NORTHFIELD PUBLIC SCHOOLS
Office of the Superintendent
Memorandum

TO: Members of the Board of Education
FROM: Tim Anderson, Ed.D., Superintendent
RE: Table File Items for the November 23, 2026 Regular School Board Meeting

5. Items for Discussion and Reports

   b. 2027-2028 School Calendar. Director of Instructional Services Jenn Reichel will present the 2027-2028 school year calendar. An updated calendar is attached, reflecting staff move-in dates for the high school classroom addition. 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. The information Superintendent Anderson will share is attached.

6. Consent Agenda

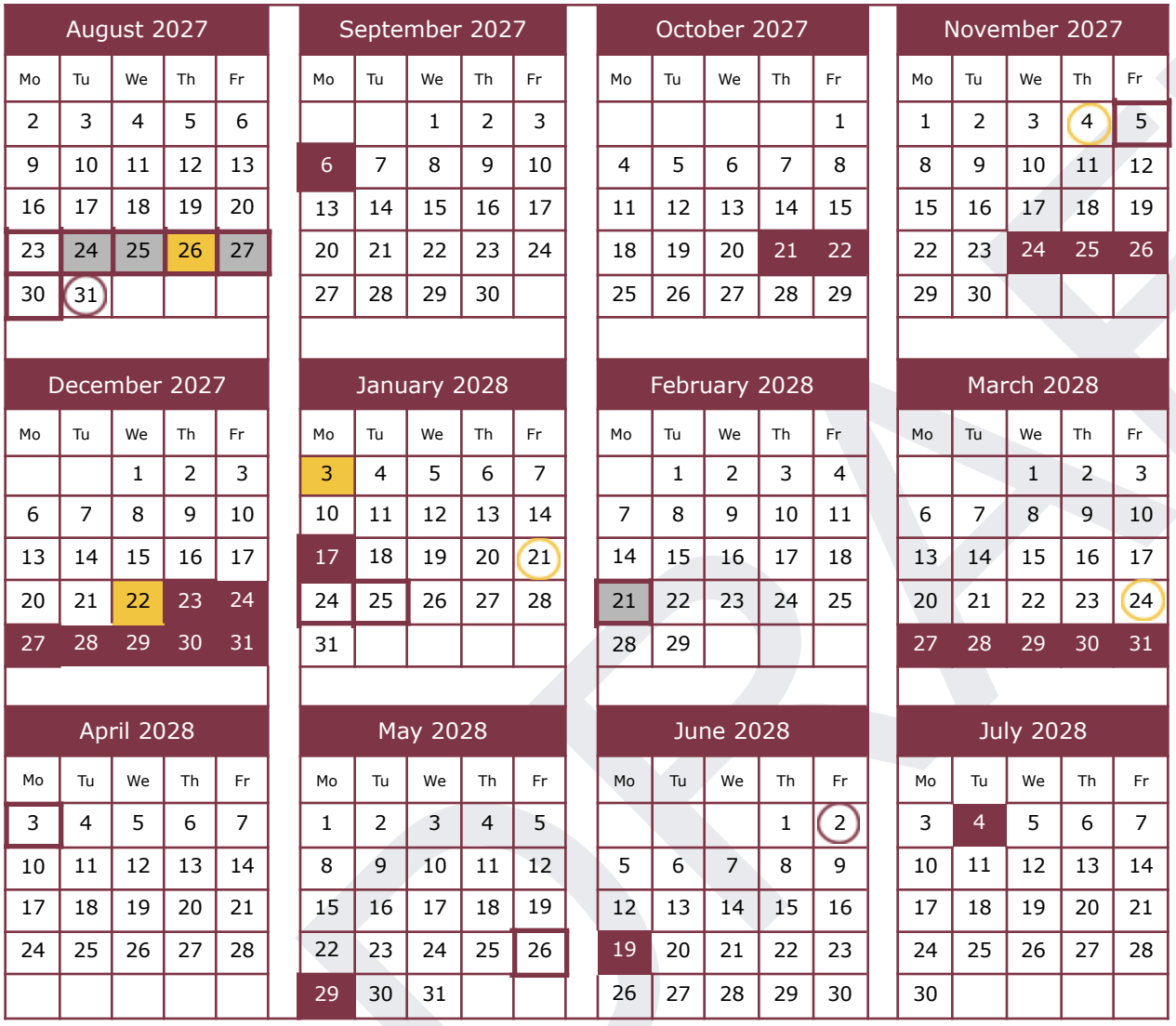
   b. Gift Agreements. Additional gift agreements are included in the board packet.

   d. Personnel Items.
      i. Appointments
         10. Danelle Hagen, Child Nutrition Associate I at the High School, 3.75 hours/day, beginning 12/3/2026, $23.52/hr.
         11. Northfield Community Education Winter/Spring 2027 Brochure Instructors - See attached.
      ii. Increase/Decrease/Changes in Assignment
         15. Correction: Wendy Apitz, KidVentures Site Assistant at Greenvale Park, change to General Ed Supervision at Greenvale Park, 2.5 hrs/week, effective 11/16/2026.
      iii. Leave of Absences
         1. N/A
      iv. Retirements/Resignations/Terminations
         4. Correction: Kerry Duban, Child Nutrition Associate at Spring Creek, resignation effective 11/5/2026.

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

   e. Overnight Field Trip Request. Northfield FFA Advisor T.J. Austin requests board approval to take five students to the Eagle Bluff Environmental Learning Center in Lanesboro, MN December 4-6, 2026 for leadership sessions and team building with regional FFA members.

Northfield PUBLIC SCHOOLS 2027-2028 Academic Calendar - DRAFT



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	22	High School - No School - Staff Moving Day
	23-31	No School - Winter Break
JAN	3	High School - No School - Staff Moving Day
	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

DRAFT

MEMORANDUM

TO: Northfield School Board
FROM: Tim Anderson, Superintendent
DATE: November 23, 2026
SUBJECT: NEA Feedback and Preliminary Analysis of Benjamin Bus Start Time Options

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Executive Summary & Purpose

This memorandum summarizes feedback from the Northfield Education Association (NEA) and presents a preliminary analysis of the revised start time options submitted by Benjamin Bus. Specifically, it highlights the operational and programming impacts on the Northfield Community Education Center (NCEC) and Early Childhood Family Education (ECFE).

Northfield Education Association (NEA) Feedback

- **Overall Stance:** Staff and union members overwhelmingly prefer maintaining the current schedule with no changes.
- **NCEC Compatibility:** Later start times do not align well with the NCEC schedule structure.
- **Secondary Preference:** If a schedule modification is necessary, the union strongly prefers the option with the minimal start time delay.

Impact Analysis of Start Time Options on NCEC

Current NCEC Schedule

Morning Preschool - 9:00-11:45 a.m.
Afternoon Preschool - 1:00-3:45 p.m.
Full-Day Preschool - 9:00 am - 3:45 p.m.

Current ECFE Schedule

Time	Monday	Tuesday	Wednesday	Thursday	Friday
AM	***Toddler Time*** 8:45-10am ***All Ages All Stages - Morning*** 10:30-11:45am	***Explorers*** 8:30-10am ***Toddler Time*** 10:30-11:45am	***On My Own - Morning*** 9:45 am-noon ***Baby Talk*** 10-11:30am	***Toddler Time*** 8:45-10am ***Explorers*** 10:15-11:45am	***Explorers*** 8:30-10am ***Stay & Play*** 10:15-11am ***Baby & Me - Morning*** 10:30-11:45am
PM	***Explorers - Afternoon*** 12:30-2pm	***All Ages All Stages - Afternoon*** 12:15-1:30pm	***On My Own - Afternoon*** 12:30-2:30pm ***Jugar Y Crecer 1st & 3rd Wednesday*** 1-2pm	***Infants & Toddlers - Late Afternoon*** 4-5:15pm ***All Ages All Stages - Evening*** 5:15-6:30pm	

Option A
No late start on Wednesdays
Mornings - start 30 minutes later
Afternoons - end 15 minutes later
Net instructional loss: 15 minutes less per week

- Morning preschool: 9:30 a.m. - 12:15 p.m.
- Afternoon preschool: 1:15 - 4 p.m.
- Because elementary school start times would shift past 8:30 a.m., it will not be possible to offer two morning ECFE sections, effectively reducing programming by half.
- Lunch is currently served at 11:45 a.m. at NCEC (provided via Greenvale Park). Schedule adjustments would be required to ensure meal service for students transitioning between building programs.
- Midday transitions will make returning students to childcare providers and families in time for lunch and naps challenging, as the timing runs later than standard childcare lunch schedules.
- Staffing Vulnerability: Staff members (licensed teachers and educational assistants) express concern regarding work schedules that deviate significantly from the K–12 timeline.

Option B
No late start on Wednesdays
Mornings - start 20 minutes later
Afternoons - no change
Net instructional loss: 40 minutes less per week

- Morning preschool: 9:20 a.m. - 12:05 p.m. (Note: A 9:15 a.m. start may be preferable for family scheduling convenience.)
- Afternoon preschool: 1:00 - 3:45 p.m.
- Because elementary school start times would shift past 8:30 a.m., it will not be possible to offer two morning ECFE sections, effectively reducing programming by half.
- Lunch is currently served at 11:45 a.m. at NCEC (provided via Greenvale Park). Schedule adjustments would be required to ensure meal service for students transitioning between building programs.
- **Adjusting morning preschool to 9:15 a.m. - 12:00 p.m. would support preschool programming, though it remains unfeasible for ECFE needs.**

Option C
No late start on Wednesdays
Mornings - start 30 minutes later
Afternoons - end 10 minutes later
Net instructional loss: 40 minutes less per week

- Morning preschool: 9:30 a.m. - 12:15 p.m.
- Afternoon preschool: 1:10 - 3:55 p.m.

- Because elementary school start times would shift past 8:30 a.m., it will not be possible to offer two morning ECFE sections, effectively reducing programming by half.
- Lunch is currently served at 11:45 a.m. at NCEC (provided via Greenvale Park). Schedule adjustments would be required to ensure meal service for students transitioning between building programs.
- Midday transitions will make returning students to childcare providers and families in time for lunch and naps challenging, as the timing runs later than standard childcare lunch schedules.
- Creates potential before-school childcare challenges for families prior to the start of the academic day.

For all scenarios
According to Director of Community Education Erin Bailey, the window for bus departure at the end of the day means staff costs will fluctuate, as we won't be able to have a firm end time for staff. Because we are a fee-based program and also need to meet minute requirements for scholarship, the times reflected above do not reflect a shortening of minutes for NCEC programs.

In addition, from our previous communications with the school board, the following still apply:

- **ECFE Program Reduction:** Because parents typically do not leave home until older K-12 children depart for school, delaying start times forces NCEC to reduce morning Early Childhood Family Education (ECFE) parent-child classes from two classes to one class daily, cutting morning community offerings in half.
- **Meal Window Compression:** Preschool lunch is delivered from Greenvale Park at 11:45 a.m. With a 9:45 a.m. student arrival, children face a tight 2-hour window between morning arrival/snack and lunch service.
- **NCEC Staffing Vulnerability:** Recruiting educational assistants (EAs) for shifts ending near 4:45 p.m. is projected to be difficult, as EAs typically seek working hours aligned with standard K–12 dismissal (though the current three options would likely end around 4:15 p.m. rather than 4:45 p.m.).

Benefits and Opportunities

- **Adolescent Sleep Research:** Recent research indicates that secondary students gain approximately 1/3 to 1/2 minute of benefit for every minute that school starts later.
- **Preservation of PLC Time:** The proposed options likely preserve the ability to maintain 45 minutes of Professional Learning Community (PLC) time within the existing contract day. Contract time when students are not present can be used for this purpose.
- **Consistent Schedule for Families:** Eliminating the Wednesday late start provides families with a consistent daily schedule throughout the school week.

Summary Takeaways

- **Bus Model Feasibility:** Each busing model submitted by Benjamin Bus presents distinct operational challenges that will require thorough vetting if the board decides to move forward.

- **Impact on ECFE Programming:** Because elementary start times in all proposed options occur after 8:30 a.m., the NCEC will be forced to reduce morning ECFE parent-child offerings from two classes to one, cutting community availability in half.
- **Logistical & Staffing Disruptions:** The proposed schedules compress the 11:45 a.m. lunch delivery window from Greenvale Park, introduce fluctuating staff costs due to variable bus departure windows, and complicate the recruitment of EAs, whose shifts would depart from standard K-12 hours.
- **Potential Operational Efficiencies:** Streamlining start times across tiers may allow for improved route optimization and potential long-term cost savings in transportation management.
- **Enhanced Student Wellbeing:** Aligning secondary start times with adolescent sleep science supports better academic performance, attendance, and overall mental health for older students.

Current Schedule

MORNING

School	First Bell	Start Time
NHS	7:45	7:50
NMS	7:52	7:57
Arcadia		8:05
St Dominic	8:10	8:15
ALC	8:10	8:15
PCCS	8:15	8:20
GVP	8:15	8:20
SC	8:15	8:20
BW	8:20	8:25
NCEC		9:00

AFTERNOON

School	Dismiss	Buses Depart
PCCS	2:25	2:30
St. Dominic	2:30	2:35
Arcadia	2:40	2:44
NHS	2:45	2:52
NMS	2:51	2:59
GVP	3:15	3:20
SC	3:15	3:20
BW	3:20	3:25
NCEC	3:45	3:45-4:00

Option A

No late start on Wednesdays
Mornings - start 30 minutes later
Afternoons - end 15 minutes later

Instructional time changes

Eliminate Wed late start. Add 60 min/wk

15 minutes shorter day. Minus 75 min/wk

Net instructional time is 15 minutes less per week; 3 minutes less per day.

MORNING

School	First Bell	Start Time
NHS	8:15	8:20
NMS	8:22	8:27
Arcadia		8:35
St Dominic	8:40	8:45
ALC	8:40	8:45
PCCS	8:45	8:50
GVP	8:45	8:50
SC	8:45	8:50
BW	8:50	8:55
NCEC		9:30

AFTERNOON

School	Dismiss	Buses Depart
PCCS	2:40	2:45
St. Dominic	2:45	2:50
Arcadia	2:55	2:59
NHS	3:00	3:07
NMS	3:06	3:14
GVP	3:30	3:35
SC	3:30	3:35
BW	3:35	3:40
NCEC	4:00	4:00-4:15

Option B

No late start on Wednesdays
Mornings - start 20 minutes later
Afternoons - no change

Instructional time changes

Eliminate Wed late start. Add 60 min/wk

20 minutes shorter day. Minus 100 min/wk

Net instructional time is 40 minutes less per week; 8 minutes less per day.

MORNING

School	First Bell	Start Time
NHS	8:05	8:10
NMS	8:12	8:17
Arcadia		8:25
St Dominic	8:30	8:35
ALC	8:30	8:35
PCCS	8:35	8:40
GVP	8:35	8:40
SC	8:35	8:40
BW	8:40	8:45
NCEC		9:20

AFTERNOON

School	Dismiss	Buses Depart
PCCS	2:25	2:30
St. Dominic	2:30	2:35
Arcadia	2:40	2:44
NHS	2:45	2:52
NMS	2:51	2:59
GVP	3:15	3:20
SC	3:15	3:20
BW	3:20	3:25
NCEC	3:45	3:45-4:00

Option C

No late start on Wednesdays
Mornings - start 30 minutes later
Afternoons - end 10 minutes later

Instructional time changes

Eliminate Wed late start. Add 60 min/wk

20 minutes shorter day. Minus 100 min/wk

Net instructional time is 40 minutes less per week; 8 minutes less per day.

MORNING

School	First Bell	Start Time
NHS	8:15	8:20
NMS	8:22	8:27
Arcadia		8:35
St Dominic	8:40	8:45
ALC	8:40	8:45
PCCS	8:45	8:50
GVP	8:45	8:50
SC	8:45	8:50
BW	8:50	8:55
NCEC		9:30

AFTERNOON

School	Dismiss	Buses Depart
PCCS	2:35	2:40
St. Dominic	2:40	2:45
Arcadia	2:50	2:54
NHS	2:55	3:02
NMS	3:01	3:10
GVP	3:25	3:30
SC	3:25	3:30
BW	3:30	3:35
NCEC	3:55	3:55-4:10

All times are approximate & subect to change. Many rural routes transport both secondary and elementary students at the same time.

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 for:
11/19/2026	$12,000.00	Kevin and Nanette Rodgers	Give to the Max Donation - BW, SC, GVP, MS, HS, ALC ($2000.00 each)
11/19/2026	$60 worth of toys, games, and clothing	Carrie Mcgeough	Northfield Community Education Early Childhood
11/19/2026	$50 worth of clothing	Amy Palma	Northfield Community Education Early Childhood
11/19/2026	$15.00	Kristin Nierengarten	Give to the Max Donation

NORTHFIELD COMMUNITY EDUCATION
WINTER/SPRING 2027
BROCHURE INSTRUCTORS

Aiden Gittins
Alexis Berg
Align Integrated Health
Amy Storch
Amy Willkomm
Aubrey Jane Scott
Carey Tinkelenberg
Carly Born
Champion Force Cheer
Chau Truong
Christopher Kauffeld
Cozy Wittman
Craig Coffman
Craig Johnson
Cynthia Gilbertson
Daniel Hollerung
David Gerard Foley
Doorway to College Foundation
Doug Bengtson
Earl Weinmann
Elizabeth Cusey
Girls on the Run
Golf Squad
Greta Gilmore
Heidi Brosseau
Heidi Streiff
HomeTown Credit Union
Jacqui Dorsey
Jason Mosley
Jennifer Lompart
Jenny Kasa
Jill Bender
Jill Davenport
Jim Westlund
John Born
Kate Langlais McGrogan
Kevin O'Brien
Laurie Sadowski
LaVergne Adelmann
Linda Dorn
Liz Rickert
Maria Bohl
Mary Zelmer
Melissa Spitzack
Michelle Michaud
Mike Lynch
Nena's Design LLC
Northfield Golf Pro Kyle Scanlon
Northfield USBC Association
Northside Boards
Peter Gittins
Shahar Fearing
Shane Morsching
South of the River Mahjong
Steve Hatle
Storybook Theatre
Susan Shirk
Toastmasters International, NFLD
Vickie Tyler
Victoria Nolasco
Voices For All
Young Rembrandts
Youth Enrichment League

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 FFA

Date of Requested Trip: 12/4 - 12/6

1. What group is taking this trip?
   Northfield FFA
2. Estimated # of Students: 5 # Adult Supervisors: 2
3. Destination: Eagle Bluff Environmental
4. Date/Time of Departure: Friday Dec. 4
5. Date/Time of Return: Sunday Dec. 6
6. State purpose and/or educational value of trip (attach information to form if needed).
   Leadership sessions and team building with region FFA members. Learn and experience FFA opportunities outside of chapter level.
7. Name the manner of travel and the carrier.
   Northfield van drop off and pickup from advisor T.J. Austin
8. State housing arrangements (must include name, address and phone number of hotel).
   Eagle Bluff Environmental Center
   28097 Goodview Dr.
   Lanesboro, MN
9. List of coach, parent or guardian contact info.(Attach)
   T.J Austin
   (512) 787-3574

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

Ruby Dahl
Allayna Pasch
Zaria Minnehan
Opal Kelley
Madilyn Trepstra

Online parental and medical forms.

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

Two regional advisors (Kevin Brown: Austin, MN & Duane Pliscott: Cannon Falls)

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

Parent contact enrolled and pick up ~~to~~ in emergency. All forms medical filled out prior

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

Paid for from "Activities" fund from FFA. Fruit sales fundraiser.

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

N/A

****

Signature of Staff Member Responsible:

Date field trip request was submitted to Principal: 11/18/24

~~Principal/Administrator~~ Signature and Date:

Approved: X Not Approved:

****

Superintendent Signature and Date: _____

Approved: _____ Not Approved: _____

****

School Board Review Date: _____

Approved: _____ Not Approved: _____

REGION VIII FFA OFFICER TEAM INVITES YOU TO THE

2026 Greenhand Camp

Dive Into FFA!

December 4–6, 2026

EAGLE BLUFF ENVIRONMENTAL LEARNING CENTER

Are your chapter's Greenhands ready to discover what FFA is all about? Send your newest members for a weekend of leadership, friendships, personal growth, and fun.

Campers will take part in leadership sessions and team-building, plus outdoor winter survival activities at Eagle Bluff, Ag Olympics, a dance, and cabin conversations. They'll also connect with the Region VIII Officer Team and Greenhands from across the region.

It's about building confidence, finding your place, and discovering the opportunities waiting for you in FFA.

Camp Details

Arrival: Friday, Dec. 4, 4:00–5:00 p.m.

Dismissal: Sunday, Dec. 6, about 11:30 a.m.

Stay: Two nights at Eagle Bluff

Dress: Official dress Friday and Sunday; casual Saturday

Pack it

Warm winter clothing, sleeping bag, pillow, toiletries, towels, and five items for "Me-in-a-Box."

LEADERSHIP · WINTER SURVIVAL · AG OLYMPICS · DANCE · NEW FRIENDS