

INDEPENDENT SCHOOL DISTRICT 659
REGULAR SCHOOL BOARD MEETING
Monday, February 10, 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. Co-Curricular Additions
 - B. Proposed 2020-2021 Debt Service Fund Budget
 - C. Proposed 2020-2021 Internal Service Fund Budget
- VI. Consent Agenda
 - A. Approval of Minutes
 - B. Gift Agreements
 - C. Personnel Items
- VII. Superintendent's Report
 - A. Items for Individual Action
 - 1. Transfer of District Property to the City of Northfield for Highway 246 Street Project
 - 2. Resolution Requiring Administration to Make Recommendations Regarding Programming and Staffing for Next Year
- VIII. Items for Information
 - A. Renaming Existing Greenvale Park Elementary
 - B. Construction Update
 - C. Enrollment Report
- IX. Future Meetings
 - A. Monday, February 24, 2020, 7:00 p.m., Regular Board Meeting, NHS Media Center
 - B. Thursday, February 27, 2020, 5:00 p.m., Special 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
- X. Adjournment

**NORTHFIELD PUBLIC SCHOOLS
MEMORANDUM**

Monday, February 10, 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, February 10, 2020, Regular School Board Meeting

- I. Call to Order
- II. Agenda Approval/Table File
- III. Public Comment
- IV. Announcements and Recognitions
- V. Items for Discussion and Reports

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.

A. Co-Curricular Additions

Activities Director Joel Olson will review the co-curricular committee recommendations to the co-curricular job matrix. They are shifting funds by eliminating unused positions and allocating the funds where they need additional coaches. A copy of the recommendations are included in the packet. This will be an item for individual action at the next board meeting.

B. Proposed 2020-2021 Debt Service Fund Budget

The Debt Service Fund Budget for 2020-2021 will be presented by Val Mertesdorf, Director of Finance. The Debt Service Fund accounts for the School District's outstanding bonded indebtedness for past building construction and major capital projects. Revenues represent property tax levies, state credits, and a minor amount of interest. Expenditures represent principal and interest payments on bonds previously sold. The Board will be asked to adopt the budget at the April 13, 2020 Board meeting.

C. Proposed 2020-2021 Internal Service Fund Budget

Director of Finance Val Mertesdorf will present the proposed 2019-2020 Internal Service Fund Budget. The purpose of the Internal Service Fund is to record the financial transactions of the District's self-insured health and dental plan. Director Mertesdorf is including a revised budget for this fund. The Board will be asked to adopt the budget at the April 13, 2020 Board meeting.

VI. 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 27, 2020
- Minutes of the Regular School Board meeting held on January 27, 2020

B. Gift Agreements

- \$2,713.85 from Bridgewater Booster Club for Skatetime School, classroom rug, cultural books for EL program, and Riverbend field trip transportation.

C. Personnel Items

a) Appointments

1. Nathan Bisel, Winter and Spring Recreation Position with Community Services, beginning 2/8/2020-5/31/2020; \$10.00/hr.
2. Christian Heuchert, Recreation Position with Community Services, beginning 2/3/2020-5/31/2020; Lifeguard \$11.14/hr. Program Supervisor (aquatics) \$11.64/hr. General Recreation (aquatics) \$11.00/hr.
3. Samantha Ims, Winter and Spring Recreation Position with Community Services, beginning 2/8/2020-5/31/2020; \$10.00/hr.
4. Betty Kline, Head Custodian at Greenvale Park, beginning 2/5/2020-2/29/2020; Step 6-\$26.17/hr.
5. Brianna Peterson, Winter and Spring Recreation Position with Community Services, beginning 2/1/2020-5/31/2020; Program Supervisor \$11.14/hr.
6. Johan Ponciano, Special Ed EA PCA for 5.75 hours/day at the High School, beginning 2/10/2020-6/5/2020; Step 3-\$16.63/hr.
7. Shelby Rodeman. Special Ed EA PCA for 7.75 hours/day at Greenvale Park, beginning 2/7/2020-6/5/2020; Gen Ed Step 1-\$15.34/hr. Special Ed Step 1-\$15.93/hr.
8. Nicholas Touchette, Winter and Spring Recreation Position with Community Services, beginning 2/8/2020-5/31/2020; \$10.00/hr.

b) Increase/Decrease/Change in Assignment

1. Chrissy Alexander, Gen Ed EA for 2.75 hours/day at Greenvale Park, change to Gen Ed EA for 3.0 hours/day at Greenvale Park, effective 2/3/2020-6/5/2020.
2. Russell Boyington, Gen Ed EA for 2.0 hours/day at Greenvale Park, change to Gen Ed EA for 2.25 hours/day at Greenvale Park, effective 2/3/2020-6/5/2020.
3. Melissa Kaderlik, Special Ed EA PCA for 5.50 hours/day and Gen Ed for 1.50 hours/day at Sibley, change to Special Ed EA PCA for 5.90 hours/day and Gen Ed for 1.10 hours/day at Sibley, effective 1/6/2020-6/5/2020.
4. Adam Karsko, 1.0 FTE Head Custodian at Greenvale Park, change to 1.0 FTE Head Custodian at the High School, effective 2/5/2020; Step 5-Head Custodian
5. Stephanie Mahal, Occupational Therapist with the District, add an overload, effective 11/11/2019-3/20/2020.
6. Steve Taggart, IT Teacher at the Middle School, add an overload for Robotics at the High School, effective 01/28/2020-6/5/2020.

c) Leave of Absence

1. Lisa Laine, EA at Greenvale Park, Family/Medical Leave of Absence, effective 2/5/2020 on an intermittent schedule for up to 60 work days.
2. Gabriela Nieves Marquez, ECCE Outreach Specialist with Community Services, Family/Medical Leave of Absence, effective 3/16/2020 for up to 60 work days.

d) Retirements/Resignations/Terminations

1. Matthew Crase, Assistant Track Coach at the Middle School, resignation effective 2/3/2020.
2. Ryan Driscoll, Student Council Advisor at Greenvale Park, resignation effective at the end of the 2019-2020 school year.
3. Sally Everson, EarlyVentures Site Leader with Community Services, termination effective 2/4/2020.

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

VII. Superintendent's Report

A. Items for Individual Action.

1. Transfer of District Property to the City of Northfield for Highway 246 Street Project. The Board is requested to approve the Resolution Authorizing Donation of Property which declares the portion of district property, described collectively in Exhibits A-D, surplus and approves the donation of the property to the City of Northfield, contingent on the City's construction of the crosswalk and sidewalk extension as set forth herein, and authorizes the Board Chair and Clerk to execute necessary deeds to effect the intent of this Resolution.

Superintendent's Recommendation: Motion to approve the Resolution Authorizing Donation of Property.

2. Resolution Requiring Administration to Make Recommendations Regarding Programming and Staffing for Next Year. A copy of the Resolution is enclosed. The Board passes this Resolution at this time each year to allow the process to begin regarding making changes in the budget. This resolution must be in place in the event that staff positions are discontinued.

Superintendent's Recommendation: Motion to authorize the administration to make recommendations for additions and reductions in programs and for adding or discontinuing positions.

VIII. Items for Information

- A. Renaming Existing Greenvale Park Elementary. Director Bailey will provide the Board an update on the process underway for soliciting input on the renaming of the current Greenvale Park Elementary School for its transition to a district-wide early childhood and community education center. She will also provide the Board information about re-branding the Community Services division along with the move to this facility.
- B. Construction Update #21. Director Bailey will update the Board on the District's construction projects.
- C. Enrollment Report. Director Bailey will review the February 2020 enrollment report.

IX. Future Meetings

- A. Monday, February 24, 2020, 7:00 p.m., Regular Board Meeting, NHS Media Center
- B. Thursday, February 27, 2020, 5:00 p.m., Special 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

X. Adjournment

Co-Curricular Coach/Advisor Matrix | Recommended Transfer of Funds | January 29, 2020
Molly Viesselman, Director of Human Resources

The 2017-19 Master Agreement with the Northfield Education Association changed the way co-curricular positions are added, eliminated, and modified. In the past, the District negotiated the specific number of coaching or advisor positions for each activity and the amount of stipend each position would receive based on its placement on the co-curricular salary schedule (commonly referred to as Schedule C). After the settlement of the agreement, the School Board will approve the additions, reductions, or modifications to positions and the associated stipend amount recommended by the District's co-curricular committee. The co-curricular committee is led by the Activities Director and includes coaches, advisors, and administrators. The salary schedule itself remains in the NEA Master Agreement and the stipend amounts for each "level" will still be part of the negotiations process with the NEA.

Recommended Changes		
Position	Total Cost	Rationale
Transfer funds from 1 assistant dance coach (Level F, Step 1) to Boys Assistant LaCrosse (Level H, Step 1)	-\$3,336	Numbers are down in Dance and the team will still have 1 head coach, 2 assistants and 1 assistant hourly.
Add 1 full-time assistant boy's LaCrosse - funding transferred from Dance (Level H, Step 1)	\$2,531	Numbers are way up in LaCrosse and additional coaching staff is needed. This increases the Boy's LaCrosse by .50 FTE (1 head and 2 assistants).
Shift the .50 FTE position from Boy's LaCrosse to Girls LaCrosse creating a full-time position (Level H, Step 1)	-\$1,265.50	Number are way up in LaCrosse and additional coaching staff is needed. This increases the Girl's LaCrosse by .50 fTE (1 head and 2 assistants)
Add .50 FTE from Boy's part-time position to Girl's LaCrosse (shifted from Boy's LaCrosse - Level H , Step 1)	\$1,265.50	Number are way up in LaCrosse and additional coaching staff is needed. This increases the Girl's LaCrosse by .50 fTE (1 head and 2 assistants)
Totals	-\$805.00	*Note: This is the best approximation at this time.

Salaries based on the 2019-2020 co-curricular salary schedule. These rates will change for the 2020-2021 school year.

Debt Service Proposed Budget | 2020 - 21 • Narrative | February 10, 2020

Val Mertesdorf, Director of Finance

Debt Service Fund

State statute requires the District to ask the voters for authority to bond. This means that property taxes are the main source of revenue for the debt service fund. The majority of our bonds are voter approved and we are required by statute to levy 105% of our debt service payments annually. This is part of our levy certification process we do each fall. The expenditures of the debt service fund are restricted for principal and interest payments as well as any potential service fees we might incur from the debt.

Our revenue projection for 2020-21 is slightly higher than the current fiscal year. Our local levy is less than the prior year. This is a combination of the debt excess calculation and the implementation of the agriculture credit. You will notice our state sources have increased; we are projected to receive about \$175,000 from the state for the 40% reduction in agricultural taxes. In addition, I've increased our interest budget to match where we actually landed last fiscal year.

Our expenditure projection has been very consistent. The 2019-20 expenditures are higher due to the interest payments for the November 2018 building bonds. This expenditure will be more than what we need to levy. The tax impact for taxpayers should be pretty consistent. These amounts are tied directly to our payment schedules.

The debt service fund will decrease slightly while we spend the capitalized interest from the November 2018 bond referendum. For the 2020-21 school year we have six outstanding bonds with principal totaling \$5.23 million and interest totaling \$2,027,675. These six issues have a total debt of \$76,347,135 to be paid over the next nineteen years.



Debt Service Fund
Proposed Budget
2020-21

Debt Service Basics

Debt Service Revenue:

- Levy - 105% of debt principal and interest payments
- State - LTFM Aid, Ag credit and other state credits
- Offset of operating capital and LTFM
- Other financing sources – Refunding bond and capitalized interest

Debt Service Expenditures:

- Outstanding principal and interest payments
 - Other debt costs, i.e. service fees
 - Other financing uses – Refunding bond and capitalized interest
-

Debt Service Revenue

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2020-21 Proposed
Local Property Tax Levy	\$ 4,904,576	\$ 5,001,904	\$ 5,605,746	\$ 5,436,718
Interest on Investments	\$ 29,742	\$ 119,800	\$ 24,000	\$ 120,000
State of Minnesota	\$ 395,312	\$ 737,798	\$ 426,893	\$ 654,089
Other Financing Sources	\$ 154,008	\$ 10,315,748	\$ -	\$ -
Total	\$ 5,483,638	\$ 16,175,250	\$ 6,056,639	\$ 6,210,807

Debt Service Expenditures

	2017-18	2018-19	2019-20	2020-21
	Actual	Actual	Budget	Proposed
Bond Principal Payment	\$ 4,745,000	\$ 4,915,000	\$ 4,910,000	\$ 5,230,000
Bond Interest	\$ 931,827	\$ 813,694	\$ 2,458,743	\$ 2,027,675
Other Debt Service Fees	\$ 6,330	\$ 75,574	\$ 7,000	\$ 7,000
Other Financing Uses	\$ -	\$ 7,670,000	\$ -	\$ -
Total	\$ 5,683,157	\$ 13,474,268	\$ 7,375,743	\$ 7,264,675

Debt Service Summary

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2020-21 Proposed
Beginning Balance	\$ 1,400,141	\$ 1,200,622	\$ 3,901,604	\$ 2,582,500
Revenue	\$ 5,329,630	\$ 5,859,502	\$ 6,056,639	\$ 6,210,807
Total Sources	\$ 6,729,771	\$ 7,060,124	\$ 9,958,243	\$ 8,793,307
Expenditures	\$ 5,683,157	\$ 5,804,268	\$ 7,375,743	\$ 7,264,675
Other Financing Sources	\$ 154,008	\$ 10,315,748	\$ -	\$ -
Other Financing Uses	\$ -	\$ 7,670,000	\$ -	\$ -
Ending Fund Balance	\$ 1,200,622	\$ 3,901,604	\$ 2,582,500	\$ 1,528,632

Principal and Interest Schedule

Issue Date	Net Interest Rate	Original Issue	Purpose	Final Maturity	FY 2020-21 Payments		
					Principal	Interest	Total
12/7/2011	2.0 - 2.375%	\$ 9,750,000	Refund '03A MS/HS/MF	2/1/2024	\$ 540,000	\$ 154,494	\$ 694,494
12/19/2012	1.5 - 2.0%	\$ 9,825,000	Refund '04/'05 Indoor Air	2/1/2025	\$ 930,000	\$ 107,200	\$ 1,037,200
5/13/2014	2.0-3.0%	\$ 1,525,000	GVP/HS Roofs	2/1/2025	\$ 150,000	\$ 20,650	\$ 170,650
3/23/2017	1.93%	\$ 1,325,000	BW Roof	2/1/2027	\$ 125,000	\$ 28,950	\$ 153,950
11/15/2018	2.23%	\$ 7,325,000	Refund 2010A	2/1/2022	\$ 3,485,000	\$ 205,000	\$ 3,690,000
1/31/2019	3.22%	\$ 39,255,000	Elementary/Early Childhood	2/1/2039	\$ -	\$ 1,511,381	\$ 1,511,381
					\$ 5,230,000	\$ 2,027,675	\$ 7,257,675

Maturity Schedule

Fiscal Year	Principal	Interest	Total
2021	5,230,000	2,027,675	7,257,675
2022	4,130,000	1,817,275	5,947,275
2023	4,270,000	1,689,556	5,959,556
2024	4,370,000	1,579,744	5,949,744
2025	2,505,000	1,465,681	3,970,681
2026	2,085,000	1,384,481	3,469,481
2027	2,230,000	1,283,131	3,513,131
2028	2,185,000	1,174,631	3,359,631
2029	2,290,000	1,065,381	3,355,381
2030	2,405,000	950,881	3,355,881
2031	2,490,000	866,706	3,356,706
2032	2,590,000	767,106	3,357,106
2033	2,665,000	689,406	3,354,406
2034	2,745,000	609,456	3,354,456
2035	2,830,000	527,106	3,357,106
2036	2,925,000	431,594	3,356,594
2037	3,025,000	332,875	3,357,875
2038	3,130,000	227,000	3,357,000
2039	3,240,000	117,450	3,357,450
	\$ 57,340,000	\$ 19,007,135	\$ 76,347,135

Questions?

Thank you!

Internal Service Fund | 2019-20 Revised Budget and 2020-21 Proposed Budget | February 10, 2020

Val Mertesdorf, Director of Finance

The Internal Service Fund is used to account for the District's self insured health and dental plans. The dental plan was established in FY06 and the health plan was established in FY12. The revenue is generated by the premiums that the district, our employees and our retirees pay. Our Benefits Advisory Committee sets the premiums that we charge. Expenditures are actual claims expense and the cost to administer the plan. Currently we use Delta Dental and Medica as our plan administrators. The Internal Service Fund is a proprietary fund that is presented separately in the financial statements.

GENERAL INFORMATION:

Overall our self insurance plans have performed very well. The Benefits Advisory Committee has set a minimum fund balance goal of 40% of claims expenditures. You will see on the following slides that we surpassed our fund balance goals, and stabilized our rates in a time when many organizations are seeing double digit rate increases! The change to self insurance was a long and thoughtful process. Northfield was awarded the Local Government Innovation Award in 2018 for our work on this program.

DENTAL:

Our dental participation has been stable the last two years. The influx in 2016-17 and decline in 2017-18 is the impact of our one year fiscal host arrangement with the Cannon Valley Special Education Cooperative. The dental fund has performed optimally every year. The Benefits Advisory Committee recommended holding rates flat again. It is important to note, that these are the same rates that were set in 2005 when we started our self insured dental plan! Our dental rates have not increased in 15 years.

On the financial summary you will see a budget revision of the current year as well as the proposed budget for 2020-21. Based on analysis of the past two audit years, I am proposing an increase to the charges for services and a net reduction of expenditures. The 2020-21 proposed budget shows a slight decrease in charges for services due to the small decrease in participation. The insurance claims are projected to increase slightly and our administrative expenses will decrease slightly due to the decline in participation. We anticipate ending 2020-21 with \$491,210 which is above our minimum fund balance goal.

HEALTH:

The health plan enrollment has increased slightly. The impact of the Cannon Valley Special Education staffing can be seen in our participation numbers for health similar to the impact for dental. The Benefits Advisory Committee recommended holding our rates flat for 2020. We know, however, our health plan has been experiencing very significant claims in the past two years. This is the reason we have intentionally built the fund balance. We have been able to hold rates flat for the past seven years.

This scenario is exactly why we put the effort in to move to a self-insured model. Based on discussion and review with our self insurance consultant, we do feel it will be necessary to begin increasing the premiums starting in 2021.

The health financial summary shows a revised budget for the current year as well as the proposed 2020-21 budget. The primary changes for the revised budget are a decrease in charges for services due to the enrollment decline as well as a change in accounting for our retiree payments. You will also notice a significant increase in our claims; this is based on historical trends. The 2020-21 proposed budget shows an increase in charges for services based on the enrollment increase. Claims are also projected to increase based on medical inflation as well as increased participation. We anticipate ending 2020-21 with \$4,564,153 which is above our minimum fund balance goal.

SUMMARY:

Overall, our self insurance has been incredibly successful. This is one of the best stories in terms of stewardship of our resources. The Benefits Advisory Committee under Molly Viesselman's leadership has laid the groundwork for a successful, sustainable and cost effective program, while at the same time maintaining or increasing benefits for employees!



Internal Service Fund
Proposed Budget
2020-21

Internal Service Fund Basics

- Fund that accounts for our self insured health and dental plans
 - Dental was established in FY06 and Health was added in FY12
 - Revenue is from the premiums paid by the district, employees and retirees
 - Expenditures reflect actual claims paid and the administration of the plan
 - Currently using Delta Dental and Medica (effective 1/1/2020)
 - Stand alone fund that is presented separately on our financial statements
 - Stop-loss insurance coverage is \$125,000 per member per year
-

Dental Fund

Participation							
	2020-21	2019-20	2018-19	2017-18	2016-17	2015-16	2014-15
Single	189	199	198	192	214	186	174
Family	405	404	397	385	380	342	329
Total	594	603	595	577	594	528	503
Change	-1.5%	1.3%	3.1%	-2.9%	12.5%	5.0%	3.1%

[illegible]

Dental Financial Summary

	2017-18 AUDIT RESULTS	2018-19 AUDIT RESULTS	2019-20 CURRENT BUDGET	2019-20 REVISED BUDGET	2020-21 PROPOSED BUDGET
Beginning Balance	\$279,428	\$331,277	\$413,265	\$413,265	\$420,915
Charges for Services	603,460	624,260	587,243	634,905	631,683
Interest Earnings	2,598	5,783	2,500	2,500	6,000
Total Sources	885,486	961,320	1,003,008	1,050,670	1,058,598
Insurance Claims	517,285	507,202	543,323	514,022	526,604
Administrative Fees	36,924	40,853	38,770	41,402	40,784
Total Expenditures	554,209	548,055	582,093	555,424	567,388
Ending Fund Balance	\$331,277	\$413,265	\$420,915	\$495,246	\$491,210
Goal	\$206,914	\$202,881	\$217,329	\$205,609	\$210,642

Health Fund

Participation

	2020-21	2019-20	2018-19	2017-18	2016-17	2015-16	2014-15
Single	134	139	149	145	173	158	160
Family	344	332	335	325	307	277	250
Total	478	471	484	470	480	435	410
Change	1.5%	-2.7%	3.0%	-2.1%	10.3%	6.1%	3.5%

Monthly Premium

	2020-21	2019-20	2018-19	2017-18	2016-17	2015-16	2014-15
CMM - S	\$ 502.70	\$ 502.70	\$ 502.70	\$ 602.70	\$ 602.70	\$ 602.70	\$ 602.70
CMM - F	\$ 1,529.32	\$ 1,529.32	\$ 1,529.32	\$ 1,629.32	\$ 1,629.32	\$ 1,629.32	\$ 1,629.32
HRA - S	\$ 498.92	\$ 498.92	\$ 498.92	\$ 598.92	\$ 598.92	\$ 598.92	\$ 598.92
HRA - F	\$ 1,516.90	\$ 1,516.90	\$ 1,516.90	\$ 1,616.90	\$ 1,616.90	\$ 1,616.90	\$ 1,616.90

Health Financial Summary

	2017-18 AUDIT RESULTS	2018-19 AUDIT RESULTS	2019-20 CURRENT BUDGET	2019-20 REVISED BUDGET	2020-21 PROPOSED BUDGET
Beginning Balance	\$5,637,018	\$5,711,406	\$5,645,927	\$5,645,927	\$5,177,010
Charges for Services	6,859,449	6,891,856	6,805,177	6,611,762	6,825,099
Interest Earnings	46,129	85,365	47,000	47,000	85,000
Total Sources	12,542,596	12,688,627	12,498,104	12,304,689	12,087,108
Insurance Claims	6,030,277	6,245,197	5,989,934	6,320,552	6,671,068
Administrative Fees	800,913	797,503	858,456	807,127	851,887
Total Expenditures	6,831,190	7,042,700	6,848,390	7,127,679	7,522,955
Ending Fund Balance	\$5,711,406	\$5,645,927	\$5,649,714	\$5,177,010	\$4,564,153
Goal	\$2,412,111	\$2,498,079	\$2,395,974	\$2,528,221	\$2,668,427

Questions?

Thank you!

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

January 27, 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 5:33 p.m. Board members present: Goerwitz, Hardy, Stratmoen, Baraniak, Iverson, and Pritchard. Board member Quinnell arrived at 5:37 p.m. Also in attendance was Superintendent Dr. Matt Hillmann, Director of Finance Val Mertesdorf, and Director of Human Resources Molly Viesselman.

II. Items for Discussion and Reports

A. Negotiations Strategy

The Board discussed negotiations strategy.

III. Adjournment

On a motion by Stratmoen, seconded by Goerwitz, the Board adjourned at 6:44 p.m. Motion carried.

Noel Stratmoen
School Board Clerk

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

January 27, 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 7:00 p.m. Present: Goerwitz, Hardy, Stratmoen, Quinnell, Baraniak, Iverson and Pritchard.
- II. Agenda Approval/Table File
On a motion by Quinnell, seconded by Iverson, the Board approved the agenda.
- III. Public Comment
There was no public comment.
- IV. Announcements and Recognitions
 - School Board Chair Pritchard congratulated Board Clerk Noel Stratmoen who was honored for his 40 years of service on the Northfield School District Board of Education at the Minnesota School Boards Association Conference on January 16, 2020.
- V. Items for Discussion and Reports
 - A. Sibley Elementary School Update
Principal Scott Sannes provided an update on activities, accomplishments and challenges occurring at Sibley Elementary School. Enrichment groups, parent communication, and the second year of the Collaborative Classroom reading curriculum are going well. Sibley staff and students are excited about their new spaces and the building renovation happening at Sibley. Mr. Sannes reported there is an ongoing concern with children's mental health issues, and the number of school volunteers has been dropping the last several years.
 - B. Greenvale Park Elementary School Update
Principal Sam Richardson provided an update on activities, accomplishments and challenges occurring at Greenvale Park Elementary School. Responsibility Centered Discipline, positive communications home to families, and the second year of the Collaborative Classroom reading curriculum are going well. The creation of the new Greenvale Park Elementary School has provided an exciting process for students and staff to follow. A beam signing allowed all staff and students to have their names a permanent part of the new school. Providing support to students with more complex social and emotional needs, and writing services for English Language students continue to be evaluated for effectiveness.
 - C. Proposed 2020-2021 Operating Capital and Long-Term Facilities Maintenance Budget
Val Mertesdorf, Director of Finance, presented the 2020-2021 Operating Capital Budget and Long-Term Facilities Maintenance Plan. The Board will be asked to adopt the budget at the February 24, 2020 Board meeting.
 - D. Summary of Superintendent's Mid-Year Evaluation
School Board Chair Julie Pritchard shared her summary of the Superintendent's mid-year performance evaluation. Board members gave Dr. Hillmann a very strong performance rating, 4.71 on a 5-point scale, across 52 key job responsibilities.
 - E. Transfer of District Property to the City of Northfield for Highway 246 Street Project
Superintendent Hillmann reviewed 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. The Board reviewed 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. The estimated cost of this crosswalk is \$50,000.00.

F. Teaching and Learning Department Restructure

Superintendent Hillmann reviewed 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. The plan will result in an annual estimated savings of \$461,565.

VI. Committee Reports

There were no committee reports.

VII. Consent Agenda

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

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 requested School Board approval for a co-curricular overnight trip for the 2019-2020 school year.

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.
- 4) Caroline Ash, Winter and Spring Recreation Position for 1-2 hours/day on Thursday's with Community Services, beginning 1/28/2020-5/31/2020; \$10.00/hr.
- 5) Jeff Eckhoff, Interim Assistant Principal for 29 contracted days at the High School, beginning 1/28/2020-03/20/2020; \$594.61/per day.
- 6) Mishia Edwards, Event Worker at the High School, beginning 1/27/2020.
- 7) Emma Hodapp, Winter and Spring Recreation Position for 3 hours/day on Saturday's with Community Services, beginning 2/8/2020-5/31/2020. \$10.00/hr.
- 8) John McNamara, .8 FTE Industrial Technology Teacher at the High School, beginning 1/27/2020-6/5/2020; BA+60, Step 15
- 9) Margaret Weaver, Special Ed EA PCA for 6.75 hours/day at the Middle School, beginning 1/31/2020-6/5/2020; Spec Ed Step 1-\$15.93/hr.
- 10) Adrienne Whitson, Winter and Spring Recreation Position for 2.5 hours/day on Saturday's with Community Services, beginning 2/8/2020-5/31/2020; \$10.00/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.
 8. Abbie Geiger, EA at Sibley, add Event Worker at the High School, effective 1/22/2020.
 9. Jasmin Koteck, Assistant Dance Team Coach, change to Head Dance Team Coach at the High School, effective 1/17/2020. Level C-20%.
 10. Mel Miller, Event Worker for the High School, add Head Girls' Golf Coach at the High School, effective 1/23/2020; Level D, Step 1.
- 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.
 3. Babs Vigesaa, Custodian at the High School, Family/Medical Leave of Absence extended to 1/24/2020.
- 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.
 5. Chris Holmquist, Art Teacher at the High School, retirement effective at the end of the 2019-2020 school year.
 6. Anne Jarvis, Teacher at the Middle School, retirement effective at the end of the 2019-2020 school year.
 7. Carolyn Manderfeld, EA at the Middle School, resignation effective 2/6/2020.
- 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

On a motion by Quinnell, seconded by Baraniak, the Board approved Thank A Coach/ Adviser Week Proclamation as follows:

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.

2. Paraprofessional Recognition Week Proclamation

On a motion by Goerwitz, seconded by Iverson, the Board approved the Paraprofessional Recognition Week Proclamation as follows:

WHEREAS, Minnesota is home to more than 20,000 paraprofessionals who provide services in multiple settings within schools, including support for instruction, student activities, and for individual students, as well as numerous other tasks that contribute to educational success; and WHEREAS, the support of services provided by paraprofessionals are integral to student achievement, resulting in even better, more effective Minnesota schools; and WHEREAS, the State of Minnesota and the Minnesota Department of Education are committed to excellence in education and recognize the important role that paraprofessionals play in ensuring educational success; and WHEREAS, the Minnesota Department of Education will celebrate the contributions of paraprofessionals during Paraprofessional Recognition Week, which runs from January 27 through January 31, 2020.

NOW THEREFORE, the Northfield Public Schools Board of Education does hereby proclaim January 27 - January 31, 2020, as Paraprofessional Recognition Week.

IX. Items for Information

- A. School Board Committee Appointments. The list of School Board Committee appointments for 2020 was distributed to the Board.
- B. Construction Update. Dr. Hillmann provided an update on construction projects throughout the district.

X. Future Meetings

- A. Monday, February 10, 2020, 7:00 p.m., Regular School Board Meeting, NHS Media Center
- B. Monday, February 24, 2020, 7:00 p.m., Regular School Board Meeting, NHS Media Center
- C. Thursday, February 27, 2020, 5:00 p.m., Special School Board Meeting, NHS Media Center
- D. Monday, March 9, 2020, 7:00 p.m., Regular School Board Meeting, NHS Media Center
- E. Monday, March 30, 2020, 5:00 p.m., Special School Board Meeting, NHS Media Center

XI. Adjournment

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

Noel Stratmoen
School Board Clerk

NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 30 day of January, 2020, by and between Bridgewater Booster Club, 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

Check #1318, \$ 2,713.85. \$1,600.00 for Skatetime School program, \$132.35 for classroom rug, \$150.04 for cultural books for EL program, and \$831.46 for the Riverbend Field Trip transportation.

Bridgewater Booster Club
Donor

By: Received by Jessie Huebsch - BW office

Approved by resolution of the School Board on the _____ day of _____, _____.

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)
Bridgewater Booster Club	\$2,713.85	\$1,600 for Skatetime School \$ 132.35 for classroom rug \$ 150.04 for cultural books for EL program \$ 831.46 for Riverbend field trip transportation

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

Member _____ introduced the following Resolution and moved its adoption:

RESOLUTION AUTHORIZING DONATION OF PROPERTY

WHEREAS, the District owns the property described collectively in Exhibits A-D attached hereto (hereafter referred to as the "Property"); and

WHEREAS, the Property is not needed for school purposes; and

WHEREAS, the City of Northfield intends to construct a round-a-bout and trail at the intersection of Minnesota Trunk Highway 246 and Jefferson Parkway, and the project requires that the City acquire the Property from the District; and

WHEREAS, the City has committed, as a condition of the donation, to construct, at its sole cost and expense, 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, the above crosswalk and sidewalk work will benefit student and staff safety.

NOW, THEREFORE, BE IT RESOLVED by the School Board of Independent School District No. 659, as follows:

1. The School Board hereby declares the Property surplus and approves the donation of the Property to the City.
2. The donation of the Property is contingent on the City's construction of the crosswalk and sidewalk extension as set forth herein.
3. The Board Chair and Clerk are authorized to execute necessary deeds to effect the intent of this Resolution; District administration and legal counsel are authorized to take all other actions necessary to effect the intent of this Resolution.

The motion for the adoption of this Resolution was duly seconded by _____, and upon a vote being taken, the following voted in favor of the Resolution:

And the following voted against the Resolution:

Whereupon this Resolution was declared duly passed and adopted.

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

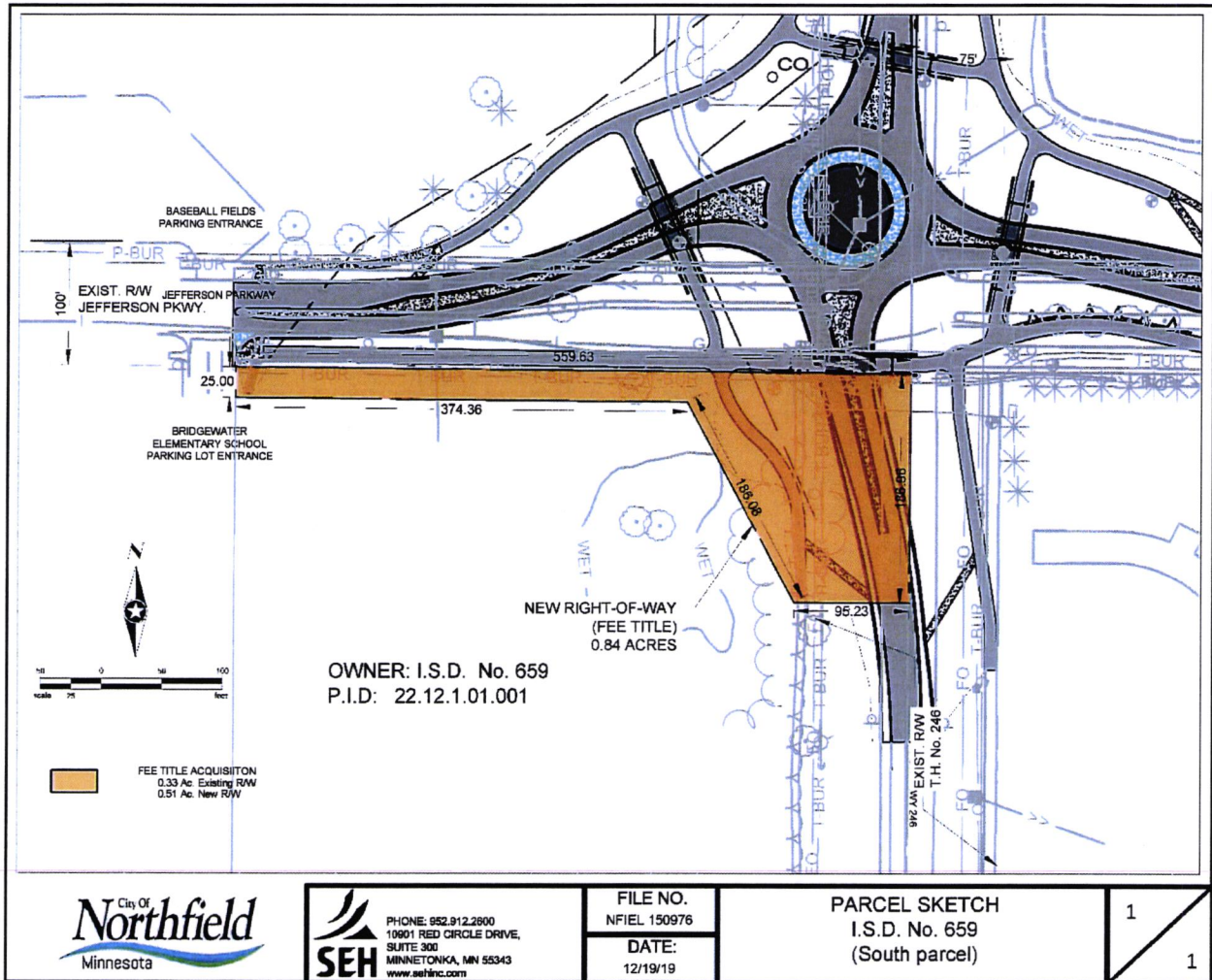


EXHIBIT C

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.

Parcel Sketch of Northern Property



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 #659 (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 crossing Trunk Highway 246 between Cornerstone Community Church and Bierman Funeral Home 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

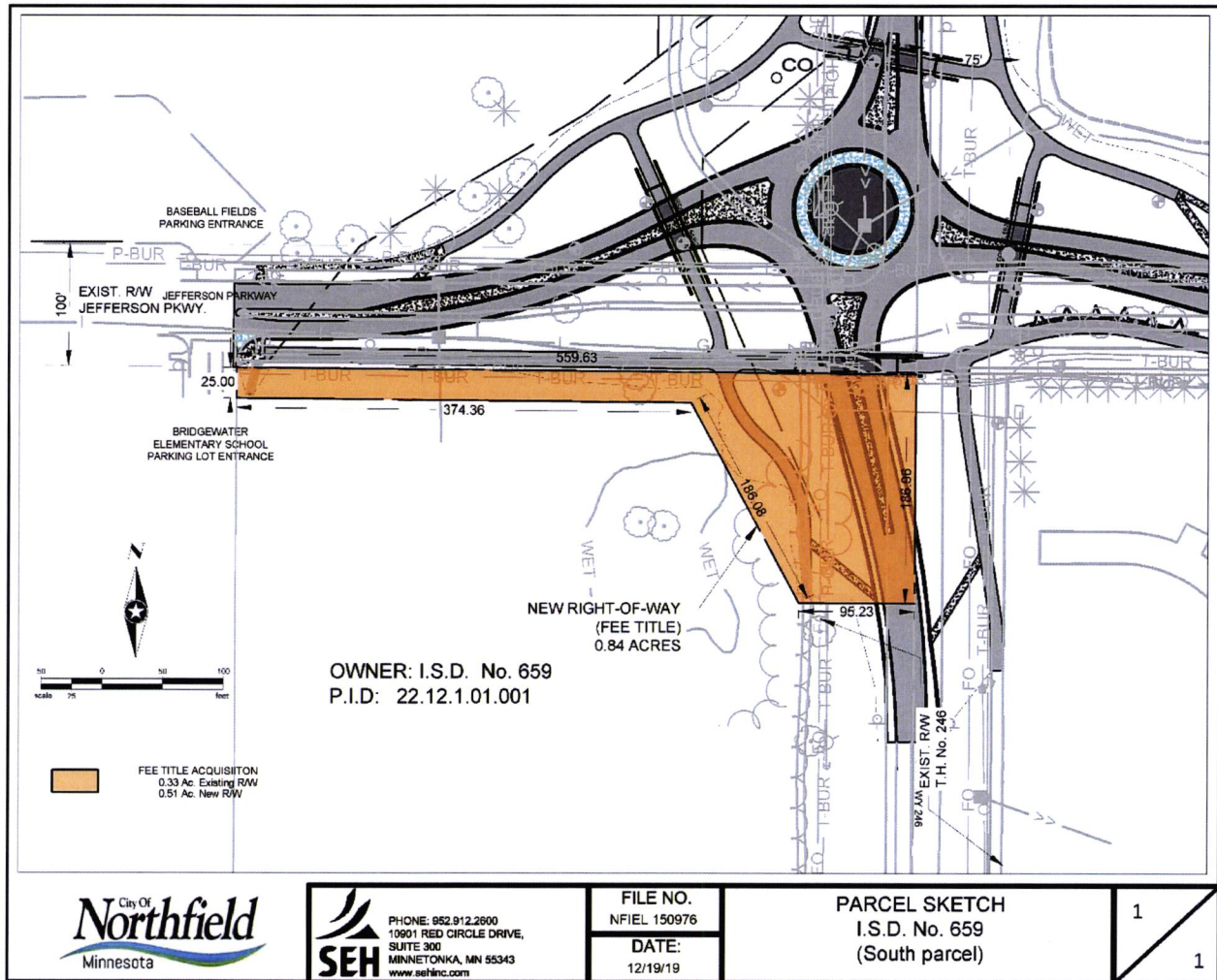


EXHIBIT C

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.

Parcel Sketch of Northern Property

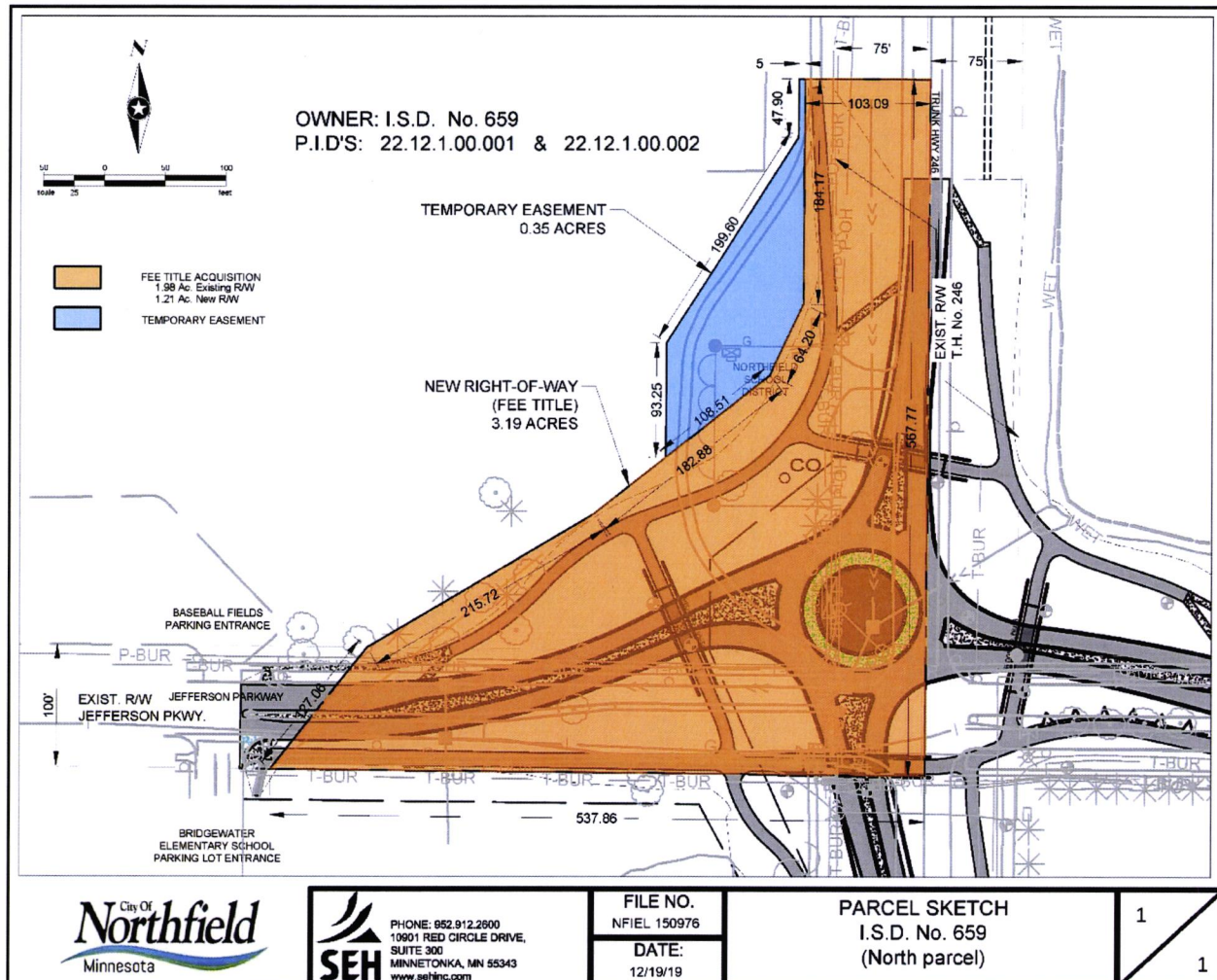


EXHIBIT E

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

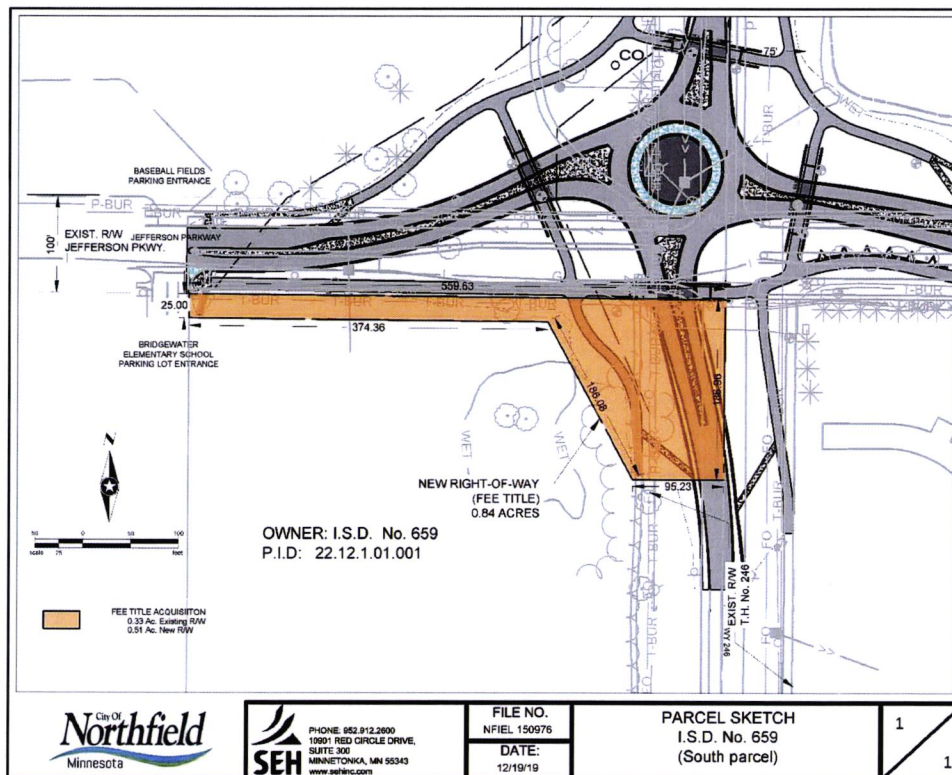


EXHIBIT G

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

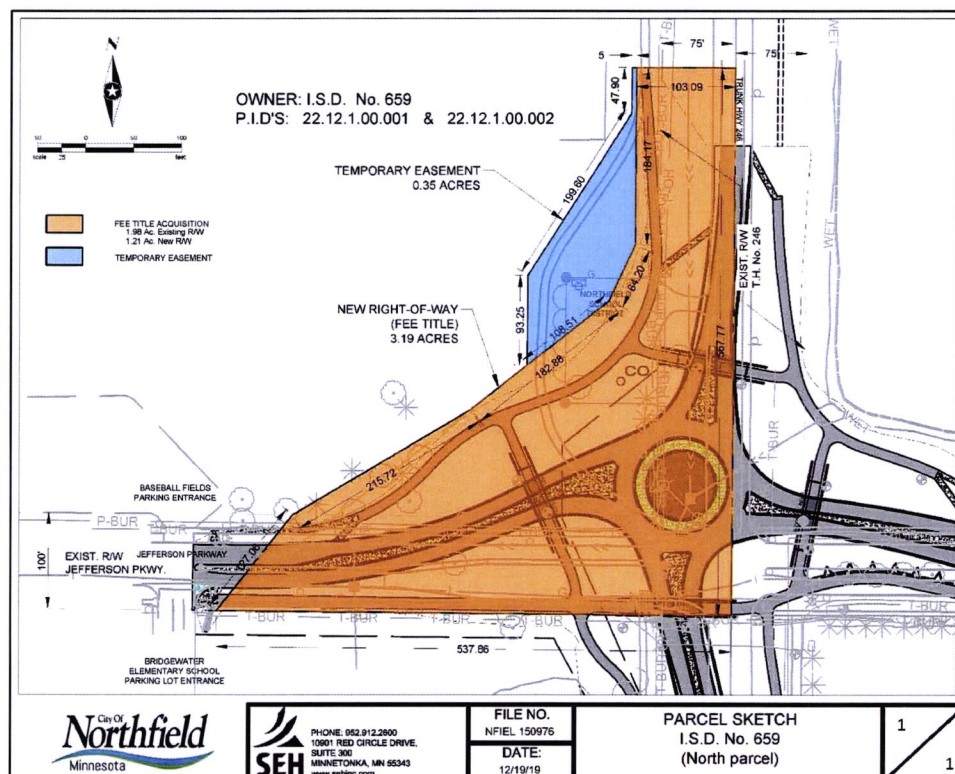
LEGAL DESCRIPTION

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 B

PARCEL SKETCH



TEMPORARY CONSTRUCTION EASEMENT AGREEMENT

This Agreement is made this ____ day of _____, 2020 by and between Independent School District #659, 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 #659

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 #659, 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.

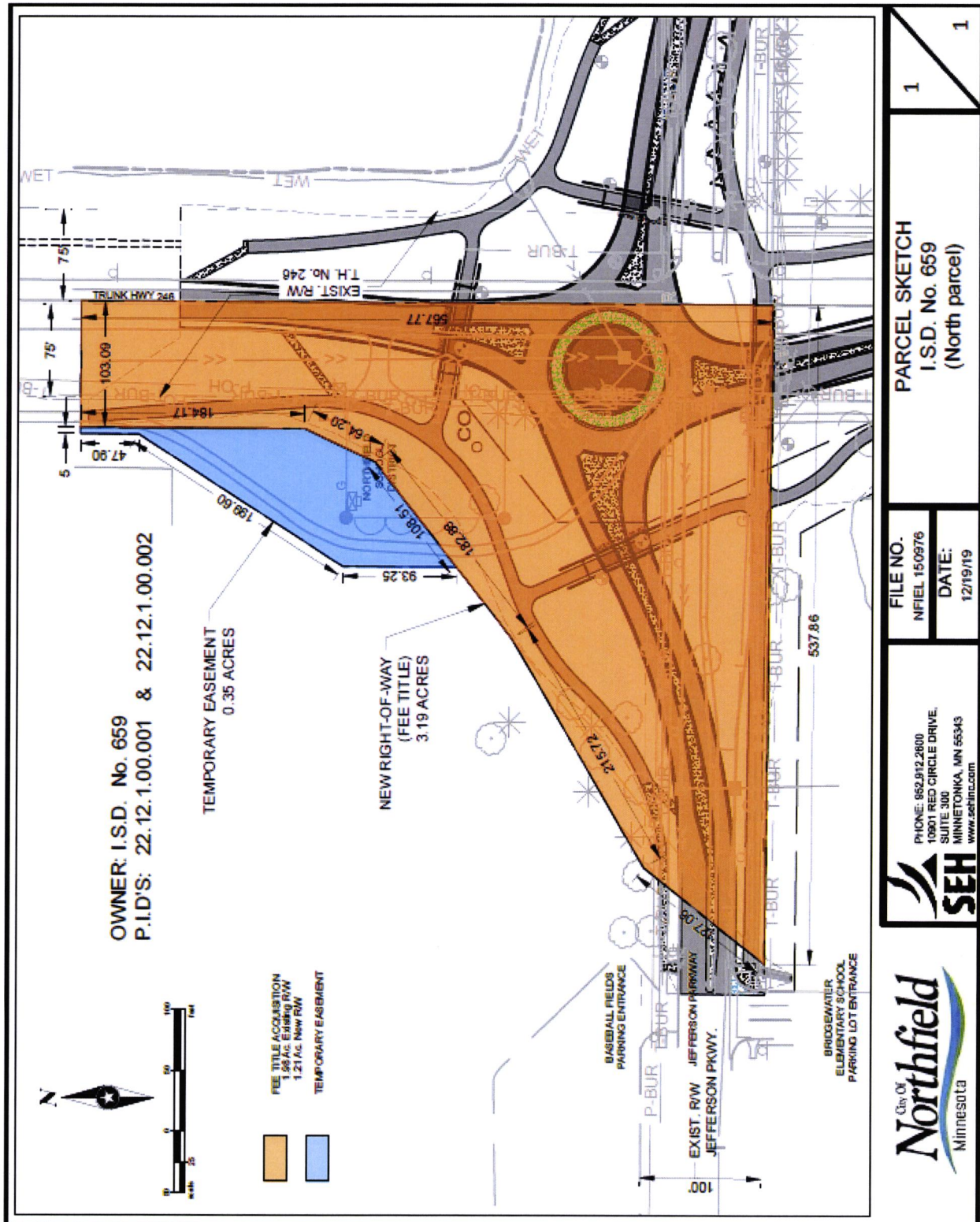
Notary Public

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



RESOLUTION REQUIRING THE ADMINISTRATION TO MAKE RECOMMENDATIONS REGARDING PROGRAMMING AND STAFFING FOR NEXT YEAR

WHEREAS, the financial condition of the school district dictates that the school district may require reallocation of resources between programs for the 2020-2021 school year, and

WHEREAS, there may be reductions in student enrollments within specific programs and/or grade levels, and,

WHEREAS, this reduction in expenditures may require discontinuance of positions and discontinuance or curtailment of programs, and

WHEREAS, a determination must be made as to which teachers' contracts must be terminated and not renewed and which teachers may be placed on unrequested leave of absence without pay or fringe benefits in effecting discontinuance of positions,

BE IT RESOLVED, by the School Board of Independent School District No. 659, as follows:

That the School Board hereby directs the Superintendent of Schools and the administration to consider the reduction and/or discontinuance of programs or positions to accomplish economies in the school district as a result of reductions in enrollment and/or funding and to make recommendations to the School Board for the discontinuance of programs, curtailment of programs, discontinuance of positions or curtailment of positions.

Dated: February 10, 2020



Construction Update No. 21
Presented to the Board on 02.10.2020
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

February 2020

- Construction continues at both Greenvale Park and Sibley.

January 2020

- Bids for the Greenvale Park renovation project went out on January 31.
- The Bridgewater Elementary School construction project is done and all classroom and office moves are complete.

							2019-2020						
School and	September	September	September	September	October	November	December	January	February	March	April	May	End of Year
Grade Level	3rd	6th	13th	20th	1st	1st	2nd	6th	3rd	2nd	1st	1st	6/7/20
Longfellow													
Early Childhood	95	98	100	102	99	117	113	128	136				
Total	95	98	100	102	99	117	113	128	136	0	0	0	0
Greenvale Park													
Grade K-2032	75	73	73	74	74	73	72	73	75				
Grade 1-2031	67	68	68	68	67	67	69	67	67				
Grade 2-2030	79	79	79	79	78	79	79	79	78				
Grade 3-2029	60	61	61	61	61	61	63	63	61				
Grade 4-2028	79	79	79	79	79	81	81	81	82				
Grade 5-2027	76	75	75	75	75	75	75	77	75				
Total	436	435	435	436	434	436	439	440	438	0	0	0	0
Sibley													
Grade K-2032	91	91	91	91	91	91	91	91	90				
Grade 1-2031	94	93	93	92	92	92	93	90	90				
Grade 2-2030	86	86	86	86	86	85	85	85	83				
Grade 3-2029	87	86	86	86	86	89	90	90	89				
Grade 4-2028	99	97	97	97	97	97	98	99	100				
Grade 5-2027	95	94	94	94	94	95	95	95	95				
Total	552	547	547	546	546	549	552	550	547	0	0	0	0
Bridgewater													
Grade K-2032	83	84	84	83	82	82	82	81	81				
Grade 1-2031	96	95	95	95	95	94	94	95	96				
Grade 2-2030	96	95	95	95	95	95	95	95	95				
Grade 3-2029	100	100	100	100	100	99	99	97	97				
Grade 4-2028	104	104	104	104	104	104	104	104	105				
Grade 5-2027	118	118	118	118	118	118	119	121	122				
Total	597	596	596	595	594	592	593	593	596	0	0	0	0
Middle School													
Grade 6-2026	330	307	308	308	308	308	309	313	312				
Grade 7-2025	345	341	342	342	341	340	340	339	341				
Grade 8-2024	337	335	335	335	333	335	334	334	338				
Total	1012.0	983.0	985.0	985.0	982.0	983.0	983.0	986	991	0	0.0	0.0	0.0
High School													
Grade 9-2023	324	321	319	320	320	319	321	321	316				
Grade 10-2022	359	358	358	358	358	361	362	362	361				
Grade 11-2021	356	353	353	355	354	354	353	353	353				
Grade 12-2020	301	304	303	303	303	304	302	301	295				
Total	1340	1336	1333	1336	1335	1338	1338	1337	1325	0	0	0	0
ALC													
Grade 9-2023		1	1	2	1	1	1	1	2				
Grade 10-2022	3	5	5	5	14	15	15	18	18				
Grade 11-2021	8	15	18	15	30	33	33	33	33				
Grade 12-2020	21	51	59	60	88	87	85	83	79				
Total	32	72	83	82	133	136	134	135	132	0	0	0	0
Grand Total	4064.0	4067.0	4079.0	4082.0	4123.0	4151.0	4152	4169	4165	0.0	0.0	0.0	0.0
Full Time only (excluding EC and Part-time/Independent Study ALC)	3958.0	3960.0	3960.0	3962.0	3953.0	3966	3974	3977	3972				

LongfellowEarly Childhood

Dorey	14
Gross	10
Kremin	16
Kruse	7
Matthews	11
O'Connor	8
Roth	10
Schnorr	10
Sorenson	13
Waters	17
Webster	5
Winter	15
** TOTAL	136

Sibley

Grade	Teacher		
K	Bom	23	
K	Heil	23	
K	Matson	23	
K	Otte	21	
1	Craft	21	
1	Downs	21	
1	Sasse	25	C
1	Swenson	23	
2	Benhart	22	C
2	Seeberg	21	
2	Soderlund	20	
2	Spitzack	20	
3	Guggisberg	23	
3	Jandro	21	
3	Johnson	20	C
3	Sweeney	25	
4	Fox	25	
4	Haar	24	
4	McManus	27	C
4	Rud	24	
5	Baragary	25	
5	Malecha	25	
5	Ostermann	21	C
5	Stulken	24	
	TOTAL	547	

Greenvale Park

K	Flicek	19	
K	Hagberg	18	
K	Kortbein	19	
K	Ziemann	19	
1	Landry	23	C
1	Nivala	23	
1	Zach	21	
2	Amundson	23	C
2	Bulfer	18	
2	Johnson	18	
2	Larson	19	
3	Alvarez, C	22	C
3	Timerson	19	
3	Youngblut	20	
4	Clarey	19	
4	Dimick	19	
4	Garcia	25	C
4	Hetzel	19	
5	Harding	18	
5	Russell	20	C
5	Sickler	18	
5	Spitzack	19	
	TOTAL	438	

Bridgewater

K	Allison	19	
K	Cade	21	
K	Danielson	20	
K	Tran	21	
1	Charlton	23	
1	Hall	26	
1	Hoff	23	
1	Lanza	24	C
2	Ellerbusch	24	
2	Lofquist	23	
2	Rubin	25	C
2	Schwaab	23	
3	Larson	23	C
3	Sickler	26	
3	Temple	24	
3	Truman	24	
4	Haley	26	
4	Ryan	27	
4	Schuster	27	
4	Swenson	25	C
5	DeVries	23	C
5	Duchene	25	
5	Holden	25	
5	Kohl	25	
5	Polzin	24	
	TOTAL	596	

Middle School

Grade 6-2026	312
Grade 7-2025	341
Grade 8 2024	338
TOTAL	991

High School

Grade 9-2023	316
Grade 10-2022	361
Grade 11-2021	353
Grade 12-2020	295
TOTAL	1325

Early Childhood**	136	
Kindergarten-2032	246	
Grade 1-2031	253	
Grade 2-2020	256	
Grade 3-2029	247	
Grade 4-2028	287	
Grade 5-2027	292	
Total K-5	1717	1717
Total Middle School	991	991
Total High School	1325	1325
GRAND TOTAL	4033	4033
ALC 9-12	132	132
GRAND TOTAL with ALC	4165	4165

ALC	F/T	**P/T	**I/S	TOTAL
Grade 9-2023	2	0	0	2
Grade 10-2022	8	0	10	18
Grade 11-2021	20	0	13	33
Grade 12-2020	45	0	34	79
TOTAL	75	0	57	132

Full Time only (excluding EC and Part-time/Independent Study ALC)	3972
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