

**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 July 14, 2025, Regular School Board Meeting

5. Items for Discussion and Reports

- c. Annual Safety Drill Report. A correction has been made to the District Safety Drill Report, and a revised report is attached. The report states that the district practices a tiered threat assessment system similar to the Salem-Keizer Method. The Salem-Keizer Method was spelled incorrectly in the previous version of the report.

6. Consent Agenda

- f. Personnel Items.
  - i. Appointments
    - 20. Justin Tacheny, .70 Head Girls Wrestling Coach at the High School, beginning 11/17/2025. \$4,620 stipend - Subject to change upon the settlement of the 25-27 NEA Agreement.
  - ii. Increase/Decrease/Change in Assignment
    - 63. Beth LaCanne, .50 Head Girls Tennis Coach/.50 Assistant Girls Tennis Coach at the High School, add .50 Co-Head Boys Tennis Coach/.50 Assistant Boys Tennis Coach at the High School, effective 3/23/2026. \$5,544 stipend - Subject to change upon the settlement of the 25-27 NEA Agreement.
    - 64. Jake Odell, 1.0 Assistant Boys Tennis Coach/1.0 Assistant Girls Tennis Coach at the High School, change to .50 Assistant Boys Tennis Coach/1.0 Assistant Girls Tennis Coach, add .50 Co-Head Boys Tennis Coach at the High School, effective 3/23/2026. \$5,544 stipend - Subject to change upon the settlement of the 25-27 NEA Agreement.
    - 65. Brigitte Tisdale, Title I Teacher at Greenvale Park, add Eagle Bluff Chaperone with Community Education, effective 7/14/2025-7/16/2025. \$500 stipend.

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

- g. Overnight Field Trip Request. Northfield High School Choir Director Kyle Eastman requests board approval to take the Northfield High School choirs to Disney World and Universal Studios in Orlando, FL and Stetson University in DeLand, FL March 20-25, 2026.

**Executive Summary:** The district complies with the law regarding its annual safety drills. This document outlines the safety drills that are practiced annually

### Why is it important?

The district prioritizes the safety of both students and staff. We aim to be prepared for rare but critical emergencies. The district practices the [following required annual drills](#):

- Five school lockdown drills
- Five fire drills
- One tornado drill.

### How do we practice?

Drill type	Description and directions
<b>Hold</b>  Note: This qualifies as a “lockdown” drill for the purposes of state requirements.	“Hold” is the protocol used when hallways need to be kept clear of occupants. This drill is used to practice for a situation inside the building that requires hallways to remain clear, most often a medical incident.
<b>Secure</b>  Note: This qualifies as a “lockdown” drill for the purposes of state requirements.	“Secure” is the protocol used to safeguard people within the building. The “Secure” action is initiated when a threat or hazard is detected outside the school building. Whether it’s due to violence or criminal activity in the immediate neighborhood, or a dangerous animal on the playground, “Secure” uses the security of the physical facility to act as protection.
<b>Lockdown</b>  Note: This qualifies as a “lockdown” drill for the purposes of state requirements.	<p>“Lockdown” is the protocol used to secure individual rooms and keep occupants quiet and in place. This drill is used to prepare for a situation in which a threat or an intruder is inside the building.</p> <p>This lockdown drill meets the criteria to be considered an “active shooter drill” under state statute. However, it is not considered an “active shooter simulation” because we do not “role play” the scenario with local law enforcement/emergency services during a scheduled school day.</p> <p>Parents are emailed about the district’s lockdown drill at least 24 hours in advance and may opt their students out of an active shooter drill.</p> <p>The statute requires that the board discuss the following topics at a regularly scheduled meeting:</p> <ul style="list-style-type: none"><li>● The effect of active shooter drills on the safety of students and staff; and</li><li>● The effect of active shooter drills on the mental health and wellness of students and staff.</li></ul>

<b>Evacuate</b>  Note: This qualifies as a fire drill for the purposes of state requirements.	“Evacuate” is the protocol used to move people from one location to a different location in or out of the building. This drill is primarily used to practice exiting the building in the event of a fire. It can also be used in other circumstances that necessitate evacuation.
<b>Shelter</b>  Note: This qualifies as a tornado drill for the purposes of state requirements.	“Shelter” is the protocol for protection from severe weather (including tornadoes), but could also be used in other emergency circumstances when sheltering in place is needed. It involves people inside the building moving to designated shelter areas.

### What tools do we use to execute these drills?

- **Lockdown buttons:** Each building has a button that initiates a building-wide lockdown. The button locks all exterior doors and calls 911 for emergency service response. There is also a district-wide lockdown button at the district office.
- **Lockable classroom doors:** Each classroom door can be locked from the inside without using a key. This hardware saves valuable time in a genuine emergency.
- **Evacuation, relocation, and shelter-in-place maps:** The district provides each building and classroom with evacuation, relocation, and shelter-in-place maps to facilitate practicing these situations.
- **Communication:** Staff are alerted to the drill schedule via email. Many drills also now include using CrisisGo, an emergency communication system that distributes updates and instructions via cell phone, iPad, or laptop.

### What actions do we take to prevent violence?

While the drills included in this document are vital, our work to prevent emergencies is even more vital.

- We prioritize relationships and use surveys to measure that middle and high school students have at least one adult they trust at school. Students who trust an adult will share their concerns about their friends.
- We have formal social/emotional learning instruction in grades PreK-8th grade (Second Step curriculum.)
- 10th graders were trained in teen Mental Health First Aid during the 2024-25 school year. This training helps students identify and respond to friends and peers who are demonstrating signs of mental health challenges. (Note: this training may not take place in 2025-26 due to reductions in federal funding that paid for the materials.)
- We use a community-wide anonymous reporting system called Tip 411 to report any concerns about violence.
- Elementary schools employ a licensed school social worker, a school psychologist, and a behavior coach.
- The middle school, high school, and ALC employ licensed social workers, psychologists, and counselors.
- We have a strong relationship with local law enforcement.
- Staff members complete the annually required anti-bullying training.
- The district’s multi-tiered system of supports program (MTSS) prioritizes early intervention with students in many areas, including when concerns are reported about an individual’s behavior. A universal screening tool is used to identify students reporting any social, emotional, or behavioral distress.

## What training have district staff had related to violence prevention?

Training includes, but is not limited to:

- **PREPaRE:** According to the National Association for School Psychologists website, the PREPaRE curriculum “trains school-employed mental health professionals and other educators how to best fill the roles and responsibilities generated by their membership on school crisis response teams.” Approximately 40 staff members have participated in the PREPaRE Core 1 training. Staff members included administrative assistants, behavior coaches, building administrators, counselors, custodians, building nurses, school psychologists, and school social workers.
- **I Love U Guys Foundation:** This training focuses on standard response protocols and reunification planning. Administrators will receive training on August 7 and August 8, 2025. All district staff will receive this training on August 26, 2025.
- **Minnesota School Emergency Management:** The Director of Buildings and Grounds and the administrative assistant for the buildings and grounds department have completed this rigorous training from Minnesota Homeland Security and Emergency Management.
- **Youth Mental Health First Aid:** Teachers received training in Youth Mental Health First Aid in 2022. The district is working on plans to transition this training to the QPR Institute's suicide prevention program.

## How does the district investigate threats?

All threats of violence are immediately and thoroughly investigated by a team that can include, but is not limited to, school administrators, a school resource officer, other law enforcement or emergency services personnel as appropriate, and other district employees as appropriate. A consistent system is used to respond to situations involving threats. Investigations are intended to determine whether a threat is credible and if there is the capacity for it to be carried out. The investigation involves many aspects. It can include:

- Interviewing the student(s) involved.
- Interviewing staff.
- Searching persons, backpacks, vehicles or lockers.
- Reviewing video footage, if available.
- Home visits by law enforcement.
- Discussions with family members about the threat and access to weapons outside of school.
- Based on the circumstances of the situation, other investigative steps may be included.

The basic principle of behavioral threat assessment is an ongoing examination of the “totality of circumstances,” or investigating a threat from all sides to determine the likelihood it will actually happen. The district practices a tiered threat assessment system similar to the Salem-Keizer Method, which is best practice.

All factors examined are consistent with studies done by the United States Secret Service and Department of Homeland Security, which are experts on acts of targeted violence. Both the Northfield Police Department and Northfield School District staff have attended training by both of those organizations, specifically on the topics of school safety and threat assessment.

If someone becomes aware of a threat, they should contact a building administrator and/or the Northfield Police Department.



**Northfield High School  
Activities Office**

**Extended Overnight Request Form**

**Staff Member(s) Responsible:** Kyle Eastman (507)602-0563

**School and Program:** Northfield High School Choirs

**Date of Requested Trip:** March 20-25, 2026

1. **What group is taking this trip?** NHS Choir members, grades 10-12
2. **Estimated # of Students:** approx. 70 (+/- 10)                      # Adult Supervisors: 7
3. **Destination:** Disney World, Universal Studios, Orlando, Florida. Stetson University, DeLand, Florida
4. **Date/Time of Departure:** 3AM, Friday, March 20, 2026
5. **Date/Time of Return:** 11PM, Wednesday, March 25, 2026
6. **State purpose and/or educational value of trip (attach information to form if needed).**

This trip serves as the tri-annual (2017, 2020, 2023) 10-12 grade NHS Choirs trip to Florida. Students will have the opportunity to have a musical exchange, voice masterclass, and joint rehearsal at Stetson University with Dr. Timothy Peter and the Stetson Concert Choir.

At Disney World, students will have the opportunity to participate in a two-hour Disney Choral Workshop. Here, they will learn music, record vocals, and experience the process of putting music to an animated film.

Students will participate in beach time and Disney & Universal theme parks. This trip will be a musical and social experience for our students to continue building musicianship while fostering a strong sense of community among our singers.



**7. Name the manner of travel and the carrier.**

Leisure Time Tours, Monticello, MN  
Air Travel to Florida (air carrier TBA)  
Coach travel while in Florida

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

Rosen Inn Lake Buena Vista  
8442 Palm Parkway, Lake Buena Vista, FL 32836  
Phone: (407) 996-7300

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

Kyle Eastman - 507-602-0563.  
Complete chaperone list TBD

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


Complete participant list is in progress. This will be finalized in the first weeks of the 2025-2026 academic year.

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

Kyle Eastman - Choir Director. Overall trip supervisor. Remaining chaperone list is in progress. Chaperones will be responsible for groups of 10-15 students. Responsibilities including periodic daily checks on students each day, bed checks at night, any other needed help with student needs for the duration of the trip.



- 12. State the safety precautions and procedures for emergencies while on the trip.** Student information will be readily at hand for each adult supervisor on the trip. Families will fill out emergency medical and contact information form provided by NHS Nurse. All school safety precautions will be followed through the trip, including at the hotel, visit sites, etc.
- 11. Give budget costs, how the trip will be funded and estimated cost per student.** Current cost estimate for students is \$2000. The tour company works very hard to keep cost as low as possible. Airfare is the greatest expense and will be secured once it is professionally advised to do so. Students will have fundraising opportunities during the Fall.
- 12. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.** None at the time of filling out this form.

\*\*\*\*\*  
Signature of Staff Member Responsible: 

Date field trip request was submitted to Principal: 7/10/2025

Principal/Administrator Signature and Date:

Approved: Not Approved:

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

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

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School Board Review Date: \_\_\_\_\_  
Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_