

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 December 8, 2025, Regular School Board Meeting

5. Items for Discussion and Reports

- b. 2025-26 Superintendent Focus Area Update No. 1. Superintendent Hillmann will provide an update on his 2025-26 focus areas. The update is attached.

6. Consent Agenda

c. Personnel Items.

i. Appointments

2. Nadine Bartolo, Community School Club Leader for up to 8 hours/week at the Middle School effective 1/5/2026-5/31/2026. Step 4, \$22.33/hr.
3. Jess Hathaway, Instructor Assistant for Community Education/Recreation effective 2/7/2026-5/31/2026. Step 6, \$16.37/hr.
4. Kasie Larsen, Instructor Lead for Community Education/Recreation effective 1/13/2026-5/31/2026. Step 2, \$16.37/hr.
5. Aidan Wallig, Instructor Assistant for Community Education/Recreation effective 2/7/2026-5/31/2026. Step 2, \$15.29/hr.

ii. Increase/Decrease/Change in Assignment

5. Dillon Hachfeld, Lunchroom Supervisor EA for 1.75 hours/day at Bridgewater, change to 2 hours/day effective 12/4/2025.
6. Kasie Larsen, Instructor Lead for Community Education/Recreation, add Instructor Assistant and Lifeguard effective 1/13/2026-5/31/2026. Lifeguard Step 2-\$15.29/hr and Instructor Assistant Step 2-\$15.29/hr.
7. Brent Ruuska, Instructor Assistant for Community Education/Recreation, add Official effective 12/7/2025-5/31/2026. \$30/game.
8. Justine Voronkova, Special Education EA for 4.25 hours/day at the High School and 3 hours/day at Bridgewater, change to 6.83 hours/day at Bridgewater effective 12/1/2025-6/10/2026.

iii. Leave of Absence

1. Adria Fischer, Early Ventures Teacher at the NCEC, FMLA leave of absence beginning 12/3/2025 and continuing through 4/30/2026.
2. Katie Malecha, Special Education EA/PCA at Bridgewater, leave of absence beginning 12/5/2025 and return date to be determined.

8. Items for Information

- a. Enrollment Report. Superintendent Hillmann will review the December 2025 enrollment report. The enrollment report is attached.

Mid-Year Evaluation 2025-2026

Name: _____

Your comments will be shared with the board and Dr. Hillmann with your name removed.
Please use your 1:1 to further expand on any comments or resources you can offer.

Dr. Hillmann's Self-Evaluation		Board Member Comments	
Focus Area 1 of 5	The superintendent will prioritize career and technical education by developing a school-to-work program for general education high school students beginning with the 2026-27 school year. (A school-to-work program already exists for students receiving special education services.) » There are three teachers currently enrolled in the Work Based Learning endorsement program through Lakes Country Service Cooperative. This brings the total number of teachers with endorsements to five. » The courses have program approval from MDE to receive CTE funding. » A course description has been developed and will be included in the high school registration guide for the 2026-27 school year		
Update, use as much space as needed:		Respond to Update:	
Challenges, leave blank if none:		Comment on Challenges:	
What support could you use? Leave blank if you have what you need.		Any resources you can offer?	
Status (drop down menu)	In progress	Other comments on this Focus Area:	

Dr. Hillmann's Self-Evaluation		Board Member Comments	
Focus Area 2 of 5	The superintendent will focus on supporting necessary system adaptations resulting from the district's priority-based budget reductions. » The superintendent's office calendar has undergone two revisions to create space for leader and instructional services staff coaching. » Instructional services staff have divided the weekly PLC management and scheduling responsibilities. » Some district office responsibilities have shifted between departments or staff members to maximize capacity. » The superintendent is coaching and supporting leaders and staff in adapting to different workflows. » We continue to deepen our partnerships with St. Olaf and Carleton Colleges to provide support through student projects, such as St. Olaf College serving as the third party for the district's employee experience and parent/caregiver surveys. » Switch from elementary report cards at end of Q1 to a progress report that was distributed at conferences with math and reading progress data generated by instructional services.		
Update, use as much space as needed:	Workload was identified the most often as an area for improvement in our recent leader rounding window. Identifying ways to support staff feeling this way with fewer resources is difficult, but we continue work on it.	Respond to Update:	
Challenges, leave blank if none:		Comment on Challenges:	
What support could you use? Leave blank if you have what you need.		Any resources you can offer?	
Status (drop down menu)	In progress	Other comments on this Focus Area:	

Dr. Hillmann's Self-Evaluation		Board Member Comments	
Focus Area 3 of 5	The superintendent will prioritize thoughtful innovation by planning and executing the first Northfield School District Artificial Intelligence Development Academy. » The dates have been set for March 12, March 30, April 9, April 30, and May 7, 2026. » The recruitment message for staff will be sent the week of Dec. 8.		
Update, use as much space as needed:		Respond to Update:	
Challenges, leave blank if none:	The AI landscape is changing rapidly, so making sure we hit the right content will be important.	Comment on Challenges:	
What support could you use? Leave blank if you have what you need.		Any resources you can offer?	

Status (drop down menu)	In progress	Other comments on this Focus Area:
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Dr. Hillmann's Self-Evaluation	Board Member Comments
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Focus Area 4 of 5	The superintendent will study enrollment to understand why families from other districts choose to open enroll in Northfield, as well as the reasons Northfield families select other education options for their children. » The district has contracted with Teamworks to conduct an enrollment study. » The district has a partnership with a January class at St. Olaf College to conduct focus groups of district residents choosing a different traditional public school district. » The district continues to explore other ways to increase enrollment. One example is a team, including the superintendent, visited the Minnetonka Public School aviation program. This kind of exploration is intended to find additional ways to "set Northfield apart."	
Update, use as much space as needed:		Respond to Update:
Challenges, leave blank if none:	One unknown factor is how many of the target families are willing to attend the focus groups.	Comment on Challenges:
What support could you use? Leave blank if you have what you need.		Any resources you can offer?
Status (drop down menu)	In progress	Other comments on this Focus Area:

Dr. Hillmann's Self-Evaluation	Board Member Comments
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Focus Area 5 of 5	The superintendent will continue seeking feedback from parents to improve BIPOC students' experiences and feelings of belonging. » The Hispanic parent advisory committee met for the first time (virtually) on Nov. 20. They are scheduled to meet on Feb. 17 and April 23. » The Indigenous parent advisory committee met on Oct. 8 and Nov. 22. They are scheduled to meet on Jan. 29 and April 11. » The Black parent advisory committee will meet on Jan. 19, April 16, and June 19.	
Update, use as much space as needed:		Respond to Update:
Challenges, leave blank if none:		Comment on Challenges:
What support could you use? Leave blank if you have what you need.		Any resources you can offer?
Status (drop down menu)	In progress	Other comments on this Focus Area:

Outside of these Focus Areas, do you have any other comments?	The superintendent is also running several other feedback groups this year, including one focused on the Compañeros program and one focused on the middle school schedule. The superintendent is also assisting the board in their discussion of later school start times.	Outside of these Focus Areas, do you have any feedback for Dr. Hillmann?
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					2025-26								
School and Grade Level	September 2nd	September 5th	September 12th	September 19th	October 1st	November 1st	December 2nd	January 2nd	February 2nd	March 3rd	April 1st	May 1st	End of Year 6/6/2025
NCEC													
Early Childhood	62	94	97	101	99	102	109						
Total	62	94	97	101	99	102	109						
Big 9 Online													
Grade K-2038	0	0	0	0	0	0	0						
Grade 1-2037	0	0	0	0	0	0	0						
Grade 2-2036	0	0	0	0	0	0	0						
Grade 3-2035	1	0	0	0	0	0	0						
Grade 4-2034	1	1	1	1	1	1	1						
Grade 5-2033	1	1	1	1	1	1	1						
Grade 6-2032	1	4	6	5	5	5	5						
Grade 7-2031	1	3	4	3	3	2	2						
Grade 8-2030	1	1	1	1	1	1	1						
Grade 9-2029	4	3	4	4	4	4	4						
Grade 10-2028	3	3	3	3	4	4	4						
Grade 11-2027	18	18	18	18	18	18	18						
Grade 12-2026	18	18	18	18	18	16	18						
Total	49	52	56	54	55	52	54	0	0	0	0	0	0
Greenvale Park													
Grade K-2038	72	78	78	79	79	79	79						
Grade 1-2037	77	78	78	79	79	79	78						
Grade 2-2036	67	67	67	68	68	68	66						
Grade 3-2035	100	100	100	100	100	99	98						
Grade 4-2034	87	89	89	89	89	89	90						
Grade 5-2033	83	83	83	85	85	85	83						
Total	486	495	495	500	500	499	494	0	0	0	0	0	0
Spring Creek													
Grade K-2038	66	68	69	70	69	69	68						
Grade 1-2037	68	69	69	69	69	69	69						
Grade 2-2036	68	69	69	69	69	69	71						
Grade 3-2035	76	75	75	75	75	77	77						
Grade 4-2034	81	82	84	84	84	84	83						
Grade 5-2033	72	72	72	72	72	72	72						
Total	431	435	438	439	438	441	440	0	0	0	0	0	0
Bridgewater													
Grade K-2038	87	88	88	88	87	87	87						
Grade 1-2037	71	71	71	71	72	72	72						
Grade 2-2036	107	107	107	107	107	105	105						
Grade 3-2035	89	89	89	89	89	89	89						
Grade 4-2034	93	93	93	93	93	93	93						
Grade 5-2033	106	105	105	105	104	104	103						
Total	553	553	553	553	552	550	549	0	0	0	0	0	0
Middle School													
Grade 6-2032	310	308	308	307	306	307	307						
Grade 7-2031	299	296	294	295	295	294	292						
Grade 8-2030	294	294	293	294	292	293	293						
Total	903	898	895	896	893	894	892	0	0	0	0	0	0
High School													
Grade 9-2029	292	290	289	289	289	290	287						
Grade 10-2028	328	330	329	328	328	327	327						
Grade 11-2027	302	300	299	299	298	293	292						
Grade 12-2026	298	295	295	295	297	297	292						
Total	1220	1215	1212	1211	1212	1207	1198	0	0	0	0	0	0
ALC													
Grade 9-2029	0	0	0	0	0	1	1						
Grade 10-2028	3	3	3	4	4	4	6						
Grade 11-2027	14	17	17	18	18	20	24						
Grade 12-2026	31	37	42	45	47	53	66						
Total	48	57	62	67	69	78	97	0	0	0	0	0	0
Grand Total	3752	3799	3808	3821	3818	3823	3833	0	0	0	0	0	0
Full Time only (excluding EC and Part-time/Independent Study ALC)	3679	3694	3697	3703	3699	3696	3685						
Budget Projection (excluding EC and Part-time/Independent Study ALC)	3685	3685	3685	3685	3685	3685	3685	3685	3685	3685	3685	3685	3685
Difference [negative numbers in parentheses)	-6	9	12	18	14	11	0	-3685	-3685	-3685	-3685	-3685	-3685

Greenvale Park

Grade	Teacher		
K	Borgerding	20	
K	Feldmann	20	
K	Kortbein	19	
K	Swenson	20	
1	Landry	26	
1	Nivala	26	
1	Ziemann	26	C
2	Amundson	22	C
2	Bulfer	22	
2	Ellerbusch	22	
3	Dimick	23	
3	Johnson	26	C
3	Peterson	25	
3	Timerson	24	
4	Carlson	22	
4	Garcia	24	C
4	Hetzel	22	
4	McLaughlin	22	
5	Bloom	28	
5	Sickler	29	
5	Tacheny	26	C
TOTAL		494	

Spring Creek

Grade	Teacher		
K	Berkvam	23	
K	Heil, G	22	
K	Matson	23	
1	Bevans	23	
1	Born	27	C
1	Craft	19	
2	Russell	17	C
2	Soderlund	26	
2	Spitzack	28	
3	Healy	29	
3	Sasse	20	C
3	Stulken	28	
4	Fox	22	
4	Haar	20	
4	McManus	18	C
4	Rud	23	
5	Baragary	27	
5	Malecha	28	
5	Ostermann	17	C
TOTAL		440	

Bridgewater

Grade	Teacher		
K	Cade	22	
K	Danielson	21	
K	Blatti	22	
K	Tran	22	
1	Carter	23	
1	Lanza	25	C
1	Stuemke	24	
2	Anderson	19	
2	Hall	21	
2	Lofquist	19	
2	Schwaab	21	
2	Swenson	25	C
3	Bell	24	
3	Larson	17	C
3	Sickler	24	
3	Truman	24	
4	Foley	26	
4	Hehr	23	
4	Rodriguez	20	C
4	Ryan	24	
5	Bischoff	26	
5	Drexler	24	
5	Holden	25	
5	Rubin/De	28	C
TOTAL		549	

Middle School	Total
Grade 6-2032	307
Grade 7-2031	292
Grade 8-2030	293
TOTAL	892

High School	Total
Grade 9-2029	287
Grade 10-2028	327
Grade 11-2027	292
Grade 12-2026	292
TOTAL	1198

ALC	F/T	**P/T	**I/S	Total
Grade 9-2029	1	0	0	1
Grade 10-2028	4	0	2	6
Grade 11-2027	18	1	5	24
Grade 12-2026	35	1	30	66
TOTAL	58	2	37	97

	Regular	Big 9	Total
Early Childhood**	109		109
Kindergarten-2038	234	0	234
Grade 1-2037	219	0	219
Grade 2-2036	242	0	242
Grade 3-2035	264	0	264
Grade 4-2034	266	1	267
Grade 5-2033	258	1	259
Total K-5	1592	2	1594
Total Middle School	892	8	900
Total High School	1198	44	1242
GRAND TOTAL	3682	54	3736
ALC 9-12			97
GRAND TOTAL w/ALC and Big 9			3833
**Full Time only			3685

Early Childhood**

Dorey	17
Hubbard	11
Karsky	5
Kruse	7
Ludwig	0
O'Connor	15
Roth	11
Sanders	10
Tharp	6
Townzen	15
Webster	12
TOTAL	109

Big 9 Online

Grade	Teacher	
Grade K-2038	Kehler	0
Grade 1-2037	Kehler	0
Grade 2-2036	Kehler	0
Grade 3-2035	Kehler	0
Grade 4-2034	Kehler	1
Grade 5-2033	Kehler	1
Grade 6-2032	Kehler	5
Grade 7-2031	Kehler	2
Grade 8-2030	Kehler	1
Grade 9-2029	Kehler	4
Grade 10-2028	Kehler	4
Grade 11-2027	Kehler	18
Grade 12-2026	Kehler	18
TOTAL		54