INDEPENDENT SCHOOL DISTRICT NO. 659
REGULAR SCHOOL BOARD MEETING

Monday, November 23, 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. NHS Reimagine Project Update
    b. 2027-2028 School Calendar
    c. School Start Times
    d. Superintendent Mid-Year Evaluation Process

6. Consent Agenda
    a. Minutes
    b. Gift Agreements
    c. Financial Reports - August 2026
    d. Personnel Items

7. Items for Individual Action
    a. Policy Committee Recommendations

8. Items for Information
    a. N/A

9. Future Meetings
    a. Monday, December 14, 2026, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
    b. Monday, January 11, 2027, 6:00 p.m., Organizational Board Meeting followed by the Regular Board Meeting, Northfield DO Boardroom
    c. Monday, January 25, 2027, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom

10. Adjournment

The Northfield School District recognizes that we reside on the homeland of the Wahpekute Tribe of the Dakota Nation.
We acknowledge the wrongdoings, previous and ongoing, and strive to repair and strengthen our relations with Indigenous peoples.

NORTHFIELD PUBLIC SCHOOLS
MEMORANDUM

Monday, November 23, 2026 ~ 6:00 p.m. ~ Regular Board Meeting
Northfield District Office Boardroom
Meeting Link

TO: Members of the Board of Education
FROM: Tim Anderson, Ed.D., Superintendent
RE: Explanation of Agenda Items for the Monday, November 23, 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. NHS Reimagine Project Update. Sal Bagley with Wold Architects and Engineers and Josh Cooper with Knutson Construction will provide an update on the Northfield High School Reimagine project.

   b. 2027-2028 School Calendar. Director of Instructional Services Jenn Reichel will present the 2027-2028 school year calendar. This will be an item for individual action at the December 14 board meeting.

   c. School Start Times. Board Vice Chair Corey Butler will facilitate a conversation about school start times. Superintendent Anderson will briefly share recently gathered information.

   d. Superintendent Mid-Year Evaluation Process. Board Vice Chair Butler will facilitate a conversation about the process for the superintendent's mid-year evaluation.

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

   a. Minutes. Minutes of the public hearing held on November 9, 2026, and the regular school board meeting held on November 9, 2026.

   b. Gift Agreements. Gift agreements to be approved are attached.

   c. Financial Reports - August 2026. Director of Finance Val Mertesdorf requests the board approve paid bills totaling $3,649,357.01, payroll checks totaling $3,492,470.73, a wire transfer totaling $100,000.00 from Frandsen General to Frandsen Sweep, a wire transfer totaling $150,000.00 from Frandsen Sweep to Frandsen General, and the financial reports for August 2026. No bond payments were made. At the end of August 2026, total cash and investments amounted to $72,682,407.03.

   d. Personnel Items.
      i. Appointments
         1. Randell Zick, Softball/Basketball Official at Community Education/Recreation, beginning 11/8/2026-5/31/2027, $32/game.
         2. Miles Poole, Recreation and Aquatics Assistant at Community Education/Recreation, 4 hours/week, beginning 11/8/2026, $15.87/hr.
         3. Carlaa Wallig, Special Ed EA/PCA for 6.75 hours/day at the High School, beginning 11/18/2026. Step 4 $23.98/hr.
         4. Stephanie Scheffler, Event Worker at the High School, beginning 12/1/2026, $45/77 event(s).
         5. Isidro Simon Garcia, Community School Student Site Assistant at Community School, up to 10 hours/week, beginning 11/30/2026-5/13/2027, step 1, $16.95/hr.

6. Freya Heiberg, Community School Site Assistant at the Middle School, up to 10 hours/week, beginning 11/30/2026-5/13/2027, step 1, $19.27/hr.
7. Elina Ascensio Puga, Community School Student Site Assistant at Community School, up to 10 hours/week, beginning 11/30/2026-5/13/2027, step 1, $16.95/hr.
8. Ruby Turna, Child Nutrition Associate I at Spring Creek, 3.25 hours/day, beginning 11/23/2026, $23.52/hr.
9. William Baragary, Community School Site Assistant at Spring Creek, up to 10 hours/week, beginning 11/30/2026-5/13/2027, step 1, $19.27/hr.

ii. Increase/Decrease/Changes in Assignment

1. Wendy Apitz, KidVentures Site Assistant at Greenvale Park, add General Ed Supervision at Greenvale Park, 2.5 hrs/week, effective 11/16/2026.
2. Taite Raasch, Instructor Lead at Community Education, add Softball/Basketball Official at Community Education/Recreation, 4 hrs/week, effective 11/8/2026, $32/game.
3. Brekken Modory, Licensed Teacher at the High School, add Assistant Speech Coach, effective 11/23/2026, stipend $5,191.
4. Julian Lucio, Instructor Lead at Community Education, add Softball/Basketball Official at Community Education/Recreation, 4 hrs/week, effective 11/8/2026, $32/game.
5. Jack Kramer, Instructor Lead at Community Education, add Softball/Basketball Official at Community Education/Recreation, 4 hrs/week, effective 11/8/2026, $32/game.
6. Stephanie Hernandez Flores, Community School Club Leader, add Substitute Community School Site Assistant for up to 10 hours/week, effective 11/6/2026, $19.27/hr.
7. Jessica Tietz, Early Childhood Ed Assistant at Community Education, 18.75 hours/week, change to 17.75 hours/week, effective 11/10/2026.
8. Ray Coudret, Instructional Systems Specialist at the District Office, add Event Worker at the High School, effective 11/13/2026, $45/77 game(s).
9. Margarita Rosas Marcial, Custodian at the Middle School, change to Custodian Engineer without license, beginning 09/01/2026, Step 1, $27.71.
10. Rosemary Fink, AP Proctor at the High School, moving to as needed, effective 5/15/2026.
11. Kevin Dahle, AP Proctor at the High School, moving to as needed, effective 5/15/2026.
12. Shirley Bock, AP Proctor at the High School, moving to as needed, effective 5/15/2026.
13. Regina Zakrajsek, AP Proctor at the High School,moving to as needed, effective 5/15/2026.
14. Doug Bengston, AP Proctor at the High School, moving to as needed, effective 5/15/2026.

iii. Leave of Absences

1. N/A

iv. Retirements/Resignations/Terminations

1. Kelly Duban, Child Nutrition Associate at Spring Creek, resignation effective 11/5/2026.
2. Theresa Olson, Special Ed EA/PCA at Bridgewater, termination effective 11/12/2026.
3. Amy Kolars, Special Education Teacher at the Middle School, resignation effective 07/28/2026.

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

7. Items for Individual Action

a. Policy Committee Recommendations. The board is requested to approve the policy committee's recommended updates to policies 610, 610.1, 611, 612, 614, and 722.

Superintendent's Recommendation: Motion to adopt the policy committee's recommended updates to policies 610, 610.1, 611, 612, 614, and 722 as presented.

8. Items for Information

a. N/A

9. Future Meetings

a. Monday, December 14, 2026, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
b. Monday, January 11, 2027, 6:00 p.m., Organizational Board Meeting followed by the Regular Board Meeting, Northfield DO Boardroom
c. Monday, January 25, 2027, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom

10. Adjournment

Reaching Out, Reaching Up:
THE 2027 STRATEGIC PLAN

Northfield PUBLIC SCHOOLS

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.

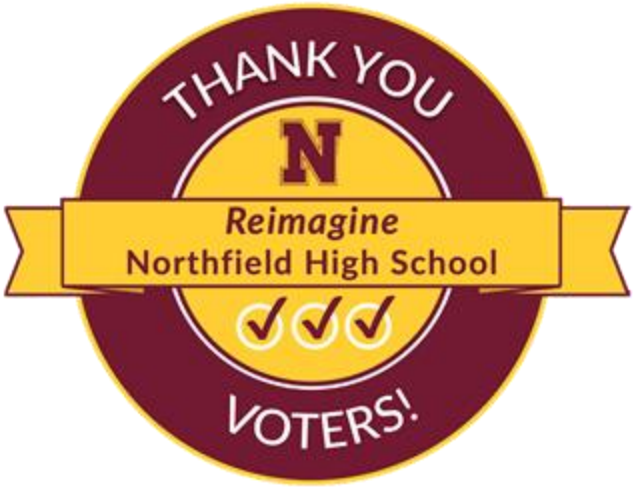


Partnerships

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

Wold

KnutsonConstruction





REIMAGINE NORTHFIELD HIGH SCHOOL

CD SCHOOL BOARD UPDATE | NOVEMBER 23, 2026

Northfield PUBLIC SCHOOLS

NORTHFIELD HIGH SCHOOL
AGENDA



- BUDGET UPDATE
- CONSTRUCTION STATUS
- UPCOMING PROJECT PHASING
- BONDING & TIMELINE

BUDGET

- 22 Contractors under contract with a current value of $106,112,292
- Construction Contingency of $3,000,000
- Billed to date: $10,925,875
- Approximately 10% complete overall

NORTHFIELD HIGH SCHOOL
CONSTRUCTION STATUS

SAFETY

- Over 9,000 hours worked since June
- Averaging 7 different contractors working on site
- No lost time injuries since the project began
- Student/Staff/Visitor Safety
  - Added lights along drive lane, speed limit signage, and speed bumps
  - Added pedestrian concrete walk to help kids walking home
  - Weekly check-ins with school to discuss any potential student/parent concerns

NORTHFIELD HIGH SCHOOL
CONSTRUCTION STATUS

PHASE 1 COMPLETED ACTIVITIES

- Underground Stormwater System
  - Completed 8/7/2026
- South Parking Lot
  - Ready for use 9/11/2026
- New Underground Utilities
  - Watermain, storm sewer, sanitary sewer
  - South side completed 9/4/2026



NORTHFIELD HIGH SCHOOL
CONSTRUCTION STATUS



NORTHFIELD HIGH SCHOOL
CONSTRUCTION STATUS

GEOTHERMAL WELLS

- Drilling Completed
- Piping to building in progress
- Planned completion for Fall 2027



NORTHFIELD HIGH SCHOOL
CONSTRUCTION STATUS

CONCRETE FOUNDATIONS

- Classrooms 100% complete
- Storm Shelter 95% complete
- Activity center 20% complete



NORTHFIELD HIGH SCHOOL
CONSTRUCTION STATUS



NORTHFIELD HIGH SCHOOL
CONSTRUCTION STATUS



NORTHFIELD HIGH SCHOOL
CONSTRUCTION STATUS

UPCOMING MILESTONES

- Precast wall panels starting shortly. Estimated completion January 2027
- Structural Steel start December 2026; Estimated Completion March 2027
- Cold formed steel wall structure at Classroom Addition start March 2027
- Curtain Wall at Classroom Addition start April 2027
- Locker Rooms Renovations starts April 2027
- Interior Finish Work at Classroom Addition start May 2027

NORTHFIELD HIGH SCHOOL

11/09/26 Drone Video

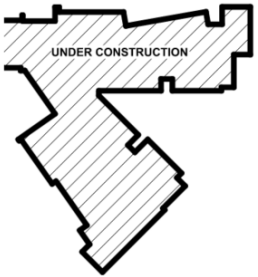


NORTHFIELD HIGH SCHOOL
UPCOMING PROJECT PHASING

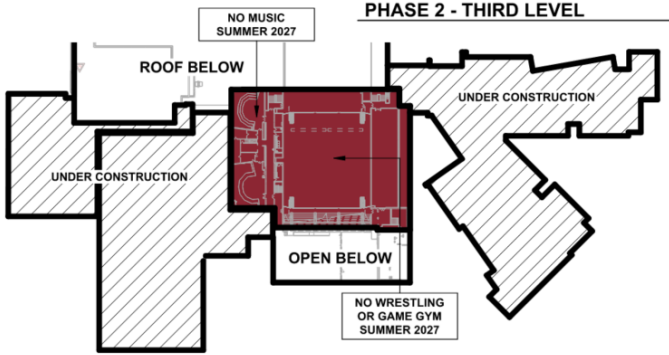
PHASE 2 : SEPT 2026 - DEC 2027

SIGNIFICANT IMPACTS

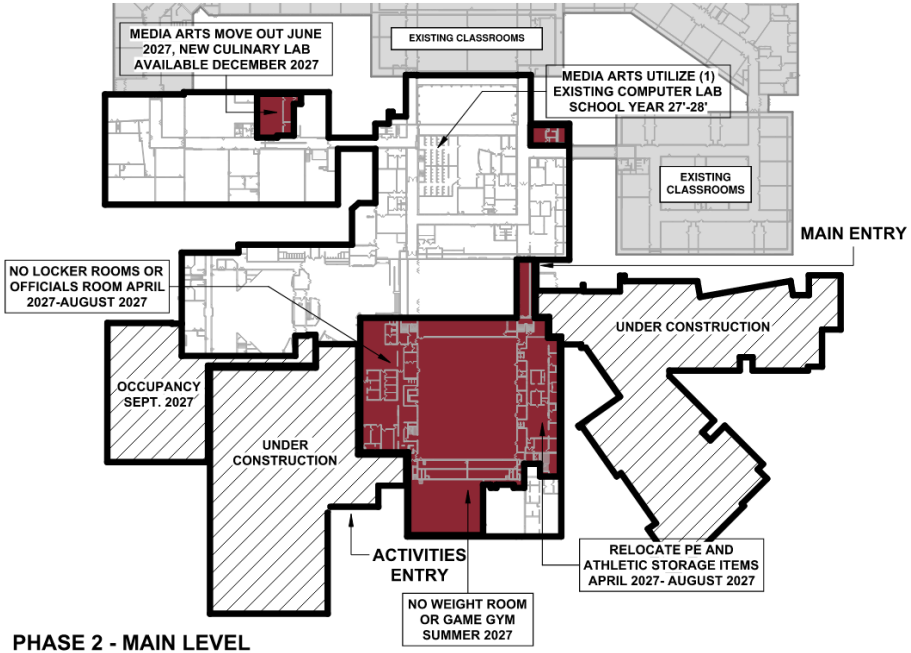
- MEDIA ARTS MOVE OUT JUNE 2027 (NEW CULINARY LAB AVAILABLE DECEMBER 2027)
- MEDIA ARTS UTILIZE (1) EXISTING COMPUTER LAB SCHOOL YEAR 27'-28'
- NO WEIGHT ROOM, WRESTLING, OR GAME GYM SUMMER 2027
- NO LOCKER ROOMS OR OFFICIALS ROOM APRIL 2027- AUGUST 2027
- RELOCATE PE AND ATHLETIC STORAGE ITEMS APRIL 2027- AUGUST 2027
- NO MUSIC SUMMER 2027



PHASE 2 - THIRD LEVEL



PHASE 2 - SECOND LEVEL



PHASE 2 - MAIN LEVEL

NORTHFIELD HIGH SCHOOL
UPCOMING PROJECT PHASING

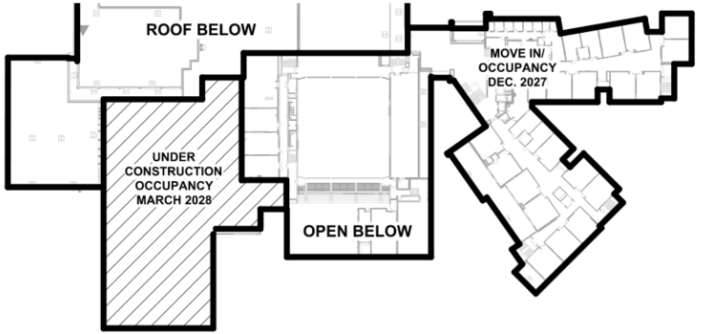
PHASE 3 : JAN 2028 - AUG 2028

SIGNIFICANT IMPACTS

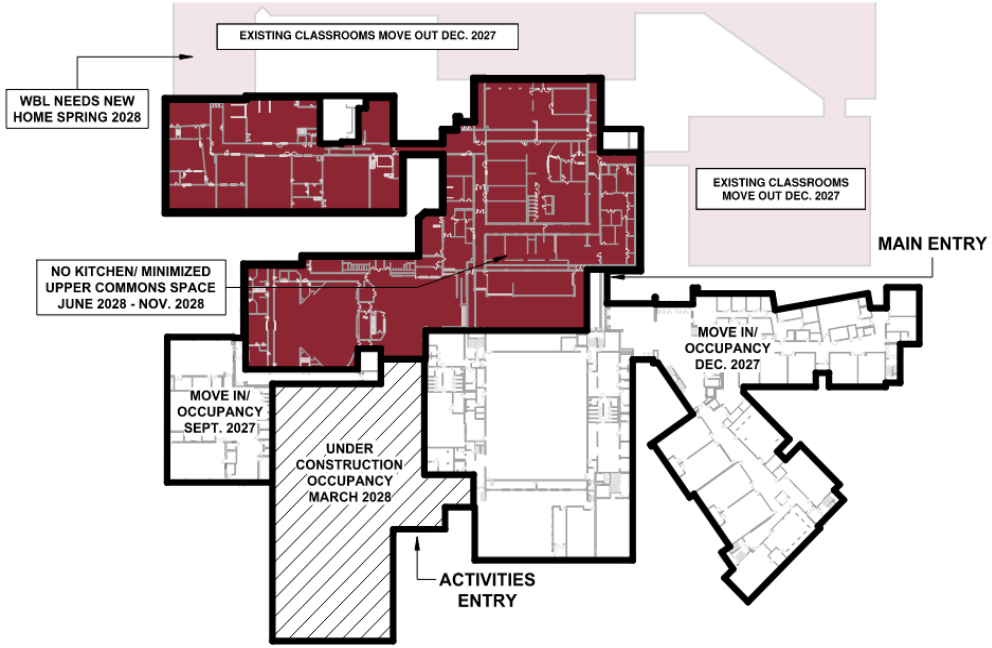
- WBL (WORK BASED LEARNING) NEEDS HOME FOR SPRING 2028
- NO KITCHEN / MINIMIZED UPPER COMMONS SPACE JUNE 2028 - NOVEMBER 2028
- MUSIC (STORM SHELTER) MOVE IN / OCCUPANCY SEPTEMBER 2027
- EXISTING CLASSROOM WINGS MOVE OUT DECEMBER 2027, NEW CLASSROOM ADDITION MOVE IN / OCCUPANCY DEC.2027



PHASE 3 - THIRD LEVEL



PHASE 3 - SECOND LEVEL



PHASE 3 - MAIN LEVEL

NORTHFIELD HIGH SCHOOL
BONDING & TIMELINE

- Total Bond Authority = $121,600,000
- 2025A Bond = $39,000,000
- 2027A Bond = $80,600,000 ($2M less than authority – many thanks to Carleton!)
  - Expected sale in April or May
  - Ehlers has been monitoring the market and will recommend the sale date based on conditions in the spring
  - The Board can expect information likely beginning in February as we prepare for the sale

Comments / Questions?

View Construction Cameras:

https://app.oxblue.com/?openlink=knutson/northfieldhighschool

Northfield PUBLIC SCHOOLS 2027-2028 Academic Calendar - DRAFT

August 2027				
Mo	Tu	We	Th	Fr
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

September 2027				
Mo	Tu	We	Th	Fr
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

October 2027				
Mo	Tu	We	Th	Fr
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

November 2027				
Mo	Tu	We	Th	Fr
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

December 2027				
Mo	Tu	We	Th	Fr
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

January 2028				
Mo	Tu	We	Th	Fr
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

February 2028				
Mo	Tu	We	Th	Fr
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29			

March 2028				
Mo	Tu	We	Th	Fr
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

April 2028				
Mo	Tu	We	Th	Fr
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

May 2028				
Mo	Tu	We	Th	Fr
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

June 2028				
Mo	Tu	We	Th	Fr
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

July 2028				
Mo	Tu	We	Th	Fr
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
30				

AUG	16-17	New Teacher Welcome
	18	New Special Ed Welcome
	23	Teacher Work Day
	24-25	Teacher Professional Learning
	26	Conferences/ Family Engagement
	27	Teacher Professional Learning
	30	Teacher Work Day
	31	First Day of School
SEP	6	No School - Labor Day Holiday
OCT	21-22	No School - MEA Break
NOV	4	End of Quarter 1
	5	No School - Teacher Work Day
	24-26	No School - Thanksgiving Break
DEC	23-31	No School - Winter Break
JAN	17	No School - MLK Day
	21	End of Quarter 2
	24-25	No School - Teacher Work Days
FEB	21	No School - Professional Learning Day
MAR	24	End of Quarter 3
	27-31	No School - Spring Break
APR	3	No School - Teacher Work Day
MAY	26	No School - Teacher Work Day
	29	No School - Memorial Day Holiday
JUNE	2	End of Quarter 4 - Last Day of School (2-hr early dismissal)
	4	Graduation
	19	Juneteenth Holiday
JULY	4	July 4 Holiday

Q1 - 45 days Q2 - 44 days Q3 - 42 days Q4 - 42 days

No School - Teacher Prep | No School - Professional Learning | No School | No School - Holiday | Kickoff - Family Conferences | First/ Last Day of School | End of Quarter

DRAFT

NORTHFIELD PUBLIC SCHOOLS

Board Memo: Updates to the 2026-27 Superintendent Focus Areas

To: School Board Members
From: Tim Anderson, Superintendent
For: November 23, 2026 board meeting (informational, for the board file)
Re: Suggested standards and elements for using the MSBA evaluation tool

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What I am sharing

Two documents are included for the board file: this memo and an updated copy of the focus areas approved on August 24, incorporating edits from the MSBA workshop. I am not seeking feedback on my progress at this time, as I understand the board will use this meeting to discuss the process, including whether the midyear evaluation will be formal or informal. However, board direction on the suggested standards and elements below would be very helpful.

Why I updated them

The MSBA workshop, led by Amy Bennett, gave us language, a rubric, a process outline, and a template. The goals the board approved in August were written before that, so they named standards but not the specific elements the board would rate. Claudia shared with the board that I would rework the goals just enough to use the MSBA tool, and that is what the proposed updated file tries to do. The goals, objectives, and evidence I committed to in August are largely as approved.

What changed

Each goal now lists suggested MSBA elements. These are my suggestions only, since the board decides standards, elements, and goals together by consensus each year.

- **Board commitments of support.** Each goal has a new row with the commitments Amy Bennett captured from the board in her draft packet. Please confirm or suggest adjustments to the wording.
- **Timeline.** Midyear now reads "in whatever form the board chooses," and the year-end label reads June/July 2027 to match Amy's timeline.
- **Goal 3.** It moves from Standards 1 and 5 to Standards 5 and 6, since the goal concerns the administrative team and not the board and superintendent relationship. Standard 1 stays covered by Goal 4.
- **Goal 4.** It is retitled "Oversee the Strategic Plan Refresh and Responsible Technology and AI Use." I will ensure the refresh process happens, and I may work with outside partners or designees to assist. I plan to delegate leadership of the AI work group while overseeing it and the guidelines and policy development work, and taking part. The objective now treats AI as one part of learning and technology, which follows Claudia's feedback that plan language should speak to commitments and benchmarks and not to a single tool or subject. The tense for staff AI training is corrected, and the work group charter notes that staff, family, student, and community voices are included.

Factors I considered

MSBA guidance. The MSBA guide asks the board and superintendent to choose standards and elements each year, and to agree on evidence in advance. I kept my evidence at the district level, consistent with MSBA Policy 406, and not tied to any individual staff member.

Amy Bennett's packet and notes. Amy built her draft from the August goals, so some of the updates in these documents came after her work. I considered her element choices, her suggestions (6.a for Goal 2,

5.c and 5.d for Goal 3, and 4.f), and her board commitments alongside the other factors below. I did not treat them as settled, since the packet is a draft.

The November 2 workshop feedback/consensus. The board's top standards were Teaching and Learning (6 votes), Communication and Community Relationships (4), and School District Finances (2). For each element I weighed Amy's choices, the workshop consensus, and how closely the element fits the work in the goal, giving the three equal weight.

Instructional Services feedback. Director of Instructional Services Dr. Jennifer Reichel shared her perspectives of artifacts for Standard 6, organized by element. They include the PLC expectations and PLC visit tracking (6.a), a revised school improvement process with three touchpoints a year (6.b), and the Curriculum Instruction Review Cycle (6.c).

Human Resources feedback. Director of Human Resources Noella O'Rourke shared feedback related to work samples: an HR school improvement plan and slide deck built on the same template the schools use. Its three goals are strengthening our workforce, leading with excellence, equity, and accountability, and creating an outstanding employee experience. Goal 2 now lists three HR artifacts that follow those goals, in place of the six I listed in August. The compliance and process work from the original list sits inside the plan, and I am glad to share more detail in my 1:1s.

Balance and privacy. Goal 2 now lists three artifacts from each department, so the two halves of the goal are balanced. All of them are draft evidence, and the final products may differ. Anything I bring back would be a district-level summary and not information about individual educators or PLC teams.

Number of goals. *MSBA continues to recommend two to three goals*. **This set has four** if the board continues to approve it, so I indicated in the document. The goals overlap, and I welcome the board's guidance on whether to combine or sequence any of them. The MSBA guide also describes two or three district-focused goals plus one or two professional growth goals for the superintendent, and Goals 1 and 3 could be framed that way if the board prefers.

Number of standards. The suggested elements touch five standards (1, 3, 5, 6, and 7). *The guide suggests two or three in a given year*, so the board may wish to narrow that.

The Strategic Plan. The goals still align to the 2027 Strategic Plan commitments and benchmarks as approved. The refresh work in Goal 4 follows the process I have been reviewing with each of you in our 1:1s.

Questions for the board when it takes up process

- **Elements.** Do the suggested elements work, or would the board like to adjust any of them? Goal 2 now has four, so narrowing there may be worth a look. The alternatives I noted are 3.a, 4.f, and 1.d.
- **Budget development.** Element 2.a, Budget Development and Maintenance, received the most votes of any element at the workshop (8), and none of the four goals touched it. I am simply noting that this is the case. I am not advocating for adding more.
- **Goals and standards.** Would the board like to keep four goals and five standards, or narrow either?
- **Midyear.** I understand the board will take up whether the midyear check-in is formal or informal this year, and I am glad to work with either.

Next steps

After the board gives direction, I will update the focus areas to match, and share the final wording with Amy so her evaluation packet carries the same goal titles and evidence. The timeline Amy outlined has the board approving the performance review plan in November, an optional midyear evaluation in January or February, and the year-end evaluation in June or July.

Thank you for the time and care the board is putting into this process. I appreciate the learning that comes with it.

NORTHFIELD PUBLIC SCHOOLS

2026-27 Superintendent Focus Areas

APPROVED GOALS, WITH PROPOSED UPDATES

August 24, 2026 Board Meeting (approved). Proposed updates, November 2026

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

Purpose: These focus areas drive progress toward the district's vision, strategic commitments, and benchmarks, and they double as the working document I will bring back to the board – first at midyear, in whatever form the board chooses, then again next June or July – with the same structure filled in. This version updates the approved goals just enough to use the MSBA evaluation tool. Each goal now names the MSBA elements it supports and the board's commitments of support, as suggestions for the board to confirm.

Why four, and not a longer list: It can be said that a superintendent really has three jobs – set the vision, build the team, and make sure the district has what it needs to succeed. The rest is best entrusted to the capable people already doing that work. These four goals are my attempt to hold myself to that discipline this year, not a catalog of everything I plan to touch. MSBA continues to recommend two to three goals, so four is somewhat ambitious, and these four are here only if the board continues to approve them. The goals do overlap. The listening in Goal 1 feeds the Strategic Plan work in Goal 4, and the team-building in Goal 3 supports the work in Goal 2. I welcome the board's guidance on whether to combine or sequence any of them. Each is tied to a Minnesota School Boards Association evaluation standard and element, and back to our 2027 Strategic Plan; the evidence I commit to bringing back is always a district-level output, never a private evaluation of any one staff member, consistent with MSBA Policy 406.

GOAL 1 Listen and Learn: Transition Engagement

MSBA EVALUATION STANDARD(S)	Standard 3 – Communication and Community Relationships Elements 3.b Engagement, 3.f Visibility and Approachability
STRATEGIC PLAN ALIGNMENT	Commitments: Communication, Partnerships Benchmarks: 8. All employees report satisfaction in the workplace. 9. All parents report satisfaction with their children's educational experience.
OBJECTIVE	Build trust and mutual understanding with people outside the school system while I am still new to the role, and mirror that same listening work inside the district through rounding.
***DRAFT* EVIDENCE I'LL BRING BACK**	• A documented log of meetings with civic leaders, business owners, and community organizations. • A midyear "Themes and Takeaways" report on what I am hearing and how it is shaping our Strategic Plan work. • Rounding – structured recurring conversations with staff, underway since August 12.
BOARD COMMITMENTS OF SUPPORT	We will assist with making community connections. We will attend with and support the superintendent at community events.
FORMATIVE UPDATE WINTER 2027	*To be added at the midyear check-in.*
YEAR-END UPDATEJUNE/ JULY 2027	*To be added in the final report to the board.*

GOAL 2 Build Strong Instructional Services and HR Teams

MSBA EVALUATION STANDARD(S)	Standards 5 & 6 – Human Resources and Teaching and Learning Standard 5, Element 5.e Hiring and Staff Development Standard 6, Elements 6.a Staff Development, 6.b School Improvement, 6.c Curriculum and Instruction
STRATEGIC PLAN ALIGNMENT	Commitments: People, Learner Outcomes, Equity, Stewardship Benchmarks: 7. All students graduate from high school with a plan to reach their full potential. 8. All employees report satisfaction in the workplace.
OBJECTIVE	Strengthen both departments so they can actually support staff and student achievement, not just administer it. Curriculum fidelity is the floor – every student should get access to what we say we are teaching them.
***DRAFT* EVIDENCE I'LL BRING BACK**	• **Recruitment, Retention & Onboarding Plan**: Centralize recruitment strategies, hard-to-fill positions, and a shared repository of standardized interview questions, along with onboarding and first-year support, especially for new leaders. • **HR School Improvement Plan**: The Human Resources department's school improvement plan, built on the same template as the schools and aligned to the Strategic Plan and the 80/90/100 framework. Its goals are strengthening our workforce, leading with excellence, equity, and accountability (including an HR compliance audit and standardized HR processes), and creating an outstanding employee experience. • **Leadership Development & Supervisor Toolkit**: Provide resources for principals to manage employee relations, documentation, and people-leadership. • **PLC Reboot and Visit Summary**: Expectations for weekly PLC work, with a district-level summary of PLC visits (number of visits, buildings, and activities observed). No individual teachers or teams identified. • **School Improvement Process**: A revised school improvement planning process and goal-setting template aligned to our language, the Strategic Plan, and the 80/90/100 targets, with three touchpoints a year: spring planning, a 100-day check-in, and a spring check-in. • **CIRC Playbook and Progress**: The Curriculum Instruction Review Cycle, a seven-stage process with common materials at each stage, from understanding standards through PLC-led continuous improvement, with a district-level summary of where content areas are in the cycle, as available.
BOARD COMMITMENTS OF SUPPORT	We will ask for status updates and read the board bulletins.
FORMATIVE UPDATE WINTER 2027	*To be added at the midyear check-in.*
YEAR-END UPDATE JUNE/JULY 2027	*To be added in the final report to the board.*

GOAL 3 Create a Cohesive District Leadership Team

MSBA EVALUATION STANDARD(S)	Standards 5 & 6 – Human Resources and Teaching and Learning Standard 5, Elements 5.c Delegation of Duties, 5.d Visibility and Approachability

	Standard 6, Element 6.e Culture of Cooperation
STRATEGIC PLAN ALIGNMENT	Commitments: People, Stewardship Benchmarks: 8. All employees report satisfaction in the workplace.
OBJECTIVE	Build one leadership team across buildings and departments, not several separate ones, anchored by the three words introduced at our first retreat – connection, capacity, and clarity – which will carry the year and go district-wide at the September 1 all-staff kickoff.
***DRAFT* EVIDENCE I'LL BRING BACK**	● Agendas from quarterly leadership retreats (the first held August 12). ● A "Leadership Team Norms and Expectations" document built together as a team. ● At least one real, completed cross-department initiative.
BOARD COMMITMENTS OF SUPPORT	We will encourage investment in managing up. We will encourage the chain of communication and share information we hear about any issues with the superintendent.
FORMATIVE UPDATE WINTER 2027	*To be added at the midyear check-in.*
YEAR-END UPDATE JUNE/JULY 2027	*To be added in the final report to the board.*

GOAL 4 Oversee the Strategic Plan Refresh and Responsible Technology and AI Use

MSBA EVALUATION STANDARD(S)	Standards 1 & 7 – Governance Team and Student Support Standard 1, Elements 1.b Goals and/or Strategic Plan, 1.c Policy Implementation Standard 7, Element 7.a Student Engagement and Feedback
STRATEGIC PLAN ALIGNMENT	Commitments: Learner Outcomes, Stewardship, Partnerships Benchmarks: 7. All students graduate from high school with a plan to reach their full potential. 10. The district maintains 14% of its annual expenditures in its unassigned fund balance to ensure financial stability.
OBJECTIVE	Get ahead of two things at once: responsible AI use across the district as one part of learning and technology, and the fact that our 2027 Strategic Plan is closing in on its horizon. Staff AI training began August 31. I will ensure both the Strategic Plan refresh process and the AI work happen. I may work with outside partners or designees to assist with the refresh, and I will delegate leadership of the AI work group, oversee it and the guidelines and policy development work, and participate.
***DRAFT* EVIDENCE I'LL BRING BACK**	● Charters for both the AI work group and the Strategic Plan work group, which include staff, family, student, and community voices. The AI work group will be led by a designee, with my oversight and participation, and I may use outside partners or designees to assist with the Strategic Plan work group. ● A draft responsible AI use guidelines and/or policy for the board's review, developed under my oversight. ● A quarterly map connecting our work back to the plan's six strategic commitments.

BOARD COMMITMENTS OF SUPPORT	We will consistently ensure work is directed towards district goals. We will be engaged with and prepared for a strategic planning process.
FORMATIVE UPDATE WINTER 2027	*To be added at the midyear check-in.*
YEAR-END UPDATE JUNE/JULY 2027	*To be added in the final report to the board.*

Continuing Priorities Outside These Goals

The Reimagine Northfield High School bond project, day-to-day fiscal stewardship, and any work the board directs the district to achieve will, of course, continue to receive my leadership and attention, for example, exploring updating school start times. They will continue to be provided to the board through our normal reporting channels rather than being named as focus areas here, so that this list stays a small, clear set of priorities rather than growing into a longer catalog.

These focus areas, in addition to the superintendent's job responsibilities, are organized around the MSBA superintendent evaluation standards and the district's 2027 Strategic Plan commitments and benchmarks.

NORTHFIELD PUBLIC SCHOOLS
Public Hearing Minutes

November 9, 2026
District Office Board Room

1. Call to Order
   Board Chair Claudia Gonzalez-George called the Public Hearing of the Northfield Board of Education Independent School District No. 659 to order at 5:15 p.m. Present: Butler, Epstein, Goerwitz, Gonzalez-George, Miller, and Quinnell. Absent: Nelson.

2. Procedures for Public Hearings

3. Director of Instructional Services Jenn Reichel reviewed the outcomes of the 2025-26 Comprehensive and Civic Readiness Plan (CACR), the 2026-27 goals, and the Achievement & Integration results and goals.

4. Opportunity for Community Feedback
   There was feedback from one community member.

5. On a motion by Gonzalez-George, seconded by Butler, the board approved to adjourn the public hearing at 5:57 p.m.

Maggie Epstein
School Board Clerk

NORTHFIELD PUBLIC SCHOOLS
School Board Minutes

November 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 6:03 p.m. Present: Butler, Epstein, Goerwitz, Gonzalez-George, Miller, Nelson, and Quinnell. Absent: None. This meeting was open to the public, live-streamed and recorded, and access to the recording was posted on the school district website.

2. Agenda Approval/Table File
   On a motion by Quinnell, seconded by Epstein, the board unanimously approved the agenda.

3. Public Comment
   There were no public comments.

4. Announcements and Recognitions
   - The Raider Girls Cross Country team took first place at the state meet on Saturday, and we couldn't be prouder of our student-athletes and coaches. Congratulations on a remarkable season.
   - Congratulations to the Raider Football team for qualifying for the state tournament. They defeated Rochester Century on Friday, 38-0, and will compete on Saturday, November 14 at 1:00 p.m. at Woodbury High School against Cretin-Derham Hall.
   - Superintendent Anderson provided an activities update from the past week: The Raider Girls Volleyball team lost to Stewartville, 3-0, in the section finals, completing their season. The Girls Swim and Dive team will compete in the section swim preliminaries on Wednesday, the section diving competition on Thursday, and the section swim finals on Friday. The Raider Girls Hockey team begins their season this Friday, hosting Mound-Westonka at the new Hasse Ryt-Way Arena.
   - The Northfield High School Theater Department will be performing their fall musical, "Mean Girls," November 13-15 and November 20-22. Friday and Saturday shows begin at 7:00 p.m., and Sunday shows begin at 2:00 p.m. at the NHS Auditorium.
   - Greenvale Park Elementary Kindergarten Teacher Tiffany Kortbein has been recognized by Minnesota Agriculture in the Classroom as their November 2026 Featured Teacher.
   - Northfield Middle School will host their annual Veteran's Day program on Tuesday, November 10 in the NMS Auditorium. Families of performers, community members, and area veterans are invited to attend. Seating will begin at 2:00 p.m., with the program beginning at 2:10 p.m. This year's program will also be streamed on NorthfieldLive. All other buildings also have plans to commemorate Veteran's Day.
   - American Education Week is November 16-20, 2026. American Education Week presents all Americans with an opportunity to celebrate public education and honor individuals who are making a difference in ensuring that every child receives a quality education. Northfield Public Schools recognizes and appreciates the team of people who work each day to prepare every student for lifelong success by developing critical thinkers who are curious and ready to engage in our society during this weeklong celebration of public education.
   - Thursday, November 12 is National Community Education Day. In honor of the day, here are some statistics about the Northfield Community Education department from this past year (July 1, 2025-June 30, 2026): 160,056 hours of facility usage was scheduled through community education; the number of individuals who participated in a community education program increased by 9%; 42,796 pounds of food was distributed by the foodshelf located in the Northfield Community Education Center (NCEC); and community education programs take place in every school district building and throughout the Northfield community.

5. Items for Discussion and Reports

   a. Summary of Public Hearing Regarding the 2025-26 Comprehensive Achievement and Civic Readiness and Achievement and Integration Results. Director of Instructional Services Jenn Reichel summarized the 2025-26 Comprehensive Achievement and Civic Readiness (CACR) and Achievement and Integration results,

and any community feedback received at the public hearing that preceded the regular school board meeting.

b. Policy Committee Recommendations. Superintendent Anderson presented the policy committee's recommended updates to policies 610, 610.1, 611, 612, 614, and 722. This will be an item for individual action at the November 23 board meeting.

c. Review of Proposed Start Times Work Session. Board Chair Claudia Gonzalez-George provided a recap of the board's October 26, 2026 work session on the topic of proposed school start times.

6. Consent Agenda
On a motion by Nelson, seconded by Butler, the board unanimously approved the consent agenda.

a. Minutes. Minutes of the regular school board meeting held on October 26, 2026.

b. Gift Agreements. Gift agreements included in the board packet.

c. Overnight Field Trip Request. Northfield Girls Hockey Head Coach Jeff LaPanta requested board approval to take 29 students to St. Cloud, MN December 18-19, 2026 to compete against the St. Cloud Crush.

d. Northfield Swim Club Agreement. The school board was requested to approve the enclosed agreement with the Northfield Swim Club. This agreement is for the time period November 22, 2026 - November 21, 2027. Updates to the agreement include changes to dates and fees for custodial services. Both the final agreement and a copy of the agreement outlining this year's changes were included in the board packet.

e. Personnel Items.
   i. Appointments
      1. Kimberly Seaberg, Special Ed EA/PCA at the High School, beginning 11/4/2026, Step 2, $22.75/hr.
      2. Amy Allin, Community School Licensed Teacher at All Schools, 2hrs/day M-TH beginning 11/2/2026-5/13/2027, $40/hr.
      3. John McDonough, Assistant Wrestling Coach at the Middle School, 2 hours/day, beginning 11/16/2026, stipend $3,009.
      4. Claire Berhow, Special Ed EA/PCA at Bridgewater, 6.75 FTE, beginning 11/2/2026, EA Step 4, $23.98/hr.
      5. Nicholas Gerhardt, Recreation and Aquatics Assistant at the NCEC, 4 hrs/week, beginning 11/8/2026, $16.70/hr.
      6. Sarah Arvan, Substitute Building Nurse, District Wide, beginning 11/9/2026, ADN/RN Step 1, $38.53/hr.
      7. Niki Anderson, Softball/Basketball Official for Community Education/Recreation, beginning 11/1/2026-5/31/2027, $32/game.
      8. Reed Hagberg, Softball/Basketball Official for Community Education/Recreation, beginning 11/1/2026-5/31/2027, $32/game.
      9. Ann Jerdee, ABE Teacher - Conversation Class at the NCEC, 3 hours/week, beginning 10/30/2026, MA40 - Step 10.
      10. Rhea Mehrkens, Special Ed EA/PCA at the NCEC, 2.75 hrs/week, beginning 11/11/2026, EA Step 4, $23.98/hr.
      11. Luz Elena Santos Ruiz, Community School Site Assistant, Community School and Greenvale Park, up to 10 hours/week, beginning 11/9/2026-5/13/2027, $16.95/hr.
      12. Susana Chonay, Custodian at the High School, beginning 11/9/2026, Step 4, $23.84/hr.
      13. Zoe Frank, Special Ed Educational Assistant-PCA at Bridgewater and Spring Creek, 6.75 FTE, beginning 11/16/2026, Step 1, $22.30/hr.
      14. Mario Mjelleli, Assistant Girls Hockey Coach at the High School, beginning 11/10/2026, stipend $1,200.
      15. Osiris Perez, Community School Site Assistant, District Wide, up to 12 hours/week, beginning 12/1/2026, Step 1, $19.27/hr.
      16. Shaisly Ortega, Community School Site Assistant, District Wide, up to 12 hours/week, beginning 11/16/2026, Step 1, $19.27/hr.
   ii. Increase/Decrease/Changes in Assignment
      1. Updated: Emileana Graupmann, Teacher at the High School, Assistant Girls Basketball Coach, stipend $5,768, change to stipend $6,118, effective 11/16/2026.
      2. Updated: Susanne Schroll, Community School Site Leader for up to 30 hrs/week at Bridgewater beginning 9/3/2026, Step 2, $26.22/hr.
      3. Mary Czech, Retired Payroll Lead, add Payroll Lead, District Office, up to 40 hours, 10/1/2026-6/30/2027, Step 1 $37.06/hr.

4. Marcy Korynta, School Psychologist at the Middle School, add Fitness Center Coach at the Middle School, add quarter 4, 1.5 hours/day, beginning 11/9/2026, total stipend increase to $4,153.20
5. Erica Trebelhorn, Art Teacher at the Middle School, add Fitness Center Coach at the Middle School, 1.5 hours/day, stipend $2,768.80.

iii. Leave of Absences
1. N/A

iv. Retirements/Resignations/Terminations
1. Brenda Lau Toilolo, Child Nutrition Associate at the High School, retirement effective 11/9/2026.
2. Janet Amundson, Special Ed EA/PCA at the Middle School, Termination effective 10/30/2026.
3. Fabiola Valbuena, Custodian at the High School, resignation effective 10/19/2026.
4. Elisabeth Hurlbert, Girls Tennis Co-Head Coach, High School, resignation effective 11/3/2026.

7. Items for Individual Action

a. Resolution Canvassing the Results of the November 3, 2026 School Board Election. On a motion by Goerwitz, seconded by Epstein, the board adopted by roll call vote the Resolution Canvassing Returns of Votes of the School District's General Election, held on November 3, 2026.

BE IT RESOLVED by the School Board of Independent School District No. 659, as follows:
It is hereby found, determined and declared that the general election of the voters of the district held on November 3, 2026, was in all respects duly and legally called and held.

As specified in the Abstract and Return of Votes Cast, voters of the school district voted at said election on the election of three school board members for four-year term vacancies on the board caused by expiration of term on the first Monday in January next following the general election as follows:

Ben Miller	8,866 of votes
Jeff Quinnell	8,598 of votes
Alyssa Melby	3,342 of votes

Ben Miller, Jeff Quinnell, and Alyssa Melby, having received the highest number of votes, are elected to four-year terms beginning the first Monday in January, 2027.

The school district clerk is hereby authorized to certify the results of the election to the county auditor of each county in which the school district is located in whole or in part.

Voting "yes" were: Butler, Epstein, Goerwitz, Miller, Nelson, Quinnell, and Gonzalez-George. No one voted "no."

b. Resolution Authorizing Issuance of Certificates of Election and Directing School District Clerk to Perform Other Election Duties. On a motion by Butler, seconded by Epstein, the school board adopted by roll call vote the Resolution Authorizing Issuance of Certificates of Election and Directing the School District Clerk to Perform Other Election Related Duties.

WHEREAS, Minnesota Statutes, Section 205A.10 provides, "After the time for contesting elections has passed, the school district clerk shall issue a certificate of election to each successful candidate. If there is a contest, the certificate of election to that office must not be issued until the outcome of the contest has been determined by the proper court. If there is a tie vote, the school board shall determine the result by lot. The clerk shall deliver the certificate of election to the successful candidate by personal service or certified mail. The successful candidate shall file an acceptance and oath of office in writing with the clerk within 30 days of the date of mailing or personal service," and

WHEREAS, the school board of Independent School District No. 659, Northfield Public Schools, has canvassed the general election for school board members held on November 3, 2026.

THEREFORE, BE IT RESOLVED by the school board of Independent School District No. 659 as follows:

The chair and clerk are hereby authorized to execute certificates of election on behalf of the school board of Independent School District No. 659 for the following candidates:

Ben Miller, Jeff Quinnell, and Alyssa Melby

who have received a sufficient number of votes to be elected to fill vacancies on the school board caused by expiration of term on the first Monday in January next following the election, based on the results of the canvass.

The certificate of election shall be in substantially the form attached hereto.

After the time for contesting the election has passed and the candidate has filed all campaign financial reports required by Minnesota Statutes, Chapter 211A, the clerk of the school board is hereby directed to deliver the certificates to the persons entitled thereto personally or by certified mail.

The clerk is hereby directed to enclose with the certificate a form of acceptance of office and oath of office in substantially the form attached hereto.

Voting "yes" were: Butler, Epstein, Goerwitz, Miller, Nelson, Quinnell, and Gonzalez-George. No one voted "no."

8. Items for Information

    a. Enrollment Options and History Report. Student Information Systems Specialist Christine Neset and Director of Finance Val Mertesdorf have provided the 2026-27 Enrollment Options and History Report. Director Mertesdorf reviewed this report with the board.

    b. Enrollment Report. Superintendent Anderson reviewed the November 2026 enrollment report.

    c. Construction Update No. 35. Superintendent Anderson provided an update on the NHS construction project.

9. Future Meetings

    a. Monday, November 23, 2026, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
    b. Monday, December 14, 2026, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
    c. Monday, January 11, 2027, 6:00 p.m., Organizational Board Meeting followed by the Regular Board Meeting, Northfield DO Boardroom

10. Adjournment
    On a motion by Quinnell, seconded by Epstein, the board approved to adjourn the regular meeting at 6:57 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

Date of the bequest, donation, or gift:	Amount:	Who the bequest, donation, or gift is from:	What the bequest, donation, or gift is for:
10/20/2026	$20.00	Olivia Boudreau	MS 7th & 8th Gr. Choir Children's Theatre How the Grinch Stole Christmas Scholarship Donation
10/20/2026	$10.00	Celina Celis Carrera	BW Kindergarten Windy Willow 2026 Scholarship Donation
10/26/2026	$5.00	Tonya Sauer	SC Gr. 5 The Works Field Trip Scholarship Donation
10/26/2026	$5.00	Brandkn Orser	SC Gr. 5 The Works Field Trip Scholarship Donation
10/27/2026	$5.00	Anna Edwards	SC Gr. 5 The Works Field Trip Scholarship Donation
10/29/2026	$5.00	Justin & Dana Holden	MS 7th & 8th Gr. Choir Children's Theatre How the Grinch Stole Christmas Scholarship Donation
10/29/2026	$10.00	Melanie Rudiger	SC Gr. 5 The Works Field Trip Scholarship Donation
10/29/2026	$5.00	Bianca Lazaro	SC Kindergarten Children's Theatre Scholarship Donation
10/29/2026	$10.00	Ana Cotto Palencia	SC Kindergarten Children's Theatre Scholarship Donation
10/29/2026	$10.00	Nicole Weiss	SC Kindergarten Children's Theatre Scholarship Donation
10/29/2026	$20.00	Krissa Anderson	MS 7th & 8th Gr. Choir Children's Theatre How the Grinch Stole Christmas Scholarship Donation
11/2/2026	$10.00	Sarah Middleton	SC Gr. 5 The Works Field Trip Scholarship Donation
11/2/2026	$5.00	Zander Abbott	SC Kindergarten Children's Theatre Scholarship Donation
11/2/2026	$5.00	Zander Abbott	SC Gr. 5 The Works Field Trip Scholarship Donation
11/3/2026	$5.00	Katlin Heidgerken-Greene	SC Kindergarten Children's Theatre Scholarship Donation
11/4/2026	$5.00	Rob Thompson	SC Gr. 5 The Works Field Trip Scholarship Donation
11/4/2026	$10.00	Katie Lane	SC Kindergarten Children's Theatre Scholarship Donation
11/4/2026	$5.00	Rob Thompson	SC Gr. 5 The Works Field Trip Scholarship Donation
11/5/2026	$575.00	College City Beverage Inc	Adult Basketball Sponsorship
11/7/2026	$12.00	Allison Malay	GVP Gr. 2 Children's Theatre How the Grinch Stole Christmas Scholarship Donation
11/9/2026	$10.00	Jamie Moyer	GVP Gr. 4 Ordway Scholarship Donation
11/9/2026	$12.00	Maya Snesrud	GVP Gr. 2 Children's Theatre How the Grinch Stole Christmas Scholarship Donation
11/9/2026	$5.00	Mai Choua Yang	SC Gr. 5 The Works Field Trip Scholarship Donation
11/9/2026	$5.00	Jenna Paulsen	GVP Gr. 4 Ordway Scholarship Donation
11/9/2026	$5.00	Marianne Loftus	GVP Gr. 4 Ordway Scholarship Donation
11/9/2026	$5.00	Kimbra Dimick	GVP Gr. 4 Ordway Scholarship Donation
11/9/2026	$5.00	Andrea Perry	GVP Gr. 4 Ordway Scholarship Donation
11/9/2026	$6.00	Kimbra Dimick	GVP Gr. 2 Children's Theatre How the Grinch Stole Christmas Scholarship Donation
11/9/2026	$6.00	Andrea Perry	GVP Gr. 2 Children's Theatre How the Grinch Stole Christmas Scholarship Donation
11/10/2026	$10.00	Sarah Bloom	GVP Gr. 4 Ordway Scholarship Donation
11/10/2026	$12.00	Jessica Backowski	GVP Gr. 2 Children's Theatre How the Grinch Stole Christmas Scholarship Donation
11/10/2026	$5.00	Alicia Regan	GVP Gr. 4 Ordway Scholarship Donation
11/10/2026	$6.00	Lindsay Fisher	GVP Gr. 2 Children's Theatre How the Grinch Stole Christmas Scholarship Donation
11/11/2026	$10.00	Andrea Haglund	SC Kindergarten Children's Theatre Scholarship Donation
11/11/2026	$5.00	Beth Christesen	GVP Gr. 4 Ordway Scholarship Donation
11/11/2026	$6.00	Lukas Schwalbe	GVP Gr. 2 Children's Theatre How the Grinch Stole Christmas Scholarship Donation
11/12/2026	$500.00	Raider Automotive	Robotics sponsorship
11/12/2026	$10.00	Marja Steinberg	GVP Gr. 4 Ordway Scholarship Donation
11/12/2026	$10.00	Sarah Spedding	BW Gr. 1 Children's Theatre How the Grinch Stole Christmas Scholarship Donation
11/12/2026	$10.00	Sarah Spedding	BW Gr. 1 Children's Theatre How the Grinch Stole Christmas Scholarship Donation

Date of the bequest, donation, or gift:	Amount:	Who the bequest, donation, or gift is from:	What the bequest, donation, or gift is for:
11/12/2026	$10.00	Kaylin Faust	BW Gr. 1 Children's Theatre How the Grinch Stole Christmas Scholarship Donation
11/12/2026	$10.00	Bridget Molitor	GVP Gr. 4 Ordway Scholarship Donation
11/12/2026	$10.00	Kyra Reinsbach	BW Gr. 1 Children's Theatre How the Grinch Stole Christmas Scholarship Donation
11/12/2026	$10.00	Lexi Canedy	BW Gr. 1 Children's Theatre How the Grinch Stole Christmas Scholarship Donation
11/12/2026	$12.00	Erin Bailey	GVP Gr. 2 Children's Theatre How the Grinch Stole Christmas Scholarship Donation
11/12/2026	$5.00	Caitlin Soltani	BW Gr. 1 Children's Theatre How the Grinch Stole Christmas Scholarship Donation
11/12/2026	$5.00	Torey Christensen	GVP Gr. 4 Ordway Scholarship Donation
11/13/2026	$10.00	Anne Sawyer	BW Gr. 1 Children's Theatre How the Grinch Stole Christmas Scholarship Donation
11/13/2026	$3.00	Brittany Latchaw	GVP 1st Gr. Sidekick Theatre Scholarship Donation
11/13/2026	$3.00	Brittany Hogle	GVP 1st Gr. Sidekick Theatre Scholarship Donation
11/13/2026	$9.00	Anne Westman	GVP 1st Gr. Sidekick Theatre Scholarship Donation
11/13/2026	$9.00	Lyndsay LeClair	GVP 1st Gr. Sidekick Theatre Scholarship Donation
11/13/2026	$9.00	Diana Trnka	GVP 1st Gr. Sidekick Theatre Scholarship Donation
11/13/2026	$1,000.00	Theresa Golden	NHS Scholarship: Jim Golden Construction
11/14/2026	$10.00	Timothy Christensen	GVP Gr. 4 Ordway Scholarship Donation
11/14/2026	$12.00	Brittany Wentzel	GVP Gr. 2 Children's Theatre How the Grinch Stole Christmas Scholarship Donation
11/15/2026	$10.00	Erin Zimmerman	BW Gr. 1 Children's Theatre How the Grinch Stole Christmas Scholarship Donation
11/15/2026	$5.00	Amanda Timmer	BW Gr. 1 Children's Theatre How the Grinch Stole Christmas Scholarship Donation
11/15/2026	$9.00	Emily Rose McManus	GVP 1st Gr. Sidekick Theatre Scholarship Donation
11/15/2026	$9.00	Amy Kraushaar	GVP 1st Gr. Sidekick Theatre Scholarship Donation
11/16/2026	$5.00	Kristin Yahnke	BW Gr. 1 Children's Theatre How the Grinch Stole Christmas Scholarship Donation
11/16/2026	$10.00	Sarah Spedding	BW Gr. 1 Children's Theatre How the Grinch Stole Christmas Scholarship Donation
11/16/2026	$12.00	Jamie Blood	GVP Gr. 2 Children's Theatre How the Grinch Stole Christmas Scholarship Donation
11/16/2026	$12.00	Samantha Larson	GVP Gr. 2 Children's Theatre How the Grinch Stole Christmas Scholarship Donation
11/16/2026	$5.00	Kelli Hoskins	BW Gr. 1 Children's Theatre How the Grinch Stole Christmas Scholarship Donation
11/16/2026	$5.00	Jordon Rau	GVP Gr. 4 Ordway Scholarship Donation
11/16/2026	$200.00	Midwest Machinery Co (John Deere)	Robotics sponsorship
11/17/2026	$600.00	Just Food: Northfield Community Co-op	Robotics sponsorship

Northfield
PUBLIC SCHOOLS

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

TO: Dr. Tim Anderson, Superintendent

FROM: Val Mertesdorf, Director of Finance VM

DATE: November 23, 2026

RE: Board Approval of Financial Reports – August 2026

We request that the Board of Education approve paid bills, payroll, bond payments, electronic funds transfers, investments and financial reports for the month of August 2026.

Bills totaling $3,649,357.01 were paid in August 2026.

Payroll checks totaling $3,492,470.73 were issued in August 2026.

No bond payments were paid in August 2026.

At the end of August 2026 Total Cash and Investments amounted to $72,682,407.03.
Wire transfers initiated by the district during August 2026:

$100,000.00	From Frandsen General to Frandsen Sweep
$150,000.00	From Frandsen Sweep to Frandsen General

The following financial reports for August 2026 are included to show the current cash and investment balances, details of disbursements and electronic funds transfers.

1. Treasurer's Report
2. Disbursement Report

August 2026 Treasurer's Report

FUNDS	BALANCE BEGINNING OF MONTH	RECEIPTS	DISBURSEMENTS	JOURNAL ENTRIES	BALANCE END OF MONTH	
GENERAL FUND	14,696,302.33	5,815,798.50	4,178,149.31	(6,550,364.46)	9,783,587.06	*
FOOD SERVICE	1,046,538.13	51,217.47	39,080.48	634.15	1,059,309.27	
COMMUNITY ED	616,168.28	330,990.96	543,510.06	72,301.28	475,950.46	
CONSTRUCTION ACCOUNT	9,967,842.40	175,030.07	1,509,451.89	2,644,227.23	11,277,647.81	
DEBT SERVICE	4,635,006.12	211,457.92	-	-	4,846,464.04	
SELF INSURANCE	5,311,310.31	1,062.55	871,636.00	448,627.47	4,889,364.33	
TOTALS	36,273,167.57	6,585,557.47	7,141,827.74	(3,384,574.33)	32,332,322.97	
GENERAL FUND INVESTMENT	10,749,105.13			6,032,962.95	16,782,068.08	*
CONSTRUCTION INVESTMENT	26,189,966.56			(2,621,950.58)	23,568,015.98	
	36,939,071.69	-	-	3,411,012.37	40,350,084.06	
GRAND TOTALS	73,212,239.26	6,585,557.47	7,141,827.74	26,438.04	72,682,407.03	

*General Fund includes Certificate of Deposit amount

Disbursement Report

ISD 659 - Northfield

August 2026

Disbursements:

Bills Paid:

General Fund	$ 1,121,784.82	
Food Service Fund	13,886.33	
Community Services Fund	132,597.97	
Construction Fund	1,509,451.89	
Trust & Agency Fund	-	
Self Insurance Fund	871,636.00	
Total Bills Paid		3,649,357.01

Payroll:

General Fund	3,056,364.49	
Food Service Fund	25,194.15	
Community Services Fund	410,912.09	
Trust Fund	-	
Self Insurance Fund	-	
Total Payroll		3,492,470.73

Bond Payments:

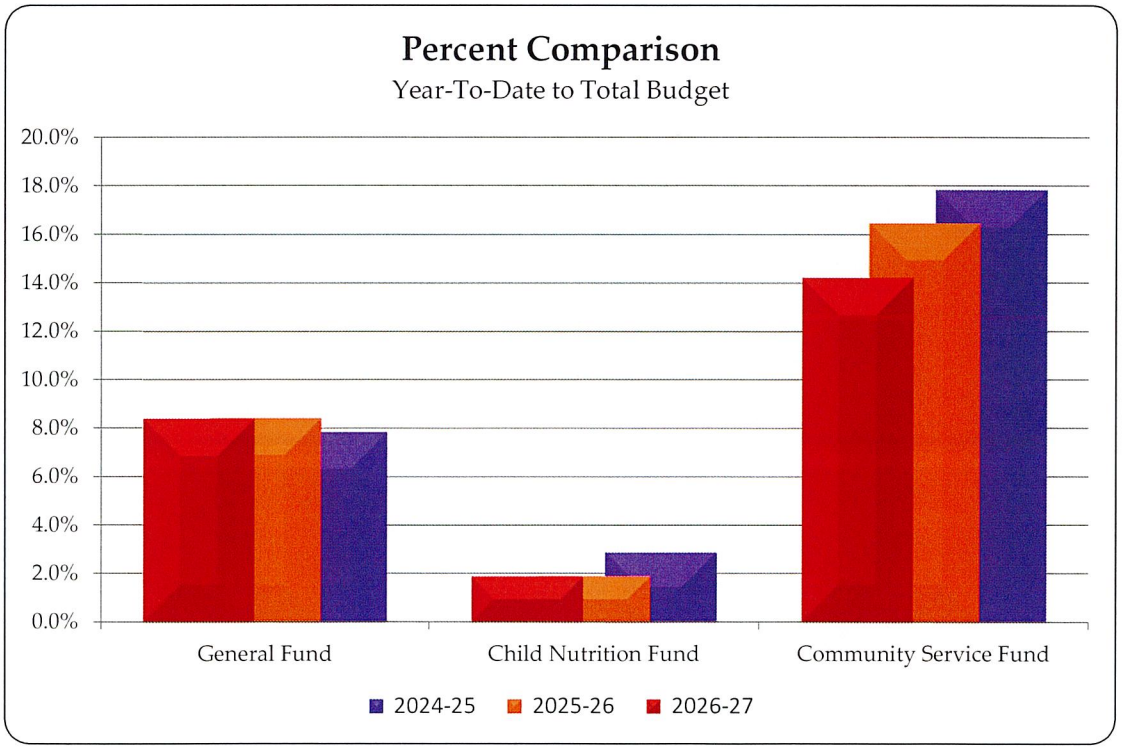
Debt Redemption Fund		
Total Bond Payments		-
Total Disbursements		$7,141,827.74

Northfield PUBLIC SCHOOLS

STATEMENT OF REVENUES

For the month ended August 31, 2026

Fund	Year-To-Date	Budget	YTD as % of Budget 2026-27	2025-26	2024-25
General Fund					
Property Taxes	$ 96,665	$ 17,873,328	0.5%	0.4%	0.5%
State Sources	5,502,427	49,146,642	11.2%	10.7%	10.1%
Federal Sources	162,690	790,488	20.6%	11.5%	2.1%
Local Sources	220,784	3,505,743	6.3%	21.1%	30.5%
Total	$ 5,982,566	$ 71,316,201	8.4%	8.4%	7.8%
Child Nutrition Fund	$ 56,396	$ 2,997,889	1.9%	1.9%	2.9%
Community Service Fund	642,600	4,525,330	14.2%	16.5%	17.8%
Construction Fund	262,384	81,734,660	0.3%	3.4%	0.0%
Debt Service Fund	262,129	9,884,522	2.7%	7.7%	7.0%
Internal Service Fund	1,087,707	12,103,783	9.0%	12.4%	12.7%
Total All Funds	**$ 8,293,782**	**$ 182,562,385**	**4.5%**	**8.9%**	**8.7%**

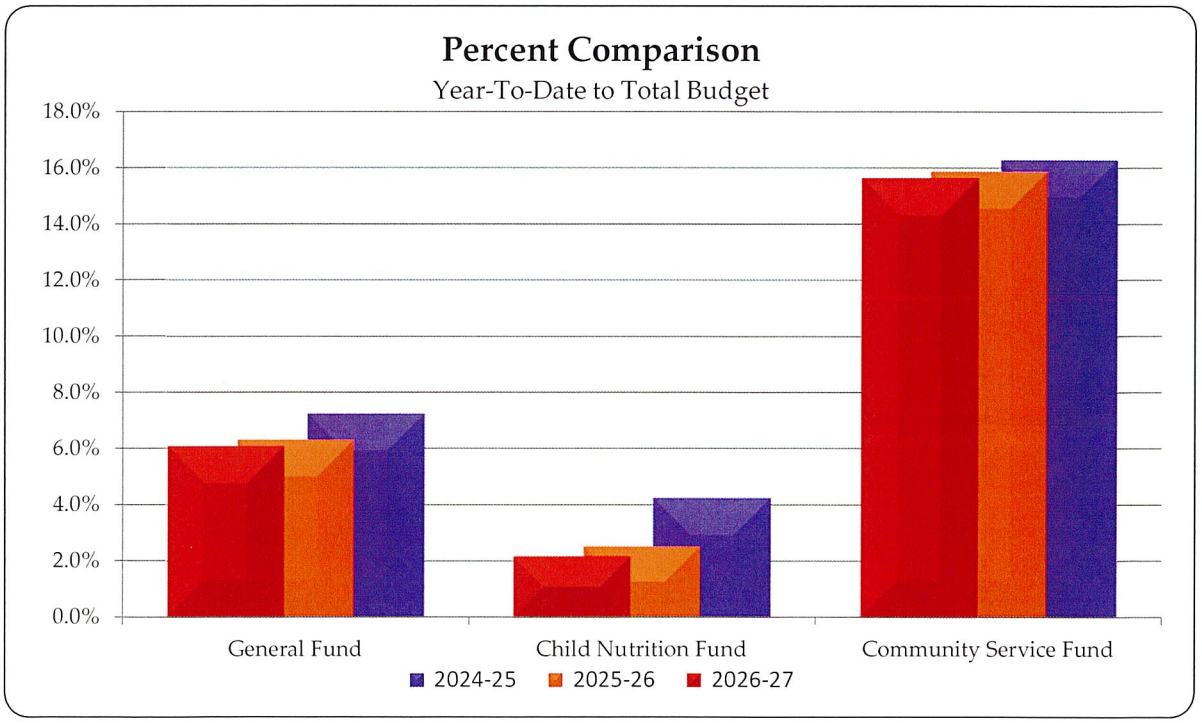


Northfield PUBLIC SCHOOLS

STATEMENT OF EXPENDITURES

For the month ended August 31, 2026

Fund	Year-To-Date	Budget	YTD as % of Budget 2026-27	2025-26	2024-25
General Fund					
Salaries	$ 1,308,056	$ 39,217,226	3.3%	3.6%	4.0%
Benefits	696,551	17,147,518	4.1%	4.4%	4.6%
Purchased Services	513,689	8,053,668	6.4%	10.1%	9.1%
Supplies & Materials	867,991	3,297,564	26.3%	22.6%	19.2%
Capital Expenditures	851,589	2,367,409	36.0%	20.9%	42.0%
Other Expenses	105,355	1,163,147	9.1%	35.0%	27.4%
Total General Fund	$ 4,343,231	$ 71,246,532	6.1%	6.3%	7.2%
Child Nutrition Fund	$ 71,639	$ 3,311,079	2.2%	2.5%	4.2%
Community Service Fund	703,885	4,504,427	15.6%	15.9%	16.3%
Construction Fund	1,513,552	39,510,097	3.8%	3.2%	0.0%
Debt Service Fund	1,424,554	9,049,209	15.7%	8.2%	19.6%
Internal Service Fund	1,241,671	12,077,211	10.3%	17.8%	13.7%
Total All Funds	**$ 9,298,532**	**$ 139,698,555**	**6.7%**	**7.5%**	**8.9%**



Northfield Public Schools
Policy Committee Recommendations
November 9, 2026

Policy	Changes
610: Field Trips	**Change Type: Regular Review** ● Tied purpose statement to the strategic plan.
610.1: School Assembly Programs	**Change Type: Regular Review** ● Tied purpose statement to the strategic plan.
611: Home Schooling	**Change Type: Regular Review** ● Tied purpose statement to the strategic plan. ● Updated formatting. ● Linked policies.
612: Development of Parent and Family Engagement Policies for Title I Programs	**Change Type: Regular Review** ● Tied the purpose statement to the strategic plan. ● Made changes to better align this policy with the MSBA model policy. Northfield's policy still uses older wording, while MSBA's policy has been updated. ● Moved section IV.C.5 to section IV.D.7. ● Removed the word, "May" in section IV.D. ● Made corrections to parent/guardian/caregiver references. ● Corrected numbering and updated formatting.
614: School District Testing Plan and Procedure	**Change Type: Regular Review** ● Updated section III.C.1.i to state that the Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing form is found on the district website. ● Added Alt MCA after MTAS. ● Updated formatting. ● Linked Minnesota Statute in the last paragraph.
722: Public Data and Data Subject Requests	**Change Type: Substantive and Regular Review** ● Tied the purpose statement to the strategic plan. ● Repetitive language in Section IV.B has been removed and aligned with the MSBA model policy. ● Added Section IX: Safe at Home participant data protection provision enacted by the 2026 Minnesota Legislature. ● Updated formatting. ● Updated numerical formatting in Section VIII.

Policy 610 FIELD TRIPS

I. PURPOSE

~~The purpose of this policy is to provide guidelines for Northfield School District student trips and to identify the general process to be followed for review and approval of trip requests.~~ Student trips support the district's vision of preparing every student for lifelong success by developing critical thinkers who are curious and ready to engage in our society. They connect students to the community, and help them develop interests, goals, and a vision for the future. The purpose of this policy is to provide guidelines for Northfield School District student trips and to identify the general process to be followed for review and approval of trip requests

II. GENERAL STATEMENT OF POLICY

The general expectation of the school board is that all student trips will be well planned, conducted in an orderly manner and safe environment, and will relate directly to the objectives of the class or activity for which the trip is requested.

A. Day trips are those field trips in which students voluntarily participate and which usually take place either during or outside the regular school day. Examples of trips in this category involve class field trips, student activities, clubs, and other special interest groups. These trips are subject to review and approval of the activities director and/or the building principal.

B. Overnight trips that involve one or more overnight stops must be requested well in advance of the planned activity. An Overnight Student Field Trip Request form must be completed and approved by the school board. Exceptions to the approval policy may be granted or expedited by the superintendent to accommodate emergencies or contingencies (e.g., tournament competition).

C. Financial contributions for field trip expenses by students may be requested. The school board acknowledges and supports the efforts of PTOs, booster clubs and similar organizations in providing field trip opportunities for students.

D. All district rules of conduct and discipline for students and employees shall apply to all student trip activity.

E. The school administration shall be responsible for providing more detailed procedures, including parental involvement, supervision, and such other factors deemed important and in the best interest of students.

F. Transportation shall be furnished through a commercial carrier or school-owned vehicle. An employee may use a personal vehicle to transport staff or personal property for purposes of a field trip upon prior, written approval from

administration. An employee must not use a personal vehicle to transport one or more students for purposes of a field trip.

1. If immediate transportation of a student is required due to an emergency or unforeseen circumstance, such as the illness or injury of a child, and the transportation does not constitute regular or scheduled transportation, a personal vehicle may be used. To the extent a personal vehicle is used, the vehicle must be properly registered and insured.

2. An employee must obtain preapproval by administration of student transportation by a personal vehicle, pursuant to Section II.F.1, if practicable. If preapproval by administration of use of a personal vehicle cannot be obtained in a reasonable time given the circumstances, an employee shall report the relevant facts and circumstances justifying the need for use of a personal vehicle to administration as soon as practicable. The relevant facts and circumstances of use of a personal vehicle shall be documented by administration.

Policy 610 Field Trips
Adopted: 01.14.2008; Updated: 05.2013, 07.2013, INSERT DATE; Non-Substantive Update: 08.25.2022

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

Legal References: Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 123B.37 (Prohibited Fees)
Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance)
Minn. Stat. § 169.011, Subd. 71(a) (Definitions)
Minn. Stat. § 169.454, Subd. 13 (Type III Vehicle Standards)
Sonkowsky v. Board of Educ. for Indep. Sch. Dist. No. 721, 327 F.3d 675 (8th Cir. 2003)
Lee v. Pine Bluff Sch. Dist., 472 F.3d 1026 (8th Cir. 2007)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 423 (Employee – Student Relationships)
MSBA/MASA ModelPolicy 506 (Student Discipline)
MSBA/MASA Model Policy 707 (Transportation of Public School Students)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 710 (Extracurricular Transportation)

Policy 610.1 SCHOOL ASSEMBLY PROGRAMS

I. PURPOSE

~~The purpose of this policy is to define and provide guidelines for Northfield School District school assembly programs.~~ The purpose of this policy is to define and provide guidelines for assembly programs in the Northfield School District. Assembly programs should advance the district's commitment to learner outcomes, preparing every student to be academically and socially ready to choose their preferred pathway after high school graduation

II. GENERAL STATEMENT OF POLICY

For the purposes of this policy, school assembly programs are defined as a large group presentation activity during the school day provided by an organization or individual external to the district to all classrooms at a grade level or a mix of students comprising at least 20% of the student body.

Assembly programs must have educational, cultural and/or entertainment value consistent with the district's vision, strategic commitments, and benchmarks or community values as determined by the school board.

III. APPROVAL

School assembly programs must be approved by the superintendent or their designee prior to signing a contract and committing school district resources to the activity.

Policy 610.1 School Assembly Programs
Adopted: 01.14.2008; Updated: 09.26.2022, INSERT DATE

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

Policy 611 HOME SCHOOLING

I. PURPOSE

~~The purpose of this policy is to recognize and provide guidelines in accordance with state law for parents who wish to have their children receive education in a home school that is an alternative to an accredited public or private school in the Northfield School District.~~ The purpose of this policy is to set out, in accordance with state law, the requirements for parents and guardians who choose to home school their children in the Northfield School District and the district's responsibilities to those children. Consistent with the district's strategic commitments to clear communication, responsible stewardship, and a fair opportunity for every child, the policy explains what the law requires of families and of the district.

II. GENERAL STATEMENT OF POLICY

The Compulsory Attendance Law (Minnesota Statutes section 120A.22) provides that the parent or guardian of a child is primarily responsible for assuring that the child acquires knowledge and skills that are essential for effective citizenship.

III. CONDITIONS FOR HOME SCHOOLING

The person in charge of a home school must provide instruction and meet the requirements specified in Minnesota Statutes section 120A.22.

IV. IMMUNIZATION

The parent or guardian of a home-schooled child shall submit statements as required by Minnesota Statutes section 121A.15, Subds. 1, 2, 3, 4, and 12, on the appropriate Minnesota Department of Education form, to the superintendent of the school district in which the child resides by October 1 of the first year of homeschooling in Minnesota and the grade 7 year.

V. TEXTBOOKS, INSTRUCTIONAL MATERIAL, STANDARD TESTS

Upon formal request as required by law, the school district will provide textbooks, (including a teacher's edition, guide, or other materials that accompany a textbook when the edition, guide, or materials are packaged physically or electronically with textbooks for student use), individualized instructional or cooperative learning materials (including teacher materials that accompany pupil materials), software or other educational technology, and standardized tests and loan or provide them for use by a home-schooled child as provided under state law. The district is not required to expend any amount for this purpose that exceeds the amount it receives pursuant to state law for this purpose. If curriculum has both physical and electronic components, the school district will, at the

request of the student or the student's parent or guardian, make the electronic component accessible to a resident student provided that the school district does not incur more than an incidental cost as a result of providing access electronically.

VI. PUPIL SUPPORT SERVICES

Upon formal request as required by law, the district will provide pupil support services in the form of health services and counseling and guidance services to a home-schooled child as provided by under state law. The district is not required to expend an amount for any of these purposes that exceeds the amount it receives pursuant to state law.

VII. EXTRACURRICULAR ACTIVITIES

Resident pupils who receive instruction in a home school (where five or fewer students receive instruction) may fully participate in extracurricular activities of the school district on the same basis as other public school students.

VIII. SHARED TIME PROGRAMS

Enrollment in class offerings of the school district.

A. A home-schooled child who is a resident of the school district may enroll in classes in the district as a shared time pupil on the same basis as other nonpublic school students. The provisions of this policy shall not be determinative of whether the district allows the enrollment of any pupils on a shared-time basis.

B. The school district may limit enrollment of shared-time pupils in such classes based on the capacity of a program, class, grade level, or school building. The school board and administration retain sole discretion and control over scheduling of all classes and assignment of shared time pupils to classes.

IX. OPTIONAL COOPERATIVE ARRANGEMENTS

A. Activities

1. Minnesota State High School League sponsored activities (in which six or more students receive instruction in the home school or the home school students are not residents of the school district).

   A home school ~~which~~ that is a member of the Minnesota State High School League may request that the school district enter into a cooperative sponsorship arrangement as provided in Minnesota State High School League bylaws. The approval of such an arrangement shall be at the discretion of the school board.

a. The home school must become a member of the Minnesota State High School League in accordance with the rules of the Minnesota State High School League.

b. The home school is solely responsible for any costs or fees associated with its application for and/or subsequent membership in the Minnesota State High School League.

c. The home school is responsible for any and all costs associated with its participation in a cooperative sponsorship arrangement as well as any school district activity fees associated with the Minnesota State High School League activity.

2. Non-Minnesota State High School League activities in which six or more students receive instruction in the home school.

A home-schooled child may participate in non-Minnesota State High School League activities offered by the school district upon application and approval from the school board to participate in the activity and the payment of any activity fees associated with the activity. However, home school students may not be charged higher activity fees than other public school students. An approval shall be granted at the discretion of the school board.

B. Transportation Services

1. The school district may provide nonpublic nonregular transportation services to a home-schooled child.

2. The school district retains sole discretion, control and management of scheduling routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, and any other matter relating to the provision of transportation services.

Policy 611 Home Schooling
Adopted: 01.14.2008; Updated 07.2011, 01.13.2020, INSERT DATE; Non-Substantive Update: 04.20.2022

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

Legal References: Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 120A.26 (Enforcement and Prosecution)
Minn. Stat. § 121A.15 (Health Standards; Immunizations; School Children)
Minn. Stat. § 123B.36 (Authorized Fees)

Minn. Stat. § 123B.41 (Definitions)
Minn. Stat. § 123B.42 (Textbooks; Individual Instruction or Cooperative Learning Material; Standard Tests)
Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance)
Minn. Stat. § 123B.86 (Equal Treatment - Transportation)
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Rules Ch. 3540 (Nonpublic Schools)

Cross References: MSBA/MASA Model Policy 509 (Enrollment of Nonresident Students)
MSBA/MASA Model Policy 510 (School Activities)

Policy 612 DEVELOPMENT OF PARENT AND FAMILY ENGAGEMENT POLICIES FOR TITLE I PROGRAMS

I. PURPOSE

In alignment with the district's strategic benchmark that all parents report satisfaction with their children's educational experience, ~~T~~the purpose of this policy is to encourage and facilitate involvement by parents of students participating in Title I in the educational programs and experiences of students. The policy shall provide the framework for organized, systematic, ongoing, informed, and timely parental involvement in relation to decisions about the Title I services within the Northfield Public Schools. The involvement of parents by the district shall be directed toward both public and private school children whose parents are district residents or whose children attend school within the boundaries of the district.

II. GENERAL STATEMENT OF POLICY

A. The policy of the district is to plan and implement, with meaningful consultation with parents of participating children, programs, activities, and procedures for the engagement of parents and families in its Title I programs.

B. The policy of the district is to fully comply with Title 20 United States Code Section 6318, which requires the district to develop jointly with, agree upon with, and distribute to parents of children participating in Title I programs written parent and family engagement policies.

III. DEVELOPMENT OF DISTRICT LEVEL POLICY

The district will develop jointly with, agree upon with, and distribute to parents of children participating in Title I a written parent and family engagement policy that will be incorporated into the district's Title I plan, and establish the expectations for parent and family involvement and describe how the district will do the following:

A. Involve parents and family members in the joint development of the Title I plan and the process of school review and improvement.

~~B. Provide the coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance.~~

~~C. Build the schools' and parents' capacity for strong parental involvement to ensure effective involvement of parents and to support a partnership among the school, parents and the community to improve student academic achievement.~~

~~D. Coordinate and integrate parental involvement strategies for Title I with parental involvement strategies under other programs (such as Head Start, Even Start, the Parents as Teachers Program, Reading First program, Early Reading First program, home instruction program for preschool youngsters and state-run preschool programs).~~

~~E. Conduct, with the involvement of parents, an annual evaluation of the content and the effectiveness of the parental involvement policy in improving the academic quality of the schools served by Title I, including:~~

~~1. Identifying barriers to greater participation by parents in activities authorized by Title I, with particular attention to parents who are economically disadvantaged, disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background.~~
~~2. Use the findings of the evaluation to design strategies for more effective parental involvement and to revise, if necessary, the parental involvement policies.~~

~~F. Involve parents in the activities of the schools served through Title I.~~

B. Provide the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools within the district in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education.

C. Coordinate and integrate parent and family engagement strategies with similar strategies, to the extent feasible and appropriate, with other relevant federal, state, and local laws and programs.

D. Conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of the schools served, including identifying barriers to greater participation by parents/guardians/caregivers in parental involvement activities (with particular attention to parents/guardians/caregivers who are economically disadvantaged, disabled, have limited English proficiency, have limited literacy, or who are of a racial or ethnic minority background); the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and strategies to support successful school and family interactions.

E. Use the findings of such evaluations to design evidence-based strategies for more effective parental involvement and to revise, if necessary, the district-level and

school-level family engagement policies.

F. Involve parents/guardians/caregivers in the activities of the schools, which may include establishing a parent advisory board comprised of a sufficient number and representative group of parents or family members served by the school district to adequately represent the needs of the population served by the school district for the purposes of developing, revising, and reviewing the parent and family engagement policy.

IV. DEVELOPMENT OF SCHOOL LEVEL POLICY

Each Title I target school shall jointly develop with, and distribute to, parents and family members of participating children a written parent~~al~~ and family ~~involvement~~ engagement policy, agreed upon by such parents and families, that shall describe the means for carrying out the federal requirements of parent and family engagement. Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents/guardians/caregivers and the school. ~~agreeing with requirements of the district parental involvement policy. (If the target school has a parental involvement policy that applies to all parents, this policy may be amended to meet the requirements.) Parents shall be notified about the policy in an understandable and uniform format and, to the extent practicable, in a language the parents can understand. The policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.~~

A. The policy will describe the means by which each school with a Title I program will:

1. Convene an annual parent meeting, at a convenient time, to which all parents/guardians/caregivers of participating children shall be invited and encouraged to attend, to inform parents of their school's participation in Title I, to explain the requirements and to inform parents/guardians/caregivers of their right to be involved.

2. Offer a flexible number of alternative meetings and funds (provided through Title I) for transportation, child care or home visits as such services relate to parental involvement.

3. Involve parents/guardians/caregivers in an organized, ongoing and timely way in the planning, review and implementation of school-based Title I programs, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the school-wide program plan, except that if a school has in place a process for involving parents in the joint planning and design of the school's programs, the school may use that process, if such process includes an

adequate representation of parents/guardians/caregivers of participating children.

4. Provide parents of participating children with:

   a. Timely information about Title I programs.
   b. A description and explanation of the curriculum in use at the school, forms of academic assessment used to measure student progress and the proficiency levels students are expected to meet.
   c. If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.

5. If the school-wide program plan is not satisfactory to the parents/guardians/caregivers of participating children, submit any comments on the plan when it is submitted to the district.

B. Jointly develop the school-parent compact ~~(as described in federal law)~~ that outlines how parents/guardians/caregivers, the entire school staff and students will share the responsibility for improved student achievement and the means by which the school and parents/guardians/caregivers will build and develop a partnership to help children achieve the state's high standards. The compact shall do the following:

1. Describe the school's responsibility to provide high quality curriculum and instruction in a supportive and effective learning environment that enables participating students ~~the children served under this part~~ to meet ~~the~~ state~~'s~~ student academic achievement standards.

2. Describe the ways in which each parent/guardian/caregiver will be responsible for supporting their children's learning~~, such as monitoring attendance, homework completion and television watching; volunteering in their child's classroom and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time.~~

3. Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum:

   a. Parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as it relates to the individual child's achievement.
   b. Frequent reports to parents/guardians on their children's progress.

c. Reasonable access to staff, opportunities to volunteer and participate in their child's class and observation of classroom activities.

d. Ensuring regular two-way, meaningful communication between family members and school staff and, to the extent practicable, in a language that family members can understand.

C. To ensure effective involvement of parents/guardians/caregivers and to support a partnership among the school, parents/guardians/caregivers, and community to improve student academic achievement, the policy will describe how each school and district will:

1. Provide parents/guardians/caregivers with an understanding of such topics as the state's academic content standards, ~~and~~ state student academic achievement standards, state and local academic assessments, Title I requirements ~~the requirements of the law~~, and how to monitor a child's progress and work with educators to improve the achievement of their children.

2. Provide materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement.

3. Educate school ~~teachers, pupil services personnel, principals and other~~ staff, with the assistance of parents/guardians/caregivers, in the value and utility of contributions of parents, and in how to reach out to, communicate and work with parents/guardians/caregivers as equal partners, implement and coordinate parent programs, and build ties between parents/guardians/caregivers and the school.

4. To the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other federal, state, and local programs, ~~including Head Start, Reading First, Early Reading First, Even Start, the home instruction programs for preschool youngsters, the Parents as Teachers Program, and public preschool and other programs,~~ and conduct other activities such as parent resource centers that encourage and support parents/guardians/caregivers to more fully participate in the education of their children.

~~5. Develop appropriate roles for community-based organizations and businesses in parentinvolvement activities.~~

5. Conduct other activities, such as parent resource centers and providing opportunities to learn about child development and child rearing issues (such as Community Education activities).

6. To the extent practicable, ensure information sent home is in the format and language the parent/guardian/caregiver can understand. ~~used in the home.~~

7. Ensure parents with limited English proficiency or disabilities have access to parent involvement activities.

D. The policy will also describe the process to be taken if the district and school choose to:

1. ~~May~~ ~~i~~Involve parents in the development of training for school staff ~~teachers, principals and other educators~~ to improve the effectiveness of such training.

2. ~~May~~ ~~p~~Provide necessary literacy training from Title I funds if all other reasonably available sources of funding for such training have been exhausted.

3. ~~May~~ ~~p~~Pay reasonable and necessary expenses associated with ~~local~~ parental involvement activities, including transportation and child care costs, to enable parents/guardians/caregivers to participate in school-related meetings and training sessions.

4. ~~May~~ ~~t~~Train parents/guardians/caregivers to enhance the involvement of other parents/guardians/caregivers.

5. ~~May~~ ~~a~~Arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, ~~with~~ and parents/guardians who are unable to attend such conferences at school, in order to maximize parental involvement and participation in school-related activities.

6. ~~May~~ ~~a~~Adopt and implement model approaches to improving parental involvement.

7. Develop appropriate roles for community-based organizations and businesses in parent/guardian/caregiver involvement activities.

8. ~~Shall~~ ~~p~~Provide such other reasonable support for parental involvement activities under this section as parents/guardians/caregivers may request.

E. To enhance communications between the school and parents or guardians of Title I students, schools shall take the following actions:

1. Promptly notify parents or guardians of the selection of a student for Title I services and the rationale for the selection.

2. Explain to parents or guardians the specific instructional objectives for their child.
3. Report to parents or guardians on their child's progress.
4. Provide materials and suggestions to help parents and guardians promote the education of their children at home.

Policy 612 Development of Parent and Family Engagement Policies for Title I Programs
Adopted: 09.13.2004; Non-Substantive Update: 12.08.2025; Updated: 09.26.2022, INSERT DATE

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

Legal References: 20 U.S.C. § 6318 (Parent and Family Engagement)

Cross References: None

Resources: U.S. Department of Education: *Parent and Family Engagement Non-Regulatory Guidance* (January 2025)

Policy 614 SCHOOL DISTRICT TESTING PLAN AND PROCEDURE

I. PURPOSE

The Northfield School District is committed to learner outcomes for every student. The purpose of this policy is to establish the Northfield School District's testing plan and procedure for all state required tests. It aims to communicate these plans and procedures effectively and transparently with all stakeholders.

II. GENERAL STATEMENT OF POLICY

The policy of the district is to implement procedures for Minnesota Comprehensive Assessments (MCA), the Minnesota Test of Academic Skills (MTAS), the Alternate Minnesota Comprehensive Assessment (Alt MCA), and ACCESS for English Language students testing, test security, documentation, and record keeping.

III. DUTIES OF DISTRICT PERSONNEL REGARDING TEST ADMINISTRATION

A. Superintendent or Their Designee

1. Responsibilities before testing

a. Designate a district assessment coordinator and district technology coordinator.
b. Pre-authorize staff access for applicable Minnesota Department of Education (MDE) secure systems. Alternatively, another board-approved identified official with authority may complete this task.
c. Review and recertify annually staff who have access to MDE secure systems.
d. Read and complete the Assurance of Test Security and Non-Disclosure.
e. Establish a culture of academic integrity.
f. Cooperate fully with MDE representatives conducting site visits or Minnesota Test of Academic Skills (MTAS)/Alternative Minnesota Comprehensive Assessment (Alt MCA) audits during testing.
g. Ensure student information is current and accurate.
h. Ensure that a current district test security procedure is in place and that all relevant staff have been provided district training on test administration and test security.
i. Ensure that a current process is included for tracking which students tested with which test monitors and any other adult(s) who were present in the testing room (e.g., staff providing assistance, paraprofessionals, etc.).
j. Confirm the district assessment coordinator has current information and training specific to test security and the administration of statewide assessments.

k. Confirm the district assessment coordinator completes Pre-test Editing in the Test Web Edit System (WES).
l. Post on the district website the complete Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing form.

2. **Responsibilities after testing**
   a. Confirm the district assessment coordinator and Minnesota Automated Reporting Student System (MARSS) coordinator complete Post-test Editing in Test WES.
   b. Verify with the district assessment coordinator that all test security issues have been reported to MDE and are being addressed.
   c. Confirm the MARSS coordinator has updated all student records for Post-test Editing.
   d. Confirm the district assessment coordinator has finalized the district's assessment information prior to the close of Post-test Editing in Test WES.
   e. Confirm the district assessment coordinator, or designee, has access to the Graduation Requirements Records (GRR) system and enters necessary information.
   f. Discuss assessment results with the district assessment coordinator and school administrators.

B. **District Assessment Coordinator**

1. **Responsibilities before testing**
   a. Serve as primary contact with MDE regarding policy and procedure questions related to test administration.
   b. Read and complete the Assurance of Test Security and Non-Disclosure.
   c. Confirm that all staff who handle test materials, administer tests, or have access to secure test content have completed the Assurance of Test Security and Non-Disclosure. Maintain the completed Assurance of Test Security and Non-Disclosure for two years after the end of the academic school year in which testing took place.
   d. Review with all staff the Assurance of Test Security and Non-Disclosure and their responsibilities thereunder.
   e. Identify appropriate tests for students and ensure student data sent to service providers for testing are correct.
   f. Establish district testing schedule within the testing windows specified by the MDE and service providers.
   g. Prepare testing conditions, including user access to service provider websites, preparing readiness for online testing, preparing a plan for tracking which students test on which computers or devices, ensure accommodations are indicated as necessary, providing students with opportunity to become familiar with test format, item types, and tools prior to test administration;

establishing process for inventorying and distributing secure test materials where necessary; preparing procedures for expected and unexpected situations occurring during testing; planning for addressing technical issues while testing; identify staff who will enter student responses from paper accommodated test materials and scores from MTAS/Alt MCA administration online.

h. Train school assessment coordinators, test monitors, MTAS/Alt MCA test administrators, and ACCESS ~~(test for English language learners)~~ and Alternate ACCESS test administrators.
   1) Provide training on proper test administration and test security (Pearson's Training Management System).
   2) Verify staff complete any and all test-specific training.

i. Maintain security of test content, test materials, and record of all staff involved.
   1) Receive secure paper test materials from the service provider and immediately lock them in a previously identified secure area, inventory same, and contact service provider with any discrepancies.
   2) Organize secure test materials for online administration and keep them secure.
   3) Define chain of custody for providing test materials to test monitors and administrators. The chain of custody must address the process for providing test materials on the day of testing, distributing test materials to and collecting test materials from students at the time of testing, keeping test materials secure between testing sessions, and returning test materials after testing is completed.

j. Confirm that all students have appropriate test materials.

2. **Responsibilities on testing day(s)**
   a. Conduct random, unannounced visits to testing rooms to observe staff adherence to test security and policies and procedures.
   b. Fully cooperate with MDE representatives conducting site visits or MTAS/Alt MCA audits.
   c. Contact the MDE assessment contact within 24 hours of a security breach and submit the Test Security Notification in Test WES within 48 hours.
   d. Address invalidations and test or accountability codes.

3. **Responsibilities after testing**
   a. Ensure that student responses from paper accommodated test materials and MTAS/Alt MCA scores are entered.
   b. Arrange for secure disposal of all test materials that are not required to be returned within 48 hours after the close of the testing window.

c. Return secure test materials as outlined in applicable manuals and resources.
d. Collect security documents and maintain them for two years from the end of the academic school year in which testing took place.
e. Review student assessment data and resolve any issues.
f. Distribute Individual Student Reports no later than fall parent/teacher conferences.
g. Enter Graduation Requirements Records in the GRR system.

C. **School Principal**

1. **Responsibilities before testing**
   a. Designate a school assessment coordinator and technology coordinator for the building.
   b. Be knowledgeable about proper test administration and test security as outlined in manuals and directions.
   c. Read and complete the Assurance of Test Security and Non-Disclosure.
   d. Communicate the importance of test security and expectation that staff will keep test content secure and act with honesty and integrity during test administration.
   e. Provide adequate secure storage space for secure test materials before, during, and after testing until they are returned to the service provider or securely disposed of.
   f. Ensure adequate computers and/or devices are available and rooms are appropriately set up for online testing.
   g. Verify that all test monitors and test administrators receive proper training for test administration.
   h. Ensure students taking specified tests have the opportunity to become familiar with test format, item types, and tools prior to test administration.
   i. Include the complete Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing form <u>on the district website.</u> ~~in the student handbook.~~

2. **Responsibilities on testing day(s)**
   a. Ensure that test administration policies and procedures and test security requirements in all manuals and directions are followed.
   b. Fully cooperate with MDE representatives conducting site visits or MTAS<u>/Alt MCA</u> audits.

3. ***Responsibilities after testing***
   a. Ensure all secure test materials are collected, returned, and/or disposed of securely as required in any manual.
   b. Ensure requirements for embargoed final assessment results are followed.

D. **School Assessment Coordinator**

1. ***Responsibilities before testing***

a. Implement test administration and test security policies and procedures.

b. Read and complete the Assurance of Test Security and Non-Disclosure.

c. Ensure all staff who handle test materials, administer tests, or have access to secure test content read and complete the Assurance of Test Security and Non-Disclosure.

d. Identify appropriate tests for students and ensure student data sent to service providers for testing are correct.

e. Prepare testing conditions, including the following: schedule rooms and computer labs; arrange for test monitors and administrators; arrange for additional staff to assist with unexpected situations; arrange for technology staff to assist with technical issues; develop a plan for tracking which students test on which computers or devices; plan seating arrangements for students; ensure preparations are completed for Optional Local Purpose Assessment (OLPA), Minnesota Comprehensive Assessment (MCA), and ACCESS online testing; ensure accommodations are properly reported; confirm how secure paper test materials will arrive and quantities to expect; address accommodations and specific test administration procedures; determine staff who will enter the student responses from paper accommodated test materials and scores from MTAS/Alt MCA administrations online.

f. Train staff, including all state-provided training materials, policies and procedures, and test-specific training.

g. Maintain security of test content and test materials.

1) Receive secure paper test materials from the service provider and immediately lock them in a previously identified secure area, inventory same, and contact service provider with any discrepancies.

2) Organize secure test materials for online administration and keep them secure.

3) Follow chain of custody for providing test materials to test monitors and administrators. The chain of custody must address the process for providing test materials on the day of testing, distributing test materials to and collecting test materials from students at the time of testing, keeping test materials secure between testing sessions, and returning test materials after testing is completed.

4) Identify need for additional test materials to district assessment coordinator.

5) Provide MTAS/Alt MCA student data collection forms if necessary.
6) Distribute applicable ACCESS and Alternate ACCESS Test Administrator Scripts and Test Administration Manuals to test administrators so they can become familiar with the script and prepare for test administration.
7) Confirm that all students taking ACCESS and Alternate ACCESS have appropriate test materials and preprinted student information on the label is accurate.

2. ***Responsibilities on testing day(s)***
   a. Distribute materials to test monitors and ACCESS test administrators and ensure security of test materials between testing sessions and that district procedures are followed.
   b. Ensure Test Monitor and Student Directions and Test Administrator Scripts are followed and answer questions regarding same.
   c. Fully cooperate with MDE representatives conducting site visits or MTAS/Alt MCA audits, as applicable.
   d. Conduct random, unannounced visits to testing rooms to observe staff adherence to test security and test administration policies and procedures.
   e. Report testing irregularities to district assessment coordinator using the Test Administration Report.
   f. Report security breaches to the district assessment coordinator as soon as possible.

3. ***Responsibilities after testing***
   a. Ensure that all paper test materials are kept locked and secure and security checklists completed.
   b. Ensure that student responses from paper accommodated test materials and MTAS/Alt MCA scores are entered.
   c. Arrange for secure disposal of all test materials that are not required to be returned within 48 hours after the close of the testing window.
   d. Return secure test materials as outlined in applicable manuals and resources.
   e. Prepare materials for pickup by designated carrier on designated date(s). Maintain security of all materials.
   f. Ensure requirements for embargoed final assessment results are followed.

E. **Technology Coordinator**

1. Ensure that district is prepared for online test administration and provide technical support to district staff.

2. Acquire all necessary user identifications and passwords.
3. Read and complete the Assurance of Test Security and Non-Disclosure.
4. Fully cooperate with MDE representatives conducting site visits or MTAS/Alt MCA audits.
5. Attend district training and any service provider technology training.
6. Review, use, and be familiar with all service provider technical documentation.
7. Prepare computers and devices for online testing.
8. Confirm site readiness.
9. Provide all necessary accessories for testing, technical support/ troubleshooting during test administration and contact service provider help desks as needed.

F. **Test Monitor**

1. ***Responsibilities before testing***
   a. Read and complete the Assurance of Test Security and Non-Disclosure.
   b. Attend trainings related to test administration and security.
   c. Complete required training course(s) for tests administering.
   d. Be knowledgeable about how to contact the school assessment coordinator during testing, where to pick up materials on day of test, and plan for securing test materials between test sessions.
   e. Be knowledgeable regarding student accommodations.
   f. Remove or cover any instructional posters or visual materials in the testing room.

2. ***Responsibilities on testing day(s)***
   a. **Before the test**
      1) Receive and maintain security of test materials.
      2) Verify that all test materials are received.
      3) Ensure proper number of computers/devices or paper accommodated test materials are present.
      4) Verify student testing tickets and appropriate allowable materials.
      5) Assign numbered test books to individual students.
      6) Complete information as directed.
      7) Record extra test materials.

   b. **During the test**
      1) Verify that students are logged in and taking the correct test or using the correct grade-level and tier test booklet for students with paper accommodated test materials.
      2) Follow all directions and scripts exactly.

3) Follow procedures for restricting student access to cell phones and other electronic devices, including wearable electronic devices.
4) Stay in testing room and remain attentive during entire test session. Practice active monitoring by circulating throughout the room during testing.
5) Be knowledgeable about responding to emergency or unusual circumstances and technology issues.
6) Do not review, discuss, capture, email, post, or share test content in any format.
7) Ensure all students have been provided the opportunity to independently demonstrate their knowledge.
8) Fully cooperate with MDE representatives conducting site visits or MTAS/Alt MCA audits.
9) Document the students who tested with the test monitor and any other adult(s) who were present in the testing room (e.g., staff providing assistance, paraprofessionals, etc.).
10) Document students who require a scribe or translated directions or any unusual circumstances and report to school assessment coordinator.
11) Report any possible security breaches as soon as possible.

c. **After the test**
1) Follow directions and scripts exactly.
2) Collect all materials and keep secure after each session. Upon completion return to the school assessment coordinator.
3) Immediately report any missing test materials to the school assessment coordinator.

G. MTAS/Alt MCA Test Administrator

1. ***Before testing***
a. Read and complete the Assurance of Test Security and Non-Disclosure.
b. Attend trainings related to test administration and security.
c. Complete required training course(s) for tests administering.
d. Be knowledgeable as to when and where to pick up MTAS/Alt MCA materials and the school's plan for keeping test materials secure.
e. Prepare test materials for administration, including objects and manipulatives, special instructions, and specific adaptations for each student.

2. ***Responsibility on testing day(s)***
a. **Before the test**

1) Maintain security of materials.
2) Confirm appropriate MTAS/Alt MCA materials are available and prepared for student.

b. **During the test**
1) Administer each task to each student and record the score.
2) Be knowledgeable about how to contact the district or school assessment coordinator, if necessary, and responding to emergency and unusual circumstances.
3) Fully cooperate with MDE representatives conducting site visits or MTAS/Alt MCA audits.
4) Document and report any ~~and~~ unusual circumstances to district or school assessment coordinator.

c. **After the test**
1) Keep materials secure.
2) Return all materials.
3) Return objects and manipulatives to classroom.
4) Enter MTAS/Alt MCA scores online or return data collection forms to the district or school assessment coordinator.

H. **MARSS Coordinator**

1. ***Responsibilities before testing***
a. Confirm all eligible students have unique state student identification (SSID) or MARSS numbers.
b. Ensure English language and special education designations are current and correct for students testing based on those designations.
c. Submit MARSS data on an ongoing basis to ensure accurate student demographic and enrollment information.

2. ***Responsibilities after testing***
a. Ensure accurate enrollment of students in schools during the accountability windows.
b. Ensure MARSS identifying characteristics are correct, especially for any student not taking an accountability test.
c. Work with district assessment coordinator to edit discrepancies during the Post-test Edit window in Test WES.

I. **Any Person with Access to Test Materials**
Read and complete the Assurance of Test Security and Non-Disclosure.

IV. TEST SECURITY

A. Test Security Procedures will be adopted by school district administration.

B. Students will be informed of the following:
   1. The importance of test security.
   2. Expectation that students will keep test content secure.
   3. Expectation that students will act with honesty and integrity during test administration.
   4. Expectation that students will not access cell phones, wearable technology (e.g., smart watches, fitness trackers), or other devices that can electronically send or receive information. The test of a student who wears a device during testing must be invalidated. If a student completes testing and then accesses a cell phone or other prohibited device (including wearable technology), the school district must take further action to determine if the test should be invalidated, rather than automatically invalidating the test.
   5. Availability of the online Test Security Tip Line on the MDE website for reporting suspected incidents of cheating or other improper or unethical behavior.

C. Staff will be informed of the following:
   1. Availability of the online Test Security Tip Line on the MDE website for reporting suspected incidents of cheating or other improper or unethical behavior.
   2. Other contact information and options for reporting security concerns.

V. REQUIRED DOCUMENTATION FOR PROGRAM AUDIT

A. The district shall maintain records necessary for program audits conducted by MDE. The records must include documentation consisting of the following:

   1. Signed *Assurance of Test Security and Non-Disclosure* forms must be maintained for two years after the end of the academic year in which the testing took place.
   2. School district security checklists provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.
   3. School security checklists provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.
   4. Test Monitor Test Materials Security Checklist provided for each group of students assigned to a test monitor must be maintained for two years after the end of the academic school year in which testing took place.
   5. School district test monitor tracking documentation must be maintained for two years after the end of the academic year in which the tracking took place.

6. ACCESS and Alternate ACCESS Packing List and Security Checklist provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.
7. Documentation of school district staff training on test administration and test security must be maintained for two years after the end of the academic school year in which testing took place.
8. Test Security Notification must be maintained for two years after the end of the academic school year in which testing took place.
9. Test Administration Report must be maintained for one year after the end of the academic school year in which testing took place.
10. Record of staff trainings and test-specific trainings must be maintained for one year after the end of the academic year in which testing took place.

VI. RETALIATION PROHIBITED

An employee who discloses information to the MDE Commissioner or a parent or guardian about service disruptions, technical interruptions, or test security concerns related to administering assessments under this section is protected under Minnesota Statutes, section 181.932, governing disclosure of information by employees.

Policy 614 District Testing Plan and Procedures
Adopted: 01.28.2008; Updated: 08.2013, 05.2016, 08.2017, 02.24.2025, INSERT DATE; Statutory Update: 08.08.2022, 11.25.2024

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

Legal References:
Minn. Stat. § 13.34 (Examination Data)
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum Instruction, and Student Achievement Goals; Striving for Comprehensive Achievement and Civic Readiness
Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)
Minn. Stat. § 120B.36, Subd. 2 (School Accountability)
Minn. Rules Parts 3501.~~3501.~~0660 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0820 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0960 (Academic Standards in Science)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, et seq. (Every Student Succeeds Act)

Cross References:
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
MSBA/MASA Model Policy 616 (School District System Accountability)
Minnesota PearsonAccess Next Resources and Forms:
http://minnesota.pearsonaccessnext.com/policies-and-procedures/
Minnesota Department of Education:
https://education.mn.gov/MDE/fam/tests/StudentParticipation/

Policy 722 PUBLIC DATA AND DATA SUBJECT REQUESTS

I. PURPOSE

~~The Northfield School District recognizes its responsibility relative to the collection, maintenance, and dissemination of public data as provided in state statutes.~~ In alignment with the Northfield School District's strategic commitments to communication and stewardship, the purpose of this policy is to establish clear procedures for the collection, maintenance, and dissemination of public data and data subject requests, ensuring transparent communication with all stakeholders while responsibly managing district records under the Minnesota Government Data Practices Act.

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

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

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

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

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

E. **Individual**
"Individual" means a natural person. In the case of a minor or an incapacitated person as defined in ~~Minnesota Statutes section 524.5-102, subdivision 6~~ Minnesota Statutes, section 13.02, subdivision 8, "individual" includes a parent or guardian or an individual acting as a parent or guardian in the absence of a parent

or guardian, except that the responsible authority shall withhold data from parents or guardians, or individuals acting as parents or guardians in the absence of parents or guardians, upon request by the minor if the responsible authority determines that withholding the data would be in the best interest of the minor.

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

G. **Not Public Data**
Any government data classified by statute, federal law, or temporary classification as confidential, private, nonpublic, or protected nonpublic.

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

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

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

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

L. **Public Data Not on Individuals**
Data accessible to the public pursuant to Minnesota Statutes section 13.03.

M. **Public Data on Individuals**
Data accessible to the public in accordance with the provisions of Minnesota Statutes section 13.03.

N. **Responsible Authority**
The individual designated by the school board as the individual responsible for the collection, use, and dissemination of any set of data on individuals,

government data, or summary data, unless otherwise provided by state law. Until an individual is designated by the school board, the responsible authority is the superintendent.

O. **Summary Data**
Statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify an individual is ascertainable. Unless classified pursuant to Minnesota Statutes section 13.06, another statute, or federal law, summary data is public.

IV. REQUESTS FOR PUBLIC DATA

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

1. A request for public data must include the following information:

   a. Date the request is made.
   b. A clear description of the data requested.
   c. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.), and
   d. Method to contact the requestor (such as phone number, address, or email address).

2. Unless specifically authorized by statute, the district may not require persons to identify themselves, state a reason for, or justify a request to gain access to public government data. A person may be asked to provide certain identifying or clarifying information for the sole purpose of facilitating access to the data.

3. The identity of the requestor is public, if provided, but cannot be required by the government entity.

4. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.

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

1. The responsible authority will notify the requestor in writing as follows:

   a. The requested data does not exist.
   b. The requested data does exist but either all or a portion of the data is not accessible to the requestor.

1) If the responsible authority determines that the requested data is classified so that access to the requestor is denied, the responsible authority will inform the requestor of the determination in writing, as soon thereafter as possible, and shall cite the specific statutory section, temporary classification, or specific provision of federal law on which the determination is based.

2) Upon the request of a requestor who is denied access to data, the responsible authority shall certify in writing that the request has been denied and cite the specific statutory section, temporary classification, or specific provision of federal law upon which the denial was based.

c. ~~The requested data does exist and provide arrangements for inspection of the data, identify when the data will be available for pick-up, or indicate that the data will be sent by mail. If the requestor does not appear at the time and place established for inspection of the data or the data is not picked up within ten (10) business days after the requestor is notified, the district will conclude that the data is no longer wanted and will consider the request closed.~~

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

2. The district's response time may be affected by the size and complexity of the particular request, including necessary redactions of the data, and also by the number of requests made within a particular period of time.

3. The district will provide an explanation of technical terminology, abbreviations, or acronyms contained in the responsive data on request.

4. The district is not required by the MGDPA to create or collect new data in response to a data request, or to provide responsive data in a specific form or arrangement if the district does not keep the data in that form or arrangement.

5. The district is not required to respond to questions that are not about a particular data request or requests for data in general.

~~C. If the school district notifies the requesting person that responsive data or copies are available for inspection or collection, and the requesting person does not~~

~~inspect the data or collect the copies within five business days of the notification, the school district may suspend any further response to the request until the requesting person inspects the data that has been made available, or collects and pays for the copies that have been produced.~~

V. REQUEST FOR SUMMARY DATA

A. A request for the preparation of summary data shall be made using the Policy 722 Data Request Form directed to the responsible authority.

1. A request for the preparation of summary data must include the following information:

a. Date the request is made.
b. A clear description of the data requested.
c. Identify the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.), and
d. Method to contact requestor (phone number, address, or email address).

B. The responsible authority will respond within ten (10) business days of the receipt of a request to prepare summary data and inform the requestor of the following:

1. The estimated costs of preparing the summary data, if any.

2. The summary data requested.

3. A written statement describing a time schedule for preparing the requested summary data, including reasons for any time delays.

4. A written statement describing the reasons why the responsible authority has determined that the requestor's access would compromise the private or confidential data.

C. The district may require the requestor to pre-pay all or a portion of the cost of creating the summary data before the district begins to prepare the summary data.

VI. DATA ~~BY~~ ABOUT AN INDIVIDUAL DATA SUBJECT

A. Collection and storage of all data on individuals and the use and dissemination of private and confidential data on individuals shall be limited to that necessary for the administration and management of programs specifically authorized by the legislature or local governing body or mandated by the federal government.

B. Private or confidential data on an individual shall not be collected, stored, used, or disseminated by the district for any purposes other than those stated to the

individual at the time of collection in accordance with Minnesota Statutes section 13.04, except as provided in Minnesota Statutes section 13.05, subdivision 4.

C. Upon request to the responsible authority or designee, an individual shall be informed whether the individual is the subject of stored data on individuals, and whether it is classified as public, private or confidential. Upon further request, an individual who is the subject of stored private or public data on individuals shall be shown the data without any charge and, if desired, shall be informed of the content and meaning of that data.

D. After an individual has been shown the private data and informed of its meaning, the data need not be disclosed to that individual for six months thereafter unless a dispute or action pursuant to this section is pending or additional data on the individual has been collected or created.

E. The responsible authority or designee shall provide copies of the private or public data upon request by the individual subject of the data. The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies.

F. The responsible authority or designee shall comply immediately, if possible, with any request made pursuant to this subdivision, or within ten (10) days of the date of the request, excluding Saturdays, Sundays and legal holidays, if immediate compliance is not possible.

G. An individual subject of the data may contest the accuracy or completeness of public or private data. To exercise this right, an individual shall notify in writing the responsible authority describing the nature of the disagreement. The responsible authority shall within thirty (30) days either: (1) correct the data found to be inaccurate or incomplete and attempt to notify past recipients of inaccurate or incomplete data, including recipients named by the individual; or (2) notify the individual that the authority believes the data to be correct. Data in dispute shall be disclosed only if the individual's statement of disagreement is included with the disclosed data.

H. The determination of the responsible authority may be appealed by a data subject pursuant to the provisions of the Administrative Procedure Act relating to contested cases. Upon receipt of an appeal by an individual, the commissioner of the Minnesota Department of Administration shall, before issuing the order and notice of a contested case hearing required by Minnesota Statutes, chapter 14, try to resolve the dispute through education, conference, conciliation, or persuasion. If the parties consent, the commissioner may refer the matter to mediation. Following these efforts, the commissioner shall dismiss the appeal or issue the order and notice of hearing.

I. Data on individuals that have been successfully challenged by an individual must

be completed, corrected, or destroyed by a government entity without regard to the requirements of Minnesota Statutes section 138.17.

J. After completing, correcting, or destroying successfully challenged data, the district may retain a copy of the commissioner's order issued under Minnesota Statutes, chapter 14 or, if no order were issued, a summary of the dispute between the parties that does not contain any particulars of the successfully challenged data.

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

A. All requests for individual subject data must be made in writing directed to the responsible authority.

B. A request for individual subject data must include the following information:

1. Statement that one is making a request as a data subject for data about the individual or about a student for whom the individual is the parent or guardian.
2. Date the request is made.
3. A clear description of the data requested.
4. Proof that the individual is the data subject or the data subject's parent or guardian.
5. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.), and
6. Method to contact the requestor (such as phone number, address, or email address).

C. The identity of the requestor of private data is private.

D. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.

E. Policy 515 Protection and Privacy of Pupil Records addresses requests of students or their parents for educational records and data.

VIII. COSTS

A. Public Data

1. The district will charge for copies provided as follows:

a. One hundred (100) or fewer pages of black and white, letter or legal sized paper copies will be charged at twenty-five (25) cents for a one-sided copy or fifty (50) cents for a two-sided copy.
b. More than one hundred (100) pages or copies of ~~on~~ other materials

are charged based upon the actual cost of searching for and retrieving the data and making the copies or electronically sending the data, unless the cost is specifically set by statute or rule.

1) The actual cost of making copies includes employee/vendor time, the cost of the materials onto which the data is copied, and mailing costs (if any).
2) Also, if the district does not have the capacity to make the copies, e.g., photographs, the actual cost paid by the district to an outside vendor will be charged.

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

B. Summary Data

1. Any costs incurred in the preparation of summary data shall be paid by the requestor prior to preparing or supplying the summary data.

2. The district may assess costs associated with the preparation of summary data as follows:

a. The cost of materials, including paper, the cost of the labor required to prepare the copies, any schedule of standard copying charges established by the district, any special costs necessary to produce such copies from a machine-based record-keeping system, including computers and microfilm systems.
b. The district may consider the reasonable value of the summary data prepared and, where appropriate, reduce the costs assessed to the requestor.

C. Data Belonging to an Individual Subject

1. The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies. The responsible authority shall not charge the data subject any fee in those instances where the data subject only desires to view private data. ~~The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies.~~ Based on the factors set forth in Minnesota Rule 1205.0300, subpart 4, the district determines that a reasonable fee would be the charges set forth in section VIII.A of this policy that apply to requests for data by the public.

2. The district may not charge a fee to search for or to retrieve educational records of a child with a disability by the child's parent or guardian or by the child upon the child reaching the age of majority.

IX. SAFE AT HOME PARTICIPANTS AND DATA PRIVACY

A. Prohibition of Discrimination

The school district must not, on the basis of an individual's status as an Address Confidentiality Program participant where a reasonable person, considering all the circumstances, would conclude that the refusal, different terms or requirements, or other action was motivated by the individual's status as a program participant rather than by a legitimate, nondiscriminatory business purpose, safety or operational concern, or a requirement of federal or state law:

1. refuse to provide education services to an individual;
2. provide services to an individual on different terms or with different requirements than an individual who is not a program participant; or
3. otherwise discriminate against an individual.

X. ANNUAL REVIEW AND POSTING

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

B. Copies of the policies shall be easily available to the public by posting them on the district's website.

Data Practices Contacts

Responsible Authority:
Dr. Tim Anderson
201 Orchard Street South, Northfield, MN 55057
507.663.0629; tanderson@northfieldschools.org

Data Practices Compliance Official:
Val Mertesdorf
201 Orchard Street South, Northfield, MN 55057
507.663.0629; vmertesdorf@northfieldschools.org

Policy 722 Public Data and Data Subject Requests
Adopted: 07.01.2019; Non-substantive Update: 10.20.2021, 07.13.2026; Substantive Updates: 10.24.2022, 01.12.2026, INSERT DATE; Updated: 09.08.2025

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

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.01 (Government Data)
Minn. Stat. § 13.02 (Definitions)
Minn. Stat. § 13.025 (Government Entity Obligation)
Minn. Stat. § 13.03 (Access to Government Data)

Minn. Stat. § 13.04 (Rights of Subjects to Data)
Minn. Stat. § 13.05 (Duties of Responsible Authority)
Minn. Stat. § 13.32 (Educational Data)
Minn. Rules Part 1205.0300 (Access to Public Data)
Minn. Rules Part 1205.0400 (Access to Private Data)

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

Resources: MN Department of Administration: Actual Cost
MN Department of Administration: Copy Costs
MN Department of Administration: Education Data