

**NORTHFIELD PUBLIC SCHOOLS**  
**Office of the Superintendent**  
**Memorandum**

**TO:** Board of Education  
**FROM:** Matt Hillmann, Ed.D., Superintendent  
**RE:** Table File Items for the May 27, 2025, Regular School Board Meeting

7. Consent Agenda

c. Personnel Items.

i. Appointments.

8. Susan Aldrich, Special Ed EA PCA for 7 hours/day at the High School, beginning 8/25/2025. Step 4-\$23.51/hr.
9. Elizabeth Pasch, Child Nutrition Associate I for 3.75 hours/day at the High School, beginning 8/20/2025. \$23.06/hr.
10. Correction: Stefany Perez, Special Ed EA PCA for 6.75 hours/day and Supervisory for .25 hours/day at Spring Creek, beginning 5/30/2025. Step 2-\$18.73/hr. Prorated PCA stipend through the end of the 2024-2025 school year.
11. Aidan Wallig, Summer Lifeguard with Community Ed Recreation, beginning 5/28/2025-8/31/2025. Step 1-\$14.50/hr.
12. Anne Waterland, Child Nutrition Associate I for 3.75 hours/day at the High School, beginning 8/20/2025. \$23.06/hr.

ii. Increase/Decrease/Change in Assignment

94. Rachael Caspers, .60 FTE Child Nutrition Administrative Assistant/.40 FTE DO Receptionist at the District Office, change to .80 FTE Child Nutrition Administrative Assistant/.20 FTE Technology Administrative Assistant at the District Office, effective 7/1/2025.
95. Maria Hegland, Summer Instructor Assistant with Community Ed Recreation, add Summer Instructor Lead with Community Ed Recreation, effective 5/28/2025-8/31/2025. Step 2-\$15.80/hr.
96. Bubba Sullivan, 9th Grade Football Coach at the High School, change to Varsity Football Offensive Coordinator at the High School, effective 8/11/2025. \$5,544 stipend plus experience - Subject to change upon the settlement of the 25-27 NEA Agreement.
97. Aidan Wallig, Summer Lifeguard with Community Ed Recreation, add Summer Instructor Assistant with Community Ed Recreation, effective 5/28/2025-8/31/2025. Step 1-\$14.50/hr.

iii. Leave of Absence

2. Alisha Clarey, Pre-K Systems and Instructional Coach at the District Office, FMLA Leave of Absence, beginning 5/19/2025-6/3/2025.

iv. Retirements/Resignations/Terminations

9. Evan Loe, Summer Site Supervisor with Community Ed Recreation, Decline position effective 5/23/2025.
10. Shanise Morris, EA at the Middle School, resignation effective 5/27/2025. Will continue as a substitute.
11. Cydney Ulvestad, Early Ventures Teacher at the NCEC, resignation effective 6/6/2025.

d. Overnight Field Trip Request. FFA Advisor T.J. Austin requests board approval to take the 2025-26 FFA officer team to Minneiska, MN for an officer retreat, June 8-9, 2025.

e. Financial Reports. Director of Finance Val Mertesdorf requests the board approve paid bills totaling \$1,092,468.80, payroll checks totaling \$3,968,638.82, a wire transfer totaling \$350,000 from Frandsen General to Frandsen Sweep, a wire transfer totaling \$200,000 from Frandsen Sweep to Frandsen General, and the financial reports for November 2024. No bond payments were paid in November 2024. At the end of November 2024 total cash and investments amounted to \$27,990,168.72.

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



Northfield Public Schools  
Northfield, MN

### EXTENDED FIELD TRIP FORM

Staff Member(s) Responsible (Name and phone): T.J. Austin (512) 787-3574

School and Program: Northfield High School FFA

Date of Requested Trip: Wed. June 8th

1. What group is taking this trip?

FFA

2. Estimated # of Students: 7 # Adult Supervisors: 2

3. Destination: Minneiska, MN

4. Date/Time of Departure: 12:00pm June 8th

5. Date/Time of Return: 4:00pm June 9th

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

FFA officers are a crucial part of running a successful and sustainable chapter. This time together allows for team building and program of activities for the 2025-26 year.

7. Name the manner of travel and the carrier.

District alternate transportation, permission, release & Indemnification agreement

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

Riverview Radiance: 5BR  
Minneiska, Minnesota

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

T.J. Austin ~ AFNR/FFA Advisor

Jaylynn Frandrup ~ Jayfran.2020@gmail.com

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

FFA officer team 2025-26

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

T.J. Austin - ensuring POA is complete, and all activities end at a reasonable time with lights out by 11:00pm

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

Jaylynn Frandrup - ensure safety of female chaperone

Parent contact on file and permission slips with my contact as well. ~~None~~

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

\$600 ~ lodging & food

Funded by FFA Activities account

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

N/A

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Signature of Staff Member Responsible:

Date field trip request was submitted to Principal: Fri. May 9th, 2025

Principal/Administrator Signature and Date:

5/20/25

Approved:

Not Approved:

\*\*\*\*\*

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

Approved: \_\_\_\_\_


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

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

Approved: \_\_\_\_\_

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

TO: Dr. Matt Hillmann, Superintendent  
FROM: Val Mertesdorf, Director of Finance   
DATE: June 9, 2025  
RE: Board Approval of Financial Reports – November 2024

We request that the Board of Education approve paid bills, payroll, bond payments, electronic funds transfers, investments and financial reports for the month of November 2024.

Bills totaling \$1,092,468.80 were paid in November 2024.

Payroll checks totaling \$3,968,638.82 were issued in November 2024.

No bond payments were paid in November 2024.

At the end of November 2024 Total Cash and Investments amounted to \$27,990,168.72.  
Wire transfers initiated by the district during November 2024:

\$350,000.00 From Frandsen General to Frandsen Sweep

\$200,000.00 From Frandsen Sweep to Frandsen General

The following financial reports for November 2024 are included to show the current cash and investment balances, details of disbursements and electronic funds transfers.

1. Treasurer's Report
2. Disbursement Report

November 2024 Treasurer's Report

FUNDS	BALANCE BEGINNING OF MONTH	RECEIPTS	DISBURSEMENTS	JOURNAL ENTRIES	BALANCE END OF MONTH
GENERAL FUND	5,714,966.68	4,354,118.49	4,592,220.38	(923,290.85)	4,553,573.94 *
FOOD SERVICE	908,068.78	308,891.97	290,078.25	4,126.27	931,008.77
COMMUNITY ED	735,848.55	344,203.44	365,155.84	(1,993.22)	712,902.93
CONSTRUCTION ACCOUNT	-	-	-	-	-
DEBT SERVICE	3,923,229.52	1,271,148.89	-	-	5,194,378.41
SELF INSURANCE	3,863,105.31	44,137.16	642,988.64	927,433.37	4,191,687.20
<b>TOTALS</b>	<b>15,145,218.84</b>	<b>6,322,499.95</b>	<b>5,890,443.11</b>	<b>6,275.57</b>	<b>15,583,551.25</b>
GENERAL FUND INVESTMENT	12,406,617.47	-	-	-	12,406,617.47 *
CONSTRUCTION INVESTMENT	-	-	-	-	-
	12,406,617.47	-	-	-	12,406,617.47
<b>GRAND TOTALS</b>	<b>27,551,836.31</b>	<b>6,322,499.95</b>	<b>5,890,443.11</b>	<b>6,275.57</b>	<b>27,990,168.72</b>

\*General Fund includes Certificate of Deposit amount

Disbursement Report

ISD 659 - Northfield

November 2024

Disbursements:

Bills Paid:

General Fund	\$ 1,092,468.80	
Food Service Fund	158,592.47	
Community Services Fund	27,754.38	
Construction Fund	-	
Trust & Agency Fund	-	
Self Insurance Fund	642,988.64	
Total Bills Paid	<u>1,921,804.29</u>	1,921,804.29

Payroll:

General Fund	3,499,751.58	
Food Service Fund	131,485.78	
Community Services Fund	337,401.46	
Trust Fund	-	
Self Insurance Fund	-	
Total Payroll	<u>3,968,638.82</u>	3,968,638.82

Bond Payments:

Debt Redemption Fund	<u>                    </u>	
Total Bond Payments		<u>                    </u>
Total Disbursements		<u><u>\$5,890,443.11</u></u>



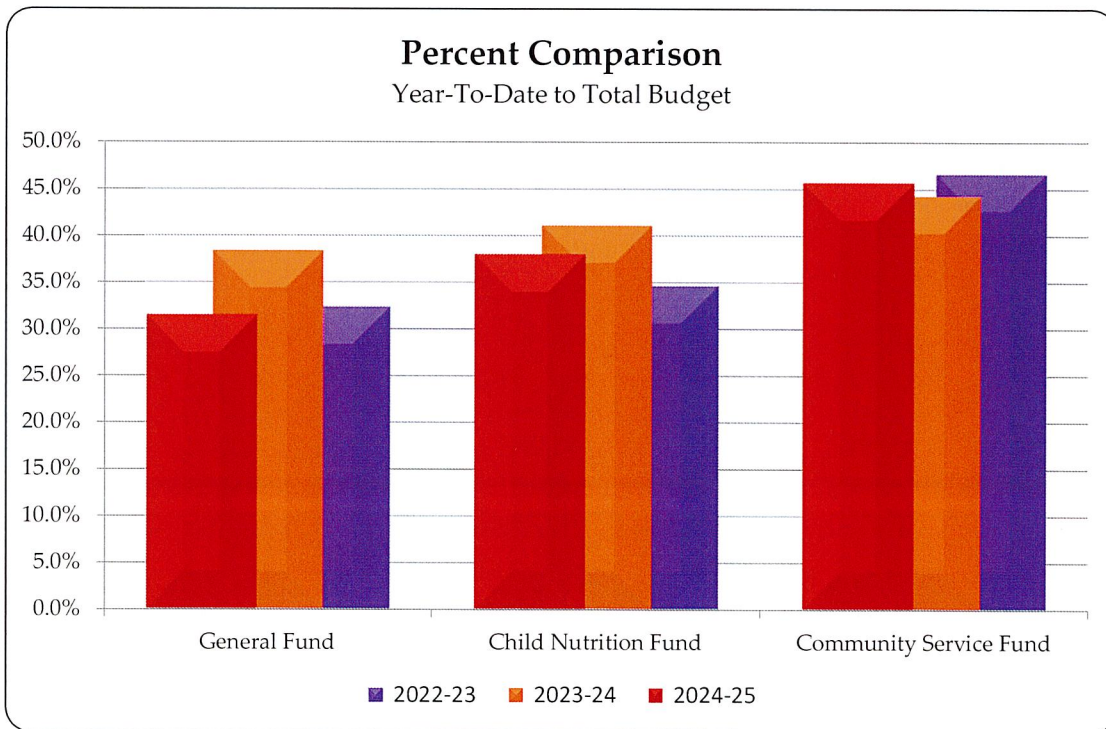
# Northfield

PUBLIC SCHOOLS

## STATEMENT OF REVENUES

For the month ended November 30, 2024

Fund	Year-To-Date	Budget	YTD as % of Budget		
			2024-25	2023-24	2022-23
<b>General Fund</b>					
Property Taxes	\$ 7,054,417	\$ 18,386,381	38.4%	38.9%	39.6%
State Sources	12,046,048	46,452,052	25.9%	29.6%	27.0%
Federal Sources	763,044	1,371,005	55.7%	212.8%	46.6%
Local Sources	1,621,301	2,034,760	79.7%	75.4%	71.8%
<b>Total</b>	<b>\$ 21,484,810</b>	<b>\$ 68,244,198</b>	<b>31.5%</b>	<b>38.4%</b>	<b>32.3%</b>
Child Nutrition Fund	\$ 969,147	\$ 2,550,906	38.0%	41.1%	34.6%
Community Service Fund	1,660,083	3,633,084	45.7%	44.3%	46.6%
Debt Service Fund	2,930,101	4,322,700	67.8%	57.7%	55.8%
Internal Service Fund	4,214,986	11,298,342	37.3%	35.2%	37.6%
<b>Total All Funds</b>	<b>\$ 31,259,127</b>	<b>\$ 90,049,230</b>	<b>34.7%</b>	<b>39.7%</b>	<b>35.4%</b>





## STATEMENT OF EXPENDITURES

For the month ended November 30, 2024

Fund	Year- To-Date	Budget	YTD as % of Budget		
			2024-25	2023-24	2022-23
<b>General Fund</b>					
Salaries	\$ 11,360,247	\$ 38,313,121	29.7%	30.8%	29.8%
Benefits	4,627,966	15,934,415	29.0%	32.1%	30.3%
Purchased Services	2,293,553	8,254,857	27.8%	39.1%	35.8%
Supplies & Materials	1,357,677	3,322,074	40.9%	57.2%	58.3%
Capital Expenditures	2,103,749	2,950,174	71.3%	53.0%	74.0%
Other Expenses	131,507	362,101	36.3%	34.0%	39.7%
<b>Total General Fund</b>	<b>\$ 21,874,699</b>	<b>\$ 69,136,742</b>	<b>31.6%</b>	<b>33.9%</b>	<b>34.1%</b>
Child Nutrition Fund	\$ 908,768	\$ 2,746,877	33.1%	30.2%	31.7%
Community Service Fund	1,733,289	3,964,204	43.7%	45.2%	45.1%
Debt Service Fund	789,242	4,027,009	19.6%	15.0%	16.6%
Internal Service Fund	4,051,578	11,336,200	35.7%	46.5%	37.1%
<b>Total All Funds</b>	<b>\$ 29,357,576</b>	<b>\$ 91,211,032</b>	<b>32.2%</b>	<b>34.6%</b>	<b>34.7%</b>

