

INDEPENDENT SCHOOL DISTRICT 659
REGULAR SCHOOL BOARD MEETING
Monday, January 27, 2020 7:00 p.m.
Northfield High School, Media Center

AGENDA

- I. Call to Order
- II. Agenda Approval/Table File
- III. Public Comment
- IV. Announcements and Recognitions
- V. Items for Discussion and Reports
 - A. Sibley Elementary School Update
 - B. Greenvale Park Elementary School Update
 - C. Proposed 2020-2021 Operating Capital and Long-Term Facilities Maintenance Budget
 - D. Summary of Superintendent's Mid-Year Evaluation
 - E. Transfer of District Property to the City of Northfield for Highway 246 Street Project
 - F. Teaching and Learning Department Restructure
- VI. Committee Reports
- VII. Consent Agenda
 - A. Approval of Minutes
 - B. Gift Agreements
 - C. Co-Curricular Overnight Trips for 2019-2020
 - D. Personnel Items
- VIII. Superintendent's Report
 - A. Items for Individual Action
 - 1. Thank A Coach/Adviser Week Proclamation
- IX. Items for Information
 - A. School Board Committee Appointments
 - B. Construction Update
- X. Future Meetings
 - A. Monday, February 10, 2020, 7:00 p.m., Regular Board Meeting, NHS Media Center
 - B. Monday, February 24, 2020, 7:00 p.m., Regular Board Meeting, NHS Media Center
 - C. Monday, March 9, 2020, 7:00 p.m., Regular Board Meeting, NHS Media Center
 - D. Monday, March 30, 2020, 5:00 p.m., Special Board Meeting, NHS Media Center
- XI. Adjournment

**NORTHFIELD PUBLIC SCHOOLS
MEMORANDUM**

Monday, January 27, 2020, 7:00 p.m.
Northfield High School Media Center

TO: Members of the Board of Education

FROM: Matthew Hillmann, Ed.D., Superintendent

RE: Explanation of Agenda Items for Monday, January 27, 2020, Regular School Board Meeting

- I. Call to Order
- II. Agenda Approval/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 ensure 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. Announcements and Recognitions

V. Items for Discussion and Reports

A. Sibley Elementary School Update

Principal Scott Sannes will provide an update about progress towards School Improvement Plan goals, and share activities, accomplishments and challenges occurring at Sibley Elementary School.

B. Greenvale Park Elementary School Update

Principal Sam Richardson will provide an update about progress towards School Improvement Plan goals, and share activities, accomplishments and challenges occurring at Greenvale Park Elementary School.

C. Proposed 2020-2021 Operating Capital and Long-Term Facilities Maintenance Budget

Val Mertesdorf, Director of Finance, will present the 2020-2021 Operating Capital Budget and Long-Term Facilities Maintenance Plan. Jim Kulseth, Director of Buildings & Grounds, will be available for questions. The Board will be asked to adopt the budget at the April 13, 2020 Board meeting.

D. Summary of Superintendent's Mid-Year Evaluation

School Board Chair Julie Pritchard will share her summary of the Superintendent's mid-year performance evaluation. A copy of the summary is enclosed.

E. Transfer of District Property to the City of Northfield for Highway 246 Street Project

Superintendent Hillmann will review discussions with the City of Northfield to transfer a small portion of district property at the corners of Minnesota Highway 246 and Jefferson Parkway for the roundabout. Included in the packet are draft warranty deeds and a City Council resolution affirming the installation of a crosswalk and pedestrian-activated beacon on Highway 246 near Northfield High School at City expense in exchange for the property.

F. Teaching and Learning Department Restructure

Superintendent Hillmann will review a plan to restructure the Teaching and Learning department. The

restructure will provide instructional coaching services at a district level as opposed to solely at the elementary level. The restructuring will merge the Director of Teaching and Learning with the Director of Assessment Services positions and reduce the number of academic coaches from six to three. There will be an increase in the contracted time for one administrative assistant as well. The plan will result in an annual estimated savings of \$461,565.

VI. Committee Reports

VII. Consent Agenda

Recommendation: Motion to approve the following items listed under the Consent Agenda.

A. Minutes

- Minutes of the Special Closed School Board meeting held on January 13, 2020
- Minutes of the Organizational School Board meeting held on January 13, 2020
- Minutes of the Regular School Board meeting held on January 13, 2020

B. Gift Agreements

- \$6,674.00 from the Sibley PTO for Read-A-Thon funding for books, flexible seating, classroom libraries, and a new swing.

C. Co-Curricular Overnight Trip for 2019-2020

Director of Student Activities Joel Olson has provided the enclosed co-curricular overnight trip for the 2019-2020 school year. Mr. Olson is requesting School Board approval.

D. Personnel Items

a) Appointments

1. Elizabeth Brust, Winter and Spring Recreation Position with Community Services, beginning 2/18/2020-5/31/2020; \$10.00/hr.
2. Jordan Harrell, Winter and Spring Recreation Position with Community Services, beginning 2/8/2020-5/31/2020; \$12.64/hr.
3. Coral Ramos, Community School Site Assistant for up to 3 hours/day for up to 3 days/week at Greenvale Park, beginning 1/21/2020-6/5/2020; Step 2-\$13.56/hr.

b) Increase/Decrease/Change in Assignment

1. Correction: Janelle Perez, Substitute Targeted Services PLUS Site Assistant, change to Targeted Services PLUS Site Assistant for up to 1.5 hours/day Mon.-Thurs. at Greenvale Park, effective 1/16/2020-6/5/2020; Step 1-\$13.21/hr.
2. Jonna Hanek, Custodian Engineer w/license at the High School, change to Head Custodian Substitute at the High School, effective 1/16/2020-TBD; Step 5-Head Custodian
3. Piper Hennings, Winter and Spring Recreation for up to 10 hours/week with Community Services at \$10.61/hr., change pay rate to \$10.75/hr. effective 1/01/2020-5/31/2020.
4. Maria Landherr, Winter and Spring Recreation for up to 4 hours/day Fridays/Saturdays with Community Services at \$10.36/hr., Change pay rate to \$10.50/hr. effective 1/10/2020-5/31/2020.
5. Cheryl Mathison, Teacher at the ALC, add Independent Study Teacher for 2 hours/day 2 days/week at the ALC, effective 2/3/2020-5/7/2020.
6. Naomi Munggai, Substitute with the District, change to Long Term Office Clerical Substitute for 6 hours/day at Longfellow, effective 1/21/2020-TBD;
7. Alberta Weir Aldahl, Substitute Teacher with the District, change to 1.0 FTE Long Term Substitute Teacher at Bridgewater, effective 1/28/2020-2/11/2020; MA60, Step 6.

c) Leave of Absence

1. Nancy Kluver, Office Specialist at Longfellow, Family/Medical Leave of Absence, extended through approximately 2/25/2020.
2. Ron Oeltjenbruns, Custodian at the Middle School, Family/Medical Leave of Absence extended through 2/26/2020.

d) Retirements/Resignations/Terminations

1. Allison Grabow, Head Dance Coach at the High School, resignation effective 1/16/2020.
2. Morgan McCarty, EA at the Middle School, resignation effective 1/29/2020.
3. Carrie Rice, Student Council Advisor at Greenvale Park, resignation effective 6/8/2020.
4. Mark Woitalla, Industrial Tech Teacher and Assistant Football Coach at the High School, retirement effective 1/24/2020.

e) Administration is Recommending the Approval of the Following

Early Childhood Screeners Rate of Pay.

Changing Early Childhood Screeners rate of pay from \$20.00/hr. to \$22.00/hr. effective 1/31/2020.

VIII. Superintendent's Report

A. Items for Individual Action.

1. Thank A Coach/Adviser Week Proclamation.

Thank A Coach/Adviser Week is January 27 through February 2, 2020.

Thank A Coach/Adviser Week Proclamation

WHEREAS, the current membership of high school coaches and advisors registered is over 10,000 adults dedicating hundreds of hours in service to the youth of Minnesota; and

WHEREAS, the Minnesota State High School League was formed in 1916 and the Minnesota Interscholastic Activities Administrators Association is celebrating 50 years of service to mentoring coaches and advisers, the Minnesota State High School Coaches Association was formed in 1936; and

WHEREAS, this joint effort has been formed to recognize, support, and recruit coaches across Minnesota; and

WHEREAS, studies show educational-based activities and programs can enhance student success across multiple areas, including higher grade point averages, better attendance at school, and character development; and

WHEREAS: The impact of coaches and advisers is an asset to their professions, students, school districts, and local communities.

NOW THEREFORE, the Northfield Public Schools Board of Education does hereby proclaim January 27 - February 2, 2020, as Thank A Coach/Adviser Week.

Superintendent's Recommendation: Motion to approve the Thank A Coach/Adviser Week Proclamation as presented.

IX. Items for Information

- A. School Board Committee Appointments. The list of school board committee appointments for 2020 is enclosed.
- B. Construction Update #20. Dr. Hillmann will update the Board on the District's construction projects which includes drone footage provided by Knutson Construction.

X. Future Meetings

- A. Monday, February 10, 2020, 7:00 p.m., Regular Board Meeting, NHS Media Center
- B. Monday, February 24, 2020, 7:00 p.m., Regular Board Meeting, NHS Media Center
- C. Monday, March 9, 2020, 7:00 p.m., Regular Board Meeting, NHS Media Center
- D. Monday, March 30, 2020, 5:00 p.m., Special Board Meeting, NHS Media Center

XI. Adjournment

Purpose

The purpose of this mid-year update to the School Board is to report about progress towards SIP goals, and to share activities, accomplishments, and challenges occurring at each District building.

What Is Going Well?

- Enrichment groups are going well. Academic Coaches are currently serving 63 students in Reading and 82 students in Math.
- The second year of CCC is going well. Having had a full year with the curriculum, teachers are more comfortable with the delivery, resources, etc.
- Parent communication has been improved with the implementation of a “Friday Update” last year. It’s simply an email from the principal sharing weekly highlights and a look ahead to the next week/month. This took the place of a monthly newsletter after getting feedback from our PTO.
- After last year’s Parent Satisfaction Survey, we identified a goal to make two positive contacts about each student over the course of the school year via postcards.
- The Sibley addition is going very well and we are excited about the new spaces as well as the renovated core of the building.
- Responsibility Centered Discipline training was provided in August for all elementary teachers. Since then, seven Sibley teachers have received the second round of training and formed a building committee. That committee provides weekly tips, monthly staff development and is in the process of planning staff development for all Sibley educational assistants.
- Class sizes are good this year. We have one Compañeros section with 27 students, but all other sections in the building range from 20-25 students with the building average being 23 students per section.

What Problems Are We Trying To Solve?

- There is an ongoing concern with children’s mental health issues.
- Space is a current issue with a number of staff members (Reading and Math Corps, Literacy Support EAs, etc.) officing in the Skylight Commons and meeting with students in the commons as well as vestibules and hallways. Relief is on the way!
- Traffic patterns around Sibley have been a challenge with the construction project.
- The number of volunteers has been dropping the last several years.

Summary

We have had an excellent first semester at Sibley. All staff members work hard and work as a team to provide the best learning environment possible for students. Intervention strategies are being utilized when students are struggling and our support network is strong. Enrichment opportunities are available for students who qualify. This week we will start our second round of parent/teacher conferences as our practice is to meet with parents after the first six weeks of school (MEA) and then at the end of the first semester to keep families informed regarding their child’s progress. We are grateful for the partnership we have with families and the community.

Sibley Elementary School

2019-20 Update

What Is Going Well?



- Enrichment Groups
 - 63 students in Reading
 - 82 students in Math
- 2nd Year of CCC
- Friday Communication with Families
- Sharing Good News
- Construction Project
- Responsibility Centered Discipline
- Class Size

What Problems Are We Trying To Solve?

- Children's Mental Health Concerns
- Current Space Issues
- Traffic Patterns Around Sibley
- Drop in Volunteers



Thank You and Questions



Purpose

The purpose of this mid-year update to the School Board is to report about progress towards SIP goals, and to share activities, accomplishments, and challenges occurring at each District building.

What Is Going Well?

The creation of a new school building next door to our current location has been an exciting process to follow for the entire school. Staff have participated in user group meetings and adjusted to the construction project in the background each day. A beam signing allowed all staff and students to have their names a permanent part of the new school.

The second year of Collaborative Classroom (CCC) has been positive with teachers having increased confidence with the curriculum. We continue to offer targeted interventions for students needing additional support with reading (ADSIS, Title 1, Reading Corps) and those students benefiting from enrichment (Instructional Coaches). Title 1 Math support has continued this year with positive results.

Data continues to drive instructional decisions for our students. Our reading and math teams are continuing with our Six-Week Checks to evaluate the success of interventions. Grade level teams are in the process of completing the winter MAP testing and preparing to analyze the data through Professional Learning Community meetings and Data Days. This data is examined with an equity lens to address the achievement gap.

The Behavior Coaches are in the second year of providing social/emotional skills instruction in both small groups and individually in the classroom setting. Responsibility Centered Discipline training was provided in the fall and additional Social/Emotional Learning professional development sessions were provided.

Staff members selected from a menu of options for sending positive communications home to families. Initial feedback has indicated this outreach has been well received.

What Problems Are We Trying To Solve?

The Fernbrook mental health therapist assigned to Greenvale Park is transitioning to a new position. We currently do not have a replacement. The collaborative partnership between Fernbrook and Greenvale Park Student Support Team members has been highly successful for the past 2 ½ years. In rounding conversations with staff, providing support to students with more complex social and emotional needs is a priority.

Our English Language model is in the second year of implementing the writing component of Collaborative Classroom, Being a Writer, with students. We are examining the effectiveness of this model for students receiving language development support and providing more core instruction for students.

Fifth grade math teachers are implementing the IXL online math program and new assessments to support curriculum alignment work. This work is ongoing and teachers are highly responsive to identified gaps. The data from weekly check assessments and Winter MAP (Measures of Academic Progress) will provide important information for this key work.

Summary

Greenvale Park Elementary staff continue to balance the implementation of the 2019-20 School Improvement Plan with the preparations for transition to the new building. The plans for the “700 to 500” (700 Lincoln Parkway to 500 Lincoln Parkway) transition and the user group meetings with the architects are important for a successful move to take place. The collaborative work by staff to provide appropriate support and services for all students has made a positive difference. We will continue to refine our system to better coordinate classroom instruction, intervention programs and specialized instruction services for all students. Our motto continues to be, “Every Gecko, Every Day.” This means our staff is dedicated to finding ways each day to help each child grow to reach their full potential.

Greenvale Park Elementary

2019-20 Update

From 700 to 500: Looking to the Future



What Is Going Well?



- Collaborative Classroom
- Intervention and Enrichment Services with WIN (What I Need) Time
- Data Driven Decision-Making
- Social/Emotional Learning Supports
- Positive Communication Plans

What Problems Are We Trying To Solve?

- Social/Emotional Supports for Identified Students
- English Language Model of Service
 - Being a Writer Implemented 2018-19
 - Language Development Component
- 5th Grade Math Work
 - New Assessments
 - Curriculum Alignment



Thank You and Questions



Capital and Long Term Facilities Maintenance | Proposed Budget | 1.27.2020

Val Mertesdorf | Director of Finance

What is Capital?

Our capital budget is a segment of our general fund budget that we present separately as required by the Minnesota Department of Education. Our capital budget has four revenue components.

- 1) Operating Capital – must be used for equipment and facility needs. The calculation is \$79 per adjust pupil unit plus \$109 multiplied by our average building age. We receive approximately \$224 per pupil unit. This formula is a mix of levy and state aid.
- 2) Lease Levy – this is a levy source of revenue to pay for rent of leased facilities. The calculation is \$212 per pupil unit. Northfield has a cap of approximately \$917,000; we have typically 30-40% of this allocation. It is slightly higher due to our membership in the Cannon Valley Special Education Cooperative.
- 3) Capital Levy – this is our voter approved levy of \$750,000. This is used to support technology and facilities.
- 4) Long Term Facilities Maintenance – this was a new revenue source beginning 7/1/2016. The legislature combined the deferred maintenance and health and safety revenue formulas into a new formula. The formula is a combination of aid and levy. This funding is for capital expenditures and maintenance projects necessary to prevent further erosion of facilities. The calculation is \$380 per pupil unit, pro-rated based on average building age.

The Capital and Long Term Facilities Maintenance programs have restricted expenditure categories. These funding streams are intended to support technology, facilities and infrastructure needs. Each category also has a restricted fund balance category. This means if we don't spend all of our revenue in a given year the remainder is set aside for only these types of expenditures in the future. Each year in December, we project our capital revenue and if there is a projected surplus, the Capital Committee prioritizes needs and comes to consensus on how to allocate the remaining funds.

Projected Revenue

For 2020-21, the LTFM revenue will be our largest source at 43%. This funding source is about \$1,000,000 more than the district was receiving from Deferred Maintenance and Health and Safety combined. Operating Capital and our Capital Levy are the next largest with 24% and 22%, respectively. Our total capital revenue is projected to be \$3,419,341 which is a slight decline from prior years due to our projected enrollment decline.

Projected Expenditures

We are projecting capital expenditures of approximately \$1,977,125. In addition to our annual expenditure allocation, we will be moving \$300,000 of technician salary and benefits from the general fund to operating capital. This is one of the strategies we discussed during the financial projection to help ensure we end 2020-21 as promised. The capital committee approved expenditures such as Wi-Fi updates at the High School, phone system updates, a chromebook cart at the ALC, a shed for ski storage due to the changes at the Rock House and camera and security upgrades at Longfellow and Sibley.

The LTFM funding has a ten year plan that the Board approves each year. Based on the funding and projects listed, Director of Buildings and Grounds, Jim Kulseth prioritizes projects and sets the expenditures for the year. We have a unique opportunity next year to invest a significant portion of our LTFM resources to supplement our construction projects at Sibley, the existing Greenvale Park remodel and Longfellow. We are planning about \$1.8 million of projects in sync with our construction to maximize the funds.

The district administration and the capital committee were very cognizant of the amount of time staff will be spending finalizing the construction projects this summer. We intentionally chose projects that would allow staff to prioritize the construction project needs. The collaborative effort to be good stewards of our resources is always a pleasure to participate in.

Financial Summary

At the end of 2020-21 we are projecting that the operating capital fund balance will be \$274,628. The long term facilities maintenance fund balance is projected to be \$493,164. Our fund balance goal is to maintain \$200,000 in operating capital and \$600,000 in LTFM. The current projection is less than our goal but this will be included in our plan for 2021-22 to ensure it is restored to the minimum.

Overall, we are thrilled with the additional funding and flexibility we have because of the long term facilities maintenance program. We will continue to strive to allocate our resources as effectively and efficiently as possible to ensure our facilities are adequately maintained and our students and staff have access to the necessary technology and tools to continue providing a world class education.

2020-21 PROPOSED BUDGET

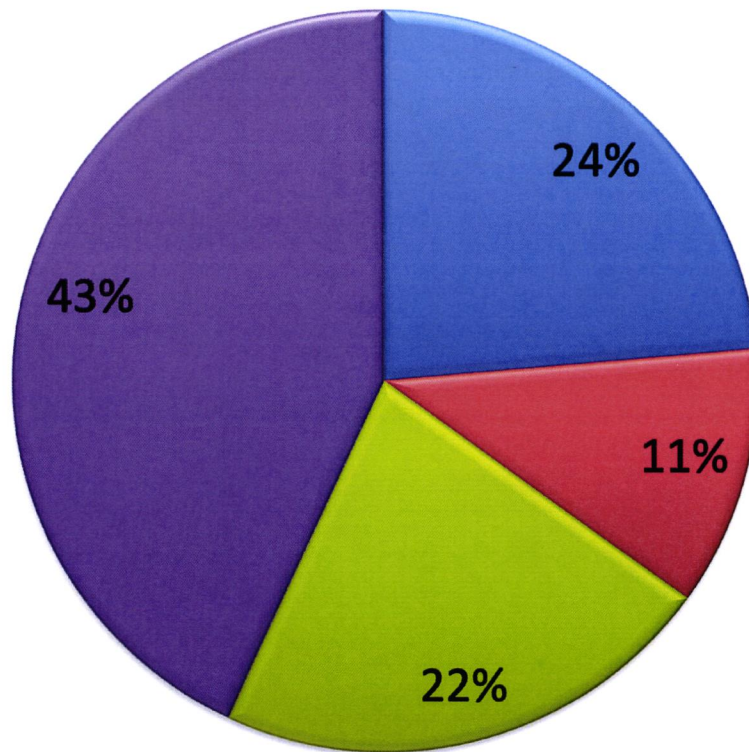
Capital & Long Term Facilities Maintenance

What is Capital?

- The capital budget consists of 4 revenue streams
 - Operating Capital – levy/aid formula
 - Lease Levy – levy for certain lease commitments
 - Capital Levy – voter approved levy
 - Long Term Facility Maintenance – new funding began in FY17 that replaces Health & Safety and Deferred Maintenance
- The capital budget is included in the general fund
- Restricted expenditures
- Fund Balance restriction
- There is a portion of the operating capital money each year that is prioritized by the Capital Committee – this committee meets to discuss building and district priorities and comes to consensus on the proposed spending

Capital and LTFM Sources

\$3,419,341



■ Operating Capital
\$807,741

■ Lease Levy
\$386,979

■ Capital Levy
\$750,000

■ Long Term Facilities
Maintenance
\$1,474,621

Projected Capital Expenditures

EXPENDITURES	Actual	Actual	Revised	Proposed
Leased Facility				
Space/Assessments	\$ 400,269	\$ 407,538	\$ 419,791	\$ 435,677
Lease Purchase (Sibley)	\$ 142,760	\$ 142,760	\$ 142,758	\$ 142,758
Technology Leases	\$ 519,145	\$ 521,604	\$ 519,145	\$ 544,016
Schools/Programs	\$ 146,208	\$ 202,110	\$ 133,114	\$ 133,114
Textbooks/Digital Curr	\$ 112,891	\$ 137,597	\$ 186,000	\$ 200,000
Network Administration	\$ 197,083	\$ -	\$ -	\$ 300,000
Gleason Property	\$ -	\$ -	\$ 179,301	\$ -
Capital Committee	\$ 269,150	\$ 532,601	\$ 561,389	\$ 221,560
TOTAL	\$ 1,787,506	\$ 1,944,210	\$ 2,141,498	\$ 1,977,125

Projected LTFM Expenditures

	2017-18	2018-19	2019-20	2020-21
EXPENDITURES	Revised	Revised	Revised	Proposed
347 - Physical Hazards	\$ 16,863	\$ 21,846	\$ 22,350	\$ 22,350
349 - Other Haz. Materials	\$ -	\$ 2,624	\$ 13,200	\$ 13,200
352 - Environmental H&S	\$ 110,439	\$ 109,049	\$ 102,750	\$ 104,300
358 - Asbestos Removal	\$ 45,040	\$ 13,337	\$ 4,400	\$ 4,400
363 - Fire Safety	\$ 37,186	\$ 19,262	\$ 27,800	\$ 24,700
366 - Indoor Air Quality	\$ -	\$ -	\$ -	\$ -
367 - Accessibility	\$ 8,315	\$ 26,617	\$ 4,000	\$ 145,000
368 - Building Envelope	\$ -	\$ 94,150	\$ 230,000	\$ -
369 - Bldg Hrdwr & Equip	\$ 4,708	\$ 121,888	\$ 163,050	\$ 128,000
370 - Electrical	\$ 158,929	\$ 42,436	\$ 24,500	\$ -
379 - Interior Surfaces	\$ 162,916	\$ 107,909	\$ 128,228	\$ 202,000
380 - Mechanical Systems	\$ 100,665	\$ 56,104	\$ 272,000	\$ 670,000
381 - Plumbing	\$ 8,682	\$ 46,563	\$ 16,800	\$ 870,000
383 - Roofing	\$ 154,008	\$ -	\$ -	\$ -
384 - Site Projects	\$ 241,762	\$ 416,510	\$ 118,000	\$ 379,000
TOTAL	\$ 1,049,513	\$ 1,078,295	\$ 1,127,078	\$ 2,562,950

\$1,835,000 is included to supplement construction budget in 2020-21.

Upcoming Projects

Capital Recommendations

- Wi-Fi Updates (HS)
- Apple TV in all remaining teaching spaces
- Classroom speakers (BW)
- Phone System updates
- iMacs (NMS & ALC)
- Chromebook Cart (ALC)
- Camera/Security Updates (SB & LF)
- Shed for ski teams
- Swimming Pool Touchpads

LTFM

- \$405,000 – Sibley construction
- \$480,000 – Longfellow construction
- \$950,000 – Greenvale remodel project
- Update HS music area bathrooms
- Annual inspections/testing

Financial Summary

Operating Capital				
	2017-18	2018-19	2019-20	2020-21
FUND BALANCE	Actual	Actual	Revised	Proposed
Beginning Fund Balance	\$467,688	\$556,454	\$542,842	\$307,033
Revenues	\$1,876,272	\$1,930,599	\$1,905,689	\$1,944,720
Expenditures	\$1,787,506	\$1,944,211	\$2,141,498	\$1,977,125
Ending Fund Balance	\$556,454	\$542,842	\$307,033	\$274,628

Long Term Facility Maintenance				
	2017-18	2018-19	2019-20	2020-21
FUND BALANCE	Revised	Revised	Revised	Proposed
Beginning Fund Balance	\$442,931	\$692,380	\$1,167,773	\$1,581,493
Revenues	\$1,298,962	\$1,553,688	\$1,540,798	\$1,474,621
Expenditures	\$1,049,513	\$1,078,295	\$1,127,078	\$2,562,950
Ending Fund Balance	\$692,380	\$1,167,773	\$1,581,493	\$493,164

Questions?

Thank you!

Summary of Mid-Year Performance Appraisal
for Matthew Hillmann, Ed. D.
Superintendent Northfield Public Schools
For the appraisal period of 7/1/19 to 1/1/20
Summarized by Board Chair, Julie Pritchard
January 27, 2020 Regular School Board meeting

For this review period, all seven School Board members completed the mid-year performance appraisal. The evaluation form covers the many facets of the superintendent's job responsibilities. Board members provide numeric ratings on a 1-5 (1=low and 5=high) for 52 job responsibilities organized around nine major topics. In addition to completing the numeric ratings, board members provide additional comments.

Board Chair, Julie Pritchard compiled and summarized all board members' input for Dr. Hillmann. For the numeric ratings, means were calculated. If board members were unable to answer, they marked "UA" next to each item. This was also marked as part of the summary. All written comments were shared verbatim, but were not attributed to a specific board member. As Board Chair, I met one-on-one with Dr. Hillmann on January 15, 2020, to review this appraisal.

Board members gave Dr. Hillmann a strong performance rating across all key areas. His overall score was 4.71 on a 5-point scale across the 52 areas. His exceptional work over the past six months was highlighted by board members. A sampling of their comments is summarized below around three key areas.

- Dr. Hillmann's strength and character of his leadership. Board members cited his commitment to a continuous improvement culture devoted to high standards. He empowers his staff to explore options to achieve success, the confidence to implement it, and the support if it doesn't work to confidently ask "what's next". Dr. Hillmann is a true educator, in that he both teaches and learns from his staff, students and community members. He never just tells people what needs to happen, he involves them in important decisions, considers their ideas carefully and then comes up with the best plan possible. His commitment to the district "getting better at getting better" is evident in all of his work.
- Dr. Hillmann's unwavering commitment to the stewardship of the district's resources. The Northfield School District is a model for how district's financial operations should run. Board members cited his strong oversight of the construction projects to ensure they are proceeding on-time and on-budget. The district's AA+ bond rating is testament to the work Dr. Hillmann and his team do every day.
- Dr. Hillmann's commitment to the district's vision, mission and strategic plan, notably his leadership of the Collaborative Classroom implementation, his increased focus on a broader range of career and college pathways, and his work on the issues related to diversity, race, equity and equality stood out for board members.

In summary, board members gave Dr. Hillmann an exceedingly positive mid-year performance appraisal. His noted high level of knowledge, experience, vision, and passion for his work as well as his strength of leadership gives the board great confidence in his ability to continue to move the district forward.

TEMPORARY CONSTRUCTION EASEMENT AGREEMENT

This Agreement is made this ____ day of _____, 2020 by and between Independent School District #965, a public corporation under the laws of the state of Minnesota, referred to hereinafter as "Grantor," and the City of Northfield, Minnesota, a municipal corporation under the laws of the State of Minnesota, referred to hereinafter as "Grantee."

AGREEMENT

That for and in consideration of the sum of One and No/100ths Dollar (\$1.00) and other good and valuable consideration, paid this date by Grantee to Grantor, the receipt and sufficiency of which is hereby acknowledged, the Grantor and Grantee do hereby agree as follows:

1. The undersigned Grantor hereby grants and conveys to the Grantee a Temporary Easement for construction purposes (the "Temporary Easement") over, under and across that part of the North Half of the Northeast Quarter of the Northeast Quarter of Section 12, Township 111 North, Range 20 West, Rice County, Minnesota, described as follows:

Commencing at the northeast corner of said Northeast Quarter of Section 12; thence South 00 degrees 19 minutes 07 seconds West, assumed bearing, along the east line of said Northeast Quarter 91.01 feet; thence North 89 degrees 45 minutes 03 seconds West 78.09 feet to the westerly right of way line of Trunk Highway No. 246, as defined in Final Certificate, in favor of the State of Minnesota, recorded May 10, 1966 in Book 288 of Deeds, Pages 17-38, as Doc. No. 202591 in the office of the County Recorder, Rice County, Minnesota; thence continue North 89 degrees 45 minutes 03 seconds West 25.00 feet to the point of beginning; thence South 00 degrees 14 minutes 57 seconds West, parallel with said westerly right of way line, 184.17 feet; thence South 25 degrees 15 minutes 36 seconds West 64.20 feet; thence South 51 degrees 57 minutes 08 seconds West 108.51 feet; thence North 00 degrees 23 minutes 36 seconds East 93.25 feet; thence North 32 degrees 41 minutes 19 seconds East 199.60 feet; thence North 00 degrees 14 minutes 57 seconds East 47.90 feet; thence South 89 degrees 45 minutes 03 seconds East 5.00 feet to the point of beginning.

Said temporary easement contains 0.35 acres, more or less.

The above-described easement area shall be referred to hereinafter as the "Temporary Easement Area."

2. The Temporary Easement Area legally described above is depicted on Exhibit A in blue, which is attached hereto and incorporated herein by reference.
3. The Grantor states and hereby covenants that the Grantor is the lawful owner of the above-described real estate, is lawfully seized and possessed of said real estate, and that the Grantor has good and lawful right to grant the Temporary Easement described herein.
4. The Grantee shall have the right to make excavations and to grade as it may find reasonably necessary for the construction, installation, operation, repair, maintenance and reconstruction of staging equipment, equipment storage, material storage, and access to the construction site in the Temporary Easement Area.
5. The Grantee and its employees, agents, permittees and licensees shall have the right of ingress and egress to and from the Temporary Easement Area at all times and without notice to Grantor by such route as shall occasion the least practical damage and inconvenience to the Grantor.
6. The Grantee shall have the right to trim, remove and keep the Temporary Easement Area clear of all buildings, structures, roots, shrubbery, trees, bushes, undergrowth and all other obstructions that may interfere with or endanger the Grantee's exercise of any of the rights pursuant to this Temporary Easement.
7. The Grantor shall not erect, construct or locate in the Temporary Easement Area any new structure or object that was not in existence on the date of this Agreement that would prevent the Grantee's reasonable access to or full use of the Temporary Easement Area for the purposes and duration herein stated.
8. The Grantee agrees to promptly repair any damages within the Temporary Easement Area, with the intent being to restore the surface of said area to as close to original condition as is reasonably practicable given the rights granted hereunder.
9. The Grantee agrees to defend, indemnify, and hold Grantor harmless from any loss, injury, lien, or damage alleged to result from Grantee's use of the Temporary Easement granted hereunder.
10. The Grantor shall disclose to the Grantor's successors in title the existence of the Temporary Easement if the above-described property, or any part thereof, are conveyed prior to the expiration of the Temporary Easement.
11. The provisions hereof shall inure to the benefit of and bind the successors and assigns of the respective parties hereto, and all covenants shall apply to and run with the land.

12. Grantor and Grantee agree to correct any legal description contained herein or exhibit hereto if there is a mistake discovered, including any mistakes or discrepancies revealed by an accurate survey of the property identified herein.

13. This Temporary Easement shall expire two (2) years from the date of this Agreement.

IN WITNESS WHEREOF, the parties have hereunto executed this document the day and year first above written.

GRANTOR:

INDEPENDENT SCHOOL DISTRICT #965

By: _____,
_____, Its Chairperson

By: _____,
_____, Its Clerk

STATE OF MINNESOTA)
) ss.
COUNTY OF RICE)

The foregoing instrument was acknowledged before me this ____ day of _____, 2020, by _____, as Chairperson, and _____, as Clerk, for and on behalf of Independent School District #965, a public corporation under the laws of the State of Minnesota, Grantor.

Notary Public

GRANTEE:

CITY OF NORTHFIELD, MINNESOTA

Dated: _____

By: _____
Rhonda Pownell, Its Mayor

ATTEST:

By: _____
Deb Little, Its City Clerk

STATE OF MINNESOTA)
) ss.
COUNTY OF RICE)

The foregoing instrument was acknowledged before me this ____ day of _____, 2020, by Rhonda Pownell, as Mayor, and Deb Little, as City Clerk, for and on behalf of the City of Northfield, a municipal corporation under the laws of the State of Minnesota, Grantee.

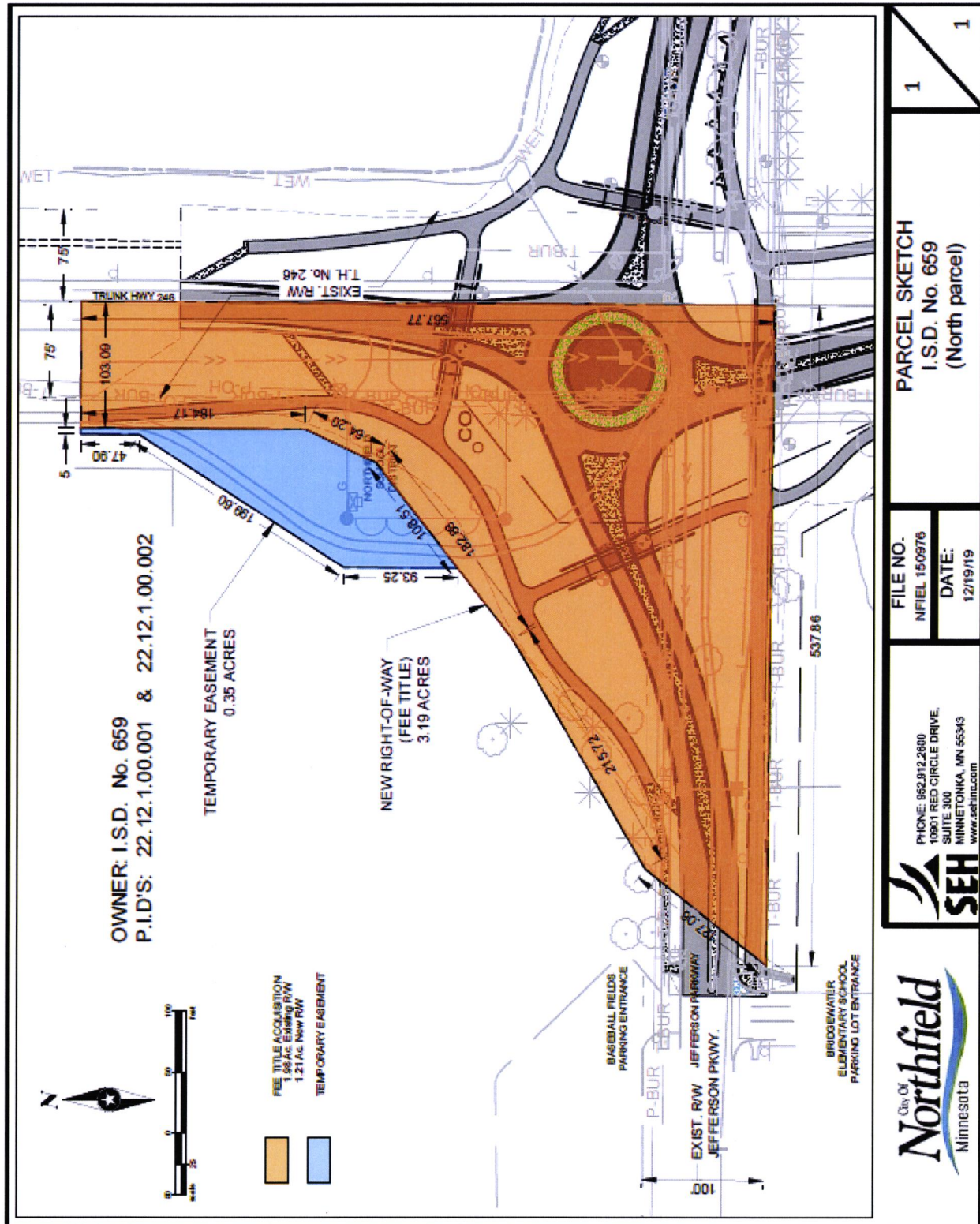
Notary Public

THIS INSTRUMENT WAS DRAFTED BY:

FLAHERTY & HOOD, P.A.
525 Park Street, Suite 470
St. Paul, MN 55103
(651) 225-8840

EXHIBIT A

DEPICTION OF TEMPORARY EASEMENT AREA



(Top 3 inches reserved for recording data)

WARRANTY DEED

Business Entity to Business Entity

eCRV number: _____

DEED TAX DUE: \$ _____

DATE: _____, 20____

FOR VALUABLE CONSIDERATION, Independent School District #659, a public corporation under the laws of the State of Minnesota ("Grantor"), hereby conveys and warrants to the City of Northfield, Minnesota, a municipal corporation under the laws of the State of Minnesota ("Grantee"), real property in Rice County, Minnesota, legally described as follows:

See Exhibit A attached hereto

Check here if all or part of the described real property is Registered (Torrens) ☒

together with all hereditaments and appurtenances belonging thereto, subject to the following exceptions:

None.

The real property legally described herein is depicted on the parcel sketch attached hereto and incorporated herein by reference as Exhibit B.

The total consideration for this transfer is \$3,000.00 or less.

☒ The Seller certifies that the Seller does not know of any wells on the described real property.

Grantor

INDEPENDENT SCHOOL DISTRICT #659

By: _____
_____, Its Chairperson

By: _____
_____, Its Clerk

State of _____, County of _____

This instrument was acknowledged before me on _____, 20____, by _____, as Chairperson, and _____, as Clerk, of Independent School District #659, a public corporation under the laws of the State of Minnesota, Grantor.

(Stamp)

(signature of notarial officer)

Title (and Rank): _____

My commission expires: _____
(month/day/year)

THIS INSTRUMENT WAS DRAFTED BY:

FLAHERTY & HOOD, P.A.
525 Park Street, Suite 470
St. Paul, MN 55103-2122
651-225-8840

TAX STATEMENTS FOR THE REAL PROPERTY DESCRIBED IN THIS INSTRUMENT SHOULD BE SENT TO:

Finance Director
City of Northfield
Northfield City Hall
801 Washington Street
Northfield, MN 55057

EXHIBIT A

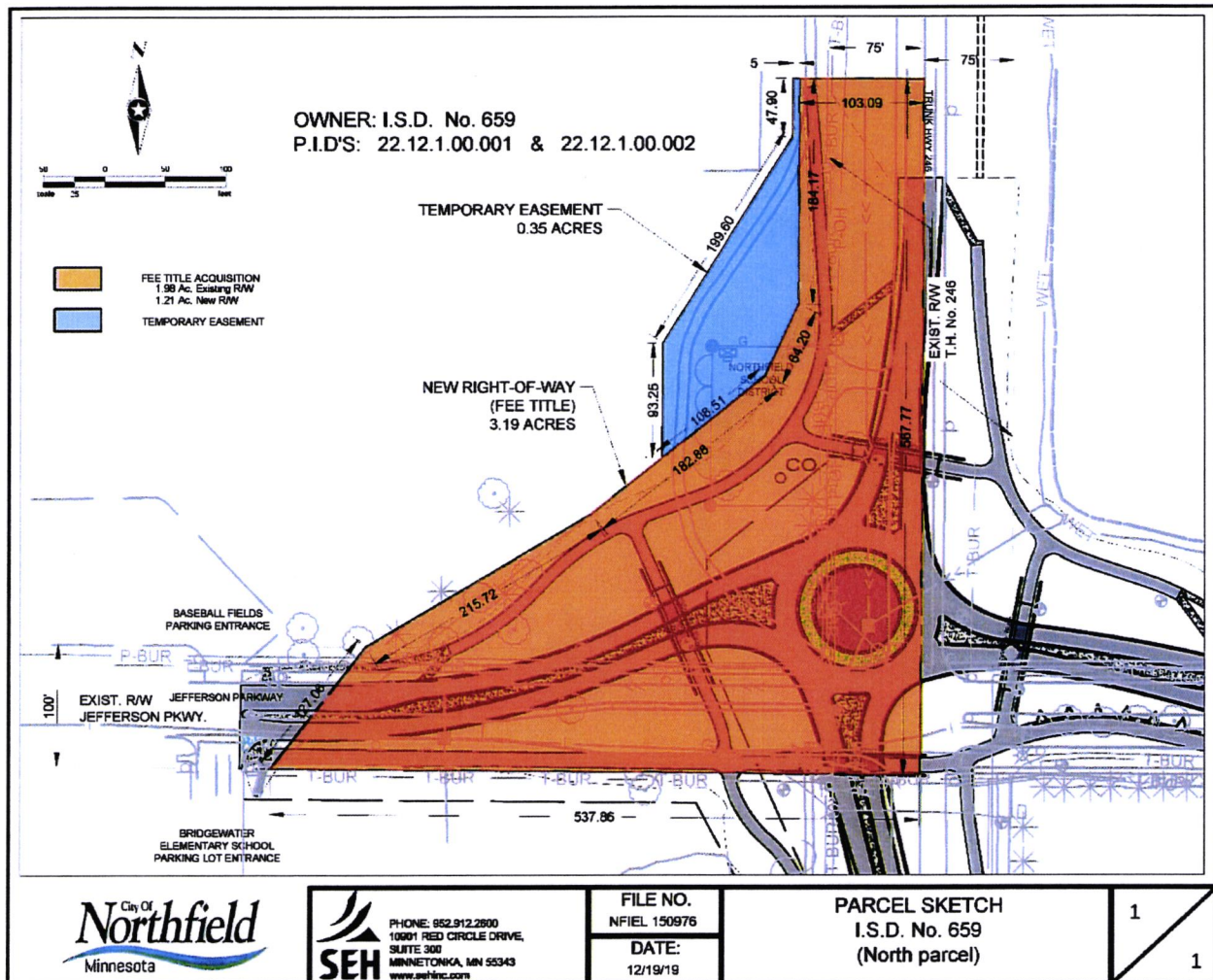
LEGAL DESCRIPTION

That part of the North Half of the Northeast Quarter of the Northeast Quarter of Section 12, Township 111 North, Range 20 West, Rice County, Minnesota, described as follows:

Commencing at the northeast corner of said Northeast Quarter of Section 12; thence South 00 degrees 19 minutes 07 seconds West, assumed bearing, along the east line of said Northeast Quarter 91.01 feet to the point of beginning; thence North 89 degrees 45 minutes 03 seconds West 78.09 feet to the westerly right of way line of Trunk Highway No. 246, as defined in Final Certificate, in favor of the State of Minnesota, recorded May 10, 1966 in Book 288 of Deeds, Pages 17-38, as Doc. No. 202591 in the office of the County Recorder, Rice County, Minnesota; thence continue North 89 degrees 45 minutes 03 seconds West 25.00 feet; thence South 00 degrees 14 minutes 57 seconds West, parallel with said westerly right of way line, 184.17 feet; thence South 25 degrees 15 minutes 36 seconds West 64.20 feet; thence South 51 degrees 57 minutes 08 seconds West 182.88 feet; thence South 59 degrees 44 minutes 15 seconds West 215.72 feet; thence South 38 degrees 39 minutes 19 seconds West 127.06 feet to the south line of said North Half of the Northeast Quarter of the Northeast Quarter; thence South 89 degrees 25 minutes 55 seconds East along said south line 537.86 feet to the east line of said Northeast Quarter; thence North 00 degrees 19 minutes 07 seconds East along said east line 567.77 feet to the point of beginning, subject to any easements and encumbrances of record.

EXHIBIT B

PARCEL SKETCH



(Top 3 inches reserved for recording data)

WARRANTY DEED

Business Entity to Business Entity

eCRV number: _____

DEED TAX DUE: \$ _____

DATE: _____, 20__

FOR VALUABLE CONSIDERATION, Independent School District #659, a public corporation under the laws of the State of Minnesota ("Grantor"), hereby conveys and warrants to the City of Northfield, Minnesota, a municipal corporation under the laws of the State of Minnesota ("Grantee"), real property in Rice County, Minnesota, legally described as follows:

See Exhibit A attached hereto

Check here if all or part of the described real property is Registered (Torrens) ☐

together with all hereditaments and appurtenances belonging thereto, subject to the following exceptions:

None.

The real property legally described herein is depicted on the parcel sketch attached hereto and incorporated herein by reference as Exhibit B.

The total consideration for this transfer is \$3,000.00 or less.

☒ The Seller certifies that the Seller does not know of any wells on the described real property.

Grantor

INDEPENDENT SCHOOL DISTRICT #659

By: _____
_____, Its Chairperson

By: _____
_____, Its Clerk

State of _____, County of _____

This instrument was acknowledged before me on _____, 20____, by _____, as Chairperson, and
_____, as Clerk, of Independent School District #659, a public corporation under the laws of the State of Minnesota, Grantor.

(Stamp)

(signature of notarial officer)

Title (and Rank): _____

My commission expires: _____
(month/day/year)

THIS INSTRUMENT WAS DRAFTED BY:

FLAHERTY & HOOD, P.A.
525 Park Street, Suite 470
St. Paul, MN 55103-2122
651-225-8840

TAX STATEMENTS FOR THE REAL PROPERTY DESCRIBED IN THIS
INSTRUMENT SHOULD BE SENT TO:

Finance Director
City of Northfield
Northfield City Hall
801 Washington Street
Northfield, MN 55057

EXHIBIT A

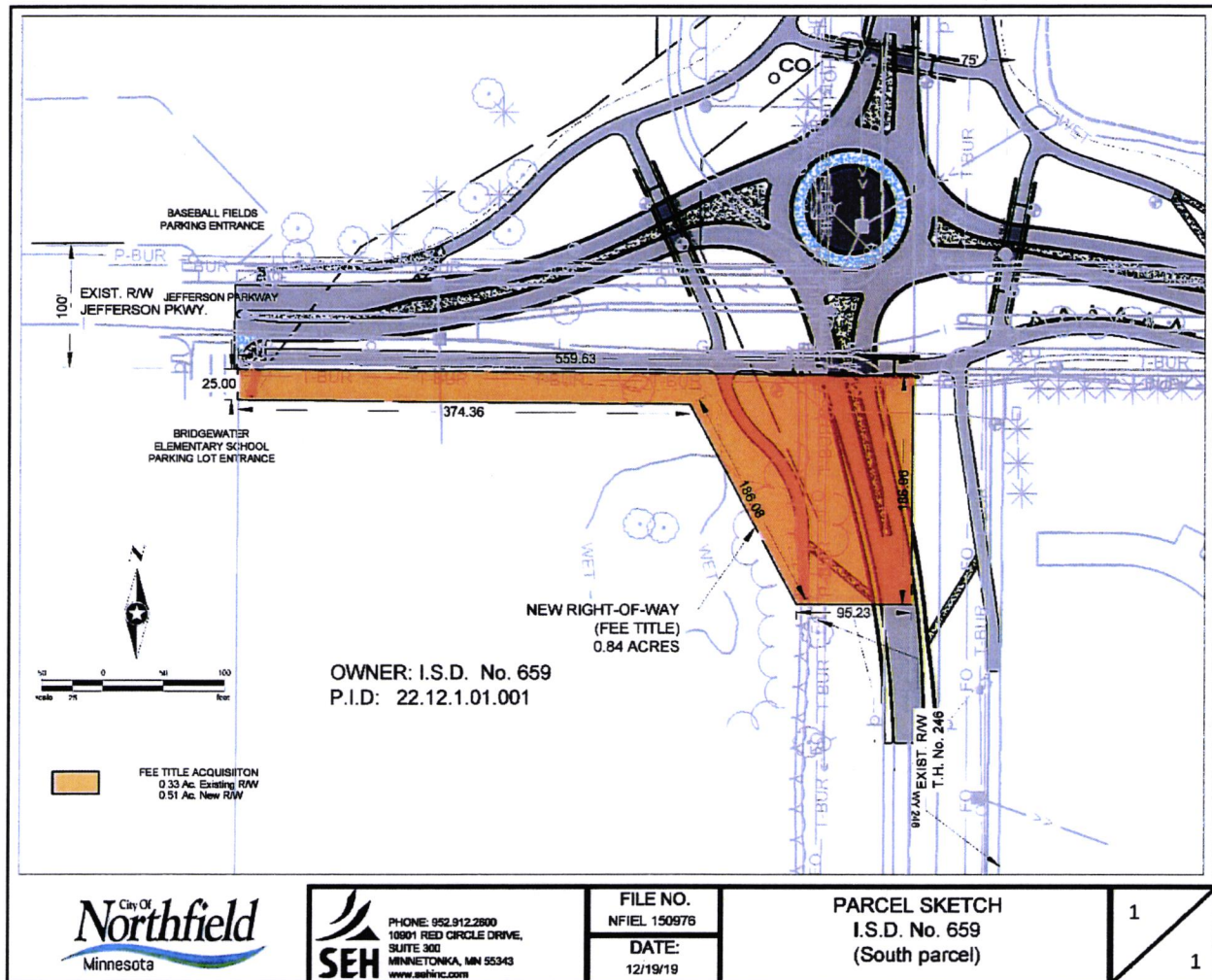
LEGAL DESCRIPTION

That part of Outlot A, ROCK ADDITION NO. 1, and part of the Trunk Highway No. 246 right of way adjoining to and lying easterly of said Outlot A, all according to the plat thereof, on file and of record in the office of the County Recorder, Rice County, Minnesota, described as follows:

Beginning at the northeast corner of said plat of ROCK ADDITION NO. 1; thence South 00 degrees 19 minutes 07 seconds West, assumed bearing, along the east line of said plat 186.96 feet; thence North 89 degrees 45 minutes 03 seconds West 95.23 feet; thence North 28 degrees 35 minutes 49 seconds West 186.08 feet; thence North 89 degrees 25 minutes 55 seconds West 374.36 feet to the west line of said Outlot A; thence North 00 degrees 09 minutes 34 seconds East, along said west line 25.00 feet more or less, to the north line of said Outlot A; thence South 89 degrees 25 minutes 55 seconds East, along said north line 559.63 feet to the point of beginning, subject to any easements and encumbrances of record.

EXHIBIT B

Parcel Sketch



CITY OF NORTHFIELD, MINNESOTA
CITY COUNCIL RESOLUTION 2020-____

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF THE CITY OF
NORTHFIELD, MINNESOTA ACCEPTING THE GRANT OF REAL PROPERTY IN
NORTHFIELD, MINNESOTA, APPROVING A TEMPORARY CONSTRUCTION
EASEMENT, AND DISPENSING WITH REVIEW OF THE GRANT/ACQUISITION BY
THE NORTHFIELD PLANNING COMMISSION

- WHEREAS, Independent School District #965 (the “Donor”), holds fee title to certain real property located in the City of Northfield, Rice County, Minnesota, and bearing Parcel ID Numbers 22.12.1.01.001, 22.12.1.00.001, and 22.12.1.00.002; and
- WHEREAS, Donor desires to donate portions of said parcels, as described and depicted in Exhibits A and B (the “Southern Property”), and Exhibits C and D (the “Northern Property”), to the City of Northfield (the “City”); (collectively the Southern Property and the Northern Property are referred to herein as the “Property”); and
- WHEREAS, Draft Warranty Deeds have been prepared containing the respective legal descriptions of the Southern Property and the Northern Property to be donated to the City and are attached hereto and incorporated by reference as Exhibits F and G, respectively; and
- WHEREAS, The Property is needed to construct a round-a-bout and the trail at the intersection of Minnesota Trunk Highway 246 and Jefferson Parkway (the “project”), which project is depicted on Exhibits B and D; and
- WHEREAS, The Donor is donating the Property for the project subject to and with the understanding that the City, as part of the project, at the City’s cost and expense, will construct and install a marked crosswalk at the front entrance to Northfield High School and an extension of the sidewalk from the above-mentioned crosswalk to Marvin Lane; and
- WHEREAS, Northfield City Charter, Section 11.1 provides the City may acquire property by gift for any public purpose; and
- WHEREAS, Minnesota Statutes, Section 465.03 provides that the City may accept a grant of real property and maintain the same for the benefit of its citizens in accordance with the terms prescribed by the Donor, and that acceptance of such grant is subject to a resolution of the City Council adopted by a two-thirds majority of its members, expressing the terms of the grant in full; and
- WHEREAS, Minnesota Statutes, Section 462.356, subdivision 2, states that no publicly owned interest in real property within a city shall be acquired or disposed of until after the planning commission has reviewed the proposed acquisition or disposal and

reported in writing to the city council its findings as to compliance of the proposed acquisition or disposal with the comprehensive plan; and

WHEREAS, The same statute further states, however, that the city council may, by resolution adopted by two-thirds vote, dispense with the requirements of this subdivision when in its judgment it finds that the acquisition or disposal of real property has no relationship to the comprehensive plan; and

WHEREAS, For purposes of construction of the project, the City desires and the Donor is willing to grant, a temporary construction easement on a portion of the Donor's above-referenced parcels, as depicted on Exhibit D (shown in blue) and legally described on Exhibit E; and

WHEREAS, A draft Temporary Construction Easement has been prepared containing the legal description area legally described and depicted on Exhibits D and E, respectively, and is attached hereto and incorporated by reference as Exhibit H.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL THAT: The City Council hereby finds that accepting the grant/acquisition of the Property by the Donor to the City has no relationship to the City's Comprehensive Plan, and therefore review of the proposed grant/acquisition by the Northfield Planning Commission is not required under Minn. Stat. § 462.356, Subd. 2, and is hereby dispensed with as allowed by that statute.

BE IT FURTHER RESOLVED THAT: The City Council hereby: (1) accepts the grant/acquisition of the Property by the Donor to the City; (2) authorizes and directs the City Clerk to (a) seek execution of the attached, respective warranty deeds (Exhibits F and G) substantially in the form hereby approved and allowing any necessary minor or technical changes, (b) execute such other documentation as is necessary to accomplish the donation to and acquisition of the Property by the City of Northfield, and (c) record such executed warranty deeds and such other documentation as necessary with the Rice County Recorder's Office and pay such related fees.

BE IT FURTHER RESOLVED THAT: The City Council hereby agrees that, as part of the project, at the City's cost and expense, the City will construct and install a marked crosswalk at the front entrance to Northfield High School and an extension of the sidewalk from the above-mentioned crosswalk to Marvin Lane.

BE IT FURTHER RESOLVED THAT: The City Council hereby approves the attached Temporary Construction Easement Agreement (Exhibit H) and authorizes and directs the Mayor and City Clerk to execute the same substantially in the form hereby approved and allowing any necessary minor or technical changes, and authorizes and directs the City Clerk to seek execution of the same by the Donor.

PASSED by the City Council of the City of Northfield on this ____ day of _____, 2020.

ATTEST

City Clerk

Mayor

EXHIBIT A

Legal Description of Southern Property

That part of Outlot A, ROCK ADDITION NO. 1, and part of the Trunk Highway No. 246 right of way adjoining to and lying easterly of said Outlot A, all according to the plat thereof, on file and of record in the office of the County Recorder, Rice County, Minnesota, described as follows:

Beginning at the northeast corner of said plat of ROCK ADDITION NO. 1; thence South 00 degrees 19 minutes 07 seconds West, assumed bearing, along the east line of said plat 186.96 feet; thence North 89 degrees 45 minutes 03 seconds West 95.23 feet; thence North 28 degrees 35 minutes 49 seconds West 186.08 feet; thence North 89 degrees 25 minutes 55 seconds West 374.36 feet to the west line of said Outlot A; thence North 00 degrees 09 minutes 34 seconds East, along said west line 25.00 feet more or less, to the north line of said Outlot A; thence South 89 degrees 25 minutes 55 seconds East, along said north line 559.63 feet to the point of beginning, subject to any easements and encumbrances of record.

Said tract contains 0.84 acres, more or less.

EXHIBIT B

Parcel Sketch of Southern Property

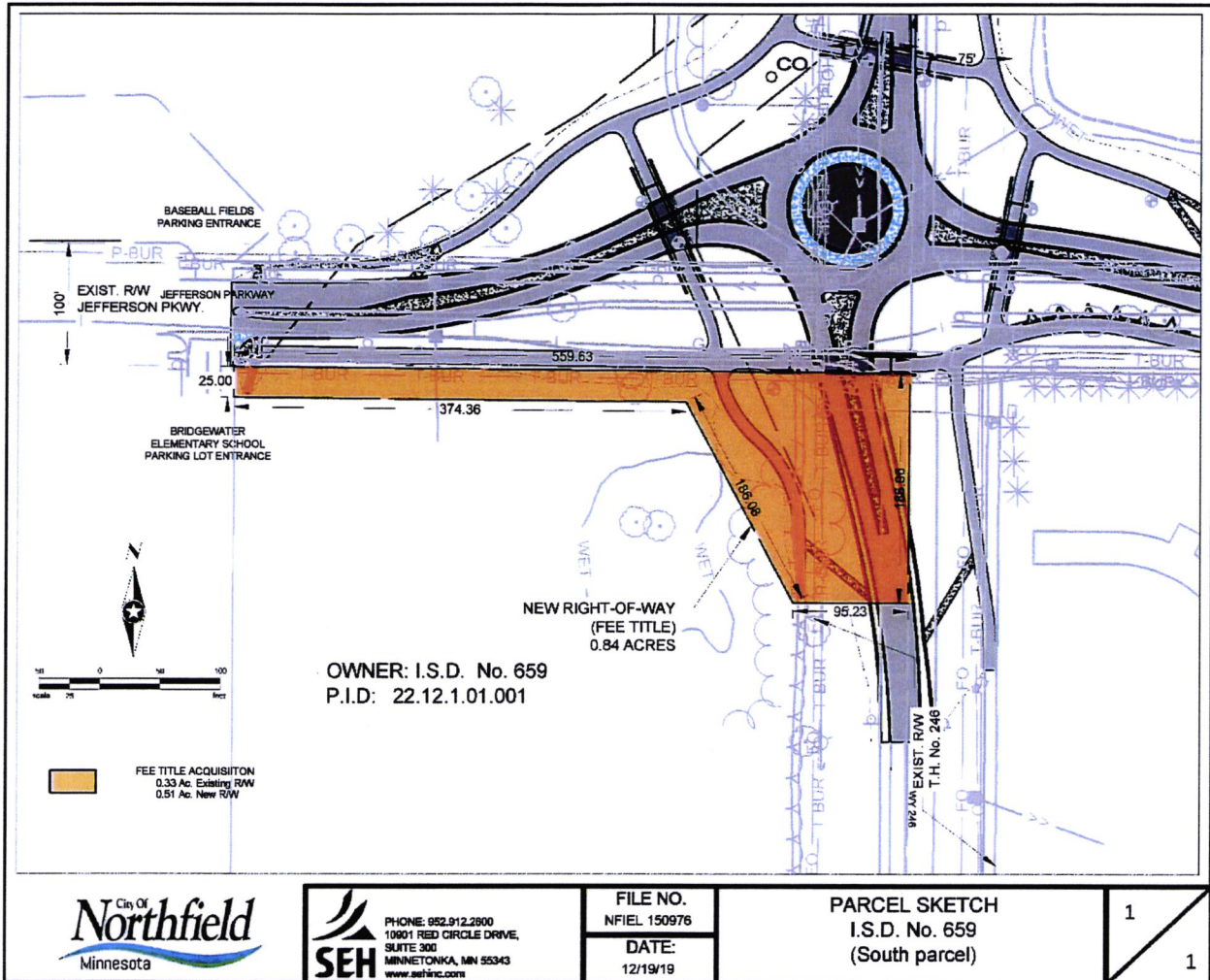


EXHIBIT C

Legal Description of Northern Property

That part of the North Half of the Northeast Quarter of the Northeast Quarter of Section 12, Township 111 North, Range 20 West, Rice County, Minnesota, described as follows:

Commencing at the northeast corner of said Northeast Quarter of Section 12; thence South 00 degrees 19 minutes 07 seconds West, assumed bearing, along the east line of said Northeast Quarter 91.01 feet to the point of beginning; thence North 89 degrees 45 minutes 03 seconds West 78.09 feet to the westerly right of way line of Trunk Highway No. 246, as defined in Final Certificate, in favor of the State of Minnesota, recorded May 10, 1966 in Book 288 of Deeds, Pages 17-38, as Doc. No. 202591 in the office of the County Recorder, Rice County, Minnesota; thence continue North 89 degrees 45 minutes 03 seconds West 25.00 feet; thence South 00 degrees 14 minutes 57 seconds West, parallel with said westerly right of way line, 184.17 feet; thence South 25 degrees 15 minutes 36 seconds West 64.20 feet; thence South 51 degrees 57 minutes 08 seconds West 182.88 feet; thence South 59 degrees 44 minutes 15 seconds West 215.72 feet; thence South 38 degrees 39 minutes 19 seconds West 127.06 feet to the south line of said North Half of the Northeast Quarter of the Northeast Quarter; thence South 89 degrees 25 minutes 55 seconds East along said south line 537.86 feet to the east line of said Northeast Quarter; thence North 00 degrees 19 minutes 07 seconds East along said east line 567.77 feet to the point of beginning, subject to any easements and encumbrances of record.

Said tract contains 3.19 acres, more or less.

EXHIBIT D

Parcel Sketch of Northern Property

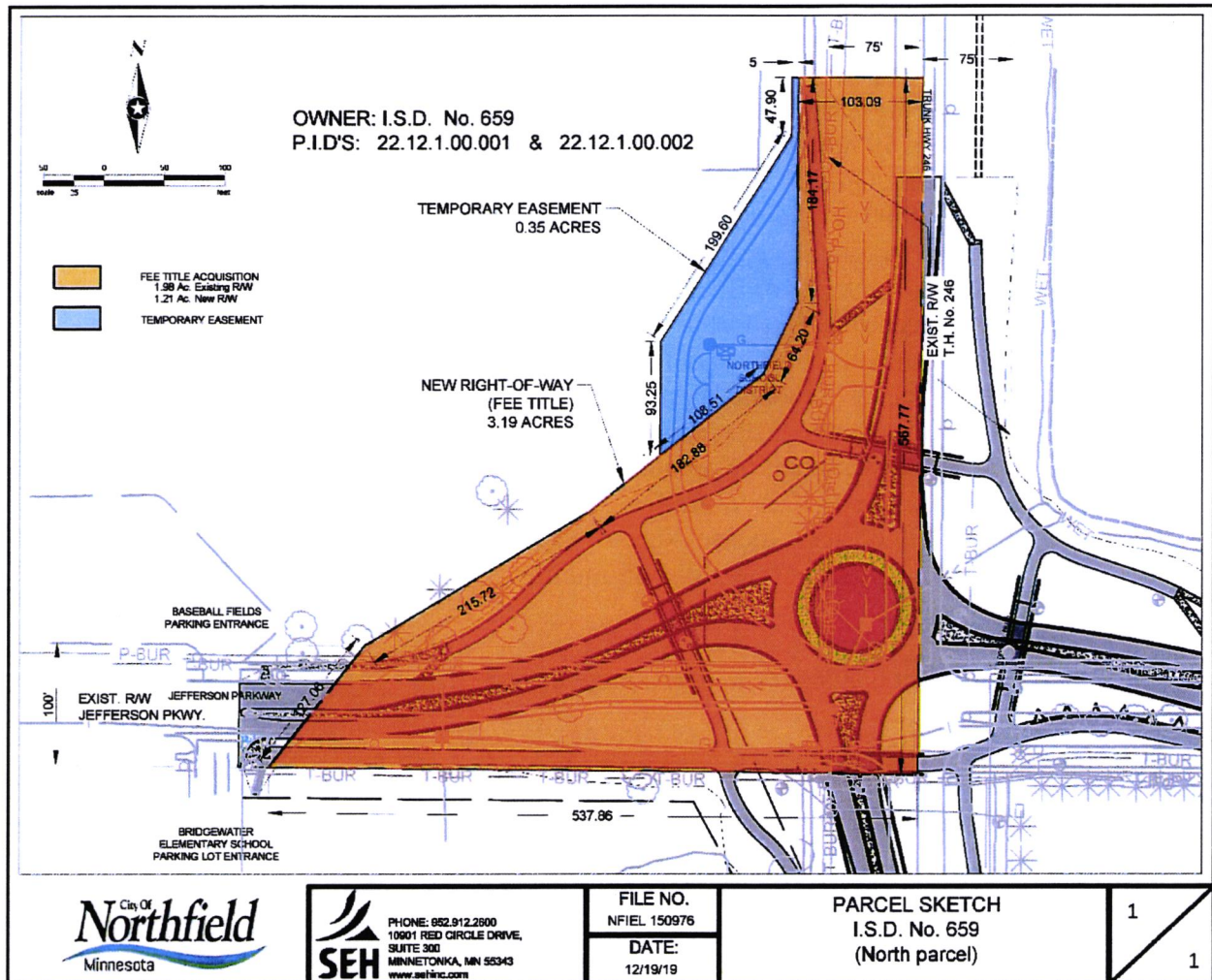


EXHIBIT E

Legal Description of Temporary Construction Easement

North Half of the Northeast Quarter of the Northeast Quarter of Section 12, Township 111 North, Range 20 West, Rice County, Minnesota, described as follows:

Commencing at the northeast corner of said Northeast Quarter of Section 12; thence South 00 degrees 19 minutes 07 seconds West, assumed bearing, along the east line of said Northeast Quarter 91.01 feet; thence North 89 degrees 45 minutes 03 seconds West 78.09 feet to the westerly right of way line of Trunk Highway No. 246, as defined in Final Certificate, in favor of the State of Minnesota, recorded May 10, 1966 in Book 288 of Deeds, Pages 17-38, as Doc. No. 202591 in the office of the County Recorder, Rice County, Minnesota; thence continue North 89 degrees 45 minutes 03 seconds West 25.00 feet to the point of beginning; thence South 00 degrees 14 minutes 57 seconds West, parallel with said westerly right of way line, 184.17 feet; thence South 25 degrees 15 minutes 36 seconds West 64.20 feet; thence South 51 degrees 57 minutes 08 seconds West 108.51 feet; thence North 00 degrees 23 minutes 36 seconds East 93.25 feet; thence North 32 degrees 41 minutes 19 seconds East 199.60 feet; thence North 00 degrees 14 minutes 57 seconds East 47.90 feet; thence South 89 degrees 45 minutes 03 seconds East 5.00 feet to the point of beginning.

Said temporary easement contains 0.35 acres, more or less.

EXHIBIT F

Warranty Deed for Southern Property

(Top 3 inches reserved for recording data)

WARRANTY DEED

Business Entity to Business Entity

eCRV number: _____

DEED TAX DUE: \$ _____

DATE: _____, 20__

FOR VALUABLE CONSIDERATION, Independent School District #659, a public corporation under the laws of the State of Minnesota ("Grantor"), hereby conveys and warrants to the City of Northfield, Minnesota, a municipal corporation under the laws of the State of Minnesota ("Grantee"), real property in Rice County, Minnesota, legally described as follows:

See Exhibit A attached hereto

Check here if all or part of the described real property is Registered (Torrens) ☐

together with all hereditaments and appurtenances belonging thereto, subject to the following exceptions:

None.

The real property legally described herein is depicted on the parcel sketch attached hereto and incorporated herein by reference as Exhibit B.

The total consideration for this transfer is \$3,000.00 or less.

☒ The Seller certifies that the Seller does not know of any wells on the described real property.

Grantor

INDEPENDENT SCHOOL DISTRICT #659

By: _____
_____, Its Chairperson

By: _____
_____, Its Clerk

State of _____, County of _____

This instrument was acknowledged before me on _____, 20____, by _____, as Chairperson, and
_____, as Clerk, of Independent School District #659, a public corporation under the laws of the State of Minnesota, Grantor.

(Stamp)

(signature of notarial officer)

Title (and Rank): _____

My commission expires: _____
(month/day/year)

THIS INSTRUMENT WAS DRAFTED BY:

FLAHERTY & HOOD, P.A.
525 Park Street, Suite 470
St. Paul, MN 55103-2122
651-225-8840

TAX STATEMENTS FOR THE REAL PROPERTY DESCRIBED IN THIS
INSTRUMENT SHOULD BE SENT TO:

Finance Director
City of Northfield
Northfield City Hall
801 Washington Street
Northfield, MN 55057

EXHIBIT A

LEGAL DESCRIPTION

That part of Outlot A, ROCK ADDITION NO. 1, and part of the Trunk Highway No. 246 right of way adjoining to and lying easterly of said Outlot A, all according to the plat thereof, on file and of record in the office of the County Recorder, Rice County, Minnesota, described as follows:

Beginning at the northeast corner of said plat of ROCK ADDITION NO. 1; thence South 00 degrees 19 minutes 07 seconds West, assumed bearing, along the east line of said plat 186.96 feet; thence North 89 degrees 45 minutes 03 seconds West 95.23 feet; thence North 28 degrees 35 minutes 49 seconds West 186.08 feet; thence North 89 degrees 25 minutes 55 seconds West 374.36 feet to the west line of said Outlot A; thence North 00 degrees 09 minutes 34 seconds East, along said west line 25.00 feet more or less, to the north line of said Outlot A; thence South 89 degrees 25 minutes 55 seconds East, along said north line 559.63 feet to the point of beginning, subject to any easements and encumbrances of record.

EXHIBIT B

Parcel Sketch

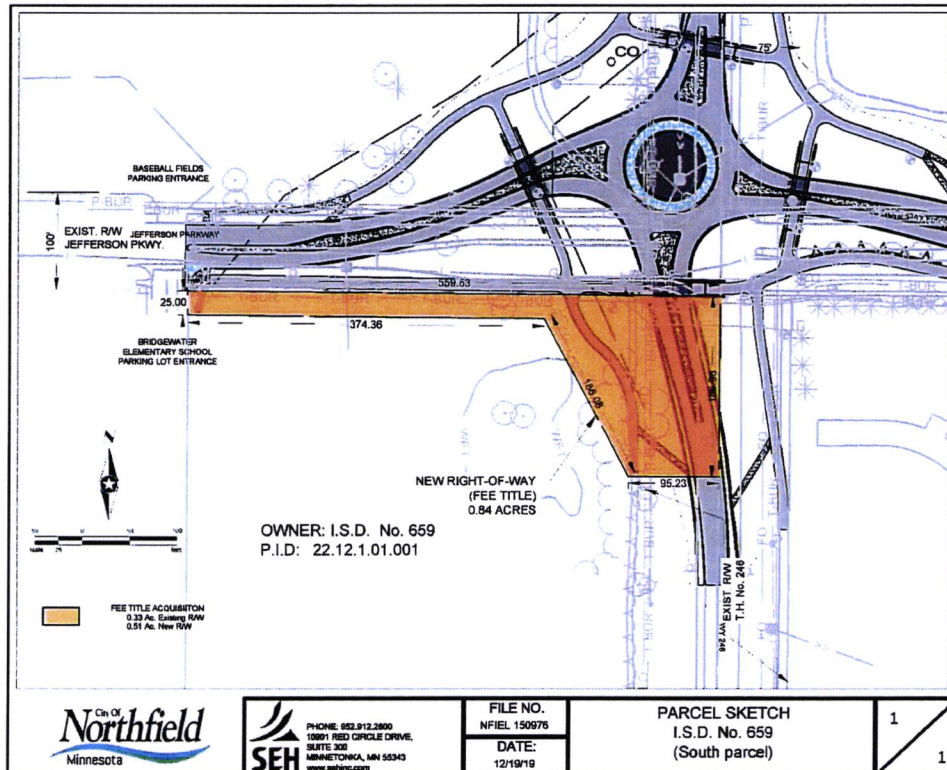


EXHIBIT G

Warranty Deed for Northern Property

(Top 3 inches reserved for recording data)

WARRANTY DEED

Business Entity to Business Entity

eCRV number: _____

DEED TAX DUE: \$ _____

DATE: _____, 20__

FOR VALUABLE CONSIDERATION, Independent School District #659, a public corporation under the laws of the State of Minnesota ("Grantor"), hereby conveys and warrants to the City of Northfield, Minnesota, a municipal corporation under the laws of the State of Minnesota ("Grantee"), real property in Rice County, Minnesota, legally described as follows:

See Exhibit A attached hereto

Check here if all or part of the described real property is Registered (Torrens) ☒

together with all hereditaments and appurtenances belonging thereto, subject to the following exceptions:

None.

The real property legally described herein is depicted on the parcel sketch attached hereto and incorporated herein by reference as Exhibit B.

The total consideration for this transfer is \$3,000.00 or less.

☒ The Seller certifies that the Seller does not know of any wells on the described real property.

Grantor

INDEPENDENT SCHOOL DISTRICT #659

By: _____
_____, Its Chairperson

By: _____
_____, Its Clerk

State of _____, County of _____

This instrument was acknowledged before me on _____, 20____, by _____, as Chairperson, and _____, as Clerk, of Independent School District #659, a public corporation under the laws of the State of Minnesota, Grantor.

(Stamp)

(signature of notarial officer)

Title (and Rank): _____

My commission expires: _____
(month/day/year)

THIS INSTRUMENT WAS DRAFTED BY:

FLAHERTY & HOOD, P.A.
525 Park Street, Suite 470
St. Paul, MN 55103-2122
651-225-8840

TAX STATEMENTS FOR THE REAL PROPERTY DESCRIBED IN THIS INSTRUMENT SHOULD BE SENT TO:

Finance Director
City of Northfield
Northfield City Hall
801 Washington Street
Northfield, MN 55057

EXHIBIT A

LEGAL DESCRIPTION

That part of the North Half of the Northeast Quarter of the Northeast Quarter of Section 12, Township 111 North, Range 20 West, Rice County, Minnesota, described as follows:

Commencing at the northeast corner of said Northeast Quarter of Section 12; thence South 00 degrees 19 minutes 07 seconds West, assumed bearing, along the east line of said Northeast Quarter 91.01 feet to the point of beginning; thence North 89 degrees 45 minutes 03 seconds West 78.09 feet to the westerly right of way line of Trunk Highway No. 246, as defined in Final Certificate, in favor of the State of Minnesota, recorded May 10, 1966 in Book 288 of Deeds, Pages 17-38, as Doc. No. 202591 in the office of the County Recorder, Rice County, Minnesota; thence continue North 89 degrees 45 minutes 03 seconds West 25.00 feet; thence South 00 degrees 14 minutes 57 seconds West, parallel with said westerly right of way line, 184.17 feet; thence South 25 degrees 15 minutes 36 seconds West 64.20 feet; thence South 51 degrees 57 minutes 08 seconds West 182.88 feet; thence South 59 degrees 44 minutes 15 seconds West 215.72 feet; thence South 38 degrees 39 minutes 19 seconds West 127.06 feet to the south line of said North Half of the Northeast Quarter of the Northeast Quarter; thence South 89 degrees 25 minutes 55 seconds East along said south line 537.86 feet to the east line of said Northeast Quarter; thence North 00 degrees 19 minutes 07 seconds East along said east line 567.77 feet to the point of beginning, subject to any easements and encumbrances of record.

EXHIBIT H

Temporary Construction Easement

TEMPORARY CONSTRUCTION EASEMENT AGREEMENT

This Agreement is made this ____ day of _____, 2020 by and between Independent School District #965, a public corporation under the laws of the state of Minnesota, referred to hereinafter as "Grantor," and the City of Northfield, Minnesota, a municipal corporation under the laws of the State of Minnesota, referred to hereinafter as "Grantee."

AGREEMENT

That for and in consideration of the sum of One and No/100ths Dollar (\$1.00) and other good and valuable consideration, paid this date by Grantee to Grantor, the receipt and sufficiency of which is hereby acknowledged, the Grantor and Grantee do hereby agree as follows:

1. The undersigned Grantor hereby grants and conveys to the Grantee a Temporary Easement for construction purposes (the "Temporary Easement") over, under and across that part of the North Half of the Northeast Quarter of the Northeast Quarter of Section 12, Township 111 North, Range 20 West, Rice County, Minnesota, described as follows:

Commencing at the northeast corner of said Northeast Quarter of Section 12; thence South 00 degrees 19 minutes 07 seconds West, assumed bearing, along the east line of said Northeast Quarter 91.01 feet; thence North 89 degrees 45 minutes 03 seconds West 78.09 feet to the westerly right of way line of Trunk Highway No. 246, as defined in Final Certificate, in favor of the State of Minnesota, recorded May 10, 1966 in Book 288 of Deeds, Pages 17-38, as Doc. No. 202591 in the office of the County Recorder, Rice County, Minnesota; thence continue North 89 degrees 45 minutes 03 seconds West 25.00 feet to the point of beginning; thence South 00 degrees 14 minutes 57 seconds West, parallel with said westerly right of way line, 184.17 feet; thence South 25 degrees 15 minutes 36 seconds West 64.20 feet; thence South 51 degrees 57 minutes 08 seconds West 108.51 feet; thence North 00 degrees 23 minutes 36 seconds East 93.25 feet; thence North 32 degrees 41 minutes 19 seconds East 199.60 feet; thence North 00 degrees 14 minutes 57 seconds East 47.90 feet; thence South 89 degrees 45 minutes 03 seconds East 5.00 feet to the point of beginning.

Said temporary easement contains 0.35 acres, more or less.

The above-described easement area shall be referred to hereinafter as the "Temporary Easement Area."

2. The Temporary Easement Area legally described above is depicted on Exhibit A in blue, which is attached hereto and incorporated herein by reference.
3. The Grantor states and hereby covenants that the Grantor is the lawful owner of the above-described real estate, is lawfully seized and possessed of said real estate, and that the Grantor has good and lawful right to grant the Temporary Easement described herein.
4. The Grantee shall have the right to make excavations and to grade as it may find reasonably necessary for the construction, installation, operation, repair, maintenance and reconstruction of staging equipment, equipment storage, material storage, and access to the construction site in the Temporary Easement Area.
5. The Grantee and its employees, agents, permittees and licensees shall have the right of ingress and egress to and from the Temporary Easement Area at all times and without notice to Grantor by such route as shall occasion the least practical damage and inconvenience to the Grantor.
6. The Grantee shall have the right to trim, remove and keep the Temporary Easement Area clear of all buildings, structures, roots, shrubbery, trees, bushes, undergrowth and all other obstructions that may interfere with or endanger the Grantee's exercise of any of the rights pursuant to this Temporary Easement.
7. The Grantor shall not erect, construct or locate in the Temporary Easement Area any new structure or object that was not in existence on the date of this Agreement that would prevent the Grantee's reasonable access to or full use of the Temporary Easement Area for the purposes and duration herein stated.
8. The Grantee agrees to promptly repair any damages within the Temporary Easement Area, with the intent being to restore the surface of said area to as close to original condition as is reasonably practicable given the rights granted hereunder.
9. The Grantor shall disclose to the Grantor's successors in title the existence of the Temporary Easement if the above-described property, or any part thereof, are conveyed prior to the expiration of the Temporary Easement.
10. The provisions hereof shall inure to the benefit of and bind the successors and assigns of the respective parties hereto, and all covenants shall apply to and run with the land.
11. Grantor and Grantee agree to correct any legal description contained herein or exhibit hereto if there is a mistake discovered, including any mistakes or discrepancies revealed by an accurate survey of the property identified herein.
12. This Temporary Easement shall expire two (2) years from the date of this Agreement.

IN WITNESS WHEREOF, the parties have hereunto executed this document the day and year first above written.

GRANTOR:

INDEPENDENT SCHOOL DISTRICT #965

By: _____
_____, Its Chairperson

By: _____
_____, Its Clerk

STATE OF MINNESOTA)
) ss.
COUNTY OF RICE)

The foregoing instrument was acknowledged before me this ____ day of _____, 2020, by _____, as Chairperson, and _____, as Clerk, for and on behalf of Independent School District #965, a public corporation under the laws of the State of Minnesota, Grantor.

Notary Public

GRANTEE:

CITY OF NORTHFIELD, MINNESOTA

Dated: _____

By: _____
Rhonda Pownell, Its Mayor

ATTEST:

By: _____
Deb Little, Its City Clerk

STATE OF MINNESOTA)
) ss.
COUNTY OF RICE)

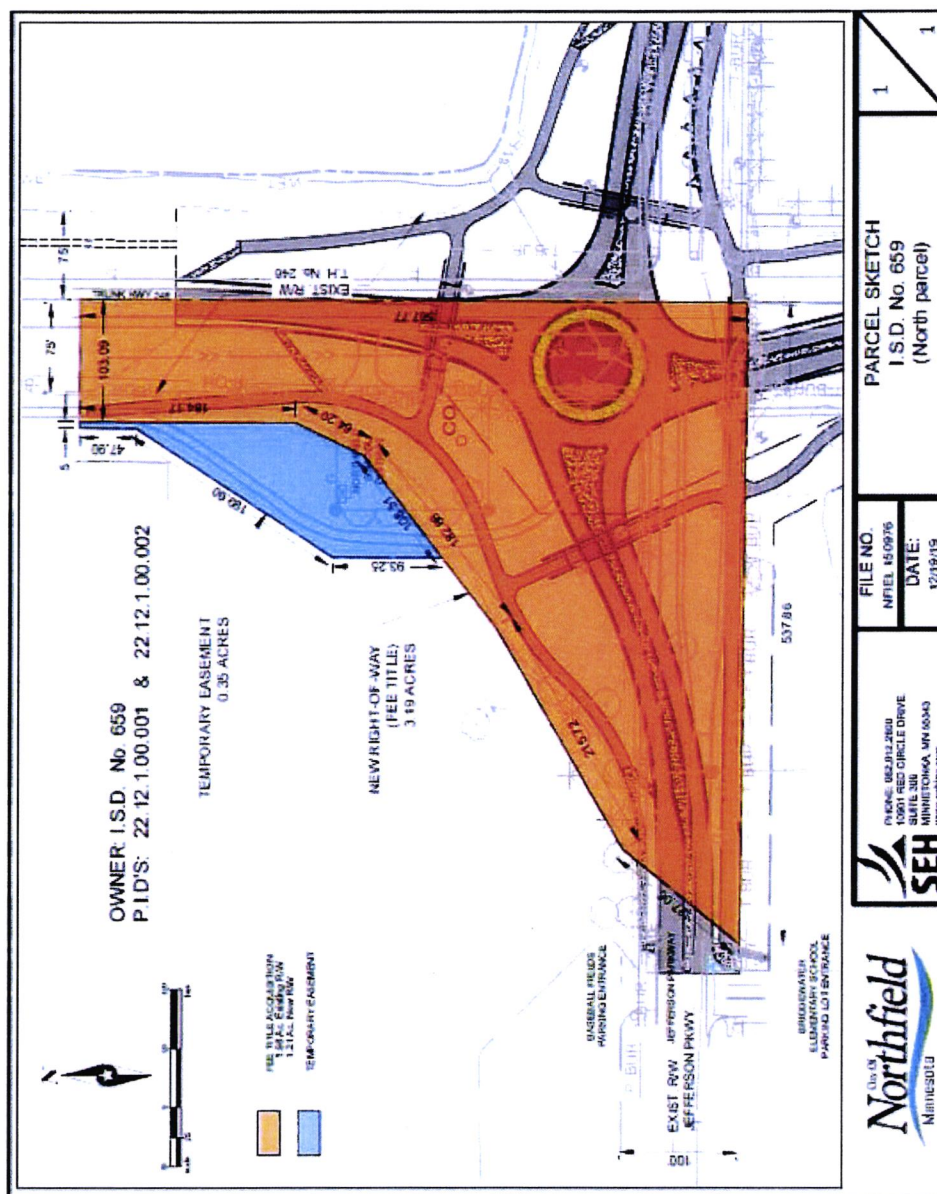
The foregoing instrument was acknowledged before me this ____ day of _____, 2020, by Rhonda Pownell, as Mayor, and Deb Little, as City Clerk, for and on behalf of the City of Northfield, a municipal corporation under the laws of the State of Minnesota, Grantee.

Notary Public

THIS INSTRUMENT WAS DRAFTED BY:

FLAHERTY & HOOD, P.A.
525 Park Street, Suite 470
St. Paul, MN 55103
(651) 225-8840

DEPICTION OF TEMPORARY EASEMENT AREA



Teaching and Learning department restructure proposal | January 27, 2020
Matt Hillmann, Ed.D., Superintendent of Schools

The district's Director of Teaching and Learning, Mary Grace Hanson, has submitted her intent to retire at the end of the 2019-20 school year. The district is grateful for Mary Grace's eight years of steady and thoughtful leadership. We thank Mary Grace for her contributions to Northfield Public Schools.

The district, like others in Minnesota, continues to tackle the challenge of financial stability. The State of Minnesota allocates approximately 70% of the district's revenue. However, the Legislature has only increased the basic formula increases to match inflation in five of the last 32 years. Northfield School District residents have voted for increased local operating levies that have filled that inflationary gap to maintain our high-quality instructional programs, most recently in 2017. Costs continue to grow while state funding lags behind inflation. While the district projects ending the 2019-20 school year with a fund balance of 17.2% of total expenditures, action is required to solidify our financial situation for the future and maintain our district goal of a 16.0% fund balance. The slowing of expenses will assist in pre-empting more substantial budget reductions. By restructuring the district's Teaching and Learning Department, we can continue to support the ongoing need for district-level support for our schools while maintaining financial stability.

This proposal merges the Director of Teaching and Learning position with the Director of Assessment Services position into one Director of Instructional Services leadership role, netting an annual savings of \$149,456. It streamlines the district's academic-focused instructional coaching, moving forward with three district-wide academic-focused instructional coaching positions instead of six, netting a savings of \$329,843. These will be district-wide positions and report to the Director of Instructional Services. The current administrative assistant for the teaching and learning department would increase from 6 hours per day for 238 days to 8 hours per day for 260 days, an increased cost of \$17,734. The changes would begin on July 1, 2020. The table below illustrates the proposed restructuring and the accompanying financial impact.

Position	Savings
Merge Director of Teaching and Learning with Director of Assessment Services into Director of Instructional Services	(\$149,456)
Streamline academic-focused elementary instructional coaches from six to three and give PK-12 responsibility.	(\$329,843)
Increase the Teaching and Learning department's administrative assistant to year-round.	\$17,734
Total Savings	(\$461,565)

The restructuring will reduce the services that elementary schools have received from the current group of capable academic-focused instructional coaches. The streamlined positions will provide academic and pedagogical coaching for teachers from pre-school through 12th grade while also supporting elementary schools as a building assessment coordinator. It will also provide a much-needed district-wide lens to better promote PreK-12 vertical alignment of our curriculum and cross-pollinate successful strategies throughout the district. The streamlined coaching positions, classified as teachers on special assignment, will be limited to a four-year term. This limitation will create opportunities for more of the district's teachers to have leadership experience. A new job description will be created to reflect the changes to the position.

Northfield Public Schools has a hard-earned reputation of being a financially proactive district. This restructuring of administrative and non-classroom teaching positions, while challenging, is part of a strategy to slow the district's expenditures to promote financial stability.

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

January 13, 2020

Northfield High School District Office

- I. Call to Order
Board Chair Julie Pritchard called the Special Closed meeting of the Northfield Board of Education of Independent School District 659 to order at 6:15 p.m. Board members present: Goerwitz, Hardy, Stratmoen, Quinnell, Baraniak, Iverson, and Pritchard. Also in attendance was Superintendent Dr. Matt Hillmann.
- II. Items for Discussion and Reports
 - A. The Board discussed the sale of property by the School District as allowed by Minnesota Statute 13D.03, subdivision 3 for property located at parcel IDs 22.12.1.00.001 (partial), 22.12.1.00.002 (partial), and 22.36.1.25.002.
- III. Adjournment
On a motion by Stratmoen, seconded by Goerwitz, the Board adjourned at 6:51p.m. Motion carried.

Noel Stratmoen
School Board Clerk

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

January 13, 2020
Northfield High School Media Center

I. Call to Order

The Organizational meeting of the School Board of Independent School District 659 was called to order at 7:00 p.m. by Acting Chair Julie Pritchard for the purpose of organizing the Board for the 2020 calendar year.

II. Agenda Approval / Table File

On a motion by Quinnell, seconded by Iverson the Board approved the agenda.

III. Items for Individual Action

A. Election of Officers

1. Election of Board Chair.

Stratmoen moved that Julie Pritchard be nominated as Board Chair. Hearing no further nominations, Julie Pritchard was unanimously elected as Board Chair. School Board Chair Julie Pritchard then chaired the remainder of the Organizational School Board meeting.

2. Election of Vice-Chair.

Iverson moved that Amy Goerwitz be nominated as Vice-Chair. Hearing no further nominations, Amy Goerwitz was unanimously elected as Vice-Chair.

3. Election of Clerk.

Goerwitz moved that Noel Stratmoen be nominated as Clerk. Hearing no further nominations, Noel Stratmoen was unanimously elected as Clerk.

4. Election of Treasurer.

Hardy moved that Jeff Quinnell be nominated as Treasurer. Hearing no further nominations, Jeff Quinnell was unanimously elected as Treasurer.

B. Set Dates, Times, and Location for Regular Board Meetings

Baraniak moved and Hardy seconded the schedule for School Board Meetings January 2020 - January 2021. Regular meetings of the Northfield School Board will begin at 7:00 p.m. on the second and fourth Mondays of each month and will be held in the Northfield High School Media Center, with the exception of March, June, July and December when the Board meets once on the first Monday of the month. The motion was unanimously approved.

C. School Board Member Stipends

Iverson moved and Goerwitz seconded to maintain the stipends for Board members at \$275 per month and \$325 per month for the Board Chair. The motion was unanimously approved.

D. Board Committee Members

Board Chair Julie Pritchard asked that Board members review current assignments and let her know if there are any committees of particular interest. She will bring to the January 27th meeting the list of committee appointments.

IV. Consent Agenda

On a motion by Goerwitz, seconded by Baraniak, the Board unanimously approved the following items listed under the consent grouping.

- A. Designated the *Northfield News* as the official newspaper of the Northfield School Board.
- B. Designated Christine Neset, Student Information Systems Coordinator, as the Identified Official with Authority for Minnesota Department of Education Secure Website Access.
- C. Authorized the use of facsimile signatures of officers of the Board in signing School District checks and documents.
- D. The mileage reimbursement rate for use of private automobiles on School District business will be 57.5 cents per mile effective January 1, 2020. This is the new mileage rate established by the Internal Revenue Service.

V. Adjournment

On a motion by Quinnell, seconded by Hardy, the Board adjourned the Organizational meeting at 7:07 p.m.

Noel Stratmoen
School Board Clerk

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

January 13, 2020

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 7:07 p.m. Present: Goerwitz, Hardy, Stratmoen, Quinnell, Baraniak, Iverson and Pritchard.
- II. Agenda Approval/Table File
On a motion by Goerwitz, seconded by Iverson, the Board approved the agenda.
- III. Public Comment
There was no public comment.
- IV. Announcements and Recognitions
 - Congratulations to Seniors Audrey Pagel and Jose Gonzalez Ramirez. Audrey and Jose are the recipients of the Minnesota State High School League's Arts, Academics and Athletics Award.
 - We are very saddened to inform you of the passing of Sarah Moyer, one of our Educational Assistants at Greenvale Park. She was a treasured member of our Gecko Family and will be dearly missed. She passed away this morning with her family by her side following a medical event this past weekend. Sarah is survived by her husband, Carey, and four children. One is a recent NHS graduate, two are students at NHS, and one is a student at Sibley. The Board and all present honored Sarah's memory with a moment of silence and board member poet laureate Dr. Rob Hardy recited a poem he wrote.
- V. Items for Discussion and Reports
 - A. Prairie Creek Community School & Arcadia Charter School Annual Reports
Simon Tyler, Director of Prairie Creek Community School, and Laura Stelter, Director of Arcadia Charter School, reported on the programs being provided in their two charter schools. Mr. Tyler presented a review of Prairie Creek's seventeenth year of operation as a charter school and its focus on student achievement, innovation and financial management. Ms Stelter focused on Arcadia's mission and further exploration on what it means to be a progressive school, student achievement, and financial management. Arcadia is in its sixteenth year of operation. These reviews and written reports fulfill state requirements for annual reporting as well as our District's request that each charter school authorized by Northfield Public Schools present an annual report to the School Board.
 - A. Financial Forecast and 2020-2021 General Fund Budget
Director of Finance Val Mertesdorf presented the financial forecast and preliminary budget plan parameters and timeline for the 2020-2021 school year. The presentation included discussion of the known parameters, enrollment projections, and financial assumptions used for development of the three-year financial forecast.
 - B. Late Start Update
Dr. Hillmann facilitated a discussion reflecting on the December 16, 2019, work session about the potential of changing school start times. He also highlighted information from a conference call with the University of Minnesota's Dr. Kyla Wahlstrom, one of the nation's leading researchers on this topic. At this time the Board has indicated they will not consider changing the start times for the 2020-21 school year. Board members shared that the research compels us to continue exploring ways that we could align our school schedule with teenagers' changing circadian rhythm and will continue to explore further ways to alleviate concerns shared by staff, students, and parents. The Board asked administration to use the convening power of the school district to help educate the community on better sleep hygiene and provide opportunities for the community to learn the immense health benefits that appropriate and quality sleep offers.

C. Renaming Existing Greenvale Park Elementary

Dr. Hillmann described the process for the Board to officially rename the current Greenvale Park Elementary School in preparation for its transition to the District's early childhood and community services center. Dr. Hillmann will work with Director of Community Services Erin Bailey to solicit stakeholder feedback, and provide the board with a list of option the first board meeting in February 2020, with a goal of making a decision on renaming the existing Greenvale Park Elementary School at the February 24, 2020 board meeting.

VI. Consent Agenda

On a motion by Quinnell, seconded by Iverson, the Board approved the following Consent Agenda items:

A. Minutes

- Minutes of the Regular School Board meeting held on December 9, 2019
- Minutes of the Special School Board meeting held on December 16, 2019

B. Gift Agreements

- \$1,000.00 from Noel & Lois Stratmoen Scholarship Fund of Charles Schwab for a scholarship
- \$1,716.00 from Pat Lamb & Ele Hansen Charitable Fund of Northfield Shares for two scholarships
- \$5,000.00 from Marion Mourning for Early Childhood programming
- \$25,000.00 from Post Consumer Brands: \$10,000 for Community School dinners, \$7,500 for the ALC backpack program, and \$7,500 for the Child Nutrition Angel Fund

C. Personnel Items

a) Appointments

1. Craig DeAdder, Special Ed EA-PCA for 6.75 hours/day at ALC/Longfellow, beginning 1/6/2020-6/5/2020. Spec Ed Step 4-\$17.10/hr.
2. Piper Hennings, Winter and Spring Recreation for up to 10 hours/week with Community Services, beginning 12/14/2019-5/31/2020. \$10.61/hr.
3. Ruth Hoekstra, Instructional EA-Literacy Support for 4 hours/day at Sibley, beginning 1/13/2020-4/24/2020. Gen Ed Step 4-\$16.52/hr.
4. Kiandra Judge, Special Ed EA-PCA for 6.75 hours/day at Greenvale Park, beginning 1/6/2020-6/5/2020. Spec Ed Step 4-\$17.10/hr.
5. Cindy Keogh, Building Supervisor for up to 10 hours/wk with Community Services, beginning 5/31/2019-Ongoing. \$16.30/hr.
6. Maria Landherr, Winter and Spring Recreation for up to 4 hours/day Fridays/Saturdays with Community Services, beginning 1/10/2020-5/31/2020. \$10.36/hr.
7. DeAnna Skroch, Community School Evening Club Site Leader for up to 3 hours/day 2 days/week at Greenvale Park, beginning 1/6/2020-6/5/2020. \$21.55/hr.
8. Emma Teti, Winter and Spring Recreation with Community Services, beginning 1/11/2019-5/31/2020. \$11.89/hr.
9. Melissa Valentyn, Special Ed EA PCA for 15 hours/week and Gen Ed Supervision for 6 hours/week, Mon., Wed. and Fri. at Bridgewater, beginning 1/8/2020-6/5/2020; Spec Ed Step 3-\$16.63/hr. and Gen Ed Step 3-\$16.05/hr.
10. Katrina Warner, Special Ed EA PCA for 10 hours/week and Gen Ed Supervision for 4 hours/week, Tuesday's and Thursday's at Bridgewater, beginning 1/14/2020-6/5/2020; Spec Ed Step 3-\$16.63/hr. and Gen Ed Step 3-\$16.05/hr.
11. Community Services Winter 2020 Brochure Instructors – see attached.
12. Emma C Johnson, Winter and Spring Recreation for 2-5 hours/day with Community Services, beginning 1/10/2020-5/31/2020. \$10.25/hr.
13. Mark Welinski, Program Supervisor with Community Services, beginning 1/14/2020-5/31/2020; \$14.89/hr.

b) Increase/Decrease/Change in Assignment

1. Ritva Barsness, Child Nutrition Associate III for 7 hours/day at Greenvale Park, change to Child Nutrition Manager I for 8 hours/day at Greenvale Park, effective 12/9/2019-12/16/19. \$23.47/hr.
2. Elizabeth Brewer, Special Ed EA PCA Bus for 1.25 hours/day at the Middle School, change bus time to 1.42 hours/day, effective 12/2/2019-6/5/2020.

3. Shari Bridley, Special Ed EA-PCA for 33.5 hours/week at Longfellow, change to Special Ed EA-PCA for 32.5 hours/week at Longfellow, effective 12/20/19.
4. Katie Dahmeh, Special Ed EA-PCA for 14.5 hours/week Tues., Wed., Thurs., and Fri. at Longfellow, change to Special Ed EA-PCA for 14.5 hours/week Mon., Tues., Wed., and Thurs. at Longfellow, effective 1/6/2020-6/10/2020.
5. Carrie Duba, .8 FTE MTSS and .2 FTE School Psychologist at the High School, add an overload School Psychologist at the High School, effective 11/26/2019-1/24/2020.
6. John Eckhart, Auditorium Tech with Community Services, change to Substitute Auditorium Technician with Community Services, effective 1/2/2020.
7. John Eckhart, Auditorium Tech with Community Services, change to 1.0 FTE Custodian at the High School, effective 1/9/2020. Step 1-Custodian.
8. Ellen Haefner, .75 FTE Parent Educator for 30 hours/week at the NCRC, change to .68 FTE Parent Educator for 27 hours/week at the NCRC, effective 12/13/2019.
9. Jackie Harding, Teacher at Greenvale Park, add Targeted Services PLUS Teacher for up to 1.25 hours/day Mon.-Thurs. at Greenvale Park, effective 1/6/2020-5/7/2020; Yr. 2-\$27.11/hr.
10. Michael Humann, Night Lead Engineer at the Middle School, change to Head Custodian-Temporary at the Middle School, effective 12/5/2019-approximately 1/30/2020.
11. Mark Johnson, Teacher at the Middle School, add Building Supervisor with Community Services, effective 12/23/2019. \$16.30/hr.
12. Jenny Jones, Teacher at the Middle School, add Event Worker-Speech Judge with the High School, effective 12/20/2019.
13. Kiandra Judge, Special Ed EA-PCA for 6.75 hours/day at Greenvale Park, add Gen Ed Supervision for .50 hours/day at Greenvale Park, effective 1/6/2020-6/5/2020. Gen Ed Step 4-\$16.52/hr.
14. Leanne King, Special Ed EA-PCA at Sibley, add Special Ed EA-PCA Bus Duty for .95 hours/day with the District, effective 12/9/2019-6/5/2020.
15. Carolyn Manderfeld, Special Ed EA-PCA Bus Duty for 1.75 hours/day with the District, change to Special Ed EA-PCA Bus Duty for 1.0 hour/day with the District effective 12/10/2019-6/5/2020.
16. Lesly Martinez Reyes, Special Ed EA-PCA at Bridgewater, add Special Ed EA-PCA Bus Duty for .92 hours/day with the District effective 1/6/2020-6/5/2020.
17. Beth Momberg, Special Ed EA-PCA at Longfellow and Special Ed EA-PCA Bus Duty for .75 hours/day with the District, change to Special Ed EA-PCA at Longfellow, effective 1/6/2020.
18. Karen Murphy, Custodian, Tuesday-Saturday at the High School, change to Custodian Monday-Friday at the High School, effective 12/16/2019.
19. Jonathan Pownell, General Recreation Position with Community Services, add Program Supervisor with Community Services, effective 12/7/2019-5/31/2020. \$10.75/hr.
20. Sandra Soto-Perez, Child Nutrition Associate I for 3.75 hours/day at Greenvale Park, change to Child Nutrition Associate III for 7 hours/day at Greenvale Park, effective 12/9/2019-12/16/2019. \$22.27/hr.
21. Erik Swenson, Teacher at Bridgewater, add Event Worker-Speech Judge at the High School, effective 12/16/2019.
22. Bridgette Tisdale, Teacher at Greenvale Park, add Event Worker-Speech Judge at the High School, effective 12/17/2019.
23. Deborah Wagner, Instructional EA at Bridgewater, add Safety Patrol Supervision for 1 hour/day at Bridgewater, effective 12/6/2019-6/5/2020.
24. Lisa Williams, Special Ed EA-PCA at Longfellow and Special Ed EA-PCA Bus Duty for .92 hours/day with the District, change to Special Ed EA-PCA at Longfellow, effective 11/19/2019.
25. Kristin Basinger, Special Ed EA PCA with the Middle School, add Special Ed EA PCA Extra Curricular Supervision with the District, effective 1/13/2020-6/5/2020.
26. Lesly Martinez Reyes, Special Ed EA PCA Bus for .92 hours/day with the District, change to Special Ed EA PCA Bus for .33 hours/day with the District, effective 1/6/2020-6/5/2020.
27. Beth Momberg, Special Ed EA PCA at Longfellow, add Special Ed EA PCA Bus for 1.50 hours/day with the District, effective 1/14/2020-6/5/2020.
28. Belen Ocampo, Early Ventures Assistant Teacher at Longfellow, change to Early Ventures Teacher at Longfellow, effective 1/8/2020; \$16.09/hr.
29. Janelle Perez, Substitute Targeted Services PLUS Site Assistant, change to Targeted Services PLUS Site Assistant for up to 1.5 hours/day Mon.-Thurs. at Greenvale Park, effective 1/16/2020-6/5/2020; \$10.00/hr.

30. Abby Quinzel, Head JV Dance Coach at the High School, change to Dance Assistant Coach-Hourly at the High School, effective 1/10/2020. \$14.00/hr.

c) Leave of Absence

1. Jennifer Allison, Teacher at Bridgewater, Family/Medical Leave of Absence for Childcare, effective 3/9/2020-5/22/2020.
2. Zane Anway, EA at the Middle School, Family/Medical Leave of Absence, effective 11/26/2019 for up to 60 work days.
3. Kristen Cade, Teacher at Bridgewater, Family/Medical Leave of Absence, effective 1/28/2020-2/11/2020.
4. Roanne Johnson, Teacher at Bridgewater, Family/Medical Leave of Absence, effective 1/6/2020-2/14/2020.
5. Nancy Kluver, Office Specialist at Longfellow, Family/Medical Leave of Absence, effective 12/16/2019-1/10/2020.
6. Babs Vigasaa, Custodian at the High School, Family/Medical Leave of Absence, effective 1/6/2020-1/21/2020.
7. Kristen Craft, Teacher at Sibley, Family/Medical Leave of Absence, effective 2/19/2020-4/1/2020.

d) Retirements/Resignations/Terminations

1. Margaret Colangelo, EA at the High School, resignation effective 12/16/2019.
2. Mary Grace Hanson, Director of Teaching and Learning, retirement effective 6/30/2020.
3. Abby Hedquist, EA at the High School, resignation effective 12/11/2019.
4. Marnie Thompson, Assistant Principal at the High School, retirement effective 6/30/2020.
5. Mark Woitalla, Industrial Tech Teacher at the High School, retirement effective 1/24/2020-approval pending obtaining a suitable replacement.

D. Grant Application Approval

Marnie Thompson, Northfield High School Assistant Principal, requested School Board approval of a \$25,000 grant request from Rice County Family Services Collaborative. This grant will enable the School Connectedness and Truancy Prevention project to continue to use best practice strategies, as identified by Attendance Works, to increase students' connections to their school and increase consistent attendance across all student groups by reducing barriers and providing comprehensive services.

VII. Superintendent's Report

A. Items for Individual Action.

1. Approval of Policies. On a motion by Stratmoen, seconded by Baraniak, the Board approved policies 510, 532, 534, 535, 603 and 611 initially presented at the December 9, 2019, Board meeting and recommended by the Policy Committee. These changes will be effective immediately.
2. Resolution of School Board Supporting FORM B Application to Minnesota State High School League Foundation. On a motion by Goerwitz, seconded by Iverson, the Board approved the Resolution of School Board Supporting FORM B Application to Minnesota State High School League Foundation for a grant to assist in the funding of the leadership program Raider Athletic Leaders Inspiring Enthusiasm. Voting 'yes' was Goerwitz, Hardy, Stratmoen, Quinzel, Baraniak, Iverson, and Pritchard. No one voted 'no'.

VIII. Items for Information

- A. Construction Update #19. Dr. Hillmann updated the Board on the District's construction projects.
- B. Enrollment Report. Dr. Hillmann reviewed the January 2020 enrollment report.
- C. MSBA Board Member Recognition Luncheon, January 16, 2020. Board Clerk Noel Stratmoen will be honored for his 40 years of service on the Northfield School District Board of Education at the Minnesota School Boards Association Conference on Thursday, January 16, 2020, 11:30 a.m. - 12:30 p.m.

IX. Future Meetings

- A. Monday, January 27, 2020, 7:00 p.m., Regular Board Meeting, NHS Media Center
- B. Monday, February 10, 2020, 7:00 p.m., Regular Board Meeting, NHS Media Center

C. Monday, February 24, 2020, 7:00 p.m., Regular Board Meeting, NHS Media Center

X. Adjournment

On a motion by Stratmoen, seconded by Goerwitz, the Board adjourned at 9:33 p.m.

Noel Stratmoen
School Board Clerk

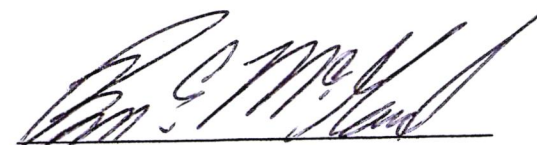
NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 15th day of January, 2020 by and between Sibley PTO, hereinafter the "Donor", and Independent School District No. 659, Northfield, Minnesota, pursuant to the District's policy for receiving gifts and donations, as follows:

TERMS

Read-A-Thon funding for books,
flexible seating, classroom libraries,
and a new swing.
Check #1060 \$6,674.00

Pasha K. Dnaas


Donor
Brian E. McCreagh
Treasurer

Approved by resolution of the School Board on the ____ day of ____, 20__.

INDEPENDENT SCHOOL DISTRICT No. 659

By: _____

Clerk

RESOLUTION ACCEPTING DONATIONS

The following resolution was moved by _____ and seconded by _____:

WHEREAS, Minnesota Statutes 123B.02, Sub. 6 provides: “The board may receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. In that behalf, the board may act as trustee of any trust created for the benefit of the district, or for the benefit of pupils thereof, including trusts created to provide pupils of the district with advanced education after completion of high school, in the advancement of education.”; and

WHEREAS, Minnesota Statutes 465.03 provides: “Any city, county, school district or town may accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor. Nothing herein shall authorize such acceptance or use for religious or sectarian purposes. Every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full.”; and

WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full;

THEREFORE, BE IT RESOLVED, that the School Board of Northfield Public Schools, ISD 659, gratefully accepts the following donations as identified below:

Donor	Item	Designated Purpose (if any)
Sibley PTO	\$6,674.00	Read-A-Thon funding for books, flexible seating, classroom libraries, and a new swing

The vote on adoption of the Resolution was as follows:

Aye:

Nay:

Absent:

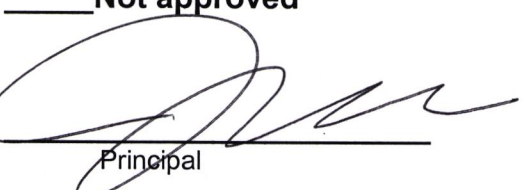

Whereupon, said Resolution was declared duly adopted.

By: Julie Pritchard, Chair

By: Noel Stratmoen, Clerk

Northfield High School Activities Department

ACTIVITY TRIP REQUEST

<u>Softball (Varsity Team)</u>		<u>1/7/20</u>
Sport/Activity		Date
<u>Forest Lake</u>		
Destination		
<u>April 17, approx. 2:00 pm</u>	<u>April 18, approx 5:00 pm</u>	
Date & Estimated Time of Departure	Date & Estimated Time of Return	
Purpose of Trip: <u>Softball Tournament (3 games), Team bonding/</u> <u>Team building</u>		
Transportation Arrangements: <u>Bus</u>		
		Est. Cost _____
Lodging Arrangements (Include Name, Address and Phone of Accommodations): <u>White Bear</u> <u>Country Inn, 4940 US-61, White Bear Lake 651-429-5343</u>		
		Est. Cost <u>\$750</u>
Meal Arrangements: <u>Team Dinner @ Hotel, and Breakfast Breakfast @ Hotel,</u> <u>Lunch on own @ softball fields</u>		
		Est. Cost <u>\$350</u>
Dates & Time of Contests or Appearances: <u>Friday, April 17 + Saturday April 18</u>		
Explanation of how the above expenses will be paid (include the estimated cost per participant): <u>Softball activity account - approx. \$60-\$70 per participant</u>		
Names of Coaches/Advisors/Faculty or other Adult Supervision: <u>Ryan Pletsch and</u> <u>Rich Guggisberg</u>		
<input checked="" type="checkbox"/> Approved		
<input type="checkbox"/> Not approved		
 Principal		 Activities Director

COMMUNITY SERVICES DIVISION

1651 Jefferson Parkway

Northfield, MN 55057

PH 507.664.3650 • FAX 507.664.3651

www.northfieldschools.org

Date: January 21, 2020

TO: Human Resources and Finance Department

FROM: Erin Bailey

RE: Early Childhood Screeners rate of pay

After conducting a market rate analysis regarding the hourly wage for early childhood screeners, I am recommending we adjust the Community Services early childhood screeners hourly rate of pay from \$20.00/hour to \$22.00/hour. This change would be effective January 31, 2020.

Northfield Public Schools School Board and District Committees

Individual School Board members serve on several Board and District standing committees. In addition, board members represent the school district in interaction with various organizations and governing bodies. The School Board will also be represented by individual members who will serve on Task Forces and Ad Hoc Committees.

Membership on Board and District Standing Committees

Board Committees

Board Meet and Confer	Ellen Iverson, Julie Pritchard
Board Negotiations	Board members assigned by Board Chair
Board Policy Review Committee	Rob Hardy, Ellen Iverson, Noel Stratmoen

District Committees

Meets Monthly:

Community Services Advisory Council	Julie Pritchard
Wellness Advisory Committee	Amy Goerwitz
District Youth Council	Ellen Iverson

Meets Quarterly:

Northfield Forward	Tom Baraniak
Northfield Enact	Jeff Quinnell
Communications Advisory Committee	Julie Pritchard
Equity Advocacy Advisory Committee	Tom Baraniak
Facilities Advisory Committee	Tom Baraniak, Noel Stratmoen
Finance Advisory Committee	Julie Pritchard, Jeff Quinnell, Noel Stratmoen
Professional Growth (NEA)	Jeff Quinnell

Meets As Needed:

Review of Instructional Resources	Noel Stratmoen
TORCH Advisory Group	Rob Hardy
Activities Advisory Committee (yearly)	Jeff Quinnell

Current Board Representative

Representatives to Organizations and Governing Bodies

Meets Monthly:

Cannon Valley Special Education Cooperative (CVSEC)	Superintendent Hillmann, Amy Goerwitz
Human Rights Commission	Tom Baraniak
Northfield Area Chamber of Commerce	Superintendent Hillmann

Meets Quarterly:

Schools for Equity in Education (SEE)	Julie Pritchard
Council of Champions – Northfield Promise	Julie Pritchard

Communication as Needed:

Legislative Liaison (MSBA)	Julie Pritchard
Minnesota State High School League (MSHSL)	Julie Pritchard

Updated 1/20



Construction Update No. 20

Presented to the Board on 01.27.2020

Matt Hillmann, Ed.D., Superintendent of Schools

Purpose: The purpose of the construction update summary at each Board meeting is to provide information regarding the five construction projects authorized by the public in November 2018. You can view a full history of the construction updates at www.northfieldschools.org/construction.

Project	Expected Project Cost	Expected Start Date	Expected Completion Date
Bridgewater Elementary	\$2.13 million	June 2019	October 2019 (entry) November 2019 (new office) January 2020 (current office remodel)
Greenvale Park (new)	\$27.62 million	August 2019	August 2020
Sibley Elementary	\$7.38 million	November 2019	August 2020
GVP Early Childhood Center (remodeling)	\$859,000	June 2020	August 2020
Longfellow School (remodeling)	\$837,000	September 2020	December 2020

January 2020

- POC met on January 14 and January 23 to discuss design updates and the elementary furniture design process.