximizing Community and School Resources
- Maximizing Community and School Facilities
- Promoting Collaboration and Partnerships
- Citizen Involvement



# Community Education Program Components

## Adult Learning

- Adult Lifelong Learning
- Adult Basic Education/EL/GED
- Driver Education
- Project ABLE
- Recreation

## Youth Programs

- Middle School Youth Center
- Kid Ventures Programs
- Youth Development/Service Learning
- Recreation/Enrichment

## Community Programs/Partnerships

- Facility Use
- Community Schools at Greenvale Park, Bridgewater and Spring Creek Elementary Schools
- Healthy Community Initiative - Early Childhood Navigators, Growing Up Healthy & Ready for Kindergarten Action Team
- Community Action Center - Onsite food shelf and food distribution

# Community Education Program Components

## Early Childhood

- Early Childhood Family Education (ECFE)
- Early Childhood Screening
- Hand in Hand Preschool
- Bridges to Kindergarten
- Ready for Kindergarten Action Team
- Early Ventures Child Care Center
- Recreation



# 2025-26 Budget Revision

	2023-24	2024-25	2025-26	2025-26
	Audited	Audited	Adopted	Revised
Beginning Balance	\$ 777,588	\$ 737,424	\$ 574,083	\$ 698,599
Revenue	\$ 3,945,120	\$ 4,277,767	\$ 4,123,775	\$ 4,197,580
Expenditures	\$ 3,985,284	\$ 4,316,592	\$ 4,392,456	\$ 4,377,321
<b>Ending Balance</b>	<b>\$ 737,424</b>	<b>\$ 698,599</b>	<b>\$ 305,402</b>	<b>\$ 518,858</b>
General Community Ed	\$ 273,618	\$ 169,584	\$ (163,798)	\$ (47,019)
ECFE	\$ 406,443	\$ 429,980	\$ 406,592	\$ 432,184
School Readiness	\$ 35,159	\$ 74,521	\$ 35,261	\$ 102,821
Unreserved	\$ 22,204	\$ 24,514	\$ 27,347	\$ 30,872
<b>Ending Balance</b>	<b>\$ 737,424</b>	<b>\$ 698,599</b>	<b>\$ 305,402</b>	<b>\$ 518,858</b>
<i>Fund Balance Goal (14%)</i>	<i>\$ 557,940</i>	<i>\$ 604,323</i>	<i>\$ 614,944</i>	<i>\$ 612,825</i>

# Community Education Stewardship Goal

To work toward an overall fund balance that equals 14% of Community Education's operating expenses. This is approximately \$518,858 for FY26. We want to achieve this with all funds having positive balances.

# Community Education FY 27 Budget Assumptions

## Revenues

- Slight increase in revenue for fees based on the activity in FY 26
- Increase in school-age care levy to support students with additional needs
- Increase in program offerings
- Adult Basic Education chargeback from Farmington Public Schools
- Continuation of students receiving Pathway I scholarships
- Voluntary Pre-K funds (General Fund)

## Expenditures

- Appropriate increases in salaries, wages and insurance.
  - TRA Increase to 9.81% (7.1.25)
  - Paid Family Leave 0.44% PR Tax (1.1.26)
- Appropriate staff support for all children
- Credit card processing fee passed along to consumers as of January 5, 2026
- Adult Basic Education staff hired through Northfield Public Schools

# 2026-27 Proposed Revenue

	<b>2023-24 Audited</b>	<b>2024-25 Audited</b>	<b>2025-26 Revised</b>	<b>2026-27 Proposed</b>
Levy	\$ 437,070	\$ 381,313	\$ 412,806	\$ 655,773
State Aid	\$ 656,639	\$ 719,192	\$ 682,304	\$ 698,915
Federal Aid	\$ 23,889	\$ 14,005	\$ -	\$ -
Local Sources	\$ 2,827,522	\$ 3,163,257	\$ 3,102,470	\$ 3,170,642
<b>Total Revenue</b>	<b>\$ 3,945,120</b>	<b>\$ 4,277,767</b>	<b>\$ 4,197,580</b>	<b>\$ 4,525,330</b>

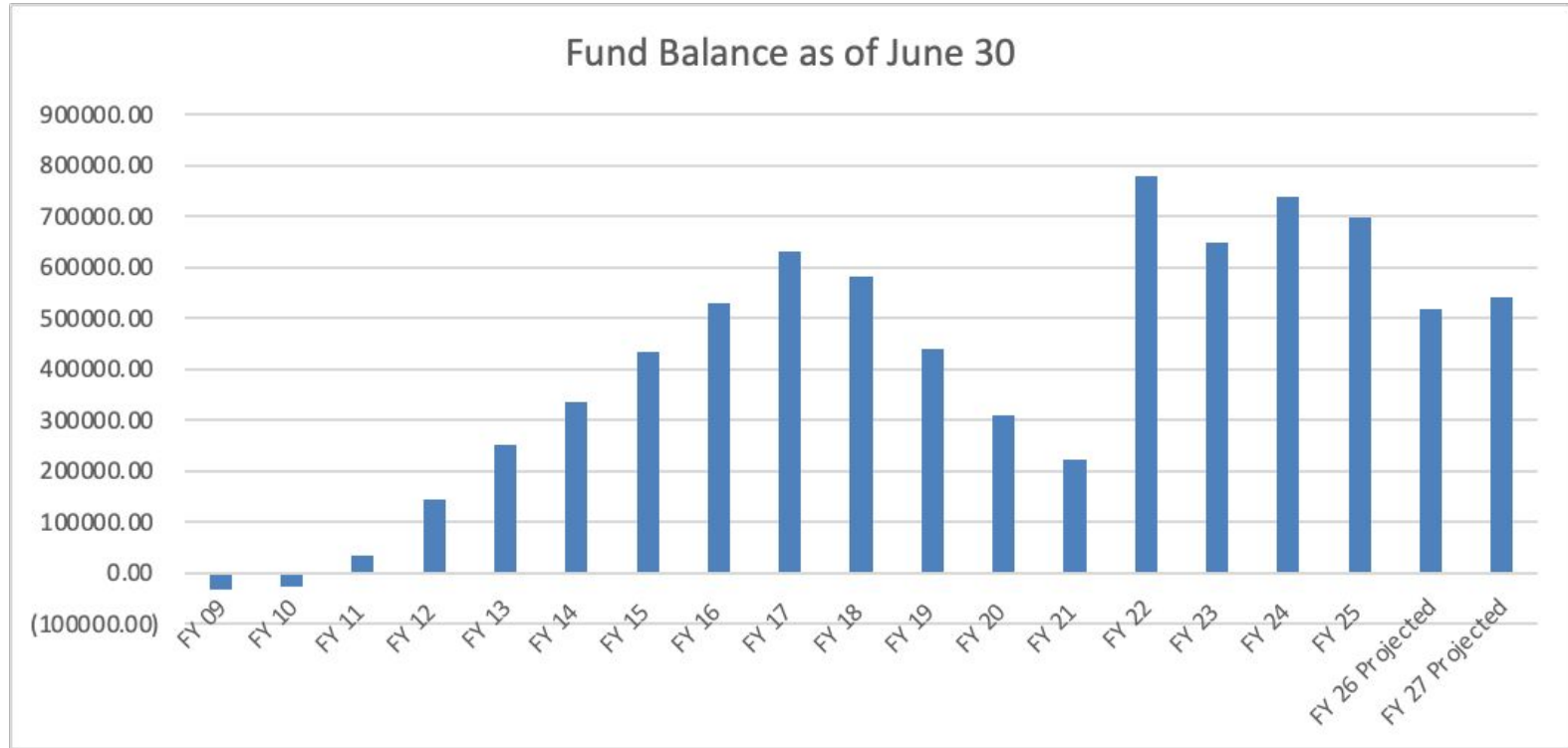
# 2026-27 Proposed Expenditures

	<b>2023-24 Audited</b>	<b>2024-25 Audited</b>	<b>2025-26 Revised</b>	<b>2026-27 Proposed</b>
Salaries	\$ 2,547,327	\$ 2,822,694	\$ 3,016,990	\$ 3,099,940
Benefits	\$ 840,252	\$ 843,036	\$ 892,719	\$ 938,970
Purchased Services	\$ 485,422	\$ 524,936	\$ 386,177	\$ 361,282
Supplies and Dues	\$ 112,191	\$ 116,049	\$ 79,535	\$ 101,335
Capital and Equipment	\$ 92	\$ 9,877	\$ 1,900	\$ 2,900
<b>Total Expenditures</b>	<b>\$ 3,985,284</b>	<b>\$ 4,316,592</b>	<b>\$ 4,377,321</b>	<b>\$ 4,504,427</b>

# 2026-27 Proposed Budget Summary

	2023-24 Audited	2024-25 Audited	2025-26 Revised	2026-27 Proposed
Revenue	\$ 3,945,120	\$ 4,277,767	\$ 4,197,580	\$ 4,525,330
Expenditures	\$ 3,985,284	\$ 4,316,592	\$ 4,377,321	\$ 4,504,427
Net	<b>\$ (40,164)</b>	<b>\$ (38,825)</b>	<b>\$ (179,741)</b>	<b>\$ 20,903</b>
Beginning Balance	\$ 777,588	\$ 737,424	\$ 698,599	\$ 518,858
Ending Balance	<b>\$ 737,424</b>	<b>\$ 698,599</b>	<b>\$ 518,858</b>	<b>\$ 539,761</b>
General Community Ed	\$ 273,618	\$ 169,584	\$ (47,019)	\$ (45,979)
ECFE	\$ 406,443	\$ 429,980	\$ 432,184	\$ 420,204
School Readiness	\$ 35,159	\$ 74,521	\$ 102,821	\$ 132,436
Unreserved	\$ 22,204	\$ 24,514	\$ 30,872	\$ 33,100
Ending Balance	<b>\$ 737,424</b>	<b>\$ 698,599</b>	<b>\$ 518,858</b>	<b>\$ 539,761</b>
<i>Fund Balance Goal (14%)</i>	\$ 557,940	\$ 604,323	\$ 612,825	\$ 630,620

# Community Education Fund Balance History



# Variables

- Actual Program Enrollments
- Fee Collection
- Student Needs

# Out of School Time Support Open to All Youth

- Community School Sites and Middle School Youth Center (MSYC)
  - After School and Limited Evening Programming at GVP Community School
  - After School Programming at MSYC, Bridgewater Community School and Spring Creek Community School
- Deliveries include STEM, Homework Help, Arts & Music, Youth Leadership, Physical Activity, Counseling Programs, Health & Wellness, Literacy, Community/Service Learning, Cultural Programs
- Highlights: Dental Clinics at all elementary sites, Oles for Opportunities, SEL pilots, break programming, family engagement activities at elementary sites and monthly staff trainings
- 21st Century Community Learning Center grant submitted in March 2025 and Full Service Community School Grant

# Northfield Community School Participation & Attendance (June 1, 2025 - April 6, 2026)

<u>Attendance</u>	<u>50+ Hours</u>	<u>1+ Hour</u>
BW Community School	93 students	193 students
GVP Community School	137 students	270 students
SC Community School	104 students	141 students
MSYC	133 students	202 students
<b>Total</b>	<b>467 students</b>	<b>806 students</b>

# Questions & Comments

**TO:** Board of Education, Northfield Public Schools  
**FROM:** Dr. Matt Hillmann, Superintendent, and Val Mertesdorf, Director of Finance  
**DATE:** April 6, 2026  
**SUBJECT:** Proposed Budget Restorations and Restructuring for the 2026-27 School Year

**Overview:** During the 2025 Priority-Based Budget Reduction Process, the district faced difficult decisions to offset a projected deficit driven by declining enrollment, inflation, and unfunded mandates. Ultimately, the Board approved \$5,792,888 in reductions for the 2025-26 school year across five budget packages. As we prepare the budget for the 2026-27 school year, we are proposing targeted restorations and adjustments to our administrative and instructional models.

**Rationale for Restorations and Restructure:**

1. **Stronger Financial Position:** The district ended FY25 in a stronger financial position than originally anticipated. This allows some flexibility while still striving to maintain the Board's benchmark of a 14% unassigned fund balance to ensure ongoing financial stability.
2. **Disproportionate Reductions in District Services:** During the 2025 reduction process, the District Services package took the largest proportionate share of the cuts, totaling 1,821,251. This was \$261,988 more than the original target.
3. **Administrative Transition:** A significant transition in administration will present notable operational challenges if we continue with the current, highly consolidated model.

**Proposed 2026-27 Restorations and Restructure:** To address these challenges, we recommend the following adjustments for the upcoming school year:

- **Return the Human Resources Director to Full-Time (1.0 FTE):** During the previous budget cycle, this position was reduced to a 0.60 FTE contract upon the former director's retirement, with duties redistributed to save \$74,993. Returning this position to full-time is necessary to properly manage staffing and navigate recent administrative changes.
- **Add Back a Full-Time Director of Instructional Services:** This role was previously restructured upon retirement to save \$190,000, which resulted in the Superintendent absorbing oversight of the department. Reinstating a dedicated, full-time director will ensure our instructional teams receive the focused leadership they require and support the incoming superintendent.
- **Restructure the Special Services Department:** Last year, the Special Services package absorbed \$1,008,276 in reductions, which included eliminating several special education educational assistants, nursing staff, and teaching positions. A restructuring is now recommended to optimize support for our students with special needs and better manage the ongoing special education cross-subsidy, which requires over \$4 million from the general fund annually.
  - Eliminate the Early Childhood Special Education Coordinator
  - Reduce 1.0 full-time equivalent Psychologist
  - Add five (5) extra duty days distributed across the school psychology team
  - Add Assistant Director of Special Services while revising the salary in alignment with current market data
  - Net reduction will provide professional development for licensed staff and additional hours for educational assistant support

- **Add 1.0 FTE for Middle School Social Studies:** We propose adding a 1.0 FTE social studies teacher at the middle school to ensure compliance with state standards. This was a reduction in the 2022 Priority-Based Budget Reduction Process.
- **Restore the Assistant Principal at the High School with fewer total days:** We propose eliminating the Dean of Students and restoring the Assistant Principal position. This restored position would have 192 work days for the 2026-27 school year. There was a request to increase this position to 1.0 FTE for the second semester.
- **Reduce the High School Principal from 235 days to 192 days:** We propose a short-term reduction in the high school principal's days to offset the restoration of the Assistant Principal. This change will be evaluated at the end of the 2026-27 school year.

**Financial Impact of Restoration and Restructuring:**

Budget Package	Restoration/Restructure	Estimated Impact
District Services	Restore the Director of Human Resources from 0.6 FTE to 1.0 FTE	\$103,328
District Services	Restore the Director of Instructional Services (1.0 FTE)	\$237,632
Special Services	Restructure Special Services Department	\$0
Secondary	Restore 1.0 FTE Middle School Social Studies	\$125,000
Secondary	Eliminate the High School Dean of Students and restore the previously eliminated Assistant Principal role at 192 days rather than 217	\$51,602
Secondary	Reduce the High School Principal from 235 days to 192 days for one year	(\$38,197)
	<b>Total</b>	<b>\$479,365</b>

The financial forecast, with these items included, estimates the unassigned fund balance to be 13.4% at the end of 2027-28. This is \$394,896 less than the Board’s 14% goal. We will continue to advocate for increased state funding and seek other opportunities to close this funding gap before 2027-28, while facing new challenges we had not anticipated.

We look forward to discussing these recommendations with the Board to ensure we continue to responsibly manage our resources while delivering on our commitment to preparing every student for lifelong success.

## Operating Levy Renewal Public Comment Summary Report | April 2026

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**Executive Summary:** A community forum was held on March 19, 2026, to gather public input on the board's consideration of renewing the operating levy without a public referendum. Approximately 26 people attended. Participants included parents, teachers, and community members. The discussion focused on levy renewal, board authority, fiscal stewardship, and long-term community growth.

### Key Themes

**Strong Support for Renewal.** The majority of speakers urged the board to renew the operating levy, citing the district's responsible financial management, high-quality programming, and positive student outcomes. Many framed renewal as an act of civic responsibility and "paying it forward" to future generations.

**Board Authority vs. Public Vote.** Most speakers supported allowing the board to act without a referendum, noting that a public election would cost approximately \$50,000 — funds better directed to classrooms. A smaller number wanted a formal public voice in the decision, emphasizing transparency and community input on a 10-year commitment.

**Financial and Classroom Pressures.** Speakers highlighted declining enrollment, prior multi-million dollar budget reductions, and the projected \$9 million revenue loss if the levy lapses. Teachers described increasing student needs, reduced support staff, and difficulty attracting and retaining educators under current budget constraints.

**Community Growth and Revenue.** Several speakers encouraged the district and city to pursue long-term revenue strategies, including housing development, business attraction, and partnerships with institutions such as St. Olaf College, modeled after Mayo Clinic's contributions to Rochester schools.

*This summary reflects public comments from the forum and does not represent official Board positions or decisions. This summary was primarily generated using Claude, a generative artificial intelligence tool.*

## Northfield School District 2017 Operating Levy Board Renewal Timeline | Feb. 9, 2026

Matt Hillmann, Ed.D., Superintendent and Val Mertesdorf, Director of Finance

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**Executive Summary:** Minnesota Statute 126C.17, subdivision 9b permits locally elected school boards to renew existing operating levies one time under the same conditions originally approved by the voters. We recommend that the board consider using its statutory authority to renew the 2017 operating levy as part of the FY27 budgeting process.

### Why are we asking the board to renew the operating levy now?

- The levy expires at the end of FY28 and represents approximately \$9 million or 13% of our revenue.
- Renewing the operating levy by board resolution, as permitted by statute, would provide fiscal stability.
- We are in the allowable statutory timeframe for the board to renew the operating levy.

### Why was the statute changed to allow boards to renew operating levies by resolution?

The Minnesota Legislature made the change in 2023. Data showed that nearly all operating levy renewal election questions were approved by voters. The Legislature recognized the effort and cost associated with school operating levy elections and provided this option for school boards to renew an operating levy one time using the same conditions as originally approved by the voters.

### The statutory authority allows the board to renew the operating levy for:

- “The same as the amount expiring, or for an expiring referendum that was adjusted annually by the rate of inflation, the same as the per pupil amount of the expiring referendum, adjusted annually for inflation in the same manner as if the expiring referendum had continued.”

*For the Northfield School District, this would mean renewing it at the existing per pupil amount for fiscal year 2026-27 (\$2,249.44 per pupil) with the annual inflationary increase added each year.*

- “The term of the renewed referendum is no longer than the initial term approved by the voters.”

*For the Northfield School District, this would mean renewing the operating levy for another ten years.*

### Timeline

Here is the anticipated timeline for the board’s consideration of renewing the 2017 operating levy:

- Jan. 12: Discussed as part of the financial forecast.
- Feb. 9: Formal presentation and discussion at regular board meeting.
- Feb 23: Follow-up discussion at regular board meeting.
- March 19: Public hearing as required by statute. This meeting will be held at the ALC/District Office Gymnasium from 6-8 pm.
- April 13: Review of public hearing feedback at regular board meeting.
- April 27: Vote on renewing the operating levy by resolution at the regular board meeting as permitted by statute.

*Note: If the board chooses not to exercise its statutory authority to renew the 2017 operating levy, we strongly encourage placing the renewal on the 2026 general election ballot.*

**Executive Summary:** This year, the district, in concert with the high school RALIE leadership group, has administered a process to add an image to accompany the block “N” as a representative of the Northfield Raiders.

At the March 9 board meeting, [RALIE students explained the process](#) used to invite submissions for the updated Raider image. Here are some of the ways that they were notified:

- District Family Update
  - Schoology post (high school)
  - Raider Update (Northfield High School weekly parent newsletter)
  - KYMN radio interview (also posted as a story to their website)
  - *Northfield News* interview
- The public invitation was clearly heard — 20 of the 30 image submissions were from parents or community members. In fact, one of the people who emailed us had submitted an image (coincidentally, it was a horse.)
  - This was the communication, which included the parameters for submission:

*NHS is looking for a new image to represent the Raiders. Everyone; students, community members, teachers, are encouraged to get involved. Original artwork will be submitted via Google Form. Submitted images and artwork are subject to editing as part of the process to best represent the Raiders.*

*Guidelines for creators:*

1. *Original artwork.*
2. *The image will be free of violence, racism, or harassment.*
3. *The image will represent ALL.*
4. *The image will contain NHS school colors.*

*Other things to consider:*

1. *The image should be unique to NHS, specifically from other Big 9 schools.*
2. *The image transfers well to sports apparel.*

*NHS will still be called the RAIDERS & will still use the NHS N.*

### Evaluation and finalist presentations

The RALIE group facilitated several meetings with student leaders who gave feedback and assisted in narrowing the 30 submissions to two finalists. The district, with partner funding from the booster club, contracted with local communications firm, Neuger, to create a suite of professional images based on the two finalists identified by the student group. Those suites of images were also [presented at the March 9 board meeting](#).

### Public feedback

The district has published a [feedback form](#) for people to share their perspectives about the two finalist images. **As of April 6, there were 266 submissions.** Board members have received the raw data for their consideration. The survey used a “forced choice analysis” approach using the two finalist images. This means that participants were required to identify a first choice and a second choice. Open ended comments were available for each option and some survey participants used this section to express displeasure with both images. At the time of publication, here is the demographic breakdown of the feedback received:

Stakeholder Group	Number of People	Percentage of Responses
Parent of current student(s)	118	44.36%
Student	78	29.32%
Staff	25	9.40%
Community Member	22	8.27%
Alumni	13	4.89%
Other	8	3.01%
Not Specified	2	0.75%

Some key points from the Claude survey analysis (at the time of publication):

- Sixty-eight percent (68%) of the survey participants selected the horse image as their first choice.
- There were 168 open ended comments about the horse image and 179 open ended comments on the horse image.
- There was a split on whether or not the horse image connected with the local history that is responsible for the Raiders name. 36% of comments included feedback that the image does not intuitively represent a Raider. However, 33% percent of commenters made the explicit connection to the community's defeat of James-Younger Gang.
- Thirty-two percent (32%) of those commenting on the cow image expressed concern about a negative connection with body image.
- Twenty-seven percent (27%) of the commenters on the cow image gave a positive response regarding the potential image's uniqueness.

### **What's next?**

There are three options for the board's decision, scheduled for the April 27 regular meeting:

- A motion to approve the horse image to represent the Northfield Raiders
- A motion to approve the cow image to represent the Northfield Raiders..
- A motion to reject both images at this time.

### **Policy about branding being developed**

The district will develop a policy outlining district branding requirements and guidelines. The policy will establish clear and consistent use of school colors and district logos, ensuring consistency among district-sponsored activities. It will also likely include a section on licensing agreements governing the printing or production of district uniforms or other materials. This policy is being developed and will be brought to the policy committee for review at their April meeting.



# RAIDER IMAGE

March 9, 2026

# Strategic Plan

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

## Reaching Out, Reaching Up: THE 2027 STRATEGIC PLAN



### VISION

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

### BENCHMARKS

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

### 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.

# Why?

Excerpt from the letter written to Dr. Hillmann & Mr. Mahal:

*We are writing as part of the student body to request a new mascot. We believe it's in our schools best interest to have a mascot to promote school spirit. Northfield is already a united high school, and we think that having a mascot would uplevel the sense of community and belonging at our school.*

*School mascots improve community and culture by bringing everyone together as one. A new school mascot would boost school spirit, help promote events, and showcase unity. The mascot would help rally our students together by having a symbol of pride and spirit. A mascot would make our school fun and engaging. There is powerful affirmation to saying "I am a Raider," whether that's a student being part of a club, sport, fan, or just going to the school, having a mascot would help show this even more.*

# Process & Timeline

- Spring of 2025 letter sent to Dr. Hillmann and Mr. Mahal
- Summer 2025 meeting with Dr. Hillmann & Mr. Mahal
- Student Meetings 2025
  - 9/25
    - All student meeting
    - Northfield News Article
    - KYMN Interview
  - 10/24/26 submission deadline
  - 11/4/25 first review with Raider Image group
  - 11/24/25 second review with Raider Image group - feedback shared with Dr. Hilmann
  - 2/19/26 final review with Raider Image group

# Image Submissions

- 31 submissions were made by 25 unique individuals
  - Cow (Bull)
  - Cowboy
  - Cowboy on a Horse
  - “Crest”
  - Fox
  - Horse
  - Person
  - Raccoon
  - Raven

# First & Second Student Review

Students reviewed all images using the guidelines below:

- *Free of Violence:* Yes No
- *Free of Racism:* Yes No
- *Free of Harassment:* Yes No
- *Represents ALL:* Yes No
- *Unique from Big 9:* Yes No
- *Like It - - - Love It* 1 2 3 4 5
- *Modify It:* Yes No
- *Overall Rank (1-5):* \_\_\_\_\_

6 images rose to the top

11/4/25

Students reviewed the 6 images using the guidelines below:

- *Age of audience*
- *Competitively aggressive look*
- *One image or multiple images - suite of images?*
- *Colors*
- *Size & Design - baseball caps, t-shirts/hoodies, uniforms*
- *Ranked most liked to least liked*

2 images rose to the top

11/24/25

# Final Student Review

2 images were modified & updated based on the feedback from the second review

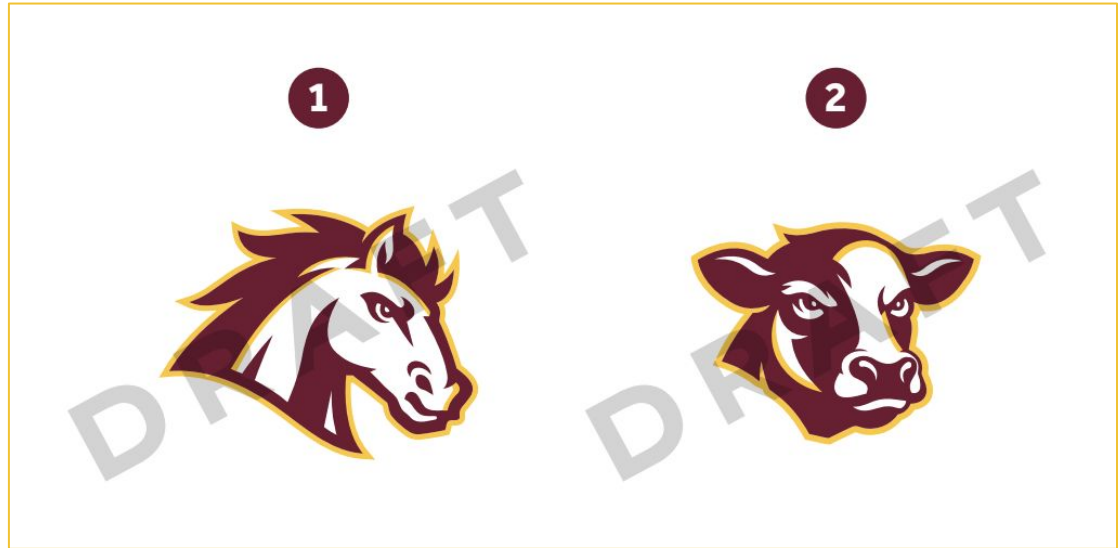
## **BOTH IMAGES**

Meet submission guidelines

- Represents ALL
- Free of violence, harassment, & racism

Connect to Northfield

- Horse - historic defeat of Jesse James - unity, courage
- Cow - Cows, College, & Contentment

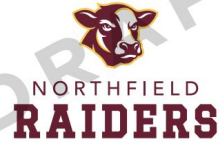


# Next Steps

- Share images with all Northfield schools, and community
- Gather feedback
- Image updates or variations?
- Choose an image to represent NHS



# Thank You & Questions



## Policy 802 DISPOSITION OF OBSOLETE EQUIPMENT AND MATERIAL

### I. PURPOSE

The Northfield School District, as a public trust, will manage and efficiently utilize its property, equipment, instructional materials, and fixed assets. Effective use of school building space, and consideration for safety of personnel, will at times require disposal of obsolete equipment and material. Equipment, instructional materials, and fixed assets of the district which are obsolete, surplus or no longer usable or repairable will be disposed of in a fair and reasonable manner. Refer to the [Fiscal Compliance and Procedure Manual](#) for the disposition of federally funded purchases.

### II. DEFINITIONS

- A. “Obsolete” property, equipment, instructional materials and fixed assets are those materials which have been reviewed by district staff and deemed no longer usable for any district purposes.
- B. “Contract” means an agreement entered into by the district for the sale of supplies, materials or equipment.
- C. “Official newspaper” is a regular issue of a qualified legal newspaper.

### III. MANNER OF DISPOSITION

- A. **Authorization.**

The superintendent or their designee is authorized to properly dispose of obsolete material. Disposition by sale will follow the procedures outlined in this policy. Any sale exceeding the minimum amount for which bids are required must first be specifically authorized by the school board.
- B. **Priority for Disposition.**

The manner of disposition shall be:

  - 1. Reuse
  - 2. Sell
  - 3. Donate
  - 4. Recycle
  - 5. Dispose
- C. **Contracts More Than \$175,000.**
  - 1. If the estimated value of the equipment or materials exceeds \$175,000, sealed bids shall be solicited by two weeks’ published notice in the official newspaper and via electronic media. This notice shall state the time and place of receiving bids and contain a brief description of the subject matter.

2. The sale shall be awarded to the highest responsible bidder, be duly executed in writing, and be otherwise conditioned as required by law. Notwithstanding the foregoing, the district shall have the right to reject all bids.
3. A record shall be kept of all bids for one year and shall include the names of bidders, amounts of bids, and an indication of the successful bid. All bids shall conform to the bidding practice of the district.
4. In the case of identical high bids from two or more bidders, the school board may, at its discretion, utilize negotiated procurement methods with the tied high bidders so long as the price paid does not go below the high tied bid price. In the case where only a single bid is received, the school board may, at its discretion, negotiate a mutually agreeable contract with the bidder so long as the price paid does not fall below the original bid. If no satisfactory bid is received, the board may readvertise.
5. All bids obtained shall be kept on file for a period of at least one year after their receipt. Every contract made without compliance with the foregoing provisions shall be void.
6. Data submitted by a business to a school in response to a request for bids are private until opened. Once opened, the name of the bidder and the dollar amount specified become public; all other data are private until completion of the selection process, meaning the school has completed its evaluation and ranked the responses. After completion of the selection process, all data submitted by all bidders are public except trade secret data. If all responses are rejected prior to completion of the selection process, all data remain private, except the name of the bidder and the dollar amount specified which were made public at the bid opening for one year from the proposed opening date or until resolicitation results in completion of the selection process or until a determination is made to abandon the purchase, whichever occurs sooner, at which point the remaining data becomes public. Data created or maintained by the district as part of the selection or evaluation process are protected as nonpublic data until completion of the selection or evaluation process. At that time, the data are public with the exception of trade secret data.
7. For any sale, a cashier's check or wire transfer for the winning bid amount will be required before equipment is transferred to the winning bidder, unless a payment plan is agreed upon as part of the bidding process. The board may approve exemptions for individual vendors with a previous positive payment history with the district. The approved vendors will be included as an addendum to this policy.

**D. Contracts From \$25,000 to \$175,000.**

If the amount of the sale is estimated to exceed \$25,000 but not to exceed \$175,000, the contract may be made either upon sealed bids in the manner directed above or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible,

and without advertising for bids or otherwise complying with the requirements of competitive bidding notice. All quotations obtained shall be kept on file for a period of at least one year after receipt. For any sale, a cashier's check or wire transfer for the winning bid amount will be required before equipment is transferred to the winning bidder, unless a payment plan is agreed upon as part of the bidding process. The board may approve exemptions for individual vendors with a previous positive payment history with the district. The approved vendors will be included as an addendum to this policy.

**E. Contracts Less Than \$25,000.**

If the amount of the sale is estimated to be \$25,000 or less, the contract may be made either upon quotation or in the open market, at the discretion of the school board. The sale in the open market may be by auction. If the contract is made on quotation, it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after receipt. For any sale, a cashier's check or wire transfer will be required before equipment is transferred to the purchaser, unless a payment plan is agreed upon as part of the sale process. The board may approve exemptions for individual vendors with a previous positive payment history with the district. The approved vendors will be included as an addendum to this policy.

**F. Electronic Sale of Surplus Supplies, Materials, and Equipment.**

Notwithstanding the other procedural requirements of this policy, the district may contract to sell supplies, materials, and equipment which are surplus, obsolete, or unused through an electronic selling process in which purchasers compete to purchase the supplies, materials, or equipment at the highest purchase price in an open and interactive environment.

**G. Notice of Quotation.**

Notice of procedures to receive quotations shall be given by publication or other means as appropriate to provide reasonable notice to the public.

**H. Sales to Employees.**

No officer or employee of the district shall sell or procure for sale or possess or control for sale to any other officer or employee of the district any property or materials owned by the district unless the property and materials are not needed for public purposes and are sold to a district employee after reasonable public notice, at a public auction or by sealed response if the employee is not directly involved in the auction or sale process. Reasonable notice shall include at least one week's published or posted notice. A district employee may purchase no more than one motor vehicle from the district at any one auction. This section shall not apply to the sale of property or materials acquired or produced by the district for sale to the general public in the ordinary course of business. Nothing in this section shall prohibit an employee of the district from selling or possessing for sale public property if the sale or possession for sale is in the ordinary course of business or the normal course of the employee's duties.

**I. Exceptions for Surplus School Computers.**

A district may bypass the requirements for competitive bidding and is not subject to any

other laws relating to district contracts if it is disposing of surplus school computer and related equipment by conveying the property and title to:

1. Another school district.
2. The state department of corrections.
3. The board of trustees of Minnesota State Colleges and Universities.
4. The family of a student residing in the district whose total family income meets the federal definition of poverty.
5. A charitable organization under section 501(c)(3) of the Internal Revenue Code that is registered with the attorney general's office for educational use.

**J. Disposing of Surplus Books.**

Notwithstanding [Minnesota Statutes, section 471.345](#), governing school district contracts made upon sealed bid or otherwise complying with the requirements for competitive bidding, other provisions of this section governing school district contracts, or other law to the contrary, the school district may dispose of school books, including library books, books from an individual classroom library, and textbooks including other materials accompanying a textbook. The school district may dispose of surplus books by donating them to a family of a student residing in the district or a charitable organization under section 501(c)(3) of the Internal Revenue Code.

**K. Transfer to Another Public Entity.**

The district may transfer its personal property for a nominal amount or without consideration to another public corporation for public use.

**Policy 802 Disposition of Obsolete Equipment and Material**

Adopted: 10.27.2008; Updated: 05.2013, 07.01.2019, 08.08.2022, INSERT DATE; Reviewed: 12.15.2022; Statutory Update: 10.28.2024, 09.08.2025

Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

**Legal References:** Minn. Stat. § 13.591 (Business Data)  
Minn. Stat. § 15.054 (Sale of Purchase of State Property; Penalty)  
Minn. Stat. § 123B.29 (Sale at Auction)  
Minn. Stat. § 123B.52 (Contracts)  
Minn. Stat. § 471.345 (Uniform Municipal Contracting Law)  
Minn. Stat. § 471.85 (Property Transfer; Public Corporations)  
Minn. Stat. § 645.11 (Published Notice)

**Cross References:** MSBA School Law Bulletin "F" (School District Contract and Bidding Procedures)

## Later middle and high school start time board discussion | 2025-26

**Purpose:** The purpose of this document is to outline a plan for the Northfield School District Board of Education to discuss a potential later start time to the school day for middle and high school students. This conceptual document assumes the change would begin during the 2028-29 school year.

Step	Target Date	Notes
Work session	Dec. 15, 2025	The board will discuss the reasons for considering a later start time for the middle and high school academic day. They will identify the necessary data and outline the decision-making process. Professor Kyla Wahlstrom from the University of Minnesota will attend to share research on later school start times.
Work session	Jan. 29, 2026	The board will evaluate relevant data, possible schedule options, and costs associated with changing start times.
<del>Work session</del>	<del>April 2, 2026</del>	The board will weigh the community feedback and determine to move forward with the process.
Community meeting: public input	May 4, 2026	This step will give community members an opportunity to learn more at an early stage, much like the meeting that took place before the board decided to proceed with the Reimagine Northfield High School referendum. The meeting will feature a presentation, breakout groups, and a chance for public comments.
Regular board meeting: proposal, discussion, and debate	May 11, 2026	If the board has determined to move ahead, the superintendent will present a recommendation at a regular board meeting.
Regular board meeting: discussion and debate	May 26, 2026	The board will discuss the recommendation at another regular board meeting.
Regular board meeting: decision	June 8, 2026	The board will be asked to act on the recommendation at a regular board meeting.

# NORTHFIELD PUBLIC SCHOOLS

## School Board Minutes

March 9, 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 6:00 p.m. Present: Butler, Epstein, Goerwitz, Gonzalez-George, Miller, and Quinnell. Absent: Nelson. This meeting was open to the public, live-streamed and recorded, and access to the recording was posted on the school district website.

2. Agenda Approval/Table File

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

3. Public Comment

There were no public comments..

4. Announcements and Recognitions

- The Northfield Boys Swim and Dive team took third place in the state tournament. In addition, Will Redetzke captured the state title in the 200 yard freestyle, and Odin Bergs brought home the championship in the 100 yard freestyle.
- Caley Graber won the state title at the state wrestling meet, earning her place as a three-time state champion.
- Four students from Northfield Middle School and three students from Northfield High School performed in the 2026 Minnesota String and Orchestra Teachers Association (MNSOTA) Middle Level All-State Orchestra on Saturday, February 14. Congratulations to Audrey Brien, Caitlin Cina, and Amargan Nega (9th grade violin), Robert Steed (8th grade violin), Helena Holleran and Soren Perkins (8th grade cello), Kaia Jacobi (7th grade violin), Yina Zhang (8th grade violin) was also selected as an alternate. Students in grades 7-9 audition to perform in this ensemble with a select group of other students from across Minnesota.
- ACT testing was held on Tuesday, March 3, with NHS testing 221 students in the junior class. Scores will be sent to students in the next two to seven weeks.
- Registrations for summer community education programs opens Friday, April 3. Registrations can be completed online, by phone or by visiting the Northfield Community Education Center. Scholarships are available to participate in Community Education programs. For more information, contact the Northfield Community Education Center.
- Incoming sixth grade students and their families are invited to attend an information session at Northfield Middle School on Thursday, March 19, 2026 from 5:30-6:30 p.m. Parents will attend a presentation, while students will have the opportunity to meet their 8th grade WEB leaders and participate in fun activities.
- Join us for the All-District Band Concert on Monday, March 16 and the All-District Orchestra concert on Tuesday, March 17. Both concerts start at 7:00 p.m. at the Northfield High School Gymnasium.
- Rock and Roll Revival held its 30th anniversary this year. Performances were held last weekend and three more performances will be held this week.

5. Items for Discussion and Reports

- a. Raider Image Proposal. RALIE Advisor Leah Sand and RALIE student representatives Megan Carlson, Kate Sand, and Gracyn Mosley gave an overview of the Raider Image development process and presented the image finalists to the board.
- b. READ Act Update and Data Review. Instructional Systems Specialist and District Literacy Lead Alisha Clarey updated the board on the READ Act.
- c. Proposed 2026-2027 Construction Fund Budget. Director of Finance Val Mertesdorf presented the proposed 2026-2027 Construction Fund Budget. The construction fund is a separate fund used to record all operations of a district's building construction funded by the sale of bonds. This will be an item for individual action at the May 11, 2026 board meeting.

- d. Financial Forecast Follow Up.
  - i. Board Renewal of Operating Levy. Director of Finance Val Mertesdorf and Superintendent Hillmann answered questions from the board about the board renewal of the 2017 operating levy. Board renewal of an operating levy, using the same conditions as originally approved by the voters, is permitted by Minnesota Statute 126C.17.
- e. Superintendent Search Update. Board Clerk Maggie Epstein gave a recap of the special school board meeting held on Friday, March 6, 2026, for the purposes of discussing and deciding the superintendent search timeline, hiring criteria, stakeholder involvement and procedures, as well as to discuss, decide, and schedule the steps necessary for the rest of the hiring process.
- f. District Committees Report. Superintendent Hillmann reviewed all district advisory committee meetings held on March 2, 2026.
- g. Later School Start Times Process. Board Chair Claudia Gonzalez-George facilitated a discussion on the later school start times process.
- h. MacBook Air Laptop Sale Update. Director of Finance Val Mertesdorf provided an update on the MacBook Air Laptop sale approved by the board on January 26, 2026.

6. Consent Agenda

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

- a. Minutes. Minutes of the regular school board meeting held on Feb. 23, 2026 and the special school board meeting held on March 6, 2026.
- b. Gift Agreements. Gift agreements included in the board packet.
- c. Personnel Items.
  - i. Appointments
    1. Kalista Dahle, Rock and Roll Revival - Front of House Supervisor beginning 3/6/2026-3/15/2026. \$500 stipend.
    2. Josiah Kuennen, KidVentures Student Site Assistant for up to 15 hrs/week at Bridgewater beginning 2/25/2026. Step 1, \$16.45/hr.
    3. Locke Perkins, Substitute Auditorium Technician at the NCEC beginning 3/16/2026. \$28.31/hr.
    4. Isaac Rich, KidVentures Student Site Assistant for up to 15 hrs/week at Bridgewater beginning 3/10/2026. Step 1, \$16.45/hr.
    5. Isaac Wagner, Special Education EA/PCA for 20 hours/week at Greenvale Park beginning 2/24/2026-6/10/2026. Special Ed - Step 1, \$21.86/hr.
    6. Nick Avila, Instructor Assistant for Community Education/Recreation beginning 3/7/2026-5/31/2026. Step 6, \$16.37/hr.
    7. Annika Dornbusch, .25 FTE Assistant Girls Lacrosse Coach at the High School beginning 3/30/2026. \$1,131 stipend.
    8. Tamsen Hutton, Rock and Roll Revival - Hairdresser effective 3/13/2026-3/15/2026. \$30/show.
    9. Joshua Malecha, Instructor Assistant for Community Education/Recreation beginning 3/14/2026-5/31/2026. Step 6, \$16.37/hr.
    10. Davis Moore, Event Worker at the High School beginning 3/14/2026. \$100/event.
    11. Nancy Veverka, ABE Teacher for Community Education beginning 3/11/2026. MA+40, Step 7.
    12. Lillian Visaya, .75 FTE Assistant Girls Lacrosse Coach at the High School beginning 3/30/2026. \$3,393 stipend.
    13. Ian Wittek, Instructor Lead for Community Education/Recreation beginning 3/7/2026-5/31/2026. Step 4, \$16.91/hr.
  - ii. Increase/Decrease/Changes in Assignment
    1. Sara DeVries, 5th Grade Companeros Teacher at Bridgewater, will continue the job share arrangement with Anna Rubin for the 2026-27 school year. Sara will work .80 FTE and Anna will work .20 FTE.
    2. Inger Hanson, .5 FTE EL Specialist at the Area Learning Center and .5 FTE EL Specialist at Greenvale Park, change to .3 FTE at the Area Learning Center and .7 FTE at Greenvale Park effective 2/26/2026-6/10/2026.
    3. Kari Hemmingsen, Teacher at the Middle School, add Assistant Middle School Girls Golf Coach effective 3/30/2026. \$2,828 stipend.
    4. Michael Humann, 1.0 FTE Custodian Engineer at the District Office/Area Learning Center, change to .75 FTE effective 6/15/2026.

5. Vicki McKay, Child Nutrition Manager II at the Middle School, add Summer Child Nutrition Lead for up to 6 hours/day at the Middle School effective 6/17/2026-7/30/2026. \$27.71/hr. - subject to change upon the settlement of the 2026-28 Child Nutrition Employees Agreement.
  6. Michelle Anderson, Special Education Bus EA for 5 hours/week, every other week for the District, change to 7.5 hours/week, every other week effective 3/9/2026-6/10/2026.
  7. Saffron Emerson, Special Education Teacher at the High School, add Event Worker effective 3/12/2026. \$100/event.
  8. Kelly Erickson, Custodian at Spring Creek, change to Head Custodian at Spring Creek effective 3/9/2026. Step 1, \$31.61/hr.
- iii. Leave of Absences
1. Carol Beumer, Special Education EA/PCA at the High School, leave of absence beginning 4/6/2026 and continuing through 5/29/2026.
  2. Brittany Ellerbusch, Teacher at Greenvale Park, unpaid leave of absence for the 2026-27 school year.
  3. Angela Kruse, Speech & Language Pathologist at Bridgewater, .80 FTE unpaid leave of absence for the 2026-27 school year.
  4. Shari McCabe, Teacher at Bridgewater, .40 FTE unpaid leave of absence for the 2026-27 school year.
  5. Jamie Moyer, Special Education Teacher at Bridgewater, unpaid leave of absence for the 2026-27 school year.
  6. Ellen Mucha, Teacher at the High School, FMLA leave of absence beginning 2/11/2026 and continuing on an intermittent basis for up to 60 work days.
  7. Betsy Peterson, Teacher at Greenvale Park, unpaid leave of absence for the 2026-27 school year.
  8. Emily Shroyer, Teacher at Greenvale Park, unpaid leave of absence for the 2026-27 school year.
  9. Bridget Timerson, Teacher at Greenvale Park, unpaid leave of absence for the 2026-27 school year.
  10. Laura Vind, Special Education Teacher at the High School, unpaid leave of absence for the 2026-27 school year. Laura will continue as a Special Education EA/PCA for the 2026-27 school year.
- iv. Retirements/Resignations/Terminations
1. Jacob Gonnerman, Community School Site Leader at the Middle School, termination effective 2/27/2026.
  2. Mary Czech, Payroll Specialist at the District Office, retirement effective 7/31/2026.
  3. Teresa Hasse, Special Education EA/PCA at Spring Creek, resignation effective 3/20/2026.
- v. Seniority List
1. The board is requested to approve the 2025-2026 Teacher Seniority List.
- d. Grant Application. Director of Community Education Erin Bailey requested school board approval for a grant to support expanded evening and parent engagement activities at Greenvale Park Community School for \$35,000 for each year of the two-year grant from Rice County Family Services Collaborative for the time period July 1, 2026 to June 30, 2028.

7. Items for Individual Action

- a. N/A

8. Items for Information

- a. Enrollment Report. Superintendent Hillmann reviewed the March 2026 enrollment report.
- b. Construction Update No. 24. Superintendent Hillmann provided an update on the NHS construction project.

9. Future Meetings

- a. Thursday, March 19, 2026, 6:00-8:00 p.m., Operating Levy Renewal Public Hearing, Northfield DO Gymnasium
- b. Thursday, April 2, 2026, 5:15 p.m., Board Work Session, Northfield DO Boardroom (Topic: Later School Start Times)
- c. Monday, April 6, 2026, 5:15 p.m., Special Board Meeting, approve bids for the NHS Reimagine project and superintendent interview training, Northfield DO Boardroom
- d. Monday, April 13, 2026, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- e. April 16, 2026, 6:00 p.m., Special Board Meeting, determine superintendent finalists, Northfield DO Boardroom
- f. April 24, 2026, 4:00 p.m., Special Board Meeting, superintendent first round interviews, Northfield DO Boardroom
- g. April 25, 2026, 3:00 p.m., Special Board Meeting, superintendent first round interviews, Northfield DO Boardroom

- h. Monday, April 27, 2026, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- i. Wednesday, April 29, 2026, 4:00 p.m., Special Board Meeting, superintendent final round interviews, Northfield DO Boardroom
- j. Monday, May 4, 5:15 p.m., Special Board Meeting, approve superintendent's contract, Northfield DO Boardroom

10. Adjournment

On a motion by Quinell, seconded by Epstein, the board unanimously approved to adjourn the meeting at 7:29 p.m.

Maggie Epstein  
School Board Clerk

# NORTHFIELD PUBLIC SCHOOLS

## School Board Minutes

April 6, 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 5:15 p.m. Present: Butler, Epstein, Goerwitz, Gonzalez-George, Miller, Nelson, and Quinnell. Absent: None. This meeting was open to the public, live-streamed and recorded, and access to the recording was posted on the school district website.

2. Agenda Approval

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

3. Items for Individual Action

- a. Bids for NHS Reimagine Project. Sal Bagley with Wold Architects and Josh Cooper with Knutson Construction discussed the outcome of the bidding process for the Reimagine Northfield High School project. On a motion by Butler, seconded by Epstein the board unanimously approved four of 23 trade package contracts, as listed below, for a total contract award of \$26,523,160.00.

Low Bid Contracts:

3A - Structural Concrete, Thompson Construction of Princeton, in the amount of \$3,878,878.00.

3F - Precast Concrete, Taracon Precast, in the amount of \$7,088,282.00.

7A - Roofing, Jackson & Associates LLC, in the amount of \$4,980,000.00.

Best Value Contract:

31A - Site Demolition, Earthwork and Utilities, Edge Contracting, in the amount of \$10,576,000.00.

4. Items for Discussion and Reports

a. Financial Forecast Follow Up

- i. Potential Budget Restorations. Superintendent Hillmann and Director of Finance Val Mertesdorf proposed budget restorations and administrative restructuring for the 2026-27 school year. This proposal will be an item for individual action at the April 13, 2026 regular board meeting.

On a motion by Gonzalez-George, seconded by Butler, the board unanimously approved to recess for five-minutes at 6:33 p.m.

b. Superintendent Search

- i. Review and discuss Northfield Public Survey Report. Amy Jordan, associate director of leadership development and executive search with MSBA, provided an overview of the Northfield Public Survey Report, compared the results to the board's survey results, and discussed common responses.
- ii. Discuss options and decide on community and/or staff interview input. The board reviewed public input options for the superintendent interview process and decided to invite individuals to provide feedback through an online audience input form during the final round of interviews on Wednesday, April 29.

On a motion by Gonzalez-George, seconded by Epstein, the board unanimously approved to recess for five minutes at 7:58 p.m.

- iii. MSBA interview training. The board received interview training from MSBA for the superintendent search.
- iv. Review draft round one interview questions and schedule. The board reviewed MSBA's recommended interview questions and schedule and identified questions to ask during round one of the superintendent

interviews, to be held on Friday, April 24 and Saturday, April 25, 2026.

On a motion by Gonzalez-George, seconded by Goerwitz, the board approved to extend the meeting past 9:00 p.m.

5. Future Meetings

- a. Monday, April 13, 2026, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- b. April 16, 2026, 6:00 p.m., Special Board Meeting, determine superintendent finalists, Northfield DO Boardroom
- c. April 24, 2026, 4:00 p.m., Special Board Meeting, superintendent first round interviews, Northfield DO Boardroom
- d. April 25, 2026, 3:00 p.m., Special Board Meeting, superintendent first round interviews, Northfield DO Boardroom
- e. Monday, April 27, 2026, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- f. Wednesday, April 29, 2026, 4:00 p.m., Special Board Meeting, superintendent final round interviews, Northfield DO Boardroom
- g. Monday, May 4, 5:15 p.m., Special Board Meeting, approve superintendent's contract, Northfield DO Boardroom

6. Adjournment

On a motion by Quinnell, seconded by Nelson, the board unanimously approved to adjourn the special board meeting at 9:15 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: Maggie Epstein, Clerk

<b>Date of the bequest, donation, or gift:</b>	<b>Amount:</b>	<b>Who the bequest, donation, or gift is from:</b>	<b>What the bequest, donation, or gift is for:</b>
3/5/2026	\$1,000.00	PEO Chapter G	HS PEO Scholarship
3/6/2026	\$200.00	Benjamin Bus	Fishing Team Donation
3/9/2026	\$5.00	Beau Nielsen	Scholarship Donation   \$5.00: BW 5th Grade Riverside Education Days Field Trip
3/9/2026	\$5.00	Alisha Saladino	Scholarship Donation   \$5.00: SC Gr. 4 Bakken Museum Field Trip 2026
3/2/2026	\$1,000.00	Raider Automotive Valley Autohaus	Bass Fishing Team
3/11/2026	\$5.00	Lindsay Amys-Roe	Scholarship Donation   \$5.00: BW 5th Grade Riverside Education Days Field Trip
3/6/2026	\$200.00	Joan Kark	Bring Change 2 Mind
3/5/2026	\$25.00	Ramona Revne	Bring Change 2 Mind
3/5/2026	\$50.00	Curtis Johnson	Bring Change 2 Mind
3/5/2026	\$25.00	Marie Schlink	Bring Change 2 Mind
3/5/2026	\$40.00	Warren Broughton	Bring Change 2 Mind
3/12/2026	\$5.00	Jodi Hammond	Scholarship Donation   \$5.00: BW 5th Grade Riverside Education Days Field Trip
3/12/2026	\$5.00	Jacquelyn Arends	Scholarship Donation   \$5.00: BW 5th Grade Riverside Education Days Field Trip
3/12/2026	\$500.00	Carleton College	8th Grade Fun Fest Donation
3/13/2026	\$5.00	Cassie Spriggs	Scholarship Donation   \$5.00: BW 5th Grade Riverside Education Days Field Trip
3/13/2026	\$29.00	Emily Orser	Scholarship Donation   \$29.00: SC Gr. 4 Bakken Museum Field Trip 2026
3/13/2026	\$10.00	Anna Edwards	Scholarship Donation   \$10.00: SC Gr. 4 Bakken Museum Field Trip 2026
3/13/2026	\$3,000.00	Dakota County tech College Foundation for Dakota County Electric Association	Scholarship for Senior awards night
3/15/2026	\$5.00	Emily Mohl	Scholarship Donation   \$5.00: SC Gr. 4 Bakken Museum Field Trip 2026
3/16/2026	\$10.00	Olivia Hahn-Douville	Scholarship Donation   \$10.00: SC Gr. 4 Bakken Museum Field Trip 2026
3/16/2026	\$29.00	Jessica Heilman	Scholarship Donation   \$29.00: SC Gr. 4 Bakken Museum Field Trip 2026
3/16/2026	\$5.00	Julia Strand	Scholarship Donation   \$5.00: SC Gr. 4 Bakken Museum Field Trip 2026
3/16/2026	\$10.00	Anna Zavarelli	Scholarship Donation   \$10.00: SC Gr. 4 Bakken Museum Field Trip 2026
3/17/2026	\$29.00	Kathryn Steed	Scholarship Donation   \$29.00: SC Gr. 4 Bakken Museum Field Trip 2026
3/6/2026	\$300.00	Cardinal Glass Company	Bass Fishing Donation
3/12/2026	\$200.00	Hanappe Ranch LLC	Bass Fishing Donation
3/18/2026	\$200.00	Carleton College	Bring Change 2 Mind Sponsorship
3/18/2026	\$4,750.00	NFAB	Replace our broken Chimes in the middle school band room.
3/13/2026	\$500.00	Professional Dental Group	Grade 8 FunFest
3/13/2026	\$250.00	Heritage Bank	Grade 8 Funfest
3/10/2026	\$500.00	Heritage Dental Care	Bass Fishing Donation
3/19/2026	\$5.00	Danielle Massie	Scholarship Donation   \$5.00: BW 5th Grade Riverside Education Days Field Trip
3/19/2026	\$3,000.00	Veteran of Foreign Wars - Post #4393	BPA Sponsorship for National Convention
3/19/2026	\$5.00	Marcia Bisel	Scholarship Donation   \$5.00: BW 5th Grade Riverside Education Days Field Trip
3/19/2026	\$500.00	Lorence's Raspberries, LLC - DBA Lorence's Berry Farm	Bass Fishing Donation
3/24/2026	\$959.46	NFAB Grant	Transportation cost for NMS Orchestra - Orchestra Hall FT
3/30/2026	\$10.00	Alyssa Melby	Scholarship Donation   \$10.00: NMS Grade 6 MN History Center (Team 2)
3/30/2026	\$20.00	Amanda Volden	Scholarship Donation   \$20.00: NMS Grade 6 MN History Center (Team 2)
3/30/2026	\$20.00	Christine Williams	Scholarship Donation   \$20.00: NMS Grade 6 MN History Center (Team 2)
3/30/2026	\$10.00	Kari Kust	Scholarship Donation   \$10.00: NMS Grade 6 MN History Center (Team 2)

<b>Date of the bequest, donation, or gift:</b>	<b>Amount:</b>	<b>Who the bequest, donation, or gift is from:</b>	<b>What the bequest, donation, or gift is for:</b>
3/30/2026	\$5.00	Laura Jensen	Scholarship Donation   \$5.00: NMS Grade 6 MN History Center (Team 2)
3/30/2026	\$5.00	Nicole Larson	Scholarship Donation   \$5.00: NMS Grade 6 MN History Center (Team 2)
3/30/2026	\$10.00	Tom Goetz	Scholarship Donation   \$10.00: NMS Grade 6 MN History Center (Team 2)
3/30/2026	\$5.00	Evelyn Palm	Scholarship Donation   \$5.00: SC Gr. 4 Bakken Museum Field Trip 2026
3/30/2026	\$15.00	Megan Wilt	Scholarship Donation   \$15.00: Spring Creek Kindergarten Children's Museum Field Trip
3/30/2026	\$15.00	Sarah Kingsley	Scholarship Donation   \$15.00: Spring Creek Kindergarten Children's Museum Field Trip
3/25/2026	\$645.00	Community Resource Bank	Adult Softball League
3/31/2026	\$10.00	Kristin Kapaun	Scholarship Donation   \$10.00: NMS Grade 6 MN History Center (Team 1)
3/31/2026	\$5.00	Elizabeth Christensen	Scholarship Donation   \$5.00: NMS Grade 6 MN History Center (Team 1)
3/31/2026	\$5.00	Katie Ebling	Scholarship Donation   \$5.00: NMS Grade 6 MN History Center (Team 2)
3/31/2026	\$20.00	Margit Zsolnay	Scholarship Donation   \$20.00: NMS Grade 6 MN History Center (Team 2)
3/31/2026	\$5.00	Nicole Johnson	Scholarship Donation   \$5.00: NMS Grade 6 MN History Center (Team 2)
3/31/2026	\$5.00	Nicole Weiss	Scholarship Donation   \$5.00: SC 2nd Grade Mill City Museum 2026
3/31/2026	\$5.00	Mai Choua Yang	Scholarship Donation   \$5.00: SC 2nd Grade Mill City Museum 2026
3/31/2026	\$5.00	Mai Choua Yang	Scholarship Donation   \$5.00: SC Gr. 4 Bakken Museum Field Trip 2026
3/31/2026	\$15.00	Christopher Schultz	Scholarship Donation   \$15.00: Spring Creek Kindergarten Children's Museum Field Trip
3/31/2026	\$5.00	Neil Albares	Scholarship Donation   \$5.00: Spring Creek Kindergarten Children's Museum Field Trip
3/31/2026	\$15.00	Emily Cromer	Scholarship Donation   \$15.00: Spring Creek Kindergarten Children's Museum Field Trip
3/31/2026	\$5.00	Eden Kaiser	Scholarship Donation   \$5.00: Spring Creek Kindergarten Children's Museum Field Trip
3/31/2026	\$15.00	Julia Stewart	Scholarship Donation   \$15.00: Spring Creek Kindergarten Children's Museum Field Trip
3/15/2026	\$500.00	Four Corners Construction Inc.	Bass Fishing Donation
4/1/2026	\$10.00	Kelly Webster	Scholarship Donation   \$10.00: NMS Grade 6 MN History Center (Team 1)
4/1/2026	\$20.00	Amanda Robbins-Butcher	Scholarship Donation   \$20.00: NMS Grade 6 MN History Center (Team 1)
4/1/2026	\$20.00	Amber Damm	Scholarship Donation   \$20.00: NMS Grade 6 MN History Center (Team 2)
4/1/2026	\$10.00	Molly Ericksen	Scholarship Donation   \$10.00: NMS Grade 6 MN History Center (Team 2)
4/1/2026	\$29.00	Dennis Wyatt	Scholarship Donation   \$29.00: SC Gr. 4 Bakken Museum Field Trip 2026
4/1/2026	\$10.00	Kelly Webster	Scholarship Donation   \$10.00: SC Gr. 4 Bakken Museum Field Trip 2026
4/1/2026	\$5.00	Anne Gothmann	Scholarship Donation   \$5.00: Spring Creek Kindergarten Children's Museum Field Trip
4/1/2026	\$5.00	Kyle Schmidt	Scholarship Donation   \$5.00: Spring Creek Kindergarten Children's Museum Field Trip
4/2/2026	\$5.00	Vicky Johnson	Scholarship Donation   \$5.00: BW 5th Grade Riverside Education Days Field Trip
4/2/2026	\$5.00	Seth Peabody	Scholarship Donation   \$5.00: NMS Grade 6 MN History Center (Team 1)
4/2/2026	\$5.00	Jamie Ringstad	Scholarship Donation   \$5.00: SC 2nd Grade Mill City Museum 2026
4/2/2026	\$20.00	Megan Wilt	Scholarship Donation   \$20.00: SC 2nd Grade Mill City Museum 2026
4/2/2026	\$20.00	Sarah Kingsley	Scholarship Donation   \$20.00: SC 2nd Grade Mill City Museum 2026
4/2/2026	\$5.00	Zander Abbott	Scholarship Donation   \$5.00: SC 2nd Grade Mill City Museum 2026
4/2/2026	\$5.00	Julia Strand	Scholarship Donation   \$5.00: SC 2nd Grade Mill City Museum 2026
4/2/2026	\$5.00	Karin Jokela	Scholarship Donation   \$5.00: SC 2nd Grade Mill City Museum 2026
4/2/2026	\$5.00	Sarah Middleton	Scholarship Donation   \$5.00: SC Gr. 4 Bakken Museum Field Trip 2026
4/3/2026	\$20.00	Christopher Schultz	Scholarship Donation   \$20.00: SC 2nd Grade Mill City Museum 2026
4/3/2026	\$5.00	Adam Wale	Scholarship Donation   \$5.00: SC 2nd Grade Mill City Museum 2026
4/3/2026	\$5.00	Helen Clarke	Scholarship Donation   \$5.00: SC Gr. 4 Bakken Museum Field Trip 2026

<b>Date of the bequest, donation, or gift:</b>	<b>Amount:</b>	<b>Who the bequest, donation, or gift is from:</b>	<b>What the bequest, donation, or gift is for:</b>
4/3/2026	\$5.00	Adam Wale	Scholarship Donation   \$5.00: Spring Creek Kindergarten Children's Museum Field Trip
4/4/2026	\$15.00	Sophie Switzer	Scholarship Donation   \$15.00: Spring Creek Kindergarten Children's Museum Field Trip
4/5/2026	\$20.00	Tyrell McElroy	Scholarship Donation   \$20.00: NMS Grade 6 MN History Center (Team 2)
3/31/2026	\$500.00	LaCanne's Marine, Inc.	Bass Fishing Donation
4/3/2026	\$3,000.00	Gene Haas Foundation	Robotics donation/sponsorship
4/6/2026	\$30.00	Cariann Hogin	8th Grade Fun Fest Donation
4/6/2026	\$2,500.00	Mary Caroline Henry	Step Up Scholarship - NHS

## ***Grant Application Approval Form***

March 17, 2026

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

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

<b>Grant Proposal Information</b>	
<b>Project Title</b>	Northfield Public Schools – Northfield Community Schools
<b>Project Period</b>	<b>From: July 1, 2026 To: June 30, 2028</b>
<b>Funding Source</b>	Rice County Area United Way
<b>Application Deadline</b>	March 16 2026
<b>List all Grant Applicants</b>	Northfield Public Schools
<b>School/Department</b>	Northfield Community Education
<b>Contact Person</b>	Erin Bailey                      Phone No. 507-664-3652
<b>Project Information</b>	
<b>Brief Proposal Description</b>	Community schools use public schools as hubs connecting families to academics, health, social services, and community resources. The Northfield Community School (NCS) Initiative, launched in 2014, has expanded to all three elementary schools despite pandemic challenges and budget cuts. With federal funding disrupted, NCS seeks RCAUW support to relaunch evening family programming across all sites and flexibly to respond to community needs at this critical moment.
<b>Project Goal (in one Sentence)</b>	Northfield Community School programming seeks support to relaunch evening family programming across all sites and flexibility to respond to community needs at this critical moment.
<b>List All Personnel Involved in Application</b>	Erin Bailey, Janet Lewis Muth, Amy McBroom
<b>Budget Information</b>	
<b>Amount Requested</b>	\$8,000 (for each year of the two-year grant; \$16,000 total)
<b>Matching Funds</b>	\$609,236
<b>Source of Matching Funds</b>	See sources of matching funds outlined in the chart in the grant application.

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

*Erin Bailey*

**Project Initiator Signature**

**Building Principal or District Administrator  
Signature**

Approved by the School Board     Not Approved by the School Board    Date \_\_\_\_\_



Northfield Public Schools  
Northfield, MN

**EXTENDED FIELD TRIP FORM**

Staff Member(s) Responsible (Name and phone): Theresa Wilson - 612.865.4902

School and Program: Northfield High School - BPA Club

Date of Requested Trip: May 6 - 10, 2026

1. What group is taking this trip? BPA (Business Professionals of America)

2. Estimated # of Students: 6 # Adult Supervisors: 1

3. Destination: Nashville, TN

4. Date/Time of Departure: 5/6/26

5. Date/Time of Return: 5/10/26

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

Students are competing at the  
BPA National Leadership Conference & Competition

7. Name the manner of travel and the carrier.

Southwest Airlines - Round trip

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

staying at Conference location :

Gaylord Opryland Resort & Convention Center

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

Theresa Wilson, Advisor/teacher  
612-865-4902

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

Annalisa Larson                      Anne Demas  
Khyla Thieling                      Claire Forbord  
Allison Karl                              Peyton Quaas

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

Theresa Wilson - Advisor/teacher

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

Cell phone numbers shared among group of advisor, students, parents/guardians

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

Cost per student \$1000.00 - fundraised money  
Cost for Advisor \$2400.00 - Perkins Grant money

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

Students staying 3 to a room near advisor.  
Everything held on site. Shuttle together to 1/2 from airport, fly on same flight.

\*\*\*\*\*

Signature of Staff Member Responsible: Theresa Wilson

Date field trip request was submitted to Principal: 3/13/26

Principal/Administrator Signature and Date: [Signature] 3/13/26


Approved:  Not Approved:

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

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

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

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

TO: Dr. Matt Hillmann, Superintendent  
FROM: Val Mertesdorf, Director of Finance   
DATE: April 13, 2026  
RE: Board Approval of Financial Reports – December 2025

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

Bills totaling \$1,826,387.29 were paid in December 2025.

Payroll checks totaling \$3,769,129.89 were issued in December 2025.

No bond payments were paid in December 2025.

At the end of December 2025 Total Cash and Investments amounted to \$74,575,850.65.  
Wire transfers initiated by the district during December 2025:

\$350,000.00	From Frandsen General to Frandsen Sweep
\$50,000.00	From Frandsen Sweep to Frandsen General

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

1. Treasurer's Report
2. Disbursement Report

December 2025 Treasurer's Report

FUNDS	BALANCE BEGINNING OF MONTH	RECEIPTS	DISBURSEMENTS	JOURNAL ENTRIES	BALANCE END OF MONTH
GENERAL FUND	12,271,840.17	3,291,929.15	4,197,651.56	(946,437.06)	10,419,680.70 *
FOOD SERVICE	917,547.97	247,652.55	260,360.43	1,495.09	906,335.18
COMMUNITY ED	733,086.08	396,064.67	397,671.48	(3,831.36)	727,647.91
CONSTRUCTION ACCOUNT	5,698,257.19	78,486.76	2,600.00	242,500.00	6,016,643.95
DEBT SERVICE	8,565,383.04	200,254.89	-	6,784.43	8,772,422.36
SELF INSURANCE	4,689,946.05	45,884.30	737,233.71	913,121.24	4,911,717.88
<b>TOTALS</b>	<b>32,876,060.50</b>	<b>4,260,272.32</b>	<b>5,595,517.18</b>	<b>213,632.34</b>	<b>31,754,447.98</b>
GENERAL FUND INVESTMENT	10,493,386.02			32,802.56	10,526,188.58 *
CONSTRUCTION INVESTMENT	32,537,714.09			(242,500.00)	32,295,214.09
	43,031,100.11	-	-	(209,697.44)	42,821,402.67
<b>GRAND TOTALS</b>	<b>75,907,160.61</b>	<b>4,260,272.32</b>	<b>5,595,517.18</b>	<b>3,934.90</b>	<b>74,575,850.65</b>

\*General Fund includes Certificate of Deposit amount





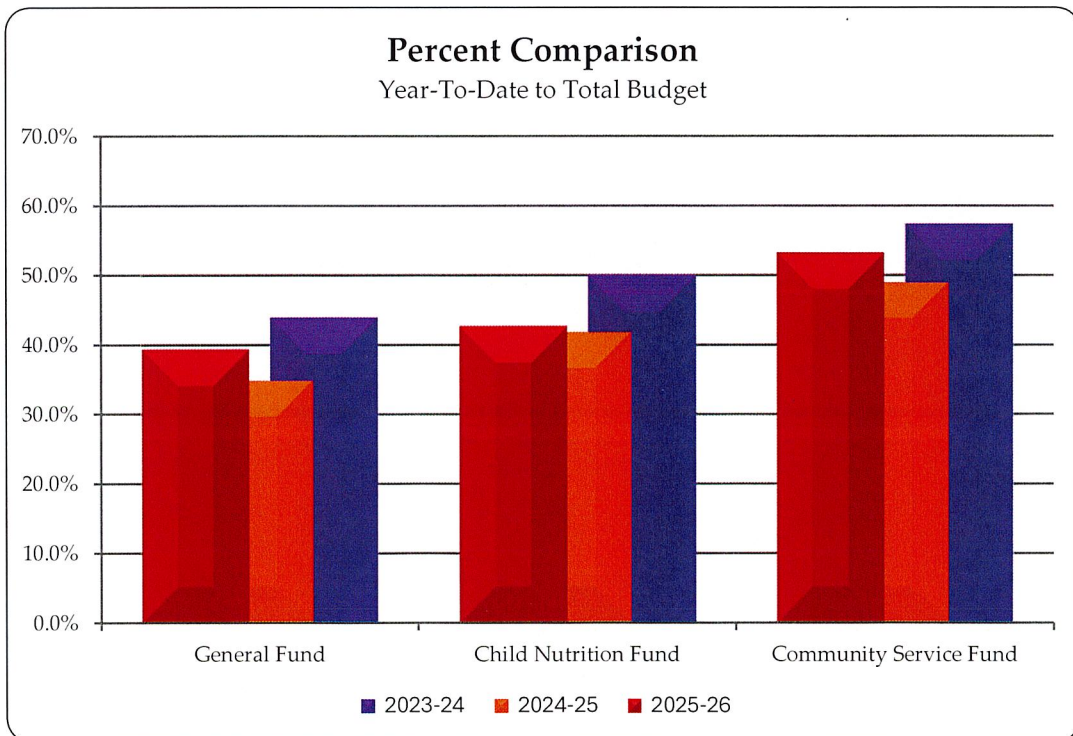
# Northfield

PUBLIC SCHOOLS

## STATEMENT OF REVENUES

For the month ended December 31, 2025

Fund	Year-To-Date	Budget	YTD as % of Budget		
			2025-26	2024-25	2023-24
General Fund					
Property Taxes	\$ 9,384,214	\$ 18,214,595	51.5%	40.3%	41.5%
State Sources	14,804,600	47,336,761	31.3%	29.0%	34.9%
Federal Sources	908,050	870,000	104.4%	117.6%	215.6%
Local Sources	2,096,192	2,742,446	76.4%	70.2%	115.4%
<b>Total</b>	<b>\$ 27,193,056</b>	<b>\$ 69,163,802</b>	<b>39.3%</b>	<b>34.8%</b>	<b>43.9%</b>
Child Nutrition Fund	\$ 1,210,351	\$ 2,840,324	42.6%	41.8%	49.9%
Community Service Fund	2,195,479	4,123,775	53.2%	48.9%	57.4%
Construction Fund	1,385,028	1,625,000	85.2%	0.0%	0.0%
Debt Service Fund	3,757,009	9,948,034	37.8%	71.6%	63.0%
Internal Service Fund	5,128,807	11,654,567	44.0%	46.3%	44.4%
<b>Total All Funds</b>	<b>\$ 40,869,730</b>	<b>\$ 99,355,502</b>	<b>41.1%</b>	<b>38.8%</b>	<b>46.1%</b>

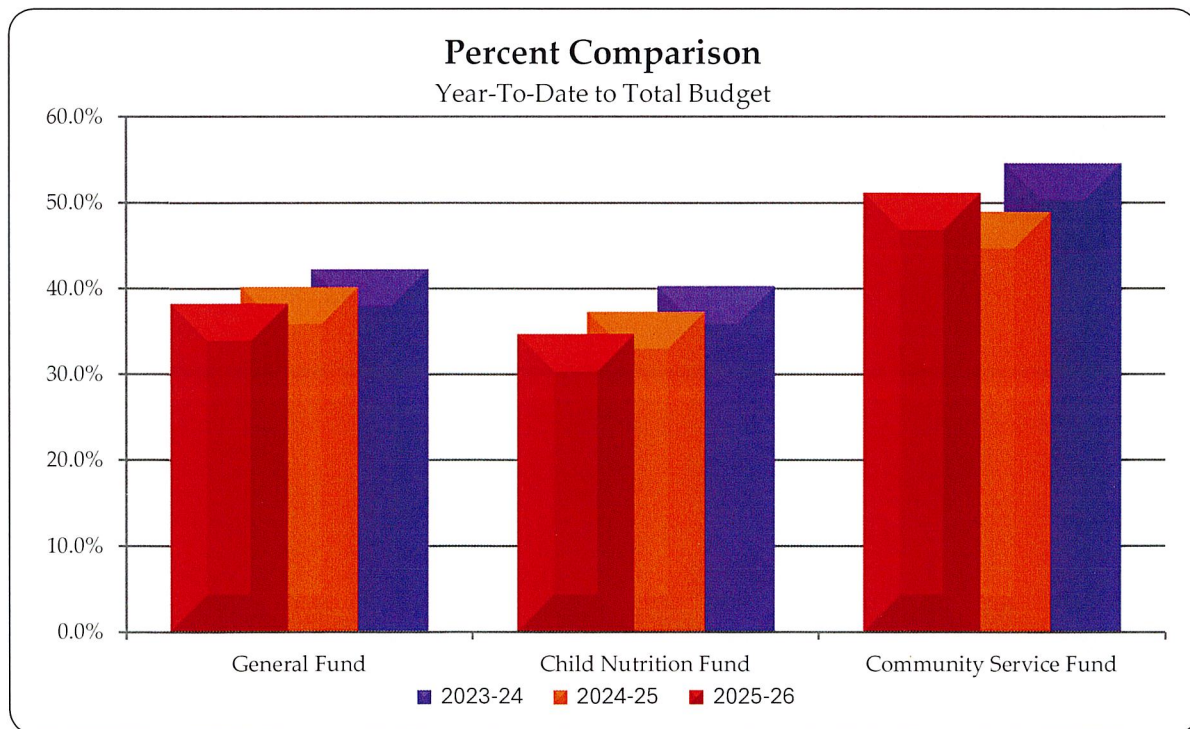




## STATEMENT OF EXPENDITURES

For the month ended December 31, 2025

Fund	Year- To-Date	Budget	YTD as % of Budget		
			2025-26	2024-25	2023-24
General Fund					
Salaries	\$ 13,902,829	\$ 37,569,353	37.0%	38.2%	39.9%
Benefits	5,902,877	16,305,474	36.2%	37.0%	41.0%
Purchased Services	3,180,758	7,576,441	42.0%	39.0%	44.9%
Supplies & Materials	1,454,283	3,293,260	44.2%	46.9%	67.1%
Capital Expenditures	1,341,140	2,757,223	48.6%	78.0%	53.6%
Other Expenses	152,845	352,573	43.4%	36.7%	29.0%
<b>Total General Fund</b>	<b>\$ 25,934,732</b>	<b>\$ 67,854,324</b>	<b>38.2%</b>	<b>40.1%</b>	<b>42.2%</b>
Child Nutrition Fund	\$ 1,152,162	\$ 3,325,982	34.6%	37.3%	40.2%
Community Service Fund	2,247,025	4,392,456	51.2%	48.9%	54.6%
Construction Fund	1,881,308	13,550,463	13.9%	0.0%	0.0%
Debt Service Fund	730,379	8,891,604	8.2%	19.6%	15.0%
Internal Service Fund	5,322,354	11,289,063	47.1%	42.3%	53.7%
<b>Total All Funds</b>	<b>\$ 37,267,960</b>	<b>\$ 109,303,892</b>	<b>34.1%</b>	<b>39.8%</b>	<b>42.3%</b>



# NORTHFIELD COMMUNITY EDUCATION

SUMMER 2026

## BROCHURE INSTRUCTORS

Aiden Gittins

Beth LaCanne

Blake Kane

Carey Tinkelenberg

Carly Born

Challenger Sports

Chau Truong

Christopher Kauffeld

Craig Coffman

Dakota County 4-H

David Foley

Debra Ann Miller

Doug Bengtson

Drama Lab

Elizabeth Larson

ETS Performance Staff

Go Solar Education

Heather Olivier

Heidi Streiff

Jack Abel

Jackie Mart

Jennifer Lompart

John Born

Kate Langlais

Kevin Dahle

Kevin O'Brien

Kodely Academy

Krista Betcher

Laurel Carrington

Laurie Sadowski

Linda Marie Lemke

Lori Ann Hameister

Matt Christensen

Melissa Spitzack

Michael Detjen

Michelle Michaud

MN Cycling Association

Natalie Kruger

NHS Robotics Team

Nichole Porath

Nick Connor

Northfield Arts Guild

Cale Steinhoff

Northfield Golf Pro Kyle Scanlon

Nfld Hiliners Booster-Erin Updike

Northfield Lacrosse Association

Northfield Tennis Association

Northside Boards

Peter Gittins

Richelle Audiss

River Bend Nature Center

Ryan Redetzke

Shahar Fearing

Skyhawks

Sports Unlimited

Steve Hatle

Storybook Theatre

Susan Shirk

Tech Academy

Thomas O'Keefe

Tina Moen

Brent Yule

Trina Brunk

Voice For All

Young Rembrandts

Youth Enrichment League

HS Basketball Coaching Staff

HS Football Coaching Staff

INDEPENDENT SCHOOL DISTRICT 659  
NORTHFIELD, MINNESOTA  
PERSONNEL POLICIES AND PRACTICES

Technology Employees

JULY 1, 2026 THROUGH JUNE 30, 2028

ARTICLE I  
EMPLOYMENT

**Section 1.01 – Introduction**

These Personnel Policies and Practices contain information pertaining to your employment with Independent School District No. 659, Northfield (“District”). Please note that the information contained in this document may be changed from time to time. Nothing in this document establishes any form of a contract between you and the District, nor does anything in this document alter your at-will employment relationship with the District. In the same sense that you can resign your employment with the District at any time for any reason or no reason at all, so can the District terminate your employment at any time for any reason or no reason at all, consistent with the concept of at-will employment. When changes occur to the information contained in this document, the revisions will be issued to you. The statements contained in this Section 1.01 are subject to the requirements of any applicable law, such as the Veterans’ Preference Act, granting the employee employment rights.

**Section 1.02 – Basic Services**

Employees shall faithfully perform the services prescribed by the School Board or designated representative whether or not such services are specifically described in this manual or in a general job description, abide by the rules, regulations and policies as established by the School Board and the State Board of Education, and any additions or amendments thereto, for the annual salary indicated in this contract.

**Section 1.03 - Duty Year/Work Day**

The duty year shall be as listed in Appendices A and B. The employee shall perform services on those legal holidays on which the School Board so determines. The work day shall be eight (8) hours/day.

ARTICLE II  
SALARIES

**Section 2.01 - Compensation**

The annual salary of positions covered by these policies shall be based upon the salary schedule set forth in Appendices A and B.

While the District reserves the right to set salaries, it will seek and receive input from employees and their supervisor regarding the salary structure. The input may be in the form of written or oral communication.

**Section 2.02 – Experience Credit**

Individuals employed before January 1st, who are still employed by the District on June 30<sup>th</sup>, shall for the purposes of salary increases be given credit for (1) year of experience.

**Section 2.03 – Longevity**

After 6 years of employment:	\$500	20-29 years inclusive:	\$1,250
7-12 years inclusive:	\$750	After 30 years' employment:	\$1,500
13-19 years inclusive:	\$1,000		

The longevity amounts are on an annual basis and are to be paid in addition to the base salary. Longevity increments will be divided equally over 24 pay periods during the fiscal year, beginning July 1 each year. All longevity pay will be based on the latest hiring date in cases of broken service.

**Section 2.04 - Holidays**

Employees who work at least 20 hours per week, with a duty year of 52 weeks or more, shall be entitled to the following ten (10) paid holidays: Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Day, Martin Luther King, Jr. Day, Memorial Day, and Juneteenth. If the approved school calendar precludes the use of any of these days as holidays, an alternate day(s) shall be determined by the immediate supervisor.

ARTICLE III  
VACATION/LEAVES

**Section 3.01 - Vacation**

Vacations for employees who work at least 20 hours per week, and work 52 weeks per year, shall be as follows:

Year of Service in <u>District</u>	Number of Vacation <u>Days</u>
1- 5	15
6+	20

Part-time employees will receive pro rata vacation. Vacation shall be available to the employee at the beginning of the year (July 1<sup>st</sup>), however, vacation is considered earned on a monthly basis. Individuals hired after July 1<sup>st</sup> will receive pro rata vacation.

Unused vacation must be taken within one year following the contract year in which it was earned. Vacation use will be as scheduled with and approved by their immediate supervisor.

Any earned vacation days not used prior to the completion of the employee's service, will be paid to the employee at the current rate when the employee's service is completed.

**Section 3.02 - Sick Leave**

An employee must work a regular schedule of 20 or more hours per week in order to be eligible for sick leave.

Employees shall receive sick leave at the rates listed below to a maximum accumulation of 228 days:

Employees working a duty year of 52 weeks:            12 days/year

Sick leave shall be available to the employee at the beginning of the year (July 1<sup>st</sup>), however, sick leave is considered earned on a monthly basis.

One day of leave allowance may be used by an employee for each day of absence due to illness or injury which precludes the employee from performing the duties of ~~his/her~~ their position.

Sick leave with pay shall be allowed whenever an employee's absence is due to illness or injury of the employee, the employee's dependent child, or another individual as allowed by Minnesota law which prevented the employee's attendance at work on that day or days.

Any employee who has been absent may be required to present a statement from a doctor of medicine verifying an illness and certifying that the employee has recovered sufficiently to return to normal duties. Any employee absent more than five (5) consecutive working days must present such certification. If certification is required for an absence of fewer than six (6) days, the district will designate the physician and pay their fee. Charges for certification of absences greater than five (5) consecutive working days will be the responsibility of the District unless the employee requires examination by a specified physician, in which instance the employee will assume the cost of the examination.

An employee receiving compensation under the Worker's Compensation Act may elect to use accumulated leave allowance to make up the difference between the worker's compensation payments and the employee's regular basic salary. Deductions from leave allowance will be made on a prorated basis according to the additional payments to the employee. In no event shall the additional compensation paid to the employee result in the payment of total daily, weekly or monthly compensation in excess of such employee's basic salary.

There shall be no payment for unused, earned sick leave balances upon termination or separation of employment, for any reason, with the School District.

The sick leave provided under this Agreement is intended to satisfy the requirements for Earned Sick and Safe Time ("ESST"). Accordingly, the sick leave provided under this Agreement runs concurrently with ESST and is not in addition to ESST.

### **Section 3.03 – Disaster Leave**

The Employer will provide paid disaster leave for employees who have exhausted accumulated sick leave days prior to the commencement of long-term disability insurance benefits. An employee will become eligible for paid disaster leave after the employee has been continuously disabled and unable to work for fifteen (15) consecutive duty days, as certified by a medical doctor. Disaster leave payments shall commence as of the duty day following the last day of sick leave payment, and shall continue only for the period during which the employee remains continuously disabled and unable to work.

Disaster leave payments shall cease in any event after the fortieth (40th) duty day of absence.

### **Section 3.04 – Bereavement Leave**

Employees may be allowed up to ten (10) days per year of leave with pay in case of bereavement.

1. Bereavement leave may be used in the case of a death of family members or friends.

Time off for bereavement shall be deducted from unused sick days.

### **Section 3.05 - Personal Leave**

The employee shall be allowed five (5) personal leave days per year for business that ordinarily cannot be conducted outside the duty day with prior approval of the immediate supervisor. No more than 3 consecutive days can be used for any absence. No more than two employees can use personal leave on any given day. A deduction of these days will be made from sick leave.

### **Section 3.06 - Leave of Absence Without Pay**

The employee may apply for a leave of absence without pay in the event of personal extenuating circumstances. The employee, when on medical leave of absence, is eligible to continue to participate in group insurance programs as permitted under the insurance policy provisions, but shall pay the entire premium for such programs as they wish to retain commencing with the beginning of the leave, subject to the requirements of applicable law.

### **Section 3.07 - Child Care Leave and Adoption Leave**

Child care leaves under this section include maternity leave, parental leave and adoption leave. Child care leaves shall be processed under the Federal Family and Medical Leave Act (FMLA) for those employee's that meet the current eligibility requirements of FMLA as outlined in Policy 410 and Policy 448. Child care leaves for those employee's

that do not meet the current eligibility requirements of FMLA shall be processed under the District Disability After Childbirth Policy – Policy 411.

- A.** A child care leave shall be granted by the school district subject to the provisions of this Section. Child care leave may be granted because of the need to prepare and/or provide parental care for a child or children of the employee for an extended period of time.
- B.** An employee making application for child care leave shall inform the District in writing with intention to take the leave as soon as possible and at least one calendar month before commencement of the intended leave, except in unusual circumstances. The district and the employee will attempt to work out a satisfactory plan for the leave.
- C.** If the reason for the child care leave is occasioned by pregnancy, the employee shall also provide at the time of the leave application, a medical certification indicating the expected date of the delivery.
- D.** Sick leave under Section 3.02 and long-term disability insurance under Article IV, Section 4.06, is available for the disabilities of pregnancy prior to the commencement of the child care leave. Such use of sick leave days shall run concurrently with parental leave days under paragraph I.
- E.** In making a determination concerning the commencement and duration of a child care leave, the School Board shall not, unless otherwise agreed, be required to:

  - (1) Grant any leave more than six (6) months in length or to the beginning of the school year following such six (6) month period.
- F.** Failure of the employee to return pursuant to the date determined under this Section shall constitute the failure to work without first securing a release which is a ground for immediate discharge unless the school district and the employee mutually agree to an extension in the leave.
- G.** An employee who returns from child care leave within the provisions of this Section shall retain all previous experience credit and any unused leave time accumulated under the provisions of this Agreement at the commencement of the leave.
- H.** Up to twenty (20) days leave allowance may be used for adoption purposes such as preparation and legal reasons, necessary travel, and initial adjustment.

I. Up to ten (10) days parental leave may be used within thirty (30) days of the birth of a child, the days used to be deducted from sick leave. Employees that qualify for maternity leave are not eligible for these parental leave days.

### **Section 3.08 – Religious Observance Leave**

Up to three (3) days leave shall be granted to an employee for required religious observance. Such days must be recognized religious holidays and shall not be permitted for circumstances where personal alternative attendance options exist. A deduction of these days will be made from sick leave. Notification must be submitted to their immediate supervisor, in writing, at least three (3) days prior to such absence.

### **Section 3.09 – Judicial Duty**

For any employee who is required to serve as a juror or is subpoenaed to appear as a witness (not as a defendant) in a criminal court case, Northfield Public Schools will make up the difference between such employee's basic salary and the fees (but not reimbursed expenses) received by the employee. In order to be eligible for this supplement, the employee must submit to the finance office an itemized certification of fees and expenses for judicial duty.

### **Section 3.10 – Superintendent's Discretionary Leave**

Any circumstance that arises necessitating the absence of an employee not specifically included in any of the sections above may be granted as discretionary leave. Such leave must be approved in advance by the superintendent or their authorized representative.

### **Section 3.11. – School Conference and Activities Leave**

In accordance with the provisions of MS.181.9412, the District will provide each employee with up to sixteen hours of school conference and activities leave during any twelve-month period to attend school conferences or school related activities related to the employee's child, provided the conference, activity or observation cannot be scheduled during non-work hours. One school day advance written notice shall be provided via the District's substitute/leave reporting system. The Human Resources Director can waive the advanced written notice requirement in emergency situations under exceptional or unusual circumstances. In addition to the statutory definition of school conference and activity leave, employees may also use school conference and activity leave for post-secondary college visits for high school age students.

Such leave will be deducted from the employee's sick leave allowance.

ARTICLE IV  
INSURANCE

**Section 4.01– Insurance Eligibility**

An employee must work a regular schedule of 20 or more hours per week in order to be eligible for group insurance coverage.

**Section 4.02 – District Obligation**

The District's only obligation is to purchase the group insurance policies addressed below and pay such amounts as stated herein. No claim shall be made against the District as a result of a denial of insurance benefits by an insurance carrier.

**Section 4.03 - Health and Hospitalization**

The School District shall provide eligible employees an opportunity to enroll for either single or family coverage in the District health and hospitalization insurance plan. The effective date for employer contributions shall be January 1 of each year.

The school district will contribute the same amount toward the monthly premiums for single and family coverage as identified in the NEA Agreement.

**Section 4.04 - Dental Insurance**

The School District shall provide eligible employees with an opportunity to enroll for either single or family coverage in the District dental insurance plan. The effective date for employer contributions shall be January 1 of each year.

The school district will contribute the same amount toward the monthly premiums for single and family coverage as identified in the NEA Agreement.

**Section 4.05 - Life Insurance**

The School District shall provide, at District expense, a group term life insurance plan providing \$50,000 of coverage for each eligible employee. The eligible employees may purchase additional group term life insurance in increments of \$25,000 up to a maximum of \$100,000 at the group rate upon evidence of insurability and acceptance by the carrier. The cost of such additional coverage shall be paid fully by the employee through payroll deduction.

**Section 4.06 - Long-Term Disability Insurance**

The School District shall pay the full premium for long-term disability insurance for eligible employees. Benefits shall be payable after 60 consecutive days of total disability at 66 2/3% of the basic monthly earnings.

**Section 4.07 - Liability Insurance**

The School District agrees to insure the employee for loss because of claims brought against them caused by any negligent act, error, omission, or breach of duty while acting within the scope of their employment or any claim against ~~him/her~~ them solely by reason of the holding of their position. The amount and extent of coverage shall be subject to limitations imposed by the insurance carrier and applicable law.

**Section 4.08 - Duration of Insurance Contribution**

Upon separation of employment, all district participation and contribution toward group insurance benefits shall cease effective at the end of the month of the last working day. However, the employee may be continued in the group insurance plans at their own expense for a period following separation determined by the insurance carrier and applicable laws.

ARTICLE V  
OTHER BENEFITS

**Section 5.01 – Travel**

Necessary and approved transportation that is required of the employee in the performance of school duty shall be at the expense of the School District. The mileage reimbursement rate and the rate between buildings shall be set by the School Board.

**Section 5.02 - Professional Improvement**

The employee will participate in professional development activities which are directly related to their areas of responsibility and other areas designated by their immediate supervisor. The School District shall pay for all legally valid travel, lodging, and meal expenses and fees for attendance at professional conferences and meetings with other educational agencies when attendance thereof is required, directed, or permitted by their immediate supervisor.

**Section 5.03 – Professional Membership Dues**

The School District shall pay the annual membership dues for the employee for relevant professional organizations approved by the district.

**Section 5.04 - Vandalism Reimbursement**

The School District shall reimburse the employee for vehicular vandalism, which occurs in the course of the employee performing ~~his or her~~ their required duties, in an amount up to \$500 in a given year toward the unreimbursed insurance deductible amount on the vehicle.

**Section 5.05 – Vehicle Damage Stipend**

The School District shall pay a Vehicle Damage Stipend of \$400 (divided over 24 pay periods) per year to each Systems Administrator and Technology Specialist to cover damage to their personal vehicles caused by transporting district technology equipment as part of their assigned duties.

ARTICLE VI  
RETIREMENT 403(b) MATCHING PLAN

**Section 6.01– 403(b) District Matching Plan**

Each year by October 1, employees who wish to participate in the plan shall be responsible to complete and file a salary deduction authorization for their annual contribution to a matching 403(b) plan. The School District will match an employee’s contribution to a 403 (b) plan up to \$4,000 per school year. During a year in which the employee makes no contribution, the District shall likewise make no contribution to that employee account. Maximum lifetime district contribution will be \$35,000.

**APPENDIX A  
SALARIES AND DUTY YEAR  
2026-2027**

<b>Position</b>	<b>Duty Year</b>	<b>Annual Salary</b>
Systems Administrator*	52 weeks	\$84,925
Technology Specialist* (4 positions)	52 weeks	\$72,089
Student Information Systems Specialist	52 weeks	\$87,400

\*indicates exempt employee

**APPENDIX B  
SALARIES AND DUTY YEAR  
2027-2028**

<b>Position</b>	<b>Duty Year</b>	<b>Annual Salary</b>
Systems Administrator*	52 weeks	\$86,624
Technology Specialist* (4 positions)	52 weeks	\$73,530
Student Information Systems Specialist	52 weeks	\$89,148

\*indicates exempt employee

**STEP INCREMENTS**

Steps for full-time service added to the base salary (pro-rated for part-time):

<b>Experience</b>	<b>2026-28</b>
1 <sup>st</sup> Year	\$0
2 <sup>nd</sup> Year	\$2,000
3 <sup>rd</sup> Year	\$3,000
4 <sup>th</sup> Year	\$4,000

INDEPENDENT SCHOOL DISTRICT 659  
NORTHFIELD, MINNESOTA  
PERSONNEL POLICIES AND PRACTICES

Coordinator of District Grounds, Coordinator of District Maintenance,  
District Electrician, Assistant Grounds Keeper, and District Delivery Driver

AGREEMENT EXTENDS FROM  
JULY 1, 2026, THROUGH JUNE 30, 2028

## **ARTICLE I EMPLOYMENT**

### **Section 1.01 – Introduction**

These Personnel Policies and Practices contain information pertaining to your employment with Independent School District No. 659, Northfield (“District”). Please note that the information contained in this document may be changed from time to time. Nothing in this document establishes any form of a contract between you and the District, nor does anything in this document alter your at-will employment relationship with the District. In the same sense that you can resign your employment with the District at any time for any reason or no reason at all, so can the District terminate your employment at any time for any reason or no reason at all, consistent with the concept of at-will employment. When changes occur to the information contained in this document, the revisions will be issued to you. The statements contained in this Section 1.01 are subject to the requirements of any applicable law, such as the Veterans’ Preference Act, granting the employee employment rights.

### **Section 1.02 – Basic Services**

Employees shall faithfully perform the services prescribed by the School Board or designated representative whether or not such services are specifically described in this manual or in a general job description, abide by the rules, regulations and policies as established by the School Board and the State Board of Education, and any additions or amendments thereto, for the annual salary indicated in this contract.

### **Section 1.03 - Duty Year**

The duty year shall be as listed in Appendices A and B. The employee shall perform services on those legal holidays on which the School Board so determines. The employee shall be on duty during any emergency, natural or unnatural, unless they are otherwise excused in accordance with School Board or administrative policy.

## **ARTICLE II SALARIES AND OTHER COMPENSATION**

### **Section 2.01 - Compensation**

The salary of positions covered by these policies shall be based upon the salary schedule set forth in Appendices A and B.

While the District reserves the right to set salaries, it will seek and receive input from employees and their supervisor regarding the salary structure. The input may be in the form of written or oral communication.

**Section 2.02 – Experience Credit**

Individuals employed before January 1st, who are still employed by the District on June 30<sup>th</sup>, shall for the purposes of salary increases be given credit for (1) year of experience.

**Section 2.03 – License Stipends**

License stipends shall be as follows:

1<sup>st</sup> Class License: \$2,100 per year                      Chief License: \$2,775 per year

The District will allow paid professional meeting time for the employee to attend required license renewal classes. However, the District will not pay the class fee on behalf of the employee.

**Section 2.04 – Supplement for Indoor Swimming Pool Maintenance:**

Swimming Pool Maintenance                      \$500 per year

The District will allow paid professional meeting time for the employee to attend required certification renewal classes. However, the District will not pay the class fee on behalf of the employee.

**Section 2.05 – Commercial Driver’s License**

An employee who is required to hold a Commercial Drivers License shall receive a \$750 per year stipend. In the event the employee obtains the Commercial Drivers License after July 1 the stipend will be prorated for the remainder of that fiscal year.

**Section 2.06 – Holidays**

Employees who work 20 hours or more per week, with a duty year of 52 weeks, shall be entitled to the following ten (10) paid holidays: Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve Day, Christmas Day, New Year’s Day, Martin Luther King, Jr. Day, Memorial Day, and Juneteenth. If the approved school calendar precludes the use of any of these days as holidays, an alternate day(s) shall be determined by the immediate supervisor.

**Section 2.07 – Uniforms**

The annual allotment for uniforms for each employee will be up to five shirts of the employee’s choice and eligibility to receive \$400 taxable stipend each year for the purposes of purchasing pants, shoes, coat or other work clothing. School district uniforms must be worn at all times when school is open to the public or to students. Damaged uniforms may be replaced at the discretion of the school district upon request. It shall be the responsibility of the employee to launder their uniforms.

## **Section 2.08 – Hours of Work and Overtime Pay**

The basic work week shall consist of forty (40) hours. Working hours shall be determined by the school administration. Employees shall be paid on the basis of one and one-half (1.5) times the base hourly rate for work beyond the basic work week of forty (40) hours. If called back to work outside of the regular work schedule, there shall be a two (2) hour guaranteed minimum of time, and hours worked outside the regular work schedule for call back purposes shall be paid at 1.5 times the base hourly rate. Employees shall be paid on the basis of two (2) times the base hourly rate for work on Sundays or holidays.

No overtime shall be paid unless it has been specifically authorized by the Superintendent or their designee.

## **Section 2.09 - Travel**

Necessary and approved transportation that is required of the employee in the performance of school duty shall be at the expense of the School District. The mileage reimbursement rate and the rate between buildings shall be set by the School Board.

## **Section 2.10 - Professional Improvement**

The employee will participate in professional development activities which are directly related to their areas of responsibility and other areas designated by their immediate supervisor. The School District shall pay for all legally valid travel, lodging, and meal expenses and fees for attendance at professional conferences and meetings with other educational agencies when attendance thereof is required, directed, or permitted by their immediate supervisor.

## **Section 2.11 – Professional Membership Dues**

The School District shall pay the annual membership dues for the employee for relevant professional organizations approved by the district.

## **Section 2.12 - Vandalism Reimbursement**

The School District shall reimburse the employee for vehicular vandalism, which occurs in the course of the employee performing their required duties, in an amount up to \$500 in a given year toward the unreimbursed insurance deductible amount on the vehicle.

**ARTICLE III  
VACATION/LEAVES**

**Section 3.01 – Vacation**

An employee must work a regular schedule of 20 or more hours per week in order to be eligible for vacation.

Vacations for employees working 52 or more weeks per year shall be as follows:

Year of Service in <u>District</u>	Number of Vacation <u>Days</u>
1 – 5	15
After 5 Years	20

Part-time employees will receive pro rata vacation. Vacation shall be available to the employee at the beginning of the year (July 1<sup>st</sup>), however, vacation is considered earned on a monthly basis. Individuals hired after July 1<sup>st</sup> will receive pro rata vacation provided the employee has been assigned to a position which normally consists of 50 or more weeks per year.

Unused vacation must be taken within one year following the contract year in which it was earned. Vacation use will be scheduled with and approved by their immediate supervisor using the District’s substitute/leave management system.

If an employee provides at least two (2) weeks advance notice prior to leaving employment with the district, they shall be entitled to receive payment for any unused, earned vacation days earned prior to separation.

Employees working fewer than 52 weeks per year shall not receive vacation.

**Section 3.02 - Sick Leave**

An employee must work a regular schedule of 20 or more hours per week in order to be eligible for sick leave.

Employees shall receive sick leave at the rates listed below to a maximum accumulation of 228 days:

Employees working a duty year of 50 weeks or more                      12 days/year

Sick leave shall be available to the employee at the beginning of the year (July 1<sup>st</sup>), however, sick leave is considered earned on a monthly basis.

One day of leave allowance may be used by an employee for each day of absence due to illness or injury which precludes the employee from performing the duties of their position.

Sick leave with pay shall be allowed whenever an employee's absence is due to illness or injury of the employee or the employee's dependent child, or another individual as allowed by Minnesota Law which prevented the employee's attendance at work on that day or days.

Any employee who has been absent may be required to present a statement from a doctor of medicine verifying an illness and certifying that the employee has recovered sufficiently to return to normal duties. Any employee absent more than five (5) consecutive working days must present such certification. If certification is required for an absence of fewer than six (6) days, the District will designate the physician and pay their fee. Charges for certification of absences greater than five (5) consecutive working days will be the responsibility of the District unless the employee requires examination by a specified physician, in which instance the employee will assume the cost of the examination.

An employee receiving compensation under the Worker's Compensation Act may elect to use accumulated leave allowance to make up the difference between the worker's compensation payments and the employee's regular basic salary. Deductions from leave allowance will be made on a prorated basis according to the additional payments to the employee. In no event shall the additional compensation paid to the employee result in the payment of total daily, weekly or monthly compensation in excess of such employee's basic salary.

There shall be no payment for unused, earned sick leave balances upon termination or separation of employment, for any reason, with the School District.

The sick leave provided under this Agreement is intended to satisfy the requirements for Earned Sick and Safe Time ("ESST"). Accordingly, the sick leave provided under this Agreement runs concurrently with ESST and is not in addition to ESST.

### **Section 3.03 – Disaster Leave**

The Employer will provide paid disaster leave for employees who have exhausted accumulated sick leave days prior to the commencement of long-term disability insurance benefits. An employee will become eligible for paid disaster leave after the employee has been continuously disabled and unable to work for fifteen (15) consecutive duty days, as certified by a medical doctor. Disaster leave payments shall commence as of the duty day following the last day of sick leave payment, and shall continue only for the period during which the employee remains continuously disabled and unable to work.

Disaster leave payments shall cease in any event after the fortieth (40th) duty day of absence.

### **Section 3.04 – Bereavement Leave:**

Employees may be allowed up to ten (10) days per year of leave with pay in case of death.

Bereavement leave may be used in the case of a death of family or friends. A deduction of these days will be made from sick leave.

### **Section 3.05 – Personal Leave**

The employee shall be allowed five (5) personal business days per year for business that ordinarily cannot be conducted outside the duty day with prior approval of the immediate supervisor using the District's substitute/leave management system. No more than three (3) days can be used on a consecutive basis except for emergency situations. The Director of Human Resources will approve any exceptions to this language. A deduction of these days will be made from sick leave.

### **Section 3.06 - Leave of Absence Without Pay**

The employee may apply for a leave of absence without pay in the event of personal extenuating circumstances. The employee, when on medical leave of absence, is eligible to continue to participate in group insurance programs as permitted under the insurance policy provisions, but shall pay the entire premium for such programs as they wish to retain commencing with the beginning of the leave, subject to the requirements of applicable law.

### **Section 3.07 - Child Care Leave and Adoption Leave**

Child care leaves under this section include maternity leave, parental leave and adoption leave. Child care leaves shall be processed under the Federal Family and Medical Leave Act (FMLA) for those employee's that meet the current eligibility requirements of FMLA as outlined in Policy 410 and Policy 448. Child care leaves for those employees that do not meet the current eligibility requirements of FMLA shall be processed under the District Disability After Childbirth Policy – Policy 411.

- A. A child care leave shall be granted by the school district subject to the provisions of this Section. Child care leave may be granted because of the need to prepare and/or provide parental care for a child or children of the employee for an extended period of time.
- B. An employee making application for child care leave shall inform the District in writing with intention to take the leave as soon as possible and at least one calendar month before commencement of the intended leave, except in unusual circumstances. The district and the employee will attempt to work out a satisfactory plan for the leave.
- C. If the reason for the child care leave is occasioned by pregnancy, the employee shall also provide at the time of the leave application, a medical certification indicating the expected date of the delivery.
- D. Sick leave under Section 3.02 and long-term disability insurance under Article IV, Section 4.06, is available for the disabilities of pregnancy prior to the commencement of the child care leave. Such use of sick leave days shall run concurrently with parental leave days under paragraph I.

E. In making a determination concerning the commencement and duration of a child care leave, the School Board shall not, unless otherwise agreed, be required to:

(1) Grant any leave more than six (6) months in length or to the beginning of the school year following such six (6) month period.

F. Failure of the employee to return pursuant to the date determined under this Section shall constitute the failure to work without first securing a release which is a ground for immediate discharge unless the school district and the employee mutually agree to an extension in the leave.

G. An employee who returns from child care leave within the provisions of this Section shall retain all previous experience credit and any unused leave time accumulated under the provisions of this Agreement at the commencement of the leave.

H. Up to twenty (20) days leave allowance may be used for adoption purposes such as preparation and legal reasons, necessary travel, and initial adjustment.

I. Up to ten (10) days parental leave may be used within 30 days of the birth of a child, the days used to be deducted from sick leave. Employees that qualify for maternity leave are not eligible for these parental leave days.

J. Time off during the leave period shall not count toward a step advancement on the wage schedule. However, employees will be advanced a step if they worked more than one-half of the duty days in their work year.

### **Section 3.08 – Religious Observance Leave**

Up to three (3) days leave shall be granted to an employee for required religious observance. Such days must be recognized religious holidays and shall not be permitted for circumstances where personal alternative attendance options exist. A deduction of these days will be made from sick leave. Notification must be submitted to their immediate supervisor, in writing, at least three (3) days prior to such absence.

### **Section 3.09 – Judicial Duty**

For any employee who is required to serve as a juror or is subpoenaed to appear as a witness (not as a defendant) in a criminal court case, Northfield Public Schools will make up the difference between such employees' basic salary and the fees (but not reimbursed expenses) received by the employee. In order to be eligible for this supplement, the employee must submit to the finance office an itemized certification of fees and expenses for judicial duty. Advance notice to the Director of Buildings & Grounds is required to permit the scheduling of a substitute, if required. An employee is also required to notify the Director of Building & Grounds immediately upon being excused from judicial duty.

### **Section 3.10 – Superintendent’s Discretionary Leave**

Any circumstance that arises necessitating the absence of an employee not specifically included in any of the sections above may be granted as discretionary leave. Such leave must be approved in advance by the superintendent or their authorized representative.

### **Section 3.11 – School Conference and Activities Leave**

In accordance with the provisions of MS.181.9412, the District will provide each employee with up to sixteen hours of school conference and activities leave during any twelve month period to attend school conferences or school related activities related to the employee's child, provided the conference, activity or observation cannot be scheduled during non-work hours. One school day advance written notice shall be provided via the District’s substitute/leave reporting system. The Human Resources Director can waive the advanced written notice requirement in emergency situations under exceptional or unusual circumstances. Such leave will be deducted from the employee's sick leave allowance.

In addition to the statutory definition of school conference and activity leave, employees may also use school conference and activity leave for post-secondary college visits for high school age students.

## **ARTICLE IV INSURANCE**

### **Section 4.01– Insurance Eligibility**

An employee must work a regular schedule of 20 or more hours per week in order to be eligible for group insurance coverage.

### **Section 4.02 – District Obligation**

The District’s only obligation is to purchase the group insurance policies addressed below and pay such amounts as stated herein. No claim shall be made against the District as a result of a denial of insurance benefits by an insurance carrier.

### **Section 4.03 - Health and Hospitalization**

The School District shall provide eligible employees an opportunity to enroll for either single or family coverage in the District health and hospitalization insurance plan. The School District shall contribute the amounts listed below toward the monthly premium for single and family coverage. The effective date for employer contributions shall be January 1 of each year of this agreement.

The school district will contribute the same amount toward the monthly premiums for single and family coverage as identified in the NEA Agreement.

#### **Section 4.04 - Dental Insurance**

The School District shall provide eligible employees with an opportunity to enroll for either single or family coverage in the District dental insurance plan. The School District shall contribute the amounts listed below toward the monthly premium for single or family coverage. The effective date for employer contributions shall be January 1 of each year of this agreement.

The school district will contribute the same amount toward the monthly premiums for single and family coverage as identified in the NEA Agreement.

#### **Section 4.05 - Life Insurance**

The School District shall provide, at District expense, a group term life insurance plan providing \$100,000 of coverage for each eligible employee. The eligible employees may purchase additional group term life insurance in increments of \$25,000 up to a maximum of \$100,000 at the group rate upon evidence of insurability and acceptance by the carrier. The cost of such additional coverage shall be paid fully by the employee through payroll deduction.

#### **Section 4.06 - Long-Term Disability Insurance**

The School District shall pay the full premium for long-term disability insurance for eligible employees. Benefits shall be payable after 60 consecutive days of total disability at 66 2/3% of the basic monthly earnings.

#### **Section 4.07 - Liability Insurance**

The School District agrees to insure the employee for loss because of claims brought against them caused by any negligent act, error, omission, or breach of duty while acting within the scope of their employment or any claim against ~~him/her~~ them solely by reason of the holding of their position. The amount and extent of coverage shall be subject to limitations imposed by the insurance carrier and applicable law.

#### **Section 4.08 - Duration of Insurance Contribution**

Upon separation of employment, all district participation and contribution toward group insurance benefits shall cease effective at the end of the month of the last working day except as provided under other provisions of this manual. However, the employee may be continued in the group insurance plans at their own expense for a period following separation determined by the insurance carrier and applicable laws.

**ARTICLE V  
LONGEVITY**

**Section 5.01 – Longevity**

<u>Completed Years of Service</u>	<u>2026-27</u>	<u>2027-28</u>
5-9 years of employment inclusive	\$1,000	\$1,000
10-14 years of employment inclusive:	\$1,500	\$1,500
15-19 years of employment inclusive:	\$2,000	\$2,000
20 + years or more of employment:	\$2,500	\$2,500

**Section 5.02 – Longevity Pay Schedule**

The longevity amounts are on an annual basis and are to be paid in addition to the basic salary. Longevity increments will be divided equally over 24 pay periods during the fiscal year, beginning July 1 each year. All longevity pay will be based on the latest hiring date in cases of broken service.

**ARTICLE VI  
RETIREMENT**

**Section 6.01 – Retirement Insurance**

If the employee retires upon attaining age fifty-five (55) or thereafter and has at least ten (10) years experience in the School District, they may elect to be covered under the group health and hospitalization and dental plans provided by the School District as provided by law. The employee may continue participation in the District’s group term life insurance plan according to provisions of Section 4.05 at the employee’s own expense until the employee is eligible for Medicare. The District shall contribute toward the premium for health and hospitalization and dental coverage under the same conditions as if employed but not more than 80% of the health and hospitalization insurance premium, for three (3) years from the date of retirement.

Once a retired employee becomes eligible for Medicare the retired employee’s coverage will convert to a Medicare supplement policy. Such policy (when combined with Medicare) will at a minimum be equivalent coverage to the group health and hospitalization plan offered to active employees and retired employees who are not eligible for Medicare.

In the event a retired employee and their dependent(s) become eligible for Medicare at different times, the individual insured will be converted to the Medicare supplement policy upon becoming eligible. At such time as there is only one other insured remaining on the family group health plan, they will be converted to a single policy under the group health plan until they become eligible for Medicare. If dependent children are covered under the group health plan, they will be eligible to continue coverage until such time that the last parent covered on the group health plan becomes eligible for Medicare.

Once the retired employee or their dependent(s) obtain Medicare eligibility, the District shall contribute up to \$400.00 toward the monthly premium of the Medicare supplement plan for the remainder of the contribution period as defined above.

When the retiree becomes eligible for Medicare, the retiree must be in compliance with M.S. 471.611.

**Section 6.02– 403(b) District Matching Plan**

Each year by October 1, employees who wish to participate in the plan shall be responsible to complete and file a salary deduction authorization for their annual contribution to a matching 403(b) plan. The School District will match an employee's contribution to a 403(b) plan up to \$3,000 per school year. During a year in which the employee makes no contribution, the District shall likewise make no contribution to that employee account. Maximum lifetime district contribution will be \$35,000.

**APPENDIX A**

**SALARIES AND DUTY YEAR  
2026-27**

<b>Position</b>	<b>Duty Year</b>	<b>Salary</b>
Grounds Coordinator	52 Weeks	\$39.89/hour
Maintenance Coordinator	52 Weeks	\$39.89/hour
Master Electrician	52 Weeks	\$51.26/hour
Journeyman Electrician	52 Weeks	\$42.23/hour
Assistant Groundskeeper/Floating Substitute	52 Weeks	\$34.02/hour
District Delivery Driver/Assistant Groundskeeper	52 Weeks	\$25.23/hour

**APPENDIX B**

**SALARIES AND DUTY YEAR  
2027-28**

<b>Position</b>	<b>Duty Year</b>	<b>Salary</b>
Grounds Coordinator	52 weeks	\$40.89/hour
Maintenance Coordinator	52 weeks	\$40.89/hour
Master Electrician	52 weeks	\$52.26/hour
Journeyman Electrician	52 weeks	\$43.23/hour
Assistant Groundskeeper/Floating Substitute	52 weeks	\$35.02/hour
District Delivery Driver/Assistant Groundskeeper	52 Weeks	\$26.23/hour

Steps for Services

<b>Step</b>	<b>Amount</b>
1	\$500
2	\$1,000
3	\$1,500
4	\$2,000

INDEPENDENT SCHOOL DISTRICT 659  
NORTHFIELD, MINNESOTA  
PERSONNEL POLICIES AND PRACTICES

Other Staff

Policy Extends from  
July 1, 2026, through June 30, 2028

ARTICLE I  
EMPLOYMENT

**Section 1.01 – Introduction**

These Personnel Policies and Practices contain information pertaining to your employment with Independent School District No. 659, Northfield (“District”). Please note that the information contained in this document may be changed from time to time. Nothing in this document establishes any form of a contract between you and the District, nor does anything in this document alter your at-will employment relationship with the District. In the same sense that you can resign your employment with the District at any time for any reason or no reason at all, so can the District terminate your employment at any time for any reason or no reason at all, consistent with the concept of at-will employment. When changes occur to the information contained in this document, the revisions will be issued to you. The statements contained in this Section 1.01 are subject to the requirements of any applicable law, such as the Veterans’ Preference Act, granting the employee employment rights.

**Section 1.02 - Basic Services**

Employees shall faithfully perform the services prescribed by the School Board or designated representative whether or not such services are specifically described in this manual or in a general job description, abide by the rules, regulations and policies as established by the School Board and the State Board of Education, and any additions or amendments thereto, for the annual salary indicated in this contract.

**Section 1.03 - Duty Year**

The duty year shall be as listed in Appendices A and B. The employee shall perform services on those legal holidays on which the School Board so determines.

ARTICLE II  
SALARIES

**Section 2.01 - Compensation**

The annual salary of positions covered by these policies shall be based upon the salary schedule set forth in Appendices A and B.

While the District reserves the right to set salaries, it will seek and receive input from employees and their supervisor regarding the salary structure. The input may be in the form of written or oral communication.

**Section 2.02 – Experience Credit**

Individuals employed before January 1st, who are still employed by the District on June 30<sup>th</sup>, shall for the purposes of salary increases be given credit for (1) year of experience.

**Section 2.03 - Holidays**

Employees working 20 hours or more per week, with a duty year of 173 work days or more, shall be entitled to the following six (6) paid holidays: Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Day, New Year’s Day, and Memorial Day. If the approved school calendar precludes the use of any of these days as holidays, an alternate day(s) shall be determined by the Superintendent.

Employees working 20 hours or ore per week for 52 weeks will have the following four (4) additional holidays: July 4<sup>th</sup>, Christmas Eve Day, Martin Luther King Jr. Day, and Juneteenth.

ARTICLE III  
LEAVES

**Section 3.01 – Vacation**

An employee who works a regular schedule of 20 or more hours per week, with a work year of 52 weeks, shall be eligible for vacation.

Vacations for employees working at least 20 hours or more per week, for at least 52 weeks per year, shall be as follows:

<u>Year of Service in District</u>	<u>Number of Vacation Days</u>
1 - 5	15
6+	20

Part-time employees will receive pro rata vacation. Vacation shall be available to the employee at the beginning of the year (July 1<sup>st</sup>), however, vacation is considered earned on a monthly basis. Individuals hired after July 1<sup>st</sup> will receive pro rata vacation provided the employee has been assigned to a position which normally consists of 49 or more weeks per year.

Unused vacation must be taken within one year following the contract year in which it was earned. Vacation use will be as scheduled with and approved by their immediate supervisor.

There shall be no payment for unused, earned vacation balances upon termination or separation of employment, for any reason, with the School District.

Employees working fewer than 52 weeks per year shall not receive vacation.

**Section 3.02 - Sick Leave**

An employee must work a regular schedule of 20 or more hours per week in order to be eligible for sick leave.

Employees shall receive sick leave at the rates listed below to a maximum accumulation of 228 days:

Employees working a duty year of less than 50 weeks	10 days/year
Employees working a duty year of 50 weeks or more	12 days/year

Sick leave shall be available to the employee at the beginning of the year (July 1<sup>st</sup>), however, sick leave is considered earned on a monthly basis.

One day of leave allowance may be used by an employee for each day of absence due to illness or injury which precludes the employee from performing the duties of ~~his/her~~ their position.

Sick leave with pay shall be allowed whenever an employee's absence is due to illness or injury of the employee, the employee's dependent child, or another individual as allowed by Minnesota law which prevented the employee's attendance at work on that day or days.

Any employee who has been absent may be required to present a statement from a doctor of medicine verifying an illness and certifying that the employee has recovered sufficiently to return to normal duties. Any employee absent more than five (5) consecutive working days must present such certification. If certification is required for an absence of fewer than six (6) days, the District will designate the physician and pay their fee. Charges for certification of absences greater than five (5) consecutive working days will be the responsibility of the District unless the employee requires examination by a specified physician, in which instance the employee will assume the cost of the examination.

An employee who is absent from work as a result of a compensable injury incurred in the service of the school district under the provisions of the Worker's Compensation Act shall be allowed to use accumulated sick leave or vacation pay in combination with Worker's Compensation to receive the employee's regular rate of pay. The school district will assume that the employee elects to do so, using sick leave first, then vacation, unless the employee notifies the district in advance that they elect not to use sick leave or vacation for this purpose. Benefit payments shall continue in accordance with state and federal laws.

There shall be no payment for unused, earned sick leave balances upon termination or separation of employment, for any reason, with the School District.

The sick leave provided under this Agreement is intended to satisfy the requirements for Earned Sick and Safe Time ("ESST"). Accordingly, the sick leave provided under this Agreement runs concurrently with ESST and is not in addition to ESST.

### **Section 3.03 – Disaster Leave**

The Employer will provide paid disaster leave for employees who have exhausted accumulated sick leave days prior to the commencement of long-term disability insurance benefits. An employee will become eligible for paid disaster leave after the employee has been continuously disabled and unable to work for fifteen (15) consecutive duty days, as certified by a medical doctor. Disaster leave payments shall commence as of the duty day following the last day of sick leave payment, and shall continue only for the period during which the employee remains continuously disabled and unable to work.

Disaster leave payments shall cease in any event after the fortieth (40th) duty day of absence.

### **Section 3.04 – Bereavement Leave**

Employees may be allowed up to ten (10) days per year of leave with pay in case of death. Bereavement leave may be used in the case of a death of family members or friends. Time off for bereavement shall be deducted from unused sick days.

### **Section 3.05 – Personal Leave**

The employee shall be allowed five (5) personal business days per year for business that ordinarily cannot be conducted outside the duty day with prior approval of their immediate supervisor. No more than three (3) days can be used consecutively. A deduction of these days will be made from sick leave. Request for leave under this Section must be made through the District's substitute/leave system at least three (3) days in advance, except for emergencies.

There shall be no paid personal business days for those employees who do not qualify for sick leave.

### **Section 3.06 - Leave of Absence Without Pay**

The employee may apply for a leave of absence without pay in the event of personal extenuating circumstances. The employee, when on medical leave of absence, is eligible to continue to participate in group insurance programs as permitted under the insurance policy provisions, but shall pay the entire premium for such programs as they wish to retain commencing with the beginning of the leave, subject to the requirements of applicable law.

### **Section 3.07 - Child Care Leave and Adoption Leave**

Child care leaves under this section include maternity leave, parental leave and adoption leave. Child care leaves shall be processed under the Federal Family and Medical Leave Act (FMLA) for those employee's that meet the current eligibility requirements of FMLA as outlined in Policy 410 and Policy 448. Child care leaves for those employees that do not meet the current eligibility requirements of FMLA shall be processed under the District Disability After Childbirth Policy – Policy 411.

- A. A child care leave shall be granted by the school district subject to the provisions of this Section. Child care leave may be granted because of the need to prepare and/or provide parental care for a child or children of the employee for an extended period of time.
- B. An employee making application for child care leave shall inform the District in writing with intention to take the leave as soon as possible and at least one calendar month before commencement of the intended leave, except in unusual circumstances. The district and the employee will attempt to work out a satisfactory plan for the leave.
- C. If the reason for the child care leave is occasioned by pregnancy, the employee shall also provide at the time of the leave application, a medical certification indicating the expected date of the delivery.

D. Sick leave under Section 3.02 and long-term disability insurance under Article IV, Section 4.06, is available for the disabilities of pregnancy prior to the commencement of the child care leave. Such use of sick leave days shall run concurrently with parental leave days under paragraph I.

E. In making a determination concerning the commencement and duration of a child care leave, the School Board shall not, unless otherwise agreed, be required to:

(1) Grant any leave more than six (6) months in length or to the beginning of the school year following such six (6) month period.

F. Failure of the employee to return pursuant to the date determined under this Section shall constitute the failure to work without first securing a release which is a ground for immediate discharge unless the school district and the employee mutually agree to an extension in the leave.

G. An employee who returns from child care leave within the provisions of this Section shall retain all previous experience credit and any unused leave time accumulated under the provisions of this Agreement at the commencement of the leave.

H. Up to twenty (20) days leave allowance may be used for adoption purposes such as preparation and legal reasons, necessary travel, and initial adjustment.

I. Up to ten (10) days parental leave may be used within 30 days of the birth of a child, the days used to be deducted from sick leave. Employees that qualify for maternity leave are not eligible for these parental leave days.

J. Time off during the leave period shall not count toward a step advancement on the wage schedule. However, office employees will be advanced a step if they worked more than one-half of the duty days in their work year.

### **Section 3.08 – Religious Observance Leave**

Up to three (3) days leave shall be granted to an employee for required religious observance. Such days must be recognized religious holidays and shall not be permitted for circumstances where personal alternative attendance options exist. A deduction of these days will be made from sick leave. Notification must be submitted to their immediate supervisor, in writing, at least three (3) days prior to such absence.

### **Section 3.09 – Judicial Duty**

For any employee who is required to serve as a juror or is subpoenaed to appear as a witness (not as a defendant) in a criminal court case, Northfield Public Schools will make up the difference between such employees' basic salary and the fees (but not reimbursed expenses) received by the employee. In order to be eligible for this supplement, the employee must submit to the finance office an itemized certification of fees and expenses for judicial duty.

### **Section 3.10 – Superintendent’s Discretionary Leave**

Any circumstance that arises necessitating the absence of an employee not specifically included in any of the sections above may be granted as discretionary leave. Such leave must be approved in advance by the superintendent or their authorized representative.

### **Section 3.11 – School Conference and Activities Leave**

In accordance with the provisions of MS.181.9412, the District will provide each employee with up to sixteen hours of school conference and activities leave during any twelve month period to attend school conferences or school related activities related to the employee's child, provided the conference, activity or observation cannot be scheduled during non-work hours. One school day advance written notice shall be provided via the District’s substitute/leave reporting system. Such leave will be deducted from the employee's sick leave allowance. In addition to the statutory definition of school conference and activity leave, employees may also use school conference and activity leave for post-secondary college visits for high school age students.

## ARTICLE IV INSURANCE

### **Section 4.01– Insurance Eligibility**

An employee must work a regular schedule of 20 or more hours per week for at least the number of student contact days in the board approved school calendar in order to be eligible for group insurance coverage.

### **Section 4.02 – District Obligation**

The District’s only obligation is to purchase the group insurance policies addressed below and pay such amounts as stated herein. No claim shall be made against the District as a result of a denial of insurance benefits by an insurance carrier.

### **Section 4.03- Health and Hospitalization**

The School District shall provide eligible employees an opportunity to enroll for either single or family coverage in the District health and hospitalization insurance plan. The School District shall contribute the amounts listed below toward the monthly premium for single and family coverage. The amounts listed below reflect a proration for employees who work less than full-time. The effective date for employer contributions shall be January 1 each year.

The school district will contribute the same amount toward the monthly premiums for single and family coverage as identified in the NEA Agreement.

### **Section 4.04 - Dental Insurance**

The School District shall provide eligible employees with an opportunity to enroll for either single or family coverage in the District dental insurance plan. The School District shall contribute the amounts listed below toward the monthly premium for single or family coverage.

The amounts listed below reflect a proration for those employees who work less than full-time. The effective date for employer contributions shall be January 1 each year.

The school district will contribute the same amount toward the monthly premiums for single and family coverage as identified in the NEA Agreement.

#### **Section 4.05 - Life Insurance**

The School District shall provide, at District expense, a group term life insurance plan providing \$35,000 of coverage for each eligible employee. The eligible employees may purchase additional group term life insurance in increments of \$25,000 up to a maximum of \$100,000 at the group rate upon evidence of insurability and acceptance by the carrier. The cost of such additional coverage shall be paid fully by the employee through payroll deduction.

#### **Section 4.06 - Long-Term Disability Insurance**

The School District shall pay the full premium for long-term disability insurance for eligible employees. Benefits shall be payable after 60 consecutive days of total disability at 66 2/3% of the basic monthly earnings.

#### **Section 4.07 - Liability Insurance**

The School District agrees to insure the employee for loss because of claims brought against ~~him/her~~ them caused by any negligent act, error, omission, or breach of duty while acting within the scope of their employment or any claim against them solely by reason of the holding of their position. The amount and extent of coverage shall be subject to limitations imposed by the insurance carrier and applicable law.

#### **Section 4.08 - Duration of Insurance Contribution**

Upon separation of employment, all district participation and contribution toward group insurance benefits shall cease effective at the end of the month of the last working day except as provided under other provisions of this manual. However, the employee may be continued in the group insurance plans at their own expense for a period following separation determined by the insurance carrier and applicable laws.

### ARTICLE V OTHER BENEFITS

#### **Section 5.01 - Travel**

Necessary and approved transportation that is required of the employee in the performance of school duty shall be at the expense of the School District. The mileage reimbursement rate and the rate between buildings shall be set by the School Board.

#### **Section 5.02 - Professional Improvement**

The employee will participate in professional development activities which are directly related to ~~his or her~~ their areas of responsibility and other areas designated by their immediate supervisor.

The School District shall pay for all legally valid travel, lodging, and meal expenses and fees for attendance at professional conferences and meetings with other educational agencies when attendance thereof is required, directed, or permitted by their immediate supervisor.

**Section 5.03 - Vandalism Reimbursement**

The School District shall reimburse the employee for vehicular vandalism, which occurs in the course of the employee performing their required duties, in an amount up to \$500 in a given year toward the unreimbursed insurance deductible amount on the vehicle.

**Section 5.04 - 403(b) District Matching Plan**

Each year by October 1, employees who wish to participate in the plan shall be responsible to complete and file a salary deduction authorization for their annual contribution to a matching 403(b) plan. The School District will match an employee's contribution to a 403(b) plan up to \$3,000 per school year. During a year in which the employee makes no contribution, the District shall likewise make no contribution to that employee account. The maximum lifetime contribution shall be \$35,000.

**Section 5.05 – Vehicle Damage Stipend**

The School District shall pay a Vehicle Damage Stipend of \$400 (divided over 24 pay periods) per year to each Instructional Services Support Specialist to cover damage to their personal vehicles caused by transporting district technology equipment as part of their assigned duties.

**APPENDIX A  
SALARIES AND DUTY YEAR  
2026-27**

<b>Position</b>	<b>Duty Year</b>	<b>Annual Salary</b>
Instructional Services Support Specialist	52 weeks	\$77,470

**APPENDIX B  
SALARIES AND DUTY YEAR  
2027-28**

<b>Position</b>	<b>Duty Year</b>	<b>Annual Salary</b>
Instructional Services Support Specialist	52 weeks	\$79,019

*District - Building Nurses, including St. Dominic's*

**NORTHFIELD PUBLIC SCHOOLS**

**POLICY COVERING WAGES, HOURS AND FRINGE BENEFITS**

**BUILDING NURSES**

July 1, 2026 through June 30, 2028

**ARTICLE I  
EMPLOYMENT**

**Section 1.01 – Introduction**

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**Section 1.02 – Basic Services**

Employees shall faithfully perform the services prescribed by the School Board or designated representative whether or not such services are specifically described in this manual or in a general job description, abide by the rules, regulations and policies as established by the School Board and the State Board of Education, and any additions or amendments thereto, for the salary indicated in this contract.

In keeping with State Laws, the Northfield District shall provide health services to students of St. Dominic’s School. The following guidelines will be observed in the delivery of such services:

The individual assigned to the St. Dominic School Nurse position shall be considered an employee of the Northfield District and shall be under the supervision of the District’s licensed school nurse. The District nurse shall be responsible for administering the budget accounts associated with this position including supplies, travel and funds allocated for additional clerical services. The District nurse shall also be responsible for assuring that the services provided to students at St. Dominic’s School are similar to those provided to students in other schools of the District.

Recruiting, screening and selection of applicants for the St. Dominic School Nurse position shall be the responsibility of the School District. Selection shall be made by the Superintendent’s designee after receiving recommendations from the District school nurse and the Principal of St. Dominic’s School.

**Section 1.03 - Duty Year**

For all buildings but the NCEC, the number of work days in a given year shall be the number of days students are in school plus five (5) additional days as scheduled by the District Nurse.

The NCEC building nurse will work year round.

The person employed to serve St. Dominic School shall be authorized to work the number of hours approved through the St. Dominic Student Report for Aides to Non-Public Students application. The work year shall correspond to those weeks that school is in session.

**Section 1.04 – Work Day**

The standard work day shall be 7.0 hours per day with the ability, at the discretion of the nurse, to work up to 8.0 hours per day.

The person employed to serve St. Dominic School shall be authorized to work the number hours approved through the St. Dominic Student Report for Aides to Non-Public Students application. The Director of Finance shall be responsible for determining the number of hours on an annual basis.

**ARTICLE II  
RATES OF PAY AND HOLIDAYS**

**Section 2.01 – Hourly Wages**

**2026-2027**

	<u>ADN/LPN</u>	<u>ADN/RN</u>	<u>BSN/RN</u>	<u>MSN/RN</u>
Step 1	\$35.12	\$38.53	\$39.69	\$40.87
Step 2	\$36.29	\$39.70	\$40.89	\$42.12
Step 3	\$38.49	\$41.90	\$43.17	\$44.46
Step 4	\$39.98	\$43.39	\$44.69	\$46.02

**2027-2028**

	<u>ADN/LPN</u>	<u>ADN/RN</u>	<u>BSN/RN</u>	<u>MSN/RN</u>
Step 1	\$35.82	\$39.30	\$40.48	\$41.69
Step 2	\$37.02	\$40.49	\$41.71	\$42.96
Step 3	\$39.26	\$42.74	\$44.03	\$45.35
Step 4	\$40.78	\$44.26	\$45.58	\$46.94

Step placement of entering employees shall be recommended by the Human Resources Office and approved by the Board of Education. Step changes shall take effect at the beginning of the fiscal year. In order for an employee to advance to a succeeding step on the schedule, they must have been employed by the district for more than half of the preceding work year.

**Section 2.02 - Holidays with Pay**

**Eligibility** - Employees who are regularly employed at least twenty (20) hours per week in a regular work week assignment for a minimum of 173 days.

**For all buildings except the NCEC** - Six per year - Memorial Day, Thanksgiving Day, New Year’s Day, Labor Day, Christmas Day and the Friday after Thanksgiving.

**For the NCEC building nurse** – ten per year – 4<sup>th</sup> of July, Labor Day, Thanksgiving Day, Friday after Thanksgiving Day, Christmas Eve Day, Christmas Day, New Year Year’s Day, Martin Luther King, Jr. Day, Memorial Day, Juneteenth.

**Job Sharing:** For nurses that share one position, each nurse shall receive three paid holidays.

**Section 2.03 - School Closing**

In the event that school (or schools) is closed due to an emergency, Nurses shall continue to receive compensation for up to a maximum of one (1) day per year. Subsequent days would become e-learning days and Nurses would have the choice to work remotely or in the building at their regular rate of pay. School days that begin late or end early due to an emergency shall not be counted towards this day, and Nurses shall receive compensation proportionate to their workday for late start or early release portions of their day.

**Job Sharing:** For nurses that share one position, each nurse shall receive one paid snow day.

**ARTICLE III  
LEAVES**

**Eligibility** - Employees who are regularly employed at least twenty (20) hours per week in a regular work week assignment for a minimum of 173 days.

**Section 3.01 - Sick Leave**

The sick leave provided under this Agreement is intended to satisfy the requirements for Earned Sick and Safe Time (“ESST”). Accordingly, the sick leave provided under this Agreement runs concurrently with ESST and is not in addition to ESST.

**For all buildings except NCEC** - Ten (10) days per year with pay shall be allowed whenever an employee’s absence is due to illness or injury of the employee, the employee’s dependent child, and/or for other individuals to the extent provided by Minnesota Law. Sick leave days are cumulative to 190 days.

**For the NCEC** - Twelve (12) days per year with pay shall be allowed whenever an employee’s absence is due to illness or injury of the employee, the employee’s dependent child, and/or for other individuals to the extent provided by Minnesota Law. Sick leave days are cumulative to 228 days.

**Job Sharing:** For nurses that share one position, each nurse shall receive five (5) day per year with pay based on the standard work hours per day of 7.0 hours.

An employee receiving compensation under the Worker’s Compensation Act may elect to use accumulated leave allowance to make up the difference between the worker’s compensation payments and the employee’s regular basic salary. Deductions from leave allowance will be made on a prorated basis according to the additional payments to the employee. In no event shall the additional compensation paid to the employee result in

the payment of total daily, weekly or monthly compensation in excess of such employee's basic salary.

### **Section 3.02 - Personal Leave**

Building nurses may be granted a leave at the discretion of the school district of no more than five (5) days per year, noncumulative, and with no loss in pay, the days used to be deducted from unused sick leave, for situations that arise requiring the nurse's personal attention which cannot be attended to when school is not in session. No more than three (3) days can be used consecutively. Requests for personal leave must be made using the District's substitute/leave system at least three (3) days in advance, except for emergencies. No more than one building nurse can use personal leave on any given day.

**Job Sharing:** For nurses that share one position, each nurse shall receive two and a half (2.5) days per year, noncumulative, and with no loss in pay, the day to be deducted from unused sick leave.

### **Section 3.03 - Leaves of Absence Without Pay**

Nurses may apply for leaves of absence without pay at the recommendation of the building principal and approval by the Director of Human Resources.

### **Section 3.04 - Bereavement Leave**

Employees may be allowed up to ten (10) days per year of leave with pay in case of death. Bereavement leave may be used in the case of a death of family or friends.

**Job Sharing:** For nurses that share one position, each nurse shall receive five (5) days per year of leave with pay in case of death. Bereavement leave may be used in the case of a death of family or friends.

Time off for bereavement shall be deducted from unused sick days.

### **Section 3.05 - School Conference and Activities Leave**

In accordance with the provisions of MS.181.9412, the District will provide each employee with up to sixteen hours of school conference and activities leave during any twelve month period to attend school conferences or school related activities related to the employee's child, provided the conference, activity or observation cannot be scheduled during non-work hours. One school day advance written notice shall be provided via the District's substitute/leave reporting system. The Human Resources Director can waive the advanced written notice requirement in emergency situations under exceptional or unusual circumstances. Such leave will be deducted from the employee's sick leave allowance.

In addition to the statutory definition of school conference and activity leave, employees may also use school conference and activity leave for post-secondary college visits for high school age students.

**Section 3.06 – Judicial Duty**

For any employee who is required to serve as a juror or is subpoenaed to appear as a witness (not as a defendant) in a criminal court case, Northfield Public Schools will make up the difference between such employees basic salary and the fees (but not reimbursed expenses) received by the employee. In order to be eligible for this supplement, the employee must submit to the finance office an itemized certification of fees and expenses for judicial duty.

**Section 3.07 - Vacation**

Nurses who work a year-round schedule will earn vacation leave as follows:

**Years of Service Completed:**

- 1-5 Years - 15 Days
- 6 + Years - 20 Days

**Section 3.08 - Child Care and Adoption Leave**

Child care leaves under this section include maternity leave, parental leave and adoption leave. Child care leaves shall be processed under the Federal Family and Medical Leave Act (FMLA) for those employee’s that meet the current eligibility requirements of FMLA as outlined in Policy 410 and Policy 448. Child care leaves for those employees that do not meet the current eligibility requirements of FMLA shall be processed under the District Disability After Childbirth Policy – Policy 411.

- A.** A child care leave shall be granted by the school district subject to the provisions of this Section. Child care leave may be granted because of the need to prepare and/or provide parental care for a child or children of the employee for an extended period of time.
  
- B.** An employee making application for child care leave shall inform the District in writing with intention to take the leave as soon as possible and at least one calendar month before commencement of the intended leave, except in unusual circumstances. The district and the employee will attempt to work out a satisfactory plan for the leave.
  
- C.** If the reason for the child care leave is occasioned by pregnancy, the employee shall also provide at the time of the leave application, a medical certification indicating the expected date of the delivery.
  
- D.** Sick leave under Section 3.02 and long-term disability insurance under Article IV, Section 4.06, is available for the disabilities of pregnancy prior to the commencement of the child care leave. Such use of sick leave days shall run concurrently with parental leave days under paragraph I.
  
- E.** In making a determination concerning the commencement and duration of a child care leave, the School Board shall not, unless otherwise agreed, be required to:

- (1) Grant any leave more than six (6) months in length or to the beginning of the school year following such six (6) month period.

**F.** Failure of the employee to return pursuant to the date determined under this Section shall constitute the failure to work without first securing a release which is a ground for immediate discharge unless the school district and the employee mutually agree to an extension in the leave.

**G.** An employee who returns from child care leave within the provisions of this Section shall retain all previous experience credit and any unused leave time accumulated under the provisions of this Agreement at the commencement of the leave.

**H.** Up to twenty (20) days leave allowance may be used for adoption purposes such as preparation and legal reasons, necessary travel, and initial adjustment.

**I.** Up to ten (10) days parental leave may be used within 30 days of the birth of a child, the days used to be deducted from sick leave. Employees that qualify for maternity leave are not eligible for these parental leave days.

**J.** Time off during the leave period shall not count toward a step advancement on the wage schedule. However, employees will be advanced a step if they worked more than one-half of the duty days in their work year.

## **ARTICLE IV INSURANCE**

### **Section 4.01 – Eligibility**

An employee must work 20 hours per week or more in order to be eligible for group insurance coverage.

**Job Sharing:** Nurses that share one position are not eligible for insurance benefits as outlined in this Article.

The employer will purchase the group insurance policies described in this section. The provisions of this section are merely descriptive of the coverage provided, and the eligibility of the nurses for benefits shall be governed by the terms of the master insurance contracts in force between the employer and the insurers providing such coverage.

### **Section 4.02 – District Obligation**

The employer's only obligation under the policies described in this section is to make the premium payments as provided in this policy document, and no claim shall be made against the employer in the event of a denial of insurance benefits by the insurance carrier. Upon separation of employment, all district contributions toward insurance benefits shall cease effective on the

last day of the month of the separation. The effective dates for changes in the employer contributions are January 1, each year.

#### **Section 4.03 - Health and Hospitalization Insurance**

The employer will contribute the same amount toward the monthly health insurance plan premium for single and family coverage as exists in the District's agreement for teachers with the Northfield Education Association if the employee wishes to enroll in the plan.

Employees who retire after age 59 or become disabled and who have been in the employ of the Northfield School District for at least ten (10) consecutive years, may buy the group health and hospitalization insurance at the school's group rate until the employee is eligible for Medicare. Participation beyond that shall be in accordance with applicable laws and regulations. The retired or disabled employee will pay the premium for such coverage to the school district

Once a retired employee becomes eligible for Medicare the retired employee's coverage will convert to a Medicare supplement policy. Such policy (when combined with Medicare) will at a minimum be equivalent coverage to the group health and hospitalization plan offered to active employees and retired employees who are not eligible for Medicare.

In the event a retired employee and their dependent(s) become eligible for Medicare at different times, the individual insured will be converted to the Medicare supplement policy upon becoming eligible. At such time as there is only one other insured remaining on the family group health plan, they will be converted to a single policy under the group health plan until they become eligible for Medicare. If dependent children are covered under the group health plan they will be eligible to continue coverage until such time that the last parent covered on the group health plan becomes eligible for Medicare.

When the retiree becomes eligible for Medicare, the retiree must be in compliance with M.S. 471.611

#### **Section 4.04 - Dental Insurance**

The employer will contribute the same amount toward the monthly dental insurance plan premium for single and family coverage as exists in the District's agreement for teachers with the Northfield Education Association if the employee wishes to enroll in the plan.

#### **Section 4.05 - Life Insurance**

The employer will provide group term life insurance coverage for each building nurse in the amount of \$35,000. The employee may purchase additional group term life insurance in increments of \$25,000 up to a maximum of \$100,000 at the group rate upon evidence of insurability and acceptance by the carrier. The cost of such additional coverage shall be paid fully by the employee through payroll deduction.

**Section 4.06 - Income Protection**

The School District shall pay the full premium for long-term disability insurance for eligible employees. Benefits shall be payable after 60 consecutive days of total disability at 66 2/3% of the basic monthly earnings.

**ARTICLE V  
LONGEVITY**

**Section 5.01 - Longevity**

The stipulated longevity amounts are to be paid in addition to the basic salary schedule. Longevity increments begin July 1 each year. All longevity pay will be based on the latest hiring date in cases of broken service.

Completed years of Service

6 – 9 years	\$2.00/hour
10-14 years	\$2.50/hour
15-19 years	\$3.00/hour
20+ years	\$3.50/hour

**ARTICLE VI  
RETIREMENT**

**Section 6.01 - 403b Matching Plan**

Each year by October 1, employees who wish to participate in the plan shall be responsible to complete and file a salary deduction authorization for their annual contribution to a matching 403(b) plan. The School District will match an employee’s contribution to a 403 (b) plan up to \$1,000 per school year. During a year in which the employee makes no contribution, the District shall likewise make no contribution to that employee account. Maximum lifetime district contribution will be \$35,000.

Date: April 8th, 2026  
To: Independent School District 659  
From: George Sullivan, Knutson Construction  
Subject: Northfield High School Addition and Renovation – Bid Results

Dear Members of the Board,

Bids for the Northfield High School Addition and Renovation project were received on Thursday, March 26<sup>th</sup>, 2026. The project received 77 bids covering 23 Trade packages.

Knutson Construction recommends that the motion be approved to award the following best value contracts:

Low Bid Contracts:

21A – Fire Suppression		
• Frontier Fire Protection Inc.	in the amount of	<u>\$1,639,000.00</u>
22B – Geothermal Wells		
• Midwest Mechanical Solutions	in the amount of	<u>\$4,796,000.00</u>

Best Value Contracts:

8B – Aluminum Systems and Glazing		
• Envision Glass, Inc.	in the amount of	<u>\$3,229,288.00</u>
26A – Electrical		
• Laketown Electric Corporation	in the amount of	<u>\$10,220,000.00</u>

The total recommended contract award is \$19,884,288.00.

Upon Board approval, Knutson Construction will proceed with Contracts as recommended to begin the construction phase of the project.

Thank you,

George Sullivan  
Project Manager  
Knutson Construction

Attachments: 8B Best Value Scoring Matrix, 26A Best Value Scoring Matrix

CC: Dr. Matt Hillmann, District 659  
Valori Mertesdorf, District 659  
Josh Cooper, Knutson Construction  
Sal Bagley, Wold Architects and Engineers

Northfield High School 26 Elec					
Vendor Code		LakeTown Elec	Wolf River Elec	A J Moore Elec	R&K Elec
5 criteria 1000 points possible		<b>775</b>	<b>386</b>	<b>416</b>	<b>742</b>
<b>Criteria (Assigned Points)</b>	<b>Weight</b>				
Level of Expertise rating	150	150.0	75.0	75.0	150.0
Risk Assessment rating	100	100.0	50.0	50.0	100.0
Value Added rating	100	50.0	50.0	50.0	50.0
Interview rating	350	175.0	0.0	0.0	175.0
Cost	300	300.0	211.0	240.8	267.3

Northfield High School 08 Glazing							
Vendor Code		<b>Murphy Window &amp; Door</b>	<b>Ford Metro</b>	<b>Brin</b>	<b>MT Contracting</b>	<b>Envision Glass</b>	<b>Capitol City Glass</b>
5 criteria 1000 points possible		<b>642</b>	<b>423</b>	<b>418</b>	<b>428</b>	<b>886</b>	<b>580</b>
<b>Criteria (Assigned Points)</b>	<b>Weight</b>						
Level of Expertise rating	150	75.0	75.0	75.0	75.0	150.0	75.0
Risk Assessment rating	100	100.0	50.0	50.0	50.0	100.0	50.0
Value Added rating	100	50.0	50.0	50.0	50.0	100.0	50.0
Interview rating	350	175.0	0.0	0.0	0.0	262.5	105.0
Cost	300	241.8	248.1	243.3	252.9	273.2	300.0



### CANCELLATION OF PURCHASE AGREEMENT

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1. Date March 3rd, 2026

2. The undersigned hereby agree that a Purchase Agreement dated May 7th 2024,

3. relating to the Property at XXX Gleason Rd Dundas MN 55019

4. \_\_\_\_\_

5. is hereby canceled and terminated. The Earnest Money in connection with said Agreement is to be: *(Check one.)*

6.  REFUNDED TO BUYERS

7.  RETAINED BY SELLERS

8.  OTHER

9.

10.

11.

12.

13.

14.

15.

16.

17. and Buyer releases all rights in the property. Buyer and Seller have no further rights or obligations under the Purchase Agreement.

19. EARNEST MONEY SHALL BE ELECTRONICALLY TRANSMITTED OR MAILED TO:

20. Name: Lance Manty

21. Street: 227 Tower Ave

22. City/State/Zip: Dundas, MN 55019

23. \_\_\_\_\_  \_\_\_\_\_ 03/04/2026  
(Seller) (Date) (Buyer) (Date)

24. \_\_\_\_\_  
(Seller) (Date) (Buyer) (Date)

					2025-26									
School and Grade Level	September 2nd	September 5th	September 12th	September 19th	October 1st	November 1st	December 2nd	January 5th	February 2nd	March 3rd	April 1st	May 1st	End of Year 6/6/2025	
<b>NCEC</b>														
Early Childhood	62	94	97	101	99	102	109	112	115	111	119			
<b>Total</b>	<b>62</b>	<b>94</b>	<b>97</b>	<b>101</b>	<b>99</b>	<b>102</b>	<b>109</b>	<b>112</b>	<b>115</b>	<b>111</b>	<b>119</b>			
<b>Big 9 Online</b>														
Grade K-2038	0	0	0	0	0	0	0	0	0	0	0			
Grade 1-2037	0	0	0	0	0	0	0	0	0	0	0			
Grade 2-2036	0	0	0	0	0	0	0	0	0	0	0			
Grade 3-2035	1	0	0	0	0	0	0	0	0	0	0			
Grade 4-2034	1	1	1	1	1	1	1	1	1	1	1			
Grade 5-2033	1	1	1	1	1	1	1	1	1	1	1			
Grade 6-2032	1	4	6	5	5	5	5	5	4	4	4			
Grade 7-2031	1	3	4	3	3	2	2	2	1	2	1			
Grade 8-2030	1	1	1	1	1	1	1	2	2	2	1			
Grade 9-2029	4	3	4	4	4	4	4	4	5	5	6			
Grade 10-2028	3	3	3	3	4	4	4	4	10	10	12			
Grade 11-2027	18	18	18	18	18	18	18	17	22	22	23			
Grade 12-2026	18	18	18	18	18	16	18	19	26	27	28			
<b>Total</b>	<b>49</b>	<b>52</b>	<b>56</b>	<b>54</b>	<b>55</b>	<b>52</b>	<b>54</b>	<b>55</b>	<b>72</b>	<b>74</b>	<b>77</b>	<b>0</b>	<b>0</b>	
<b>Greenvale Park</b>														
Grade K-2038	72	78	78	79	79	79	79	76	75	75	76			
Grade 1-2037	77	78	78	79	79	79	78	78	78	78	78			
Grade 2-2036	67	67	67	68	68	68	66	67	67	66	67			
Grade 3-2035	100	100	100	100	100	99	98	100	100	100	100			
Grade 4-2034	87	89	89	89	89	89	90	89	90	88	87			
Grade 5-2033	83	83	83	85	85	85	83	83	83	82	83			
<b>Total</b>	<b>486</b>	<b>495</b>	<b>495</b>	<b>500</b>	<b>500</b>	<b>499</b>	<b>494</b>	<b>493</b>	<b>493</b>	<b>489</b>	<b>491</b>	<b>0</b>	<b>0</b>	
<b>Spring Creek</b>														
Grade K-2038	66	68	69	70	69	69	68	68	67	67	67			
Grade 1-2037	68	69	69	69	69	69	69	67	68	69	69			
Grade 2-2036	68	69	69	69	69	70	71	70	70	70	70			
Grade 3-2035	76	75	75	75	75	77	77	77	77	77	76			
Grade 4-2034	81	82	84	84	84	84	83	83	83	85	85			
Grade 5-2033	72	72	72	72	72	72	72	72	72	72	72			
<b>Total</b>	<b>431</b>	<b>435</b>	<b>438</b>	<b>439</b>	<b>438</b>	<b>441</b>	<b>440</b>	<b>437</b>	<b>437</b>	<b>440</b>	<b>439</b>	<b>0</b>	<b>0</b>	
<b>Bridgewater</b>														
Grade K-2038	87	88	88	88	87	87	87	88	88	88	88			
Grade 1-2037	71	71	71	71	72	72	72	73	73	72	73			
Grade 2-2036	107	107	107	107	107	105	105	105	105	105	105			
Grade 3-2035	89	89	89	89	89	89	89	90	89	89	91			
Grade 4-2034	93	93	93	93	93	93	93	94	94	94	94			
Grade 5-2033	106	105	105	105	104	104	103	105	105	104	104			
<b>Total</b>	<b>553</b>	<b>553</b>	<b>553</b>	<b>553</b>	<b>552</b>	<b>550</b>	<b>549</b>	<b>555</b>	<b>554</b>	<b>552</b>	<b>555</b>	<b>0</b>	<b>0</b>	
<b>Middle School</b>														
Grade 6-2032	310	308	308	307	306	307	307	307	305	302	301			
Grade 7-2031	299	296	294	295	295	294	292	294	297	294	296			
Grade 8-2030	294	294	293	294	292	293	293	291	291	290	290			
<b>Total</b>	<b>903</b>	<b>898</b>	<b>895</b>	<b>896</b>	<b>893</b>	<b>894</b>	<b>892</b>	<b>892</b>	<b>893</b>	<b>886</b>	<b>887</b>	<b>0</b>	<b>0</b>	
<b>High School</b>														
Grade 9-2029	292	290	289	289	289	290	287	285	285	284	281			
Grade 10-2028	328	330	329	328	328	327	327	326	321	319	321			
Grade 11-2027	302	300	299	299	298	293	292	293	288	288	285			
Grade 12-2026	298	295	295	295	297	297	292	291	283	281	280			
<b>Total</b>	<b>1220</b>	<b>1215</b>	<b>1212</b>	<b>1211</b>	<b>1212</b>	<b>1207</b>	<b>1198</b>	<b>1195</b>	<b>1177</b>	<b>1172</b>	<b>1167</b>	<b>0</b>	<b>0</b>	
<b>ALC</b>														
Grade 9-2029	0	0	0	0	0	1	1	1	0	20	20			
Grade 10-2028	3	3	3	4	4	4	6	6	5	23	24			
Grade 11-2027	14	17	17	18	18	20	24	24	26	41	42			
Grade 12-2026	31	37	42	45	47	53	66	68	67	72	75			
<b>Total</b>	<b>48</b>	<b>57</b>	<b>62</b>	<b>67</b>	<b>69</b>	<b>78</b>	<b>97</b>	<b>99</b>	<b>98</b>	<b>156</b>	<b>161</b>	<b>0</b>	<b>0</b>	
<b>Grand Total</b>	<b>3752</b>	<b>3799</b>	<b>3808</b>	<b>3821</b>	<b>3818</b>	<b>3823</b>	<b>3833</b>	<b>3838</b>	<b>3839</b>	<b>3880</b>	<b>3896</b>	<b>0</b>	<b>0</b>	
Full Time only (excluding EC and Part-time/Independent Study ALC)	3679	3694	3697	3703	3699	3696	3685	3685	3676	3663	3668			
Budget Projection (excluding EC and Part-time/Independent Study ALC)	3685	3685	3685	3685	3685	3685	3685	3685	3685	3685	3685	3685	3685	
Difference [negative numbers in parentheses)	-6	9	12	18	14	11	0	0	-9	-22	-17	-3685	-3685	

**Greenvale Park**

Grade	Teacher	
K	Borgerding	19
K	Feldmann	20
K	Kortbein	18
K	Swenson	19
1	Landry	26
1	Nivala	26
1	Ziemann	26
2	Amundson	22
2	Bulfer	22
2	Ellerbusch	23
3	Dimick	24
3	Johnson	26
3	Peterson	25
3	Timerson	25
4	Carlson	22
4	Garcia	24
4	Hetzel	21
4	McLaughlin	20
5	Bloom	28
5	Sickler	30
5	Tacheny	25
<b>TOTAL</b>		<b>491</b>

**Spring Creek**

Grade	Teacher	
K	Berkvam Peter	23
K	Heil, G	22
K	Matson	22
1	Bevans	23
1	Born	27
1	Craft	19
2	Russell	17
2	Soderlund	25
2	Spitzack	28
3	Healy	29
3	Sasse	20
3	Stulken	27
4	Fox	22
4	Haar	21
4	McMamus	18
4	Rud	24
5	Baragary	27
5	Malecha	28
5	Ostermann	17
<b>TOTAL</b>		<b>439</b>

**Bridgewater**

Grade	Teacher	
K	Cade	22
K	Danielson	22
K	Harris	22
K	Tran	22
1	Blatti	24
1	Lanza	25
1	Stuemke	24
2	Hall	21
2	Lavoy	19
2	Lofquist	19
2	Schwaab	21
2	Swenson	25
3	Bell	25
3	Larson	17
3	Sickler	25
3	Truman	24
4	Foley	26
4	Hehr	24
4	Rodriguez	19
4	Ryan	25
5	Bischoff	27
5	Drexl	24
5	Holden	25
5	Rubin/DeVries	28
<b>TOTAL</b>		<b>555</b>

**Middle School**

Grade	Total
Grade 6-2032	301
Grade 7-2031	296
Grade 8-2030	290
<b>TOTAL</b>	<b>887</b>

**High School**

Grade	Total
Grade 9-2029	281
Grade 10-2028	321
Grade 11-2027	285
Grade 12-2026	280
<b>TOTAL</b>	<b>1167</b>

**ALC**

Grade	F/T
Grade 9-2029	0
Grade 10-2028	6
Grade 11-2027	16
Grade 12-2026	30
<b>TOTAL</b>	<b>52</b>

**F/T**

Grade	**P/T
Grade 9-2029	0
Grade 10-2028	0
Grade 11-2027	4
Grade 12-2026	1
<b>TOTAL</b>	<b>5</b>

**\*\*P/T**

Grade	**I/S
Grade 9-2029	20
Grade 10-2028	18
Grade 11-2027	22
Grade 12-2026	44
<b>TOTAL</b>	<b>104</b>

**\*\*I/S**

Grade	Total
Grade 9-2029	20
Grade 10-2028	24
Grade 11-2027	42
Grade 12-2026	75
<b>TOTAL</b>	<b>161</b>

	Regular	Big 9	Total
Early Childhood**	119		119
Kindergarten-2038	231	0	231
Grade 1-2037	220	0	220
Grade 2-2036	242	0	242
Grade 3-2035	267	0	267
Grade 4-2034	266	1	267
Grade 5-2033	259	1	260
<b>Total K-5</b>	<b>1604</b>	<b>2</b>	<b>1606</b>
<b>Total Middle Sch</b>	<b>887</b>	<b>6</b>	<b>893</b>
<b>Total High Schoo</b>	<b>1167</b>	<b>69</b>	<b>1236</b>
<b>GRAND TOTAL</b>	<b>3658</b>	<b>77</b>	<b>3735</b>
<b>ALC 9-12</b>			<b>161</b>
<b>GRAND TOTAL w/ALC and Big 9</b>			<b>3896</b>
<b>**Full Time</b>			<b>3668</b>

**Early Childhood\*\***

Teacher	
Dorey	13
Hubbard	10
Karsky	6
Kruse	10
Ludwig	15
O'Connor	13
Roth	11
Sanders	12
Tharp	6
Townzen	14
Webster	9
<b>TOTAL</b>	<b>119</b>

**Big 9 Online**

Grade	Teacher	
Grade K-2038	Kehler	0
Grade 1-2037	Kehler	0
Grade 2-2036	Kehler	0
Grade 3-2035	Kehler	0
Grade 4-2034	Kehler	1
Grade 5-2033	Kehler	1
Grade 6-2032	Kehler	4
Grade 7-2031	Kehler	1
Grade 8-2030	Kehler	1
Grade 9-2029	Kehler	6
Grade 10-2028	Kehler	12
Grade 11-2027	Kehler	23
Grade 12-2026	Kehler	28
<b>TOTAL</b>		<b>77</b>

## Superintended Search Update #2

The application period for the superintendent position closed on Tuesday, April 7. The board has received access to all application materials, and MSBA is also reviewing applications to identify recommended candidates. On Thursday, April 16, the board will hold a special meeting at 6:00 p.m. in the District Boardroom to deliberate and select finalists. As a reminder, all special meetings are open to the public.

At a special meeting held on Monday, April 6, the board received interview training from Amy Jordan, Associate Director of Leadership Development and Executive Search at MSBA. This training covered topics including non-discrimination and open meeting laws, applicant privacy, prohibited questions, and guidance for public deliberation.

The board also reviewed the feedback submitted by district stakeholders as part of the Superintendent Search Public Engagement Survey. The survey was available from March 10 through March 22, and a total of 251 responses were submitted. The board will use this feedback throughout the search process.

In addition to relying on the Public Engagement Survey to provide input on district stakeholder priorities, the board will also engage a diverse and representative group of stakeholders from across the district to provide feedback at the final round of interviews. More details will be forthcoming.

Lastly, the board determined a list of questions that will be asked during the first round of interviews, which will begin at 4:00 p.m. on Friday, April 24, and continue at 3:00 p.m. on Saturday, April 25.