

INDEPENDENT SCHOOL DISTRICT 659
REGULAR SCHOOL BOARD MEETING
Monday, July 10, 2017, 7:00 PM
Northfield High School, Media Center

AGENDA

- I. Call to Order
- II. Agenda Changes / Table File
- III. Public Comment

This is an opportunity for residents of the Northfield School District to address the Board. You are requested to do so from the podium. After being recognized by the chair, each individual will identify themselves and the group they represent, if any. Please state your reason for addressing the Board. To insure that all individuals have a chance to speak, speakers will be limited to one three-minute presentation. This is not a time to debate an issue, but for the Board to hear your comments. The Minnesota Government Data Practices Act prohibits comment about specific student matters, even without naming the student, in open session. This includes the public comment portion of our meeting. The Board respects and values input on student matters, but when it relates to a specific student or to a specific student matter, such input must be heard by the appropriate personnel - such as the building principal or superintendent - and not during an open meeting of the School Board.
- IV. Approval of Minutes
- V. Announcements and Recognitions
- VI. Items for Discussion and /or Reports.
 - 1. SEL/Peer Helper Update. (Presented by Carrie Duba)
 - 2. Northfield Middle School and Northfield High School Improvement Plans.
- VII. Superintendent's Report
 - A. Items for Individual Action
 - 1. School Bus Transportation Contract with Benjamin Bus Inc. 2017-2019.
 - 2. Long-Term Facilities Maintenance Ten-Year Plan for Revenue and Expenditures.
 - 3. FY 2017 Audit Engagement Letter.
 - 4. Resolution Regarding Christopher Columbus Day.
 - B. Items for Consent Grouping
 - 1. Fiscal Year Organization Actions.
 - 2. Memberships for 2017-2018.
 - 3. Athletic Training Services.
 - 4. Financial Reports -- April and May 2017.
 - 5. Gift Agreement.
 - 6. Personnel Items.
- VIII. Items for Information
 - 1. Referendum Update.
- IX. Future Meetings

Monday, August 14, 2017, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
Monday, August 28, 2017, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
- X. Adjournment

Closed Negotiation Strategy Session to Follow

NORTHFIELD PUBLIC SCHOOLS MEMORANDUM

Monday, July 10, 2017, 7:00 PM
Northfield High School Media Center

TO: Members of the Board of Education
FROM: Matthew Hillmann, Ed. D., Superintendent
RE: Explanation of Agenda Items for the July 10, 2017, School Board Meeting

- I. Call to Order
- II. Agenda Changes / Table File
- III. Public Comment
- IV. Approval of Minutes
Minutes of the Regular School Board meeting held on June 12, 2017, are enclosed for your review and comment.
- V. Announcements and Recognitions.
- VI. Items for Discussion and/or Reports
 1. SEL/Peer Helper Update.
Northfield High School School Psychologist Carrie Duba will present a plan to incorporate a "Peer Helpers" program during the 2017-18 school year as part of the District's overall Social/Emotional Learning curriculum implementation.
 2. Northfield Middle School and Northfield High School Improvement Plans.
On Monday night Northfield Middle School and Northfield High School will present their continuous school improvement plan to the Board. There will be school improvement plan presentations at each Board meeting through the first Board meeting in September.
- VII. Superintendent's Report.
 - A. Items for Individual Action
 1. School Bus Transportation Contract with Benjamin Bus Inc. 2017 - 2019.
The District has reached an agreement with Benjamin Bus to continue as the District's transportation contractor for the next two year with the option to extend an additional two years. The agreement includes a 2% increase in 17-18 and a 3% increase in 18-19. The increases for the final two year of the contract are subject to the lesser of 3% or the percentage increase in the basic per pupil funding.

District administration feels this is a reasonable agreement with a local contractor who has been an excellent asset to our community. District administration recommends approval of the agreement.

Superintendent's Recommendation: Motion to approve the School Bus Transportation Contract with Benjamin Bus Inc for 2017-2019 as presented.
 2. Long-Term Facilities Maintenance and Ten-Year Plan.
Jim Kulseth, Director of Buildings & Grounds will review the Long Term Facilities Maintenance ten year revenue and expenditure plan. In addition, the Indoor Air Quality Management Plan is part of the ten year plan and must be reviewed annually. The board approved plan must be submitted to the Department of Education by July 31.

Superintendent's Recommendation: Motion to approve the Long Term Facilities Maintenance Ten-Year Plan.

3. FY 2017 Audit Engagement Letter.

Director of Finance Val Mertesdorf recommends approval of the CliftonLarsonAllen, LLP Audit Engagement Letter for the audit of the 2016-2017 school year. The engagement letter establishes the parameters and fees associated with the annual audit required by statute.

Superintendent's Recommendation: Motion to accept the 2016-2017 Engagement Letter from CliftonLarsonAllen, LLP in the amount of \$23,300 plus expenses.

4. Resolution Regarding Christopher Columbus Day.

A regular School Board meeting is scheduled for Monday, October 9, which is Columbus Day. Minnesota Statutes 645.44, Subd 5, states that no public business can be transacted on Christopher Columbus Day unless the Board of Education passes a resolution that states that it is not a holiday for this district. What follows is a resolution stating that Christopher Columbus Day shall not be a holiday for the Northfield Public Schools during the 2017-2018 school year.

Superintendent's Recommendation: Motion to approve the following Resolution Regarding Columbus Day.

WHEREAS, Minnesota Statutes, Section 645.44, Subdivision 5, and Minnesota Statutes, 120A.42 gives the district an option of determining whether Christopher Columbus Day shall be a holiday, then

BE IT RESOLVED, that Christopher Columbus Day on October 9, 2017, shall not be a holiday.

B. Items for Consent Grouping

Superintendent's Recommendation: Motion to approve the following items listed under the Consent Grouping.

1. Fiscal Year Organization Actions.

The School District's financial year runs from July 1 to June 30. Each year at the first School Board meeting in July, financial organizational issues must be approved.

They are as follows:

- a) Motion to approve authorizing the Director of Finance to invest surplus district funds in accordance with applicable laws and with the district's Investment Policy, Policy 705, for fiscal year 2017-2018.
- b) Motion to approve designating Wells Fargo Bank, N.A., PMA/Associated Bank, Frandsen Bank & Trust Dundas, U.S. Bank Minnesota and the Minnesota School District Liquid Asset Fund as official bank depositories provided they maintain adequate pledged collateral as required by law per district procedures to Policy 705 - Investments, for fiscal year 2017-2018.
- c) Motion to approve authorizing the Director of Finance to make appropriate wire transfers to and from district depository accounts for fiscal year 2017-2018.

2. Memberships for 2017-2018.

The school district belongs to several cooperatives, leagues and associations. Membership in the groups listed below should be renewed for the 2017-2018 school year.

- a. Minnesota State High School League. The designated Northfield High School Representative is Activities Director Tom Graupmann and the designated School Board Representative is Board Member Jeff Quinnell.
- b. Minnesota Association of School Administrators.
- c. Minnesota Association of Charter School Authorizers.
- d. Schools for Equity in Education.
- e. Southeast Service Cooperative.
- f. Region V Computer Services Cooperative.
- g. Rice County Family Services Collaborative.

- h. Minnesota School Boards Association.
 - i. Healthy Community Initiative.
3. Athletic Training Services.
The Board is asked to approve the enclosed Agreement between Northfield Hospital and Clinics and Northfield High School to provide athletic training services to high school sport participants. This agreement will be in effect for the 2017-2018 and 2018-2019 school years. The only change from previous agreements is the hourly rate. There has been a 3.4% increase; from \$29 to \$30 per hour.
4. Financial Reports -- April and May 2017.
Director of Finance Val Mertesdorf request that the Board approve the following:
- Paid bills totaling \$1,552,656.84, payroll checks totaling \$3,013,428.78 and the financial reports for April 2017. There were no bond payments made in April 2017.
 - Paid bills totaling \$1,427,632.96, payroll checks totaling \$3,146,723.06 and the financial reports for May 2017. There were no bond payments made in May 2017.
5. Gift Agreement.
Enclosed is a gift agreement with Northfield Booster Club in the amount of \$11,983 to be used to purchase a variety of items, as listed on the Gift Agreement. Also, an additional \$12,776 was gifted to the School District to cover athletic fee waivers for the 2016-2017 school year.
6. Personnel Items.
- a. Appointments
 - 1. Lacy Knutson, Dance Team Assistant Coach JV at the High School, beginning 10/16/2017-02/17/2018; Level F, Step 2.
 - 2. **Gloria Sterud, 1.0 FTE Long Term Substitute 2nd Grade Teacher at Bridgewater, beginning 08/28/2017-12/20/2017; MA, step 6.
 - b. Increase/Decrease/Change in Assignment
 - 1. Kathleen Casson, German Teacher at the High School and Middle School, add an additional class for an overload, 5 classes at the High School and 1 class at the Middle School, effective 09/05/2017-06/07/2018.
 - 2. Jessica Enge, Special Ed EA-PCA at Longfellow, change to Long Term Substitute ECSE Teacher at Longfellow, effective 08/28/2017-10/26/2017;
 - 3. Sarah Erny-Moyer, Special Ed EA PCA at Greenvale Park for 5.0 hrs./day plus Supervisory EA for .25hrs./day; change to Special Ed EA PCA for 6.0 hrs./day plus supervisory EA for .25 hrs./day, effective 8/30/17.
 - 4. Molly Gehrke, Softball Coach with Community Services, change rate of pay to \$9.75/hrs. effective 06/22/2017.
 - 5. Amy Hales, EA at Bridgewater, add Extended School Year Special Ed EA PCA at Sibley, effective 07/06/2017-08/03/2017;
 - 6. Rachel Hoffelt, Math Teacher at the High School, add one additional section of math for an overload, at the High School effective 09/05/2017-06/07/2018;
 - 7. Roanne Johnson, Special Education EBD Teacher at Greenvale Park, add an overload for EBD at Greenvale Park, effective 02/01/2017-05/08/2017.
 - 8. Joni Karl, .8 FTE Math Teacher at the High School, change to 1.0 FTE Math Teacher at the High School, effective 09/05/2017-Ongoing.
 - 9. Kelly Luiten, Volunteer Coordinator at the Middle School, add Targeted Services PLUS Site Assistant for up to 5.75hrs/day at Greenvale Park, effective 06/19/2017-08/03/2017;
 - 10. Jacob Odell, Educational Assistant at the High School, add Camp FRIENDS Coordinator with Community Services, effective 06/26/2017-09/01/2017;

11. Susan Puppe, Special Ed Assistant PCA at Sibley, change to Special Education Teacher SLD at Sibley, effective 08/28/2017;
12. Sherry Schwaab, Third Grade Teacher at Bridgewater, change to Second Grade Teacher at Bridgewater, effective 06/26/2017.
13. Karl Viesselman, Math Teacher at the High School, add one additional section of math for an overload at the High School, effective 09/05/2017-06/07/2018;

c. Leave of Absence Requests

1. Jessica Enge, Special Education Educational Assistant PCA at Longfellow, request for an unpaid leave of absence for the 2017-18 school year.

d. Retirements/Resignations

1. Erin Collins, Long Term Substitute Elementary Music Teacher, declined position 06/23/2017.
2. Tom Graupmann, Activities Director at the High School, retirement effective 01/01/2018.
3. Wyatt Grosse, Summer Recreation with Community Services, declined position 05/31/2017.
4. Donna Hall, Administrative Assistant at Greenvale Park, retirement effective 06/30/2017.
5. Kari Heid, EarlyVentures Teacher at Longfellow, resignation effective 07/11/2017.
6. Mark Johnson, Head Boys Tennis Coach, resignation effective 6/21/2017.
7. Len Kallsen, Assistant Football Coach, resignation effective 01/14/2017.
8. Kimberly McMillan, Educational Assistant at the High School, resignation effective 06/06/2017.
9. Margaret (Maggie) Molter, Head JV Girls Soccer Coach, resignation effective 4/6/2017.
10. Bethany Rohde, Preschool Teacher with Hand in Hand, resignation effective 07/05/2017.
11. Anthony Seidl, Second Grade Teacher at Bridgewater, resignation effective 07/01/2017.
12. Mark Thacher, Assistant Nordic Ski Coach, resignation effective 06/14/2017.
13. Cori Yamry, Volleyball Coach, resignation effective 06/12/2017.

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

** Subject to change upon Board approval of the employee agreement.

VIII. Items for Information

1. Referendum Update.

Superintendent Hillmann will provide a brief update on preparations for the November 7, 2017, referendum.

IX. Future Meetings

Monday, August 14, 2017, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
 Monday, August 28, 2017, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center

X. Adjournment

Closed Negotiation Strategy Session to follow
District Office Conference Room

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

School Board Minutes

June 12, 2017

Northfield High School Media Center

- I. Call to Order
Board Chair Julie Pritchard called the Regular meeting of the Northfield Board of Education of Independent School District 659 to order at 7:00 p.m. Present: Colangelo, Goerwitz, Hardy, Iverson, Pritchard Quinnell and Stratmoen. No one was absent.
- II. Agenda Changes / Table File
The table file was added.
- III. Public Comment
There was no public comment.
- IV. Approval of Minutes
On a motion by Quinnell, seconded by Goerwitz, minutes of the Regular School Board meeting held on May 22, 2017, were unanimously approved.
- V. Announcements and Recognitions
 - State track participants included Mya Jirik, Mallory Godfrey, Joan Kornvken, Grace Acheson and Sophia Sparby.
 - Elisabeth Acheson, Katie Brust, Hailey Mackenthum and Emma Rezac were members of the All State Runner-up 400 Meter Relay team.
 - Karissa Ricks finished 8th in the state in the pole vault.
 - Casey Parker and Molly Stevens are participating in the State Golf Tournament tomorrow and Wednesday.
- VI. Items for Discussion and / or Reports
 1. SCOPE Project Presentation.
Northfield Middle School teacher Earl Weinmann and students from the SCOPE program shared their latest work regarding World War I and its impact on Northfield. Student presenters included Ophelia Becker, Meera Pattanayak, Grace Casson, Chloe Rozga, Grant Bouvin, Ella Homan and Meadow Vrtis.
 2. Legislative Wrap-up.
Superintendent Hillmann provided a summary of the 2017 legislative session and its impact on Northfield Public Schools. Information from the Minnesota Department of Education was shared with the Board.
- VII. Superintendent's Report
 - A. Items for Individual Action
 1. Repeal and Renewal of Operating Levy and Bond Referendum Election.
On a motion by Iverson, seconded by Stratmoen, the Board unanimously directed the Northfield School District Administration to prepare for an election on November 7, 2017, for the purpose of expanding and extending the current operating levy and for the purpose of selling bonds to implement components of the Master Facilities Plan. These preparations will include specific ballot question language and polling locations and other requirements needed to administer such an election.
 2. 2016-17 Revised Budgets.
On a motion by Stratmoen, seconded by Colangelo, the Board unanimously approved the revised 2016-17 budgets as presented.

<u>Fund</u>	<u>Revenues</u>	<u>Expenditures</u>
General Fund	\$53,220,392	\$53,084,219
Child Nutrition	\$2,173,012	\$2,071,965
Community Services	\$2,536,105	\$2,460,136

3. Proposed 2017-2018 Budget – All Funds.
 On a motion by Iverson, seconded by Hardy, the Board unanimously approved the the 2017-18 budgets as presented for all funds.

<u>Fund</u>	<u>Revenues</u>	<u>Expenditures</u>
General (including Capital)	\$49,106,038	\$49,512,860
Child Nutrition	\$2,173,400	\$2,232,949
Community Services	\$2,495,550	\$2,493,419
Debt Service	\$5,502,182	\$5,688,854
Trust	\$72,500	\$76,800
Internal Service	\$7,219,107	\$6,282,781
Total	\$66,568,777	\$66,287,663

4. Positive Attention and Learning Support (PALS) Program Update.
 On a motion by Colangelo, seconded by Goerwitz, the Board unanimously approved 1.0 FTE PALS position at each elementary school (total 3.0 FTE).

5. Northfield Middle School Music Staffing.
 On a motion by Hardy, seconded by Iverson, the Board unanimously approved an additional 0.20 FTE for band programming at Northfield Middle School beginning with the 2017-18 school year.

6. Administrative Services Update.
 On a motion by Colangelo, seconded by Stratmoen, the Board unanimously approve the modified administrative services structure as presented. The new structure will save the District \$32,274 over the previous administrative services structure.

7. Item Pulled from the Consent Grouping:

1. Family / Student / Co-Curricular / Student Citizenship Handbooks for 2017-2018.
 Colangelo asked for clarification on a proposed change to the Co-Curricular Handbook for 2017-2018, specifically on page 33 – “Use of 7th and 8th grade students in high school programs.” Discussion followed. Iverson called the question and Quinnell seconded. On a six to one vote, motion carried to call the question.
 On a motion by Iverson, seconded by Stratmoen, the School Board approved on a six to one vote the Elementary School Family Handbook and the Student Handbooks for the High School, Area Learning Center, Middle School, and the Co-Curricular Activities Handbook for the 2017-2018 school year, as well as the Student Citizenship Handbook. These handbooks carry the force of School Board policy.

B. Items for Consent Grouping

The Family/Student/Co-Curricular/Student Citizenship Handbooks for 2017-18 was pulled from the Consent Grouping by Colangelo. (See item #7 under Items for Individual Action)

On a motion by Iverson, seconded by Hardy, the Board unanimously approved the following items listed under the Consent Grouping.

2. Lease Agreement with the Northfield Gymnastics Club.
 The School Board approved the Lease Agreement between Northfield Public Schools and Northfield Gymnastics Club for gymnastics activities. The time period is July 1, 2017 through June 30, 2018, in the amount of \$7500. This is an increase from \$6930.
3. Gift Agreement.
 The Northfield Sertoma Club has donated \$4670 for three classroom amplification systems.
4. Co-Curricular Overnight Trips for 2017-2018.
 The Board approved the list of co-curricular overnight trips for 2017-2018 dated June 7, 2017, provided by Activities Director Tom Graupmann.

5. Personnel Items.

a. Appointments.*

1. Tyler Balow, Assistant Boys/Girls Cross Country Coach at the High School, beginning 08/14/2017-11/04/2017; Level G, Step 1.
2. Paul Beck, Summer Band Lesson Instructor District Wide, beginning 06/07/2017-08/30/2017; MA +60, Step 14.
3. **Erin Collins, 1.0 FTE Long Term Substitute Elementary Music Teacher at Greenvale Park, beginning 08/28/2017-12/07/2017; BA, Step 0.
4. **Leah Driscoll, 1.0 FTE Special Education Teacher-SLD, ASD at Bridgewater, beginning 08/28/2017; MA+30, Step 14.
5. Stephanie Ennis, 1.0 FTE Teacher Substitute District Wide, beginning 09/05/2017-06/07/2018; \$25.00/hr.
6. Shannon Flegel, Special Education Teachers for Extended School Year Services District Wide, beginning 07/01/2017-08/29/2017; MA, Step 11.
7. Ilana Forsgren, CNA 1 for 3.75hrs/day at Greenvale Park, beginning 08/21/2017; \$16.83/hr.
8. Ethan Freier, Summer Band Lesson Instructor District Wide, beginning 06/07/2017-08/30/2017; MA+30, Step 14.
9. Roberto Garcia, Event Worker District Wide, beginning 05/27/2017.
10. **Dylan Golla, 1.0 FTE Long Term Substitute Secondary Resource Room SLD at the High School, beginning 08/28/2017-06/07/2018; BA, Step 0.
11. **Christine Howard, 1.0 FTE Speech Language Pathologist District Wide, beginning 08/28/2017; MA, Step 5.
12. **Gerald Johnson, 1.0 FTE Long Term Substitute Media Specialist Teacher at Bridgewater, beginning 08/28/2017-11/2/2017; MA+30, Step 8.
13. **Jennifer Jones, 1.0 FTE English Learner Teacher at the Middle School, beginning 08/28/2017; BA, Step 1.
14. **Katherine Klein, .4 FTE Life and Earth Science Teacher at the Middle School, beginning 08/28/2017-06/07/2018; MA, Step 4.
15. Hunter Koep, Summer Recreation with Community Services, effective 05/31/2017-08/31/2017; Baseball \$9.75/hr.
16. Sara Line, 1.0 FTE Early Childhood Coordinator at the Northfield Community Resource Center, beginning 07/03/2017; \$59,233.00 + Step 4, 50 weeks/year.
17. Meredith Maniglia, Summer Recreation Instructor with Community Services, beginning 06/19/2017-08/31/2017; Swim Aide \$9.75/hr. Class Lead \$10.50/hr.
18. **Shawna Molloy, 1.0 FTE Special Education ASD Teacher at the High School, beginning 08/28/2017; BA, Step 1.
19. **Betsy Peterson, 1.0 FTE Long Term Substitute 3rd Grade Teacher at Bridgewater, beginning 08/28/2017-06/07/2018; MA+60, Step 6.
20. **Lynsi Sherry, 1.0 FTE School Psychologist at Greenvale Park, beginning 08/28/2017; MA+45, Step 0.
21. **Caroline Sjoberg, 1.0 FTE Special Education Teacher – EBD at Sibley, beginning 08/28/2017; BA, Step 0.
22. Teresa Stanley, Assistant Cross Country Coach at the High School, beginning 08/14/2017-11/04/2017; Level I, Step 1.
23. Teresa Swenson, 1.0 FTE Teacher Substitute District Wide, beginning 09/05/2017-06/07/2018; \$25.00/hr.
24. Bram Umbanhowar, Child Nutrition Student Associate for 1hr/day at Longfellow, beginning 09/05/2017; \$9.50/hr.
25. Adam Van Sickle, Event Worker District Wide, effective 06/07/2017.
26. Mary Williams, Summer Band Lesson Instructor District Wide, beginning 06/07/2017-08/30/2017; MA+, Step 14.
27. **Katherine Waters, 1.0 FTE Early Childhood Special Education Teacher at Longfellow, beginning 08/28/2017.

28. Summer Weight Room Coaches at the High School, beginning 06/12/2017-08/11/2017:
- Laura Marks (DeGroot) \$20.00/hr.
 - Cory Callahan \$20.00/hr.
 - Bubba Sullivan \$18.75/hr.
 - Travis Wiebe \$18.75/hr.
 - Steven Hill \$18.75/hr.
 - Shelby Callahan \$15.00/hr.
 - Kris Woods – Program Volunteer for first 4 weeks of weight lifting program.
 - Kris Woods – Paid intern for last 4 weeks of weight lifting program - \$10.00/hr. payroll claim form will be submitted for these hours.
 - Larry Sanftner (Clerical) \$15.00/hr.

b. Increase/Decrease/Change in Assignment

1. Jennifer Allison, 3rd Grade Teacher at Greenvale Park, add Bridges to Kindergarten Teacher with Community Services, effective 07/24/2017-08/17/2017. Yr. 1-\$27.11/hr.
2. Kathleen Beck, Sped EA PCA at Greenvale Park, add Extended School Year Sped EA/PCA at Sibley, effective 07/06/2017-08/03/2017.
3. Carley Benjamin, NB Room EA-6.75hrs/day; Supervisory-.17hrs/day at Sibley, change to NB Room EA-6.75hrs/day; Supervisory-.33hrs/day at Sibley, effective 09/05/2017.
4. Allyson Bernstorff, Sped EA PCA at Sibley, add Extended School Year Sped EA/PCA at Longfellow, effective 07/06/2017-08/03/2017.
5. Allyson Bernstorff, Resource Room EA-6.50hrs/day; Supervisory-.50hrs/day at Sibley, change to EA LI Room-6.75hrs/day; Supervisory-.25hrs/day at Sibley, effective 09/05/2017.
6. Russel Boyington, KidVentures Site Assistant for 23.5hrs./wk at Bridgewater, change hours to 40hrs/wk at Sibley, effective 06/07/2017-09/01/2017.
7. Mary Boyum, Sped EA PCA at Sibley, add Extended School Year Sped EA/PCA at Sibley, effective 07/06/2017-08/03/2017.
8. Mary Boyum, EA LI Room -6.75hrs/day; Supervisory-.33hrs/day at Sibley, change to EA LI Room -6.75hrs/day; Supervisory-.16hrs/day at Sibley, effective 09/05/2017.
9. Shari Bridley, Sped EA PCA at Longfellow, add Extended School Year Sped EA/PCA at Longfellow, effective 07/06/2017-08/03/2017.
10. Jackson Cade, Ventures Student Site Assistant for up to 17hrs/wk at Greenvale Park, change to Ventures Site Assistant for up to 40hrs/wk at Sibley, effective 06/07/2017-09/01/2017; \$12.43/hr.
11. Kristen Cade, Kindergarten Teacher at Bridgewater, add Bridges to Kindergarten Teacher with Community Services, effective 07/24/2017-08/17/2017. Yr.22-\$28.82/hr.
12. Christina Chappuis, NB Room EA-6.75hrs/day; Supervisory-.40hrs/day at Sibley, change to NB Room EA-6.75hrs/day; Supervisory-.16hrs/day at Sibley, effective 09/05/2017.
13. Tricia Christopherson, Teacher at Sibley, add Targeted Services Summer PLUS Teacher for up to 4.75hrs/day at Greenvale Park, effective 06/19/2017-08/03/2017; Yr. 2-\$27.11/hr.
14. Danielle Crase, Special Ed Resource Teacher, EBD/ABS at the High School, add Extended School Year Teacher-DCD-MM at Sibley, effective 07/01/2017-08/25/2017.
15. Natalie Czech, Special Ed Resource Teacher, EBD at Bridgewater, add Extended School Year Teacher-Substitute District Wide, effective 07/01/2017-08/25/2017.
16. Kelle Edwards, Sped EA PCA at Greenvale Park, add Extended School Year Sped EA/PCA at Sibley, effective 07/06/2017-08/03/2017.
17. Kaylin Faust, NB Room EA-6.75hrs/day; Supervisory-.40hrs/day at Sibley, change to NB Room EA-6.75hrs/day; Supervisory-.25hrs/day at Sibley, effective 09/05/2017.
18. Tyler Faust, Special Ed Teacher at Bridgewater, add KidVentures Site Assistant for up to 40hrs/wk at Sibley, effective 06/07/2017-09/01/2017; Step 1-\$12.43/hr.
19. Tyler Faust, Special Ed Teacher, EBD at Bridgewater, add Extended School Year Teacher-NB at Sibley, effective 07/01/2017-08/25/2017.
20. Teresa Findley, Sped EA PCA at the Middle School, add Extended School Year Sped EA/PCA at Sibley, effective 07/06/2017-08/03/2017.

- 21 Aimee Gerdesmeier, Ventures Site Leader and EarlyVentures Site Assistant for 34hrs/wk at Sibley and Longfellow, change to Ventures Site Leader for summer only for 40hrs/wk, effective 06/05/2017-09/01/2017.
- 22 Nicole Gill, Special Ed Teacher, DCD at the High School, add Extended School Year Teacher-DCD 9-12 at the Middle School, effective 07/01/2017-08/25/2017.
- 23 Maggie Goldade, ECSE B-3 Teacher at Longfellow, change to a flex calendar, effective 07/01/2017.
- 24 Maggie Goldade, Special Ed Teacher, ECSE B-3 at Longfellow, add Extended School Year Teacher-B-3 at Longfellow, effective 07/01/2017-08/25/2017.
- 25 Leah Grisim, NB Room EA-7hrs/day at Sibley, change to NB Room EA-6.75hrs/day; Supervisory-.33hrs/day at Sibley, effective 09/05/2017.
- 26 Leah Grisim, KidVentures Site Assistant for up to 6hrs.wk at Sibley, change hours to up to 40hrs/wk, effective 06/07/2017-09/01/2017.
- 27 Stephanie Hagberg, Kindergarten Teacher at Greenvale Park, add Bridges to Kindergarten Teacher with Community Services, effective 07/24/2017-08/17/2017. Yr. 7-\$27.73/hr.
- 28 Jonna Hanek, Custodian Engineer-Night at Sibley, change to Custodian Engineer-Day at the High School, effective 06/12/2017.
- 29 Karna Hasse, Resource Room EA-6.50hrs/day; Supervisory-.50hrs/day at Sibley, change to Resource Room EA-6.75hrs/day; Supervisory-.25hrs/day at Sibley, effective 09/05/2017.
- 30 Teresa Hasse, NB Room EA-6.75hrs/day; Supervisory-.33hrs/day at Sibley, change to NB Room EA-6.75hrs/day; Supervisory-.16hrs/day at Sibley, effective 09/05/2017.
- 31 Gretchen Heil, Kindergarten Teacher at Sibley, add Bridges to Kindergarten Teacher with Community Services, effective 07/24/2017-08/17/2017. Yr. 10-\$28.22/hr.
- 32 Tiffany Ingham, KidVentures Site Assistant and Early Ventures Substitute for up to 17hrs/wk at Greenvale Park and Longfellow, change to KidVentures Site Assistant for up to 40hrs/wk at Sibley and Longfellow, effective 06/07/2017-09/01/2017.
- 33 Karen Jensen, EA-Media-5.50hrs/day; Supervisory-2.0hrs/day at Sibley, change to EA-Media-5.50hrs/day; Supervisory-1.41hrs/day at Sibley, effective 09/05/2017.
- 34 Briana Kane, KidVentures Site Assistant for 20.5hrs/wk at Sibley, change to 40hrs/wk, effective 06/07/2017-09/01/2017.
- 35 Cindy Keogh, KidVentures Site Assistant for up to 23.5hrs/wk at Bridgewater, change to KidVentures Site Assistant for up to 40hrs/wk at Sibley, effective 06/07/2017-09/01/2017.
- 36 Melanie Klein, Sped EA PCA at Sibley, add Extended School Year Sped EA/PCA at Sibley, effective 07/06/2017-08/03/2017.
- 37 Melanie Klein, NB Room EA-6.75hrs/day; Supervisory-.40hrs/day at Sibley, change to NB Room EA-6.75hrs/day; Supervisory-.33hrs/day at Sibley, effective 09/05/2017-Ongoing.
- 38 Megan Kremin, Special Ed Teacher, ECSE B-5 at Longfellow, add Extended School Year Teacher-ECSE NB at Longfellow, effective 07/01/2017-08/25/2017.
- 39 Shelley Kruger, Sped EA PCA at the High School, add Extended School Year Sped EA/PCA at the High School, effective 07/06/2017-08/03/2017.
- 40 Annie Kruse, Early Childhood Coordinator at NCRC and Longfellow, change to B-5 ECSE Lead Teacher for 187 Teacher contract days plus 15 contract days at Longfellow, effective 07/01/2017.
- 41 Beth Kuyper, Sped EA PCA at the Middle School, add Extended School Year Sped EA/PCA at the Middle School, effective 07/06/2017-08/03/2017.
- 42 Tabatha Lagro, CNA 1 for 3.25hrs/day at the High School, change to CNA 1 for 3.75hrs/day at the High School, effective 07/03/2017.
- 43 Kathy Lansing, Educational Assistant with Community Services, add Bridges to Kindergarten Teacher with Community Services, effective 07/24/2017-08/17/2017. Yr. 1-\$27.11/hr.
- 44 Dolores Larsen, Sped EA PCA, DCD LI at Sibley, add Extended School Year Sped EA/PCA DCD at Sibley, effective 07/06/2017-08/03/2017.
- 45 Dolores Larsen, EA LI - 6.75hrs/day; Supervisory-.40hrs/day at Sibley, change to EA LI - 6.75hrs/day; Supervisory-.16hrs/day at Sibley, effective 09/05/2017.

- 46 Sue Leidner, NB Room EA-6.75hrs/day; Supervisory-.33hrs/day at Sibley, change to NB Room EA-6.75hrs/day; Supervisory-.16hrs/day at Sibley, effective 09/05/2017.
- 47 Quinn Line, Ventures Student Site Assistant for up to 17hrs/wk at Bridgewater, change to Ventures Site Assistant for up to 31hrs/wk at Sibley, effective 06/07/2017-09/01/2017; \$12.43/hr.
- 48 Yolanda Loken, Sped EA PCA at Longfellow, add Extended School Year Sped EA/PCA at Longfellow, effective 07/06/2017-08/03/2017.
- 49 Tiffany Malecha, Kindergarten Teacher at Greenvale Park, add Bridges to Kindergarten Teacher with Community Services, effective 07/24/2017-08/17/2017. Yr. 4-\$27.73/hr.
- 50 Morgan McCarty, Resource Room EA Spec Ed-6.75hrs/day; Supervisory-.17hrs/day at Sibley, change to EA in TBI Room Spec Ed-6.75hrs/day; Supervisory-.25hrs/day at Sibley, effective 09/05/2017-Ongoing.
- 51 Beth McClune, Sped EA PCA at the Middle School, add Extended School Year Sped EA/PCA at Sibley, effective 07/06/2017-08/03/2017.
- 52 Peter McGorry, Supervisory Educational Assistant for 6hrs/day at Sibley, change to Supervisory Educational Assistant for 5hrs/day at Sibley, effective 09/05/2017-06/07/2018.
- 53 Bruce McWilliams, Long Term Substitute Band Teacher, add Summer Band Lessons, effective 06/01/2017-08/25/2017.
- 54 Kim Medin, Sped EA PCA at the Middle School, add Extended School Year Sped EA/PCA at Sibley, effective 07/06/2017-08/03/2017.
- 55 Jackie Meyer, Sped EA PCA at the High School, add Extended School Year Sped EA/PCA at the High School, effective 07/06/2017-08/03/2017.
- 56 Peggy Mills, KidVentures Site Assistant for 23.5hrs./wk at Sibley, change hours to 21hrs/wk, effective 06/07/2017-09/01/2017.
- 57 Jackie Moon, Sped EA PCA at the Middle School, add Extended School Year Sped EA/PCA at the High School, effective 07/06/2017-08/03/2017.
- 58 Deb Pack, Job Coach, Sped Bus PCA at the High School, add Extended School Year Sped EA/PCA DCDMM at Sibley, effective 07/06/2017-08/03/2017.
- 59 Ulrika Peterson, Kindergarten EA-2hrs/day; Supervisory (lunchroom)-2hrs./day at Sibley, change to EA LI Room and Kindergarten-3.38hrs/day; Supervisory (lunchroom)-3.5hrs/day at Sibley, effective 09/05/2017.
- 60 Susie Puppe, NB Room EA-6.75hrs/day; Supervisory-.33hrs/day at Sibley, change to NB Room EA-6.75hrs/day; Supervisory-.16hrs/day at Sibley, effective 09/05/2017.
- 61 Tony Rasmussen, KidVentures Site Assistant for 26hrs/wk at Bridgewater, change to KidVentures Site Assistant for up to 40hrs/wk at Sibley, effective 06/07/2017-09/01/2017.
- 62 Zack Rasmussen, Ventures Student Site Assistant for up to 17hrs/wk at Greenvale Park, change to Ventures Site Assistant for up to 40hrs/wk at Sibley, effective 06/07/2017-09/01/2017.
- 63 Katie Remmey, Sped EA PCA at the Middle School, add Extended School Year Sped EA/PCA at Sibley, effective 07/06/2017-08/03/2017.
- 64 Katie Remmey, Special Ed EA-PCA for 7hrs/day at the Middle School, change to Special Ed EA-PCA for 6.50hrs/day at the Middle School, ongoing position, effective 08/28/2017.
- 65 Melissa Reuvers, Sped EA PCA at Bridgewater, add Extended School Year Sped EA/PCA at Sibley, effective 07/06/2017-08/03/2017.
- 66 Pat Rogne, ECFE Teacher with Community Services, add Bridges to Kindergarten Teacher with Community Services, effective 07/24/2017-08/17/2017. Yr. 8-\$28.22/hr.
- 67 Kyle Roth, ECSE/DHH B-5 at Longfellow, add Extended School Year ECSE/DHH Teacher B-5 at Longfellow, effective 07/01/2017-08/25/2017.
- 68 Heather Ryden, Teacher at Greenvale Park, add Targeted Services Summer PLUS Teacher for up to 4.75hrs/day for 4days/wk at Greenvale Park, beginning 06/15/2017-08/03/2017; Yr. 2-\$27.11/hr.
- 69 Angie Schewe, Preschool Teacher at Longfellow, add Bridges to Kindergarten Teacher with Community Services, effective 07/24/2017-08/17/2017. Yr. 5-\$27.73/hr.

- 70 Elizabeth Schmidt, Resource Room EA-6.50hrs/day; Supervisory-.50hrs/day at Sibley, change to Resource Room EA-6.63hrs/day; Supervisory-.17hrs/day at Sibley, effective 09/05/2017.
- 71 John Schnorr, B-5 Speech Pathologist at Longfellow, add overload Speech/Language at Longfellow, effective 02/01/2017-05/08/2017.
- 72 Amanda Schrader, EL Teacher at Sibley, add Bridges to Kindergarten Teacher with Community Services, effective 07/24/2017-08/17/2017; Yr. 12-\$28.82/hr.
- 73 Tammy Schwagerl, Sped EA PCA at the Middle School, add Extended School Year Sped EA/PCA at Longfellow, effective 07/06/2017-08/03/2017.
- 74 Tammy Schwagerl, Special Ed PCA – LI Program for 7hrs/day at the Middle School, change to Special Ed PCA – LI Program for 6.75hrs/day at the High School, beginning 08/29/2017.
- 75 Deborah Seitz, Special Ed Resource Teacher, EBD at the Middle School, add Extended School Year Teacher-Resource at Sibley, effective 07/01/2017-08/25/2017.
- 76 Tonya Skluzacek, Ventures Site Leader and EarlyVentures Site Assistant for 34hrs/wk at Bridgewater and Longfellow, change to Ventures Site Leader for summer only for 40hrs/wk at Sibley, effective 06/07/2017-09/01/2017.
- 77 Pilar Sullivan, Sped EA PCA at Longfellow, add Extended School Year Sped EA/PCA at Longfellow, effective 07/06/2017-08/03/2017.
- 78 Shannon Tassava, NB Room EA-6.75hrs/day; Supervisory-.33hrs/day at Sibley, change to NB Room EA-6.75hrs/day; Supervisory-.16hrs/day at Sibley, effective 09/05/2017.
- 79 Pam Taubman, KidVentures Site Assistant for 23.5hrs./wk at Greenvale Park, change hours to 17.5hrs/wk, effective 06/07/2017-09/01/2017.
- 80 Deb Thomforde, .8 FTE Reading Teacher at the Middle School, change to 1.0 FTE ADSIS at Greenvale Park, effective 08/28/2017.
- 81 Lydia Tilstra, Special Ed Resource Teacher, DCD/LI at Sibley, add Extended School Year Teacher-DCD/LI at Sibley, effective 07/01/2017-08/25/2017.
- 82 ReNae Trebelhorn, Special Ed Resource Teacher, DCD/LI at the Middle School, add Extended School Year Teacher-DCD/LI at the Middle School, effective 07/01/2017-08/25/2017.
- 83 Anne VanderMartin, NB Room EA-6.5hrs/day; Supervisory-.33hrs/day at Sibley, change to NB Room EA-6.5hrs/day; Supervisory-.16hrs/day at Sibley, effective 09/05/2017.
- 84 Andrea Waldock, Sped EA PCA at Bridgewater, add Extended School Year Sped EA/PCA at Longfellow, effective 07/06/2017-08/03/2017.
- 85 Dylan Warner, Ventures Site Leader and EarlyVentures Site Assistant for 30hrs/wk at Greenvale Park and Longfellow, change to Ventures Site Leader for summer only for 40hrs/wk at Sibley, effective 06/07/2017-09/01/2017;
- 86 Sara Webster, Speech Language Pathologist at Sibley, add ESY Speech Language Pathologist District Wide, effective 07/01/2017-08/25/2017.
- 87 Kari Winter, ECSE 3-5 Teacher at Longfellow, add Extended School Year Teacher-ECSE at Longfellow, effective 07/01/2017-08/03/2017.
- 88 Lori Witt Macrae, Sped EA PCA at Sibley, add Extended School Year Sped EA/PCA at Sibley, effective 07/06/2017-08/03/2017.
- 89 Lori Witt Macrae, Resource Room EA-6.5hrs/day; Supervisory-.57hrs/day at Sibley, change to Resource Room EA-6.5hrs/day; Supervisory-.50hrs/day at Sibley, effective 09/05/2017.
- 90 Carina Zick, Sped EA PCA at Sibley, add Extended School Year Sped EA/PCA at Sibley, effective 07/06/2017-08/03/2017.
91. Carina Zick, NB Room EA-6.75rs/day; Supervisory-.40hrs/day at Sibley, change to NB Room EA-6.75hrs/day; Supervisory-.25hrs/day at Sibley, effective 09/05/2017.
92. Janet Amundson, Special Ed EA for 6.75hrs/day at the Middle School, change to Special Ed EA for 6.50hrs/day + .25hrs/day bus supervision at the Middle School, effective 08/30/2017.
93. Sheila Atkinson, Special Ed EA/PCA for 6.75hrs/day at Bridgewater, change to Special Ed EA for 6.5hrs/day at Bridgewater, effective 08/30/2017.

94. Kathleen Beck, Special Ed EA for 6.75hrs/day and Supervisory EA for .28hrs/day at Greenvale Park, change to Special Ed EA for 6.75hrs/day and Supervisory EA for .50hrs/day at Greenvale Park, effective 08/30/2017.
95. Carol Beumer, Special Ed EA for 6.75hrs/day at the High School, change to Special Ed EA for 6.50hrs/day at the High School, effective 08/28/2017.
96. Jill Bohlen, Special Ed EA-PCA for 6.75hrs/day and Supervisory EA for .50hrs/day at Greenvale Park, change to Special Ed EA-PCA for 5.75hrs/day and Supervisory EA for 1.00hr/day at Greenvale Park, effective 08/30/2017.
97. Deb Budin, Special Ed EA for 6.75hrs/day at the High School, change to Special Ed EA for 6.50hrs/day at the High School, effective 08/28/2017.
98. Noreen Cooney, Social Worker at Sibley, add Social Worker Mentor/Clinical Supervision at Greenvale Park, effective for the 2017-18 school year; \$1,500 stipend
99. Elliott Courchaine, Special Ed EA PCA for 6.75hrs/day at the Middle School, change to Special Ed EA PCA for 6.75hrs/day + .25hrs/day crossing guard at the Middle School, effective 08/30/2017.
100. Kelle Edwards, General Ed PBIS EA for 7.0hrs/day at Greenvale Park, change to General Ed Title EA for 5.5hrs/day plus Supervision for 1.5hrs/day at Greenvale Park, effective 08/30/2017.
101. Teresa Findlay, Special Ed EA for 6.75hrs/day + .25 supervision at the Middle School, change to Special Ed EA for 6.75hrs/day at the Middle School, effective 08/30/2017.
102. Jackie Groth, Special Ed EA/PCA for 6.75hrs/day plus .50hrs/day for Supervision at Bridgewater, change to Special Ed EA/PCA for 6.50hrs/day plus .50hrs/day for Supervision at Bridgewater, effective 08/30/2017.
103. Mara Hessian, Special Ed EA/PCA for 6.75hrs/day at Bridgewater, change to Special Ed EA PCA for 6.5hrs/day at Bridgewater, effective 08/30/2017.
104. Linda Kovach, 1.0 Reading Teacher at the Middle School, add Reading Teacher – 1 section overload at the Middle School, effective 09/05/2017-06/07/2017.
105. Beth Kuyper, Special Ed EA PCA for 7hrs/day at the Middle School, change to Special Ed EA PCA for 6.75hrs/day at the Middle School, effective 08/28/2017.
106. Lisa Laine, Special Ed EA for 5.00hrs/day Plus General Education for 2.00hrs/day at Greenvale Park, change to Special Ed EA for 4.50hrs/day Plus General Education Supervision for 2.25hr/day at Greenvale Park, effective 08/30/2017.
107. Kristy Malecha, Special Ed EA-PCA for 6.50hrs/day and Supervisory for .69hrs/day at Greenvale Park, change to Special Ed EA-PCA for 6.75hrs/day and Supervisory for .75hrs/day at Greenvale Park, effective 08/30/2017.
108. Carolyn Manderfeld, Special Ed EA PCA for 7hrs/day at the Middle School, change to Special Ed EA PCA for 6.75hrs/day at the Middle School, effective 08/28/2017.
109. Armando Martinez-Rosas, Custodian at Sibley and Greenvale Park, change to Custodian Engineer without License at Sibley, effective 06/19/2017.
110. Robert Matthies, Custodian for 3hrs/day at the High School, change to 8hrs/day at the High School, effective 06/12/2017-TBD-Summer Only.
111. Tresa Mazurek, Special Ed EA-PCA for 6.75hrs/day and Supervisory for .25hrs/day at Greenvale Park, change to Special Ed EA-PCA for 5.75hrs/day and Supervisory for 1.00hr/day at Greenvale Park, effective 08/30/2017.
112. Kim Medin, Special Ed EA PCA for 6.75hrs/day at the Middle School, change to Special Ed EA PCA for 6.75hrs/day +.50 hrs/day after school supervision at the Middle School, effective 08/30/2017.
113. LaDonna Miller, Special Ed EA-PCA for 6.75hrs/day Plus Supervision for .28hrs/day at Greenvale Park, change to Special Ed EA-PCA for 5.75hrs/day Plus Supervision for .50hrs/day at Greenvale Park, effective 08/30/2017.
114. Sarah Moyer, Special Ed EA-PCA for 6.25hrs/day at Greenvale Park, change to Special Ed EA-PCA for 5.00hrs/day Plus Supervision for .25hrs/day at Greenvale Park, effective 08/30/2017.
115. Sue Nelson, Special Ed EA/PCA for 6.75hrs/day plus .42hrs/day for Supervision at Bridgewater, change to Special Ed EA/PCA for 6.75hrs/day plus .50hrs/day for Supervision at Bridgewater, effective 08/30/2017.

116. Laurie Noonan, Special Ed EA/PCA for 6.75hrs/day at Bridgewater, change to Special Ed EA for 6.5hrs/day at Bridgewater, effective 08/30/2017.
117. Ashely Opatrny, Special Ed EA-PCA for 6.58hrs/day and Supervisory for .50hrs/day at Greenvale Park, change to Special Ed EA-PCA for 6.75hrs/day and Supervisory for .75hrs/day at Greenvale Park, effective 08/30/2017.
118. Amy Pantze, Special Ed EA-PCA for 6.50hrs/day and Supervision for .50hrs/day at Greenvale Park, change to Special Ed EA-PCA for 6.75hrs/day and Supervision for .50hrs/day at Greenvale Park, effective 08/30/2017.
119. Teri Quamme, Special Ed EA-PCA for 4.50hrs/day and Supervisory for 2.50hrs/day at Greenvale Park, change to Special Ed EA-PCA for 6.75hrs/day and Supervisory for .75hrs/day at Greenvale Park, effective 08/30/2017.
120. Sara Redetzke, Special Ed EA PCA for 6.75hrs/day at the Middle School, change to Special Ed EA PCA for 3.38hrs/day and Special Ed EA for 4.0hrs/day at the Middle School, effective 08/28/2017.
121. Katie Remmey, Special Ed EA for 7hrs/day at the Middle School, change to Special Ed EA for 6.50hrs/day + .75hrs/day a.m. & p.m. crossing duty at the Middle School, effective 08/30/2017.
122. Melissa Reuvers, Special Ed EA/PCA for 6.25hrs/day plus .75hrs/day for Supervision at Bridgewater, change to Special Ed EA/PCA for 6.75hrs/day plus .75hrs/day for Supervision at Bridgewater, effective 08/30/2017.
123. Pamela Rivera, Special Ed EA/PCA for 7.00hrs/day at Bridgewater, change to Special Ed EA/PCA for 6.75hrs/day plus .50hrs/day for Supervision at Bridgewater, effective 08/30/2017.
124. Karen Roback, Special Ed EA for 6.75hrs/day at the High School, change to Special Ed EA for 6.50hrs/day at the High School, effective 08/28/2017.
125. Tammy Schwagerl, Special Ed EA PCA for 7hrs/day at the Middle School, change to Special Ed EA PCA for 6.75hrs/day at the High School, effective 08/28/2017.
126. Robyn Spillman, Special Ed EA-PCA for 6.50hrs/day and Supervision for .50hrs/day at Greenvale Park, change to Special Ed EA-PCA for 6.38hrs/day and Supervision for .50hrs/day at Greenvale Park, effective 08/30/2017.
127. Mary Stanchina, Special Ed EA/PCA for 6.75hrs/day plus .40hrs/day for Supervision at Bridgewater, change to Special Ed EA/PCA for 6.50hrs/day plus .50hrs/day for Supervision at Bridgewater, effective 08/30/2017.
128. Rhonda Stanely, Special Ed EA-PCA for 4.59hrs/day and Supervisory for 2.50hrs/day at Greenvale Park, change to Special Ed EA-PCA for 4.75hrs/day and Supervisory for 2.50hrs/day at Greenvale Park, effective 08/30/2017.
129. Jane Streitz, Special Ed EA-PCA for 6.50hrs/day and Supervisory for .25hrs/day at Greenvale Park, change to Special Ed EA-PCA for 6.50hrs/day and Supervisory for .50hrs/day at Greenvale Park, effective 08/30/2017.
130. Angie Timperley, Special Ed EA/PCA for 4.00hrs/day at Bridgewater, change to Special Ed EA PCA for 3.25hrs/day at Bridgewater, effective 08/30/2017.
131. Jean Volkmuth, Special Ed READ 180 for 2hrs/day + General ED READ 180 for 2hrs/day at the Middle School, change to Special Ed EA/PCA for 4hrs/day (3hrs/day physical impaired + 1hr/day visually impaired) at the Middle School, effective 08/30/2017.
132. Andrea Waldock, Special Ed EA/PCA for 6.75hrs/day plus .50hrs/day for Supervision at Bridgewater, change to Special Ed EA/PCA for 6.50hrs/day plus .50hrs/day for Supervision at Bridgewater, effective 08/30/2017.
133. Michelle Warden, Special Ed EA/PCA for 2.33hrs/day and General Education for 4.17hrs/day at Bridgewater, change to Special Ed EA/PCA for 3.00hrs/day and General Education for 4.17hrs/day at Bridgewater, effective 08/30/2017.
134. Linda Wasner, Special Ed EA PCA for 6.75hrs/day at the High School, change to Special Ed EA PCA for 6.50hrs/day at the High School, effective 08/28/2017.
135. Mary Beth Youngblut, Grade 1 Teacher at Greenvale Park, change to Grade 3 Teacher at Greenvale Park, effective 08/28/2017.

c. Leave of Absence Requests

1. Krista Betcher, Teacher at the Middle School-Revision of Unpaid Leave of Absence to Extended Leave of Absence for five years beginning with the 2017-18 school year.
2. Julie Erickson, Family/Medical Leave of Absence childcare, beginning on or about 06/29/2017-for 10 work weeks.
3. Jane Weiland, Family/Medical Leave of Absence childcare, beginning on or about 11/03/2017- for 8 work weeks.

d. Retirements/Resignations

1. Tara Bamonte-Grebis, Event Worker, declined position 02/24/2017.
2. Joyce Bowyer, Event Worker, declined position 03/06/2017.
3. Jan Gillen, Event Worker, declined position 02/24/2017.
4. Lydia Gross, Special Ed NB Room at Longfellow, resignation effective at the end of the 2016-17 school year.
5. Sondra Isom, Summer Recreation, declined position 05/24/2017.
6. Madison Jenrich, Summer Recreation, declined position 05/30/2017.
7. Karen Jensen, Media EA at Sibley, retirement effective at the end of the 2016-17 school year.
8. April Kalscheuer, Targeted Services Summer PLUS, resignation effective 06/05/2017.
9. Caitlyn Krueger, Special Education EA at the Middle School, resignation effective 06/06/2017.
10. Will Kruse, EA at Longfellow, resignation effective at the end of the 2016-17 school year.
11. Jane Morrison, CNA 1 at the High School, resignation effective at the end of the 2016-17 school year.
12. Jamie Moyer, Special Education Teacher, resignation effective 06/06/2017.
13. Teresa Tillson, Event Worker, declined position 02/24/2017.
14. Selena Wagner, Event Worker, declined position 02/24/2017.
15. Chris Zimmerman, CNA Student, resignation effective 05/31/2017.
16. Kaylin Faust, Spec Ed EA PCA at Sibley, resignation effective 06/08/2017.
17. Laura Greenlund, Administrative Assistant for Director of Special Services at Longfellow, retirement effective 07/06/2017.
18. Darren Lofquist, Assistant Boys Swimming Coach, resignation effective 05/11/2017.

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

**Hourly rate of pay is subject to change upon settlement of 2016-2018 EA employee agreement.

VIII. Items for Information

1. Web Site Update.

Superintendent Hillmann and Director of Community Services Erin Bailey provided an overview of a web site update project the District is undertaking with Neuger Communications. The revamped web site is scheduled to be launched in early August.

2. End of the Year Enrollment Report.

IX. Future Meetings

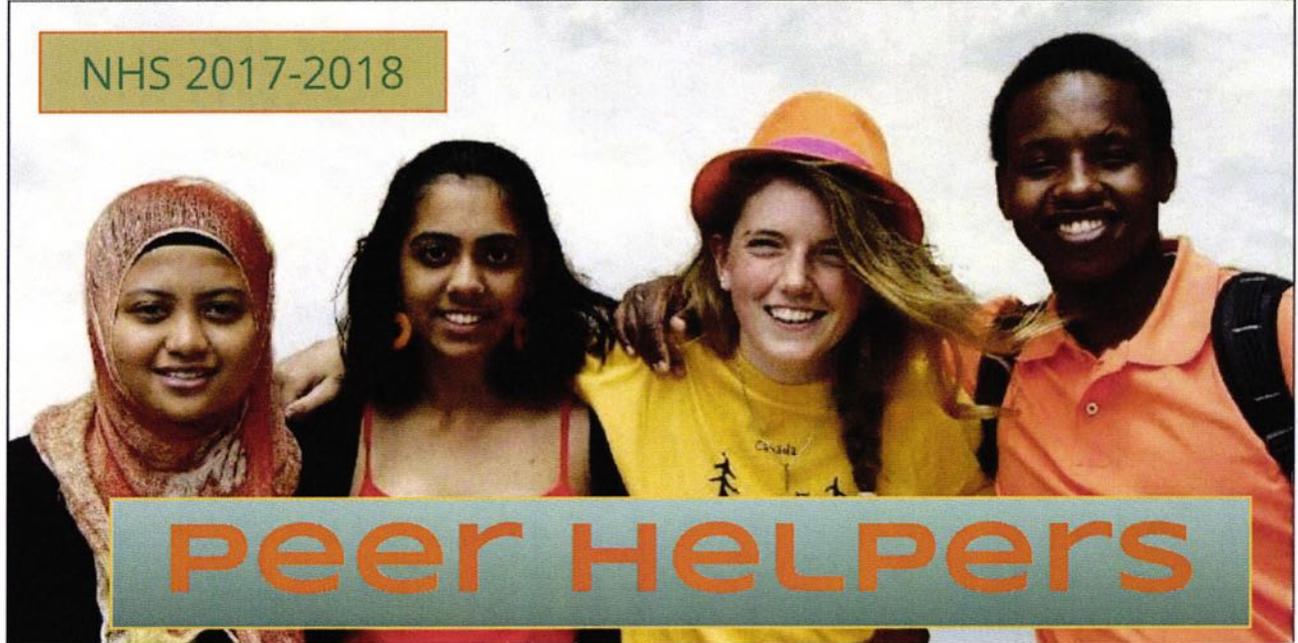
Monday, July 10, 2017, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
Monday, August 14, 2017, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center

X. Adjournment

On a motion by Stratmoen, seconded by Colangelo, the Board adjourned at 9:24 p.m.

Noel Stratmoen
School Board Clerk

NHS 2017-2018



Peer HELPers

Background

- Modelled after peer helper (“natural helper”) programs that have evidence of effective positive impact on social-emotional skills (SAMHSA* REPP).
- Long history - some programs reviewed started in 1979
- Adolescent, diverse populations
- Social, emotional, and chemical health outcomes
- Hudson, WI (20 years), Hastings, MN (5+years), St Croix Valley ALC, Stillwater, MN

What are Peer Helpers?

Developed by the Hazelden Foundation which has worked with school systems nationwide to help develop and implement **Peer Helper Programs**. The premise of the **Peer Helper Program** is simple: at every school, **students with problems** seek out **other students whom they can trust** (*natural helpers*). The **peer helper** is one who offers help, based on the shared understanding, respect, and mutual empowerment between people in similar situations. **Peer helpers HELP** friends with concerns, **RECOGNIZE** when friends have **serious problems** (mental or chemical health) and **REFER** them to **trained helper resources**, work with team members, **PROVIDE** accurate information, become more **INVOLVED** in their school and community, and **CONNECT** to the **new or isolated student**.

Four Goals for the Peer Helper Program

To help young people develop the skills:

1. To **prevent** some of the **problems of adolescence**.
2. To **intervene** effectively with **troubled friends**
3. To **choose positive** ways of **taking care** of themselves
4. And the **initiative** to be **leaders** and to **improve** their school and community.

Measures of effectiveness

School engagement (attendance, credit attainment)

Percent of chronic absenteeism

Percent of students passing all classes

Social effectiveness and emotional regulation (Minnesota Student Survey and Developmental Assets Profile)

"I feel good about myself"

"I handle disappointment without getting too upset"

"I find good ways to deal with the hard things in life"

"I express my feelings in proper ways"



The Peer Helper Program Presentation
Board Meeting: 7.10.2017
Carrie Duba, School Psychologist, NHS

The Peer Helper program is modelled after peer helper (“natural helper”) programs that have evidence of effective positive impact on social-emotional skills. Some of this evidence is found on the Substance Abuse and Mental Health Services Administration (SAMHSA)’s Registry of Evidence Proven Practices (REPP). Peer helping programs have a long history of use with the adolescent population with programs starting in 1979.

The extant programs support all ages including adolescent students, and serve diverse populations.

The primary expected outcomes are improved social, emotional, and chemical health. A secondary expected outcome is improved school engagement, including attendance and academic performance.

Demographically matched schools in our region have well established Peer Helper programs, including Hudson, WI (20 years), Hastings, MN (5+years), St Croix Valley ALC, Stillwater, MN. These schools report 1000 documented peer helper contacts a year.

Training is developed and provided by Hazeldon - 2 day intensive training for the peer cohort and the adult mentors for the program. Training must be completed annually, and there is ongoing support throughout the year from the Hazeldon trainer (teacher at Stillwater High School).

Natural peer helpers are identified by the student body to create a team of peer helpers that has built-in credibility with a range of adolescent cohorts and groups.

According to Hazeldon, the premise of the Peer Helper Program is simple: at every school, students with problems seek out other students (and some adults) whom they can trust. The peer helper is one who offers help, based on the shared understanding, respect, and mutual empowerment between people in similar situations. Peer helpers help friends with concerns, recognize when friends have serious problems (mental or chemical health) and refer them to trained helper resources, work with team members, provides accurate information, become more involved in their school and community, and connect to the new or isolated student.

The four basic goals of the Peer Helper Program are to help young people develop the skills:

1. To prevent some of the problems of adolescence.
2. To intervene effectively with troubled friends
3. To choose positive ways of taking care of themselves
4. And the initiative to be leaders and to improve their school and community.

Effectiveness measures include data on school engagement (attendance, credit attainment) such as:

Percent of chronic absenteeism
Percent of students passing all classes

As well as data on social effectiveness and emotional regulation as measured by the Minnesota Student Survey [9th and 11th graders] and Developmental Assets Profile. The related Minnesota Student Survey questions include:

"I feel good about myself"
"I handle disappointment without getting too upset"
"I find good ways to deal with the hard things in life"
"I express my feelings in proper ways"

The relevant Developmental Assets category is "Positive Identity."

Purpose: The purpose of the school improvement planning process is to establish a clear set of shared goals, aligned with the District's strategic plan, that inspire action and align efforts for student growth and achievement.

2016-17 School Improvement Plan Goals Review and Key Reflections

Goal	Results
<p>Northfield Middle School will have an increase of 5% of all students in grades 6, 7 and 8 who show positive growth on their State MCA Reading and Math Test during the 2016-17 school year.</p>	<p style="text-align: center;">Data will be available publicly in August...</p>
<p>Northfield Middle School will decrease the achievement GAP with our FRP students by 10% in Math and Reading in grades 6, 7 and 8.</p>	
<p>Northfield Middle School will increase the number of students who know what the acronym NMS PRIDE stands for by 10%, as reported through a school survey.</p>	<p>All 5 letters=57%, which did not meet our goal. However, the number of students knowing at least one of the letters. P=80%, R=82%, I=73%, D=70%, E=70% suggests we are moving in the correct direction. Other questions asked about school climate showed a slight downward trend from Fall to Spring. Not surprising, but something to work on.</p>
<p>Northfield Middle School will increase the number of students who participate in at least one Middle School Sponsored activity, during the 2016-17 school year by 5%. Activities can meet before, during or outside the school day.</p>	<p>The number of students who participate in some form of activity is holding steady at around 68% of our student body. <u>Other Data:</u> Number of activities participating in at NMS 0=31% 1=32.9% 2=19.5% 3+=16.1%</p>

Key reflections:

- Giving staff permission to try something different and permission to fail is a key to moving the needle.
- People are ready to ask the questions, **“What if,” “Why” and “What can we do about it.”**
- People are not afraid of the data.....they want to know what it says and how they can use it to have a positive effect on learning.
- NMS PRIDE needs to be re-energized each year for students and staff so it continues to have a positive effect on our culture.

2017-18 School Improvement Plan Goals, Strategies, and Evaluation

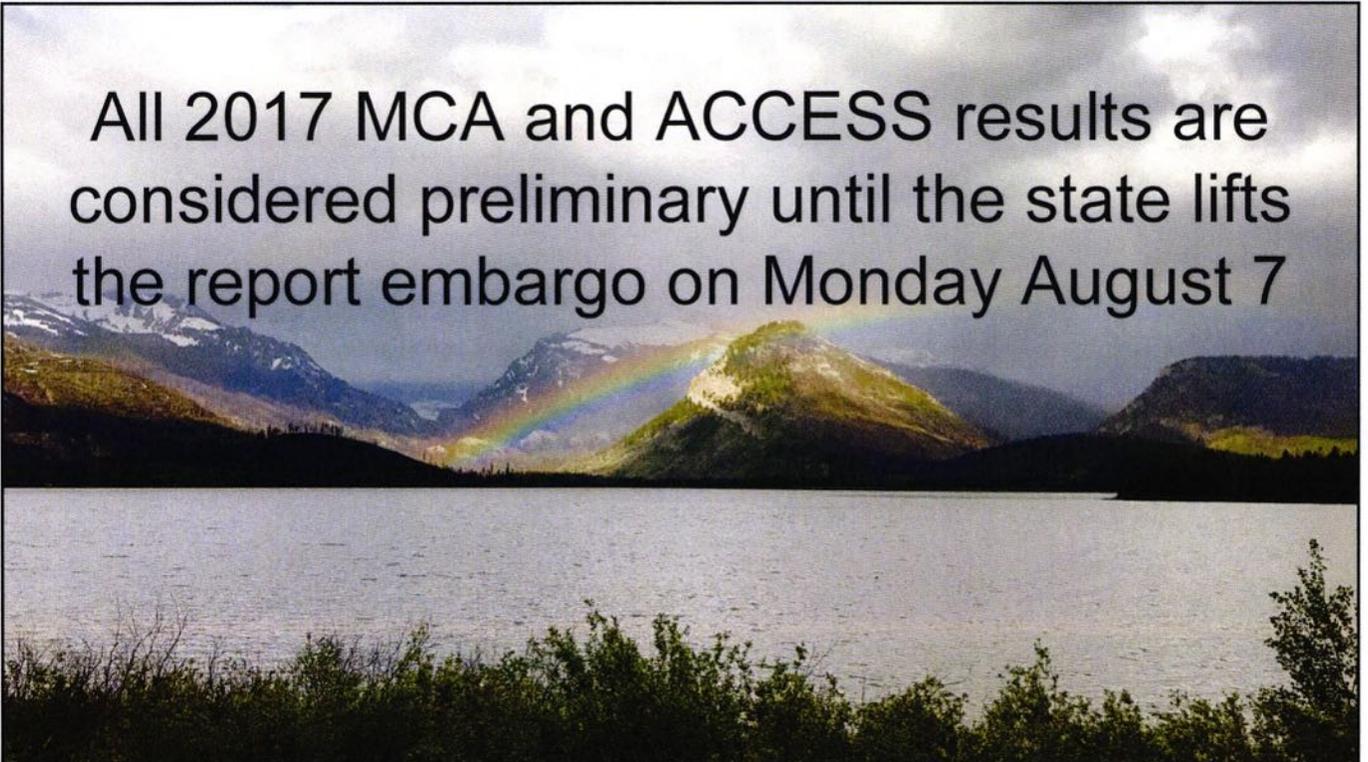
SMART Goal	Strategies	Evaluation
<p>Northfield Middle School will have an increase of 5% of all students in grades 6, 7 and 8 who show positive growth on their State MCA III Reading and Math Test during the 2016-17 school year.</p> <p><i>Strategic Plan Alignment: "Robust core subject instruction" and "Equitable opportunities and support for all career and college paths."</i></p>	<ul style="list-style-type: none"> ● Review 2017-18 goals that our SIT and Staff approved ● Celebrate good news from 2016-17 ● Continue to look at Web Based Reading Options ● Monitor and adjust as needed MTSS interventions 	<ul style="list-style-type: none"> ● MCA, MAP data will be our main form of a summative evaluation on how we are doing. ● Formative assessments through the PLC process and MTSS will give us an idea if we are heading in a positive direction.
<p>Northfield Middle School will decrease the achievement GAP with our FRP students by 5% in Math and Reading in grades 6, 7 and 8, as measured by the 2018 MCA data</p> <p><i>Strategic Plan Alignment: "Robust core subject instruction" and "Equitable opportunities and support for all career and college paths."</i></p>	<ul style="list-style-type: none"> ● Meet with Language Arts PLC to discuss GAP data and brainstorm why we are getting the results and what we can do to make a change. ● Do the same as above with EL and Special Education ● Continuing our work with MTSS addressing this goal. 	<ul style="list-style-type: none"> ● MCA, MAP data will be our main form of a summative evaluation on how we are doing. ● Formative assessments through the PLC process and MTSS will give us an idea if we are heading in a positive direction
<p>Northfield Middle School will sponsor at least one student activity a quarter that will help in building a sense of community, as measured by our PRIDE Survey given in the Spring of each year.</p> <p><i>Strategic Plan Alignment: "Building and fostering relationships – commitment to social/emotional health for all" and "Equitable opportunities and support for all career and college paths."</i></p>	<ul style="list-style-type: none"> ● Videos on Morning news teaching PRIDE, Behavior Matrix and Basics. This is an annual item that needs to continue ● Increase the number of PRIDE videos throughout the year ● All school activities/events will take place 4 or more times during the year 	<ul style="list-style-type: none"> ● A student survey will be given to students in the Spring asking them questions about school climate and if the middle school has a community feeling to it.
<p>Northfield Middle School will look to increase the number of students and families who feel the transitions between grades was a positive and helpful experience by 3% each of the next 3 years. 2017-18 will be a baseline year for the middle school.</p> <p><i>Strategic Plan Alignment: "Building and fostering relationships – commitment to social/emotional health for all."</i></p>	<ul style="list-style-type: none"> ● A survey will be given to students and families at the end of September ● Present survey results during a staff meeting and then brainstorm ideas on how we can improve the transition between grades, during another staff meeting. ● Create an action plan with our student support team, based on staff feedback and survey results 	<ul style="list-style-type: none"> ● 2017-18 will be a baseline year ● Comparing the results from 2017-18 and 2018-19 will give us data on how we did and what areas still need some adjustments.

Northfield Middle School

**2017-18 School Improvement Plan
July 10, 2017**



All 2017 MCA and ACCESS results are considered preliminary until the state lifts the report embargo on Monday August 7



2016-17 Middle School Goals

NMS PRIDE

Prepared

Goal 1: Northfield Middle School will have an increase of 5% of all students in grades 6, 7 and 8 who show positive growth on their State MCA Reading and Math Test during the 2016-17 school year.

Respect

Goal 2: Northfield Middle School will decrease the achievement GAP with our FRP students by 10% in Math and Reading in grades 6, 7 and 8.

Integrity

Goal 3: Northfield Middle School will increase the number of students who know what the acronym NMS PRIDE stands for by 10%, as reported through a school survey.

Dependability

Goal 4: Northfield Middle School will increase the number of students who participate in at least one Middle School Sponsored activity, during the 2016-17 school year by 5%. Activities can meet before, during or outside the school day.

Excellence



3

Key reflections from 2016-17 SIP

In a growth mindset.....

PRAISE

*Giving staff permission to try something different and permission to fail is a key to moving the needle

MAKES YOU

FEEL GOOD

*People are ready to ask the questions, “What if,” “Why” and “What can we do about it”

CRITIQUE

MAKES YOU

BETTER

*People are not afraid of the data.....they want to know what it says and how they can use it to have a positive effect on learning



4

2017-18 School Improvement Plan Goals

Achievement Goals

1. Northfield Middle School will have an increase of 5% of all students in grades 6, 7 and 8 who show positive growth on their State MCA Reading and Math Test during the 2016-17 school year.
2. Northfield Middle School will decrease the achievement GAP with our FRP students by 5% in Math and Reading in grades 6, 7 and 8, as measured by MCA data.

Climate Goals

1. Northfield Middle School will sponsor at least one student activity a quarter that will help in building a sense of community, as measured by our **PRIDE** Survey given in the Spring of each year.
2. Northfield Middle School will look to increase the number of students and families who feel the transitions between grades was a positive and helpful experience by 3% each of the next 3 years. 2017-18 will be a baseline year for the middle school.

2017-18 Strategies and Assessments

Continue working with our MTSS Team on Both Reading and Math interventions

Continue to work with web based programs on student iPads for grade 6 reading and reading interventions

Work with individual PLC's to look at strategies to address our FRP Gap in Reading

Staff development for all staff on reading in their content area

MCA and MAP Data will continue to be the main assessment, however other assessments through the web based program and classroom curriculum will also be looked at

Questions



Purpose

The purpose of the school improvement planning process is to establish a clear set of shared goals, aligned with the District's strategic plan, that inspire action and align efforts for student growth and achievement.

2016-17 School Improvement Plan Goals Review and Key Reflections

Goal	Results
96% of NHS students, and 85% of NHS students identified for intervention by MTSS staff, will pass all their classes during the 2016-17 school year.	94% of NHS Students and 73% of NHS students identified for intervention by MTSS staff passed all their classes during the 2016-17 school year.
Surveyed in May 2017, 80% of students 10-12 will indicate they feel connected to their high school “almost always” and “often.”	77.6% of 10-12th graders indicated they feel connected to their high school “almost always” and “often.”
We will demonstrate increased proficiency for each student in the essential learning of content areas as measured by either passing rates or common assessments selected by Professional Learning Communities. As a result, 96% of students 9-12 will pass all their classes.	94% of 9-12th graders passed all their classes.

Key reflections: Specific to MTSS interventions, we continue to improve, modify, and expand our services for all kids in the quest for the 100% passing rate. New this coming year are two new reading courses, two levels of ADSIS math, and peer helpers (the first step in implementation of our SEL system). For passing rate, we continue to hold fast to the goal of reaching all passing grades for all kids. While the last 5-6% are a tough knob to tighten, our programs are focused on doing just that. For the climate goal, we need to expand our data collection to include questions like this one, but also to link it to specific students, so that we can target our response in a way that positively impacts the students who reside in that 23% of students who don't feel connected. We need to revisit our student connections checklist from years past as part of that revision, and simply be more intentional about building relationships with kids.

2017-18 School Improvement Plan Goals, Strategies, and Evaluation

SMART Goal	Strategies	Evaluation
<p>96% of NHS students, and 88% of NHS students identified for intervention by MTSS staff, will pass all their classes during the 2017-18 school year.</p> <p><i>Strategic Plan Alignment: "Robust core subject instruction" and "Equitable opportunities and support for all career and college paths."</i></p>	<ul style="list-style-type: none"> ● MTSS Team will look at data to create list of students who will receive added support ● MTSS team will draft and send letters to parents, indicating interventions and explanation of placement in interventions (Academy, Standards Courses, Achievement Seminar, ADSIS reading and math) ● MTSS team will track progress of identified students through monthly meetings, looking at data from formative and summative assessments, grade tracking, and DIF list. ● MTSS team will analyze year-end data to determine success of MTSS intervention system. 	<ul style="list-style-type: none"> ● Spring grade analysis
<p>Surveyed in May 2018, there will be an increase of 10% in students 10-12 who indicate they feel connected to their high school "almost always" and "often."</p> <p><i>Strategic Plan Alignment: "Building and fostering relationships – commitment to social/emotional health for all" and "Equitable opportunities and support for all career and college paths."</i></p>	<ul style="list-style-type: none"> ● Fall Student Survey ● Spring Student Survey ● PEER HELPERS! (SEL) ● Individual Student Follow-up ● Student Leadership Representative Meeting Series ● RaiderNation T-shirts for incoming 9th and new students ● RaiderNation Days 	<ul style="list-style-type: none"> ● May 2018 Survey Results
<p>We will demonstrate increased proficiency for each student in the essential learning of content areas as measured by either passing rates or common assessments selected by Professional Learning Communities. As a result, 96% of students 9-12 will pass all their classes.</p> <p><i>Strategic Plan Alignment: "Robust core subject instruction" and "Equitable opportunities and support for all career and college paths."</i></p>	<ul style="list-style-type: none"> ● PLCs ● Progress Checks ● MTSS intervention system ● Academic Student Coaches ● Peer Helpers ● DIF list creation and Analysis 	<ul style="list-style-type: none"> ● Spring Grade Analysis

Northfield High School

2017-18 School Improvement Plan Report
10 July 2017



From Good to Great...



The NHS Site Improvement Plan is a clear set of shared goals that...

- Is aligned with the District's strategic plan,
- Inspires action, and
- Aligns efforts for student growth and achievement.

We recognize that we are a "pretty good" school. We also recognize that being "pretty good" means that there is room for growth.

The site improvement plan allows our staff to turn the concept of growth into a quantifiable result.



2016-17 Site Improvement Plan Goals Review

- 96% of NHS students, and 85% of NHS students identified for intervention by MTSS staff, will pass all their classes during the 2016-17 school year. (Actual 94% & 73%)
- Surveyed in May 2017, 80% of students 10-12 will indicate they feel connected to their high school “almost always” and “often.” (Actual 77.6%)
- We will demonstrate increased proficiency for each student in the essential learning of content areas as measured by either passing rates or common assessments selected by Professional Learning Communities. As a result, 96% of students 9-12 will pass all their classes. (Actual 94%)



Key reflections from 2016-17 Site Improvement Plan



- MTSS...continue to improve, modify, and expand in the quest for the 100% passing rate.
 - 2 new reading courses
 - 2 levels of ADSIS math,
 - Peer helpers (the first step in implementation of our SEL system).
- Passing Rate...continue to focus on goal of reaching all passing grades for all kids.
- School Climate...we need to expand, linking to specific students.
 - Target our response in a way that positively impacts the students who don't feel connected.
 - Revisit our student connections checklist
 - Be more intentional about building relationships with kids.

2017-18 School Improvement Plan Goals

1. 96% of NHS students, and 88% of NHS students identified for intervention by MTSS staff, will pass all their classes during the 2017-18 school year.
2. Surveyed in May 2018, there will be an increase of 10% in students 10-12 who indicate they feel connected to their high school “almost always” and “often.”
3. We will demonstrate increased proficiency for each student in the essential learning of content areas as measured by either passing rates or common assessments selected by Professional Learning Communities. As a result, 96% of students 9-12 will pass all their classes.

2017-18 Strategies and Assessments

1. MTSS Data Team, MTSS Programming, ADSIS Programming, Peer Helpers & Academic Student Coaches
2. Student Survey, Connections Checklist, Peer Helpers, RaiderNation Initiative, Student Leadership Representative Assembly
3. PLCs, Sound Core Instruction, MTSS/ADSI supports, rigorous curriculum

Thank you!



MEMORANDUM

TO: Valori Mertesdorf
Director of Finance
Northfield Public Schools

FROM: Tom Watson, CMC
Principal, The Watson Consulting Group

DATE: July 5, 2017

RE: **Approval of Student Transportation Services Contract**

I prepared this memorandum to provide a report and support for the recommendation to award and approve a student transportation services contract for school years commencing with 2017-18 to Benjamin Bus, Inc.

We initiated the procurement after District authorization April 12, 2017 and completing a two week legal notice on April 19 and 26. We provided the legal notice and the Specification for Student Transportation Services to one (1) firm, Benjamin Bus, Inc. We did share the procurement information with several contract service providers. The District received written quotations/proposals from one (1) firm on May 22nd, Benjamin Bus, Inc. (Benjamin) who is the present District contract service provider.

With the other service providers provided with the legal notice, and in some cases, the request for proposal (RFP), each decided not to provide a written quotation/proposal at this time.

Summary of Quotations Received and Analysis

We carefully reviewed and compared the Written Quotation received from Benjamin in terms of the rates for services for the next two (2) school years (2017-18 and 2018-19). You and I interviewed Benjamin owners about their written quotation/proposal and arrived at the proposed Agreement with Benjamin.

After these meetings and considering the critical factors in the RFP for evaluating the quotations, we identified the following items in formulating the recommended contract award at this time:

1. The District will realize cost increases in student transportation services, considering Benjamin proposed a negotiated two (2) percent increase for 2017-18, and a three (3) percent for 2018-19, as shown in the following table:

Total Trans Expenditures	Present Contract	New Contract	Incr/Decr	% Ann. Incr
2015-16	\$2,518,212			
2016-17 (est)	<u>\$2,554,200</u>			
2017-18 (proj)		\$2,605,280		
2018-19 (proj)		<u>\$2,683,440</u>		
Two-Year Total (est)	\$5,072,412	\$5,288,720	\$216,308	%2.1
Est. State Aids – SPED/HHM	<u>(1,533,880)</u>	<u>(1,611,495)</u>		
NET Cost 2015-16 + 2016-17	\$3,538,532			
NET Cost 2017-18 + 2018-19		\$3,677,225	\$138,693	

2. The District will be provided with school buses and vans, measured by the average age of the vehicle fleet, that will average about eight (8) years of age on September 1;

3. The District retained a cost provision on future fuel cost liability indexed at \$2.75 per gallon exclusive of the federal excise tax for student transportation; and
4. The District retained its present contract service provider who has provided quality student transportation services to the District and students.

We have completed the Agreement and received Benjamin approval, and are seeking School Board approval at the July 10, 2017 meeting.

In addition to completing the Benjamin contract matter, we also identified during our engagement an opportunity to realize additional state aids for student transportation starting with the close of school year 2016-17 and fiscal years thereafter.

Recommended Motion and Findings for the Motion to Award the Contract

Based on the District's Specification for Student Transportation Services and the review of the quotations received, the School Board should consider the following motion and findings in its decision to award student transportation services contract:

Make a motion to (1) award the student transportation contract to Benjamin Bus, Inc. for two contract years commencing with August 1, 2017 and ending July 31, 2019, with an option to extend for an additional two one-year contract years, consistent with Minnesota Statutes 2016, Section 123B.52, Subds. 1 and 3, and (2) approve the proposed Agreement with Benjamin Bus, Inc., along with the following findings:

1. *Benjamin Bus, Inc. is a responsible service providers, consistent with the applicable state law;*
2. *Benjamin Bus, Inc. provided the District with the lowest cost quotation(s) in response to the District's Specification; and*
3. *All bus services will continue to be provided consistent with District policies and past practices for distances for student eligibility, distance to bus stops, and bus ride length.*

We appreciate the opportunity to assist the District to achieve your goal of securing a student transportation services agreement, sustaining quality services, and containing annual expenditures for student transportation during a time of tight operating budgets. I am planning to attend the School Board meeting Monday evening to assist with presenting this recommendation and addressing questions in obtaining Board decision to approve the Agreement.

In the meantime, I am available to address any questions or issues that should arise.

STUDENT TRANSPORTATION SERVICES AGREEMENT

THIS AGREEMENT is made and entered into as of the 10th day of July, 2017, by and between **Independent School District 659, Northfield Public Schools**, Minnesota, with its District Office at 1400 Division Street South, Northfield, MN 55057, hereinafter called "District" and **Benjamin Bus, Inc.**, with its local office at 32611 Northfield Blvd, Northfield, Minnesota 55057, hereinafter called "Contractor." The District and Contractor are collectively referred to as the "Parties" and individually referred to as a "Party".

WITNESSETH

WHEREAS, Northfield Public Schools desires student transportation services to transport certain of its students served by District during the school year.

WHEREAS, Contractor agrees to operate a student transportation and school bus service within and about the geographical boundaries of District.

WHEREAS, pursuant to Minnesota Statute 2016, Section 123B.52, District solicited written quotations for student transportation services and, after receiving written quotations and completing negotiations, has selected Contractor to furnish student transportation services to certain District students in accordance with the terms defined herein.

NOW THEREFORE, in consideration of the mutual covenants and conditions agreed to and contained herein, District and Contractor agree as follows:

1. SCOPE OF SERVICES REQUIRED

- a. Contractor shall, during the term of this AGREEMENT, provide student transportation services to certain students identified by District and attending a District public school, a non-public or charter school located within the geographical boundary of the District, and provide such number of school buses and personnel as are required to fulfill District's needs for student transportation services as described in the GENERAL SPECIFICATION FOR STUDENT TRANSPORTATION SERVICES (hereinafter referred to as the "SPECIFICATION").
- b. The SPECIFICATION is hereby incorporated into this AGREEMENT, as EXHIBIT B hereto, as if fully set out herein. The terms and conditions of this SPECIFICATION will apply in all instances except as otherwise modified and/or provided herein.
- c. Nothing in this AGREEMENT shall limit District's rights or responsibilities or prohibit District from exercising such rights and responsibilities outlined in the SPECIFICATION or state law relative to student transportation services.

2. TERM

The term of this AGREEMENT shall commence August 1, 2017 and shall continue through July 31, 2019 consistent with the SPECIFICATION commencing with Contract Years 2017-18 and 2018-19. For purposes of this AGREEMENT, the term "Contract Year" shall mean each one-year period commencing August 1 during the term of this AGREEMENT.

a. Extension of Term

This AGREEMENT may be extended at the mutual written agreement of the District and Contractor for up to an additional two one (1) Contract Years upon such terms as identified and described in the SPECIFICATION, this AGREEMENT and the PRICE AND RATE SCHEDULE, EXHIBIT A hereto. The District will notify the Contractor by January 31, 2019 of their desire to extend the existing AGREEMENT. All terms and conditions will remain the same except for applicable compensation adjustments described in this AGREEMENT and EXHIBIT A.

3. COMPENSATION AND BILLING

In consideration for services rendered hereunder, District shall pay to Contractor all sums due and owing and calculated in accordance with the rates for services set forth in EXHIBIT A hereto, which may be adjusted from time to time as provided herein.

- a. Regular To and From Route Transportation
District shall pay to Contractor on or about the 15th of each month, September through June during each year of the term of this AGREEMENT an amount calculated by dividing the annual amount by nine (9) payments. To the extent that there are adjustments to be made, if necessary for weather related cancellations (clause 3.e.) or other agreed service changes, the adjustments will be made along with the final (10th) payment on or about June 15th each contract year.
- b. Regular SPED Route Transportation
District shall pay to Contractor on or about the 15th of each month, September through June during each year of the term of this AGREEMENT an amount calculated by dividing the annual amount by nine (9) payments. To the extent that there are adjustments to be made, if necessary for weather related cancellations (clause 3.e.) or other agreed service changes, the adjustments will be made along with the final (10th) payment on or about June 15th each contract year.
- c. All Other Transportation Services
Contractor will submit to District a statement of these services rendered during the preceding month not later than the 5th working day after the end of each month during the term of this AGREEMENT. After verification of the statement, District shall pay the amount due to Contractor on or before the fifteenth (15th) calendar day after receiving the statement.
- d. The Contractor will cooperate with the District to establish a billing format and matrix for the appropriate allocation of the regular and special needs route services, and other services, among the funding sources for these services, as identified and shown in EXHIBIT A.
- e. If the number of scheduled days is increased or decreased, the Contractor shall be paid for the number of days transported.
- f. In the event the District cancels school and the cancelled services are not rescheduled, the Parties agree that the District will compensate the Contractor with payment equal to the cost per route day for each regular routes less \$500.00 per day.

4. FUEL PRICE ADJUSTMENT PROVISION

The District understands that the prices for fuel used in providing student transportation services have been changing and have become a significant operating cost in recent years. The Parties hereby agree to a fuel price adjustment as provided in SECTION 6.3 of the SPECIFICATION based on the following agreed indexed fuel price (INDEX PRICE) and compensation for actual prices exceeding the INDEX PRICE.

- a. For each Contract Year, the INDEX PRICE for wholesale diesel and unleaded gasoline will be \$2.75 per gallon excluding the federal fuel excise taxes (presently \$0.244 per gallon) with the District liable to reimburse for all fuel costs exceeding the INDEX PRICE upon receipt of copies of invoices to substantiate the purchases to be reimbursed.
- b. Except as expressly stated herein, all other provisions in SECTION 6.3. of the SPECIFICATION will remain in effect.

5. REQUIRED OPERATIONS AND CONDITIONS

- a. Contractor agrees to fully comply with ARTICLE 6 of the SPECIFICATION except for provisions addressed in the AGREEMENT and this SECTION 5 of the AGREEMENT.
- b. Equipment. SECTION 6.1.2.b. of the SPECIFICATION is modified as follows:
 - b. Vehicles assigned to daily routes shall be no older at the start of each Contract Year than:

Class C & D buses	-	twelve (12) model years or 150,000 miles
Class A & B buses	-	twelve (12) model years or 150,000 miles
Vans	-	twelve (12) model years
- c. Insurance. SECTION 6.2. of the SPECIFICATION is modified as follows:
 - i. If the Contractor is unable to secure the Sexual Abuse & Molestation Coverage in its liability insurance coverage and the District concurs, the Contractor agrees to have its drivers and bus

aides attend and participate in related training provided and arranged by the District at no additional cost to the District.

- d. Global Positioning System (GPS). The Contractor agrees to provide, at no cost to the District, with Global Positioning System (GPS) capability must be installed on each route bus as provided in SECTION 6.9 of the SPECIFICATION, which Contractor referred to as "Historical GPS".
- e. Digital Cameras. The Contractor agrees to provide on-board digital cameras for use on all Class A, B, C, and D buses as provided in SECTION 6.8 of the SPECIFICATION, including SECTION 6.8.1. regarding data access and data privacy.
- f. Wireless Internet Capability on Buses (WIFI). As provided in SECTION 6.10 of the SPECIFICATION, the District will not require WIFI on conventional buses serving this AGREEMENT at this time.

6. CONTRACT SECURITY

In consideration of the present contractual relationship between District and the Contractor, the District waives SECTION 3.6. Performance Security of the SPECIFICATION. The District reserves the right, at its sole discretion, to cancel or modify this waiver should conditions occur that the District determines requires surety in the form of contract security or other for the performance of this AGREEMENT.

The District reserves the right, at its sole discretion, at any time during the initial term or extension of this AGREEMENT, to require Contractor to provide performance security, at its cost, in the form of a bond or irrevocable letter of credit equal to 100% of the estimated annual services then remaining to be performed under this AGREEMENT.

7. **ANNUAL SERVICE PLAN:** Contractor will provide an Annual Service Plan for the services as prescribed by the District as required by SECTION 6.6 of the SPECIFICATION. The Annual Service Plan will be provided to the District prior to August 15 of each year.

8. OTHER PROVISIONS

Contractor agrees to comply with the following:

a. Governing Law

This AGREEMENT shall be deemed to be made in and shall be construed in accordance with the laws of the State of Minnesota. All references in this AGREEMENT to the "State" shall mean the State of Minnesota.

b. Data Privacy

Contractor agrees and understands that certain student information and data will be provided to the Contractor as required to provide the services required in this AGREEMENT. Contract further agrees that the Contractor and its employees will fully comply with the provisions of Minnesota Statute Chapter 13, also known as "Minnesota Government Data Practices Act", and in particular the following section as its applies to contracts for services with units of government:

Subd. 6. Contracts. Except as provided in section 13.46, subdivision 5, in any contract between a governmental unit subject to this chapter and any person, when the contract requires that data on individuals be made available to the contracting parties by the governmental unit, that data shall be administered consistent with this chapter. A contracting party shall maintain the data on individuals which it received according to the statutory provisions applicable to the data.

c. Student Records/Confidentiality

Pursuant to Family Educational Rights and Privacy (FERPA) regulations at 34 CFR 99.31, the District, as an educational institution, is permitted to disclose, without the prior consent of a student's parent (or an eligible student over 18 years of age), personally identifiable information from education records to 1) a party to whom the District has outsourced institutional services or functions it would normally be required to perform with District employees and 2) a party whose employees, acting in the course of their employment and performance of services pursuant to a contracted AGREEMENT with the District are deemed to have a legitimate educational interest or need to access student educational records.

The District has outsourced its school transportation obligations to Contractor and has determined that Contractor is an entity with a legitimate educational interest or need to access certain educational records related to student transportation needs, specifically special education students subject to the requirements of the IDEA and served by Individualized Educational Plans (IEPs). Accordingly, the parties agree that it is in the best interests of all parties for the District to disclose to Contractor such information from student education records, including IEPs, as may be necessary for Contractor to provide accurate and complete transportation services to all eligible students under the AGREEMENT. Any eligible student's IEP will be used by Contractor for routing purposes only and for no other reason. District information acquired as a result of these services is confidential and shall not be disclosed unless required by law. The only person at Contractor to have direct access to this confidential information will be the router.

In the event that any disclosure of any documentation/information acquired by Contractor under this AGREEMENT is required by law, Contractor will notify the District of such obligation prior to such disclosure. Notwithstanding the above, Contractor shall be in full compliance with all non-disclosure and other requirements of FERPA and the IDEA, as required by the District and with HIPAA and its respective rules and regulations as well as laws of the State of Minnesota regarding student records. Further, any documentation or information obtained pursuant to this AGREEMENT will only be used for the limited purpose in which it was disclosed and will be destroyed or returned to the District, at the sole discretion of the District, upon termination of this AGREEMENT.

d. Force Majeure

In the event Contractor is unable to provide the transportation services herein specified because of any act of God, civil disturbance, fire, flood, war, governmental action, labor dispute, including picketing, strike, or lockout, or any condition or cause beyond Contractor's control, District may excuse Contractor from performance under this AGREEMENT. For the reasons identified, the District shall also have the right to terminate this AGREEMENT or assume responsibility for providing the services required under this AGREEMENT. The District shall also have the right to operate the buses provided by the Contractor under this AGREEMENT and employ such employees as the District deems appropriate and necessary to provide the regular services and operations contemplated by this AGREEMENT.

Under the latter circumstance above, District shall pay the Contractor for the use of such buses used by the District consistent with the rates and provisions in this AGREEMENT that applied to the Contractor and the District minus all expenses and costs incurred by the District as reasonably necessary to secure the services of drivers and other hourly employees to provide the services. The District deduction of reasonable expenses and costs shall not exceed the difference between the total compensation paid the Contractor for such buses less the Contractor's fixed costs of operation for this AGREEMENT. If the District agrees to use and operate the Contractor's buses, the District will provide the Contractor with a lease agreement, along with insurance and compliance matters, consistent with that required of the Contractor under this AGREEMENT.

e. Indemnity

The Contractor agrees to indemnify and save the District harmless from any claims involving personal injury or property damage arising out of, or in the course of, providing transportation of assigned students. Notwithstanding the foregoing, Contractor will not indemnify and save the District harmless from any claims arising out of or in connection with the negligent acts or willful misconduct of the District."

f. Assignment

The services contemplated under this AGREEMENT are deemed to be in the nature of personal services. The Contractor, without the prior written consent of the District, shall not assign this AGREEMENT. The Parties agree that assignment by Contractor of any sums due and owing Contractor under this AGREEMENT shall not constitute an assignment of the AGREEMENT.

g. Subcontract

The Contractor shall not subcontract any of the services required to be performed in this AGREEMENT, unless the Contractor has received the full prior written consent of District.

h. Termination for Cause

If either party shall violate any of the covenants or duties imposed upon it by this AGREEMENT, such violation shall entitle the other party to terminate this AGREEMENT. The party desiring to terminate for such cause shall give the offending party thirty (30) days written notice to remedy the violation. If at the end of such time the party notified has not removed the cause of complaint or remedied the purported violation, then this AGREEMENT shall be deemed terminated.

i. Severability

In the event any provision specified herein is held or determined by a court of competent jurisdiction to be illegal, void or in contravention of any applicable law, the remainder of this AGREEMENT shall remain in full force and effect.

j. Modification

District and Contractor may modify the terms of this AGREEMENT in whole or in part as circumstances may justify by mutual written agreement executed by the duly authorized representatives of the Parties. All other terms and conditions will remain as described in this AGREEMENT.

k. Survival

The mutual obligations described in this AGREEMENT shall survive the termination or expiration of this AGREEMENT.

l. Notices To Parties

All notices to be given by the Parties to this AGREEMENT shall be in writing and served by depositing same in the United States Postal Service, postage prepaid, registered or certified mail.

Notices to District shall be addressed to: Valori Mertesdorf
Director of Finance
Northfield Public Schools
1400 Division Street South
Northfield, Minnesota 55057

Notices to Contractor shall be addressed to: John Benjamin
President
Benjamin Bus, Inc.
32611 Northfield Blvd
Northfield, Minnesota 55057

Either District or Contractor may change its address of record for receipt of official notice by giving the other written notice of such change and any necessary mailing instructions.

m. Entire Agreement

This AGREEMENT sets forth the entire agreement between District and Contractor concerning the subject matter hereof. There are no representations, either oral or written, between District and Contractor other than those contained in this AGREEMENT.

IN WITNESS WHEREOF, the Parties hereto have executed this AGREEMENT this 10th day of July 2017.

Northfield Public Schools

Benjamin Bus, Inc.

By: _____
Chair

By: _____
John Benjamin
President

By: _____
Clerk

Independent School District 659, Northfield Public Schools, Minnesota

EXHIBIT A ---- BENJAMIN BUS

A-1: PRICE AND RATE SCHEDULE FOR STUDENT TRANSPORTATION SERVICES

The COSTS for each year of the term shall be based on a maximum of 174 days of school operation, except as provided in SECTION 2 of the AGREEMENT.

SCHOOL YEAR 2017-18 [Year Ending July 31, 2018]

- 1. Regular "To and From" Routes.** The cost for all regular "to and from" routes, home-to-school transportation, including the Extended Day/Targeted Services program, for the days of school operation A.M. and P.M., using one or more of the following unit costs:

Bus Size	Cost Per Hour	Cost Per Day
71-77 Passenger	\$97.09	\$388.36

- 2. Special Education and Special Needs Services – In-District.** The cost for in-District special education and special needs routes, including home-to-school services, using the following unit costs:

Bus and Van Size	Lift?		Cost Per Hour#	Cost Per Day
Type C/D bus	<u>Yes</u>	No	\$72.05	NA
Type A/B Mini-bus	<u>Yes</u>	No	\$72.05	NA
Type III Van	<u>Yes</u>	No	\$72.05	NA
Bus Aide/ Assistant			NA	XXXXXXXX

billed in tenths of an hour after the 1st hour; 1 hour minimum

- 3. Special Education and Special Needs Services – Out-of-District.** The cost for out-of-District special education and special needs services, including home-to-school services, using the following unit costs:

Bus and Van Size	Lift?		Cost Per Hour#	Cost Per Day
Type C/D bus	<u>Yes</u>	No	\$72.05	NA
Type A/B Mini-bus	<u>Yes</u>	No	\$72.05	NA
Type III Van	<u>Yes</u>	No	\$72.05	NA
Bus Aide/ Assistant			NA	XXXXXXXX

billed in tenths of an hour after the 1st hour; 1 hour minimum

- 4. Special Needs Services – McKinney-Vento.** The cost for out-of-District special needs services, generally homeless home-to-school services, using the following unit costs:

Bus and Van Size	Lift?		Cost Per Hour#	Cost Per Day
Type C/D bus	<u>Yes</u>	No	\$72.05	NA
Type A/B Mini-bus	<u>Yes</u>	No	\$72.05	NA
Type III Van	<u>Yes</u>	No	\$72.05	NA
Bus Aide/ Assistant			NA	XXXXXXXX

billed in tenths of an hour after the 1st hour; 1 hour minimum

- 5. Special Education and Special Needs Services – Midday.** The cost for in-District special education and special needs midday routes and shuttles, using the following unit costs:

Bus and Van Size	Lift?		Route Add-on: Cost Per ½ Hour##	Stand-alone: Cost Per Hour#	Cost Per Day
Type C/D bus	<u>Yes</u>	No	\$26.79	\$53.58	NA
Type A/B Mini-bus	<u>Yes</u>	No	\$26.79	\$53.58	NA
Type III Van	<u>Yes</u>	No	\$26.79	\$53.58	NA
Bus Aide/ Assistant			NA	NA	XXXXXXXX

billed in tenths of an hour after the 1st hour; 1 hour minimum

billed in tenths of an hour after the first ½ hour

Independent School District 659, Northfield Public Schools, Minnesota

6. **Other Transportation Services.** The cost for all regular midday shuttle bus and van services and other services not otherwise identified, using the following unit costs:

Bus and Van Size	Cost Per Hour#	Cost Per Day
Type C/D bus	\$52.25	NA
Type A/B Mini-bus	\$52.25	NA
Van or Type III	\$52.25	NA

billed in tenths of an hour after the 1st hour; 1 hour minimum

7. **Late Activity Services.** The cost for late activity services, using one or more of the following unit costs:

Bus and Van Size	Cost Per Hour#	Cost Per Day
Type C/D bus	\$52.25	NA
Type A/B Mini-bus	\$52.25	NA
Type III Van	\$52.25	NA

billed in tenths of an hour after the 1st hour; 1 hour minimum

8. **Summer School.** The cost for summer school services, using one or more of the following unit costs:

Bus and Van Size	Cost Per Hour#	Cost Per Day
Type C/D bus	\$52.25	NA
Type A/B Mini-bus	\$52.25	NA
Type III Van	\$52.25	NA
Bus Aide/ Assistant	NA	XXXXXXXX

billed in tenths of an hour after the 1st hour; 1 hour minimum

9. **Extra-curricular and Athletic Trips; Activity and Field Trips.** Rates for extra-curricular, athletic, school activity trips and field trips, using one or more of the following unit costs:

a. <u>Trips within the school district boundaries</u>	<u>Cost Per Hour#</u>	<u>Cost Per 1/4 Hour Waiting</u>	<u>Cost Per Trip</u>
i. Type C/D bus	\$52.25	\$13.06	NA
ii. A/B Mini bus	\$52.25	\$13.06	NA
iii. Type III van	\$52.25	\$13.06	NA
b. <u>Trips outside the school district boundaries</u>			
i. Type C/D bus	\$52.25	\$13.06	NA
ii. A/B Mini bus	\$52.25	\$13.06	NA
iii. Type III van	\$52.25	\$13.06	NA
iv. Coach bus	quote	quote	quote
c. <u>Overnight trip outside the school district boundaries; add'l costs</u>		<u>Per Hour</u>	<u>Per Day Max</u>
i. Labor cost for overnight trips	XXXX	quote	quote
ii. Overnight driver expenses	XXXX	XXXX	quote
d. <u>Trailer</u>	XXXX	XXXX	NA

billed in tenths of an hour after the 1st hour; 1 hour minimum

Non-peak Trip Rate Discount: non-peak (8:30 am - 2:30pm & after 4:30pm) trip charge discount from regular rates in this item: 0 %

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- 10. Performance Bond Cost \$ tbd per \$1,000 of projected annual costs
- 11. District Student Transportation Safety Policy Read the policy X Will comply with the policy X
- 12. District Crisis Management Policy Read the policy X Will comply with the policy X
- 13. Global Positioning System (GPS) \$ 830.00 per unit/per bus
- 14. Digital/Video Camera
 - a. Make and model of video equipment of available units Seon Trooper TL4
 - b. Cost \$ 1,765.00 per each additional camera unit/per bus
- 15. Wireless Internet Capability on Buses (WIFI) \$ 1,853.00 per unit/per bus

A-2: PRICE AND RATE SCHEDULE FOR STUDENT TRANSPORTATION SERVICES

The COSTS for each year of the term shall be based on a maximum of 174 days of school operation, except as provided in SECTION 2 of the AGREEMENT.

SCHOOL YEAR 2018-19 [Year Ending July 31, 2019]

The Service Provider will complete the services in this schedule for a percentage increase over the preceding year 3 % increase over 2017-18

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A-3: PRICE AND RATE SCHEDULE FOR STUDENT TRANSPORTATION SERVICES

The COSTS for each year of the term shall be based on a maximum of 174 days of school operation, except as provided in SECTION 2 of the AGREEMENT.

SCHOOL YEAR 2019-20 [Year Ending July 31, 2020]

The Service Provider will complete the services in this schedule for a percentage increase over the preceding year: the lesser of 3.0% increase over 2018-19 or the increase in the State of Minnesota Basic Formula Aid for this same year; not less than 0% increase

SCHOOL YEAR 2020-21 [Year Ending July 31, 2021]

The Service Provider will complete the services in this schedule for a percentage increase over the preceding year: the lesser of 3.0% increase over 2019-20 or the increase in the State of Minnesota Basic Formula Aid for this same year; not less than 0% increase

EXHIBIT B
GENERAL SPECIFICATION for STUDENT TRANSPORTATION SERVICES

ARTICLE 1. GENERAL CONDITIONS

Independent School District 659, Northfield Public Schools, (“District”), is requesting Written Quotations for the provision of student transportation services herein described. Responsible Service Providers who meet the District’s criteria are requested to submit their Written Quotation for these services, which will be performed under and consistent with the statutes and regulations of the State of Minnesota, Minnesota Department of Education, and District.

SECTION 1.1: General Description

This General Specification (SPECIFICATION) outlines all the requirements and conditions for furnishing these services. If the District determines that a Contract(s) should be awarded, the Contract(s) will be awarded, consistent with Minnesota Statutes 2016, Section 123B.52, to the lowest responsible Service Provider as determined by the District. Recognizing the complicated nature of delivering safe, reliable, efficient student transportation services, the District will evaluate each Written Quotation received in order to adequately assess the capabilities and responsiveness of the Service Provider. The District reserves the right to consider all relevant and reasonable criteria, which may or may not be described herein. The School District also reserves the right to waive technicalities or irregularities, accept or reject any or all portions of a Written Quotation, award portions of the contract to separate Service Providers, and make arrangements that will be in the best interest of the District.

SECTION 1.2: Definitions

Definitions set forth in this SECTION are also applicable to the documents submitted by the Service Provider.

- 1.2.1. General Specification (SPECIFICATION): This includes the Request for Quotations, instructions to Service Providers in this document, and any Addenda issued prior to receipt of Written Quotations.
- 1.2.2. Addenda: Written or graphic documents issued by the District prior to the execution of the Contract which modify or interpret the SPECIFICATION by addition, deletions, clarifications or corrections.
- 1.2.3. Service Provider: One who submits a Written Quotation to the District to provide the services described in this SPECIFICATION.
- 1.2.4. Written Quotation: Complete and properly signed document(s) offering to provide the described services for the price(s) in the Written Quotation(s) and supported by the data required by this SPECIFICATION.
- 1.2.5. Contractor: One who agrees to a Contract with the District for the services described in this SPECIFICATION and the approved contract.
- 1.2.6. Contract: The written agreement covering the performance of the work and services as described within the SPECIFICATION, including all supplemental agreements thereto and all general and special provisions pertaining to the work and services.
- 1.2.7. Proposed Contract Price(s): The stated price(s) in the Written Quotation for which the Service Provider offers to perform the work described in this SPECIFICATION and other documents composing the Written Quotation.

SECTION 1.3: Equal Employment and Non-Discrimination; General Policy

The District is committed to a policy of providing equal job opportunities on public contracts and prohibiting discrimination against any employee, applicant or subcontractor because of age, color,

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creed, handicap condition, marital or parental status, national origin, race, sex, veteran status, or political opinion or affiliation. The Contractor shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their age, color, creed, handicap condition, marital or parental status, national origin, race, sex veteran status, or political opinion or affiliation. Such action shall include, although not limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training. The Service Provider agrees to post in conspicuous places notices setting forth the provisions of this Equal Opportunity clause. The utilization of minority vendors and subcontractors is encouraged, wherever possible, on public contracts.

ARTICLE 2: REQUIREMENTS FOR SUBMITTING WRITTEN QUOTATIONS

SECTION 2.1: Receipt of Written Quotations; Time and Date of Deadline

The Written Quotations will be received up to but not later than 1:00 PM CDT, Monday, May 22, 2017. Two (2) copies of the Service Provider’s Written Quotation, along with all supporting data and schedules, must be submitted in a sealed envelope clearly marked “STUDENT TRANSPORTATION SERVICES” and the Service Provider’s name and address and received as herein identified by:

Valori Mertesdorf
Director of Finance
Northfield Public Schools
1400 Division Street South
Northfield, MN 55057

All Written Quotations received on or before the specified date and time in this Section will be publicly opened and announced as to the name of the Service Provider at the time.

SECTION 2.2: Submission of Written Quotation

- 2.2.1. *The Written Quotation, the quotation security, and all supporting data required to be submitted with the Written Quotation shall be enclosed in the same envelope. The envelope shall be properly addressed consistent with Section 2.1, and identified with the Service Provider’s name and address and the notation “STUDENT TRANSPORTATION SERVICES” on the face thereof.*
- 2.2.2. *The Written Quotation shall have a transmittal letter, on Service Provider’s letterhead, dated and signed by the Service Provider representative(s) legally authorized to bind the Service Provider to a Contract, and that:*
 - a. *includes the legal name of the Service Provider;*
 - b. *provides a statement whether the Service Provider is a sole proprietor, a partnership, a corporation or other legal entity;*
 - c. *represents the Service Provider’s address of the requirements and conditions described in this SPECIFICATION;*
 - i. *Section 2.2 Submission of Written Quotation*
 - ii. *Section 2.4 Quotation Security*
 - iii. *Section 2.5 Qualifications of Service Provider*
 - iv. *Section 5.3 Prohibition Against Conflicts of Interest, Gratuities and Kickbacks*
 - v. *Article 6 Conditions For Vehicles, Personnel and Operations*
 - d. *submits, using APPENDIX A, Service Provider Company Information;*

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- e. *submits, using APPENDIX B, the required prices and other information requested; and*
- 2.2.3. *A statement from each Service Provider, that by making his/her Written Quotation, represents that:*
 - a. *he/she has read and understands this SPECIFICATION and his/her Written Quotation is made in accordance therewith;*
 - b. *he/she has familiarized himself/herself with the local conditions under which the work is to be performed; and*
 - c. *his/her Written Quotation is based upon the requirements of and is in accordance with all conditions and terms of this SPECIFICATION.*
- 2.2.4. *A Service Provider interested in responding to this SPECIFICATION may provide its Written Quotation for all of the services or a portion thereof as provided in APPENDIX A.*
 - a. *A Service Provider may submit its Written Quotation for individual services, such as regular “to and from” routes, special education/needs, athletic and activity trips, or field trips, and will not be required to provide all services.*
- 2.2.5. All Written Quotations must be received by the time and date designated in Section 2.1. Service Providers shall assume full responsibility for timely delivery at the designated location for receipt of Written Quotations. The District will not assume the responsibility for any delay in submitting the Written Quotations on time. Written Quotations received after the closing time and date for receipt of Written Quotations will not be considered and will remain unopened. Oral, telephonic or telegraphic quotations are invalid and will not receive consideration.
- 2.2.6. All prices and Written Quotations must be in ink or typewritten. No pencil figures will be permitted. Any mistakes in the terms and prices in the Written Quotations are to be crossed out and corrections inserted adjacent thereto and initialed by the person signing the Written Quotation. Corrections made with tape or fluid must be initialed.

SECTION 2.3: Price of Services; Proposed Costs

- 2.3.1. The Service Provider shall submit, with its Written Quotation, prices for the student transportation services described herein using APPENDIX B, along with any detailed support of the calculations as determined to be appropriate by the Service Provider. All prices quoted by the Service Provider must remain effective for a period of up to one hundred twenty (120) days from the date for receipt of Written Quotations to allow the review and decision by the District.
- 2.3.2. The prices shall include all buses and vans, labor, materials, equipment, supplies, overhead and profit, and all other related costs. Amounts shall also include all fuel costs, maintenance and repair costs, and all related taxes, except that the Service Provider must include an explicit statement that the quoted prices include fuel costs or any conditions related to fuel cost, consistent with SECTION 6.3.
- 2.3.3. The District reserves the right to correct mathematical errors in extensions and additions by the Service Provider. The District’s computed annual totals, with consideration for corrections, shall take preference over the Service Provider’s computed annual totals.
- 2.3.4. **Alternative Pricing Methods:** Alternative pricing methods may be considered only if the Service Provider is not considered to be unresponsive to the cost requirements of this SPECIFICATION. The District will receive and/or consider such alternatives at its sole discretion.

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SECTION 2.4: Quotation Security

- 2.4.1. Each Written Quotation shall be accompanied by a personal check, bond or irrevocable letter of credit payable to the District in an amount of \$25,000 for all services or not less than five percent (5%) of the amount of the annual proposed price if less than all services, pledging that the Service Provider will enter into a contract with the District on the terms stated in its Written Quotation. Should the Service Provider refuse to enter into a contract or fail to comply with the terms of this SPECIFICATION, the quotation security shall be forfeited to the District as liquidated damages and not as a penalty.
- 2.4.2. The District may waive this requirement at its discretion.
- 2.4.3. The District will retain the quotation security of Service Provider(s) until either (a) the Contract has been executed and performance bond has been furnished, or (b) the specified time has elapsed so that the Written Quotations may be withdrawn, or (c) all Written Quotations have been rejected.

SECTION 2.5: Qualifications of Service Provider

- 2.5.1. A Service Provider may be (a) an independent, individual private contractor; (b) a group of independent private contractors operating in a partnership or as a formal or informal alliance; or (c) a single company. Section 5.3, and Section 5.3.2 in particular, should be followed if a group of independent, private contractors submit a joint Written Quotation.
- 2.5.2. Each Service Provider shall submit as part of the Written Quotation a statement of Service Provider's qualifications. The District shall have the right to take such actions as it deems necessary to determine the ability of the Service Provider to perform in a prompt and efficient manner the work in this SPECIFICATION. In determining the Service Provider's qualifications, the District shall take into consideration those criteria which relate to, but are not limited to, school transportation, transportation services and safety, school bus drivers, and vehicular equipment.
- 2.5.3. Each Service Provider shall supply a list of references and contracts held, with names, addresses and phone numbers, describing their experience in transporting regular developing school-age and physically challenged children.

SECTION 2.6: Modification or Withdrawal of Written Quotation

- 2.6.1. A Written Quotation may not be modified, withdrawn or canceled by the Service Provider during the time period following the time and date designated for the receipt of Written Quotations.
- 2.6.2. Prior to the closing time and date designated for the receipt of Written Quotations, Written Quotations submitted early may be modified or withdrawn only by notice to the party receiving Written Quotations at the place and prior to the closing time designated for receipt of Written Quotations. Such notice shall be in writing over the signature of the Service Provider and be received by the District prior to the official closing time and date for receipt of Written Quotations herein identified. Withdrawn Written Quotations may be resubmitted up to the closing time designated provided that they are then fully in conformance with these instructions to Service Providers.

ARTICLE 3. CONTRACT AND TERM

SECTION 3.1: Term of Contract

The period of the contract will be four (4) Contract Years (2017-18, 2018-19, 2019-20 and 2020-21) ending July 31, 2021, and is subject to applicable statutes and regulations.

SECTION 3.2: Possible Extension of the Term of Contract

The District, at its sole discretion, will reserve the option, consistent with applicable statutes, to extend the contract for additional contract years.

SECTION 3.3: Award of Contract(s)

The issuance of an award of Contract is contingent upon securing a Written Quotation acceptable at the District's sole discretion. The District may award one or more Contracts for these services, as provided by law. The Contract(s) entered into will be evidenced and finalized upon the approval of the District.

SECTION 3.4: Contract Form and Provisions

The District intends to execute a Contract with the selected Service Provider(s) that includes the provisions, terms and conditions included in this SPECIFICATION and those negotiated with the selected Service Provider(s).

SECTION 3.5: Program Growth

The District will reserve the right to increase or decrease the number of buses or vans over the life of the contract(s), based on the terms described in this SPECIFICATION. The cost of the added or reduced buses or vans will be at the unit cost approved in the basic contract(s). Should the program significantly change in scope then either party may request, following provisions in the Contract, that appropriate pricing adjustments be considered.

SECTION 3.6: Performance Security

The successful Service Provider may be required to provide performance security in the form of a bond or irrevocable letter of credit equal to 100% of the estimated annual cost of services. The decision to require performance security rests in the sole discretion of the District and shall be provided in a form acceptable to the District. If required, the Service Provider shall deliver the performance security to the District no later than the date of execution of the Contract. This performance security may be waived by the District upon the satisfactory completion of a period of service by the successful Service Provider.

ARTICLE 4. SCOPE OF SERVICES

SECTION 4.1: Scope of Transportation Services

3.1.1. **Number of School Days:** This Request for Written Quotations consists of supplying buses, vans and drivers necessary to perform those services required to transport public students of the District during the school year consisting of a maximum of 174 student days, which is subject to modification by the District. The District also provides a summer school program(s) that can have a varied duration.

3.1.2. **Present Situation:** The Present Situation in School Year 2016-17 includes the following services:

- a. **Regular “To and From” Route Services.** A two-tier route system including:
 - i. **School year 2016-17:** 23 AM routes; 21 PM routes
 - ii. **Extended Day Program.** The District has an extended day program for students who benefit from additional academic assistance. Busing is available at this time for participating students. Required busing would be a last run on an afternoon route, and compensation is included with regular route services.
- b. **Special education route and shuttle transportation – in-district sites** -- estimated routes morning, afternoon and midday, are as follows with the understanding that the District does experience some variability in the service quantities during the school year:
 - i. Twelve (12) in-district routes AM and PM,
 - ii. Four (4) midday routes; not every day
- c. **Special education route and shuttle transportation -- out-of-district sites** – none at this time
 - i. The District may require transportation services to Minnesota State Academy, Faribault at times during the term of the contract.
- d. **Special transportation services, including out-of-district sites, under the McKinney-Vento Act for students displaced from their residence** – varying demand for these special services morning, afternoon and midday, as scheduled and routed.
- e. **Late activity bus services.** None at this time
- f. **Between schools services.** The District does provide on occasion shuttles between public and non-public schools within the District.
- g. **Summer programs and services.** Contractor shall furnish vehicles and personnel as required by District for summer programs.
- h. **Extra-curricular and athletic trips; field and activity trips**

Contractor shall furnish equipment and personnel as required by the School District to provide transportation of students to field trips, athletic events, and other activities as designated by the District. Contractor shall have sufficient buses available for these trips, especially between the peak afternoon route times of 2:00 p.m. and 3:45 p.m. Contractor will provide buses for extra-curricular trips for the middle school and the high school.
- i. **Kindergarten student services.** The District offers an all-day kindergarten program and does not require mid-day kindergarten transportation at this time.

ARTICLE 5: WRITTEN QUOTATIONS, CONTENT AND REVIEW

SECTION 5.1: Review and Consideration of Written Quotations; Negotiations

5.1.1. It is the intent of the District to award one or more contracts in due course and after a reasonable Written Quotation evaluation period to the lowest responsible Service Provider(s)

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considering all the requirements set out in this SPECIFICATION. The District may conduct negotiations on technical aspects of the Written Quotations and/or costs, as provided in Minnesota Statutes 2015, Sec. 123B.52, Subd. 3, after reviewing all Written Quotations received. These negotiations will involve only vendors who submit Written Quotations that are within the competitive range as determined by the District. The District expects to evaluate Written Quotations in the following manner:

- a. Quality of response to this Request for Quotations (RFQ).
 - b. Capability of Service Provider to supply services as demonstrated in this RFQ, including those criteria listed in this SPECIFICATION.
 - c. Quality of services.
 - d. Quality of equipment.
 - e. Cost of services.
- 5.1.2. The District reserves the right, prior to an award of Contract(s), to evaluate the segment prices (e.g. regular route cost, special education and needs service cost, and charter services) and negotiate and/or reject any unit cost amount that is determined by the District to be unreasonable in amount.
- 5.1.3. One or more contracts may be awarded based on the Written Quotations as submitted or as negotiated by the District as to technical performance or price, or both, with Service Provider(s) whose Written Quotation(s) falls in the competitive range as defined in this SPECIFICATION. Negotiations of the Written Quotations received, if conducted, will be conducted jointly with the District and Service Provider representatives. The Service Provider's representative(s) shall be qualified to answer and give administrative and technical clarifications relative to its Written Quotation.
- 5.1.4. Written Quotations will not be open to the public nor be disclosed to unauthorized persons prior to award of Contract(s). However, after award of contract(s), all Written Quotations shall be open to public inspection, subject to any continuing prohibition on the disclosure of confidential data, which is designated as such in any Written Quotation, consistent with state law and District policy.

SECTION 5.2: Right to Reject Written Quotations and Waive Technicalities or Informalities

- 5.2.1. The District reserves the right to reject any and all Written Quotations and to waive all informalities and/or technicalities, at its sole discretion, where the best interests of the District may be served, including the right to award a contract without any further discussion or negotiation.
- 5.2.2. Grounds for the rejection of a Written Quotation include, but shall not be limited to:
- a. Failure to conform to the essential requirements of this SPECIFICATION.
 - b. Failure to conform to the delivery or completion established in this SPECIFICATION.
 - c. Submitting a Written Quotation imposing conditions, which would modify the terms and conditions of this SPECIFICATION, or limit the Service Provider's liability to the District in the Contract.
 - d. Submitting a Written Quotation determined by the District to be unreasonable as to price.
 - e. Submitting a Written Quotation by a Service Provider determined not to be a responsible Service Provider.
 - f. Failure to furnish the quotation security as required by this SPECIFICATION.

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- 5.2.3. The District reserves the right to reject any Written Quotation where an investigation and evaluation of the Service Provider's qualifications would give doubt that the Service Provider could perform prompt and efficient completion of the work in this SPECIFICATION.
- 5.2.4. Technicalities or minor irregularities in a Written Quotation may be waived when the District determines that it will be in the District's best interest to do so, are mere matters of form not affecting the material substance of Written Quotation or some immaterial deviation from or variation in the precise requirements of this SPECIFICATION and having none, or a trivial or negligible effect on cost, quality, quantity or performance of the services being procured, the correction or waiver of which will not affect the relative standing of, or be otherwise prejudicial to other Service Providers. The District may either give a Service Provider an opportunity to cure any deficiency resulting from a technicality or minor irregularity in his Written Quotation, or waive such deficiency where it is advantageous to the District to do so.
- 5.2.5. Service Providers shall promptly notify the District of any ambiguity, inconsistency or error, which they may discover upon examination of this SPECIFICATION or of the local conditions. Service Providers desiring clarification or interpretation of this SPECIFICATION shall make a written request to the District at least ten (10) day(s) prior to the closing date for receipt of Written Quotations.
- 5.2.6. Written Quotation categorized as unacceptable may be returned to the Service Provider who may not be allowed to submit supplemental information amending the Written Quotation.

SECTION 5.3: Prohibition Against Conflicts of Interest, Gratuities and Kickbacks

- 5.3.1. The Service Provider shall provide a letter, on Service Provider's letterhead, for the authentication of its Written Quotation by disclosing the non-collusion and non-conflict of interest in the preparation of its Written Quotation and the provision of these services. Failure to include a letter with the Written Quotation shall automatically invalidate the Written Quotation.
- 5.3.2. Under the circumstance that more than one Service Provider jointly submits a Written Quotation, the Service Providers must identify their joint Written Quotation as such and clearly identify the relationship.
- 5.3.3. Any District employee or official, elective or appointive, who shall take, receive, or offer to take or receive, either directly or indirectly, any rebate, percentage of contract, money, or other things of value, as an inducement or intended inducement, in the procurement of business, or the giving of business, for, or to, or from, any person, partnership, firm or corporation, offering, proposing for, or in the open market seeking to make sales to the District, shall be deemed guilty of a felony and upon conviction such persons shall be punished to the full extent of the law as provided by State of Minnesota laws.
- 5.3.4. Every person, firm, or corporation offering to make, or pay, or give any rebate, percentage of contract, money, or other things of value as an inducement or intended inducement in the procurement of business, or the giving of business, to any employee of the District, elective or appointive, in his efforts to provide quotation for, offer for sale, or seek in the open market seeking to make sales to the District, shall be deemed guilty of a felony and upon conviction such persons shall be punished to the full extent of the law as provided for by State of Minnesota laws.

SECTION 5.4: Confidential Data

A Service Provider may designate those portions of their Written Quotation, which contain trade secrets or other proprietary data, which is to remain confidential. If the District does not agree with the confidentiality of such data, or any portion thereof, the District official shall inform the Service Provider in writing what portions of the Written Quotation will be disclosed and that, unless the

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Service Provider protests the determination of the District or unless the Service Provider withdraws its Written Quotation, the portions of the Written Quotation so determined to be non-confidential will not be treated as confidential.

ARTICLE 6: CONDITIONS FOR VEHICLES, PERSONNEL AND OPERATIONS

The entire operation and services contemplated by an Agreement(s) shall comply with applicable rules and regulations adopted by the Minnesota Department of Education, Department of Public Safety, State Patrol, any other state agency and the school board, presently in effect or now or hereafter adopted and required and the Service Provider will be bound by all rules and regulations, local ordinances, or State and Federal laws relative to road conditions and road restrictions, as well as with ordinances of other subdivisions of government.

SECTION 6.1. Buses and Type III Vehicles

6.1.1. Successful Service Provider shall comply with applicable provisions of State and Federal laws including the Minnesota Department of Public Safety, Department of Education or any other state agency rules and regulations relating to student transportation, the design, construction, operation of equipment, and safety accessories for equipment, vehicle codes and other applicable laws, rules and regulations prescribed by the State or any political subdivision thereof relating to the transportation of regular and handicapped students.

6.1.2. Buses and Vans

- a. The majority of the buses used on daily regular routes must have at least a manufacturer's capacity of 77 passengers, and not less than a capacity of 71 passengers.
- b. Vehicles assigned to daily routes shall be no older at the start of each Contract Year than:

Class C & D buses	-	fifteen (15) model years or 150,000 miles
Class A & B buses	-	twelve (12) model years or 150,000 miles
Vans	-	twelve (12) model years
- c. At least fifty (50%) percent of the bus equipment, including replacement and stand-by buses, operating in the District shall not be older than ten (10) years old at the start of each contract year nor average more than ten (10) years old.
- d. Sufficient vehicles shall be available at all times during each Contract Year.
- e. Service Provider will provide information about the device used on each route bus for checking for riders at the conclusion of each AM, midday and PM route.
- f. Type III vehicles permitted include mini-vans, Suburbans or equivalent, but does include passenger cars, pickup trucks, or other types without District approval.

6.1.3. Buses and Vans Used for Daily Services for Special Needs Students

The District shall reserve, at its sole discretion, the right to require a bus or Type III vehicle size, as it shall determine to meet the requirements of students with special needs using each vehicle. All vehicles to be used to transport students in wheelchairs shall be equipped in compliance with State of Minnesota rules on minimum standards promulgated in Minnesota Rules 7470.1600. The Service Provider shall provide approved car seats, supports and/or protective devices for those students who will require such devices to insure their safe transportation, as provided in Minnesota Rules 7470.1600, subparts 6 and 7:

“Subp. 6. **Special equipment.** Specially adapted seats, support, or protective devices must be provided for all pupils who require the devices to ensure their safe transportation. These devices must be selected by the school district in consultation with the pupil's parents and on the basis of the specific needs of the individual pupil with a disability.

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Subp. 7. **Wheelchair securement.** A school bus used to transport pupils in wheelchairs must be equipped with fastening devices that will hold the wheelchairs securely in a fixed position. STAT AUTH: MS s 169.449

- 6.1.4. **Stand-By and Replacement Buses.** Each Written Quotation shall address the provision for stand-by, replacement, and substitute buses, in the amount required to serve this SPECIFICATION and needed for (a) performance under the terms of the resulting contract, (b) emergencies, and (c) field and co-curricular trips. Substitute and stand-by buses required by this provision shall not be older than eighteen (18) model years and 200,000 miles at the start of each school year during the contract term.
- 6.1.5. **Trailer.** The District desires the option of using a trailer with co-curricular and field trips, as the District solely determines, to handle sports equipment, luggage and other bulky items.
- 6.1.6. **Vehicle Inventory to be Provided with Written Quotation.** Service Provider shall include in the written quotation/proposal a list of equipment that the Service Provider proposes to utilize in providing these services. The Service Provider shall submit the following information with its written quotation/proposal:
 - a. Vehicle List, indicating by Bus and Type III Number, including:
 - 1). Chassis manufacturer - style - year
 - 2). Body manufacturer
 - 3). Vehicle capacity: number of elementary students who can be seated
 - 4). Mileage on bus or Type III van
 - 5). Use of bus or Type III van - either route or spare
 - 6). Vehicles available with lifts
- 6.1.7. If the Service Provider proposes to furnish new vehicles, the Service Provider shall include with its proposal evidence that it has such equipment in its immediate possession, or a certification from a manufacturer or a manufacturer's authorized representative that such new equipment will be provided for service on or before commencing performance and that satisfactory arrangements for the payment of said new equipment have been made.
- 6.1.8. Additional Equipment: Additional equipment such as lifts may have to be added throughout the year. Equipment which is necessary to meet the needs of an individual student shall be identified by the School District.
- 6.1.9. Radios: Some vehicles used for specialized transportation may be equipped with 2-way radios. Service Provider's proposal shall clearly indicate the cost with or without radios.
- 6.1.10. Regulations: All vehicles used shall comply with all road and safety regulations as set forth by any Federal, State and Municipal policy, law, statute or ordinance as it may relate directly or indirectly to the safe operation of a vehicle used in student transportation.
- 6.1.11. Inspection: All vehicles used for student transportation services shall be made available for inspection from time to time as deemed necessary by a School District agent or any State authority.

SECTION 6.2. Insurance

- 6.2.1. Service Provider agrees, at its sole expense, to procure and keep in force during the entire period of the Contract public liability, property damage liability and workers' compensation insurance. While the District reserves the right to determine the extent of coverage for each item of insurance coverage, the Service Provider must provide the above referenced insurance with the following minimum limits:

Bodily injury insurance	\$1,000,000 combined single limit
Comprehensive property damage insurance	\$1,000,000 combined single limit

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Excess liability (umbrella) insurance	\$3,000,000
Workers' compensation insurance	as required by Minnesota law

A certificate of insurance naming the District as an "additional insured" must be provided not later than August 15th prior to the start of each school year. Any changes in these insurance coverages and policies should also be provided to the District within thirty (30) days of their effective date.

- 6.2.2. No liability resulting from a vehicular accident, or any driver or operational negligence will be assumed by the School District, or its officers, employees or authorized representatives.
- 6.2.3. All certificates of insurance coverage furnished to the School District shall show the School District as an additional insured under the policy, and such certificates shall be in force at all times under the contract.

SECTION 6.3: Fuel Price Adjustment Provision

The District understands that fuel prices used in providing student transportation services have varied in recent years. The Service Provider(s) will purchase the fuel and the District will agree to a fuel price adjustment which will be based on an indexed fuel price (INDEX PRICE) and compensation determined for actual prices compared to the Index Price.

- 6.3.1. During the Term of a Contract resulting from this SPECIFICATION, the INDEX PRICE for diesel and unleaded gasoline will be \$2.75 per gallon excluding the federal fuel excise tax.
- 6.3.2. The District will be responsible to reimburse the Service Provider for fuel price adjustments above this INDEX PRICE.
- 6.3.3. The Service Provider(s) awarded contract(s) will be required to substantiate the (1) quantity of fuel used in fulfilling the service requirements of this SPECIFICATION and the contract(s) and (2) the price paid for the fuel purchased from time to time.
- 6.3.4. The actual diesel fuel cost for this clause shall be the lesser price of the Service Provider's price paid for their diesel fuel or the pump price at a District designated supplier for the same period of time, month or day.

As an alternate, the District may, at its sole discretion, purchase the fuel. Under that arrangement, the District will be reimbursed by the Service Provider(s) with a deduction on the monthly billing, unless a different arrangement is agreed to in the Agreement.

SECTION 6.4. District Service Conditions and Guidelines

- 6.4.1. In the design and operation of its student transportation services, the District expects the Service Provider(s) to provide the requested services and satisfy the following student bus service guidelines, consistent with Minnesota Statutes 2016, Section 123B.88, other applicable state laws and regulations, and District policy and practices:
 - 1. operate regular routes to transport public and nonpublic students between home and their school as follows and as defined by the District at the present time:
 - a. elementary [grades K-5] students 0.75 miles from home to school
 - b. secondary [grades 6-12] students 1.00 miles from home to school
 - c. less than the designated eligibility distances above, where hazardous conditions exist or as modified by the District from time-to-time.
 - d. walking distances to bus stops will not exceed four (4) blocks or 0.3 mile
 - e. bus routes and runs will not enter public cul-de-sacs or dead-end public roads and streets having less than a 115 foot turning radius without the prior District approval
 - 2. submit Written Quotation using the most recent eligible regular and special needs students as defined in MARSS and shown in the following table. The District expects the number

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of eligible students actually transported in future years at about fifty (50) percent of total enrollment:

<u>2015-16</u>	<u>Elem</u>	<u>Sec</u>	<u>Tot Pub</u>	<u>Charter</u>	<u>Non-Pub</u>	<u>Total</u>
Eligible regular students	788	1,025	1,813	241	120	2,174
Excess 1 to 2 mile students	n/a	883	883	0	3	886
Special needs, disabled students			69	2	0	71
Homeless, special students			13	0	5	18
TOTAL	788	1,908	2,778	243	128	3,149
<i>Walkers</i>			1,326	69	0	1,395
<u>2014-15</u>	<u>Elem</u>	<u>Sec</u>	<u>Tot Pub</u>	<u>Charter</u>	<u>Non-Pub</u>	<u>Total</u>
Eligible regular students	965	989	1,954	249	123	2,326
Excess 1 to 2 mile	n/a	791	791	0	1	792
Special needs, disabled students			80	2	0	82
Homeless, special students			12	0	7	19
TOTAL			2,837	251	131	3,219
<i>Walkers</i>			1,293	37	0	1,330

The District reserves its right to modify the eligibility policy as enrollments and conditions dictate. At this time, the District has no plans to change its eligibility policy.

3. comply with District performance criteria including:
 - a. buses will arrive during an “AM window” between 15 -25 minutes prior to the start of the school and/or designated school program;
 - b. buses will be in the designated loading area prior to the dismissal time for the school and depart within 10 minutes after the dismissal bell;
 - c. operating regular “to and from” routes that will not exceed 50 minutes for resident pupils;
 - d. bus loads will not exceed manufacturer’s capacity per bus and van;
 - e. reasonable bus loads for secondary and elementary students considering ride lengths and the age of students transported; and
 - f. student safety will be foremost in all services.
4. transport, in the most cost-efficient manner, charter and non-public students who may be transferred from their route bus and shuttled to and from their school as designated by the District.
5. comply with the District policies for student transportation, bus safety and video equipment.
6. the District may utilize the state law for the voluntary surrender by parents and guardians of the bus privileges, as it deems appropriate from time to time.

6.4.2. Description of the District Relative to Student Transportation Services

The District covers 178.6 square mile geographic area and serves about 3,850 students in grades K through 12, and their families, and operates at five school sites located in Northfield. There is one nonpublic schools located in the District, and the District provides route service for resident students attending this school.

The school buildings, their locations and their start and dismissal times for 2016-17, as well as projected 2017-18 times, are [* subject to minor changes requiring District approval):

<u>School</u>	<u>Address</u>	<u>2016-17 Hours</u>	<u>2017-18 Hours*</u>
Northfield High School	1400 Division St. South	7:51AM – 2:45PM	7:51AM – 2:45PM
Northfield Middle School	2200 Division St. South	7:57AM – 2:51PM	7:57AM – 2:51PM
Bridgewater Elementary	401 Jefferson Parkway	8:25AM – 3:20PM	8:25AM – 3:20PM

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Greenvale Elementary	700 Lincoln Parkway	8:20AM – 3:15PM	8:20AM – 3:15PM
Sibley Elementary	1400 Maple Street	8:20AM – 3:15PM	8:20AM – 3:15PM
Area Learning Center	201 Orchard Street	8:10AM – 2:40PM	8:10AM – 2:40PM
Community Servs-NCRC	1651 Jefferson Parkway		

6.4.3. Student Transportation Mileage.

The mileage incurred in completing student transportation services is shown in the following table:

Contractor Equipment		2016-17	2015-16	2014-15
Kindergarten, Noon	716		0	0
Late Activity-Public	717		0	0
Regular to & from	720	tbd	264,950	263,436
Summer School	721		0	0
SPED/Disabled	723	tbd	214,384	217,585
Between Schools - public	725		450	450
Between schools - nonpublic	726		2,490	2,490
Homeless; special	728	tbd	0	0
Co-curricular & field trips	733	tbd	55,684	58,170
Ineligible	737		0	0
Total			537,958	542,131
District Equipment				
Total			0	0

- 6.4.4. The number of students transported shall not exceed the rated manufacturer's capacity of the transporting vehicle, exclusive of the driver. Scheduling of the students for arrival at the various school locations shall conform to regular school schedules, or to the schedule established by the School District.
- 6.4.5. Handicapped students shall be picked up immediately in front or as near as possible to their homes. A student shall load or unload at home or school only from the right side of the vehicle, except on a one-way street, where the non-traffic side of the vehicle may be used. Type III vehicles shall load and unload in the student's driveway, if one is available.
- 6.4.6. The successful Service Provider shall comply with the School District's adopted student transportation policies, which are applicable to the transportation of students. A copy will be made available to any Service Provider desiring to submit a written quotation/proposal.

SECTION 6.5. Service Provider Personnel

- 6.5.1. The successful Service Provider will provide a competent dispatcher, who will dispatch all buses and equipment proposed for service and under said Agreement, and shall assign bus drivers to School District routes who shall be approved by the School Board and shall, at the request and in the discretion of the School District, remove a bus driver found unsatisfactory by the School District.
- 6.5.2. The successful Service Provider shall be highly selective in the employment of its drivers and bus assistants. The Service Provider will be required to utilize only those drivers holding a valid Class A or Class B license with a school bus endorsement who have been thoroughly checked for ability, character, integrity and fitness, and who are acceptable to the School District. The School District reserves the right to comment on the performance of any employee of the Service Provider and Service Provider shall take appropriate steps to improve services. The successful Service Provider must agree annually to provide in-service time for all bus drivers and bus assistants utilized in the performance of the contract including substitute drivers or additional drivers for routes which may be added during the year.

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- 6.5.3. Drivers. All drivers shall meet the competency testing specified in the Minnesota Department of Public Safety Model School Bus Driver Training Manual and must be assessed periodically for the following competencies: 1) Safely operate the type of school bus the driver will be driving; 2) Understand student behavior, including issues relating to students with disabilities; 3) Ensure orderly conduct of students on the bus and handling incidents of misconduct appropriately; 4) Know and understand relevant laws, rules of the road, and local school bus safety policies; 5) Handle emergency situations; and 6) Safely load and unload students.

The evaluation must include completion of an individual "school bus driver evaluation form" (road test evaluation) as contained in the Model School Bus Driver Training Manual. The Service Provider must provide annually an individual school bus driver "evaluation certification" form for each school district driver.

- a. Each driver must have completed a criminal history background check to the satisfaction of the School District.
 - b. Service Provider shall provide satisfactory evidence of the good health of each driver prior to each school year (or during the school year for new drivers) based on a yearly physical examination. Such examination shall indicate that the driver complies with the minimum health standards required by the rules and regulations of the State Board of Education or any other state agency for school bus drivers. The expense of the physical examination for all drivers shall be paid by the Service Provider.
 - c. The Service Provider must comply with all state and federal laws governing the mandatory drug and alcohol testing of school bus drivers.
 - d. The Service Provider and each driver must comply with the requirements of Minn. Stat. § 171.02. All drivers shall notify the Minnesota Division of Driver and Vehicle services and/or the Service Provider of a conviction for a motor vehicle traffic violation, license suspension, or other conviction as specified in Minn. Stat. § 171.02.
- 6.5.4. Bus Aides/Assistants. The District requests that the Service Provider provide bus aides/assistants. The District will require that each prospective applicant to be hired by the Service Provider have their criminal records researched and a drug screen completed. The Service Provider will provide a rate for this service in APPENDIX B.
- 6.5.5. No unauthorized person shall be allowed in any vehicle while engaged in the transportation of students for the School District. The School District reserves the right to assign bus assistants to any vehicle in the best interest of any student.
- 6.5.6. Smoking on vehicles shall be prohibited at all times. The driver shall not carry on unnecessary conversation while the vehicle is in motion. The driver shall at all times operate the vehicle in a safe, prudent and careful manner with due regard for traffic conditions, speed limits and road conditions. Drivers will not be allowed to make personal stops. Drivers shall not operate a school bus while communicating over, or otherwise operating a cellular phone for personal reasons when the bus is in motion.
- 6.5.7. Successful Service Provider shall be responsible for handling complaint calls.

SECTION 6.6: Service Provider Annual Service Plan

Service Provider shall provide the District on or before the fifteenth (15th) day of August preceding each Contract Year with a "service plan for student transportation services" that requires the District approval. Service Provider shall work with District's Superintendent of Schools or her designee in planning services and otherwise performing the Contract. The "Service Plan" must include at a minimum the following:

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1. route or routes including bus route numbering, route maps, and route times.
2. list of drivers, both primary and substitutes, and the assigned routes and buses for the primary drivers
3. list of students assigned to each bus and route, together with grade levels
4. list of bus and van equipment that will be used in providing the contract services, along with make of equipment, year of manufacture, and mileage.
5. staffing plan of employees, in addition to the above drivers, who will be assigned to fulfill the responsibilities contemplated in the Contract.
6. operating policies and procedures of the Contractor related to their fulfilling the Contract terms.
7. insurance information required as specified in SECTION 6.2 of this SPECIFICATION.
8. provision of services to students living within the areas not eligible for regular bus services as outlined in Section 3.4 of this SPECIFICATION
9. compliance with District performance criteria as outlined in SECTION 3.1 of this SPECIFICATION.

The District requires that this Annual Service Plan be maintained on a current basis, with the Service Provider(s) submitting supplements to the District as needed from time-to-time.

SECTION 6.7: Routing and Communications

- 6.7.1. All routing shall be the primary responsibility of the Contractor. The District expects that the Contractor will cooperate with the District in making routing decisions and determining all pick-up and drop-offs that serve the best interest of the District.
- 6.7.2. The District will be responsible for notifying each passenger of his/her pick-up time at the beginning of school and in the event of a major change in a bus route. The Contractor will be required to respond to all public inquiries and handle all daily transportation concerns.

SECTION 6.8: On Board Cameras

The District requires on-board digital/video camera capability for all daily regular and SPED route buses. Service Provider should describe its on-board video/digital camera capability on all type A, B, C and D buses that will be used for the District service. The Service Provider will provide a description of the type and features of the video camera system they use. Service Provider should describe the training and supervision for making the video camera system an effective safety tool. The Service Provider will provide the cost for digital/video cameras as a separate line item using APPENDIX B exceeding this requirement.

- 6.8.1. The District understands that the digital/video data produced is covered by the data privacy, confidentiality and student records provisions of the Student Transportation Services Agreement.]

SECTION 6.9: Global Positioning System (GPS)

The District does not require, hut is interested in Global Positioning System (GPS) capability installed on all daily regular and SPED route buses. We have included a provision in APPENDIX B for the interested Service Provider to address this requirement.

SECTION 6.10: Wireless Internet Capability on Buses (WIFI)

The District does not require, but is interested in wireless internet capability (WIFI) all daily regular route buses and buses used for field trips and activity/athletic trips. We have included a provision in APPENDIX B for the interested Service Provider to address this requirement.

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SECTION 6.11: Customer Relations Philosophy

The importance of providing high quality services to students is of paramount importance to the District. The Service Provider shall describe its customer relations philosophy and its program. The District reserves the right to employ a District employee to coordinate student transportation services if it deems it necessary for providing quality, efficient bus services, with appropriate cost adjustments made.

SECTION 6.12: State Report Required

The Contractor shall provide the District's Director of Finance with the appropriate information required by the departments and agencies of the State of Minnesota.

SECTION 6.13: District Personnel

The District employs a Director of Finance with District responsibilities for student transportation. This position is responsible for the coordination for providing quality, efficient student transportation services. This position is the primary District contact for the day-to-day operations of the student transportation services and the agreement(s) with the Contractor(s).

APPENDICES:

**APPENDIX A
SERVICE PROVIDER COMPANY INFORMATION**

**APPENDIX B
APPENDIX B-1, B-2, B-3: COST QUOTES FOR STUDENT TRANSPORTATION
SERVICES**

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**APPENDIX A
SERVICE PROVIDER COMPANY INFORMATION**

The District reserves the right to conduct such investigations, as they deem necessary to determine the ability of the prospective contractor to perform the duties required in the prospective contract. All prospective contractors shall provide the following additional information with their Written Quotation:

1. A brief statement on the history of your company.
2. State of incorporation.
3. Describe Company and local leadership relative to the Written Quotation submitted, and identify persons and their responsibility for performance and service presented in your Written Quotation.
4. Number of years you have been engaged in the school bus business under your present firm name.
5. Attach a list of the school districts in Minnesota and other Midwest states that you have contracted with in the last three (3) years. Include the name and phone number of the District administrator or transportation director for each district who may be contacted relative to your performance.
6. Have you ever defaulted on a student transportation contract? If yes, attach a statement explaining where and why.
7. Routing Program/Software
 - a. What is your routing experience and capability?
 - b. What routing program/software available?
 - c. Identify Districts and schools for whom you provide routing?
8. Video/Digital Camera
 - a. Identify and describe the make and model of video/digital equipment of available units
9. Global Positioning System (GPS).
 - a. Does your equipment have GPS installed on buses? What part of the proposed bus fleet?
 - b. Identify and describe the make and model of the equipment, if available
10. Patient Protection and Affordable Care Act (PPACA).

The District is interested in the impact of this 2010 federal legislation on your company, and any impact on your quoted costs to the District.
11. Is/are there any financial, tax, legal or other present or pending transaction(s) or action(s) that the District should know about when considering your firm as a possible District contractor?
12. Make available upon request, written evidence, preferably from banks, of your credit availability. Provide confirmation that Service Provider will comply.
13. Make available upon request, a copy of your company's most recent financial statement. Include a copy of your most recent audit. Provide confirmation that Service Provider will comply.

The District may request additional information after the Written Quotation is opened and reviewed.

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APPENDIX B

APPENDIX B-1: COST QUOTES FOR STUDENT TRANSPORTATION SERVICES

The COST QUOTES for each year of the term shall be based on a maximum of 174 days of school operation.

SCHOOL YEAR 2017-18 [Year Ending July 31, 2018]

- 2. Regular “To and From” Routes.** The cost for all regular “to and from” routes, home-to-school transportation, including the Extended Day program, for the days of school operation A.M. and P.M., using one or more of the following unit costs:

Bus Size	Cost Per Mile	Cost Per Hour	Cost Per Day
84 Passenger			
71-77 Passenger			

- 3. Special Education and Special Needs Services – In-District.** The cost for all in-District special education and special needs routes, including home-to-school and midday services, shall be submitted for the days of school operation using one or more of the following unit costs:

Bus and Van Size*	Lift?		Cost Per Mile	Cost Per Hour	Cost Per Day
Type C/D bus	Yes	No			
Type A/B Mini-bus	Yes	No			
Type III Van	Yes	No			
Bus Aide/ Assistant			XXXXXXXX		XXXXXXXX

* identify each bus size separately for a bus size that has an installed lift

- 16. Special Education and Special Needs Services – Out-of-District.** The cost for all out-of-District special education and special needs services, including home-to-school and homeless services, shall be submitted for the days of school operation using one or more of the following unit costs:

Bus and Van Size*	Lift?		Cost Per Mile	Cost Per Hour	Cost Per Day
Type C/D bus	Yes	No			
Type A/B Mini-bus	Yes	No			
Type III Van	Yes	No			
Bus Aide/ Assistant			XXXXXXXX		XXXXXXXX

* identify each bus size separately for a bus size that has an installed lift

- 17. Late Activity Services.** The cost for late activity services, using one or more of the following unit costs:

Bus and Van Size	Cost Per Mile	Cost Per Hour	Cost Per Day
Type C/D bus			
Type A/B Mini-bus			
Type III Van			

- 18. Other Transportation Services.** The cost for all regular midday shuttle bus and van services and other services not otherwise identified, using one or more of the following unit costs:

Bus and Van Size*	Cost Per Mile	Cost Per Hour	Cost Per Day
Type C/D bus			
Type A/B Mini-bus			
Van or Type III			

* identify each bus size separately for a bus size that has an installed lift

Optional: The rates for other transportation services can be quoted as a % of the rates for regular “to & from” transportation services. _____ % of regular transportation rates in item 1 above.

- 19. Extra-curricular and Athletic Trips; Activity and Field Trips.** Rates for extra-curricular, athletic, school activity trips and field trips, using one or more of the following unit costs:

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<u>b. Trips within the school district boundaries</u>	<u>Cost Per Mile</u>	<u>Cost Per 1/4 Hour Waiting</u>	<u>Cost Per Trip</u>
ii. Type C/D bus			
iv. A/B Mini bus			
v. Type III van			
<u>e. Trips outside the school district boundaries</u>			
iii. Type C/D bus			
iv. A/B Mini bus			
v. Type III van			
vi. Coach bus			
<u>f. Overnight trip outside the school district boundaries; add'l costs</u>		<u>Per Hour</u>	<u>Per Day Max</u>
iii. Labor cost for overnight trips	XXXX		
iv. Overnight driver expenses	XXXX	XXXX	
<u>g. Trailer</u>	XXXX	XXXX	

- Non-peak Trip Rate Discount: non-peak (8:30 am - 2:30pm & after 4:30pm) trip charge discount from regular rates in this item: _____ %

20. Performance Bond Cost \$ _____ per \$1,000 of projected annual costs

21. District Student Transportation Safety Policy Read the policy ___ Will comply with the policy ___

22. District Crisis Management Policy Read the policy _____ Will comply with the policy _____

23. Global Positioning System (GPS) \$ _____ per unit/per bus

24. Digital/Video Camera

c. Make and model of video equipment of available units _____

d. Cost \$ _____ per each additional camera unit/per bus

25. Wireless Internet Capability on Buses (WIFI) \$ _____ per unit/per bus

Independent School District 659, Northfield Public Schools, Minnesota

APPENDIX B-2: COST QUOTES FOR STUDENT TRANSPORTATION SERVICES

The COST QUOTES for each year of the term shall be based on a maximum of 174 days of school operation.

SCHOOL YEAR 2018-19 [Year Ending July 31, 2019]

- 1. Regular “To and From” Routes.** The cost for all regular “to and from” routes, home-to-school transportation, including the Extended Day program, for the days of school operation A.M. and P.M., using one or more of the following unit costs.

Bus Size	Cost Per Mile	Cost Per Hour	Cost Per Day
84 Passenger			
71-77 Passenger			

- 2. Special Education and Special Needs Services – In-District.** The cost for all in-District special education and special needs routes, including home-to-school and midday services, shall be submitted for the days of school operation using one or more of the following unit costs.

Bus and Van Size*	Lift?		Cost Per Mile	Cost Per Hour	Cost Per Day
Type C/D bus	Yes	No			
Type A/B Mini-bus	Yes	No			
Type III Van	Yes	No			
Bus Aide/ Assistant			XXXXXXXX		XXXXXXXX

* identify each bus size separately for a bus size that has an installed lift

- 3. Special Education and Special Needs Services – Out-of-District.** The cost for all out-of-District special education and special needs services, including home-to-school and homeless services, shall be submitted for the days of school operation using one or more of the following unit costs.

Bus and Van Size*	Lift?		Cost Per Mile	Cost Per Hour	Cost Per Day
Type C/D bus	Yes	No			
Type A/B Mini-bus	Yes	No			
Type III Van	Yes	No			
Bus Aide/ Assistant			XXXXXXXX		XXXXXXXX

* identify each bus size separately for a bus size that has an installed lift

- 4. Late Activity Services.** The cost for late activity services, using one or more of the following unit costs.

Bus and Van Size	Cost Per Mile	Cost Per Hour	Cost Per Day
Type C/D bus			
Type A/B Mini-bus			
Van or Type III			

- 5. Other Transportation Services.** The cost for all regular midday shuttle bus and van services and other services not otherwise identified, using one or more of the following unit costs.

Bus and Van Size*	Cost Per Mile	Cost Per Hour	Cost Per Day
Type C/D bus			
Type A/B Mini-bus			
Van or Type III			

* identify each bus size separately for a bus size that has an installed lift

Optional: The rates for other transportation services can be quoted as a % of the rates for regular “to & from” transportation services. _____ % of regular transportation rates in item 1 above.

- 26. Extra-curricular and Athletic Trips; Activity and Field Trips.** Rates for extra-curricular, athletic, school activity trips and field trips, using one or more of the following unit costs:

Independent School District 659, Northfield Public Schools, Minnesota

<u>a. Trips within the school district boundaries</u>	<u>Cost Per Mile</u>	<u>Cost Per 1/4 Hour Waiting</u>	<u>Cost Per Trip</u>
i. Type C/D Bus			
ii. Type A/B Mini bus			
iii. Type III van			
<u>b. Trips outside the school district boundaries</u>			
i. Type C/D Bus			
ii. Type A/B Mini bus			
iii. Type III van			
iv. Coach bus			
<u>c. Overnight trip outside the school district boundaries; add'l costs</u>	<u>XXXX</u>	<u>Per Hour</u>	<u>Per Day Max</u>
i. Labor cost for overnight trips	XXXX		
ii. Overnight driver expenses	XXXX	XXXX	
<u>d. Trailer</u>	<u>XXXX</u>	<u>XXXX</u>	

- Non-peak Trip Rate Discount: non-peak (8:30 am - 2:30pm & after 4:30pm) trip charge discount from regular rates in this item: _____ %

Alternate Pricing

[as an alternate to individual prices shown above, the Service Provider may offer a percentage increase]:

The Service Provider will complete the services in this schedule for a percentage increase over the preceding year _____ % increase over 2017-18

Independent School District 659, Northfield Public Schools, Minnesota

APPENDIX B-3: COST QUOTES FOR STUDENT TRANSPORTATION SERVICES

The COST QUOTES for each year of the term shall be submitted based on a maximum of 174 days of school operation.

The District, in its sole discretion, will reserve the option, consistent with applicable statutes, to extend the contract for a third or fourth year. The District is interested in receiving pricing information about the services for these optional years.

SCHOOL YEAR 2019-20 [Year Ending July 31, 2020]

Increase amount or basis for calculating an increase [Please select the appropriate item and provide the requested information] % Increase ____ CPI ____ \$ Amount ____ No Increase ____ Other ____

Explanation: _____

Alternate Pricing

[as an alternate to individual prices shown above, the Service Provider may offer a percentage increase]:

The Service Provider will complete the services in this schedule for a
percentage increase over the preceding year _____ % increase over 2018-19

SCHOOL YEAR 2020-21 [Year Ending July 31, 2021]

Increase amount or basis for calculating an increase [Please select the appropriate item and provide the requested information] % Increase ____ CPI ____ \$ Amount ____ No Increase ____ Other ____

Explanation: _____

Alternate Pricing

[as an alternate to individual prices shown above, the Service Provider may offer a percentage increase]:

The Service Provider will complete the services in this schedule for a
percentage increase over the preceding year _____ % increase over 2019-20

_____ We are not interested in considering the optional year or two years at this time. [place an X in the space]

The legislative creation of the Long Term Facilities Maintenance program (LTFM) provides funding for deferred maintenance and life safety items. The LTFM works in conjunction with our existing Ten Year Plan in identifying various areas of necessary maintenance throughout our school facilities.

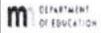
Northfield has had a Ten Year Maintenance Plan in place for several years. The legislation requires a more comprehensive summarization of this plan be approved by the school board and submitted each year.

The Ten Year Plan is a working document that evolves each year and can reflect changes as different needs are identified with passage of time. The needs each year outweigh the amount of LTFM funding, so the Ten Year Plan becomes an important tool when deciding which projects to move forward. Some projects will have to wait to be addressed while others are funded from the capital projects levy. The table below outlines the UFARS finance categories along with an example of work that is included in that finance code.

UFARS Finance Code	Expenditure Examples
Physical Hazards	Elevator & lift inspections
Other Hazardous Materials	Computer and bulb disposal
Environmental Health & Safety, Management	Some salaries, science material disposal
Asbestos Removal and Encapsulation	Smaller asbestos removal projects
Fire Safety	Alarm testing, Fire Marshal repair orders
Indoor Air Quality	Replace HVAC unit
Accessibility	ADA compliancy, HS handicap door
Building Envelope	Tuck pointing, windows
Building Hardware and Equipment	Blinds, doors, cabinets
Interior Surfaces	Carpet, flooring
Mechanical Systems	Boiler updates, piping
Plumbing	Repairs to pipes, fixtures, HS showers
Site Projects	Pavement, soil erosion, tennis court repair

This year our Ten Year Plan submittal includes our "Indoor Air Quality Plan", as required by the state. This IAQ Plan (accompanying this narrative) outlines what steps we take to keep our IAQ at acceptable levels and what action steps are taken when we need to improve our IAQ.

Beginning in 2015, the district was required to report these expenditures using this template provided by the Minnesota Department of Education. The district follows the MDE guidance and is submitting the following documents.

 Division of School Finance 1500 Highway 36 West Roseville, MN 55113-4266		Long-Term Facility Maintenance Revenue Application – Ten-Year Expenditure										ED - 02478-02
INSTRUCTIONS: Enter estimated expenditures that are allowable uses of Long-term Facilities Maintenance Revenue under MS 123B.595, Subd. 10, by UFARS Finance Code by fiscal year in the space provided.												
					District Name: NORTHFIELD PUBLIC SCHOOLS				District # 0659-01			
									Date: 7/10/2017			
					District Contact for Questions on this Spreadsheet:				E-mail: JKULSETH@NORTHFIELDSCHOOLS.ORG			
					Name: JIM KULSETH, DIRECTOR OF BUILDINGS & GROUNDS				Phone #: (507) 645 - 3435			
Fiscal Year, Ending June 30th -->		2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
ESTIMATED EXPENDITURES:												
Health and Safety, Excluding Projects in Finance codes 358, 363 and 366 Costing > \$100,000 per Site												
Finance	Category											
347	Physical Hazards	\$24,700	\$19,650	\$21,100	\$20,000	\$21,600	\$20,500	\$21,600	\$21,450	\$22,000	\$21,400	\$23,750
349	Other Hazardous Materials	\$19,800	\$12,900	\$12,900	\$13,200	\$20,800	\$13,600	\$13,600	\$13,750	\$21,650	\$14,000	\$14,400
352	Environmental Health & Safety Management	\$103,197	\$99,050	\$100,200	\$101,300	\$102,350	\$103,500	\$104,600	\$105,700	\$106,850	\$108,000	\$110,250
358	Asbestos Removal and Encapsulation	\$5,600	\$55,650	\$5,750	\$5,850	\$5,950	\$6,050	\$6,150	\$6,250	\$6,350	\$6,450	\$6,700
363	Fire Safety	\$28,155	\$59,600	\$38,025	\$30,400	\$43,350	\$31,400	\$31,900	\$46,400	\$32,850	\$33,300	\$50,500
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total Health and Safety Capital Projects	\$181,452	\$246,850	\$177,975	\$170,750	\$194,050	\$175,050	\$177,850	\$193,550	\$189,700	\$183,150	\$205,600
Health and Safety, Projects Costing > \$100,000 per Site												
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
363	Fire Safety	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total Health and Safety Capital Projects \$100,000 or More	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Remodeling for Pre-K instruction approved under M.S. 124D.151												
Finance	Category											
355	Remodeling for Pre-K instruction approved by the commissioner	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Accessibility												
Finance	Category											
367	Accessibility	\$0	\$0	\$70,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Deferred Capital Expenditures and Maintenance Projects												
Finance	Category											
368	Building Envelope	\$129,900	\$5,000	\$305,000	\$330,000	\$220,000	\$200,000	\$50,000	\$60,000	\$0	\$60,000	\$170,000
369	Building Hardware and Equipment	\$12,000	\$10,000	\$7,000	\$2,000	\$2,000	\$3,000	\$3,000	\$3,000	\$0	\$0	\$12,000
370	Electrical	\$20,500	\$92,000	\$0	\$60,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
379	Interior Surfaces	\$187,000	\$127,000	\$255,000	\$85,000	\$92,000	\$15,000	\$3,000	\$8,000	\$25,000	\$45,000	\$190,000
380	Mechanical Systems	\$16,593	\$91,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
381	Plumbing	\$20,800	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
382	Professional Services and Salary	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
383	Roof Systems	\$4,000	\$165,000	\$165,000	\$165,000	\$165,000	\$165,000	\$2,120,000	\$165,000	\$165,000	\$165,000	\$1,965,000
384	Site Projects	\$171,675	\$195,000	\$65,000	\$74,000	\$75,000	\$12,500	\$111,000	\$33,000	\$46,000	\$62,000	\$111,000
	Total Deferred Capital Expense and Maintenance	\$562,468	\$685,000	\$797,000	\$716,000	\$554,000	\$395,500	\$2,287,000	\$269,000	\$236,000	\$332,000	\$2,448,000
	Total Annual 10 Year Plan Expenditures	\$743,920	\$931,850	\$1,044,975	\$886,750	\$748,050	\$570,550	\$2,464,850	\$462,550	\$425,700	\$515,150	\$2,653,600

Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				Revised 6/02/2017									
659 <= Type in School District Number													
NORTHFIELD PUBLIC SCHOOL DISTRICT													
Calculations for Ten Year Projection													
	Pay 17	Payable 2017 LLC Certification	Current Estimate										
	LLC #	FY 2018	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	
29	Total old formula revenue = (21)+(24)+(25)+(26)+(27)+(27a)+(27b)+(28)	423	1,141,739	1,242,851	1,450,737	1,486,542	1,532,742	1,577,524	1,626,139	1,673,232	1,797,552	443,577	444,259
30	Total LTFM Revenue for Individual District Projects = Greater of (20d) or [(29) + (20c)]	424	2,107,172	2,253,913	2,679,324	2,718,909	2,763,639	2,807,109	2,854,569	2,900,664	3,029,394	1,674,579	1,674,579
31	District Requested Reduction from Maximum LTFM Revenue (to levy less than the maximum). Also enter this amount in the Levy Information System. Stated as positive number	425	-	-	-	-	-	-	-	-	-	-	-
32	District LTFM Revenue (30) - (31)	426	2,107,172	2,253,913	2,679,324	2,718,909	2,763,639	2,807,109	2,854,569	2,900,664	3,029,394	1,674,579	1,674,579
33	LTFM Revenue for District Share of Eligible Cooperative / Intermediate Projects (Unequalized)	427	-	-	-	-	-	-	-	-	-	-	-
34	Grand Total LTFM Revenue (32) + (33)	428	2,107,172	2,253,913	2,679,324	2,718,909	2,763,639	2,807,109	2,854,569	2,900,664	3,029,394	1,674,579	1,674,579
Aid and Levy Shares of Total Revenue													
35	For ANTC & APU, three year prior date		2015	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
36	Three year prior Ag Modified ANTC	31	24,202,893	24,202,893	26,794,298	27,866,070	28,980,713	30,139,941	31,345,539	32,599,360	33,903,335	35,259,468	36,669,847
37	Three year prior Adjusted PU (New Weights)	52	4,249.21	4,249.21	4,308.80	4,236.35	4,267.19	4,153.68	4,153.68	4,153.68	4,153.68	4,153.68	4,153.68
38	ANTC / APU = (36) / (37)	430	5,695.85	5,695.85	6,218.50	6,577.84	6,791.52	7,256.21	7,546.46	7,848.32	8,162.25	8,488.74	8,828.29
39	State average ANTC / APU with ag value adjustment	431	7,373.50	7,373.50	7,701.26	8,060.47	8,410.61	8,747.00	9,097.00	9,461.00	9,839.00	10,233.00	10,642.00
40	Equalizing Factor = 123% of (39)	432	9,069.41	9,069.41	9,472.55	9,914.38	10,345.05	10,758.81	11,189.31	11,637.03	12,101.97	12,586.59	13,089.66
41	Local share of Equalized Revenue (lesser of 1 or (38) / (40))	433	62.80%	62.80%	65.65%	66.35%	65.65%	67.44%	67.44%	67.44%	67.45%	67.44%	67.44%
42	State share of Equalized Revenue (1 - (41))	434	37.20%	37.20%	34.35%	33.65%	34.35%	32.56%	32.56%	32.56%	32.55%	32.56%	32.56%
43	Equalized Revenue (lesser of (34) or (6) * (8))	429	1,237,846	1,296,350	1,674,579	1,674,579	1,674,579	1,674,579	1,674,579	1,674,579	1,674,579	1,674,579	1,674,579
44	Initial LTFM State Aid (42) * (43)	435	460,441	482,205	575,258	563,555	575,219	545,170	545,185	545,199	545,149	545,197	545,163
45	Old formula Grandfathered Alternative Facilities Aid	437	-	-	-	-	-	-	-	-	-	-	-
46	Total LTFM State Aid (Greater of (44) or (45))	438	460,441	482,205	575,258	563,555	575,219	545,170	545,185	545,199	545,149	545,197	545,163
47	Total LTFM Levy (34) - (46) (including coop/intermediate)	441	1,646,731	1,771,707	2,104,066	2,155,354	2,188,420	2,261,939	2,309,384	2,355,465	2,484,245	1,129,382	1,129,416
Debt Service Portion of Revenue (non-grandfather districts)													
48	Subtotal Debt Service Revenue from above = (12) - (13) + (17) + (24)	765+766		959,044	1,004,745	1,044,330	1,089,060	1,132,530	1,179,990	1,226,085	1,354,815	-	-
50	New LTFM bonds excluding bonds on line 17 (principal + interest)*1.05	705	-	163,958	160,178	161,648	162,960	164,115	165,113	160,703	161,543	161,543	162,225
51	Total Debt Service Revenue = (49) + (50)	767		959,044	1,168,703	1,204,508	1,250,708	1,295,490	1,344,105	1,391,198	1,515,518	1,61,543	162,225
52	Equalized debt Service Revenue (lesser of (43) or (51))	442		959,044	1,168,703	1,204,508	1,250,708	1,295,490	1,344,105	1,391,198	1,515,518	1,61,543	162,225
53	Debt Service Aid = (52) * (42)	443		356,737	401,478	405,359	429,619	421,755	437,594	452,937	493,367	52,594	52,813
54	Equalized Debt Service Levy = (52) - (53)	445		602,307	767,225	799,148	821,089	873,735	906,511	938,260	1,022,150	108,949	109,412
55	Unequalized Debt Service Revenue and Levy = (Greater of zero or (51) - (50))	446		-	-	-	-	-	-	-	-	-	-
General Fund Portion of Revenue (non-grandfather districts)													
56	Total General Fund Revenue = (34) - (51)	447		1,294,869	1,510,622	1,514,402	1,512,932	1,511,619	1,510,464	1,509,467	1,513,877	1,513,037	1,512,354
58	General Fund Equalized Revenue = (43) - (52)	448		337,307	505,877	470,072	423,872	379,089	330,474	283,382	159,062	1,513,037	1,512,354
59	Total General Fund Aid = (46) - (53)	449		125,468	173,781	158,196	145,600	123,415	92,262	51,781	492,603	492,603	492,350
60	General Fund Equalized Levy = (58) * (41)	450		211,838	332,096	311,876	278,271	255,674	222,883	191,120	107,280	1,020,433	1,020,004
61	General Fund Unequalized levy = (57) - (58)	451		957,562	1,004,745	1,044,330	1,089,060	1,132,530	1,179,990	1,226,085	1,354,815	-	-
62	Total General Fund Levy = (60) + (61)	452		1,169,400	1,336,841	1,356,206	1,367,331	1,388,204	1,402,873	1,417,205	1,462,095	1,020,433	1,020,004
Notes:													
1. Underlevy on general fund equalized levy results in proportionate reduction in associated aid.													
2. Total Debt Service revenue on line 49 must not exceed total LTFM revenue for individual district projects (line 30) for any of the 10 years in the plan.													
3. For 1A districts with old Alt Facilities bonding, the amount on line 22 will reduce initial revenue on line 10, less the H & S portion entered on line 14.													

Indoor Air Quality Management Plan

Northfield Public School District

7/10/2017

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1. INDOOR AIR QUALITY COORDINATOR

Northfield Public School District has identified Jim Kulseth as the Indoor Air Quality Coordinator. The school administration and school board is committed to providing the necessary support to implement the IAQ Plan. The IAQ Coordinator reports to the superintendent. The IAQ Coordinator has been trained through a Minnesota Department of Health IAQ Coordinator Training.

The IAQ Coordinator is:

1. An individual that is either based in the district or spends most of his/her time in the district.
2. Able to answer basic questions from parents:
 - a. where parents can find answers to their IAQ questions and concerns;
 - b. Where parents obtain checklists and self-help information to evaluate their child's out-of-school situation.
 - c. how parents can access information about the school; and
 - d. What parents can do—how parents can effect change.
3. Authorized to respond to parents and local complaints as well as problems and complaints forwarded by state agencies.
4. Fulfills a separate IAQ function from that of building systems maintenance expert.

The IAQ Coordinator's responsibilities include:

1. Develop and implement a written IAQ Management Plan, encompassing the U.S. EPA 'Tools for Schools' and MDH guidelines
2. Identify a school district IAQ coordinator for indoor air quality.
3. Conduct and document an annual building walkthrough.
4. Conduct and document an annual ventilation and building checklist.
5. Monitor plan implementation including documenting situations and work practices that require indoor air quality remediation.
6. Inform and educate staff about indoor air quality procedures and policies.
7. Develop a communication plan/policy to include response to building complaints.
8. Respond to regulatory agency correspondence, guidelines and recommendations.
9. Monitor regulatory changes and new developments.
10. Review program and obtain school board approval at least annually.
11. Notify parents about the IAQ Coordinator through (annual newsletter, policy letter, website, etc.)
12. Communicate proactively with staff, parents, and other parties regarding the progress made with the IAQ Plan and any other relevant IAQ information.
13. Manage various IAQ projects
14. Manage compliance with other IAQ-related regulations, such as smoking, asbestos, lead, mercury, and arena rules
15. Review and approve renovation projects to determine whether they appropriately address IAQ concerns and are consistent with the IAQ Management Plan and other requirements

16. Report activities and work to the superintendent
17. Coordinate the IAQ Team's activities and meetings

2. SCHOOL BOARD ADOPTION

The school board adopts the IAQ Plan as part of the ten-year facility plan. The Northfield Public School District school board adopted the first district IAQ Plan on July 10, 2017 as part of the ten-year facility plan. School board adoption is obtained every year. School board minutes indicating annual IAQ Plan approval are maintained at;
<http://northfieldschools.org/about/board/minutes/>

3. ANNUAL UPDATE

Northfield Public School District performs an annual update of the IAQ Plan, as part of the updates to the ten-year facility plan. Records of the annual update are maintained at the District Office.

The annual review involves:

1. Ensuring an IAQ Coordinator is functioning the roles stated under the 'IAQ Coordinator' policy
2. An operational IAQ Management Plan is implemented
3. School board review
4. Walkthrough inspections
5. Building systems evaluations
6. Reviewing IAQ Concern Reports and other information
7. Discussing new issues with the IAQ Team
8. Creating a 'Plan to Address Identified Issues'
9. Reviewing and changing the IAQ Management Plan as needed

4. GOALS AND OBJECTIVES

The health, comfort, and learning environment of students and staff are important aspects of Northfield Public School District's mission. Indoor air quality (IAQ) is a critical component of providing a healthy and comfortable learning environment. Northfield Public Schools District's IAQ goals are as follows.

1. Minimize indoor air pollutants, which will reduce the likelihood of health problems, including asthma, respiratory infections, allergic reactions, and other health problems.
2. Control temperature, humidity, and ventilation associated problems, which will foster students' comfort and learning.

3. Prevent indoor air quality problems, which will slow building deterioration, avoid school closures, minimize liability risks, and foster a positive relationship among parents, teachers, and the school administration.

Northfield Public School District has implemented an IAQ Management Plan that will monitor and improve the quality of air in school buildings. The objectives of the IAQ Plan are the following.

1. Reduce the levels of indoor air pollutants through preventive measures such as routine maintenance activities, periodic building evaluations and inspections, and IAQ-specific policies.
2. Provide and maintain adequate air exchanges by maintaining ventilation equipment.
3. Respond to IAQ-related concerns and problems in a thorough and prompt manner, through investigation, documentation, and effective communication.

5. INDOOR AIR QUALITY TEAM

Northfield Public School District has established an IAQ Team. The IAQ Team assists the school administration by reviewing IAQ-related information and recommending IAQ policies to maintain and improve the air quality within district facilities and school buildings.

The Indoor Air Quality Team is composed of the following individuals:

<u>Name</u>	<u>Position</u>	<u>Contact Information</u>
Elizabeth Bade	District Nurse	507-645-1205
Jim Kulseth	Director of Buildings & Grounds	507-645-3435
Tracy Closson	District Maintenance/Grounds	507-664-3989
Jim Pasch	District Maintenance	507-664-3989
TBD	Physical Therapist	
Keith Nohava	Head Custodian	507-663-0617
Betty Kline	Head Custodian	507-645-3515
Ron Oeltjenbruns	Head Custodian	507-663-0652
Mark Harder	Head Custodian	507-665-1217
Dan Warner	Head Custodian	507-645-3480
Jeff St. Martin	Head Custodian	507-664-3317
Kim Slegers	Teacher (Health/P.E.)	507-663-0630

The IAQ Team is involved in the following efforts.

1. IAQ Team members contribute to the IAQ Plan creation and implementation. The IAQ Team members have reviewed the United States Environmental Protection Agency's (USEPA) IAQ Tools for Schools (TfS) kit, focusing on backgrounders and checklists relevant to each Team members' expertise.

2. The IAQ Team evaluates non-routine IAQ concerns that have been reported to the IAQ Coordinator. The Team takes steps or recommends measures to resolve the reported concern.
3. The IAQ Team meets quarterly to review ongoing IAQ issues and projects.
4. The IAQ Team meets annually or as needed to conduct an annual review the IAQ Plan.
5. IAQ Team meeting minutes, reports and other documents are kept with the IAQ Plan in the District Office.

6. BUILDING EVALUATIONS

School buildings are evaluated every year. The evaluations cover the ventilation systems and maintenance activities. The ventilation evaluation checks: air intakes, air filters, condensate areas, coils, cleanliness, mechanical rooms, dampers, controls, air movement, and exhaust fans. The maintenance evaluation checks: building supplies, dust control, floor cleaning, drain traps, moisture, and combustion appliances.

The IAQ in Northfield Public School District buildings are evaluated by sending out a staff survey every year based on the Tools for Schools checklist. This survey helps identify and evaluate potential IAQ issues that may be associated with the buildings' ventilation and maintenance. Specific staff spend much of their time in specific areas or have specific maintenance responsibilities, and therefore may provide insight that would be missed through other evaluation methods. The checklist also educate staff about IAQ. The checklist are not intended to report individual health problems; a separate concern form is available and more appropriate for this purpose (the form can be found in Attachment 2).

The head custodian at each building also complete the Tools for Schools ventilation, and maintenance checklists every year.

The IAQ Coordinator distributes, collects, and evaluates the checklists each year during the winter.

The IAQ Coordinator reviews findings and drafts ideas to address findings. If the source of problems cannot be identified and concerns persist, a different evaluation method may be used. Information from the evaluations is used during the walkthrough inspections to verify or further investigate the issue. Records of annual evaluations are kept in the District Office. Identified issues are addressed, as described in Section 7.

7. PLAN TO ADDRESS IDENTIFIED ISSUES

During the building systems evaluations and staff IAQ surveys, IAQ problems and issues are identified. The issues are prioritized from most important to least important.

Issues are categorized and addressed through one or more the following methods:

1. Completing one-time repairs (immediate or near future actions).

2. Scheduling and executing mid to long- term projects.
3. Identifying deferred maintenance items that may be addressed if/when funding is available.
4. Adopting new policies and practices as part of the IAQ Plan annual review.

This plan has an implementation schedule that describes the timeline to remediate known IAQ issues. The plan also assigns an individual who is responsible for completing the task or overseeing the work. After completion of building systems evaluations and walkthrough inspections, the IAQ Plan is updated every year to address identified issues. Responses to particular staff concerns and complaints are also maintained

8. MERCURY

Mercury can affect the brain and nervous system. It may be found in areas where previous spills occurred, in certain building materials, in certain instruments, and stored in old containers. In compliance with MN Statute 121A.33, elemental mercury and mercury-containing instruments are not permitted on school grounds. Northfield Public School District no longer purchases mercury containing instruments (such as thermometers, barometers, and the like). This prohibition does not apply to light bulbs or thermostats for heating, ventilation, and air conditioning.

School staff have evaluated all buildings for the presence of mercury containing chemicals, instruments, or materials, and have found items which are scheduled for disposal as hazardous waste.

While mercury is prohibited in our schools, in the unlikely event that mercury is brought to school, school staff are prepared to respond to a mercury spill. In the event of a spill, school staff will follow Minnesota Pollution Control Agency (MPCA) and MDH guidance. Students will be removed from the affected area, which will then be isolated from the rest of the building. Mercury spill clean-up kits will be used for small spills (one thermometer or less). In larger spills, school staff will contact the Minnesota Duty Officer (1-800-422-0798 or 651-649-5451) and possibly local authorities and the MPCA.

9. TOBACCO & E-CIGARETTE BAN

Tobacco smoking, chewing or ingestion is prohibited in all school facilities and vehicles, as mandated under MN Statute 144.4165. In addition, the use of e-cigarettes is prohibited in any building owned or operated by a school district according to Minnesota Statutes, section 144.414, subdivision 5(a)(1). The lighting of tobacco by an adult as a part of a traditional Indian spiritual or cultural ceremony is the only exemption to these prohibitions in schools. While this law does not apply to outdoor smoking, the Northfield Public School District has also banned smoking on school grounds. Information about the law and its implementation can be found at; <https://www.revisor.mn.gov/statutes/?id=144.414>

10. ASBESTOS

Asbestos is a mineral fiber that can be found in some building materials. If these materials are damaged or disturbed, they may release asbestos fibers into the air. Airborne asbestos fibers pose an increased health risk for mesothelioma, lung cancer, and asbestosis.

In compliance with federal law, Northfield Public School District has developed and maintains an Asbestos Hazard Emergency Response Act (AHERA) Management Plan. This plan reduces the likelihood of exposure to asbestos. Asbestos containing materials are regularly inspected. Removal is done safely, following applicable state and federal laws. The AHERA plan is available for review and located at the District Office. Parent, teacher, and employee organizations are notified yearly about the AHERA Plan through the district website.

11. LEAD

Lead can be found in paint and varnishes, in pre-1978 building structures, and possibly other materials and items. When lead is released as dust or chips, individuals may inhale or ingest the lead. This can affect the nervous system, and young children are particularly susceptible. The Northfield Public School District complies with the federal (TSCA Section 402c3) lead renovation, renovation and painting rule (RRP), which applies to rooms used by children under the age of six. When work that disturbs paint is being planned in these areas, the school will determine whether the paint contains lead. If lead is present, then the renovation will be managed by a hired certified contractor. Specific work-practices will be employed to prevent lead contamination of the building, as specified in federal regulations.

Additional information about the lead policy and compliance with RRP can be found at the District Office.

12. INTEGRATED PEST MANAGEMENT

Pests (such as mice and cockroaches) and pesticides can cause health problems, such as allergy and asthma symptoms. Integrated Pest Management (IPM) is an important strategy for maintaining IAQ because it reduces pesticide use and pest problems.

The school strives to minimize pesticide use and utilize non-chemical options where feasible. Individuals that apply certain pesticides must be properly licensed by the Minnesota Department of Agriculture. The Northfield Public School District contracts with Orkin, a pest management company and stipulates in its contract with the company that proper licensing is maintained. Pesticides are only applied indoors during unoccupied times and with fresh air supply air set to 100 percent outdoor air, unless pesticides have been recently applied by the air intake.

Parents and staff are notified about the application of certain pesticides, per MN Statute 121A.30, by September 15 of each school year. General notification occurs through the district website. Individual notification is also provided, when requested by a parent or staff. The Northfield Public School District notice and associated policies is located in district health & safety plan. Copies of individual notification are kept for six years, filed in the District office.

13. SCHOOL BUS IDLING

To reduce exposure to combustion by-products from diesel school buses, Northfield Public School District has adopted a policy to limit the amount of bus idling and the proximity of buses to school air intakes, in compliance with MN Statute 123B.885. School bus idling zones are located away from building entrances and fresh air intakes. If this location is deemed to be unsafe, the location can be moved, but must first be discussed with and justified by the health and safety committee. Bus drivers are educated about this policy when hired, and refresher training is conducted.

14. RADON

Radon is a naturally occurring gas that can enter any building from the underlying soil. In some cases, radon can build-up in classrooms, which may increase occupants' risk for developing lung cancer. While radon testing is not required, Northfield Public School District has elected to test.

In compliance with MN Statute 123B.571, when radon testing is conducted:

1. The Minnesota Department of Health radon testing plan is followed, as described in this policy;
2. The results are reported to the Minnesota Department of Health; and
3. The results are reported at a school board meeting.

If short term testing is chosen, testing is conducted on school days only (not holidays, vacations or weekends), between November 1 and March 31. If long term testing is chosen, testing is conducted in a manner where at least half the test duration includes days between November 1 and March 31. Certified radon testing devices are used, as listed by either the National Radon Proficiency Program (NRPP) or the National Radon Safety Board (NRSB). All frequently-occupied rooms are tested, including rooms with ground contact and rooms immediately above unoccupied spaces that are in contact with the ground, such as crawl spaces and tunnels. If necessary, follow-up testing is completed in all frequently-occupied rooms that have radon ≥ 4 pCi/L. Corrective measures are taken in frequently-occupied rooms that have radon ≥ 4 pCi/L following Environmental Protection Agency (EPA) guidelines described in 'Reducing Radon in Schools: A Team Approach.' Re-testing is completed after corrective measures that reduce radon levels.

Further information, including radon test results and mitigation conducted in district buildings can be found in the District Office.

15. COMMUNICATION

Communication is a critical element to successfully manage IAQ. The IAQ Coordinator and other district authorities try to limit misinformation and confusion through the use of effective communication. The IAQ Coordinator and other district employees communicate with relevant parties in a prompt, courteous, and consistent manner until the issue is resolved to the greatest extent possible. It is the goal of Northfield Public School District to develop and maintain the trust of the community and staff.

The IAQ Coordinator is:

1. Able to answer basic questions from parents:
 - a. Where parents can find answer to their IAQ questions and concerns;
 - b. Where parents obtain checklists and self-help information to evaluate their child's out-of-school situation;
 - c. How parents can access information about the school; and
 - d. What parents can do—parents can effect change.
2. Authorized to respond to parents and local complaints as well as problems and complaints forwarded by state agencies.

In addition, the IAQ Team and Coordinator inform parents and staff annually about the following.

1. The IAQ Plan and how to view the Plan upon request.
2. How to report IAQ concerns.
3. How to contact the IAQ Coordinator.

Northfield Public School District informs parents and staff about the availability of this IAQ information through the district website.

The IAQ Coordinator is prepared to answer parents' basic questions, as described under the 'IAQ Coordinator' policy. A list of checklists and other 'self-help' information, which parents can use to evaluate IAQ at home, can be found in Attachment 4. This information is provided to parents to complement efforts to evaluate possible problems in the school, and is not intended to divert attention from the school.

In the unlikely event of an IAQ emergency, the district will strive to accommodate the needs of students, parents, and staff. The media will be alerted when it is necessary to provide information to a broader audience. Every effort will be made to share appropriate information as soon as it becomes available to the school district.

16. CONCERNS

Northfield Public School District encourages the reporting of IAQ concerns, regardless of how trivial the issue may seem. The prompt reporting and resolution of IAQ issues has the potential to prevent serious problems from developing, which should prevent potential health effects,

discomfort, and unnecessary costs. This makes the investigation of all reported concerns worthwhile.

The IAQ Coordinator may require concerned individuals report their IAQ concern in writing. A written description of the concern should reduce misunderstanding and create a history that can be referred to at a future date. The 'IAQ Concern Reporting Form', located in Attachment 2, is made available to staff and parents. This form should be completed and sent to the IAQ Coordinator to initiate an official IAQ concern reporting process.

The IAQ Coordinator investigates the concern using TfS documents and the 'IAQ Concern Reporting Form'. The IAQ Coordinator documents findings and any changes implemented. The IAQ Coordinator reports the measures taken and the resolution of the identified concern to the appropriate parties. This will ensure that all interested parties know what action(s) have been taken. Where possible, the resolution of the issue, to the satisfaction of the concerned individual, is also documented.

If the problem cannot be identified or persists despite the school staff's efforts to identify and remediate it, the IAQ Coordinator discusses the matter with the appropriate school official(s) in order to determine whether a contracted service provider is needed. When the problem requires a policy change or significant resources, the IAQ Coordinator discusses specific policy changes or needed resources with the IAQ Team, superintendent or health & safety consultant.

Completed IAQ concern forms and associated documents are stored in the District Office. Information collected is processed and stored according to data practices policies. Findings and changes associated with reported concerns are reviewed during the annual review, or sooner if needed, to determine whether changes to the IAQ Plan are warranted.

17. PREVENTIVE MAINTENANCE AND OPERATIONS

Preventive maintenance means the routine inspection, cleaning, adjustment, and repair of building structures and systems, including the heating, ventilating, and air conditioning system (HVAC), local exhaust ventilation, and flooring. Preventive maintenance plays a major role in maintaining the quality of air, by assuring that the building systems are operating effectively and efficiently. Moreover, it helps to maintain a comfortable temperature and humidity in occupied spaces.

Northfield Public School District's preventive maintenance schedules are maintained at the District Office. It describes the building and ventilation components that are inspected and maintained on a routine basis. The schedule was established using the past experience with maintenance professionals, the availability of resources, and technical guides, including the manufacturer's specifications. The person performing the preventive maintenance follows the checklist strictly, and the IAQ Coordinator monitors its completion. All records of completed preventive maintenance are kept on file.

To the extent possible, school officials try to maintain the school buildings according to the American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) recommended parameters described in standards 55 and 62. If the current parameters cannot be met, school staff make ventilation adjustments that provide a fresh air delivery, temperature, and humidity level that are as close as possible to the ASHRAE standard.

18. TRAINING

All district employees play an important role in maintaining and improving air quality. Staff behaviors can affect air quality in a room and specific staff need to be aware of policies. An informed employee is more likely to take steps to maintain good air quality. In addition, an employee with an understanding of IAQ is more likely to report IAQ concerns quickly and accurately. For these reasons, the Northfield Public School District staff are educated about IAQ.

IAQ surveys are distributed annually, and these also serve to educate staff. The staff is instructed to complete the survey relevant to their work.

19. RENOVATION

The Northfield Public School District considers IAQ when planning construction and renovation projects. The IAQ Coordinator, superintendent and school board discuss major structural changes that may impact IAQ. Proposed renovations are evaluated in relation to the school's history of IAQ findings and concerns reported. In addition, the presence of lead, asbestos, PCBs, and other possible hazards are evaluated prior to renovation, and school staff comply with relevant.

To the extent possible, major renovations are performed when school is not in session. If renovation projects must be performed while school is in session, the return air from any area being renovated is isolated from the main ventilation system. Other engineering controls, such as plastic sheeting and local exhaust ventilation, may be used to contain and minimize the distribution of dust and other contaminants produced by construction activities. Cleaning operations are more frequent during and after renovation. The use of environmentally preferable building materials and products are specified in renovation and construction projects, where cost and quality are similar to conventional materials, such as EPA Safer Choice, Green Guard, Green Seal, Carpet and Rug Institute Green Label, and ANSI 208 certified.

The design and construction of school buildings considers various factors that impact IAQ such as:

1. Site selection (such as water drainage issues)
2. An environmental assessment of the site (such as water table level)
3. External contaminants from neighboring sites (such as farming or industrial activities)
4. Possible radon entry and use of radon resistant construction
5. Building design factors that promote good IAQ and prevent moisture intrusion

6. Internal contaminant sources (such as asbestos or lead-based paint)
7. Space allocation (such as accessibility to HVAC areas or proper storage of chemicals)
8. Building materials and furnishing (such as selecting those that release low levels of gases, are not porous, easy to maintain, and store well)
9. HVAC system design that could affect IAQ, such as air intake and distribution, filters, coil, drain pans, ducts, positive building pressure, ducting of return air, adequate exhaust systems, comfort, humidity, air diffusers

20. MICROBIAL PREVENTION AND REMOVAL

Microbial organisms, such as mold and bacteria, can cause illness (including allergies, asthma, and respiratory symptoms), costly damage, and discomfort. Microbes need moisture, a food source (such as drywall) and other particular conditions to grow. Moisture control is emphasized to prevent and manage microbial growth, because it is the easiest way to control microbial growth.

Northfield Public School District officials pay close attention to water intrusion and microbial growth during the walkthrough inspections, buildings systems evaluations, preventive maintenance activities, and the investigation of reported concerns. The maintenance staff have received basic training about identifying moisture problems. School staff are expected to address problems in a prompt manner.

Large flooding events are handled by a professional restoration contractor. This company can respond to water problems at any time, and will be contacted as soon as possible to initiate restoration, drying, and cleaning.

Materials damaged by water are replaced when possible (e.g., ceiling tiles, boxes, books). Materials that cannot be replaced and must be kept (e.g., carpets, sheet rock, insulation, structural lumber, etc.) are dried, preferably within 24 hours, but no later than 48 hours. Porous materials that remain wet longer or items wetted with dirty water are evaluated on a case-by-case basis, but these are usually replaced.

Materials contaminated with microbial growth are promptly cleaned or replaced. Microbial growth is removed from non-porous and semi-porous surfaces (solid wood, concrete, metal, etc.) by cleaning with a detergent, followed by application of an appropriate antimicrobial, where necessary, and then thorough drying. Porous materials that have mold growth are typically replaced.

Microbial or moisture problems that are difficult to identify or remediate are contracted to a professional. Large mold clean-up projects are handled by professional contractor. Large-scale remediation projects also follow the 'Renovation and Construction' policy.

Containment and personal protection measures may be necessary where microbial growth is present or suspected. The Northfield Public School District follows guidelines from IICRC when work is done by school staff or a contracted service.

21. ANIMALS IN SCHOOL BUILDINGS

Animals can be a source of allergens that cause allergy and asthma symptoms, microorganisms that can cause infectious diseases, and bites or stings. Northfield Public School District has adopted an animal policy that strives to minimize animal-related health problems while recognizing the positive educational role animals can have in schools.

Information gathered from walkthrough inspections, building systems evaluations, IAQ concern reports, and staff meetings is used to create and update this policy. Specific types of animals will be restricted if a valid concern is expressed by staff, students or parents. The Northfield Public School District reserves the right to ban certain animals if they pose a threat to the safety or well-being of staff and students.

Before an animal is brought to a classroom, the teacher must request permission an administrator. If a known sensitive individual is present or uses the room, then the request may be denied. Requests for animals that are merely pets and serve no educational purpose may also be denied. This policy does not apply to companion animals, which are permitted in the school building. If or when animals are brought to school on a temporary basis (e.g., ‘show and tell’ events), the event will be held, where possible, outdoors or in a room with a hard floor (e.g., gym). Cold-blooded animals (fish, reptiles, amphibians) are recommended over warm-blooded, furry or feathered animals.

If an animal is permitted, the responsible staff person is expected to watch for any obvious health symptoms that may be related to the animals, such as allergy or asthma symptoms. The staff person is also responsible for the care of the animal, including cleaning and maintenance of the habitat and other areas that may become soiled. Staff and students’ hands must be washed after handling animals or contacting their waste. Animals must be kept in an appropriate habitat when they are not being used for education. They should be kept away from carpeted areas in order to minimize the transfer of allergens to and soiling of the carpets. Finally, animals should be kept away from air supply and return vents.

22. CLEANING AND CHEMICALS

Regular and thorough cleaning is an important means for the removal of air pollutant sources; however, the cleaning products themselves release chemicals into the air. Keeping flooring and furniture clean can help to minimize dust, allergens, and the likelihood of mold growth (if the flooring becomes wet).

To ensure that cleaning practices remove pollutant sources while using cleaning products appropriately, the following standards have been adopted.

1. Custodial cleaning products are stored in a secure area. All bottles must be clearly labeled. Bottles of cleaning agents must be closed tightly when stored. Products are stored in rooms with local exhaust ventilation.
2. Environmentally preferable ('green') products are used, such as Green Seal certified, EPA Safer Choice or equivalent products, where cost and performance are comparable to conventional cleaning products.
3. Art supplies that are non-toxic under the Arts and Crafts Materials Institute (D4236) standard are used.
4. HEPA-filtered vacuum cleaners are used to clean carpeting and entry mats.
5. Microfiber cloths are used to clean hard floors and smooth surfaces.
6. Teachers and other staff are provided a green cleaner for spot cleaning. Staff are not permitted to bring cleaning products from home.
7. Teachers and other staff are encouraged to minimize clutter, to ensure rooms are easier to clean and to minimize dust collecting surfaces.
8. All safety data sheets are stored in an area available to all staff, and the location of this information is discussed in the district's 'Employee Right to Know' annual training.
9. Most cleaning and other maintenance is completed during unoccupied hours. Most routine cleaning is performed after school.
10. The building and rooms are maintained at reasonable cleanliness. Each building's operations and maintenance schedule specifies the cleaning and maintenance schedule for flooring, entry mats, and furnishings, and these schedules can be found in Attachment 1.

23. FLOORING AND FURNISHING

New flooring and furniture will emit volatile organic compounds, which may irritate people's airways. Older furniture and flooring accumulate dust and allergens, which can be released into the air from time to time. If porous flooring or furniture becomes wet, they can develop mold growth.

When performing building evaluations, walkthrough inspections, and reviewing concern reports, the condition of flooring and furnishings is evaluated. Where persistent problems are found, the flooring or furniture is replaced, preferably with low-maintenance and smooth surfaced flooring and furniture.

Carpets are vacuumed and hard flooring mopped regularly. In addition, carpet extraction cleaning is conducted and hard flooring is refinished every year or as needed. Carpeting is not cleaned during summer months unless the carpet can be dried within 24 hours. After extraction cleaning, carpeting is dried with floor fans, dehumidifiers, continuous operation of the ventilation system or opening window if outdoor air is dry. Hard flooring is re-finished during the summer using environmentally preferable products.

When purchasing flooring and furniture, the Northfield Public School District prefers environmentally preferable products, such as Green Guard or Green Label products. All purchased flooring must be free of mercury. Staff are not allowed to bring personal furniture or area rugs to school. The Northfield Public School District approves and purchases furniture that is used on school property. Installations of flooring and furniture follow the 'Construction and Renovation' policy.

24. OUTDOOR AIR POLLUTION

Outdoor air pollution, from nearby agriculture and industry, or general pollution related to fires or vehicles, may impact school occupants' health and comfort. Pollutants such as fine particulate matter, ozone, and odors can become a problem intermittently.

The IAQ Coordinator tracks the daily air quality index, and when air quality is poor, steps may be taken to limit outdoor activities and monitor individual susceptible children. The school buildings are operated at positive pressure to limit the infiltration of outdoor air pollution, and this pressurization is checked periodically.

25. PLANTS

Individuals can be allergic to certain plants, such as cut flowers and flowering plants. In addition, mold can grow on the soil, plant or pot. Due to prior problems with plants in school buildings, the Northfield Public School District has adopted a plant policy.

Up to three plants are permitted per room. Flowers and flowering plants are discouraged; flowers delivered should be taken home at the end of the day. Staff are responsible for plants in their area, and should immediately clean up any water or dirt that spills out of the plant. Plants should not be over-watered and cannot be placed on carpet, ventilators, or other locations where accidental over-watering can cause problems. Plants that develop mold (on leaves, on soil, or pot) must be removed.

26. EMERGENCY RESPONSE

Emergencies are defined as situations that require immediate action. IAQ-related emergencies include situations that are potentially life threatening, such as the following:

1. Widespread and sudden complaints of headaches and nausea or combustion odors
2. Diagnosed Legionnaire's disease or tuberculosis
3. Liquid spills (e.g., mercury) or gaseous leaks (e.g., pool chlorine) of hazardous materials.

In addition, emergencies include situations where there is limited time available to prevent serious property damage or health problems, such as major flooding.

Emergencies are determined on a case-by-case basis, using the above definition as a general guideline only. If doubt exists about whether exposure to a specific hazard constitutes an emergency, a precautionary approach may be used where the matter is handled as an emergency. Non-emergency situations are addressed according to the 'Concerns' policy.

Details of the Northfield Public School District's emergency preparedness and response plan can be found in the office of each building.



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June 6, 2017

School Board and Management
Independent School District No. 659
1400 S. Division Street
Northfield, MN 55057

We are pleased to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services CliftonLarsonAllen LLP ("CLA," "we," "us," and "our") will provide for Independent School District No. 659 ("you," "your," or "the District") for the year ended June 30, 2017.

Craig Popenhagen is responsible for the performance of the audit engagement.

Audit Services

We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements of Independent School District No. 659, as of and for the year ended June 30, 2017, and the related notes to the financial statements.

The Governmental Accounting Standards Board (GASB) provides for certain required supplementary information (RSI) to accompany the District's basic financial statements. The RSI will be subjected to certain limited procedures, but will not be audited.

We will also evaluate and report on the presentation of the supplementary information other than RSI accompanying the financial statements in relation to the financial statements as a whole.

In addition, we will also audit the statement of cash receipts and disbursements of the student activity accounts, which is prepared on the regulatory basis of accounting prescribed or permitted by the Minnesota Department of Education, of the District for the year ended June 30, 2017.

Nonaudit Services

We will also provide the following nonaudit services:

- Preparation of your financial statements, schedule of expenditures of federal awards, and related notes.
- Preparation of adjusting journal entries.

Audit objectives

The objective of our audit is the expression of opinions about whether your basic financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP). Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS); the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our audit will include tests of your accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express opinions and render the required reports. We will apply certain limited procedures to the RSI in accordance with U.S. GAAS. However, we will not express an opinion or provide any assurance on the RSI because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. We will also perform procedures to enable us to express an opinion on whether the supplementary information (as identified above) other than RSI accompanying the financial statements is fairly stated, in all material respects, in relation to the financial statements as a whole.

The objectives of our audit also include:

- Reporting on internal control over financial reporting and compliance with the provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Reporting on internal control over compliance related to major programs and expressing an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Uniform Guidance.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of our testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the District's internal control or on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the result of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We will issue written reports upon completion of our audit of your financial statements and compliance with requirements applicable to major programs. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement. If our opinions on the financial statements or the single audit compliance opinion are other than unmodified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements or material noncompliance caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming opinions on the financial statements or an opinion on compliance, we retain the right to take any course of action permitted by professional standards, including declining to express opinions or issue reports, or withdrawing from the engagement.

As part of our audit, we will also perform the procedures and provide the report required by the *Minnesota Legal Compliance Audit Guide for Political Subdivisions*.

Auditor responsibilities, procedures, and limitations

We will conduct our audit in accordance with U.S. GAAS and the standards for financial audits contained in *Government Auditing Standards*. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements as a whole are free from material misstatement, whether due to fraud or error. An audit involves performing procedures to obtain sufficient appropriate audit evidence about the amounts and disclosures in the basic financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the basic financial statements.

There is an unavoidable risk, because of the inherent limitations of an audit, together with the inherent limitations of internal control, that some material misstatements or noncompliance may not be detected, even though the audit is properly planned and performed in accordance with U.S. GAAS, *Government Auditing Standards*, and the Uniform Guidance. Because we will not perform a detailed examination of all transactions, material misstatements, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the District or to acts by management or employees acting on behalf of the District, may not be detected. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management and those charged with governance of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management and those charged with governance of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a single audit.

In making our risk assessments, we consider internal control relevant to the District's preparation and fair presentation of the basic financial statements and compliance in order to design audit procedures that are

appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting fraud or errors that are material to the financial statements and to preventing and detecting misstatements resulting from noncompliance with provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with the direct and material compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify deficiencies, significant deficiencies, or material weaknesses in internal control. However, we will communicate to you in writing significant deficiencies or material weaknesses in internal control relevant to the audit of the basic financial statements that we identify during the audit that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with the provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

We will include in our report on internal control over financial reporting and on compliance relevant information about any fraud; noncompliance with provisions of laws, regulations, contracts, or grant agreements; or abuse that may have occurred that are required to be communicated under *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards that may have a direct and material effect on each of the District's major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the "OMB Compliance Supplement" for the types of compliance requirements that could have a direct and material effect on each of the District's major programs. The purpose of these procedures will be to express an opinion on the District's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

We will evaluate the presentation of the schedule of expenditures of federal awards accompanying the financial statements in relation to the financial statements as a whole. We will make certain inquiries of management and evaluate the form, content, and methods of preparing the schedule to determine whether the information complies with U.S. GAAP and the Uniform Guidance, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We

will compare and reconcile the schedule to the underlying accounting records and other records used to prepare the financial statements or to the financial statements themselves.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Management Responsibilities

Our audit will be conducted on the basis that you (management and, when appropriate, those charged with governance) acknowledge and understand that you have certain responsibilities that are fundamental to the conduct of an audit.

You are responsible for the preparation and fair presentation of the financial statements, RSI, and the schedule of expenditures of federal awards in accordance with U.S. GAAP. Management is also responsible for identifying all federal awards received, understanding and complying with the compliance requirements, and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in accordance with the requirements of the Uniform Guidance.

Management's responsibilities include the selection and application of accounting principles; recording and reflecting all transactions in the financial statements; determining the reasonableness of significant accounting estimates included in the financial statements; adjusting the financial statements to correct material misstatements; and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. Management is responsible for compliance with applicable laws and regulations and the provisions of contracts and grant agreements, including compliance with federal statutes, regulations, and the terms and conditions of federal awards applicable to the District's federal programs. Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are responsible for the design, implementation, and maintenance of effective internal control, including internal control over compliance, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error; and that there is reasonable assurance that government programs are administered in compliance with compliance requirements.

You are responsible for the design, implementation, and maintenance of internal controls to prevent and detect fraud; assessing the risk that the financial statements may be materially misstated as a result of fraud; and for informing us about all known or suspected fraud affecting the District involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the District received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for implementing systems designed to achieve compliance with applicable laws and regulations and the provisions of contracts and grant agreements, including compliance with federal statutes, regulations, and the terms and conditions of federal awards applicable to the District's federal programs; identifying and ensuring that the District complies with applicable laws, regulations, contracts, and grant agreements, including compliance with federal statutes, regulations, and the terms and conditions of

federal awards applicable to the District's federal programs; and informing us of all instances of identified or suspected noncompliance whose effects on the financial statements should be considered.

You are responsible for taking timely and appropriate steps to remedy any fraud; noncompliance with provisions of laws, regulations, contracts, or grant agreements; or abuse that we may report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings; and to follow up and take prompt corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. The summary schedule of prior audit findings should be available for our review on September 4, 2017.

You are responsible for ensuring that management is reliable and for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters, and for the accuracy and completeness of that information, and for ensuring the information is reliable and properly reported; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the District from whom we determine it necessary to obtain audit evidence. You acknowledge that the District's internal auditors providing direct assistance to us will be allowed to follow our instructions and that you will not intervene in the work the internal auditor performs for us. You agree to inform us of events occurring or facts discovered subsequent to the date of the financial statements that may affect the financial statements.

You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon or make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

Management is responsible for the preparation and fair presentation of other supplementary information in accordance with U.S. GAAP. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. You agree to provide us written representations related to the presentation of the supplementary information.

Management is responsible for providing us with a written confirmation concerning representations made by you and your staff to us in connection with the audit and the presentation of the basic financial statements and

RSI. During our engagement, we will request information and explanations from you regarding, among other matters, the District's activities, internal control, future plans, specific transactions, and accounting systems and procedures. The procedures we will perform during our engagement and the conclusions we reach as a basis for our report will be heavily influenced by the representations that we receive in the representation letter and otherwise from you. Accordingly, inaccurate, incomplete, or false representations could cause us to expend unnecessary effort or could cause a material fraud or error to go undetected by our procedures. In view of the foregoing, you agree that we shall not be responsible for any misstatements in the District's financial statements that we may fail to detect as a result of misrepresentations made to us by you.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing copies to us of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the "Audit objectives" section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other engagements or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

Responsibilities and Limitations Related to Nonaudit Services

For all nonaudit services we may provide to you, management agrees to assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience to understand and oversee the services; evaluate the adequacy and results of the services; and accept responsibility for the results of the services.

The responsibilities and limitations related to the nonaudit services performed as part of this engagement are as follows:

- We will prepare a draft of your financial statements, schedule of expenditures of federal awards, and related notes in conformity with U.S. GAAP and the Uniform Guidance based on information provided by you. Since the preparation and fair presentation of the financial statements and schedule of expenditures of federal awards is your responsibility, you will be required to acknowledge in the representation letter our assistance with preparation of the financial statements and schedule of expenditures of federal awards and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. You have a responsibility to be in a position in fact and appearance to make an informed judgment on those financial statements and schedule of expenditures of federal awards.
- We will propose adjusting journal entries as needed. You will be required to review and approve those entries and to understand the nature of the changes and their impact on the financial statements.

These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*.

Use of Financial Statements

With regard to using the auditors' report, you understand that you must obtain our prior written consent to reproduce or use our report in bond offering official statements or other documents. The financial statements and our report thereon are for management's use. If you intend to reproduce and publish the financial

statements and our report thereon, they must be reproduced in their entirety. Inclusion of the audited financial statements in a document, such as an annual report or bond offering document, should be done only with our prior approval of the document. You are responsible to provide us the opportunity to review such documents before issuance.

If the parties (i.e., you and CLA) agree that CLA will not be involved with your official statements related to municipal securities filings or other offering documents, we will require that any official statements or other offering documents issued by you with which we are not involved clearly indicate that CLA is not involved with the contents of such documents. Such disclosure should read as follows:

CliftonLarsonAllen LLP, our independent auditor, has not been engaged to perform and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. CliftonLarsonAllen LLP also has not performed any procedures relating to this offering document.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website or submitted on a regulator website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information in the electronic site with the original document.

We may issue preliminary draft financial statements to you for your review. Any preliminary draft financial statements should not be relied on or distributed.

Engagement Administration and Other Matters

We expect to begin final fieldwork on approximately September 4, 2017.

We understand that your employees will prepare all confirmations, account analyses, and audit schedules we request and will locate any documents or invoices selected by us for testing. A list of information we expect to need for our audit and the dates required will be provided in a separate communication.

At the conclusion of the engagement, we will complete the auditor sections of the electronic Data Collection Form SF-SAC and perform the steps to certify the Form SF-SAC and single audit reporting package. It is management's responsibility to complete the auditee sections of the Data Collection Form. We will create the single audit reporting package PDF file for submission; however, it is management's responsibility to review for completeness and accuracy and electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse and, if appropriate, to pass-through entities. The Data Collection Form and the reporting package must be electronically submitted within the earlier of 30 calendar days after receipt of the auditors' reports or nine months after the end of the audit period.

We will provide copies of our reports to the District; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

We are available to perform additional procedures with regard to fraud detection and prevention, at your request, as a separate engagement, subject to completion of our normal engagement acceptance procedures. The terms and fees of such an engagement would be documented in a separate engagement letter.

The audit documentation for this engagement is the sole and exclusive property of CLA and constitutes confidential and proprietary information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely matter to the Minnesota Department of Education, or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of CLA personnel. Furthermore, upon request, we may provide copies or electronic versions of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the Minnesota Department of Education. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party (ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Except as permitted by the "Consent" section of this agreement, CLA will not disclose any confidential, proprietary, or privileged information of the District to any persons without the authorization of District management or unless required by law. This confidentiality provision does not prohibit us from disclosing your information to one or more of our affiliated companies in order to provide services that you have requested from us or from any such affiliated company. Any such affiliated company shall be subject to the same restrictions on the use and disclosure of your information as apply to us.

Our engagement and responsibility end on delivery of our signed report. Any additional services that might be requested will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

Government Auditing Standards require that we make our most recent external peer review report publicly available. The report is posted on our website at www.CLAconnect.com/Aboutus/.

Mediation

Any disagreement, controversy, or claim ("Dispute") that may arise out of any aspect of our services or relationship with you, including this engagement, shall be submitted to non-binding mediation by written notice ("Mediation Notice") to the other party. In mediation, we will work with you to resolve any differences voluntarily with the aid of an impartial mediator.

The mediation will be conducted as specified by the mediator and agreed upon by the parties. The parties agree to discuss their differences in good faith and to attempt, with the assistance of the mediator, to reach an amicable resolution of the Dispute.

Each party will bear its own costs in the mediation. The fees and expenses of the mediator will be shared equally by the parties.

Any Dispute will be governed by the laws of the state of Minnesota, without giving effect to choice of law principles.

Time Limitation

The nature of our services makes it difficult, with the passage of time, to gather and present evidence that fully and fairly establishes the facts underlying any Dispute that may arise between the parties. The parties agree that, notwithstanding any statute or law of limitations that might otherwise apply to a Dispute, including one arising out of this agreement or the services performed under this agreement, for breach of contract or fiduciary duty, tort, fraud, misrepresentation or any other cause of action or remedy, any action or legal proceeding by you against us must be commenced within twenty-four (24) months ("Limitation Period") after the date when we deliver our final audit report under this agreement to you, regardless of whether we do other services for you relating to the audit report, or you shall be forever barred from commencing a lawsuit or obtaining any legal or equitable relief or recovery.

The Limitation Period applies and begins to run even if you have not suffered any damage or loss, or have not become aware of the existence or possible existence of a Dispute.

Fees

Our fees for the financial statement audit services will be \$23,300, plus expenses. The fee estimate is based on anticipated cooperation from your personnel and their assistance with preparing confirmations and requested schedules. If the requested items are not available on the dates required or are not accurate, the estimated fee for services will likely be higher. If unexpected circumstances require significant additional time, we will advise you before undertaking work that would require a substantial increase in the fee estimate. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed even if we have not issued our reports. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

Other Fees

You also agree to compensate us for any time and expenses, including time and expenses of legal counsel, we may incur in responding to discovery requests or participating as a witness or otherwise in any legal, regulatory, or other proceedings that we are asked to respond to on your behalf.

Finance Charges and Collection Expenses

You agree that if any statement is not paid within 30 days from its billing date, the unpaid balance shall accrue interest at the monthly rate of one and one-quarter percent (1.25%), which is an annual percentage rate of 15%. In the event that any collection action is required to collect unpaid balances due us, reasonable attorney fees and expenses shall be recoverable.

HIPAA Business Associate Agreement

To protect the privacy and provide for the security of any protected health information, as such is defined by the Health Insurance Portability and Accountability Act of 1996, as amended from time to time, and the regulations and policy guidances thereunder (HIPAA), Independent School District No. 659 and CLA shall enter into a HIPAA Business Associate Agreement (BAA) in the form attached hereto. If the attached HIPAA Business Associate Agreement is acceptable, please sign, date, and return it to us.

Consent

Consent to Use Financial Information

Annually, we assemble a variety of benchmarking analyses using client data obtained through our audit and other engagements. Some of this benchmarking information is published and released publicly. However, the information that we obtain is confidential, as required by the AICPA Code of Professional Conduct. Your acceptance of this engagement letter will serve as your consent to use of Independent School District No. 659's information in these cost comparison, performance indicator, and/or benchmarking reports.

Subcontractors

CLA may, at times, use subcontractors to perform services under this agreement, and they may have access to your information and records. Any such subcontractors will be subject to the same restrictions on the use of such information and records as apply to CLA under this agreement and the BAA.

Agreement

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. This letter constitutes the entire agreement regarding these services and supersedes all prior agreements (whether oral or written), understandings, negotiations, and discussions between you and CLA. If you have any questions, please let us know. Please sign, date, and return the a copy of this letter to us to indicate your acknowledgment and understanding of, and agreement with, the arrangements for our audit of your financial statements including the terms of our engagement and the parties' respective responsibilities.

Sincerely,
CliftonLarsonAllen LLP



Craig Popenhagen, CPA
Principal
507-434-7041
craig.popenhagen@CLAconnect.com
Enclosures
094-050517

This letter correctly sets forth the understanding of Independent School District No. 659:

Authorized governance signature: _____

Title: School Board _____

Date: _____

Authorized management signature: _____

Title: Management _____

Date: _____

AGREEMENT BETWEEN
NORTHFIELD HOSPITAL & CLINICS
AND
NORTHFIELD HIGH SCHOOL

The items listed below are the conditions of the Agreement between Northfield Hospital & Clinics Rehabilitation Services (NH+C), and Northfield High School (High School), for the purpose of setting forth the terms and conditions under which NH+C shall provide athletic training services to high school sport participants.

This agreement is in effect for the school years 2017-2018 and 2018-2019.

I. NH+C Obligations

A. Contract Hours

- 1) Certified Athletic Trainers employed by NH+C will provide 886 hours of service in the training room and at events over each of the years of this contract.
- 2) An additional trainer will be available immediately after school for 30 minutes on Mondays, Tuesdays, Thursdays and Fridays. Two trainers will be available until 5:00 pm on Wednesdays.
- 3) If two or more concurrent events take place at High School, one athletic trainer will provide service.
- 4) If events take place concurrently at High School, the middle school, and/or the hockey arena, athletic trainers will use best efforts to cover both/all events. In this instance, the coverage of the event at the hockey arena/middle school will be reimbursed separately at the rate of \$30.00 per hour during school years 2017-2018 and 2018-2019.

B. Certified Athletic Trainers will be responsible for:

- 1) First aid and emergency care for all athletes as needed.
- 2) Evaluation of injuries and preventive injury assessments.
- 3) Preventive taping and strapping as necessary.
- 4) Administer treatments to athletes as they rehabilitate injuries.
- 5) Maintain emergency information and records of treatments on all athletes.
- 6) Supervise students when in training room.
- 7) Stock training kits.
- 8) Maintain an accurate inventory of all supplies and notify the Activities Director when supplies are needed.
- 9) Provide an annual inventory in early March and recommend supplies and equipment, which should be purchased for the following year.

- 10) Provide in-service education to members of coaching staff and students per request of Activities Director.
- 11) Provide ongoing inspection of athletic facilities and methods used by coaches in working with their athletes, and pass on concerns and recommendations to the Activities Director.
- 12) Special events, such as post-season tournaments and conference events, will also be covered, but will be reimbursed separately at a rate of \$30.00 per hour during school years 2017-2018 and 2018-2019.
- 13) Facilitate the communication among the injured athlete, coach, and physician.
- 14) Inform coaches of the injured athlete's limitations in participation.
- 15) Inform coaches of rehabilitation expectations.

II. High School Obligations

A. Athletic Training Services

- 1) A working space (office) for the athletic trainer for consultations.
- 2) For school years 2017-2018 and 2018-2019, the High School will remit to NH+C an annual fee of \$26,472.25, payable in 9 monthly installments of \$2,941.36 beginning each September 1.
- 3) High School will publish, at no charge, a one-half page ad on behalf of the NH+C in each athletic program produced.
- 4) High School will prominently display two 3' by 5' banners, one provided by NH+C and one provided by Northfield Hospital, at all home football games and in the school gymnasium throughout the school year.
- 5) The Athletic Director and up to 3 coaches will annually complete an evaluation of NH+C personnel and services.

III. Hold Harmless. NH+C agrees to indemnify and hold High School harmless from any and all claims, demands, damages, costs, and expenses, including reasonable attorney's fees, which arise from any act, failure to act, or negligence of NH+C, its agents or employees, related in any way to performance of its obligations imposed under this Agreement. NH+C will provide High School with a certificate of its liability insurance of no less than one million dollars, and will maintain this coverage for the term of the contract.

High School agrees to indemnify and hold NH+C harmless from any and all claims, demand, damages, costs, and expenses, including reasonable attorney's fees, which arise from any act, failure to act, or negligence of High School, its agents or employees, related in any way to performance of its obligations imposed under this Agreement. High School will provide NH+C with a certificate of its liability insurance of no less than one million dollars, and will maintain this coverage for the term of this contract.

IV. **Termination.** Either party may terminate this contract by giving 30 days written notice.

VI. **Notice.** All notices required to be given under the terms of this Agreement shall be in writing, shall be effective upon receipt and shall be delivered in person or by certified mail, return receipt requested, to the parties as follows:

NH+C: Northfield Hospital
 2000 North Avenue
 Northfield, MN 55057
 Attention: Steve Underdahl, President & CEO

High School: Northfield High School
 1400 Division Street S.
 Northfield, MN 55057
 Attention: Athletic Director

VII. **Insurance.** NH+C agrees to maintain in full force and effect, at its own cost and expense, a policy or policies of professional liability insurance providing coverage for itself and its employees in an amount not less than \$1,000,000 per claim and \$3,000,000 in aggregate. NH+C will provide a certificate of insurance coverage to High School upon request.

High School agrees to maintain in full force and effect, at its own cost and expense, a policy or policies of comprehensive general liability insurance providing coverage for itself and its employees in an amount not less than \$1,000,000 per claim and \$3,000,000 in aggregate. High School will provide a certificate of insurance coverage to NH+C upon request.

VIII. **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota.

IX. **Assignment.** Neither party to this Agreement may assign its rights and obligations hereunder without the prior written consent of the other party, and any attempt to do so shall be null and void.

X. **Relationship of the Parties.** The relationship between the parties shall be solely that of independent contractors and nothing herein shall be construed to create or imply any relationship of employment, agency, partnership or any relationship other than that of independent contractors.

XI. **Entire Agreement.** This Agreement constitutes the entire Agreement between the parties and supersedes all prior agreements, understandings, and letters of intent relating to the subject matter hereof. This Agreement shall be binding on the parties hereto, their

heirs, successors and assignees in interest. This Agreement may be amended or supplemented only by a writing executed by both parties.

Tim Graupmann
NHS Activities Director
Northfield High School

Colleen Johnson
Director, NH+C Rehabilitation Services

Northfield School Board

Steve Underdahl
President and CEO
Northfield Hospital

Addendum A

Northfield High School
Athletic Training Services
School Years 2017-2018 and 2018-2019

Athletic Training Room Coverage

Fall: Athletic Training Room 2:45 – 5:25 pm for 9 weeks
Winter: Athletic Training Room 2:45 – 5:00 pm for 17 weeks
Spring: Athletic Training Room 2:45 – 4:25 pm for 11 weeks

Note: An additional trainer will also provide coverage for 30 minutes on Mondays, Tuesdays, Thursdays and Fridays, and coverage for 2 hours and 15 minutes on Wednesdays, during the fall and winter seasons. During the spring season, an additional trainer will be provided during the times listed above.

August Pre-Season Practices

4 hours/day for 2 weeks

Event Coverage

Football: Home – V, JV, 9th, 10th
Soccer: Home – V (boys and girls)
Hockey: Home – V, JV (boys and girls)
Basketball: Home – V, JV (boys and girls)
Gymnastics: Home – V, JV
Wrestling: Home – V, JV
Track: Home – V (boys and girls)
Lacrosse: Home – V, JV (boys and girls)

Total Contract Hours not to exceed 886 hours.

NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 10th day of July, 2017,
by and between Northfield Booster Club,
hereinafter the "Donor", and Independent School District No. 659, Northfield Minnesota,
hereinafter the "District", pursuant to the District's policy for receiving gifts and donations, as
follows:

TERMS

The donor agrees to give the district a total value of \$11,983, to be used as follows:

Boys and Girls Swim & Dive – Travel Bags	\$900
Volleyball – Instructional Videos	\$200
Dance Team – Travel Bags	\$500
Nordic Ski – Travel Bags for skis and poles	\$483
Balls-Pucks-Shots-Discs:	\$7,500
HUDL - All Sports:	\$1,800
Impact Software (concussion testing):	\$800
Athletic Training Room (electronic medical recording system):	\$250

* Fee Waivers for School year 2016-17; already paid by the Northfield Booster Club (an additional): **\$12,776.00**

Northfield Booster Club
Donor
By: Scott Ims
Scott Ims, President

Approved by resolution of the School Board on the 10th day of
July, 20 17.

INDEPENDENT SCHOOL DISTRICT No. 659

By: _____
Clerk

TO: Matt Hillmann, Superintendent
FROM: Val Mertesdorf, Director of Finance *VM*
DATE: July 10th, 2017
RE: Board Approval of Financial Reports – April 2017

We request that the Board of Education approve paid bills, payroll, bond payments, electronic funds transfers, investments and financial reports for the month of April 2017.

Bills totaling \$1,552,656.84 were paid in April 2017.

Payroll checks totaling \$3,013,428.78 were issued in April 2017.

No bond payments were paid in April 2017.

At the end of April 2017 Total Cash and Investments amounted to \$23,556,327.27.

Wire transfers initiated by the district during April 2017:

4/26/17 \$750,000.00 From MSDLAF Liquid to MSDAF AP Liquid

The following financial reports for April 2017 are included to show the current cash and investment balances, details of disbursements and electronic funds transfers.

1. Treasurer's Report
2. Disbursement Report

April 2017 Treasurer's Report

FUNDS	BALANCE BEGINNING OF MONTH	RECEIPTS	DISBURSEMENTS	JOURNAL ENTRIES	BALANCE END OF MONTH
GENERAL FUND	(2,235,740.46)	4,824,174.84	3,699,024.23	(593,568.93)	(1,704,158.78) *
FOOD SERVICE	688,440.68	212,377.86	176,439.36	2,123.62	726,502.80
COMMUNITY ED	720,540.52	223,909.06	192,377.34	(2,769.21)	749,303.03
DEBT SERVICE	1,685,422.55	4,705.67	-	-	1,690,128.22
TRUST	143,519.82	11,350.00	-	-	154,869.82
SELF INSURANCE	5,824,335.38	1,012.86	498,244.69	612,578.63	5,939,682.18
TOTALS	6,826,518.49	5,277,530.29	4,566,085.62	18,364.11	7,556,327.27
CERTIFICATE OF DEPOSIT	16,000,000.00	-	-	-	16,000,000.00
GRAND TOTALS	22,826,518.49	5,277,530.29	4,566,085.62	18,364.11	23,556,327.27

*General Fund includes Certificate of Deposit amount

Disbursement Report

ISD 659 - Northfield

April 2017

Disbursements:

Bills Paid:

General Fund	\$ 934,119.24	
Food Service Fund	98,270.62	
Community Services Fund	22,022.29	
Trust & Agency Fund	-	
Self Insurance Fund	<u>498,244.69</u>	
Total Bills Paid		1,552,656.84

Payroll:

General Fund	2,764,904.99	
Food Service Fund	78,168.74	
Community Services Fund	170,355.05	
Trust Fund	-	
Self Insurance Fund	<u>-</u>	
Total Payroll		3,013,428.78

Bond Payments:

Debt Redemption Fund	<u>-</u>	
Total Bond Payments		<u>-</u>
Total Disbursements		<u><u>\$4,566,085.62</u></u>

TO: Matt Hillmann, Superintendent
FROM: Val Mertesdorf, Director of Finance *VM*
DATE: July 10th, 2017
RE: Board Approval of Financial Reports – May 2017

We request that the Board of Education approve paid bills, payroll, bond payments, electronic funds transfers, investments and financial reports for the month of May 2017.

Bills totaling \$1,427,632.96 were paid in May 2017.

Payroll checks totaling \$3,146,723.06 were issued in May 2017.

No bond payments were paid in May 2017.

At the end of May 2017 Total Cash and Investments amounted to \$27,622,676.38.

No wire transfers were initiated by the district during May 2017.

The following financial reports for May 2017 are included to show the current cash and investment balances, details of disbursements and electronic funds transfers.

1. Treasurer's Report
2. Disbursement Report

May 2017 Treasurer's Report

FUNDS	BALANCE BEGINNING OF MONTH	RECEIPTS	DISBURSEMENTS	JOURNAL ENTRIES	BALANCE END OF MONTH
GENERAL FUND	(1,704,158.78)	6,602,517.96	3,606,322.72	(688,547.80)	603,488.66 *
FOOD SERVICE	726,502.80	229,265.47	241,522.10	2,248.04	716,494.21
COMMUNITY ED	749,303.03	291,618.64	207,868.73	(1,592.71)	831,460.23
DEBT SERVICE	1,690,128.22	1,491,899.11	3,300.00	-	3,178,727.33
TRUST	154,869.82	8,919.39	1,000.00	-	162,789.21
SELF INSURANCE	5,939,682.18	506.43	514,342.47	703,870.60	6,129,716.74
TOTALS	7,556,327.27	8,624,727.00	4,574,356.02	15,978.13	11,622,676.38
CERTIFICATE OF DEPOSIT	16,000,000.00	-	-	-	16,000,000.00
GRAND TOTALS	23,556,327.27	8,624,727.00	4,574,356.02	15,978.13	27,622,676.38

*General Fund includes Certificate of Deposit amount

Disbursement Report

ISD 659 - Northfield

May 2017

Disbursements:

Bills Paid:

General Fund	\$ 740,446.15	
Food Service Fund	137,569.52	
Community Services Fund	30,974.82	
Trust & Agency Fund	4,300.00	
Self Insurance Fund	<u>514,342.47</u>	
Total Bills Paid		1,427,632.96

Payroll:

General Fund	2,865,876.57	
Food Service Fund	103,952.58	
Community Services Fund	176,893.91	
Trust Fund	-	
Self Insurance Fund	<u>-</u>	
Total Payroll		3,146,723.06

Bond Payments:

Debt Redemption Fund	<u>-</u>	
Total Bond Payments		<u>-</u>
Total Disbursements		<u><u>\$4,574,356.02</u></u>

2017 Operating Levy and Bond Referendum Election Update

Superintendent Matt Hillmann, Ed.D. | 07.10.2017

On June 12th, the Board of Education directed administrators to make preparations to conduct an election on November 7, 2017 for the purpose of expanding and extending the current operating levy and for the purpose of selling bonds to implement components of the Master Facilities Plan.

Following is a brief review of the steps leading to that action:

- Hazel Reinhardt, of Hazel Reinhardt Consulting Services, presented a detailed demographic report to the Northfield Board of Education in June 2014. The study included five- and ten-year projections for the District's student population, as well as a housing unit projection.
- A facilities study was conducted in the summer of 2014 by ATS&R, the District's architectural consultants.
- A series of 18 community meetings were held in the Fall of 2014. Meetings were held for parents/community members and staff at each site. Attendees were asked to tell the District what was good about their facility, what could be better about their facility, and what one change they would make to the facility to better facilitate teaching and learning.
- ATS&R worked with District staff in the Spring/Summer of 2015 to develop two approaches to the issues identified during the 2014 community meetings.
- An additional series of seven community meetings were held in the Fall of 2015. The two approaches were presented with an estimated cost of each potential project. Participants were asked to identify what they liked, what they didn't like, and any other questions they had about each approach.
- In March 2016, an online ThoughtExchange process was used to gather additional data on the two approaches developed by the District and ATS&R.
- In June 2016, the facilities-focused ThoughtExchange results were presented to the School Board.
- On November 14, 2016, the Master Facilities Plan Executive Summary was presented to the School Board. It was adopted on November 28, 2016.
- In November/December 2016, the annual ThoughtExchange process was used to gather feedback about the District's performance. Implementation of the Master Facilities Plan was among the top questions asked during the process.
- The Finance Advisory Committee discussed and provided feedback on the concept in April 2017.
- The Board held three work sessions to discuss possible Master Facilities Plan implementation strategies. During these work sessions, there was discussion about the importance of the long-term financial stability of the District that resulted in consideration of asking the voters to

expand and extend the current operating levy and consideration of a Master Facilities Plan bond election.

The general consensus from the work sessions indicated the Board's preference for asking voters to consider:

- Repealing the District's current operating levy and replacing it with an operating levy at the maximum amount authorized by Minnesota law for 10 years with an inflationary factor included.
- Authorizing the District to sell \$109 million in bonds for the purpose of implementing the Master Facilities Plan. This includes constructing a new high school on the current high school property and demolishing the current high school, constructing a new elementary school at the same location as the current Greenvale Park Elementary site and repurposing that building as an early childhood center, and modest renovations at Bridgewater Elementary, Sibley Elementary, and Longfellow School. The new high school is estimated to cost \$78.5 million and the elementary projects are projected to cost \$30.5 million.

The Board directed administration to make preparations for a Fall 2017 election at its June 12th, 2017 meeting. The following preparations are underway:

- The District is working with consultant ATS&R to complete the Minnesota Department of Education Review and Comment process.
- The District is working with the Knutson Flynn & Deans law firm to prepare proposed Board action for ballot language, polling place identification, and other necessary requirements to administer the election. Originally, the plan was to bring these items forward for the Board's consideration on August 14th, 2017. After analyzing timing requirements and the dates of the District's regularly scheduled Board meetings, a special meeting will be called in order to take these actions. Donita Delzer will poll Board members to determine an amenable date for this special meeting in late July or early August.
- The District is working with financial consultant Ehlers, Inc. to finalize the appropriate tax impact tables and other financial-related requirements for the election.
- The District is preparing communications to inform the public about the election and its potential impact on the District and its taxpayers.