

NORTHFIELD PUBLIC SCHOOLS
Office of the Superintendent
Memorandum

TO: Board of Education
FROM: Matt Hillmann Ed.D., Superintendent
RE: Table File Items for February 14, 2022, Regular School Board Meeting

5. Items for Discussion and Reports
 - a. Proposed 2022-2023 Operating Capital and Long-Term Facilities Maintenance Budget. Director Mertesdorf has provided an updated 2022-2023 Proposed 2022-2023 Operating Capital and Long-Term Facilities Maintenance Budget narrative and presentation in the table file.
6. Consent Agenda
 - e. Personnel Items
 - i. Appointments
 19. Kally Dahle, Production Coordinator for Rock and Roll Revival at the High School Activities, beginning 2/14/2022; \$3,900 stipend
 20. Gustaf Welbaum, KidVentures Student Site Assistant for up to 15 hours/week at Greenvale Park, beginning 2/17/2022; \$10.33/hr.
 - ii. Increase/Decrease/Change in Assignment
 26. Julene Johnson, Community School Site Assistant for 6 hours/week at Greenvale Park, change to Community School Site Assistant for 0 hours/week at Greenvale Park, effective 2/9/2022.
 27. Natalie Ponciano Bartolo, Special Ed EA PCA at Bridgewater, add Special Ed EA Extracurricular/Nonacademic Support for an additional 100 minutes/week, effective 2/14/2022-4/27/2022.
 28. John Watkins, Site Supervisor with Community Education, add Program Assistant with Community Education Recreation, effective 2/12/2022-5/31/2022. \$13.00/hr.
 - iii. Leave of Absence
 - iv. Retirements/Resignations/Terminations
 5. Krista Betcher, Teacher at the Middle School, retirement effective 3/23/2022.
 6. Bonnie Eliason, Child Nutrition Associate at the High School, resignation effective 2/10/2022. Will continue as a substitute with the district.
7. Items for Individual Action
 - d. Northfield School District 2021-22 COVID-19 Safety Protocols. Dr. Hillmann will propose changes to the district's COVID-19 safety protocols..

Superintendent's Recommendation: Motion to approve the proposed changes to the district's 2021-22 COVID-19 safety protocols effective February 21, 2022.

2022-23 Capital and Long Term Facilities Maintenance | Proposed Budget | 2.14.22

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. This levy will expire in 2023 which is revenue for the 23-24 school year.
- 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 2022-23, LTFM revenue will be our largest source at 41%. This funding source is annually 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 23%, respectively. Our total capital revenue is projected to be \$3,276,533 which is a slight decline from prior years due to our projected enrollment decline as well as our new long term facilities maintenance bond.

We will need to begin a conversation regarding the capital projects levy. This levy has been an integral part of the District's technology initiatives. The resources this levy has provided for our students allowed

the district to shift to distance learning this spring with limited device needs. This ten-year levy will expire in 2023. We would be required to ask the voters to reauthorize the levy and/or increase it.

Projected Expenditures

We are projecting capital expenditures of approximately \$2,176,096. The capital committee approved expenditures such as a science room addition at Bridgewater (within the Media Center), replacing a large plow truck and some updated equipment for the Technology and Engineering spaces at the High School. We did not allocate \$300,000 of technology salaries in the capital budget to ensure they were included with the priority based budget process.

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, Cole Nelson prioritizes projects and sets the expenditures for the year. We utilized the LTFM funding to supplement our building construction projects from the 2018 referendum. For fiscal year 2022-23 we will be remodeling the main office at the High School and resurfacing the track as the major projects.

Financial Summary

At the end of 2022-23 we are projecting that the operating capital fund balance will be \$478,633. The long term facilities maintenance fund balance is projected to be \$704,026. Our fund balance goal is to maintain a minimum of \$200,000 in operating capital and \$600,000 in LTFM. The current projections are more than our goal.

Overall, the funding and flexibility we have because of the long term facilities maintenance program has been incredibly beneficial for the district. 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.

2022-23 PROPOSED BUDGET

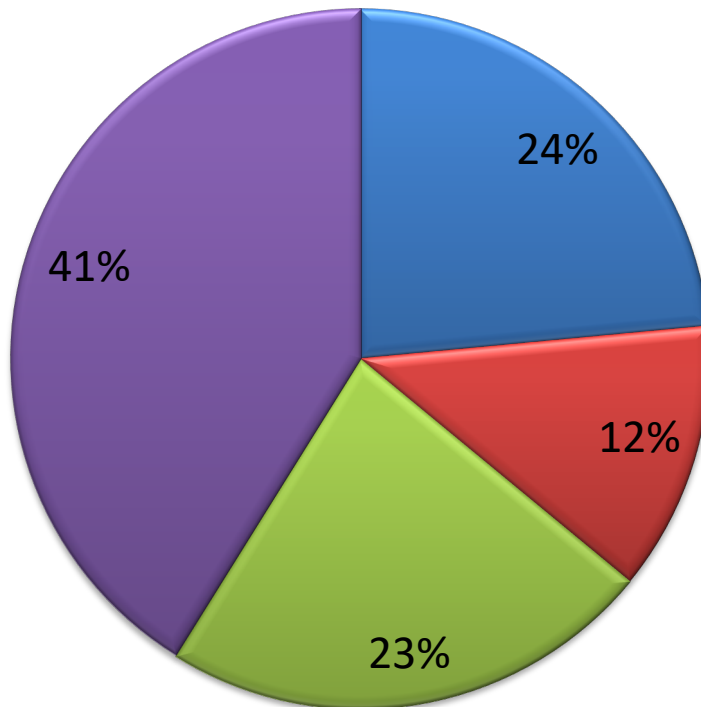
Capital & Long Term Facilities Maintenance

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

\$3,276,533



■ Operating Capital
\$770,227

■ Lease Levy
\$407,986

■ Capital Levy
\$750,000

■ Long Term Facilities
Maintenance
\$1,348,320

Projected Capital Expenditures

	2019-20	2020-21	2021-22	2022-23
EXPENDITURES	Actual	Actual	Revised	Proposed
Leased Facility Space/Assessments	\$315,645	\$283,373	\$390,305	\$435,802
Shop)	\$212,352	\$212,352	\$212,352	\$212,352
Technology Leases	\$715,333	\$544,016	\$563,000	\$529,841
Schools/Programs	\$111,901	\$79,107	\$132,661	\$135,078
Textbooks/Digital Curr	\$149,448	\$106,226	\$180,000	\$250,000
Network Administration	\$0	\$347,469	\$300,000	\$0
Gleason Property	\$179,301	\$0	\$0	\$0
Capital Committee	\$537,865	\$62,551	\$130,000	\$613,023
TOTAL	\$2,221,845	\$1,635,094	\$1,908,318	\$2,176,096

Projected LTFM Expenditures

	2019-20	2020-21	2021-22	2022-23
EXPENDITURES	Actual	Actual	Revised	Proposed
347 - Physical Hazards	\$ 19,614	\$ 11,346	\$ 42,400	\$ 35,300
349 - Other Haz. Materials	\$ 566	\$ 2,393	\$ 55,575	\$ 9,250
352 - Environmental H&S	\$ 108,463	\$ 112,597	\$ 110,000	\$ 110,900
358 - Asbestos Removal	\$ 49,907	\$ 90,585	\$ 54,768	\$ 6,800
363 - Fire Safety	\$ 66,285	\$ 89,104	\$ 37,388	\$ 44,425
366 - Indoor Air Quality	\$ -	\$ -	\$ -	\$ -
367 - Accessibility	\$ 36,580	\$ 27,025	\$ 506,000	\$ -
368 - Building Envelope	\$ 15,850	\$ 479,107	\$ 96,425	\$ 25,000
369 - Bldg Hrdwr & Equip	\$ 130,247	\$ 1,400	\$ 47,209	\$ 50,000
370 - Electrical	\$ 48,399	\$ -	\$ 59,275	\$ -
379 - Interior Surfaces	\$ 185,626	\$ 178,415	\$ 245,300	\$ 1,075,500
380 - Mechanical Systems	\$ 679,156	\$ 355,370	\$ 296,612	\$ 75,000
381 - Plumbing	\$ 218,341	\$ 25,226	\$ 27,806	\$ -
382 - Professional Services	\$ -	\$ -	\$ -	\$ 40,000
383 - Roofing	\$ 10,965	\$ 1,135	\$ 45,000	\$ -
384 - Site Projects	\$ 183,425	\$ 12,615	\$ 98,400	\$ 130,000
TOTAL	\$ 1,753,424	\$ 1,386,318	\$ 1,722,158	\$ 1,602,175

What does this money accomplish?

Old district office remodel – New MTSS/Torch and Tech Services space



Update of 8 bathrooms at the high school!





MS Pool window replacement



MS Tennis Court resurfacing



Upcoming Projects

Capital Recommendations

- Science room addition BW
- Replace large plow truck
- Update radios for district
- Replacement riding scrubber
- Panel sander for HS wood shop
- CNC Plasma Table for HS

LTFM

- Remodel HS Main Office
- Annual inspections/testing
- Replace flooring in music/media rooms at BW
- Resurface track
- Patch/Repair pavement

Financial Summary

Operating Capital				
	2019-20	2020-21	2021-22	2022-23
FUND BALANCE	Actual	Actual	Revised	Proposed
Beginning Fund Balance	\$542,842	\$279,224	\$554,717	\$726,516
Revenues	\$1,958,227	\$1,910,588	\$2,080,117	\$1,928,213
Expenditures	\$2,221,845	\$1,635,095	\$1,908,318	\$2,176,096
Ending Fund Balance	\$279,224	\$554,717	\$726,516	\$478,633
Long Term Facility Maintenance				
	2019-20	2020-21	2021-22	2022-23
FUND BALANCE	Actual	Actual	Revised	Proposed
Beginning Fund Balance	\$1,167,773	\$1,028,645	\$1,180,630	\$957,881
Revenues	\$1,614,295	\$1,538,303	\$1,499,409	\$1,348,320
Expenditures	\$1,753,423	\$1,386,318	\$1,722,158	\$1,602,175
Ending Fund Balance	\$1,028,645	\$1,180,630	\$957,881	\$704,026

LTFM 10 Year Plan

	2021	2022	2023	2024	2025	2026
Revenue	\$ 1,538,303	\$ 1,499,409	\$ 1,348,320	\$ 1,301,878	\$ 1,306,288	\$ 1,305,448
Expenditures	\$ 1,386,318	\$ 1,722,158	\$ 1,602,175	\$ 678,025	\$ 999,700	\$ 1,629,000
Difference	\$ 151,985	\$ (222,749)	\$ (253,855)	\$ 623,853	\$ 306,588	\$ (323,552)
Beginning Fund Balance	\$ 1,028,645	\$ 1,180,630	\$ 957,881	\$ 704,026	\$ 1,327,879	\$ 1,634,467
Ending Fund Balance	\$ 1,180,630	\$ 957,881	\$ 704,026	\$ 1,327,879	\$ 1,634,467	\$ 1,310,915
	2027	2028	2029	2030	2031	2032
Revenue	\$ 1,304,765	\$ 1,283,240	\$ 1,283,503	\$ 1,283,923	\$ 1,284,500	\$ 1,284,500
Expenditures	\$ 1,532,300	\$ 435,300	\$ 1,458,900	\$ 530,800	\$ 1,349,550	\$ 297,800
Difference	\$ (227,535)	\$ 847,940	\$ (175,397)	\$ 753,123	\$ (65,050)	\$ 986,700
Beginning Fund Balance	\$ 1,310,915	\$ 1,083,380	\$ 1,931,320	\$ 1,755,923	\$ 2,509,046	\$ 2,443,996
Ending Fund Balance	\$ 1,083,380	\$ 1,931,320	\$ 1,755,923	\$ 2,509,046	\$ 2,443,996	\$ 3,430,696

Fiscal Year 2022 – 2032 are estimates

Questions?

Thank you!

Northfield School District 2021-22 COVID-19 Protocols

last updated Feb. 14, 2022 • proposed changes effective Feb. 21, 2022



The purpose of this document is to outline the COVID-19 protocols for the 2021-22 school year. These protocols apply to all employees, students, volunteers, and visitors except where stated otherwise. The district has also taken into account the social, educational, political, and financial considerations of these protocols. They are subject to change without advance notice if the public health situation necessitates it. Other statewide and/or federal protocols may supersede the information below for specific programs. Vaccination is strongly recommended for those five years and older to protect against serious illness from COVID-19. [You can find a vaccination clinic here.](#)

Component	Protocols
Face Coverings	<ul style="list-style-type: none">• Face coverings are <u>recommended but optional</u> inside a Northfield School District facility, <u>except</u> the Northfield Community Education Center.• All people ages two and older are required to wear a face covering when inside the Northfield Community Education Center. See the district's face covering procedures for information about exemptions and situations when a face cover can temporarily be removed.• The Transportation Security Administration requires all people ages two and older to wear a face covering when riding on school buses.
Physical distancing	<ul style="list-style-type: none">• For programs held indoors, staff will take reasonable steps to provide safe spacing between participants as practicable.
Cleaning and hygiene	<ul style="list-style-type: none">• There will be routine environmental cleaning and disinfection in classrooms and common spaces.• Healthy hygiene behaviors, such as regular hand washing, are strongly recommended.
Handling students with influenza or COVID-19-like symptoms and suspected or confirmed cases of COVID-19	<ul style="list-style-type: none">• Staff and families should self-report to the school if they or their student have symptoms of COVID-19, test positive for COVID-19, or recently had close contact with someone who tested positive for COVID-19.• Students who have influenza-like or COVID-19-like illness symptoms must stay home and take a COVID-19 test. Students can return with a negative test and improved symptoms. Tests are available at the district's drive-through Cue testing center and rapid antigen tests are available from every school office.• The district COVID-19 coordinator will report cases of COVID-19 to the MDH.
Isolation and quarantine	<p>Isolation is required for any student, participant, or staff who tests positive for COVID-19. They must stay home until all of the following have been met:</p> <ul style="list-style-type: none">○ They feel better. Their cough, shortness of breath, or other symptoms are better; and,○ It has been five (5) days since they tested positive; and,○ They have had no fever for at least 24 hours, without using a medicine that lowers fever; and,○ They have a negative rapid antigen COVID-19 test result on Day No. 5 (or later) of their isolation. Rapid antigen tests are available at each school. Documentation of the negative rapid antigen test must be shared with the school. A person may test multiple times. People may return after 10 days even without a negative rapid antigen test. <p>Students who have influenza-like or COVID-19-like illness symptoms need to stay home and take a COVID-19 test. Students can return with a negative test and improved symptoms.</p> <p>Quarantine is not required for K-12 students or staff who have been in close contact with someone who has tested positive for COVID-19.</p> <p>Students and staff at the Northfield Community Education Center will continue to quarantine if they are identified as a close contact with someone who has tested positive for COVID-19. Quarantine is not required for close contacts at the NCEC if the person is vaccinated, if the person has tested positive for COVID-19 in the last 90 days, or if both parties were wearing a face mask appropriately.</p>
Visitors and volunteers	<ul style="list-style-type: none">• Each site will make visitor and volunteer determinations based on their situation and capacity.• All sites will keep a roster of visitors and volunteers (name, contact information, date, etc.) as practicable.• All volunteers are required to share proof of vaccination.