NORTHFIELD PUBLIC SCHOOLS
Office of the Superintendent
Memorandum

TO: Members of the Board of Education
FROM: Matthew Hillmann, Ed.D., Superintendent
RE: Table File Items for the February 23, 2026, Regular School Board Meeting

6. Committee Reports

   a. Northfield Forward Committee. Board Member Corey Butler will provide an update on the Feb. 16 Northfield Forward Meeting.

7. Consent Agenda

   c. Overnight Field Trip Requests
      iii. NHS Business Professionals of America (BPA) Advisor Theresa Wilson requests board approval to take 14 BPA students to the BPA State Leadership Conference and Competition March 5-7, 2026 in Minneapolis, MN.

   e. Personnel Items.
      i. Appointments

      ii. Increase/Decrease/Changes in Assignment
         8. Taylor Choudek, Special Education Teacher at Bridgewater, change to Special Education Teacher at the NCEC effective 2/23/2026-6/10/2026.
         9. Madison Warner, Early Ventures Teacher for 40 hrs/week at the NCEC, change end date from 3/31/2026 to 4/17/2026.
      iii. Leave of Absences
         4. Debbie Foley, Early Ventures Assistant Teacher at the NCEC, FMLA leave of absence beginning 3/16/2026 and continuing through 4/10/2026.
      iv. Retirements/Resignations/Terminations
         3. Debbie Foley, Early Ventures Assistant Teacher at the NCEC, retirement effective 6/30/2026.
         4. Dillon Hachfeld, General Education EA at Bridgewater and KidVentures Site Assistant at Greenvale Park, resignation effective 2/27/2026.

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

8. Items for Individual Action

   b. Contract with MSBA for Superintendent Search Services. The board is requested to approve a contract with the Minnesota School Boards Association (MSBA) to assist in the superintendent's search. An additional handout from MSBA is attached. Barb Dorn, MSBA Director of Leadership Development and Executive Search, will present their proposal and be available to answer questions.

   Chair's Recommendation: Motion to approve the contract with MSBA to assist in the superintendent's search.

Committee Report

Board of Education

Name: Corey Butler **Committee:** Northfield Forward
Date Submitted: 2/18/2026 14:24:26

The Northfield Forward committee, comprising district administration and staff, students, and community members, met Monday, Feb. 16 to hear two exciting presentations.

The first presentation was given by a group of St. Olaf College students who are examining data provided by the district (removed of identifying information) to better understand the correlation between key factors like attendance, grades and ACT scores. The group is in the midst of its research and will report its final results at a future meeting. A key focus of the presentation and following discussion was about how to best engage and support students who have strong attendance but may have either lower grades or lower testing scores. There are a lot of variables at play and future examination and discussion could help develop new or enhanced strategies to support students.

The second presentation was from Northfield High school students who recently attended the student data summit held in collaboration with the Faribault, WEM and TCU districts. Students Ashton, Mariana and Atticus took turns sharing key takeaways and opportunities for improvement in future summits. All agreed it was valuable to attend and discussed their experiences with peers from other districts, walking away with pride and gratitude for the support they receive in the Northfield School District.

Lastly, Dr. Hillmann put out a call for parent volunteers who may want to join an ad hoc committee to review potential requests for reevaluation of instructional materials as part of Policy 652.

NORTHFIELD RAIDERS

Northfield Public Schools
Northfield, MN

EXTENDED FIELD TRIP FORM

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

School and Program: NHS - BPA (Business Professionals of America)

Date of Requested Trip: 3/5 - 3/7, 2026

1. What group is taking this trip? BPA students
2. Estimated # of Students: 14 # Adult Supervisors: 1
3. Destination: Hyatt Regency
4. Date/Time of Departure: 3/5/26 - 7:00 am
5. Date/Time of Return: 3/7/26 - 12:00pm
6. State purpose and/or educational value of trip (attach information to form if needed).
   Students are competing at the BPA State Leadership Conference/Competition
7. Name the manner of travel and the carrier.
   Parents driving students
8. State housing arrangements (must include name, address and phone number of hotel).
   Hyatt Regency
   1300 Nicollet Mall
   Minneapolis, MN 55403
9. List of coach, parent or guardian contact info.(Attach)
   Theresa Wilson
   612.865.4902

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

Caley Graber, Ivy Brandenburg, Megan Carlson, Annalisa Larson, Peyton Quaas, Claire Forbord, Allie Karl, Annie Demas, Molly Albers, Leah Boysen, Khyla Theiling, Audri Gilmer, Kyle Bulfer, Zane Engels

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

Theresa Wilson - teacher & advisor

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

Parent call list

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

Hotel: $1659.28
Paid through BPA Activity Account / Fundraisers

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

State Leadership Conference takes over hotel with high school students from all over state competing.

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Signature of Staff Member Responsible: Theresa Wilson

Date field trip request was submitted to Principal: 2/18/26

Principal/Administrator Signature and Date:

Approved: Not Approved:

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Superintendent Signature and Date: _____

Approved: _____ Not Approved: _____

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School Board Review Date: _____

Approved: _____ Not Approved: _____

MSBA's Executive Search Services – District Feedback 2024-2025

District:	***Number of responses***	***Average score****
Albert Lea	5	3.8
BOLD	2	4.0
Brainerd	0	-
Burnsville-Eagan-Savage ISD 191	5	3.8
Byron	5	3.6
Crosby-Ironton	2	3.5
Eden Valley-Watkins	4	4.0
Elk River Area ISD 728	7	4.0
Hastings	4	4.0
Howard Lake-Waverly-Winsted	5	3.8
Jackson County Central	1	4.0
Kasson-Mantorville	5	4.0
Kelliher	0	-
La Crescent-Hokah	5	3.6
Lake of the Woods	1	4.0
Lynd	0	-
MACCRAY	5	4.0
Mahnomen	3	4.0
McGregor	1	4.0
Melrose Area	3	4.0
Montevideo	6	3.8
Nevis	3	3.7
Northland Community Schools	1	4.0
Northwest Service Cooperative	4	3.8
Plainview-Elgin-Millville (PEM)	7	4.0
Proctor	3	4.0
Red Lake County Central	4	4.0
Red Lake Falls	1	4.0
St. Croix Prep Academy	0	-
St. James	5	4.0
St. Peter	6	4.0
Worthington ISD 518	7	3.4
	110	**3.9**

***Average score (4=very satisfied and 1=very dissatisfied)**

When surveyed, 99% of respondents reported being satisfied/very satisfied with MSBA's Executive Search services – reflecting strong satisfaction with the process, communication, and results.

Thank you, everyone, for your contributions to another great year!

We couldn't have done it without you.

With gratitude,

The MSBA Executive Search Team

MSBA's Executive Search Services – District Feedback 2023-2024

District:	***Number of responses***	***Average score****
Academy for Sciences and Agriculture (AFSA)	0	-
Badger	3	3.7
Brainerd	5	4.0
Cleveland	3	4.0
DaVinci Academy of Arts + Science	4	4.0
District 196	5	3.2
East Grand Forks	2	3.5
Greenbush-Middle River / Tri-County	4	4.0
Hill City	2	4.0
International Falls	3	4.0
Kasson-Mantorville	3	4.0
Lac qui Parle Valley	2	4.0
Litchfield	10	4.0
Minnesota River Valley Education District	3	4.0
Montevideo	0	-
New York Mills	5	3.8
Ogilvie	2	4.0
Plainview-Elgin-Millville (PEM)	0	-
Red Wing	9	3.9
Robbinsdale	4	3.8
Sartell-St. Stephen	4	4.0
St. Charles	5	4.0
St. Louis Park	4	3.4
St. Paul City School	4	3.5
Warren-Alvarado-Oslo	3	4.0
Win-E-Mac	5	4.0
	94	**3.9**

When asked about their likelihood of retaining MSBA for their next superintendent search, 96% of respondents reported that they would be likely or very likely to do so.

★★★★

***Average score (4=very satisfied and 1=very dissatisfied)**

Thank you, everyone, for your contributions to another great year!
We couldn't have done it without you. 😊
With gratitude,
The MSBA team

Search Lead feedback – Amy Jordan

Board member satisfaction survey responses to the question:

What was best about working with MSBA on your superintendent search?

2024-2025

Howard Lake-Waverly-Winsted

Amy's knowledge and assistance on putting together the agendas and meeting all the deadlines.

All the guidance on the search and answering our smallest and biggest questions.

The candidate recommendations were really strong and helped guide is to whom we ultimately chose. Also, having Any's expertise to work through and guide the process was helpful.

Amy was great! The advice provided by MSBA was quite helpful.

The process felt seamless and smooth, even given the compressed timeline that we had to work with.

Kasson-Mantorville

Amy was helpful and guided us in a process I wasn't familiar with.

Amy! She got everything to us that the district needed, and she asked for anything she needed.

Organization and guidance from MSBA - also Amy's positive attitude!

Amy was very organized and prepared to answer any of our questions and concerns.

LaCrescent-Hokah

Having the reassurance with vetting candidates and feedback on what MSBA valued for strengths and weaknesses.

They are pretty smart.

The technology and ability to review apps online.

Getting access to quality candidates kind of like the MLS system in real estate.

The knowledge and expertise in helping the school board find the right candidates to interview.

MACCRAY

Very organized and complete job.

Great support and advice from Amy. Knowledgeable about law and the process pertaining to the search. Reasonable cost for the district.

Great communication, professional, and super data collection.

Amy's thoroughness and follow-through was so helpful. We couldn't have done it without her.

Quality applicants. Well vetted applicants. Support from MSBA every step of the way.

Montevideo

Amy, hands down.

Very flexible, tailoring what we needed to do with our districts' needs/wants

Amy did a very good job of communicating and guiding our school board.

Working with Amy was excellent! Everything was very organized and the process went smoothly.

The full tabling of all information laid out with accuracy and simplicity. Made the process very stressless and enjoyable as possible.

The whole guidance through the process and their candidate selection

Nevis

Amy!

Organization, information given to us, communication, and ease of the process

Very efficient and knowledgeable. Amy really knows her stuff and was able to calmly and professionally guide us through the sometimes confusing and sometimes tense process.

Plainview-Elgin-Millville

Having your knowledge about the process and communicating it every step of the way made it easy not only on our board but also our staff! I can’t thank you enough for everything you have done for PEM!

The objective vetting process.

Amy Jordan was excellent. She explained everything very well and did a great job.

The constant communication that we had with Amy Jordan.

Amy was very organized, explained things well and prepared our board well every step of the way.

The open discussion with MSBA staff and the fact that there is no dumb question when it comes to this process.

Working with Amy Jordan!

St. James

Very professional yet personable.

Amy Jordan is awesome. She made everything very easy to help the school board with during the search process. Everything about the process allows the board to make a really informed decision about what the community, school staff, and they themselves need to be looking at to make the best hiring decision. MSBA runs a very transparent process that our community appreciated.

Amy was super helpful, as a new member of school board she dumb it down for me in particular and made the interview process such a breeze.

Thorough and consistent

The process was so well organized.

St. Peter

Thorough, detail-oriented, and good communication. Amy was so positive and helpful. I got a sense she genuinely cared about our search and our district, which was great!

Amy was INCREDIBLE to work with! She was an awesome communicator and was always informing the school board, as well as myself, of what the next steps were. She ran all of the Special Board Meetings very efficiently, yet always taking into consideration the thoughts and feelings of the school board members. She was very knowledgeable and if there was something that she wasn't quite sure about, she was willing to dig for the answer and get back to the school board. Amy indicated that she was always available, so if something came up that needed to be addressed, we never felt like we couldn't connect with her on it. When it came time for interviews, Amy did an amazing job at communicating and guiding the candidates through that process as well. She is such a professional and kind person to work with!

Very well organized and thoroughly transparent. Having all materials well explained and provided almost entirely electronically was of great help, specifically during the initial application review process.

MSBA's representatives were always available to answer questions.

2023-2024

Cleveland

Amy was so knowledgeable and confident. She led our Board and made the process easier for us!

Communication was fantastic. Overall smooth process.

Everyone was very knowledgeable. They also work closely with each other and all genuinely care!

Amy does amazing work!! She was very professional, calm and relaxed. She was thorough in her explanations and answers. If anything came up a call was either answered right away or called back quickly. She made the overwhelming process VERY manageable!!

St. Charles

Great communication.

Amy was available and shared a wealth of information.

Timelines that were established that included dates.

Very transparent.

the vetting they did on our candidates, and also the timeline that was created.

Everything was done well and professional.

MSBA was spot on.

Amy was wonderful. She was organized, responsive, and helpful throughout the process. Amy was clear in her communication, provided appropriate guidance, and kept the entire process on track. She represented MSBA very, very well and as a result I would recommend MSBA and Amy specifically to anyone who might ask. The last time I was a part of a superintendent search, we chose to go it alone and didn't request this kind of support from MSBA. In hindsight that was a mistake as the investment was very much worth it. Amy was awesome and we really appreciated the partnership.

Thank you MSBA and a huge thank you to Amy.

Kasson-Mantorville

Amy is the greatest! I learned a lot from her, and she was always available to answer questions and provide feedback to me.

Amy Jordan was top notch every step of the way. She was responsive and supportive. I enjoyed working with her and felt comfortable asking her anything. She was a perfect guide for our board to ensure legal compliance and operate with the utmost integrity. THANK YOU, AMY!

The knowledge and availability of Amy Jordan was second to none-she was always available to answer questions and to guide us through the entire process. She is AMAZING!

I was so impressed with MSBA. I appreciate the consistency and attention to detail. It made me think about what it would be like to work for such a well-organized organization.