

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 August 11, 2025, Regular School Board Meeting

6. Consent Agenda

- e. Financial Reports - February 2025. The revenue for the Community Service Fund was reported incorrectly in the February 2025 financial report included in the board packet. An updated financial report is attached.

g. Personnel Items.

i. Appointments

17. Joshua Anderson, 1.0 FTE Long Term Substitute Grade 2 Teacher at Bridgewater beginning 8/25/2025-2/13/2026. BA, step 2. Subject to change upon the settlement of the 25-27 NEA Agreement.
18. Lucy Bell, Kid Ventures Site Assistant at Spring Creek for up to 12 hours/week, beginning 8/25/2025. Step 2, \$19.37/hour.

ii. Increase/Decrease/Change in Assignment

26. Sheila Atkinson, Special Ed EA PCA for 6.75 hours/day at Bridgewater, change to Special Ed EA PCA for 3.25 hours/day Resource Room and 3.38 hours/day EBD, and .50 hours/day Flex Supervision for 6.75 hours/day at the High School, effective 8/25/2025.
27. Vida Cheley, Special Ed EA PCA for 6.75 hours/day at the High School, change to Special Ed EA PCA for 6.50 hours/day and Flex Supervision for .50 hours/day at the High School, effective 8/25/2025.
28. Saffron Emerson, Special Ed Teacher at the High School, add ESY Teacher for 4 hours/day at the High School 8/4/2025 to 8/15/2025. This is in addition to the July ESY hours.
29. Meghan Kuechenmeister, Special Ed EA PCA at the High School for 3.75 hours/day RISE and 3.25 hours/day DCD, change to Special Ed EA PCA at the High School for 7.0 hours/day RISE, effective 8/25/2025.
30. Amanda Rezac, Special Ed EA PCA at the High School for 6.75 hours/day at the High School, add ESY Special Ed EA PCA at the High School for up to 4 hours/day at the High School, effective 8/4/2025 to 8/15/2025. This is in addition to the July ESY hours.
31. Carina Zick, Special Ed EA PCA at the High School for 3.25 hours/day ASD, 3.25 hours/day work based learning, and .50 hours/day flex supervision, change to Special Ed EA PCA DCD for 3.25 hours/day, work based learning for 3.25 hours/day and flex supervision for .50 hours/day at the High School, effective 8/25/2025.

iii. Leave of Absence

iv. Retirements/Resignations/Terminations

8. Noemi De Rosas, KidVentures Site Assistant for 6 hours/week at Greenvale Park, declined the position.
9. Laura Little, CNA I at the Middle School, resignation effective 8/7/2025.

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

TO: Dr. Matt Hillmann, Superintendent

FROM: Val Mertesdorf, Director of Finance *VM*

DATE: August 11, 2025

RE: Board Approval of Financial Reports – February 2025

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

Bills totaling \$1,798,269.23 were paid in February 2025.

Payroll checks totaling \$4,035,852.09 were issued in February 2025.

No bond payments were paid in February 2025.

At the end of February 2025 Total Cash and Investments amounted to \$22,974,206.09.
Wire transfers initiated by the district during February 2025:

\$300,000.00 From Frandsen General to Frandsen Sweep

\$200,000.00 From Frandsen Sweep to Frandsen General

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

1. Treasurer's Report
2. Disbursement Report

February 2025 Treasurer's Report

FUNDS	BALANCE BEGINNING OF MONTH	RECEIPTS	DISBURSEMENTS	JOURNAL ENTRIES	BALANCE END OF MONTH
GENERAL FUND	3,629,381.56	6,477,653.61	4,508,769.07	(1,015,939.14)	4,582,326.96 *
FOOD SERVICE	910,140.67	270,899.62	284,382.84	3,500.45	900,157.90
COMMUNITY ED	621,033.54	314,423.61	354,039.02	(2,234.89)	579,183.24
CONSTRUCTION ACCOUNT	-	-	-	-	-
DEBT SERVICE	2,163,019.21	11,730.79	-	-	2,174,750.00
SELF INSURANCE	4,222,650.08	49,583.11	686,930.39	985,916.55	4,571,219.35
TOTALS	11,546,225.06	7,124,290.74	5,834,121.32	(28,757.03)	12,807,637.45
GENERAL FUND INVESTMENT	10,132,755.84	-	-	33,812.80	10,166,568.64 *
CONSTRUCTION INVESTMENT	-	-	-	-	-
	10,132,755.84	-	-	33,812.80	10,166,568.64
GRAND TOTALS	21,678,980.90	7,124,290.74	5,834,121.32	5,055.77	22,974,206.09

*General Fund includes Certificate of Deposit amount

Disbursement Report

ISD 659 - Northfield

February 2025

Disbursements:

Bills Paid:

General Fund	\$ 948,197.95	
Food Service Fund	139,091.24	
Community Services Fund	24,049.65	
Construction Fund	-	
Trust & Agency Fund	-	
Self Insurance Fund	<u>686,930.39</u>	
Total Bills Paid		1,798,269.23

Payroll:

General Fund	3,560,571.12	
Food Service Fund	145,291.60	
Community Services Fund	329,989.37	
Trust Fund	-	
Self Insurance Fund	<u>-</u>	
Total Payroll		4,035,852.09

Bond Payments:

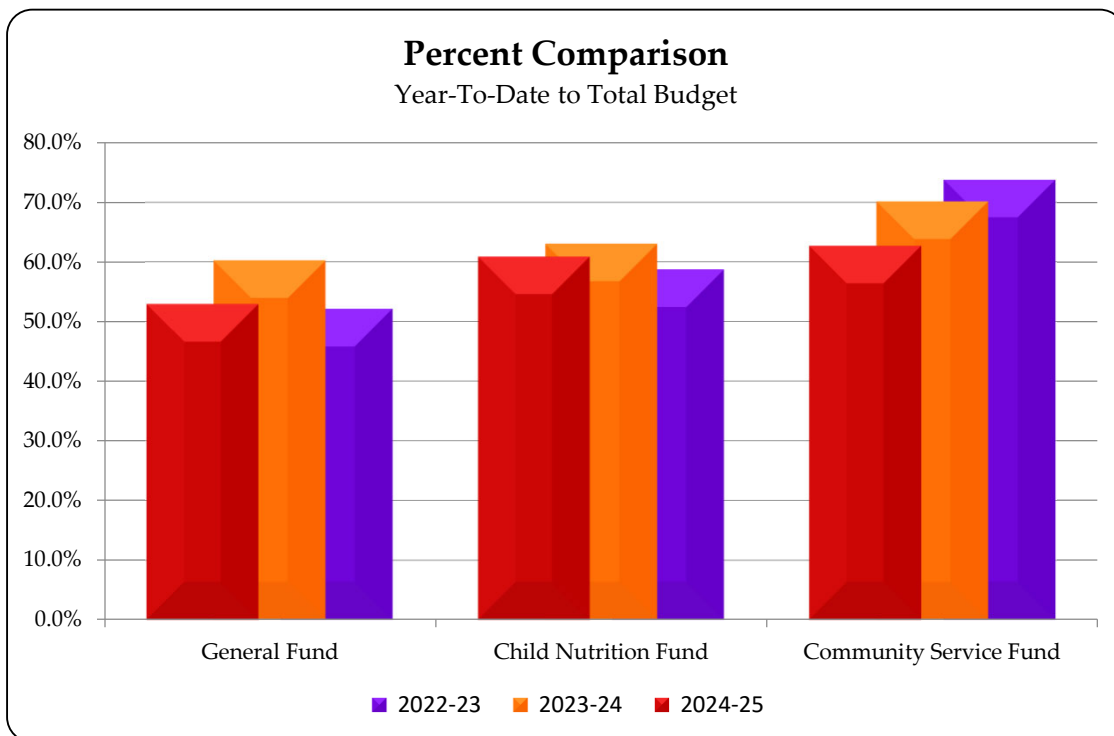
Debt Redemption Fund	<u>-</u>	
Total Bond Payments		<u>-</u>
Total Disbursements		<u><u>\$5,834,121.32</u></u>



STATEMENT OF REVENUES

For the month ended February 28, 2025

Fund	Year-To-Date	Budget	YTD as % of Budget		
			2024-25	2023-24	2022-23
General Fund					
Property Taxes	\$ 7,530,625	\$ 18,386,381	41.0%	42.6%	42.3%
State Sources	24,928,247	46,452,052	53.7%	56.6%	53.9%
Federal Sources	1,325,656	948,005	139.8%	216.4%	47.6%
Local Sources	2,330,976	2,457,760	94.8%	158.5%	125.3%
Total	\$ 36,115,504	\$ 68,244,198	52.9%	60.2%	52.1%
Child Nutrition Fund	\$ 1,742,468	\$ 2,864,620	60.8%	63.0%	58.7%
Community Service Fund	2,572,541	4,104,481	62.7%	70.1%	73.8%
Debt Service Fund	3,143,452	4,322,700	72.7%	64.3%	60.8%
Internal Service Fund	7,118,226	11,298,342	63.0%	53.3%	65.0%
Total All Funds	\$ 50,692,191	\$ 90,834,341	55.8%	60.0%	55.4%





STATEMENT OF EXPENDITURES

For the month ended February 28, 2025

Fund	Year-To-Date	Budget	YTD as % of Budget		
			2024-25	2023-24	2022-23
General Fund					
Salaries	\$ 21,355,027	\$ 38,313,121	55.7%	56.0%	55.7%
Benefits	8,614,654	15,934,415	54.1%	56.9%	57.7%
Purchased Services	4,438,978	8,254,857	53.8%	68.8%	60.9%
Supplies & Materials	1,867,688	3,322,074	56.2%	64.5%	72.0%
Capital Expenditures	2,243,230	2,950,174	76.0%	68.8%	79.7%
Other Expenses	168,221	362,101	46.5%	32.5%	58.2%
Total General Fund	\$ 38,687,798	\$ 69,136,742	56.0%	58.3%	58.6%
Child Nutrition Fund	\$ 1,687,053	\$ 3,096,321	54.5%	48.0%	57.5%
Community Service Fund	2,743,325	4,267,822	64.3%	63.7%	73.0%
Debt Service Fund	4,022,221	4,027,009	99.9%	99.9%	99.9%
Internal Service Fund	6,574,009	11,336,200	58.0%	58.9%	57.6%
Total All Funds	\$ 53,714,406	\$ 91,864,094	58.5%	61.1%	63.3%

