

INDEPENDENT SCHOOL DISTRICT NO. 659
REGULAR SCHOOL BOARD MEETING

Monday, January 8, 2024 ~ 6:00 p.m. ~ Regular Board Meeting
Northfield District Office Boardroom

[Zoom Link](#)

AGENDA

Board Member Amy Goerwitz will participate remotely from this location: ~~Thala Beach Nature Reserve Hotel, 5078 Captain Cook Hwy, Oak Beach Port Douglas 4877, Queensland, Australia~~

Updated location: Cairns Sheridan Hotel; 295 Sheridan Street; Cairns, Queensland Australia

1. Call to Order
2. Agenda Approval/Table File
3. Public Comment
4. Announcements and Recognitions
5. Items for Discussion and Reports
 - a. Prairie Creek Community School & Arcadia Charter School Annual Reports
 - b. Policy Committee Recommendation
 - c. Request to Hire Additional English Learner Instructional Support
 - d. Potential 2024 Northfield High School Bond Referendum Update
6. Consent Agenda
 - a. Minutes
 - b. Gift Agreements
 - c. Personnel Items
7. Items for Individual Action
 - a. Policy Recommendations
 - b. Pay Equity Report
8. Items for Information
 - a. Enrollment Report
 - b. Public Meeting
9. Future Meetings, Work Session and Public Meeting
 - a. Tuesday, January 16, 2024, 5:30 p.m., Work Session, Northfield High School Media Center
 - b. Monday, January 22, 2024, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
 - c. Monday, January 29, 2024, 6:00 p.m., Public Meeting, Northfield High School Auditorium
 - d. Monday, February 12, 2024, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
 - e. Monday, February 12, 2024, Closed Board Meeting immediately following the Regular Board Meeting for the purpose of labor negotiations
10. Adjournment

NORTHFIELD PUBLIC SCHOOLS
MEMORANDUM

Monday, January 8, 2024 ~ 6:00 p.m. ~ Regular Board Meeting
Northfield District Office Boardroom
[Zoom Link](#)

Board Member Amy Goerwitz will participate remotely from this location: ~~Thala Beach Nature Reserve Hotel, 5078 Captain Cook Hwy,
Oak Beach Port Douglas 4877, Queensland, Australia~~

Updated location: Cairns Sheridan Hotel; 295 Sheridan Street; Cairns, Queensland Australia

TO: Members of the Board of Education
FROM: Matthew Hillmann, Ed.D., Superintendent
RE: Explanation of Agenda Items for Monday, January 8, 2024, Regular School Board Meeting

1. Call to Order
Roll call attendance will be taken.
2. Agenda Approval/Table File
3. Public Comment
Public comment for this school board meeting may be made in person at the beginning of the meeting and must comply with the district's public comment guidelines.
4. Announcements and Recognitions
5. Items for Discussion and Reports
 - a. Prairie Creek Community School & Arcadia Charter School Annual Reports. Simon Tyler, Director of Prairie Creek Community School, and Laura Stelter, Director of Arcadia Charter School, will report on the programs being provided in their two charter schools. Prairie Creek is in its 21st year of operation as a charter school under the sponsorship of Northfield Public Schools. Arcadia is in its 20th year of operation. These reviews and written reports fulfill state requirements for annual reporting as well as our district's request that each charter school authorized by Northfield Public Schools present an annual report to the school board.
 - b. Policy Committee Recommendation. Dr. Hillmann will present the policy committee's recommended updates to policy 906. This will be an item for individual action at the next board meeting.
 - c. Request to Hire Additional English Learner Instructional Support. The district is experiencing an influx of recently arriving students (RAELs) that require more support than was budgeted for this school year. Currently, our total EL enrollment as of 1/3/24 is 220 students with 36 at the middle school. Thirteen (36%) of our middle school EL students are newly arrived or Level 1 English learners, so there is a higher number of service minutes and support that must be provided per the district Language Instruction Education Plan.

Administration is requesting to hire a seven (7) hour per day English Learner (EL) Educational Assistant for the remainder of the 2023-24 school year Northfield Middle School to support core instructional needs for Level 1 and RAEL students. This additional support will allow us to provide the appropriate service minutes for our middle school EL students. The estimated maximum cost of salary and benefits for a 7.0 hour/day Educational Assistant is \$18,524, with the assumption of a Jan. 24 start date, and end date of June 6, and family benefits. This request will be an item for individual action at the Jan. 22 board meeting.
 - d. Potential 2024 Northfield High School Bond Referendum Update. Superintendent Hillmann will review what has taken place thus far regarding the potential 2024 bond referendum to address facility problems at Northfield High School. The decision-making timeline has been updated and is included for your review.
6. Consent Agenda
Recommendation: Motion to approve the following items listed under the Consent Agenda.
 - a. Minutes. Minutes of the Regular School Board meeting held on December 11, 2023.
 - b. Gift Agreements. Gift agreements to be approved are attached.

c. Personnel Items

i. Appointments

1. Alexis Albers, KidVentures Site Assistant for up to 15 hours/week at Bridgewater, beginning 12/27/2023. Step 3-\$15.68/hr.
2. Sean Allen, 1.0 Assistant Track and Field Coach at the High School, beginning 3/11/2024. \$5,383 stipend
3. Anna Bae, KidVentures Site Assistant for up to 17.5 hours/week at Greenvale Park, beginning 12/22/2023-2/20/2024. Step 4-\$16.35/hr.
4. Pamela Bennewitz, Gen Ed EA-Multilingual Student Support for 7 hours/day at the Middle School, beginning 1/2/2024-6/6/2024. Step 2-\$17.03/hr.
5. Abigail Borgerding, Instructor/Swim Assistant with Community Ed Recreation, beginning 2/10/2024-5/31/2024. Step 1-\$14.00/hr.
6. Chris Bovitz, Event Worker at the High School, beginning 12/19/2023. \$45/event.
7. Audrey Downs, KidVentures Student Site Assistant for up to 15 hours/week at Bridgewater, beginning 12/22/2023. Student - \$14.90/hr.
8. Elizabeth Emerson, Special Ed EA PCA for 6.75 hours/day at the High School, beginning 1/24/2024. Step 3-\$17.39/hr. + prorated PCA stipend.
9. Anne Fossum, .58 FTE Assistant Girls Hockey Coach-paid by Booster Club at the High School, beginning 1/3/2024. \$3,000 .58 FTE stipend
10. Diane Frederick, .6 FTE Long Term Substitute Special Education Teacher at the Middle School, beginning 1/2/2024-1/19/2024. MA10, Step 10
11. Estella Freeman, Instructor/Swim Assistant with Community Ed Recreation, beginning 3/5/2024-5/31/2024. Step 1-\$14.00/hr.
12. Shanise Morris, Special Ed EA PCA for 5 hours/day at the Middle School, beginning 1/2/2024. Step 2-\$17.03/hr. + prorated PCA stipend.
13. Amelia Rosenhamer, Instructor/Swim Lead with Community Ed Recreation, beginning 2/10/2024-5/31/2024. Step 2-\$15.25/hr.
14. Lydia Rosenhamer, Instructor/Swim Assistant with Community Ed Recreation, beginning 2/10/2024-5/31/2024. Step 1-\$14.00/hr.
15. Andrea Stowe, 1.0 FTE Long Term Substitute Grade 2 Teacher at Greenvale Park, beginning 4/22/2024-6/6/2024. BA, Step 1
16. Willard Wilson, .3 FTE Assistant Alpine Ski Coach at the High School, beginning 1/3/2024. .3 FTE \$1,497 stipend.

ii. Increase/Decrease/Change in Assignment

1. Tyler Balow, 1.0 Head Boys and Girls Track and Field Coach at the High School, change to .50 Head Boys Track and Field Coach and .50 Assistant Track and Field Coach at the High School, effective 3/11/2024. Head Coach and Assistant coach \$6,459.50 stipend.
2. Pamela Bennewitz, Gen Ed EA-Multilingual Student Support for 7 hours/day at the Middle School, change to Gen Ed EA-Multilingual Student Support for 7 hours/day at Greenvale Park, effective 1/2/2024-6/6/2024.
3. Russel Boyington, EA at Greenvale Park, add Speech Judge at the High School, effective 12/11/2023. \$77.00/event
4. Brooke Bulfer, HR Generalist at the District Office, add Building Supervisor with Community Ed Recreation, effective 12/18/2023. \$18.39/hr.
5. Sam Dwyer, 1.0 FTE RRR Production Coordinator at the High School, change to .80 FTE RRR Production Coordinator and .25 FTE RRR Vocal Coach at the High School, effective 1/3/2024. .80 FTE \$3,373.60 and .25 FTE \$1,054.25 stipends.
6. Isabel Fleming, KidVentures Site Assistant for up to 15 hours/week at Greenvale Park, change to KV Site Assistant Substitute, effective 1/2/2024.
7. Bob Gregory-Bjorklund, 1.0 FTE RRR Vocal Coach at the High School, change to .75 FTE RRR Vocal Coach at the High School, effective 1/3/2024. .75 FTE \$3,162.75 stipend.
8. Scott Haley, .25 FTE Assistant Girls Hockey Coach at the High School, change to .58 FTE Assistant Girls Hockey Coach-paid by Booster Club at the High School, effective 10/30/2023. .58 FTE \$3,000 stipend
9. Kelly Hebzynski, .50 FTE Head Speech Coach and .50 FTE Assistant Speech Coach at the Middle School, change to 1.0 FTE Head Speech Coach at the Middle School, effective 11/27/2023. \$3,230 stipend
10. Merri Kmoch, KidVentures Site Assistant for up to 15 hours/week at Bridgewater, change to KV Site Assistant Substitute, effective 1/2/2024.
11. Kyle Korynta, 1.0 Assistant Track and Field Coach at the High School, change to .50 Head Boys Track and Field Coach and .50 Assistant Track and Field Coach at the High School, effective 3/11/2024. Head Coach and Assistant coach \$6,459.50 stipend.
12. Rylie Lager, KidVentures Site Assistant for up to 15 hours/week at Bridgewater, change to KV Site Assistant Substitute, effective 1/2/2024.
13. Jill Lauritzen-Kohel, Social Studies and English Teacher at the High School, add Gen Ed Homebound Instruction, effective 12/18/2023-12/21/2023. Lane/step

14. Sara Lahti, Building Supervisor with Community Education, add Instructor Lead and Instructor Assistant with Community Ed Recreation, effective 2/10/2024-5/31/2024. Step 6 Lead-\$16.25/hr. Assistant-\$15.25/hr.
 15. Sara Redetzke, Special Ed EA for 6.75 hours/day the Middle School, change to Special Ed EA for 6.0 hours/day at the Middle School, effective 9/6/2023.
 16. Deb Seitz, .50 FTE Head Speech Coach and .50 FTE Assistant Speech Coach at the Middle School, change to 1.0 FTE Assistant Speech Coach at the Middle School, effective 11/27/2023. \$2,691 stipend
 17. Rose Taylor, Special Ed EA for 6 hours/day at Spring Creek, change to Spec Ed EA for 6.75 hours/day and General Ed EA .25 hours/day at Spring Creek, effective 12/18/2023.
 18. Abigail Vanyo, Long Term Substitute Early Ventures Teacher at the NCEC, extend end date to 6/6/2024.
 19. Theresa Wilson, .30 FTE Alpine Assistant Coach, change to .70 FTE Alpine Assistant Coach, effective 12/20/2023. .70 FTE \$3,493 stipend
- iii. Leave of Absence
1. Tom Dickerson, Special Ed Teacher at the High School, FMLA leave of absence, effective 12/19/2023-12/22/2023.
 2. Sean Dube, English Teacher at the High School, FMLA leave of absence, effective on or about 3/18/2024 - approximately 4/12/2024.
- iv. Retirements/Resignations/Terminations
1. Chad Claybaugh, Special Ed Teacher at the Middle School, resignation effective 12/21/2023.
 2. Kyle Fearing JV Head Softball Coach at the High School, resignation effective 12/13/2023.
 3. Jessica Fowers, Child Nutrition Associate at the Middle School, resignation effective 1/16/2024.
 4. Marty Johnson, Tennis Coach at the High School, resignation effective 12/11/2023.
 5. Steve Rinderknecht, Custodian at the NCEC, resignation effective 3/1/2024. Will continue as a substitute custodian.
 6. Paula Seeberg, Teacher at Spring Creek-currently on a leave of absence, retirement effective 5/15/2024.
 7. Krista Sorenson, Gen Ed EA - Media at Spring Creek, resignation effective 1/9/2024.

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

7. Items for Individual Action

- a. Policy Recommendations. The board is requested to approve the recommended updates to policies 203, 441, 507, 902 and 903 as presented.

Superintendent's Recommendation: Motion to approve the recommended updates to policies 203, 441, 507, 902 and 903.

- b. Pay Equity Report. Pay Equity Report State statute requires the district to complete a pay equity study and pay equity report every three years. This study looks at all employee groups and job classifications and determines if male and female-dominated employee groups receive equitable pay based on their established pay equity points. Pay equity points are determined based on a review of job descriptions and a determination of the level of responsibility and types of work that each employee is asked to perform. Northfield Public Schools Board of Education last approved a Pay Equity Report in January 2021. A memorandum from Director of Human Resources Molly Viesselman is included in the board packet.

Superintendent's Recommendation: Motion to approve the submission of the January 2024 Pay Equity Report to the Minnesota Department of Management and Budget by January 31, 2024, as required by Minnesota Administrative Rule 3920.0300.

8. Items for Information

- a. Enrollment Report. Superintendent Hillmann will review the January 2024 enrollment report.
- b. Public Meeting. The school board will host a public meeting on Monday, January 29, 2024, at Northfield High School. The purpose is to solicit feedback from the public about the potential options to address the facility problems at Northfield High School.

9. Future Meetings, Work Session and Public Meeting

- a. Tuesday, January 16, 2024, 5:30 p.m., Work Session, Northfield High School Media Center
- b. Monday, January 22, 2024, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
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10. Adjournment

Reaching Out, Reaching Up:

THE 2027 STRATEGIC PLAN



VISION

We prepare every student for lifelong success by developing critical thinkers who are curious and ready to engage in our society.

BENCHMARKS

1 All children are ready for kindergarten .	2 All students are connected to the community .	3 All students are at grade level in reading and mathematics by the end of third and sixth grades.
4 All students exhibit physical, social and emotional well-being .	5 All students have a connection with a caring adult beyond their parents as they transition to middle school.	6 All students have interests, goals and a vision for the future by the end of eighth grade.
7 All students graduate from high school with a plan to reach their full potential.	8 All employees report satisfaction in the workplace.	9 All parents report satisfaction with their children's educational experience.
10 The district maintains 14% of its annual expenditures in its unassigned fund balance to ensure financial stability .	11 Community education provides relevant and accessible learning opportunities for all residents.	Note: The first seven benchmarks are aligned with the language identified by Northfield Promise, a collective impact consortium of 20 community organizations committed to helping Northfield's youth thrive "from cradle to career."

STRATEGIC COMMITMENTS



People

We prioritize the engagement, satisfaction, and support of every student, staff member, and family.



Learner Outcomes

We prepare every student to be academically and socially ready to choose their preferred pathway after high school graduation.



Equity

We ensure that every child has a fair opportunity to reach their full potential.



Communication

We communicate effectively and transparently with all stakeholders.



Stewardship

We responsibly manage our personnel, finances, property, time and environmental impact.



Partnerships

We seek community partnerships that accelerate student achievement of district benchmarks.

Purpose: The purpose of this report is to provide Arcadia's authorizer with a summary of the 2022-2023 school year annual report.

Enrollment

Arcadia's enrollment during the 2022-2023 school year returned to its previous level of 114 after a substantial increase (up to 128) in 2020-2021. The decrease in enrollment was primarily at the middle school level, where we saw a smaller than usual 6th grade class, with only 10 students enrolling in 2022-2023. Students continue to join us from a wide range of surrounding districts, including Farmington, Rosemount-Apple Valley-Eagan, New Prague, Lakeville/Elko New Market, Kenyon-Wanamingo, Tri-City United, and Faribault, though the majority of our students are Northfield residents.

Academic Program

Arcadia continues to strive toward its progressive, project-based mission and vision. We continued to build on the PBL (project-based learning) 101 training that all staff completed in August 2021, especially in the QComp program. All staff who participate in PBL 101 training have lifetime access to additional materials, resources, and training through PBLWorks, and we are making intentional use of these resources. All teachers now incorporate project-based learning into their content area classes, at least one project per class.

We also continued to build on the FY22 Opening Expedition model, though we moved from a nine to a four day expedition in FY23. All students worked together to build the school's social contract, reviewing social contract theory, and practicing academic skills. The high school students attended training to lead small group discussions with mixed-grade student groups using the Accountable Talk discussion framework. As they did previously, all students were involved in the creation of the final draft of the [school's social contract](#), which they discussed in a town hall meeting. The contract was ratified by all members of the student body and the staff.

I previously reported on the creation of the [Arcadia Rubric](#) during FY21. In FY22, the Board went through the indicators and discussed the school's progress toward its mission and vision. While all four areas identified on the rubric are important, the areas of "Equitable and Inclusive" and "Project Based Learning" are getting specific attention at this time, and that is reflected in the school's professional development choices and staff discussion.

After updating our attendance policy, our official attendance dropped slightly from 92.58% in FY22 to 91.75% in FY23. Consistent attendance was at 71.5%, which is higher than state and local averages, but we continue to prioritize student attendance as an area of improvement.

Student Achievement

Students at Arcadia continue to meet all MN State standards through a combination of project and course work. Arcadia students' reading (58.9% proficient) and science (54.8% proficient) MCA scores continue to exceed the state and local averages.

Arcadia students' math MCA scores increased to 44.1% achieving proficient scores in 2022-2023 compared to 38.6% of students in 2021-2022. Once again, looking at the junior class suggests that students do significantly improve their math skills at Arcadia prior to graduation, with 68.8% of students achieving proficient scores in 2022-2023.

To address concerns with students' math proficiency, based on the 2021-2022 scores, we:

- Moved algebra 2 from an every other day to a nearly every day class (it doesn't meet on late start days)
- Built in a more robust, daily intermediate algebra course to better prepare students for algebra 2
- Hired a tutor who collaborates with our math teachers to support students 1:1 based on their needs
- Set a math goal for QComp and provided instruction to all general education teachers in demonstrating a positive outlook toward math and incorporating math concepts across the curriculum
- Are reconsidering our 6-12 curriculum, exploring a shift to Illustrative Math

Math teachers continue to monitor individual students' progress and meet with students 1:1 for additional support during project work time and study hall.

Financial Management

Arcadia's fund balance policy states that we will maintain a balance equivalent to the cost of operating Arcadia for two months, which is currently set at \$400,000. At the end of FY23, our fund balance was at \$744, 906, or 33.95%. This is up from \$651,416 at the end of FY22. Toward the end of FY23, the Board adopted an investment policy that would allow the school to put some of the money in the savings account into a CD in FY24. The Board also started the Arcadia Foundation to support the school's fundraising efforts, and are currently working on establishing a separate Board of Directors to oversee the Foundation. However, as COVID grant money goes away, and these efforts are in their beginning stages, Arcadia will likely need to tap into the fund balance to continue operating our program, as we deal with the vagaries of enrollment and inflation. We are continually working to ensure a stable financial position.

Summary

The 2022-2023 school year reflected a return to more "business as usual" operations after the disruption of COVID, and a renewed focus on the mission. The data suggest that our students are learning and our finances are in order.



2022-2023 Annual Report
January 8, 2024

Measuring the Mission: Arcadia Rubric

Equitable and Inclusive			
Related concepts: environment, climate, access, resources, community, empowering, restorative justice			
Indicator	Not Implemented	Partially Implemented	Implemented
Staff ensure that students receiving special education services are as fully integrated into the general education setting as feasible, responsive to their needs.			B
Staff and the Board ensure that all students see their identities reflected and valued in the school's curriculum.		B	
Staff and the Board provide all students equitable access to rigorous coursework.		B	

- Four Categories: Progressive, Equitable and Inclusive, Growth and Transition-Focused, Project-Based Learning
- Current focus: Equitable and Inclusive and Project-Based Learning
- Professional Development: Restorative Practices, Multilingualism and Translanguaging, PBL 101 (extended)
- In Practice: Few disciplinary referrals, bilingual seals, a project in every class

Student Achievement: MCA Data

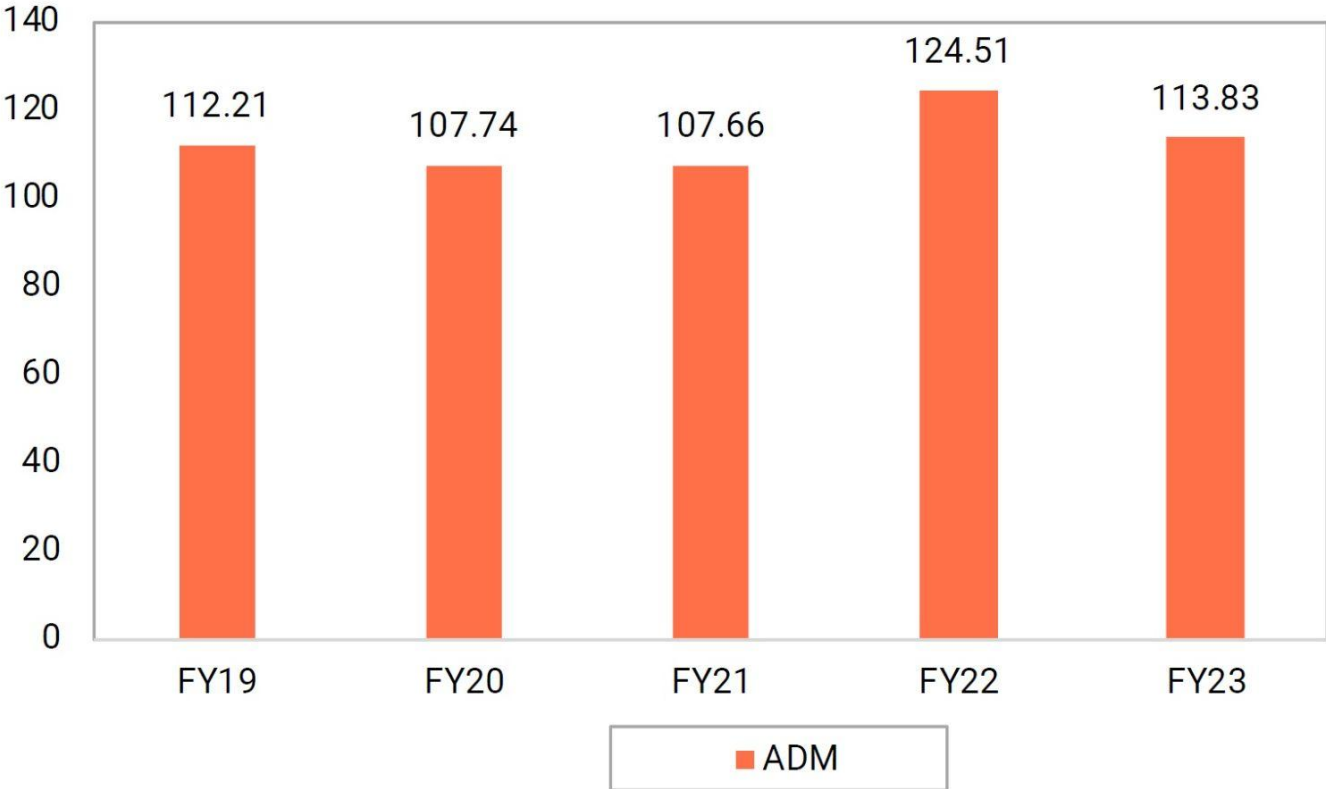
- 95.1% participation
- Continue to be above state and local averages in reading and science
- Closed the gap somewhat in math, though still lower than state average
- Juniors' math scores: 68.8% proficient
- Numerous strategies implemented to support students' academic success, especially in math

Scores in %	2018	2019	2021	2022	2023
ACS Science	65.9	51.6	69.2	48.5	54.8
State Science	52	50.7	43.1	41.3	39.2
ACS Math	55.7	60	37.5	38.8	44.1
State Math	57.2	55	44.2	45.5	46
ACS Reading	75.3	73.9	83.9	67.2	57.4
State Reading	59.9	59.2	52.5	51.7	49.9

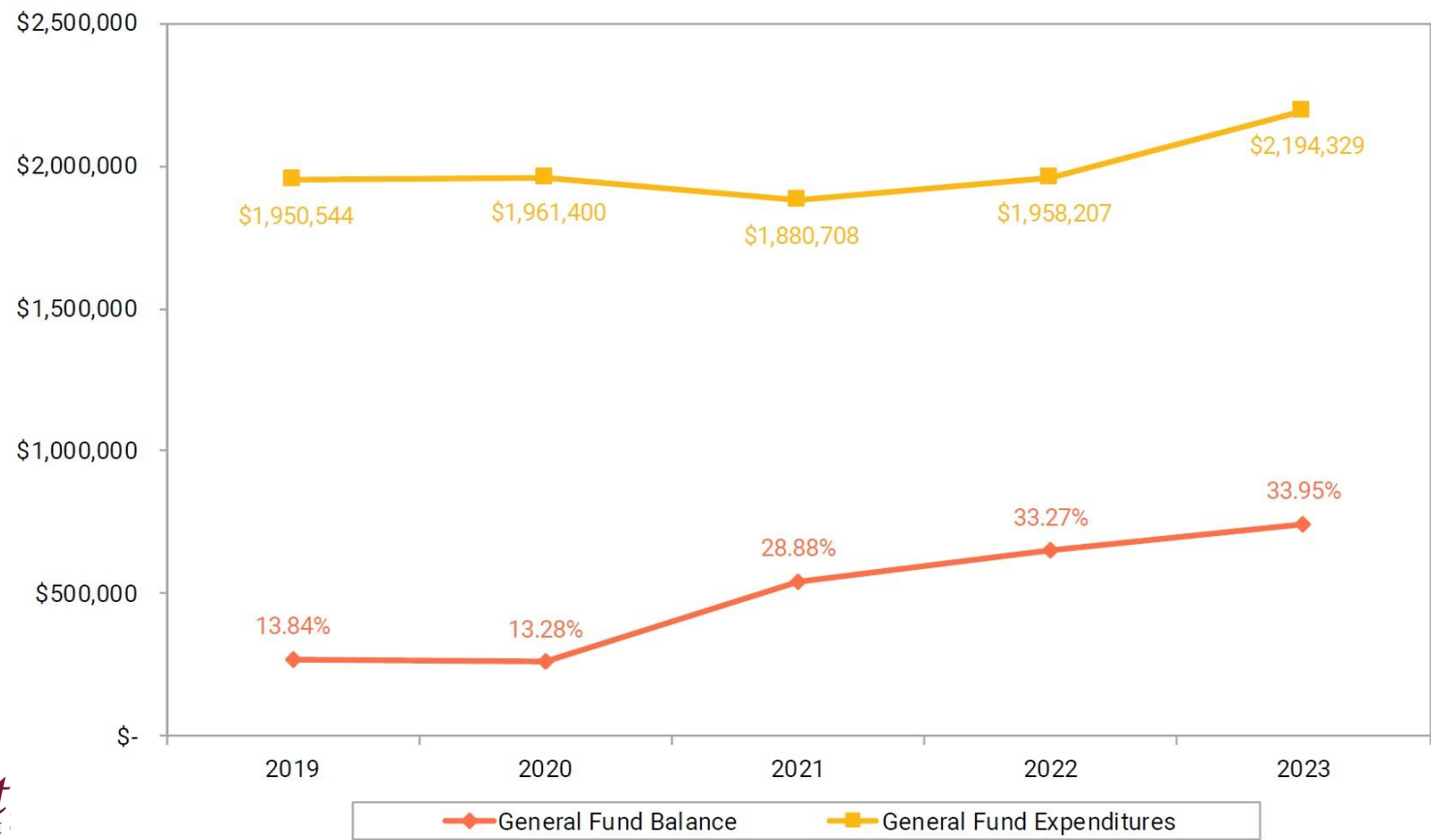
Additional Measures of Student Achievement in FY23

- 100% Graduation Rate (6-year)
- 100% of seniors completed a senior project
- 4 bilingual seals (2 Spanish, 2 French)
- 25.7 average ACT score (significantly above the national average of 19.5)
- 71.5% consistent attendance rate (slightly above the State Average 69.8%)
- Almost zero significant disciplinary referrals

Average Daily Membership Trend



General Fund Balance and Expenditures



Questions and Discussion



This report provides PCCS' authorizer, Northfield Public Schools, an overview of the 2022-2023 Annual Report.

Enrollment

PCCS continues to be a popular school with full enrollment (Average Daily Membership: 179) and a robust waiting list at all grade levels.. PCCS had 16.9% students of color, 15.3% free/reduced lunch students and 19.2% special education students. Student attrition rates continue to be very low. 97.8% of students were continuously enrolled between October 1, 2022 and October 1, 2023.

At the time of this report, there were more than 40 applications for the thirty kindergarten places for the 2024-2025 school year.

Academic Program

Notable successes in the 2022-2023 academic program included these strategic actions:

Community Connections and Collaborations Post pandemic, there has been a strategic focus on rebuilding community connections and traditions. In the 2022-2023 school year five social events were coordinated to support opportunities for families to make connections with each other. For the first time since 2019 all students and staff participated in an all school field trip for a music performance at Orchestra Hall and a tour of the Sculpture Garden.

Connecting with education partners In the fall of 2022 three teachers and the director attended the national Progressive Educators Network Conference. The teachers presented a workshop on PCCS' innovative All School Book Club model. Teacher Michelle Martin was honored with the MN Environmental Educator of the Year award. PCCS also collaborated with local colleges St. Olaf and Carleton. St. Olaf students partnered in a prairie restoration research project and Carleton students volunteered and made a video of the 4/5 Village project.

College Collaborations In the spring of 2021 PCCS students engaged in a nature-centered arts' residency with Carleton professors and staff. The children created nature journals in an art infused study of the school's natural environment. In a collaborative project with St. Olaf Environmental Science students, PCCS formed an Environmental Club. In a student-led initiative, funds were raised for a new hoop house. The relationship between PCCS and St. Olaf is continuing in 2023-2024 to explore ways to utilize this exciting new addition to the school grounds.

The Arts The arts' committee focused on re-establishing the arts residency cycle with an equity emphasis. The dance residency with artist Karla Nweje integrated stories of slavery and the Great Migration. This equity lens also informed the All School Book Club selections which included *The Most Beautiful Thing* by Kao Kalia Yang and *Firebird* by Misty Copeland and Christopher Myers.

Habits of Mind The sixteen Habits of Mind have provided a framework for supporting and evaluating children's journey for twenty years at Prairie Creek Community School. In the weekly teacher-powered professional development, there was a focus on reviewing the Habits through a reflection on their past, present and future role in our social and academic curriculum. Teachers taught targeted lessons and Habits language was intentionally woven into the narrative evaluation reports.

Student Achievement

PCCS has a progressive education, child-centered mission that focuses on the evaluation of the whole child. Families are provided with written narratives twice a year that detail the social, emotional and academic progress of each student. PCCS establishes academic goals both for the authorizer contract and the World's Best Workforce Plan. PCCS exceeded state average proficiency in Science, Math and Reading Minnesota Comprehensive Assessments. Full reports are documented in the Annual Report.

Financial Management

PCCS has steadily built a strong fund balance reserve, finishing FY23 with a fund balance of \$988,243 (41.5% of annual expenditures) which has kept the school fiscally sound and well positioned to weather unforeseen events. The audited financial statements for the year ending June 30, 2023 show General Fund total revenue at \$2,367,620 and General Fund total expenses in the amount of \$2,385,628 resulting in a net loss of \$18,008.

Summary

The school's mission is being acted upon with the supporting structure of a 2022-2026 strategic plan that is aligned to each of the four mission pillars. The school's mission is central to the teacher-led weekly two hour professional development commitment. The focus this year is on Literacy Connections across the Curriculum, Math, All School Book Club and Parent Education. There is excitement and energy about reinstituting relationships and partnerships with networks of educators and community experts.

Prairie Creek Community School 2022-2023 Annual Report

January 8, 2024

PCCS Mission



- PCCS is a community school
- PCCS is a child-centered school
- PCCS is a progressive education school
- PCCS works to make the world a better place

Mission in Action...Outdoor Learning

*We nurture a close connection with nature
and promote environmental stewardship*

- “Wild Wednesday” Forest Classroom
- Nature Arts Residency
- Field Trips
- St. Olaf Environmental Education partnership
- Hoop House Activities
- Wolf Ridge Week



Evaluation

Student Evaluation at PCCS focuses on the development of the whole child. Evaluation tools include:

- Formative Assessments
- Performance Observation
- Research Projects
- Thematic culminating events
- Arts Engagement
- Self-Reflection
- Habits of Mind

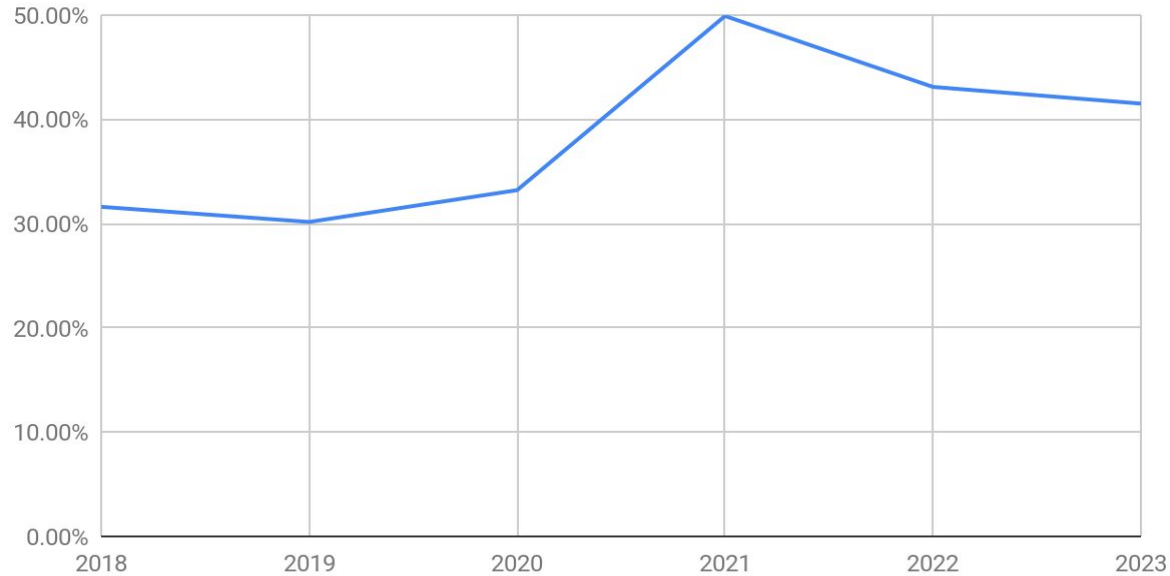
Minnesota Comprehensive Assessment Standardized Test Scores

*no MCAs administered statewide in 2020

Scores in %	2019	2021	2022	2023
PCCS Science	85.7	65.5	60.0	69.0
State Science	54.9	47.9	50.0	48.4
PCCS Math	70.5	51.9	56.2	60.7
State Math	55.5	44.2	44.8	46.0
PCCS Reading	70.5	72.0	73.0	73.0
State Reading	58.3	52.5	51.1	50.5

Financial Management

2023 PCCS Fund Balance 43.1%



Future Plans

Mission Aligned Strategic Plan 2022-2026

Key Strategic Action Focus for 2023-2024

- Community Connections
- Parent Education Evenings
- Arts Residency - St. Olaf Opera collaboration
- Implementation of “guided bird buddy” multi-age program
- Teacher residency program
- Teacher leadership initiatives



Questions and Discussion



Policy 906 COMMUNITY NOTIFICATION OF PREDATORY OFFENDERS

I. PURPOSE

The purpose of this policy is to assist school administrators and staff members in responding to a notification by a law enforcement agency that a convicted predatory offender is moving into the Northfield School District so that they may better protect individuals in the school's care while they are on or near the school district premises or under the control of the district.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of this district to provide information to staff regarding known predatory offenders that are moving into the district so that they may monitor school premises for the safety of the school, its students, and employees. Staff will be notified as appropriate and have access to Offender Fact Sheets.
- B. The superintendent, in cooperation with appropriate school transportation officials, will evaluate bus routes and bus stops. Bus drivers will have access to Offender Fact Sheets. If necessary, bus stops may be moved if they place children in close proximity to a predatory offender who has been convicted of crimes against children of similar ages.
- C. The superintendent, in conjunction with the building principal or their designee, shall prepare or provide safety information for distribution to students regarding protecting themselves from abuse, abduction, or exploitation. The district will prepare a list of available resources. Staff will provide safety information to students on how to protect themselves against abuse, abduction, or exploitation. School officials ~~may~~ will ask their ~~school resource police liaison~~ school resource officer for assistance in providing instruction to staff and students. Additional local law enforcement officials for assistance in providing instruction to staff and students may assist the school resource officer as needed.

III. DEFINITIONS

- A. ~~The "Sex Offender Community Notification Act,"~~ Minnesota Statute 244.052, as amended, allows law enforcement agencies to disclose information about certain predatory offenders when they are released into the community. The information disclosed and to whom it is disclosed will depend upon their assessment of the level of risk posed by the predatory offender.
- B. "Risk Level Assessment" is the level of danger to the community as established by the Minnesota Department of Corrections following a review by a committee of experts. The level of risk assigned to a soon-to-be-released offender determines the scope of notification.
- C. "Risk Levels"
 - 1. "Level I" – Risk Level I is assigned to a predatory offender whose risk assessment

score indicates a low risk of reoffense.

2. “Level II” – Risk Level II is assigned to a predatory offender whose risk assessment score indicates a moderate risk of reoffense.
3. “Level III” – Risk Level III is assigned to a predatory offender whose risk assessment score indicates a high risk of reoffense.

D. “Notification or Disclosure by Law Enforcement Agency”

1. Risk Level I – The local law enforcement agency may disclose certain information to other law enforcement agencies and to any victims of or witnesses to the offense committed by the offender. There will be no disclosure to school districts.
2. Risk Level II – In addition to those notified in Level I, a law enforcement agency may notify agencies and groups the offender is likely to encounter that the offender is about to move into the community and provide to those agencies and groups an Offender Fact Sheet on the offender. School districts, private schools, day care centers, and other institutions serving those likely to be victimized by the predatory offender are included in a Level II notification.
3. Risk Level III – In most cases, the local law enforcement agencies will hold a community meeting and distribute an Offender Fact Sheet with information concerning and a photograph of the soon-to-be-released Level III offender.

E. “Offender Fact Sheet” is a data sheet compiled by the Department of Corrections or local law enforcement agency. The Offender Fact Sheet contains both public and private data including a photograph and physical description of the predatory offender, as well as the general location of the offender’s residence.

1. A local law enforcement agency will generally provide Offender Fact Sheets for Level II predatory offenders directly to the district.
2. Level III Offender Fact Sheets will be distributed at a community meeting conducted by the local law enforcement agency.

F. “Law enforcement agency” means the law enforcement agency having primary jurisdiction over the location where the offender expects to reside upon release.

G. “Criminal history conviction data” is public data on a convicted criminal which is compiled by the State Bureau of Criminal Apprehension (BCA).

IV. PROCEDURES

A. Level II Notification

In keeping with the statutorily designated purpose that Offender Fact Sheets are to be used by staff members to secure the school and protect individuals in the district’s care while they are on or near the district’s premises or under the control of the district, the district will take the following steps:

1. The superintendent shall notify the law enforcement agencies within the district that all appropriate Level II and Level III notifications are to be provided at least to the superintendent of schools.
2. Upon notification of the release of a Level II predatory offender, the superintendent shall forward the Offender Fact Sheet to all building principals and ~~central-office~~ district administrators. This would include transportation, food service and buildings and grounds supervisors. Additionally, notification includes any contracted transportation service.
3. Principals of schools in close proximity to the Level II predatory offender's residence shall meet with staff and show the Offender Fact Sheet to persons within the buildings who supervise students or who would be in a position to observe if the Level II offender was in or around the school. This includes, but is not limited to, administrators, teachers, coaches, paraprofessionals, custodians, clerical and office workers, food service workers, volunteers, and transportation providers.
4. The district shall request criminal history conviction data on the Level II predatory offender from its local law enforcement agency. On a case-by-case basis, the superintendent may determine whether to send a letter to parents with general information regarding release of the Level II offender and a copy of the criminal history conviction data that the district obtained from its local law enforcement agency. The offender fact sheet contains data classified as private or not public under Minnesota law and may only be distributed to parents, students, or others outside the district if it determines the release is for the purpose of securing the schools and protecting individuals under the district's care while they are on or near school premises.
5. The building administrator shall cause the Offender Fact Sheet to be posted in each building in an area accessible to staff and employees but not the general public unless a determination has been made that public posting will help secure the school or protect students.
6. The district shall not distribute or provide access to Level II Offender Fact Sheets to parents, students, or others outside the district unless a determination has been made that dissemination of the data will help secure the school or protect students.

B. Level III Notification

1. The superintendent shall notify the law enforcement agencies within the district that all Level III notifications of community meetings are to be provided to the superintendent of schools.
2. When a Level III predatory offender is released into a community, generally the local law enforcement agency will notify the district of the time and location of the community meeting at which the Level III Offender Fact Sheet will be distributed to the community.
3. When the district receives this information, the superintendent shall determine on a case-by-case basis whether the district will notify parents and students of the time, date, and location of the community meeting.

4. When notified of a Level III predatory offender community meeting the superintendent or ~~another school district administrator designated by the superintendent~~ their designee shall attend the community notification meeting.
5. When the district receives information that a Level III predatory offender is moving into the district, in addition to following the procedures specified above, the district shall follow the procedures outlined for a Level II notification.
6. If the predatory offender is participating in programs offered by the district that require or allow the person to interact with children other than the person's children, the superintendent shall notify parents of children in the district of the contents of the Offender Fact Sheet.

Policy 906 Community Notification of Predatory Offenders

Adopted: 12.08.2008; Reviewed: 07.01.2019; Updated: INSERT DATE HERE

Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 244.052 (Predatory Offenders: Notice ~~Community Notification~~)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
~~42 U.S.C. § 16901 et seq. (Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Program)~~
34 U.S.C. 20901 et seq. (Jacob Wetterling, Megan Nicole Kanka, and Pam Lychner Sex Offender Registration and Notification Program)
~~Minnesota~~ Department of Administration Advisory Opinion: 98-004

Cross References: MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)

DISTRICT OFFICE

201 Orchard Street South

Northfield, MN 55057

PH 507.663.0600 • Fax 507.663.0611

www.northfieldschools.org

To: School Board Members
Dr. Hillmann, Superintendent

From: Hope Langston

Date: January 3, 2024

RE: Request to hire additional English Learner Instructional Support at Northfield Middle School for the remainder of the 2023-24 school year

As part of the 2022 district budget prioritization process, the EL Department experienced a 3.4 FTE reduction due to declining enrollment numbers in EL programming. In addition, our EL teacher:student ratio was adjusted to bring Northfield in line with other districts in the Big 9 and across the state. There is no current state or federal guidance on best practices for EL service minutes or student:teacher ratios. At the time of the reduction, the district expressed a commitment to maintaining a student/teacher ratio of 28-30 EL students per 1.0 teacher FTE.

The district is experiencing an influx of recently arriving students (RAELs) that require more support than was budgeted for this school year. The board approved this MS request for support in October, however, the support was shifted to Greenvale Park to cover a critical student need. GVP is currently enrolling 64 students with 2 FTE, so their teacher/student ratio also sits above the district target of 28-30 EL students per 1.0 teacher FTE.

Currently, our total EL enrollment as of 1/3/24 is 220 students with 36 at the middle school. 13 (36%) of our middle school EL students are newly arrived or Level 1 English learners, so there is a higher number of service minutes and support that must be provided per the district Language Instruction Education Plan.

Request: Hire a seven (7) hour per day English Learner (EL) Educational Assistant for the remainder of the 2023-24 school year at Northfield Middle School to support core instructional needs for Level 1 and RAEL students. This additional support will allow us to provide the appropriate service minutes for our middle school EL students.

The estimated maximum cost of salary and benefits for a 7.0 hour/day Educational Assistant is \$18,524. This projection assumes a start date of January 24th, end date of June 6th and family benefits.

Our current student/teacher ratios by building are:

Bridgewater: 26:1 FTE

Greenvale Park: 64:2 FTE or 32:1 FTE

Spring Creek: 25:1.5 FTE or 17:1 FTE

Northfield Middle School: 36:1 FTE (with 7 hour EA)

Northfield High School: 59:1 FTE or 30:1 FTE (with 6.25 hour EA)

ALC: 10:0.5 FTE

The percentage of Level 1 and RAEL students at each of our schools is:

Bridgewater: 27% - includes 3 newly enrolled students who are new to country.

Greenvale Park: 25% - includes 7 newly enrolled students who are new to country.

Spring Creek: 48% - includes 4 newly enrolled students who are new to country.

Northfield Middle School: 36% - includes 4 newly enrolled students who are new to country.

Northfield High School: 9% - includes 1 newly enrolled student who is new to country.

ALC: 10%

Potential timeline for Northfield High School (NHS) facility update bond referendum last updated 01.02.2024**Matt Hillmann, Ed.D., Superintendent**

Executive summary: This document outlines the proposed timeline for the decision, preparation, and execution of a November 2024 bond referendum election focused on improving the Northfield High School facilities.

Target Date	Action
October 2023	<ul style="list-style-type: none">• The board considers a random stratified sample voter survey• The board discusses the timeline for the potential 2024 bond election
November 2023	<ul style="list-style-type: none">• The board reviews previous high school discussions from 2017 and 2022 and clarifies the purpose of a potential high school bond• The board considers options for addressing high school deficiencies• Nov. 16: suggested work session date (5:30 pm—7:30 pm)• Nov. 18: NHS building tour for the public (10 am—12 pm)
December 2023	<ul style="list-style-type: none">• The board considers options for addressing high school deficiencies• Dec. 4: suggested work session (5:30 pm—7:30 pm)• Dec. 9: bus trip to tour Owatonna High School (Depart from NHS Door No. 1 at 12:15 pm)• Dec. 12: NHS building tour for the the public (6 pm—8 pm)
January 2024	<ul style="list-style-type: none">• The board considers options for addressing high school deficiencies• Random stratified sample community survey is conducted by Morris-Leatherman on Jan. 8 (the process will take five-to-ten days)• Jan. 16: board work session (5:30 pm—7:30 pm) at NHS media center• Jan. 20: NHS building tour for the public (10 am—12 pm)• Jan. 29: Public meeting and feedback session (6 pm—8 pm) at NHS auditorium
February 2024	<ul style="list-style-type: none">• Feb. 3: NHS building tour for the public (10 am—12 pm)• Feb. 26: board receives random stratified sample survey results at regular meeting
March 2024	<ul style="list-style-type: none">• March 5: board work session (5:30 pm—7:30 pm) at the NHS media center• March 11: target date for board decision about what questions to place on the Nov. 2024 ballot to address the facility issues at NHS• Bond informational campaign• NHS tours• Submit review and comment
April 2024	<ul style="list-style-type: none">• Bond informational campaign• NHS tours
May 2024	<ul style="list-style-type: none">• Bond informational campaign• Finalize ballot language
June 2024	<ul style="list-style-type: none">• Summer break
July 2024	<ul style="list-style-type: none">• Summer break
August 2024	<ul style="list-style-type: none">• Bond informational campaign resumes
September 2024	<ul style="list-style-type: none">• Bond informational campaign• NHS tours
October 2024	<ul style="list-style-type: none">• Bond informational campaign• NHS tours
November 2024	<ul style="list-style-type: none">• Bond informational campaign• Nov. 5: election day

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

December 11, 2023

District Office Boardroom

Board Member Amy Goerwitz participated remotely from an unrestricted location in Taiwan Taoyuan International Airport.

1. Call to Order

School Board Chair Claudia Gonzalez-George called the Regular meeting of the Northfield Board of Education of Independent School District No. 659 to order at 6:00 p.m. Board member attendance was taken. Present: Butler, Goerwitz, Gonzalez-George, Miller, Nelson, Quinnell, and Stratmoen. Absent: None. This meeting was open to the public, live-streamed and recorded, and access to the recording was posted to the school district website.

2. Agenda Approval/Table File

On a motion by Quinnell, seconded by Nelson, the board unanimously approved the agenda by roll call. Voting 'yes' was Butler, Goerwitz, Gonzalez-George, Miller, Nelson, Quinnell, and Stratmoen. No one voted 'no'.

3. Public Comment

There were no public comments.

4. Announcements and Recognitions

- The Northfield High School choirs held the annual Traditions Concert this past weekend at Skinner Memorial Chapel on the campus of Carleton College.
- Superintendent Hillmann presented Board Chair Claudia Gonzalez-George with a certificate honoring her for completing all four phases of MSBA's Leadership Development Program.

5. Items for Discussion and Reports

- a. Truth in Taxation Presentation for the Payable 2024 Property Tax Levy and Fiscal Year 2023-2024 General Fund Budget Revision Followed by Public Comment. The amount of the proposed levy for 2024 is \$21,946,253.35 and represents a 3.84% increase from the prior year. Director of Finance Val Mertesdorf reviewed the levy and recommended revisions to the 2023-24 general fund budget. The General Fund budget revision accounts for legislative impacts, final audited data, settled agreement with the Northfield Education Association and increased health premiums. The public was invited to speak following the truth in taxation presentation. There were no public comments.
- b. Policy Committee Recommendations. Dr. Hillmann presented the policy committee's recommended updates to policies 203, 441, 507, 902 and 903. This will be an item for individual action at the next board meeting.
- c. Potential 2024 Northfield High School Bond Referendum Update. Superintendent Hillmann reviewed the progress made at the Dec. 4 work session and updated board members on the Dec. 9 tour of Owatonna High School. Sal Bagley, Architect with Wold Architects and Engineers, and Shelby McQuay with Ehlers, Inc. were both available at the meeting to answer questions. We will add a public meeting on Monday, Jan. 29, 2024 and a board work session on Jan. 16, 2024 or Jan. 18, 2024. The target date for a board decision about what questions to place on the Nov 2024 ballot may be moved from Feb. 26, 2024 to March 11, 2024.

6. Consent Agenda

On a motion by Butler, seconded by Miller, the board unanimously approved the consent agenda items by roll call. Voting 'yes' was Butler, Goerwitz, Gonzalez-George, Miller, Nelson, Quinnell, and Stratmoen. No one voted 'no'.

- a. Minutes. Minutes of the Regular School Board meeting held on November 27, 2023.
- b. Gift Agreements. Gift agreements to be approved were attached.
- c. Personnel Items
 - i. Appointments
 1. Samuel Dwyer, RRR-Production Coordinator at the High School, beginning 1/2/2024-3/16/2024. \$4,217 stipend.

2. Kristen Johnson, 1.0 FTE Long Term Substitute Special Ed DCD Teacher at Greenvale Park, beginning 12/13/2023-4/1/2024. MA10, Step 10
 3. Nancy Johnson, RRR-Assistant Costumer at the High School, beginning 1/2/2024-3/16/2024. \$1,000 Stipend.
 4. Brent Kivell, RRR-Set Builder at the High School, beginning 1/2/2024-3/16/2024. \$3,000 Stipend.
 5. Tania Legvold, RRR-Lead Costumer at the High School, beginning 1/2/2024-3/16/2024. \$4,000 Stipend.
 6. Rebecca Lorang, .13 FTE English Learner Teacher at St. Dominic, beginning 1/2/2024. MA, Step 2
 7. Craig Wasner, RRR-Band Leader at the High School, beginning 1/2/2024-3/16/2024. \$4,217 stipend.
 8. Bobbie Rae Benson, Speech Judge at the High School, beginning 1/2/2024-4/30/2024. \$77.00/meet/event.
 9. Vanessa Winter, Community School Site Assistant for up to 12 hours/week at Bridgewater, beginning 1/2/2024-5/24/2024. \$14.90/hr.
 10. Community Education Winter Brochure Instructors.
- ii. Increase/Decrease/Change in Assignment
1. Danielle Crase, 1.0 Assistant Girls Golf Coach at the High School, change to .7 Assistant Girls Golf Coach at the High School, effective 3/18/2024.
 2. Doug Davis, .3 Head Boys Swimming/Assistant Boys Swimming Diving at the High School, change to .2 Head Boys Swimming/Assistant Boys Swimming Diving at the High School, effective 11/27/2023.
 3. Sean Finger, Assistant Boys Basketball Coach (paid by booster club) at the High School, change to 9th Grade Boys Basketball Coach at the High School, effective 11/20/2023.
 4. Seth Hansen, KV Site Assistant for 28.5 hours/week at Greenvale Park, change to KV Substitute, effective 12/1/2023.
 5. Heather Kuehl, English Teacher at the Middle School, add Homebound Instructor at the Middle School, effective 12/4/2023-6/6/2024.
 3. Mallory Nystuen, Special Ed EA PCA for 6.75 hours/day at Spring Creek, add Supervisory for .25 hours/day at Spring Creek, effective 11/27/2023.
 6. Deb Pack, Special Ed EA PCA and Bus Duty for 7.75 hours/day at the High School, change to Special Ed EA PCA and Bus Duty for 8.92 hours/day at the High School, effective 12/1/2023-6/9/2024.
 7. Brian Porter, .70 Assistant Boys Swimming Coach at the High School, change to .80 Assistant Boys Swimming Coach at the High School, effective 11/27/2023.
 8. Deborah Seitz, Special Ed Teacher at the Middle School, add Homebound Instructor for 5 hours/week with the District, effective 12/4/2023-6/9/2024.
 9. Ella Whitten, Special Ed EA for 6.75 hours/day and Bus Duty for 1.08 hours/day at Greenvale Park, change to Special Ed EA for 6.75 hours/day at Greenvale Park, effective 11/30/2023.
 10. Ella Whitten, Special Ed EA for 6.75 hours/day at Greenvale Park, add Supervision for .50 hours/day at Greenvale Park, effective 12/1/2023.
 11. Pam Charlton, Grade 1 Teacher at Bridgewater, add Community School Teacher for up to 8 hours/week at Bridgewater, effective 12/4/2023-5/18/2024. \$40/hr.
 12. Molly Gleason, 1.0 Assistant Girls Cross Country Coach at the High School, change to .2 Assistant Girls Cross Country Coach at the High School, effective 8/12/2024.
 13. Rebecca Lorang, .13 FTE EL Teacher at St. Dominic, effective 1/2/2024, change start date to 1/4/2024.
- iii. Leave of Absence
1. Katie Hanson, Special Ed Teacher at the Middle School, FMLA leave of absence beginning 12/4/2023 and continue on an intermittent basis for up to 60 work days.
 2. Amanda Feldmann, Grade 2 Teacher at Greenvale Park, FMLA leave of absence beginning on or about 4/22/2024 and continue through the end of the 2023-2024 school year.
 3. Krista Sorenson, General Education EA at Spring Creek, medical leave of absence beginning 12/4/2023 and extending through 12/21/2023.
- iv. Retirements/Resignations/Terminations
1. n/a
- v. Seniority Lists
- The board was requested to approve the 2023-2024 Principal/Assistant Principals Seniority List and the 2023-2024 Teacher Seniority List.

7. Items for Individual Action

- a. Proposed 2024-2025 School Year Calendar. Superintendent Hillmann presented the proposed 2024-2025 school year calendar at the October 23, 2023 board meeting. This proposed calendar includes a modification to shift eight hours of time from the pre-service work week in August to be used for scheduled evening parent-teacher conferences during the 2024-25 school year. On a motion by Nelson, seconded by Miller, the board unanimously approved by roll call the proposed 2024-2025 school year calendar with the updates presented. Voting 'yes' was Butler, Goerwitz, Gonzalez-George, Miller, Nelson, Quinnell, and Stratmoen. No one voted 'no'.
- b. Policy Recommendation. On a motion by Butler, seconded by Miller, the board unanimously adopted by roll call policy 207 as presented. Voting 'yes' was Butler, Goerwitz, Gonzalez-George, Miller, Nelson, Quinnell, and Stratmoen. No one voted 'no'.
- c. Certify Final 2023 Payable 2024 Tax Levy. On a motion by Nelson, seconded by Miller, the board unanimously certified to County Auditors the 2023 Payable 2024 Final Certified Levy Limitation and Certification Report in the amount of \$21,946,253.35 which represents a 3.84% increase from the prior year. Voting 'yes' was Butler, Goerwitz, Gonzalez-George, Miller, Nelson, Quinnell, and Stratmoen. No one voted 'no'.
- d. Fiscal Year 2023-2024 General Fund Budget Revision. On a motion by Miller, seconded by Butler, the board unanimously approved by roll call the revised 2023-24 general fund budget of revenues of \$62,956,616 and expenditures of \$62,170,588. Voting 'yes' was Butler, Goerwitz, Gonzalez-George, Miller, Nelson, Quinnell, and Stratmoen. No one voted 'no'.
- e. Approval of Bid for District iPad Purchase. On a motion by Miller, seconded by Nelson, the board was asked to approve the purchase of the district's iPads as recommended by Director Knutson and Director Mertesdorf. After an amendment, a motion by Miller, seconded by Nelson, the board unanimously approved by roll call the sale of approximately 3,800 6th generation district-owned iPads to Electronics Deals, Inc. at a guaranteed price of \$363,090.00. Voting 'yes' was Butler, Goerwitz, Gonzalez-George, Miller, Nelson, Quinnell, and Stratmoen. No one voted 'no'.

8. Items for Information

- a. Enrollment Report. Superintendent Hillmann reviewed the December 2023 enrollment report.

9. Future Meetings and Training

- a. Wednesday & Thursday, December 20 & 21, 2023, 5:30 p.m., MSBA Phase III Training
- b. Monday, January 8, 2024, 6:00 p.m., Organizational Board Meeting followed by the Regular Board Meeting, Northfield DO Boardroom
- c. Monday, January 22, 2024, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom

10. Adjournment

On a motion by Stratmoen, seconded by Quinnell, the board unanimously approved by roll call to adjourn the regular board meeting at 7:20 p.m. Voting 'yes' was Butler, Goerwitz, Gonzalez-George, Miller, Nelson, Quinnell, and Stratmoen. No one voted 'no'.

Amy Goerwitz
School Board Clerk

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: Amy Goerwitz, Clerk

Date of the bequest, donation, or gift:	Non-monetary item(s) received: (Please list N/A if not applicable)	Amount:	Who the bequest, donation, or gift is from:	What is the bequest, donation, or gift for?
11/26/23		\$30.00	Sara Ailabouni	Nordic ski team donation
11/11/2023-11/30/2023		\$139.00	Various Greenvale 4th Grade families	Greenvale 4th Grade Ordway field trip scholarships
12/12/23		\$628.00	Northfield Fine Arts Booster Club, Inc.	Summer band and orchestra lessons scholarships
12/12/23		\$800.00	Northfield Fine Arts Booster Club, Inc.	NMS music t-shirts scholarships
12/6/23		\$2,205.70	Northfield SHARES	E. Hansen and P. Lamb scholarships
12/6/23		\$500.00	Northfield SHARES	E. Salisbury teaching scholarship
12/18/23		\$750.00	Northside Boards LLC	Ski and Snowboard Sponsorship for Northfield Community Education
12/22/23		\$619.64	Andrew Holmquist	Matthew Holmquist Arts Scholarship
12/7/23		\$10.00	Kelli Hoskins	Bridgewater 1st Grade Children's Theater Field Trip Donation
12/4/23	a bag of baby dolls	\$0.00	Megan Holleran	ECFE, preschool
12/11/23		\$250.00	Jirak Sod Farms	Robotics Donation
12/11/23		\$50.00	Kwik Trip	Robotics Donation
12/14/23	chromatic bell set (2 octave range) and an assortment of percussion mallets/sticks)!	Value unknown	Jon Manners	BW Music Room
12/18/23		\$100.00	Benjamin Bus	Robotics
12/15/23		\$128.25	Anonymous	Snack Cart for two students
12/19/23	2 violins (both 3/4 size)	Value unknown	Laura Geissler	instruments for orchestra program students to use
9/25/23	2 instruments: 1 full size cello, 1 15 inch viola	Value unknown	Mary Frazier	orchestra instruments for district students to use
12/30/23		\$50.00	Gerald Melnychuk	Robotics Club
1/3/24		\$1,500.00	Minnesota FFA Foundation, Inc.	FFA Donation
12/6/23-1/3/24		\$238.00	Various Bridgewater 3rd-5th Grade families	Bridgewater Phy Ed Roller Skating Unit scholarships
12/6/23		\$10.00	Various Northfield Middle School families	NMS 7th & 8th Grade Choir Peter Pan @ The Ordway field trip scholarships
12/23/23		\$15.00	Amy Willkomm	Robotics Sponsorship donation
12/23/23		\$100.00	Mark Melnychuk	Robotics Sponsorship donation
1/1/24		\$50.00	Mike Melnychuk	Robotics Sponsorship donation
1/2/24		\$1,500.00	Post Consumer Brands	Robotics Sponsorship donation

Policy 203 OPERATION OF THE SCHOOL BOARD OF EDUCATION - BYLAWS

I. NAME

The name of this body is the Independent School District 659 Board of Education.
“School board” or “board” means the governing body of Northfield Public Schools.

II. LEGAL BASIS

The school board is the governing body of the school district. As such, the school board has responsibility for the care, management, and control over public schools in the school district. The basis for the establishment and operation of the school board lies in the State of Minnesota Constitution, Minnesota Statutes, court interpretations of these laws, and the powers implied under them.

III. RESPONSIBILITIES OF THE SCHOOL BOARD

The board will create policy, delegate responsibility for, and/or take action to:

- A. Hire the superintendent, delegate operational responsibilities, and evaluate them as outlined in Policy 302.
- B. Review the district vision statement and strategic plan annually at least every five years.
- C. Review progress as presented in the superintendent’s annual “state of the district” presentation and the state-required World’s Best Workforce report presentation.
- D. Provide for the evaluation and improvement of instructional programs and the services that support them.
- E. Establish a learning environment for education by providing necessary buildings and equipment, materials, and staffing to support the instructional process and to provide for the comfort, health, and safety of students, staff, and visitors when they are in attendance at school or engaged in school-sponsored activities.
- F. Provide for the recruitment, assignment, supervision, evaluation, professional growth, compensation, and termination of all permanent, temporary, and part-time employees.
- G. Designate district staff to enroll students for instruction,~~and~~ Excuse, exclude, suspend, or expel students from instruction for sufficient cause in accordance with Minnesota Statutes and current board policy.
- H. Provide transportation for students to and from school, in accordance with Minnesota Statutes and other applicable laws.
- I. Set standards for student conduct and clear guidelines for employee responses in the case of unacceptable student behavior. Inform students and their parents/guardians/caregivers of their rights and their responsibilities.
- J. Maintain and preserve essential student and other governmental records according to federal law and Minnesota Statutes.
- K. Establish graduation requirements and provide reports to students and parents on educational progress.
- L. Disseminate district information to residents of the district in accordance with Minnesota Statutes.

- M. Pursuant to law, provide for levying of taxes as necessary for the operation of schools, and for the payment of indebtedness and all proper expenses of the district. These levies are to be certified to the county auditor by the date established by statute unless otherwise provided for by special directive.
- N. Approve the budget for all funds of the district before July 1 of each year.
- O. Authorize an annual financial audit.
- P. Approve a school calendar for each academic year ~~at the discretion of the board.~~
- Q. Finance the district through the receipt of state and federal aid, the adoption of local tax levies, the sale of bonds, the borrowing of money, and the receipt of gifts, grants, fees, and other revenues.
- R. Designate depositories for school funds.
- S. Maintain a financial accounting and reporting system.
- T. Approve payment of all bills and disbursements.
- U. Coordinate services of the district with those of other governmental agencies and districts.
- V. Provide for the use of school facilities by the general public.
- W. Participate in local, state, regional, and national board organizations, as deemed appropriate by the board.
- X. Perform such other duties and carry out such other responsibilities as may be authorized or required by law.
- Y. Advocate for the district within the community and state.

The board freely subscribes to tenets of the School Board Member Code of Ethics of the Minnesota School Boards Association and will strive to uphold those principles in carrying out its responsibilities.

IV. MEMBERSHIP

- A. The board will consist of seven elected members and the superintendent as a non-voting ex-officio member.
- B. Newly elected members will be sworn in at the ~~first regular~~ organizational meeting in January following the election, ~~or at some other time prior to January 15.~~
- C. The term of office for members will be four years and until a successor qualifies.
- D. The board will fill a vacancy in accordance with Minnesota statutes with guidance from the Minnesota School Boards Association.
- E. The board may remove for proper cause any member or officer of the board and fill the vacancy in accordance with Minnesota statutes.

V. COMPENSATION

Members of the board will receive compensation as fixed by the board at the annual organizational meeting.

VI. OFFICERS

- A. At the first meeting in January, the board will select a chairperson, vice-chairperson, clerk, and treasurer, ~~who will hold their offices for one year and~~

~~until their successors are selected.~~ for a term of one year. If elected, board members may serve multiple consecutive terms.

B. Duties:

1. The chairperson will:
 - a. Preside at all meetings of the board when present.
 - b. Countersign all orders for claims approved by the board.
 - c. Sign contracts or agreements approved by the board when the signature of the chairperson is required. If a deadline must be met and the chairperson is unavailable, the vice-chairperson is authorized to sign the document as acting chairperson.
 - d. Represent the district in all appropriate actions consistent with board directives and policies.
 - e. Appoint all special committees and standing committees, serve as an ex-officio member on all such committees, and attend committee meetings at their discretion. Such appointments will be made at the organizational meeting in January but no later than the second meeting in January.
 - f. Appoint a parliamentarian.
 - g. Confer with the superintendent, as may be necessary and desirable regarding school matters, including the preparation of regular and special meeting agendas as needed.
 - h. Lead evaluation of the superintendent.
 - i. Perform such other duties as required by law, and perform all duties usually incumbent on such an officer.
 - j. Provide leadership in carrying out the powers and duties of the board and act as spokesperson for the board unless this responsibility has been delegated to others. The chair shall have completed MSBA Phase I, II, III, and IV training prior to serving as chair to ensure governance norms and protocols. If the board determines there is not a member who qualifies, this policy may be waived upon majority vote, and the appointed chair will commit to completing phases within one year.
2. The vice-chairperson will:
 - a. Perform the duties of the chairperson ~~in the event that~~ if they are unable to preside. Should both the chairperson and vice-chairperson be unable to preside, the remaining members will select a member to serve in that capacity until such time that the chairperson or vice-chairperson can return to their duties. The vice-chair is encouraged to complete MSBA Phase III and IV training during their terms as vice-chairperson.
 - b. Perform such other duties as required by law and perform all duties usually incumbent on such an officer.
3. The clerk, either directly or through the administrative staff of the district, will:
 - a. Keep a record of all meetings of the board.
 - b. In a timely manner, file with the board a report of the revenues, expenditures, and balances in each fund for the preceding fiscal year.
 - c. Make and transmit reports pursuant to the Uniform Financial Accounting and Reporting System for Minnesota Schools as required by state law.

- d. Sign all orders from the treasurer for claims approved by the board.
 - e. With the chairperson, sign contracts or agreements approved by the board, when the signature of the clerk is required. If a deadline must be met and the clerk is unavailable, the treasurer is authorized to sign the document as acting clerk.
 - f. Perform such duties as required by state election laws relative to district elections.
 - g. Perform such other duties as required by law and perform all duties usually incumbent on such an officer.
 - h. The clerk is encouraged to complete MSBA Phase III training during their terms as clerk.
4. The treasurer, either directly or through the administrative staff of the district, will:
- a. Keep detailed records of all orders processed by the board, according to law.
 - b. Have custody of all monies belonging to the district. Upon receipt of district funds, the treasurer will cause such funds to be promptly deposited in the legal depositories designated and approved by the board.
 - c. Sign all orders for claims approved by the board.
 - d. Perform such other duties as required by law and perform all duties usually incumbent on such an officer.
 - e. In the event there are insufficient funds on hand to pay valid orders presented to the treasurer, the treasurer shall receive, endorse and process the orders in accordance with Minnesota statutes section 123B.12.
 - f. The treasurer is encouraged to complete MSBA Phase III training during their terms as treasurer.

VII. MEETINGS OF THE BOARD

“Meeting” means a gathering of at least a quorum of school board members or quorum of a committee or subcommittee of school board members, at which members discuss, decide, or receive information as a group on issues relating to the official business of the school board. The term does not include a chance or social gathering or the use of social media by members of a public body so long as the social media use is limited to exchanges with all members of the general public. For purposes of the Open Meeting Law, social media does not include e-mail.

A. Open Meetings

- 1. Except as otherwise expressly provided by statute, all meetings of the board, including executive sessions, shall ~~will~~ be open to the public for attendance except as otherwise provided by law.
- 2. Meeting times, dates, and locations or any changes thereof will be posted at the district office, on the district website, and given to the official newspaper of the district.

B. Types of Meetings

1. Organizational meeting

a. The board will meet annually on the first Monday meeting in January, or as soon thereafter as practicable, and organize by selecting a chair, a clerk, a treasurer, and such other officers as determined by the board.

b. The agenda will include the following topics:

1. Administration of the oath of office to all ~~new or reelected~~ members.
2. Election of officers.
3. Compensation for board members.
4. Approval of a mileage reimbursement rate for the use of private automobiles on district business.
5. Designation of an official newspaper.
6. Designation of official depositories for district funds.
7. Designation of official depositories for district investments.
8. Authorization of procedures for the investment of excess funds in accordance with Minnesota Statutes.
9. Authorization of payments for goods and services in advance of board approval.
10. Authorization of use of facsimile signatures and surety bonds pursuant to Minnesota Statutes.
11. Approval of board membership in local, state, and national organizations.
12. Appointment of board representatives to other groups and committees.
13. Other items deemed appropriate by members for the proper organization of the board.

To align with fiscal and planning calendars, certain of these topics may be included in the agenda of a meeting held the prior July.

c. Adjournment:

The meeting will be adjourned following the organization of the board. Other business may be introduced at regular or special meetings following the organizational meeting.

2. Regular meeting

a. Regular meetings of the board will be held at 6:00 p.m. on the second and fourth Mondays of each month in the District Office Boardroom. Meetings of the board shall be adjourned at or before 9:00 p.m. whenever possible. Meetings may be extended later than 9:00 p.m. by a majority vote of the board. The board may change the time, date, or location of regular meetings by majority action, and must notify the official newspaper accordingly.

b. Order of business: Business topics at regular meetings will normally be treated in the following order:

1. Call to order
2. Approval of the agenda
3. Public comment

4. Announcements and recognitions
5. Items for discussion and reports
6. Committee reports
7. Consent agenda
8. Items for individual action
9. Items for information
10. Future meetings
11. Adjournment

Items that usually do not require discussion or explanation prior to board action, are non-controversial and/or routine items of business, or are items that have already been discussed and/or explained and do not require further discussion or explanation will be included as part of the consent agenda and passed as one motion. At the request of any board member, an item will be removed from the consent agenda for separate discussion and action.

3. Special meeting

- a. Special meetings of the board may be called by the chairperson, clerk or by any four members of the board who file such a request with the clerk.
- b. Unless specifically provided to the contrary, special meetings will be held in the District Office Boardroom. The clerk or designee will notify members of special meetings in writing by mail or electronic transmission received at least three days prior to the date set for the meeting.
- c. Closed meetings will be held as allowed by law.
- d. Work sessions may be called by the chairperson as needed.
- e. The Minnesota Department of Education has issued an opinion that a government entity is limited to acting only on those matters specifically included in the notice of a special meeting.

4. Emergency meeting

- a. An emergency meeting may be called by the chairperson, clerk or any four members of the board or their designee, when, and only when, the immediate action of the board is required. While the statute leaves the question to the board of whether the circumstances require immediate consideration at an emergency meeting, the advisory opinions of the Minnesota Department of Education would limit such meetings to responding to natural disasters, ~~or~~ health epidemics, or a crisis caused by an event such as an accident or terrorist attack.
- b. All such meetings will, if possible, be held in the District Office Boardroom.
- c. No business may be transacted at an emergency meeting except as noted in the request for the meeting.

5. Recessed or Continued meeting

If a meeting is a recessed or continued session of a previous meeting, and the time and place of the meeting was established during the previous meeting and recorded in the minutes of that meeting, then no further published or mailed notice is necessary.

6. Closed meeting
Meetings shall be closed only when expressly authorized by law. The notice requirements of the Minnesota Open Meeting Law apply to closed meetings.
7. Meeting during Pandemics or Chapter 12 Emergency
In the event of a health pandemic or an emergency declared under Minn. Stat. Ch. 12, a meeting may be conducted by telephone or interactive technology in compliance with Minnesota Statute 13D.021.
8. Meeting by Interactive Technology
A meeting may be conducted by interactive technology, internet conference calling Zoom, Skype, or other similar electronic means in compliance with Minnesota Statute [13D.02](#).

C. Quorum

A majority of the voting members of the board constitute a quorum. A quorum will be four voting members of the board. Generally, any action taken in the absence of a quorum is null and void. The only official legal actions that the board may take in the absence of a quorum are to fix the time at which to adjourn, adjourn, recess, or take measures to obtain a quorum.

D. Agenda Preparation and Dissemination

1. The superintendent will prepare the agenda for all meetings of the board and they will consult with the board chairperson, other board members as needed, and members of the administrative staff when appropriate.
2. Items of business may be suggested by any board member, staff member, student, business or property owner, resident, or parent/guardian/caregiver of the district. Items suggested may be included at the discretion of the superintendent and the chairperson of the board. Individuals may address the board under the rules of the public comment as listed on the board agenda.
3. The agenda will be distributed to board members on the Thursday before each board meeting. Supporting materials will normally be distributed to board members with the agenda on the Thursday before each board meeting but may be distributed as late as Friday in special circumstances as agreed upon by the superintendent and the board chair.
4. The agenda will also be made available to the press, representatives of the community, staff, and student organizations, and to others upon request.
5. Late items will be distributed to board members at the board via the table file meeting.
6. The board may not, unless required by urgent circumstances, revise current or adopt new board policies unless such action has been scheduled.

E. Voting

Each elected member of the board will have one vote. A roll call vote will be taken when required by law or when requested by one or more board members.

F. Minutes

The vote of each member, including abstentions, shall be recorded in the minutes. If the vote is unanimous, it may be reflected as unanimous in the minutes if the minutes also reflect the members present. The district will maintain its records so that they will be available for inspection by members of the general public and to provide for the publication of its official proceedings in compliance with Minnesota Statutes.

G. Rule of Order and Parliamentary Authority. Rules of order for school board meetings shall be as follows:

1. Minnesota statutes where specified.
2. Specific rules of order as provided by the school board consistent with Minnesota statutes.
3. Robert's Rules of Order Newly Revised will govern the parliamentary procedure of the board in its deliberations.
4. A motion will be adopted or carried if it receives the affirmative votes of a majority of those voting on the matter. Abstentions are considered to be acquiescence to the vote of the majority. It should be noted that some motions by statute or Robert's Rule of Order require larger numbers of affirmative votes.
5. The chair shall decide the order in which board members will be recognized to address an issue. A member shall only speak to an issue after the member is recognized by the chair.

VIII. SCHOOL BOARD COMMITTEES AND REPRESENTATIVES

- A. School board standing or special committees may be created by the board when it is determined that a committee process facilitates the mission of the board.
- B. The board has determined that certain permanent standing committees, as described in this policy, do facilitate the operation of the board and the district.
- C. A board committee or subcommittee will be formed by board resolution which shall outline the duties and purpose of the committee or subcommittee.
- D. A committee or subcommittee is advisory in nature and has only such authority as specified by the board.
- E. The board will receive reports or recommendations from a committee or subcommittee for consideration. The board, however, retains the right and has the duty to make all final decisions related to such reports or recommendations.
- F. The board also may establish such ad hoc committees for specific purposes as it deems appropriate.
- G. The board reserves the right to limit, create, or abolish any standing or ad hoc committee as it deems appropriate.
- H. A committee of the board shall not appoint a subcommittee of that committee without the approval of the board.

IX. APPOINTMENT OF COMMITTEES

- A. The board hereby appoints the following standing committees:
 - 1. Meet and confer
 - 2. Negotiations
 - 3. Policy
- B. The board will establish, by resolution, for each standing or ad hoc committee the number of members, the term, and the charge or mission of each such committee.

X. PROCEDURES FOR SCHOOL BOARD ADVISORY COMMITTEES

- A. Advisory committees will be representative of the community in relation to the tasks delegated to them. Based on the recommendation of the superintendent, the board may approve the members of a committee and/or the method of their selection.
- B. Advisory committees will serve in an advisory capacity only, proposing recommendations based on analysis of a problem, and will exist only as long as necessary for the study and the report to the board on particular projects assigned to them. The board will give careful consideration to all recommendations from advisory committees, although final action and responsibility will remain with the board. The board may dissolve advisory committees as needed.
- C. The superintendent or their designee will be an ex-officio member of all advisory committees.
- D. All meetings of committees or subcommittees shall be open to the public in compliance with the Open Meeting Law, and notice shall be given as prescribed by law.

XI. AMENDMENTS TO BYLAWS

A quorum of the board may temporarily suspend these bylaws at any regular or special board meeting by a unanimous vote of the board members present.

XII. APPLICATION OF LAWS

These bylaws or any portion thereof will be superseded by subsequent changes in the applicable laws.

Policy 203 Operation of the School Board - Bylaws

Adopted: 12.13.2004; Revised: 05.13.2013, 07.01.2019, 12.02.2019, 12.13.2021; Non-Substantive Update: 02.08.2022;
Updated: 08.22.2022, 04.10.2023, INSERT DATE HERE

Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

Legal References: Minn. Stat. § 13D (Open Meeting Law)
Minn. Stat. § 123B.09, Subd. 10 (Publishing Proceedings)
Minn. Stat. § 123B.09, Subd. 7 (School Board Powers)
Minn. Stat. § 123B.14, Subd. 7 (Record of Meetings)
Minn. Stat. § 331A.01 (Definition)

Minn. Stat. § 331A.05, Subd. 8 (Notice Regarding Published Summaries)
 Minn. Stat. § 331A.08, Subd. 3 (Publication of Proceedings)
 Op. Atty. Gen. 161-a-20, December 17, 1970
Ketterer v. Independent School District No. 1, 248 Minn. 212, 79 N.W.2d 428 (1956)
 Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
 Minn. Stat. Ch. 13D (Open Meeting Law)
 Minn. Stat. § 121A.47, Subd. 5 (Exclusion and Expulsion Procedures)
 Minn. Stat. § 122A.33, Subd. 3 (Coaches; Opportunity to Respond)
 Minn. Stat. § 122A.40, Subd. 14 (Teacher Discharge Hearing)
 Minn. Stat. § 179A.14, Subd. 3 (Labor Negotiations)
 Minn. Rules Part 5510.2810 (Bureau of Mediation Services)
Brown v. Cannon Falls Township, 723 N.W.2d 31 (Minn. App. 2006)
Brainerd Daily Dispatch v. Dehen, 693 N.W.2d 435 (Minn. App. 2005)
The Free Press v. County of Blue Earth, 677 N.W.2d 471 (Minn. App. 2004)
Prior Lake American v. Mader, 642 N.W.2d 729 (Minn. 2002)
Star Tribune v. Board of Education, Special School District No. 1, 507 N.W.2d 869 (Minn. App. 1993)
Minnesota Daily v. University of Minnesota, 432 N.W.2d 189 (Minn. App. 1988)
Moberg v. Independent School District No. 281, 336 N.W.2d 510 (Minn. 1983)
Sovereign v. Dunn, 498 N.W.2d 62 (Minn. App. 1993), *rev. denied*. (Minn. 1993)
 Dept. of Admin. Advisory Op. No. 10-013 (April 29, 2010)
 Dept. of Admin. Advisory Op. No. 19-006 (April 9, 2019)
 Dept. of Admin. Advisory Op. No. 21-003 (April 19, 2021)
 Dept. of Admin. Advisory Op. No. 21-002 (January 13, 2021)
 Dept. of Admin. Advisory Op. No. 19-012 (October 24, 2019)
 Dept. of Admin. Advisory Op. No. 19-008 (May 22, 2019)
 Dept. of Admin. Advisory Op. No. 18-019 (December 28, 2018)
 Dept. of Admin. Advisory Op. No. 17-005 (June 22, 2017)
 Dept. of Admin. Advisory Op. No. 13-009 (March 19, 2013)
 Dept. of Admin. Advisory Op. No. 13-015 (December 23, 2013)
 Dept. of Admin. Advisory Op. No. 12-004 (March 8, 2012)
 Dept. of Admin. Advisory Op. No. 11-004 (April 18, 2011)
 Dept. of Admin. Advisory Op. No. 10-020 (September 23, 2010)
 Dept. of Admin. Advisory Op. No. 09-020 (September 8, 2009)
 Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)
 Dept. of Admin. Advisory Op. No. 06-027 (September 28, 2006)
 Dept. of Admin. Advisory Op. No. 04-004 (February 3, 2004)

M.S., Sec. 127.26, et. seq.	M.S. 123.33, Subd. 1	M.S. 123.34, Subd. 3,4,5,7
M.S. 123.76, et seq.	M.S. 123.33, Subd. 2,3,4	M.S. 471.705
M.S. 13.01, et. seq.	M.S. 123.33, Subd. 8	M.S. 118.005, 118.01, 124.05
M.S. 123.35, Subd. 4; M.S. 275.07	M.S. 123.34, Subd. 1	M.S. 123.335 and 471.38
M.S. 121.908, Subd. 3a.	M.S. 123.34, Subd. 2	M.S. 47.41, M.S. 47.42
M.S. 124.05	M.S. 123.34, Subd. 8	M.S. 123.33, Subd. 5
M.S. 125.12	M.S. 121.908	M.S. 123.38, Subd 11
M.S. 127.26, et. seq.	M.S. 124.19	M.S. 123.33, Sub. 6

Cross References: MSBA/MASA Model Policy 201 (Legal Status of the School Board)
MSBA/MASA Model Policy 202 (School Board Officers)
 MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)
MSBA/MASA Model Policy 203.1 (School Board Procedures; Rules of Order)
 MSBA/MASA Model Policy 203.2 (Order of the Regular School Board Meeting)
MSBA/MASA Model Policy 203.5 (School Board Meeting Agenda)
 MSBA/MASA Model Policy 203.6 (Consent Agendas)
 MSBA/MASA Model Policy 204 (School Board Meeting Minutes)
 MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)
 MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about
 Persons at School Board Meetings and Data Privacy Considerations)
 MSBA/MASA Model Policy 207 (Public Hearings)
MSBA/MASA Model Policy 208 (Development Adoption and Implementation of Policies)
MSBA/MASA Model Policy 209 (Code of Ethics)
MSBA/MASA Model Policy 201 (Conflict of Interest - School Board Members)
MSBA/MASA Model Policy 211 (Criminal or Civil Action Against School District, School Board
 Member, Employee, or Student)
MSBA/MASA Model Policy 212 (School Board Member Development)

MSBA/MASA Model Policy 213 (School Board Committees)

MSBA/MASA Model Policy 214 (School Board Member Out-of-State Travel)

MSBA/MASA Model Policy 406 (Public and Private Personnel Data)

MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties

MSBA Service Manual, Chapter 13, School Law Bulletin "C" (Minnesota's Open Meeting Law)

MSBA Law Bulletin "C" (Minnesota's Open Meeting Law)

Policy 441 USE OF TECHNOLOGY AND TELECOMMUNICATIONS SYSTEMS BY EMPLOYEES

I. PURPOSE

The Northfield School District provides technology and telecommunications resources for district employees to support the educational and operational mission of the district. Access to and use of technology resources for students and employees is a fundamental part of the school day. This policy covers district employee use of all technology and telecommunications resources in the district. The purpose of this policy is to govern and guide the appropriate use of these resources.

II. GENERAL STATEMENT OF POLICY

The district provides technology and devices to employees in order to support quality education, information and communication systems. It is the expectation that staff will use these technologies for meaningful educational activities that support the curriculum and district operations needs, as well as provide strong guidance and supervision toward appropriate student use.

III. EMPLOYEE EXPECTATIONS FOR TECHNOLOGY USE

1. Each employee shall act responsibly when utilizing technology resources.
 - a. The use of the district ~~network/internet/email system~~ technology services and devices is a privilege, not a right. Employees may occasionally access district ~~networks/internet/email/devices~~ technology services and devices for personal use as long as it does not interfere with the employee's job duties and performance. Employees will use electronic information resources in compliance with all existing school board policies.
 - b. Devices issued to a district employee will be used by the employee only. If an employee is using a shared device, they must use their own unique credentials and user profiles. The Director of Technology Services or their designee may make exceptions.
 - c. Employees will not:
 - Use district technology resources to access student, guardian, or staff data that is not needed to carry out their role for the district.
 - Use the district technology resources to access, display, store, upload, download, distribute or print pornographic, obscene or sexually explicit materials.
 - Use the district technology resources to access, display, store, upload, download, distribute or print materials that advocate violence, harassment or discrimination or are disruptive in any way.
 - Send abusive, intimidating, harassing, or unwanted material, such as advertising, causing the work of others to be disrupted.
 - Use the district technology resources to vandalize, damage or disable the property of another person, will not make deliberate attempts to degrade, vandalize or disrupt equipment, software, or system performance, will not violate the network's security in any way, and will not use the district technology and devices in any way so as to disrupt the use of the system by other users.
 - Use the district technology resources to gain unauthorized access to resources, passwords, accounts, information or files without direct permission from a network authority.

- Use district technology resources to violate copyright laws, download or pirate software or plagiarize information.
 - Mishandle devices in a way that will cause damage to the device. Multiple occurrences may result in the employee's financial responsibility for repair or replacement.
 - Send or forward unnecessary or frivolous emails or messages in any quantity to other users of the district email system. Transmission of chain letters and pyramid schemes is strictly prohibited.
 - Use district technology resources for commercial purposes, political lobbying or solicitation of any kind.
 - Use non-district equipment to access the district wired, password-protected wireless networks, or district accounts without explicit permission of the director of technology services, ~~network manager~~, or their designee. This does not apply to district systems for which users have their own username and password.
 - Use district technology resources to communicate under a false name or designation or a name or designation they are not authorized to use, including instances in conjunction with representing that they are somehow acting on behalf of or under the auspices of the district.
 - Use the name "Northfield Public Schools" in any form or use any symbol or logo or graphic used by the district without the district's prior consent.
2. Each employee shall respect ~~private passwords~~, copyright and other intellectual property rights.
- a. Copying of data and files ~~or using passwords~~ belonging to others will be considered a violation of district policies, a violation of law, and may constitute fraud, plagiarism or theft.
 - b. Software licensed by the district must only be used in accordance with applicable license specifications and agreements. Illegal copying and/or installing of software on district or personal computers is strictly prohibited.
 - c. Modifying or damaging information without authorization including but not limited to altering data, introducing viruses or damaging files or data is unethical and a violation of district policies.
3. Each employee shall abide by security restrictions on all systems and information.
- ~~a. Distributing or making your password or another person's password or access code available to others or otherwise attempting to evade, disable or "crack" passwords, desktop security systems, or other security precautions, or assisting others in doing so threatens work, privacy and the integrity of district information, and is a serious violation of district policy.~~
 - ~~b. Attempts to "bypass" virus protection software on workstations or servers are violations of district security procedures.~~
 - ~~c. Software or applications are generally authorized for installation by district technology services staff. In most cases, users are able to install their own software via district software installation portals.~~
 - a. The district establishes data security classifications, implements procedural and electronic security controls, and maintains records regarding assigned security authorization. Data security measures apply to all users of technology services and devices.
 - b. Access to technology services and devices is controlled by the use of unique credentials (usernames and passwords). Unique credentials are assigned to specific

- users and each user is accountable for all actions occurring under their access credentials.
- c. Users shall not allow anyone else to use their credentials to access technology services and devices. District technology staff and administrators in line with their duties and responsibilities can request access to credentials at any time
 - d. Users shall not leave their user accounts logged in on unattended district technology services and devices.
 - e. Users shall not store credentials where others may access them. Users who suspect their account has been compromised must report it to the technology services and change their password as soon as possible.
 - f. Attempting to evade or disable desktop security systems, or other security precautions, or assisting others in doing so threatens work, privacy, and the integrity of district information, and is a serious violation of district policy.
 - g. Users must immediately report to Technology Services (i.e. within 24 hours if possible) when they believe that a digital technology under their control has been lost, stolen, compromised, or significantly damaged.
 - h. All acquisitions whether by purchase or otherwise of digital technologies or digital resources must be approved in advance by the Director of Technology Services or their designee to ensure functionality with district technology and devices. In most cases, users are able to install their own software via district software installation portals.
 - i. User accounts will be disabled and users are required to return district-issued digital technology to the district upon unenrollment, unemployment, long long-term leave with the district. The Director of Technology Services or their designee may make exceptions.
4. Each employee shall recognize limitations to privacy and use of electronic communications. Employees and staff do not own district technology and telecommunications equipment or software. The district reserves the right to access user files at any time to protect the integrity of the systems and property of the district.
 - a. The district may examine or make copies of files that are suspected of misuse, or that have been corrupted or damaged. Files may be subject to search by law enforcement agencies if files contain information, which may be used as evidence in a court of law.
 - b. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or district policy. The district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities and activities not in compliance with district policies.
 - c. District-owned laptops and mobile devices may be used outside of school except when employees are directed by technology or administrative staff to leave equipment on site.
 5. Each employee shall be aware that data and other materials in files maintained on district property may be subject to review, disclosure or discovery under state and federal legislation, including the Minnesota Government Data Practices Act.
 - a. The district can and will monitor the online activities of all employees and students, and employ “filtering” protection measures during any use by employees and/or students. The “filtering” measures are intended to block internet sites that contain violent, obscene, pornographic or sexually explicit materials. The district will

- comply with any and all state and federal requirements around internet filtering for student use. The use of this software does not guarantee that students or staff will not be able to obtain objectionable or pornographic materials over the internet, but the chances have been minimized.
- b. It is mandatory that staff monitor and supervise student use of the internet and all other technology resources at school to ensure appropriate, educational use.
6. Each employee shall be aware of limitations of district liability. Use of the district system is at the user's own risk. While the district will take precautions with the installation of hardware and software in the security of data and systems, there are no foolproof means for absolutely securing all data and systems.
- a. The district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on district disks, tapes, hard drives, servers, vendor-provided systems, cloud-based services, and/or for delays or changes in or interruptions of service.
 - b. The district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the district network/internet/email system. The district will not be responsible for financial obligations arising through unauthorized use of the district system or the Internet.
7. Each employee shall refrain from text messaging or using electronic mail while driving. In compliance with [Minnesota Statute 169.475](#) Use of Wireless Communications Device, it is the policy of the district to:
- a. Prohibit all text messaging, including electronic mail, by all district employees and encourage contractors to adopt policies that prohibit text messaging while driving. This prohibition includes the time waiting for a traffic signal to change.
 - (1) While driving district owned, leased or rented vehicles.
 - (2) While driving a personally owned vehicle when on official district business.
 - (3) While driving any vehicle, even during off-duty hours, and using electronic equipment supplied by the district.
 - b. Take appropriate disciplinary action for violation of this mandatory ban on texting, up to and including removal from employment.
 - c. Encourage district employees and contractors and their families to refrain from texting, or from engaging in any behavior that distracts attention from driving safely, at any time.

Policy 441 Use of Technology and Telecommunication Systems By Employees

Adopted: 04.13.1998; Updated: 07.19.2001, 05.10.2004, 06.10.2013, 11.24.2014, 07.12.2021, INSERT DATE HERE
Renumbered: 03.28.2005

Board of Education
INDEPENDENT SCHOOL DISTRICT NO. 659
Northfield, Minnesota

Policy 507 CORPORAL PUNISHMENT AND PRONE RESTRAINT

I. PURPOSE

The purpose of this policy is to describe limitations on use of corporal punishment and prone restraint upon a student in the Northfield School District.

II. GENERAL STATEMENT OF POLICY

No employee or agent of the district or charter school shall inflict corporal punishment or use prone restraint upon a student except as provided below.

III. DEFINITIONS

1. "Corporal punishment" means conduct involving:
 - a. Hitting or spanking a person with or without an object.
 - b. Unreasonable physical force that causes bodily harm or substantial emotional harm.
2. "Prone restraint" means placing a child in a face-down position.

IV. PROHIBITIONS

1. An employee or agent of a district shall not inflict corporal punishment or cause corporal punishment to be inflicted upon a pupil to reform unacceptable conduct or as a penalty for unacceptable conduct.
2. An employee or agent of a district, including a school resource officer, security personnel, or police officer contracted with a district, shall not use prone or compressive restraint except that the restrictions on prone and compressive restraints do not apply under the circumstances enumerated in Minnesota Statutes, section 609.06, subdivision 1(1). All peace officers, including those who are school resource officers or otherwise agents of a school district, may use force as reasonably necessary to carry out official duties, including, but not limited to, making arrests and enforcing orders of the court.
3. An employee or agent of a district, including a school resource officer, security personnel, or police officer contracted with a district, shall not inflict any form of physical holding that restricts or impairs a pupil's ability to breathe; restricts or impairs a pupil's ability to communicate distress; places pressure or weight on a pupil's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen; or results in straddling a pupil's torso.
4. Conduct that violates this Article is not a crime under Minnesota Statutes, section 645.241, but may be a crime under Minnesota Statutes, chapter 609 if the conduct violates a provision of Minnesota Statutes, chapter 609. Conduct that violates IV.1 above is not per se corporal punishment under the statute. Nothing in this Minnesota Statutes, section 121A.58 or 125A.0941 precludes the use of reasonable force under Minnesota Statutes, section 121A.582.

V. — EXCEPTIONS SCHOOL STAFF AND USE OF REASONABLE FORCE

A teacher, ~~or~~ school principal, and other school staff may use reasonable force under the conditions set forth in Policy 506 (Student Discipline) and the Student Citizenship Handbook.

VI. VIOLATION

Employees who violate the provisions of this policy shall be subject to disciplinary action. Any such disciplinary action shall be made pursuant to and in accordance with applicable statutory authority, collective bargaining agreements and district policies. Violation of this policy may also result in civil or criminal liability for the employee.

Policy 507 Corporal Punishment and Prone Restraint

Adopted: 02.26.2007; Statutory Update: 10.28.2021, 07.10.2023; Updated: INSERT DATE HERE

Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

Legal References: Minn. Stat. § 121A.58 (Corporal Punishment)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 123B.25 (Actions Against Districts and Teachers)
Minn. Stat. § 609.06, Subd. 1 (6)(7) (Authorized Use of Force)
Op. Atty. Gen. 169f (August 22, 2023) (School Pupils: Discipline)
Op. Atty. Gen. 169f Supp. (September 20, 2023) (School Pupils: Discipline)

Cross References: MSBA/MASA Model Policy 403 (Dismissal of Employees)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 506 (Student Discipline)

Policy 902 USE OF SCHOOL DISTRICT FACILITIES AND EQUIPMENT

I. PURPOSE

~~The purpose of this policy is to provide guidance for community use of the Northfield School District facilities and equipment. encourages maximum use of school facilities and equipment for community purposes if, in its judgment, that use will not interfere with use for school purposes. The Board of Education expects members of the community who use facilities and equipment to do so with respect for district property and an understanding of proper use.~~

II. USE OF SCHOOL FACILITIES AND EQUIPMENT GENERAL STATEMENT POLICY

The Board of Education encourages maximum use of school facilities and equipment for community purposes if, in its judgment, that use will not interfere with use for school purposes. The board expects members of the community who use facilities and equipment to do so with respect for district property and an understanding of proper use.

III. USE AND SCHEDULING OF SCHOOL FACILITIES AND EQUIPMENT

- A. The board may authorize the use of school facilities and equipment by community groups, churches or individuals. It may impose reasonable regulations and conditions upon the use of school facilities and equipment as it deems appropriate.
- B. The Community Education Department shall be charged with the process of scheduling school facilities, equipment and special areas. Requests for use of school facilities and equipment by community groups, churches or individuals shall be made through the community education department. Administration will present recommended procedures for the processing and review of requests to the board. ~~Upon approval by the board, such procedures shall be an addendum to this policy.~~
- C. The board may require a rental fee for the use of school facilities and equipment. Such fee may include the cost of custodial and supervisory service and energy use if deemed necessary. Individuals and groups shall be responsible for damage to facilities and equipment. A certificate of insurance may be required by the district to ensure payment for damages and any liability for injuries. The board may also require a deposit or surety bond for the proper use and repair of damage to school facilities and equipment. A rental fee schedule, deposit or surety bond schedule and payment procedure shall be presented for review and approval by the board.
- D. If unforeseen circumstances arise that necessitate rescheduling the use of school facilities, the district may cancel the facility use agreement. If a facility use agreement is canceled, the district will refund the facility use rental fee, which was paid to the district. The district is not responsible for expenses incurred to any group or individual due to cancellation or scheduling change by the district due to unforeseen circumstances.

- E. If a new facility comes online mid-year, the Director of Community Education and the Superintendent of Schools will set rates for that facility in consultation with the school board chair.

Policy 902 Use of School District Facilities and Equipment

Adopted: 11.24.2008; Updated: 08.12.2019, 04.10.2023, INSERT DATE HERE

Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

Legal References: Minn. Stat. § 123B.51 (Schoolhouses and Sites; ~~Access for Noncurricular Purposes~~ Uses for School and Nonschool Purposes; Closings)

Cross References: MSBA/MASA Model Policy 801 (Equal Access to School Facilities)
MSBA/MASA Model Policy 901 (Community Education)

Policy 903 VISITORS TO SCHOOL DISTRICT BUILDINGS AND SITES

I. PURPOSE

The purpose of this policy is to inform the school community and the general public of the position of the Board of Education on visitors to Northfield School District buildings and property.

II. ~~STAFF / VISITOR IDENTIFICATION BADGES~~ GENERAL STATEMENT OF POLICY

The district is committed to maintaining a school environment that is safe for students and employees and free of activity that may be disruptive to the student learning process or employee working environment. The district welcomes visits to school buildings and school property by parents and community members provided the visits are consistent with the health, education and safety of students and employees and are conducted within the procedures and requirements established by the school district.

II. STAFF/VISITOR IDENTIFICATION BADGES

The district shall require staff, substitutes, visitors and volunteers to wear appropriate identification as described below. School badges are issued on the basis of need, and are to be safeguarded and remain solely in the possession of the person to whom they are issued. Under no circumstances, including copying and printing, should a badge be used by anyone other than the person for whom it is issued. All school employees are responsible to help monitor people in the school buildings and are expected to either escort visitors who do not have badges to the office to register and get a “Visitor” or “Volunteer” badge, or to alert office personnel that they have directed a visitor or volunteer to the office. Any suspicious persons in the building are to be reported to the office immediately.

A. Permanent School Employees:

Photo ID's will be provided by the district and must be worn at all times by permanent employees of Northfield Public Schools when they are in school buildings. Should a replacement badge be needed for any reason, it should be ordered from the Human Resources Office immediately. In the interim, employees should obtain a temporary badge from the school office. Badges must be returned to the district when leaving its employ.

B. Substitute Employees:

“Substitute” badges will be issued to individuals who are subbing within the buildings of the district. Such badges must be worn whenever the individual is in school buildings. Substitute badges will be temporary and do not need to be turned in at the end of the assignment.

C. Visitors/Volunteers:

Visitors and volunteers to school buildings are required to register and obtain a “Visitor” or “Volunteer” badge in the main office of the school building, and to return the badge and check out at the end of the visit.

D. Post-Secondary Enrollment Options Students:

A student enrolled in a post-secondary enrollment options course may remain at the school site during regular school hours and may be provided with reasonable access, during regular school hours, to a computer and other technology resources that the student needs to complete coursework for a post-secondary enrollment course in accordance with established procedures.

III. VISITOR LIMITATIONS

- A. An individual or group may be denied permission to visit a school or school property or such permission may be revoked if the visitor(s) does not comply with district procedures and regulations or if the visit is not in the best interest of students, employees or the district.
- B. Visitors are authorized to park vehicles on school property at times and in locations specified in the approved visitor procedures and requirements which are an addendum to this policy or as otherwise specifically authorized by school officials. When unauthorized vehicles of visitors are parked on school property, school officials may:
 - 1. ~~Move the vehicle or~~ Require the driver or other person in charge of the vehicle to move it off school district property.
 - 2. Provide for the removal of the vehicle, if unattended, at the expense of the owner or operator, to the nearest convenient garage or other place of safety off of school property.
- C. An individual or group who enters school property without complying with the procedures and requirements may be guilty of criminal trespass and thus subject to criminal penalties. Such persons may be detained by the school principal or a person designated by the school principal in a reasonable manner for a reasonable period of time pending the arrival of a police officer.

Policy 903 Visitors to School District Buildings and Sites

Adopted: 11.24.2008; Reviewed: 07.01.2019; Updated: INSERT DATE HERE

Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

Legal References: Minn. Stat. § 123B.02 (General Powers of Independent School Districts)

Minn. Stat. § 124D.09 (Postsecondary Enrollment Options Act)

Minn. Stat. § 128C.08 (Assaulting a Sports Official Prohibited)

Minn. Stat. § 609.605, Subd. 4 (Trespasses on School Property)

MEMORANDUM

TO: Dr. Matt Hillmann, Superintendent

FROM: Molly Viesselman, Director of Human Resources

DATE: January 3, 2024

RE: Pay Equity Report

The District is required to file a Pay Equity Report with the State in January, 2024. The Pay Equity Law has been in place in Minnesota since 1984 and is for the protection of females. There are three statistical tests the District must pass in order to be determined 'in compliance',

The Pay Equity software indicates that the District is passing all of the tests:

Statistical Analysis Test: (based on the Maximum Salary Column): The District's result is 100.6192% (you must achieve 80% or higher) so this result is **PASSING**.

Salary Range Test: (based on the 'Years to Max' column which indicates the number of Steps) -the District's result is 83.96% (you must achieve 80% or higher), so this is **PASSING**.

Exceptional Service Pay Test: (based on the 'Exceptional Service Pay' column which indicates how many classes have someone receiving Longevity pay). The District's result is 95.00% (you must achieve either 0% because less than 20% of male classes receive this pay **OR** 80% or higher) which is **PASSING**.

The work we did with compressing our teacher salary schedule when we did not pass the salary range test in 2021 has helped us pass all three tests for 2024. We will strive to ensure that the District remains in compliance for the next required reporting period, which will be in 2027.

Pay Equity Implementation Report

Part A: Jurisdiction Identification

Jurisdiction: ISD No. 659 - Northfield
201 Orchard St,

Northfield, MN 55057

Jurisdiction Type: School

Contact: Molly Viesselman

Phone: (507) 663-0624

E-Mail: mviesselman@northfieldschools.org

Contact: Kathleen Murphy

Phone: (651) 452-4099

E-Mail: kmurphymmc@msn.com

Part B: Official Verification

1. The job evaluation system used measured skill, effort responsibility and working conditions and the same system was used for all classes of employees.

The system was used: Consultant

Description:

Decision Band Method

2. Health Insurance benefits for male and female classes of comparable value have been evaluated and:

There is no difference and female classes are not at a disadvantage.

3. An official notice has been posted at:

Staff Break/Lunch Room All Buildings

(prominent location)

informing employees that the Pay Equity Implementation Report has been filed and is available to employees upon request. A copy of the notice has been sent to each exclusive representative, if any, and also to the public library.

The report was approved by:

School Board

(governing body)

Claudia Gonzalez-George

(chief elected official)

Board Chair

(title)

Part C: Total Payroll

\$39303180.21

is the annual payroll for the calendar year just ended December 31.

- ☒ Checking this box indicates the following:

- signature of chief elected official
- approval by governing body
- all information is complete and accurate, and
- all employees over which the jurisdiction has final budgetary authority are included

Date Submitted: 1/4/2024

Job Class Data Entry Verification List

Case: 2024DATA

ISD No. 659 - Northfield

LGID: 1741

Job Nbr	Class Title	Nbr Males	Nbr Females	Non-Binary	Class Type	Jobs Points	Min Mo Salary	Max Mo Salary	Yrs to Max Salary	Yrs of Service	Exceptional Service Pay
1	Child Nutrition Associate I	0	13	0	F	625	3612.00	3872.00	1.00		Longevity
2	Child Nutrition Associate II	0	6	0	F	875	3799.00	4059.00	1.00		Longevity
3	Community Services Site Asst	3	25	0	F	875	2582.00	2833.00	4.00		
4	EducationalAsstSupervisory/Gen	0	4	0	F	875	2887.00	3128.00	4.00		Longevity
5	Delivery Driver	1	0	0	M	875	3759.00	3884.00	4.00		
6	Custodian	8	6	0	B	875	3402.00	3717.00	5.00		Longevity
7	Office Generalist	0	1	0	F	1125	3567.00	3858.00	5.00		
8	Educational Asst Media	0	6	0	F	1125	2887.00	3128.00	4.00		Longevity
9	Child Nutrition Associate III	0	6	0	F	1125	4114.00	4374.00	1.00		Longevity
11	Custodian Engineer	6	1	0	M	1875	4230.00	4783.00	5.00		Longevity
12	Ed Asst Instructional/Gen Ed	1	6	0	F	2125	2887.00	3128.00	4.00		Longevity
13	Early Venture Assistant Teache	0	1	0	F	2125	2936.00	3459.00	6.00		
14	Ed Asst Personal Care Assistan	3	91	0	F	2375	3256.00	3497.00	4.00		Longevity
15	Office Specialist	0	9	0	F	2375	3772.00	4069.00	5.00		Longevity
16	Early Venture Teacher	0	16	0	F	2375	3144.00	3670.00	6.00		
17	Early Childhood Outreach Speci	0	1	0	F	3250	3761.00	3761.00	1.00		
18	Accounting Gen/Spec-Payroll	0	3	0	F	3875	3906.00	4196.00	5.00		Longevity
19	Administrative Support Assista	1	12	0	F	3875	3906.00	4196.00	5.00		Longevity
20	Child Nutrition Manager I	0	3	0	F	3875	4339.00	4599.00	1.00		Longevity
21	Targeted Serv Enrich Coord/CI	1	6	0	F	3875	4211.00	4211.00	1.00		
22	Elementary Head Custodian	3	1	0	B	4125	4847.00	5260.00	6.00		Longevity
23	Child Nutrition Manager II	0	2	0	F	4125	4400.00	4660.00	1.00		Longevity
24	HR Generalist	0	2	0	F	4125	3906.00	4196.00	5.00		
25	Ventures/Com School Site Leade	0	6	0	F	4125	3774.00	4300.00	6.00		
26	Cultural Liaison	1	0	0	M	4375	5923.00	6306.00	4.00		
27	Asst Grdskppr/Floating Substit	1	0	0	M	4375	5066.00	5232.00	4.00		Longevity
28	Information Systems Specialist	0	1	0	F	4750	6561.00	6741.00	4.00		Longevity
29	Benefit Lead	0	1	0	F	4750	5644.00	5766.00	4.00		
30	Payroll Lead	0	1	0	F	4750	5644.00	5766.00	4.00		
31	Secondary Head Custodian	2	0	0	M	5333	4847.00	5260.00	6.00		Longevity
32	Admin Asst to Supt/Board	0	1	0	F	5333	6795.00	6916.00	4.00		
33	Technology Specialist	2	2	0	B	5333	5875.00	7019.00	4.00		Longevity

Job Class Data Entry Verification List

Case: 2024DATA

ISD No. 659 - Northfield

LGID: 1741

Job Nbr	Class Title	Nbr Males	Nbr Females	Non- Binary	Class Type	Jobs Points	Min Mo Salary	Max Mo Salary	Yrs to Max Salary	Yrs of Service	Exceptional Service Pay
34	Building Nurse	0	6	0	F	5333	5875.00	7019.00	4.00		Longevity
35	District Grounds Coordinator	1	0	0	M	5667	5984.00	6398.00	4.00		Longevity
36	District Maintenance Coordinat	1	0	0	M	5667	5984.00	6398.00	4.00		Longevity
37	Network Assistant	1	0	0	M	5667	6400.00	6599.00	4.00		Longevity
39	Journeyman Electrician	1	0	0	M	5667	6367.00	6492.00	4.00		Longevity
40	Community School Coordinator	0	1	0	F	5667	5568.00	5859.00	4.00		
41	Enrichment Coordinator	0	1	0	F	5667	5568.00	5859.00	4.00		
42	Recreation Program Coordinator	0	1	0	F	5667	5568.00	5859.00	4.00		
43	Targeted Services Coordinator	0	1	0	F	5667	5568.00	5859.00	4.00		
44	Parent Educator-EarCh Fam Ed	0	3	0	F	5667	6235.00	10304.00	10.00		Longevity
45	Autism Resource Specialist	0	1	0	F	6000	6235.00	10304.00	10.00		Longevity
46	Licensed Teacher K-12	61	155	0	F	6000	6235.00	10304.00	10.00		Longevity
47	Media Specialist	0	1	0	F	6000	6235.00	10304.00	10.00		Longevity
48	PreK12 Systems&Instuc Coach	0	3	0	F	6000	6235.00	10304.00	10.00		Longevity
49	Physical Therapist	0	1	0	F	6000	6235.00	10304.00	10.00		Longevity
50	School Social Worker	0	6	0	F	6000	6235.00	10304.00	10.00		Longevity
51	Special Education Teacher	6	50	0	F	6000	6235.00	10304.00	10.00		Longevity
52	ADSIS Interventionist	1	4	0	F	6000	6235.00	10304.00	10.00		Longevity
53	Work Experience Coordinator	1	0	0	M	6000	6235.00	10304.00	10.00		Longevity
54	Assistive Technology Specialis	0	1	0	F	6333	6235.00	10304.00	10.00		Longevity
55	Director of Child Nutrition	0	1	0	F	6333	8632.00	9126.00	4.00		
56	Ed Speech&Lang Pathologist	1	8	0	F	6333	6235.00	10304.00	10.00		Longevity
57	Occupational Therapist	1	2	0	B	6333	6235.00	10304.00	10.00		Longevity
58	School Counselor Secondary	3	5	0	B	6333	6235.00	10304.00	10.00		Longevity
59	Ventures Coordinator	0	1	0	F	6333	6192.00	6483.00	4.00		
60	Early Childhood Coordinator	0	1	0	F	6333	6241.00	6674.00	4.00		
61	Licensed Public School Nurse	0	1	0	F	6750	6235.00	10304.00	10.00		
62	School Psychologist	0	6	0	F	6750	6235.00	10304.00	10.00		
63	Asst Director of Special Servi	1	0	0	M	7667	11939.0 0	12433.00	4.00		
64	Assistant Secondary Principal	1	1	0	B	7667	13363.0 0	14011.00	4.00		

Job Class Data Entry Verification List

Case: 2024DATA

ISD No. 659 - Northfield

LGID: 1741

Job Nbr	Class Title	Nbr Males	Nbr Females	Non- Binary	Class Type	Jobs Points	Min Mo Salary	Max Mo Salary	Yrs to Max Salary	Yrs of Service	Exceptional Service Pay
65	Assistant Secondary Principal	1	0	0	M	7667	12900.0 0	13549.00	4.00		
66	Director of Buildings&Grounds	1	0	0	M	7667	10168.0 0	10661.00	4.00		
67	Director Student Activities	1	0	0	M	7667	10343.0 0	10836.00	4.00		
68	Director Technology Services	1	0	0	M	7667	10343.0 0	10836.00	4.00		
69	Director Community Education	0	1	0	F	8000	12150.0 0	12644.00	4.00		
70	Director ALC	1	0	0	M	8333	12571.0 0	13065.00	4.00		
71	Elementary School Principal	2	1	0	B	8333	13727.0 0	14327.00	4.00		Longevity
72	Middle School Principal	1	0	0	M	8750	13996.0 0	14595.00	4.00		Longevity
73	High School Principal	1	0	0	M	9250	14270.0 0	14869.00	4.00		Longevity
74	Director of Special Services	0	1	0	F	9750	13552.0 0	13963.00	4.00		
75	Director of Instructional Serv	0	1	0	F	9750	13552.0 0	13963.00	4.00		
76	Director of Finance	0	1	0	F	9750	13552.0 0	13963.00	4.00		
77	Director of Human Resources	0	1	0	F	9750	13552.0 0	13963.00	4.00		
78	Superintendent	1	0	0	M	11250	15726.0 0	15726.00		14.00	

Job Number Count: 76

						2023/24							
School and	September	September	September	September	October	November	December	January	February	March	April	May	End of Year
Grade Level	5th	8th	15th	22nd	2nd	1st	1st	2nd	1st	1st	2nd	1st	6/6/24
NCEC													
Early Childhood	114	108	110	115	114	121	126	136					
Total	114	108	110	115	114	121	126	136	0	0	0	0	0
Big 9 Online													
Grade K-2036	1	1	1	0	0	0	0	0					
Grade 1-2035	3	3	2	2	2	2	2	2					
Grade 2-2034	1	1	1	0	0	0	0	0					
Grade 3-2033	1	1	1	1	1	1	2	1					
Grade 4-2032	3	3	2	2	2	2	2	2					
Grade 5-2031	2	2	2	2	2	2	3	3					
Grade 6-2030	1	1	1	1	2	1	2	2					
Grade 7-2029	1	2	2	2	2	2	2	2					
Grade 8-2028	6	4	4	4	2	3	2	2					
Grade 9-2027	6	5	5	5	5	6	7	8					
Grade 10-2026	7	7	7	6	5	6	8	8					
Grade 11-2025	4	5	4	4	4	4	4	5					
Grade 12-2024	4	5	5	7	5	5	6	6					
Total	40	40	37	36	32	34	40	41	0	0	0	0	0
Greenvale Park													
Grade K-2036	62	61	62	62	62	62	61	60					
Grade 1-2035	101	101	101	101	99	101	100	100					
Grade 2-2034	80	80	81	81	81	81	81	81					
Grade 3-2033	82	82	82	82	82	82	82	82					
Grade 4-2032	84	84	85	85	85	85	87	88					
Grade 5-2031	72	72	72	72	72	73	74	75					
Total	481	480	483	483	481	484	485	486	0	0	0	0	0
Spring Creek													
Grade K-2036	61	62	62	63	63	65	66	66					
Grade 1-2035	70	69	69	68	69	71	71	71					
Grade 2-2034	74	74	74	73	73	73	73	73					
Grade 3-2033	66	65	65	65	65	65	66	66					
Grade 4-2032	90	90	91	91	91	91	90	91					
Grade 5-2031	93	93	93	93	93	93	93	94					
Total	454	453	454	453	454	458	459	461	0	0	0	0	0
Bridgewater													
Grade K-2036	102	102	102	102	102	103	103	104					
Grade 1-2035	77	78	78	79	79	79	79	79					
Grade 2-2034	90	90	91	91	91	91	91	91					
Grade 3-2033	98	98	98	98	97	97	97	98					
Grade 4-2032	96	95	95	96	97	97	97	97					
Grade 5-2031	97	97	97	97	97	97	97	96					
Total	560	560	561	563	563	564	564	565	0	0	0	0	0
Middle School													
Grade 6-2030	294	293	293	294	291	291	291	292					
Grade 7-2029	285	284	284	284	284	280	280	281					
Grade 8-2028	310	309	310	310	309	310	307	309					
Total	889	886	887	888	884	881	878	882	0	0	0	0	0
High School													
Grade 9-2027	327	326	328	328	328	324	325	326					
Grade 10-2026	317	316	317	317	317	318	315	313					
Grade 11-2025	327	321	322	321	321	317	315	314					
Grade 12-2024	321	317	316	316	316	314	313	311					
Total	1292	1280	1283	1282	1282	1273	1268	1264	0	0	0	0	0
ALC													
Grade 9-2027	0	0	0	0	1	1	1	1					
Grade 10-2026	4	4	15	48	48	55	54	57					
Grade 11-2025	15	15	34	24	24	28	27	28					
Grade 12-2024	32	32	89	90	89	86	86	88					
Total	51	51	138	162	162	170	168	174	0	0	0	0	0
Grand Total	3881	3858	3953	3982	3972	3985	3988	4009	0	0	0	0	0
(excluding EC and	3767	3750	3791	3790	3782	3790	3790	3797					
(excluding EC and	3774	3774	3774	3774	3774	3774	3774	3774	3774	3774	3774	3774	3774
[negative numbers	-7	-24	17	16	8	16	16	23	-3774	-3774	-3774	-3774	-3774

Northfield Public Schools Enrollment Report

Greenvale Park

Grade	Teacher		
K	Flick	20	
K	Schroyer	20	
K	(Kortbein)	20	
1	Borgerding	19	
1	Landry	19	
1	Nivala	18	
1	Swenson	18	
1	Ziemann	26	C
2	Amundson	22	C
2	Bulfer	20	
2	Ellerbusch	19	
2	Feldmann	20	
3	Dimick	18	
3	Johnson	24	C
3	Peterson	19	
3	Timerson	21	
4	Garcia	22	C
4	Hetzel	22	
4	McLaughlin	22	
4	Schroeder	22	
5	Carlson	27	
5	Sickler	26	
5	Tacheny	22	C
TOTAL		486	

Spring Creek

Grade	Teacher		
K	Berkvam Peter	22	
K	Heil, G	22	
K	Matson	22	
1	Born	22	C
1	Craft	25	
1	Downs	24	
2	Russell	20	C
2	Soderlund	26	
2	Spitzack	27	
3	Guggisberg	25	
3	Jandro	25	
3	Sasse	16	C
4	Fox	24	
4	Haar	24	
4	Healy	25	
4	McManus	18	C
5	Baragary	25	
5	Malecha	24	
5	Ostermann	22	C
5	Stulken	23	
TOTAL		461	

Bridgewater

Grade	Teacher		
K	Cade	18	
K	Danielson	23	
K	Haley	21	
K	Rodgers	20	
K	Tran	22	
1	Bischoff	20	
1	Charlton	21	
1	Hall	21	
1	Lanza	17	C
2	LaVoy	23	
2	Lofquist	23	
2	Schwaab	23	
2	Swenson	22	C
3	Larson	23	C
3	Schuster	25	
3	Sickler	24	
3	Truman	26	
4	Hehr	27	
4	Rodriguez	18	C
4	Rud	26	
4	Ryan	26	
5	Blatti	24	
5	Duchene/Kohl	24	
5	Holden	26	
5	Rubin	22	C
TOTAL		565	

<u>Middle School</u>	<u>Total</u>	<u>High School Total</u>
Grade 6-2030	292	Grade 9-2027 326
Grade 7-2029	281	Grade 10-2026 313
Grade 8-2028	309	Grade 11-2025 314
TOTAL	882	Grade 12-2024 311
		TOTAL 1264

<u>ALC</u>	<u>F/T</u>	<u>**P/T</u>	<u>**I/S</u>	<u>Total</u>
Grade 9-2027	0	1	0	1
Grade 10-2026	39	0	18	57
Grade 11-2025	19	0	9	28
Grade 12-2024	40	1	47	88
TOTAL	98	2	74	174

<u>Regular</u>	<u>Big 9</u>	<u>Total</u>
Early Childhood** 136		136
Kindergarten-2030 230	0	230
Grade 1-2035 250	2	252
Grade 2-2034 245	0	245
Grade 3-2033 246	1	247
Grade 4-2032 276	2	278
Grade 5-2031 265	3	268
Total K-5	1648	8 1656
Total Middle Sc	882	6 888
Total High Sch	1264	27 1291
GRAND TOTAL	3794	41 3835
ALC 9-12		174
GRAND TOTAL w/ALC and Big 9 only		4009 3797

Early Childhood**

Boda	1
Dorey	14
Gross	14
Hubbard	8
Kruse	1
Ludwig	14
McLeese	7
O'Connor	13
Roth	15
Sanders	14
Schnorr	15
Tharp	5
Townzen	11
Webster	4
TOTAL	136

Big 9 Online

Grade	Teacher	
Grade K-2036	Kehler	0
Grade 1-2035	Kehler	2
Grade 2-2034	Kehler	0
Grade 3-2033	Kehler	1
Grade 4-2032	Kehler	2
Grade 5-2031	Kehler	3
Grade 6-2030	Kehler	2
Grade 7-2029	Kehler	2
Grade 8-2028	Kehler	2
Grade 9-2027	Kehler	8
Grade 10-2026	Kehler	8
Grade 11-2025	Kehler	5
Grade 12-2024	Kehler	6
TOTAL		41