

INDEPENDENT SCHOOL DISTRICT 659
REGULAR SCHOOL BOARD MEETING
Monday, February 22, 2021 ~ 7:00 p.m.
Northfield School District Office Board Room

Zoom Meeting Link: <https://northfieldschools-org.zoom.us/j/81799838282?pwd=YmN4a2FxSkZXUDZnZFhvZjhGQjhCZz09>

AGENDA

- I. Call to Order
- II. Agenda Approval/Table File
- III. Public Comment
- IV. Announcements and Recognitions
- V. Items for Discussion and Reports
 - A. Portage Beyond the Pandemic
 - B. Proposed 2021-2022 Debt Service Fund Budget
 - C. Long-Term Facilities Maintenance Ten Year Plan
 - D. Budget Containment Report
 - E. COVID-19 Response and Operations Update
- VI. Committee Reports
- VII. Consent Agenda
 - A. Approval of Minutes
 - B. Gift Agreement
 - C. Financial Report
 - D. Personnel Items
- VIII. Superintendent's Report
 - A. Items for Individual Action
 - 1. Proposed Sale of District Property at Outlot B, in Greenvale School Plat, in the City of Northfield, Rice County, Minnesota; except that part of said Outlot B lying within the Plat of Green Meadows, in the City of Northfield, Rice County, Minnesota
 - 2. Approve Policies
 - 3. Rename Sibley Elementary School
 - 4. 2021-2022 Operating Capital and Long-Term Facilities Maintenance Budgets
 - 5. Long-Term Facilities Maintenance Ten Year Plan
 - 6. Resolution Requiring Administration to Make Recommendations Regarding Programming and Staffing for Next Year
- IX. Items for Information
- X. Future Meetings
 - A. Monday, March 8, 2021, 7:00 p.m., Regular Board Meeting, Northfield School DO Board Room
 - B. Monday, April 12, 2021, 7:00 p.m., Regular Board Meeting, Northfield School DO Board Room
 - C. Monday, April 26, 2021, 7:00 p.m., Regular Board Meeting, Northfield School DO Board Room
- XI. Adjournment

**NORTHFIELD PUBLIC SCHOOLS
MEMORANDUM**

Monday, February 22, 2021 ~ 7:00 p.m.
Northfield District Office Board Room

Zoom Live Meeting Link: <https://northfieldschools-org.zoom.us/j/81799838282?pwd=YmN4a2FkZXUDZnZFhvZjhGOjhCZz09>

TO: Members of the Board of Education

FROM: Matthew Hillmann, Ed.D., Superintendent

RE: Explanation of Agenda Items for Monday, February 22, 2021, Regular School Board Meeting

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

Public comment for this school board meeting may be submitted by 5:00 p.m. on Monday, February 22, 2021 as follows:

info@northfieldschools.org, and will be read by the Board Chair if submitted in compliance with the district's public comment guidelines listed below. If necessary, submitted comments will be edited to delete the portion(s) of the submission that do not comply with the guidelines.

- Each individual will identify themselves and the group they represent, if any.
- State your reason for addressing the Board.
- Your presentation is 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. Portage Beyond the Pandemic

Director of Instructional Services Hope Langston will discuss the District's process for applying for designation as an official online learning provider through the Minnesota Department of Education.

B. Proposed 2021-2022 Debt Service Fund Budget

Val Mertesdorf, Director of Finance, will present the 2021-2022 Debt Service Fund Budget. The Board will be asked to adopt the budget at the May 10, 2021 Board meeting.

C. Long-Term Facilities Maintenance Ten Year Plan

Jim Kulseth, Director of Buildings & Grounds and Director of Finance Val Mertesdorf will review the Long Term Facilities Maintenance ten year revenue and expenditure plan. In addition, the Indoor Air Quality Management Plan is part of the ten year plan and must be reviewed annually. The board approved plan must be submitted to the Department of Education.

D. Budget Containment Report

Val Mertesdorf, Director of Finance, will present five areas the District's leadership team has identified that can proactively provide relief for the District's general fund budget.

E. COVID-19 Response and Operations Update

Superintendent Hillmann will provide information about the District's work to address the COVID-19 global health pandemic's significant challenges and updates on the District's anti-racism work.

VI. Committee Reports

VII. Consent Agenda

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

A. Minutes

- Minutes of the Regular School Board meeting held on February 8, 2021

B. Gift Agreement

- \$5,000.00 from Apple Autos Scholarship Fund of the Minneapolis Foundation for scholarships

C. Financial Reports

1. Financial Report - September 2020

Director of Finance Val Mertesdorf requests that the Board approve paid bills totaling \$3,305,068.60, payroll checks totaling \$3,183,299.22, a wire transfer totaling \$1,535,846.31 from MN Trust Bldg Bond to MSDLAF Liquid, a wire transfer totaling \$300,000.00 from Frandsen General to Frandsen Sweep, a wire transfer totaling \$350,000.00 from Frandsen Sweep to Frandsen General, and the financial reports for September 2020. At the end of September 2020 total cash and investments amounted to \$34,643,701.19.

D. Personnel Items

a) Appointments

1. Anoulack Phousirith, .5 Assistant Olympic Weightlifting Coach for 2 hours/day 3 days/week at the High School, beginning 2/22/2021; Level I, Step 1.
2. Correction: Linda Rosas Balvin, Community School Evening Site Assistant at Greenvale Park Elementary, for up to 3 hours on Tuesdays and Thursdays, effective 2/9/2021 through 6/10/2021; Step 3 - \$14.37/hour.
3. Eustacio Lazaro Chavez, Custodian at the High School, effective 3/2/2021, Step 3, \$18.72/hour.

b) Increase/Decrease/Change in Assignment

1. Natalie Amy, 1.0 FTE WILL Teacher at the Middle School, add an overload in lieu of prep, effective 2/2/2021-3/19/2021.
2. Kayla Christmas, Special Ed EA PCA for 6.75 hours/day at Greenvale Park, add General Ed Supervision for .50 hours/day at Greenvale Park, effective 2/2/2021.
3. Anna Kelly, Media Center EA for 5.50 hours/day at Greenvale Park, change to Media Center EA for 8 hours/day at the High School, effective 3/1/2021.
4. Heather Kuehl, 1.0 FTE English Teacher at the Middle School, add an overload in lieu of prep, effective 2/2/2021-3/19/2021.
5. Mary Magnuson, Regular Substitute for the District, add Due Process support up to 30 hours at the High School, effective 2/11/2021-6/10/2021.
6. Peter Maus, .60 FTE Math Teacher at the Middle School, change to .80 FTE Math Teacher at the Middle School, effective 2/2/2021-3/19/2021.
7. Marianne Moser, General Ed EA-Media at the High School, change to 1.0 FTE District office Receptionist Class II Office Employee, effective 2/17/2021. Class II, Step 3-\$19.99/hr.
8. Rebecca Stoufis, LTS Fourth Grade Teacher at Bridgewater, effective 2/16/2021-3/12/2021, daily sub rate.

c) Leave of Absence

1. Lesly Martinez Reyes, Special Education Educational Assistant at Greenvale Park Elementary, unpaid leave of absence beginning April 1, 2021, through the end of the 2020-21 school year.
2. Jacob Odell, Boys Tennis Coach at the High School, Leave of Absence for the 2020-2021 school year.
3. Paul Ousley, Teacher at the High School, Family/Medical Leave of Absence, effective 2/10/2021 and may continue on an intermittent basis for up to 60 work days.
4. Tiffany Ryan, Teacher at Bridgewater Elementary, extending Leave of Absence under Family/Medical Leave, effective 2/1/2021- 3/12/2021.
5. Updated-Michelle Sonnega, Teacher at the High School, Leave of Absence, effective 2/1/2022-5/20/2022

d) Retirements/Resignations/Terminations

- 1.

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

VIII. Superintendent's Report

A. Items for Individual Action

1. Proposed Sale of District Property

Superintendent Hillmann and Director Mertesdorf will review a proposal to purchase a small piece of school district property across Lincoln Parkway from Greenvale Park Elementary. The legal description of the property is Outlot B, in Greenvale School Plat, in the City of Northfield, Rice County, Minnesota; except that part of said Outlot B lying within the Plat of Green Meadows, in the City of Northfield, Rice County, Minnesota. The option agreement, with an added segment about partnering with the developer for student safety, is included in the Board packet.

Superintendent's Recommendation: Motion to approve the option agreement as presented.

2. Policies 424 and 425. The Board is requested to approve Policies 424 and 425 as presented at the February 8, 2021 Board meeting.

Superintendent's Recommendation: Motion to approve the Policies 424 and 425 as presented.

3. Rename Sibley Elementary School. At the February 8, 2021 Board meeting Superintendent Hillmann apprised the Board on the process for renaming Sibley Elementary School to bring the District in compliance with Policy 809. The public was invited to submit proposed school names via a Google form. There were 46 submissions with 36 unique names offered. The Sibley renaming committee engaged in a power voting process followed by a ranked choice voting process to select the final three names for the Board's consideration: Maple Hill Elementary, Maple Hills Elementary, and Spring Creek Elementary.

Superintendent's Recommendation: Based on the discussion at the February 8, 2021 Board meeting, motion to approve Sibley Elementary School be renamed Spring Creek Elementary effective July 1, 2021. The District will also ensure that acknowledgement of the building's history and the area's connection to Indigenous Peoples through a historical marker at the school.

4. 2021-2022 Operating Capital and Long-Term Facilities Maintenance Budgets. Director of Finance Val Mertesdorf will review the 2021-2022 Operating Capital and Long-Term Facilities Maintenance Budgets presented at the February 8, 2021 Board meeting.

Superintendent's Recommendation: Motion to approve the 2021-2022 Operating Capital and Long-Term Facilities Maintenance Budgets as follows:

	<u>Revenues</u>	<u>Expenditures</u>
Operating Capital	\$1,895,066	\$1,908,318
Long-Term Facilities Maintenance	\$1,499,409	\$ 993,500

5. Long-Term Facilities Maintenance Ten Year Plan. The Board is requested to approve the Long Term Facilities Maintenance Ten Year Revenue and Expenditure Plan and the Indoor Air Quality Management Plan as presented.

Superintendent's Recommendation: Motion to approve the Long Term Facilities Maintenance Ten Year Revenue and Expenditure Plan and the Indoor Air Quality Management Plan.

6. 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.

IX. Items for Information - None

X. Future Meetings

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XI. Adjournment

Portage Beyond the Pandemic: 20.21 Planning Process

The District is working to complete an application to become an official online learning provider through the Minnesota Department of Education. This document highlights the overview of the District's planning process.

Phase I: Internal Planning Team (See details below)

Phase 2: Family Focus Groups (27 families have volunteered to participate in our focus groups)

Portage 21.22 Internal Planning Team			
Name	Position	Name	Position
Ellen Mucha	Learning Coach	Jake Odell	SPED Portage
Steve Beaulieu	Learning Coach	Heather Pudas	SPED Portage
Amanda Tracy	Learning Coach	Deb Seitz	SPED Portage
Sara Mikkelson	Learning Coach	Carrie Duba	Secondary Portage Lead
Amy Moeller	Learning Coach	Daryl Kehler	ALC Director
Karleen Sherman	SPED Portage	Hope Langston	Dir Instruc Serv
Zane Anway	Learning Coach		

Meeting Days

1. Thursday 2/18/21
2. Friday 2/19/21
3. Monday 2/22/21
4. Tuesday 2/23/21
5. Thursday 2/25/21
6. Friday 2/26/21

Vendor Presentations

- **Apex Learning**
- **Edmentum**
- **Edgenuity**

Key Parts of the Application

- **Leadership and Planning**

- What are the enrollment policies and guidelines?
- How will stakeholder feedback be collected?
 - Identify process for continuous improvement
 - Identify roles and responsibilities
- What outcomes will be used for measuring the effectiveness of leadership and planning?

- **Integrity and accountability**

- (Budget)
- What will be the attendance policy?
 - Calculating membership hours
 - Determining truancy
- What outcome data will you use that informs you of the effectiveness of your accountability policies?

- **Teaching and learning**

- Curriculum and course design
 - Is it unique and does it add value? How?
 - Are/how are the courses designed to be clear, accessible and engaging?
 - Can/how can courses be modified and adapted by teachers?
 - What policies and procedures are there that will ensure all courses
 - Meet standards
 - Ensure progress toward graduation and career/college readiness
 - Address 'learning styles'
 - Meet accessibility standards
 - What outcome data will be used to measure the effectiveness of the curriculum and course design?
- How are standards covered - standards alignment chart
- Instruction
 - What are the policies and procedures for online instruction, including
 - Communication expectations for teachers
 - Participation guidelines for students and parents (i.e. synchronous/live sessions required)
 - How will teachers will incorporate research-based practices such as
 - Strong student teacher relationships
 - Multiple modalities to engage students
 - Prioritizing relationships and engagement
 - What outcome data will be used to measure the effectiveness of instruction?

- Assessment
 - Provide policies and procedures for
 - Assessment of student learning
 - Feedback
 - Adapting instruction to meet learning needs
 - How will relevant, timely feedback be provided to students, families, student support/intervention teams?
 - What outcome data will be collected to measure the effectiveness of assessment practices?
- Support
 - Faculty support - developing skills, mentoring, professional development, and technical assistance
 - How are teachers hired, trained, reviewed and developed?
 - How will appropriate workloads be maintained?
 - What outcomes will be measured to determine effectiveness of faculty support practices?
 - Student support - adequate and appropriate to learner needs
 - What are the roles and responsibilities for supporting learners?
 - Describe support services for:
 - Enrollment
 - Onboarding
 - During the learning process
 - How will students in special education (especially students with an ASD) be
 - Assessed and evaluated
 - Supported by appropriate interventions and accommodations
 - Monitored
 - What outcomes will be measured to determine effectiveness of student support practices?
 - Guidance support - for students and parents
 - What are the roles and responsibilities for providing guidance and/or for collaborating with personnel from enrolling districts
 - Describe guidance support practices for
 - Ensuring students are college and career ready
 - Using evidence-based social emotional learning strategies to reduce discrimination and other improper conduct
 - What outcomes will be measured to determine effectiveness of guidance support practices?
 - Organizational support - overseeing the instruction learning environment conveyed through technology.

- Identify roles and responsibilities for organizational support
 - How will students be supported with access to hardware, software, and internet access.
 - What outcomes will be measured to determine the effectiveness of organizational support?
- Parent/guardian support
 - How are parents actively involved with the:
 - Enrollment
 - Onboarding
 - Learning process
 - Support and intervention
 - Development of the program
 - What outcome data will be collected to inform you about the effectiveness of parent/guardian support strategies?
- **Evaluation**
 - Program evaluation - continuous improvement processes across all aspects of the program
 - Describe how outcome data will be utilized to evaluate:
 - The online program
 - Services for various stakeholders
 - Operational planning
 - Program improvement - strategic planning, data driven decision making, advancing the program mission and vision, internal and external evaluation of practices
 - Describe the process of continuous improvement.

2021-22 Debt Service Proposed Budget | February 22, 2021

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.

You will notice the revised budget for 2020-21 includes \$10,760,000 in the other sources category. In November, the district sold refunding bonds to refund our 2011A and 2012A bonds. This resulted in saving the taxpayers about \$367,000. The revenue for 2021-22 is consistent with prior years. We are expecting less interest revenue in the coming year.

The 2020-21 other uses category show the payment for the 2011A and 2012A bonds we refunded. The principal payments are less due to this being the final payment for the 2018A refunding bonds. The expenditures are a direct result of our payment schedules.

The 2021-22 ending fund balance is consistent with what we would expect for the debt service fund. For the 2021-22 school year we have five outstanding bonds with principal totaling \$3.65 million and interest totaling \$2,185,017. These five issues have a total debt of \$68,721,964 to be paid over the next eighteen years.



Debt Service Fund
Proposed Budget
2021-22

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

Revenue Summary	2018-19 Audit Results	2019-20 Audit Results	2020-21 Revised Budget	2021-22 Proposed Budget
Local property Taxes	\$ 5,001,904	\$ 5,357,232	\$ 5,436,718	\$ 5,364,977
Interest on Investments	119,800	94,669	120,000	75,000
State of MN	737,798	648,840	654,089	650,000
Other Sources	10,315,748	-	10,760,000	-
Total Revenues	\$ 16,175,250	\$ 6,100,741	\$ 16,970,807	\$ 6,089,977

Debt Service Expenditures

Expenditure Summary	2018-19 Audit Results	2019-20 Audit Results	2020-21 Revised Budget	2021-22 Proposed Budget
Bond Principal	\$ 4,915,000	\$ 4,910,000	\$ 5,230,000	\$ 3,650,000
Bond Interest	813,694	2,305,343	2,027,675	2,185,017
Other Debt Service Fees	75,574	6,990	7,000	7,000
Other Uses	7,670,000	-	10,760,000	-
Total Expenditures	\$ 13,474,268	\$ 7,222,333	\$ 18,024,675	\$ 5,842,017

Debt Service Summary

Fund Summary	2018-19 Audit Results	2019-20 Audit Results	2020-21 Revised Budget	2021-22 Proposed Budget
Beginning Fund Balance	\$ 1,200,622	\$ 3,901,604	\$ 2,780,013	\$ 1,726,144
Revenue	16,175,250	6,100,741	16,970,807	6,089,977
Total Sources	17,375,872	10,002,345	19,750,819	7,816,121
Expenditures	13,474,268	7,222,333	18,024,675	5,842,017
Ending Fund Balance	<u>\$ 3,901,604</u>	<u>\$ 2,780,013</u>	<u>\$ 1,726,144</u>	<u>\$ 1,974,105</u>

Principal and Interest Schedule

Issue Date	Net Interest Rate	Original Issue	Purpose	Final Maturity	FY 2021-22 Payments		
					Principal	Interest	Total
5/13/2014	2.0-3.0%	\$ 1,525,000	GVP/HS Roofs	2/1/2025	\$ 155,000	\$ 17,650	\$ 172,650
3/23/2017	0.0193	\$ 1,325,000	BW Roof	2/1/2027	\$ 130,000	\$ 25,200	\$ 155,200
11/15/2018	2.23%	\$ 7,325,000	Refund 2010A	2/1/2022	\$ 615,000	\$ 30,750	\$ 645,750
			Elementary/Early Childhood				
1/31/2019	3.22%	\$ 39,255,000	Childhood	2/1/2039	\$ 785,000	\$ 1,511,381	\$ 2,296,381
11/4/2020	0.37%	\$ 9,665,000	Refund '11A/'12A	2/1/2025	\$ 1,965,000	\$ 600,035	\$ 2,565,035
					\$3,650,000	\$ 2,185,017	\$ 5,835,017

Maturity Schedule

Fiscal Year	Principal	Interest	Total
2022	3,650,000	2,185,017	5,835,017
2023	3,955,000	1,892,981	5,847,981
2024	4,130,000	1,701,131	5,831,131
2025	2,445,000	1,500,631	3,945,631
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
	\$ 51,015,000	\$ 17,706,964	\$ 68,721,964

Questions?

Thank you!

Capital and Long Term Facilities Maintenance | Proposed Budget | 2.8.2021

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 2021-22, LTFM revenue will be our largest source at 44%. 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 23% and 22%, respectively. Our total capital revenue is projected to be \$3,386,607 which is a slight decline from prior years due to our projected enrollment decline.

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 \$1,908,318. The capital committee approved expenditures such as Wi-Fi updates at the Middle School, updated computers for office staff, and a broom for snow removal at Sibley. We have allocated \$300,000 of technology salaries in the capital budget to reduce some general fund expenditures.

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 utilized the LTFM funding to supplement our construction projects for the past two years. For fiscal year 2021-22 we will be prioritizing items that have been rescheduled due to the construction. This includes a significant update to the bathrooms at the high school, including ADA compliance upgrades, dehumidification systems in the gyms at Bridgewater and the Middle School and replacing the roof over the media center at the High School.

Financial Summary

At the end of 2021-22 we are projecting that the operating capital fund balance will be \$227,650. The long term facilities maintenance fund balance is projected to be \$1,379,336. 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, 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.

2021-22 PROPOSED BUDGET

Capital & Long Term Facilities Maintenance

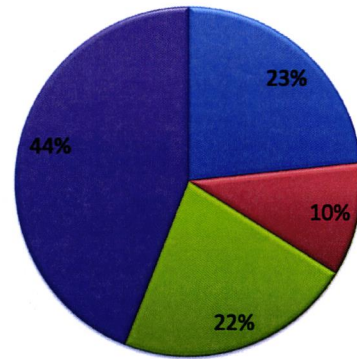


What is Capital?

- 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

\$3,386,607



■ Operating Capital
\$791,617

■ Lease Levy
\$353,449

■ Capital Levy
\$750,000

■ Long Term Facilities
Maintenance
\$1,491,541

Projected Capital Expenditures

	2018-19	2019-20	2020-21	2021-22
EXPENDITURES	Actual	Actual	Revised	Proposed
Leased Facility				
Space/Assessments	\$ 407,538	\$ 315,645	\$ 435,677	\$ 390,305
Lease Purchase (Sibley & Shop)	\$ 142,760	\$ 212,352	\$ 142,758	\$ 212,352
Technology Leases	\$ 521,604	\$ 715,333	\$ 544,016	\$ 563,000
Schools/Programs	\$ 202,110	\$ 111,901	\$ 133,035	\$ 132,661
Textbooks/Digital Curr	\$ 137,597	\$ 149,448	\$ 200,000	\$ 180,000
Network Administration	\$ -	\$ -	\$ 300,000	\$ 300,000
Gleason Property	\$ -	\$ 179,301	\$ -	\$ -
Capital Committee	\$ 532,601	\$ 537,865	\$ 218,179	\$ 130,000
TOTAL	\$ 1,944,210	\$ 2,221,845	\$ 1,973,665	\$ 1,908,318

Projected LTFM Expenditures

	2018-19	2019-20	2020-21	2021-22
EXPENDITURES	Actual	Actual	Revised	Proposed
347 - Physical Hazards	\$ 21,846	\$ 19,614	\$ 22,350	\$ 26,650
349 - Other Haz. Materials	\$ 2,624	\$ 566	\$ 13,200	\$ 26,500
352 - Environmental H&S	\$ 109,049	\$ 108,463	\$ 104,300	\$ 108,750
358 - Asbestos Removal	\$ 13,337	\$ 49,907	\$ 4,400	\$ 4,450
363 - Fire Safety	\$ 19,262	\$ 66,285	\$ 24,700	\$ 28,150
366 - Indoor Air Quality	\$ -	\$ -	\$ -	\$ -
367 - Accessibility	\$ 26,617	\$ 36,580	\$ 120,600	\$ -
368 - Building Envelope	\$ 94,150	\$ 15,850	\$ 90,000	\$ 70,000
369 - Bldg Hrdwr & Equip	\$ 121,888	\$ 130,247	\$ 38,000	\$ 10,000
370 - Electrical	\$ 42,436	\$ 48,399	\$ 300,000	\$ 20,000
379 - Interior Surfaces	\$ 107,909	\$ 185,626	\$ 191,000	\$ 28,000
380 - Mechanical Systems	\$ 56,104	\$ 679,156	\$ 263,479	\$ 65,000
381 - Plumbing	\$ 46,563	\$ 218,341	\$ 153,100	\$ 500,000
383 - Roofing	\$ -	\$ 10,965	\$ -	\$ 40,000
384 - Site Projects	\$ 416,510	\$ 183,425	\$ 304,711	\$ 66,000
TOTAL	\$ 1,078,295	\$ 1,753,424	\$ 1,629,840	\$ 993,500

A total of \$1,835,000 is included to supplement construction budget in 2019-20 and 2020-21.

Upcoming Projects

Capital Recommendations

- Wi-Fi Updates (MS)
- Updated computers for office staff
- Replace high jump pit
- Broom for snow removal (SB)

LTFM

- Update HS bathrooms (ADA compliance)
- Annual inspections/testing
- Replace windows at NMS Pool
- Update AHU/Dehumidification BW & MS Gym
- Replace roof over HS Media Center
- Repair MS Tennis courts

Financial Summary

Operating Capital				
	2018-19	2019-20	2020-21	2021-22
FUND BALANCE	Actual	Actual	Revised	Proposed
Beginning Fund Balance	\$556,454	\$542,842	\$279,224	\$240,902
Revenues	\$1,930,599	\$1,958,227	\$1,935,343	\$1,895,066
Expenditures	\$1,944,211	\$2,221,845	\$1,973,665	\$1,908,318
Ending Fund Balance	\$542,842	\$279,224	\$240,902	\$227,650
Long Term Facility Maintenance				
	2018-19	2019-20	2020-21	2021-22
FUND BALANCE	Actual	Actual	Revised	Proposed
Beginning Fund Balance	\$692,380	\$1,167,773	\$1,028,645	\$873,427
Revenues	\$1,553,688	\$1,614,295	\$1,474,621	\$1,499,409
Expenditures	\$1,078,295	\$1,753,423	\$1,629,839	\$993,500
Ending Fund Balance	\$1,167,773	\$1,028,645	\$873,427	\$1,379,336

LTFM 10 Year Plan

	2020	2021	2022	2023	2024	2025
Revenue	\$ 1,614,295	\$ 1,474,621	\$ 1,499,409	\$ 1,498,096	\$ 1,496,941	\$ 1,495,944
Expenditures	\$ 1,753,423	\$ 1,629,839	\$ 993,500	\$ 476,600	\$ 1,285,300	\$ 1,132,950
Difference	\$ (139,128)	\$ (155,218)	\$ 505,909	\$ 1,021,496	\$ 211,641	\$ 362,994
Beginning Fund Balance	\$ 1,167,773	\$ 1,028,645	\$ 873,427	\$ 1,379,336	\$ 2,400,832	\$ 2,612,473
Ending Fund Balance	\$ 1,028,645	\$ 873,427	\$ 1,379,336	\$ 2,400,832	\$ 2,612,473	\$ 2,975,467
	2026	2027	2028	2029	2030	2031
Revenue	\$ 1,500,354	\$ 1,499,514	\$ 1,498,831	\$ 1,661,056	\$ 1,661,056	\$ 1,627,835
Expenditures	\$ 1,426,200	\$ 739,500	\$ 316,950	\$ 506,050	\$ 321,600	\$ 850,425
Difference	\$ 74,154	\$ 760,014	\$ 1,181,881	\$ 1,155,006	\$ 1,339,456	\$ 777,410
Beginning Fund Balance	\$ 2,975,467	\$ 3,049,621	\$ 3,809,635	\$ 4,991,516	\$ 6,146,522	\$ 7,485,978
Ending Fund Balance	\$ 3,049,621	\$ 3,809,635	\$ 4,991,516	\$ 6,146,522	\$ 7,485,978	\$ 8,263,388

Fiscal Year 2021 – 2031 are estimates

IEA, INC.

NORTHFIELD PUBLIC SCHOOLS



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Management Plan for Indoor Air Quality

Northfield Public Schools

Management Plan for Indoor Air Quality

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Appendices: (Are maintained with the health & safety files)

- A Indoor Air Quality Walkthrough Reports
- B Annual Notification Documentation
- C Indoor Air Quality Assessment Reports

Contact Person: Jim Kulseth

Phone Number: 507-645-3435

Email Address: jkulseth@northfieldschools.org

Certification

 Print Name

 Signature

 Date

[illegible]

1.0 Introduction

Good quality indoor air contributes to a favorable learning environment for students, productivity for teachers and staff, and a sense of comfort, health, and well-being for all school occupants. This management plan describes procedures and guidelines relating to indoor air quality (IAQ) for Northfield Public Schools and references the Tools for Schools Action Kit from the Environmental Protection Agency (EPA).

2.0 Responsibilities

The program coordinator, or designee, is responsible for the following:

- Oversee the implementation of the management plan
- Provide resources needed to implement the plan
- Determine when outside professional assistance is needed
- Ensure the annual notification to staff, students and parents is completed
- Register IAQ questions from staff, students, and parents

3.0 Communication

The management plan for IAQ and other related reports are located at the District Office with the District's health and safety programs.

A statement is distributed annually via the school website, informing the staff, students, and parents about the location of the management plan for Indoor Air Quality and how to contact the IAQ coordinator. This information is documented with this program.

4.0 Procedures for Handling IAQ Concerns and Remediation

The following describes the process to be implemented if a building occupant is concerned about IAQ:

- A person who has concerns about IAQ contacts the building principal or head custodian in their building for reporting and assistance with concerns.
- After reviewing the situation, the building custodian will investigate to try to resolve the problem internally. If the concern cannot be alleviated, the building custodian will notify the IAQ coordinator and a questionnaire may be provided to the affected person. The completed questionnaire would be returned to the IAQ coordinator.
- The IAQ coordinator will review the questionnaire and contact the appropriate outside firm to help investigate and/or remediate the problem, if deemed necessary.
- Remediation will be conducted and may require an outside contractor.
- The IAQ coordinator, or designated consultant, will communicate with the initiating party during the process of investigating and remediating the issue.

Northfield Public Schools may have an IAQ assessment and sampling performed in an area in response to symptoms experienced by a staff member or student. If the assessment and sampling does not identify a condition or concern that might account for the symptoms experienced by an individual, involvement of a physician is often warranted as the next step. It is recommended that an allergist or other specialist (not a general physician) conduct the examination and help to determine if there are specific triggers or allergens that might be affecting the individual. The specialist may show that the individual is sensitive to or affected by low levels of a specific contaminant that does not usually affect the general population. If a specific trigger or contaminant is identified, further sampling might then be warranted.

5.0 Building Walkthroughs

Building walkthrough inspections are completed annually to identify potential IAQ issues. The walkthrough is modeled after the EPA Tools for Schools checklists and reports of walkthroughs are located in Appendix A. The walkthrough uses sight, sound, and smell to assess if there are obvious water intrusion problems (interior and exterior), obvious ventilation failures and/or problems, obvious building/structural failures and/or problems, overall cleanliness of buildings and classrooms, and operations and maintenance programs. It is intended to be a quick overall assessment of each room for obvious problems that may impact indoor air quality. The reports are reviewed by the IAQ coordinator or designee, who will then take appropriate action to address problems that were identified.

6.0 Indoor Air Quality Teacher Surveys

An IAQ survey may be distributed annually to provide an avenue for reporting any IAQ concerns and to inform employees on what they can do to improve IAQ in their own areas. The survey may cover the following topics: animals, thermal comfort, ventilation, building maintenance, moisture concerns and general cleanliness.

The IAQ coordinator reviews the surveys and any concerns discovered are addressed. The surveys may be completed online, and a final report is maintained with the management plan.

7.0 Ventilation Assessments

A ventilation assessment is completed each year by the head engineers or designated consultant. The ventilation assessment is maintained with this program and covers the following topics:

- Outdoor Air Intakes
- System Cleanliness
- Control for Outdoor Air Supply
- Air Distribution
- Exhaust Systems

8.0 Facility Cleanliness

The current maintenance program involves vacuuming of carpeted rooms and dusting regularly. Dusting of personal items is the responsibility of the classroom teacher. A deep cleaning of furniture and flooring is conducted in each room over the summer break.

The District maintains a routine heating, ventilation, and air conditioning (HVAC) inspection and maintenance program that includes coil and drain pan cleaning and inspection, adjustment of motor operators and dampers, regular filter changes, unit cleaning, and checking of damper controls and settings.

9.0 Related Guidelines

9.1 Animals in the Classroom

The goal of the IAQ program is to decrease student and staff exposure to potentially harmful animal allergens. Bringing animals into the buildings should be discouraged. If animals are to be allowed in the classroom, the protocol will be as follows:

- Before bringing an animal into the building, the teacher will ask the principal for permission. The principal will consult with facilities staff.
- All animals are required to be properly vaccinated.
- The location of the habitat for the animal will include consideration of HVAC components. Animal habitats will not be placed near air supply or return air vents and will not be kept near unit ventilators. The habitat will be placed on a hard floor surface. The animal will not be allowed to wander around the room (especially on carpet).
- A cleaning schedule will be implemented for the habitat and surrounding area. The classroom teacher is responsible for regularly cleaning the cage, as well as the table or floor the cage rests upon. Students will not be allowed to clean cages or equipment.
- The teacher will always be present when animals are handled by a student.
- All staff and students will wash their hands before and after handling animals, cage debris, or animal supplies.

- Concerns regarding the health issues or care of the animal should be brought to the building principal for immediate consideration.

9.2 Pest Management

Integrated Pest Management (IPM) is a coordinated approach to pest control using the most cost-effective means to prevent unacceptable levels of pests, while causing the least possible hazard to people, property, and the environment. IPM uses a combination of methods that include:

- Reducing or not allowing food or snacks in the classroom, especially when the room is carpeted
- Inspection and monitoring of pest population sites
- Managing waste by keeping refuse in tight containers and locating waste containers away from buildings, if possible
- Maintaining structures (fixing leaking pipes promptly, sealing cracks)
- Adding physical barriers to pest entry and movement (screens for chimneys, doors, and windows)
- Modifying habitats (removing clutter, relocating outside light fixtures away from doors)
- Using traps (light traps, snap traps, and glue boards)
- Using pesticides judiciously

9.3 Food Services

Cooking activities generate odors, moisture, food waste, and other trash, which, if not managed carefully, can lead to IAQ problems. The District ensures the following precautions are taken:

Cooking Area

- The exhaust fans are inspected to make sure they are working properly. If problems are noted, the building custodian is contacted.
- Exhaust fans are operational whenever cooking, washing dishes, or cleaning.
- Any leaks or odors of combustion gas are reported immediately to the building custodian.
- The kitchen is cleaned after use as required by the district and Department of Health policy.
- Signs of mold, mildew, or algae are reported to the building custodian.
- Pest problems are reported to the building custodian.

Food Handling and Storage

- Food service areas are regularly checked for signs of insects or vermin.
- Food handling and storage practices followed are as recommended by the District and the Department of Health.
- General cleanliness is maintained.

Waste Management

- The District's policy of recycling waste is followed.
- Waste is stored in appropriate sealed containers.
- Dumpsters are located away from air intake vents and operable windows.

9.4 Latex

Latex allergy is a reaction to certain proteins in latex rubber. The amount of latex exposure needed to produce sensitization or an allergic reaction is unknown. Increasing the exposure to latex proteins increases the risk of developing allergic symptoms. In sensitized persons, symptoms usually begin within minutes of exposure; but they can occur hours later and can be quite varied. Mild reactions to latex involve skin redness, rash, hives, or itching. More severe reactions may involve respiratory symptoms such as runny nose, sneezing, itchy eyes, scratchy throat, and asthma (difficult breathing, coughing spells, and wheezing).*

Because gloves and balloons are the most common and accessible sources of latex, the District has chosen to prohibit their use in District buildings. If an employee or student has a severe latex allergy, other forms of latex will be assessed in that particular building.

** Information from NIOSH Publication #98-113: Latex Allergy, A Prevention Guide.*

9.5 Fragrances

Exposure to fragrances and scents can cause some staff and/or students to experience asthma or allergic reactions, including upper respiratory irritation, headaches, and other symptoms. All District employees are encouraged to use personal products (such as perfume, cologne, after-shave, hairspray, and body lotion) that are low odor or fragrance free. In addition, the district selects maintenance and cleaning products that are low in odor.

As a district policy essential oils may not be used as follows:

- In diffusers
- Applied to any student, even if the parent requests staff to administer, without a Health Care Provider order
- In professional development sessions
- Any circumstance that is disruptive or puts another's health at risk

If essential oils are found:

- In diffusers:
 - Diffuser is removed and disposed of properly
- On students/staff which are disruptive or putting another's health at risk
 - Do not use water to wash off as it may increase irritation by spreading the oils.
 - Offer clean clothing, as needed and as available

10.0 Annual Review

The Northfield Public Schools IAQ coordinator, along with a designated safety consultant, reviews the IAQ plan on an annual basis. Changes to the plan are identified on the annual review form found at the beginning of this plan.

Budget Containment Proposal | February 22, 2021

Val Mertesdorf | Director of Finance

Executive Summary: This report provides information on budget containment strategies identified by the district's leadership team. The Board will be asked to formally approve these strategies at the March 8th board meeting.

History

As a result of the district's stewardship during the pandemic, our financial forecast was slightly improved. At the December Board meeting, I recommended that the Board consider delaying the program based budget reduction process until the 2021-22 school year. In an effort to lessen the impact in 2021-22 we engaged the leadership team to identify potential strategies to increase revenue or decrease expenditures that had a modest impact on the educational experience for our students.

Recommended Strategies

1. Early Retirement Incentive
2. Explore advertising revenue in key locations throughout the district
3. Utilize online payment vendor for activities officials
4. Utilize maintenance ticket system to allocate staff salaries to LTFM on a project basis

Early Retirement Incentive

We are recommending the Board consider offering an early retirement incentive for the Northfield Education Association, the Office Employee Association and the Northfield Educational Assistant Association. We reviewed all the union contracts and determined these three groups calculated potential cost savings both short term and long term. The retirement incentive would be paid as taxable income on the employee's final paycheck.

Northfield Education Association:

- Minimum of 10 teachers must participate
- Must be eligible for retirement insurance benefit to qualify
 - Not required to be enrolled in district insurance program
- \$15,000 incentive for 10-14 retirees
- \$17,500 incentive for 15-19 retirees
- \$20,000 incentive for 20 or more retirees
- Pro-rata based on FTE

Office Employee Association:

- \$6,000 incentive for year round retirees
- \$5,000 incentive for non year round retirees
- Must be eligible for retirement insurance benefit to qualify
 - Not required to be enrolled in district insurance program

Educational Assistants:

- \$4,000 incentive for retirees working 6.75 hours/day or more
- \$3,500 incentive for retirees working 4.0 - 6.75 hrs/day

If we had 10 teachers retire, 5 office employees and 5 educational assistants the estimated savings in FY22 would be \$138,946 and \$1 million over the next 5 years.

Explore advertising revenue in key locations throughout the district

We would like to explore a strategy that implements an annual, on-going advertising revenue stream. The District has several prime locations for advertising such as Memorial Field or the High School gymnasium for example. We will partner with local and regional businesses to add revenue. The procedure would be in compliance with Policy 809.1.

Utilize online payment vendor for activities officials

ArbiterPay is utilized by several schools in the Big 9 conference. It is a platform that allows the district to submit a list of event officials to be paid and ArbiterPay will coordinate the pay. There will be savings in staff time, postage and bank fees. The Big 9 conference shares many officials, so providing a consistent platform will help with consistency and retainage of officials.

Utilize maintenance ticket system to allocate staff salaries to LTFM on a project basis

Our Buildings & Grounds department utilizes SchoolDude for staff to input tickets if they have a maintenance request. This system would allow us to enter our Long Term Facilities Maintenance (LTFM) projects for the year into the system and allow our Master Electrician and Maintenance Coordinator to track the number of hours they work on specific projects. We estimate that these two positions spend approximately 30% of their time on LTFM related projects. This would result in about \$60,000 of general fund salaries that could be coded to LTFM.

Fees

Charging fees to families is a strategy that the district can use to generate some revenue. As a district, we need to balance the potential impact of fees on families with the revenue they provide. Our leadership team is having a discussion about the possibility of raising admission fees to activity events to be more consistent with the Big 9 and exploring the possibility of sharing in the cost of credit card processing fees for online payment systems. We want the Board to be aware of the discussion. Prior to providing a recommendation we wanted to ensure the leadership team was able to assess all the potential implications of any fees.

Executive Summary: This report provides information about the District's work to address the COVID-19 global health pandemic's significant challenges and updates on the District's anti-racism work.

Safe Learning Plan

Governor Walz announced [modifications to the Safe Learning Plan](#) on February 17, 2021, intended to get middle and high school students back onto school campuses in at least a hybrid model. There are still many districts, mostly in the metro area, where students have still been in distance learning. As you know, Northfield has had our middle and high school students back on campus in the hybrid model since February 2.

The modifications are based on the updated school guidance from the Centers for Disease Control (CDC). In short, the changes that most impact our school district are:

- Reduce the required physical distancing for students at the middle and high school level from six feet to three feet.
- Reduce the influence that county-level data has on school learning model decisions and elevates the "influenza-like illness" rate as an indicator. Schools with five percent (5%) or more of their students out of school due to influenza or COVID-19 symptoms would consult with the Minnesota Department of Health regional support team to determine a temporary learning model change.

We will review the updated safe learning plan before making any decisions about how the changes could impact our learning models. The District is reviewing the possibility and logistics of transitioning middle and high school students from the hybrid to the in-person learning model based on the new guidance and the vaccination progress of our staff.

Vaccination Update

As of February 20, every regular staff member and substitute interested in vaccination has had an opportunity to receive one. Once again, we thank Northfield Hospital+Clinics for prioritizing our educators so we can move toward a predictable staffing pattern. A predictable staffing pattern is a significant component of keeping our students on campus.

According to the CDC, a small percentage of people experience symptoms that could impact their ability to work following their second dose. Because most of our staff vaccinations were completed within a short time frame, we are creating contingency plans should we have a situation where enough staff become temporarily ill after their second dose. These plans could include shifting to distance learning or canceling school for the day. This short-term inconvenience will be worth the longer-term benefits that staff vaccination will have for the District.

There is also new guidance that would eliminate quarantine requirements due to close contact with a positive COVID-19 case for those who have had both doses of a COVID-19 vaccine. This new guidance is significant in mitigating staffing shortages due to COVID-19 exposure.

Finally, it is critical to understand that vaccination does not equate to 100% immunity, nor does it mean that vaccinated people can stop following safety protocols like masking social distancing, and avoiding large gatherings.

Spring Break

The District's Spring Break is March 22-26, 2021 (and no school on March 29 due to a teacher workday.) We are concerned there could be an increase in cases as people return from Spring Break trips. In the ten days after the New Year's holiday, we experienced 21 new cases among Northfield High School students. While the District would not presume to tell families what to do, we have requested they review the CDC and the Minnesota Department of Education (MDE) [recommendations about travel](#).

Anti-Racism Work

The District continues to emphasize its anti-racism framework. The framework is focused on three areas:



The District's anti-racism framework focuses on three areas: symbolism, individual behaviors, and system behavior.

Symbolism plays a role in reinforcing racist stereotypes and narratives. The sum of our **individual behaviors** creates our culture. Individuals need to have the skills to recognize their own biases and racist thoughts/actions in order to interrupt those of others.

Systems need to be reviewed and refined to ensure they are anti-racist, providing equitable access and support for every child.

On February 15, District teaching staff participated in a three-hour professional development workshop with our partners from Equity Alliance Minnesota. In the past, Equity Alliance has provided staff and community training about implicit bias and teacher training on cultural competency. This session focused on racism, including:

- Structural, Institutional & Interpersonal Racism
- Impacts on Students
- Strategies for Disrupting Racism

We are working with Equity Alliance on the next steps in our professional development around anti-racism, targeting August 2021 for our next session.

On February, 18, District teaching staff engaged in their monthly racial equity professional learning community work. This month's topic challenged teachers to think through their approach to communicating with families and considering if



Committee Report

Board of Education

Name: Julie Pritchard **Committee:** Legislative Action Committee (LAC)

Date Submitted: 2/18/2021 7:36:34

Legislative Update:

At this juncture, a flurry of single bills are being heard in both House and Senate committees. Most of the bills are being laid on the table for possible inclusion in the omnibus bill.

2021 Committee deadlines are as follows:

Policy Bills: March 19, Finance Bills: April 9th.

The state's February Forecast is expected by the end of February-first part of March but a release date has not been announced.

Key Bills to Watch:

(HF 1064/SF97) *2021 Summer Programming provides \$83M for summer programming

(HF843) *2%/2% Increase to the Basic Fund Formula. Key provision of the bill includes linking the formula to inflation. As of yet there is no senate companion bill.

(HF292) *Allows school boards to renew existing referendums without voter approval

The Legislative Action Committee is keeping abreast of these bills as well as other actions in the legislature through participation in MSBA's Friday Chatrooms and SEE meetings. We are continuing to respond to Action Alerts. This past week, we contacted legislators urging immediate action on the summer programming bill. The timely passage of this bill is essential if school districts are to have adequate time to plan for this programming.

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

February 8, 2021

District Office Board Room

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: Baraniak, Butler, Goerwitz, Gonzalez-George, Pritchard, Quinnell and Stratmoen. In accordance with Governor Walz's Stay Safe Plan, this meeting was set up in accordance with the plan's social distancing guidelines. In addition, all those present wore face coverings the duration of the meeting. Present at this meeting was Dr. Matt Hillmann, Superintendent. Present via video conference was Anita Aase, Executive Administrative Assistant; Erin Bailey, Director of Community Education; Val Mertesdorf, Director of Finance; and Jim Kulseth, Director of Buildings & Grounds. This meeting was live-streamed and recorded, and access to the recording was posted to the school district website.

II. Agenda Approval/Table File

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

III. Public Comment

To accommodate the public comment portion of our meeting, members of the public were invited via the school district website to submit feedback to the Board via email by 5:00 p.m. on February 8, 2021. All submissions that followed the district policy regarding public comment were read by Chair Pritchard. There were public comments from Sarah Denet, 1611 Quie Lane, Northfield; Dawn Tommerdahl, 401 Manitou Street, Northfield; Julia Uleberg swanson, Carleton College, Northfield; Dorothea Hrossowyc, 8620 90th Street East, Northfield; Jane Rinehart, 10666 First Timberlane Drive, Northfield; Katherine Sandberg, 3721 Culver Trail, Faribault; Margaret Youngquist, 1311 Cannon Valley Drive, Northfield; Gina Washburn, 1910 Roosevelt Drive, Northfield; Corinne Smith, 505 College Street, Northfield; Rob Hardy, 305 Fifth Street East, Northfield regarding the renaming of Sibley Elementary School.

IV. Announcements and Recognitions

There were no announcements or recognitions.

V. Items for Discussion and Reports

A. Proposed Sale of District Property

Superintendent Hillmann and Director Mertesdorf reviewed a proposal from Rebound Real Estate, LLC to purchase a small piece of school district property across Lincoln Parkway from Greenvale Park Elementary. The legal description of the property is Outlot B, in Greenvale School Plat, in the City of Northfield, Rice County, Minnesota; except that part of said Outlot B lying within the Plat of Green Meadows, in the City of Northfield, Rice County, Minnesota. The property was appraised in 2019 at a value of \$19,800 and Rebound Real Estate, LLC has offered the District \$20,000. There is an expiration date on the option agreement and the offer is contingent upon approval of the development by the City of Northfield. This will be an item for individual action at the next Board meeting.

B. Proposed 2021-2022 Operating Capital and Long-Term Facilities Maintenance Budget

Val Mertesdorf, Director of Finance, presented the 2021-2022 Operating Capital Budget and Long-Term Facilities Maintenance Plan. Jim Kulseth, Director of Buildings & Grounds, was available for questions. The Board will be asked to adopt this budget at the May 10, 2021 Board meeting.

C. Policy Committee Recommendations

Dr. Hillmann presented the policy committee's recommendations on Policies 424 and 425. The committee also reviewed policies 426 and 427 and found no substantive changes. The approval of updates to Policies 424 and 425 will be an item for individual action at the next Board meeting.

D. COVID-19 Response and Operations Update

Superintendent Hillmann informed the board all students in PreK-12th grade have returned to campus. PreK-5th grades are in person every day. Students in grades 6-12 are using the hybrid learning model; students are on campus two days per week and learning remotely three days per week. We continue to see a gradual decrease in week-over-week COVID-19 infections in Rice County, and the District continues to emphasize following the MDH guidelines and safety protocols. Our staff continue to be vaccinated or are on waitlists for vaccination through a local partnership with Northfield Hospital+Clinics, partnership with Rice County Public Health, and through the statewide pilot program for educators.

On February 15, District teaching staff will participate in a professional development workshop with Equity Alliance of Minnesota. The District is also collaborating with the City of Northfield and Northfield Healthy Community Initiative (HCI) to bring a coalition of businesses, local non-profits, Rice County, St. Olaf, Carleton, and Northfield Hospital+Clinic together to discuss topics of race and equity within our community. This group, called the Northfield Racial & Ethnic Equity Collaborative, is modeled after the Northfield Promise collective impact model. It will focus on systems changes that emphasize equity and inclusion in our community.

E. Rename Sibley Elementary School

Superintendent Hillmann updated the Board on the process for renaming Sibley Elementary School to bring us in compliance with Policy 809. The public was invited to submit proposed school names via a Google form. There were 46 submissions with 36 unique names offered. The Sibley renaming committee engaged in a power voting process followed by a ranked choice voting process to select the final three names for the Board's consideration: Maple Hill Elementary, Maple Hills Elementary, and Spring Creek Elementary. This will be an item for individual action at the next Board meeting.

VI. Consent Agenda

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

A. Minutes

- Minutes of the Special Closed School Board meeting held on January 25, 2021
- Minutes of the Regular School Board meeting held on January 25, 2021

B. Personnel

a) Appointments

1. Diana Camargo, Custodian at Northfield High School, effective 2/10/2021; Custodian-Step 2-\$18.31/hour.
2. Michael Garlitz, Community School Club Leader at Greenvale Park Elementary, for up to 2 hours on Tuesdays and Thursdays, effective 2/8/2021 through 6/10/2021; \$22.27/hour.
3. Eustacio Lazaro Chavez, On Call Substitute Custodian for the district, effective 2/22/2021; \$15.99/hour.
4. Linda Rosas Balvin, Community School Evening Site Assistant at Greenvale Park Elementary, for up to 3 hours on Tuesdays and Thursdays, effective 2/9/2021 through 6/10/2021; Step 4 - \$14.98/hour.
5. Alexander VanDyke, 1.0 LTS Grade 6 Social Studies Teacher, effective 2/4/2021 through 2/26/2021; BA 40, Step 1.
6. Teagan Waycaster, Community Services Spring Recreation Staff, for 4 hours on Saturdays, effective 2/6/2021 through 5/31/2021; \$10.08/hour.
7. Karsten Clay, Community Services Recreation Staff on Sundays, effective 11/15/2020 through 5/31/2021; \$10.25/hour.
8. Sydney Heil, LTS Kindergarten Teacher at Sibley Elementary, effective 2/8/2021 through 3/19/2021, BA-Step 1.
9. Tammy Iszler-Johnson, Licensed Occupational Therapist-District Wide, effective 2/16/2021-6/10/2021; BA, Step 10.
10. Michael Lehmkuhl, Event Worker for Boys Swim and Dive at Northfield High School, effective 2/8/2021; \$14.00/hour.
11. Elena Mayrhofer, SpEd Educational Assistant-PCA at Sibley Elementary, 6.75 hours SpEd, .25 hours supervisory, effective 2/16/2021; SpEd-Step 1-\$16.05/hour, General Ed-Step 1-\$15.45/hour.

b) Increase/Decrease/Change in Assignment

1. Anna Bae, On Call Kid Ventures Student Site Assistant at Bridgewater Elementary, change to Kid Ventures Student Site Assistant at Bridgewater Elementary, up to 15 hours/week, effective 2/1/2021; \$10.08/hour.
2. Johan Ponciano Conde, Educational Assistant at Northfield High School, add Targeted Services Plus Site Leader for up to 1.5 hours, Monday-Thursday: Step 1-\$16.85/hour.
3. Doug Davis, Teacher at Northfield High School and .5 Boys Swim and Dive Coach, change to Teacher at Northfield High School and .3 Boys Swim and Dive Coach effective 1/29/2021.
4. Claire Edwards, On Call Kid Ventures Site Assistant at Sibley Elementary, change to Kid Ventures Site Assistant at Sibley Elementary, up to 26 hours/week, effective 2/1/2021; \$13.65/hour.
5. Meckinzy Futhy, On Call Kid Ventures Student Site Assistant at Sibley Elementary, change to Kid Ventures Student Site Assistant at Sibley Elementary effective 2/1/2021; \$10.08/hour.
6. Gabbi Grant, Community Services Spring Recreation Staff, effective 1/26/2021 through 5/31/2021; \$10.08/hour.
7. Marie Kylo, Child Nutrition Associate II at Northfield Middle School for 6.25 hours/day change to Child Nutrition Associate II at Northfield Middle School for 7.6 hours/day average, effective 2/1/2021.
8. Kim Medin, Teacher at Bridgewater Elementary, add Targeted Services Plus Teacher at Bridgewater Elementary for up to 1.5 hours/day, Monday through Thursday, effective 2/8/2021 through 4/28/2021; Year I-\$27.11/hour.
9. Mohamed Nur, Technology Specialist, change salary to 2020-2021 salary agreement of \$60,038.00 + Step 2-effective 1/25/2021 through 6/30/2021.
10. Gabby Roman Pownell, On Call Kid Ventures Student Site Assistant at Sibley Elementary, change to Kid Ventures Student Site Assistant at Sibley Elementary, 2 hours/week, effective 2/1/2021; \$10.08/hour.
11. Krista Sorenson, Media Center Educational Assistant at Sibley Elementary for 12 hours/week, change to Media Center Educational Assistant at Sibley Elementary for 17.5 hours/week, effective 2/3/2021.
12. Pilar Sullivan, Educational Assistant/Lunch Supervisor at Greenvale Park Elementary for 5 hours/day, change to Educational Assistant/Lunch Supervisor for 5.5 hours/day effective 2/1/2021.
13. Joquan Williams, On Call Kid Ventures Site Assistant at Greenvale Park Elementary, change to Kid Ventures Site Assistant at Greenvale Park Elementary, effective 2/16/2021; \$14.01/hour.
14. Lisa Williams, On Call Kid Ventures Site Assistant at Greenvale Park Elementary, change to Kid Ventures Site Assistant at Greenvale Park Elementary, 8.5 hours/week, effective 1/19/2021; \$14.98/hour.
15. Stephen Cade, Spanish Teacher at Northfield High School, overload in lieu of supervision, effective 2/1/2021 through 6/10/2021.
16. Hildeliza Lopez, Child Nutrition Associate I at Northfield Middle School, change to Child Nutrition Associate II at the Middle School for 6.25 hours/day, effective 2/8/2021; \$19.81/hour.
17. Melvin Miller, Community Services Recreation Staff, Building Supervisor, on Saturdays and Sundays, effective 11/15/2020 through 5/31/2021; 16.85/hour.

c) Leave of Absence

1. Rebecca Lorang, Teacher at Northfield Middle School, Family/Medical Leave of Absence beginning on 3/5/2021 through the end of the 2020-2021 school year.
2. Cheryl Mathison, Teacher at ALC, Family/Medical Leave of Absence effective on or about 2/8/2021 for up to 60 work days.
3. Maren Matson, Kindergarten Teacher at Sibley Elementary, Family/Medical Leave of Absence beginning 8/30/2021 through 1/2/2022.
4. Brent Rauk, Teacher at Northfield Middle School, Family/Medical Leave of Absence beginning on 2/1/2021 through 2/17/2021.
5. Tiffany Ryan, Teacher at Bridgewater Elementary, extend Family Medical Leave Act Leave of Absence through 2/26/2021.
6. Gina Swenson, Teacher at Sibley Elementary, extend Family Medical Leave Act Leave of Absence through 2/12/2021.
7. Cindy Keogh, Portage Literacy Support Educational Assistant, Leave of Absence effective 2/8/2021 through 4/5/2021,
8. Amanda Sieger, Kindergarten Teacher at Sibley Elementary, Family/Medical Leave of Absence, effective 2/8/2021 through 3/19/2021.
9. Shelley Stulken, 5th Grade Teacher at Sibley Elementary, Family/Medical Leave of Absence, effective 2/8/2021 for up to 60 work days.

d) Retirements/Resignations/Terminations

1. Amy McBroom, Volunteer Coordinator at Northfield Middle School, resignation effective 1/27/2021.
2. Diana Camargo, unable to accept Custodian position at Northfield High School, effective 2/4/2021.
3. Kim Slegers, Assistant Track and Field Coach at Northfield High School, resignation effective 2/5/2021.

VII. Superintendent's Report

A. Items for Individual Action

1. Rename Longfellow School Building. On a motion by Butler, seconded by Gonzalez-George, and in accordance with Policy 809, the Board approved the Longfellow School Building be renamed Northfield School District Office and Area Learning Center effective immediately.
2. Legislative Action Committee. On a motion by Baraniak, seconded by Goerwitz, the Board approved the formation of the Legislative Action Committee (LAC) and appointed Corey Butler, Claudia Gonzalez-George, and Julie Pritchard to serve on this committee in 2021.
3. Policies 103, 417, 420 and 422. On a motion by Stratmoen, seconded by Butler, the Board approved Policies 103, 417, 420 and 422 as presented.

VIII. Items for Information

- A. Enrollment Report. Superintendent Hillmann reviewed the February 2021 Enrollment Report.
- B. Building Open Houses. The District has tentatively scheduled Thursday, September 23, 2021, 4:00 p.m. - 7:00 p.m. to hold open houses at the new Greenvale Park Elementary School and the renovated Northfield Community Education Center, Sibley Elementary, Bridgewater Elementary and District Offices.

IX. Future Meetings

- A. Monday, February 22, 2021, 6:00 p.m., Special Closed Board Meeting, Conference Room 105 in the Northfield District Office.
- B. Monday, February 22, 2021, 7:00 p.m., Regular Board Meeting, Board Room in the Northfield District Office.
- C. Monday, March 8, 2021, 7:00 p.m., Regular Board Meeting, Board Room in the Northfield District Office.

X. Adjournment

On a motion by Stratmoen, seconded by Quinnell, the Board adjourned at 9:08 p.m.

Noel Stratmoen
School Board Clerk

RESOLUTION ACCEPTING DONATIONS

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

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

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

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

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

Donor	Item	Designated Purpose (if any)
Apple Autos Scholarship Fund of the Mpls Foundation	\$5,000.00	Scholarships

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 SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 11th day of February, 2021, by and between Apple Autos Scholarship Fund of the Minneapolis Foundation, 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

\$5,000.00 for scholarships, check #526513.

Apple Autos Scholarship Fund of the Minneapolis Foundation
Donor

By: Received in District office

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

INDEPENDENT SCHOOL DISTRICT No. 659

By: _____

Clerk

DISTRICT OFFICE

201 Orchard Street South
Northfield, MN 55057
PH 507.663.0600 • Fax 507.663.0611
www.northfieldschools.org

TO: Dr. Matt Hillmann, Superintendent

FROM: Val Mertesdorf, Director of Finance *VM*

DATE: February 22, 2021

RE: Board Approval of Financial Reports – September 2020

We request that the Board of Education approve paid bills, payroll, bond payments, electronic funds transfers, investments and financial reports for the month of September 2020.

Bills totaling \$3,305,068.60 were paid in September 2020.

Payroll checks totaling \$3,183,299.22 were issued in September 2020.

No bond payments were paid in September 2020.

At the end of September 2020 Total Cash and Investments amounted to \$34,643,701.19.

Wire transfers initiated by the district during September 2020:

9/21/20	\$1,535,846.31	From MN Trust Bldg Bond to MSDLAF Liquid
	\$300,000.00	From Frandsen General to Frandsen Sweep
	\$350,000.00	From Frandsen Sweep to Frandsen General

The following financial reports for September 2020 are included to show the current cash and investment balances, details of disbursements and electronic funds transfers.

1. Treasurer's Report
2. Disbursement Report

September 2020 Treasurer's Report

FUNDS	BALANCE BEGINNING OF MONTH	RECEIPTS	DISBURSEMENTS	JOURNAL ENTRIES	BALANCE END OF MONTH
GENERAL FUND	13,756,708.97	4,640,404.95	4,409,018.65	(10,570,446.00)	3,417,649.27 *
FOOD SERVICE	531,762.08	99,409.37	92,465.76	2,080.43	540,786.12
COMMUNITY ED	181,180.62	128,838.05	238,862.90	(1,631.31)	69,524.46
CONSTRUCTION ACCOUNT	9,819,428.21	120.43	837,469.06	(8,224,215.82)	757,863.76
DEBT SERVICE	4,620,737.63	121,101.03	-	-	4,741,838.66
SELF INSURANCE	5,200,440.54	95,941.32	910,551.45	567,972.48	4,953,802.89
TOTALS	34,110,258.05	5,085,815.15	6,488,367.82	(18,226,240.22)	14,481,465.16
GENERAL FUND INVESTMENT	8,124,933.23	-	-	10,010,000.00	18,134,933.23 *
CONSTRUCTION INVESTMENT	2,264,802.80	-	-	(237,500.00)	2,027,302.80
	10,389,736.03	-	-	9,772,500.00	20,162,236.03
GRAND TOTALS	44,499,994.08	5,085,815.15	6,488,367.82	(8,453,740.22)	34,643,701.19

*General Fund includes Certificate of Deposit amount

Disbursement Report

ISD 659 - Northfield

September 2020

Disbursements:

Bills Paid:

General Fund	\$ 1,502,609.83	
Food Service Fund	22,398.85	
Community Services Fund	32,039.41	
Construction Fund	837,469.06	
Trust & Agency Fund	-	
Self Insurance Fund	910,551.45	
Total Bills Paid	<u> </u>	3,305,068.60

Payroll:

General Fund	2,906,408.82	
Food Service Fund	70,066.91	
Community Services Fund	206,823.49	
Trust Fund	-	
Self Insurance Fund	-	
Total Payroll	<u> </u>	3,183,299.22

Bond Payments:

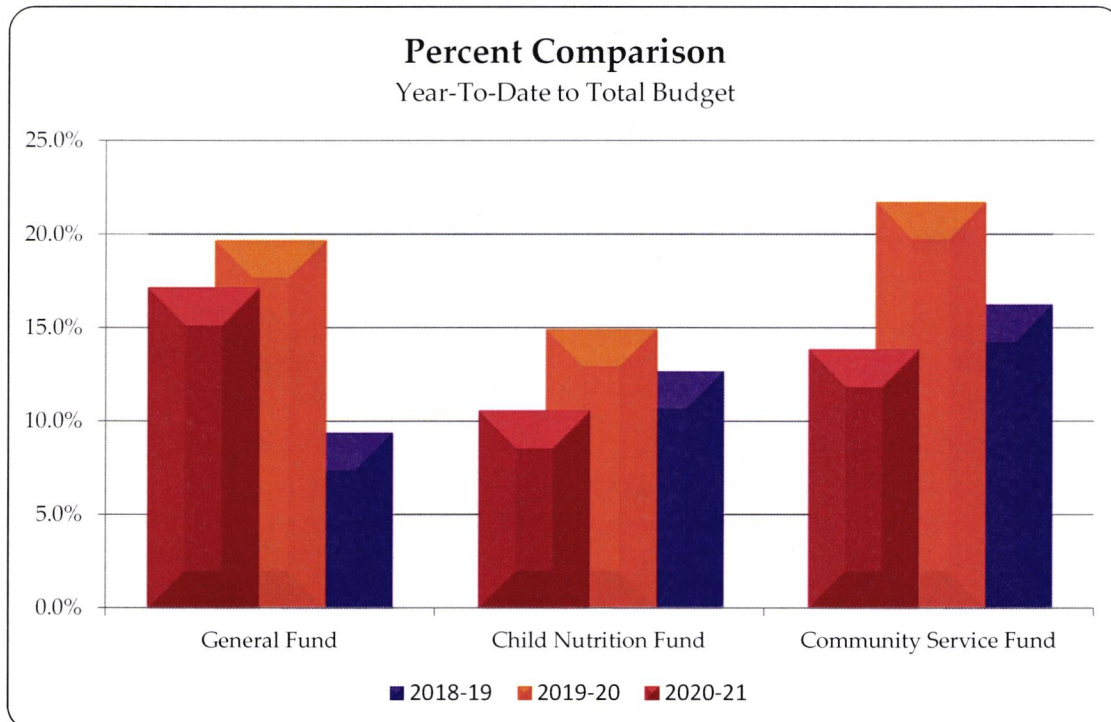
Debt Redemption Fund	<u> </u>	
Total Bond Payments		<u> </u>
Total Disbursements		<u><u>\$6,488,367.82</u></u>



STATEMENT OF REVENUES

For the month ended September 30, 2020

Fund	Year-To-Date	Budget	YTD as % of Budget		
			2020-21	2019-20	2018-19
General Fund					
Property Taxes	\$ 114,758	\$ 14,132,124	0.8%	0.7%	0.7%
State Sources	8,932,942	40,310,185	22.2%	21.8%	11.1%
Federal Sources	132,972	1,389,715	9.6%	78.0%	33.3%
Local Sources	725,368	2,028,278	35.8%	98.0%	28.4%
Total	\$ 9,906,039	\$ 57,860,302	17.1%	19.6%	9.4%
Child Nutrition Fund	\$ 234,753	\$ 2,220,244	10.6%	14.9%	12.7%
Community Service Fund	441,302	3,187,661	13.8%	21.7%	16.2%
Construction Fund	104,931	105,134	99.8%	19.9%	0.0%
Debt Service Fund	417,553	6,210,807	6.7%	6.4%	6.4%
Internal Service Fund	1,603,795	7,547,782	21.2%	11.1%	10.8%
Total All Funds	\$ 12,708,373	\$ 77,131,930	16.5%	17.7%	9.7%

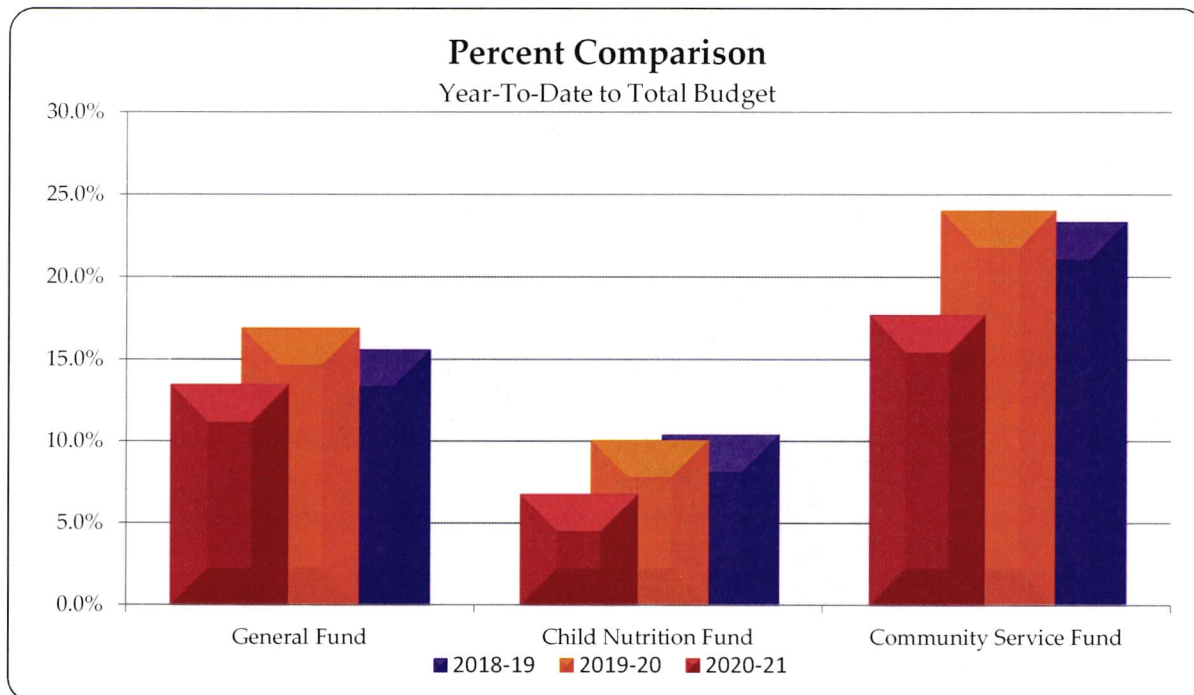




STATEMENT OF EXPENDITURES

For the month ended September 30, 2020

Fund	Year-	Budget	YTD as % of Budget			
	To-Date		2020-21	2019-20	2018-19	
General Fund						
Salaries	\$ 3,719,200	\$ 34,438,992	10.8%	11.7%	12.1%	
Benefits	1,580,453	12,918,802	12.2%	13.0%	13.7%	
Purchased Services	1,279,379	7,694,825	16.6%	23.6%	26.0%	
Supplies & Materials	881,135	2,309,392	38.2%	39.9%	13.0%	
Capital Expenditures	584,801	2,639,042	22.2%	83.2%	65.2%	
Other Expenses	123,591	726,246	17.0%	27.9%	21.1%	
Total General Fund	\$ 8,168,558	\$ 60,727,299	13.5%	16.9%	15.6%	
Child Nutrition Fund	\$ 165,745	\$ 2,433,320	6.8%	10.1%	10.5%	
Community Service Fund	571,358	3,224,381	17.7%	24.0%	23.3%	
Construction Fund	4,789,790	8,316,866	57.6%	2.0%	0.0%	
Debt Service Fund	1,015,763	7,264,675	14.0%	16.2%	7.9%	
Internal Service Fund	2,421,831	8,090,343	29.9%	29.8%	30.2%	
Total All Funds	\$ 17,133,045	\$ 90,056,884	19.0%	13.6%	16.5%	



OPTION AGREEMENT

THIS OPTION AGREEMENT (the "Agreement") shall be effective the 2nd day of February, 2021 (the "Effective Date"), by and between Independent School District No. 659, Northfield, Minnesota, a Minnesota municipal corporation ("Seller"), and Rebound Real Estate, LLC, a Minnesota limited liability company, or its assigns ("Buyer") (collectively, the "Parties").

WITNESSETH

WHEREAS, Seller is the owner of that certain real property located in Rice County, Minnesota which is legally described as follows:

Outlot B, in Greenvale School Plat, in the City of Northfield, Rice County, Minnesota; except that part of said Outlot B lying within the Plat of Green Meadows, in the City of Northfield, Rice County, Minnesota (the "Property"); and

WHEREAS, the Property is unimproved land; and

WHEREAS, Buyer wishes to obtain an option to purchase the Property and Seller is willing to grant Buyer an option to purchase the Property, in accordance with the terms of this Agreement.

NOW THEREFORE, it is agreed as follows:

AGREEMENT

Section 1. Grant of Option.

- 1.1. Commencing on the Effective Date and ending upon the earlier date of December 31, 2021 or 30 days after full City of Northfield approval of the Paulson Development project (the "Option Period"), Buyer shall have an option to purchase the Property according to the price, terms and conditions identified herein (the "Option").
- 1.2. Buyer may exercise the Option by providing written notice to the Seller upon either date as specified in Section 1.1 of its desire to exercise the Option. Written notice must be delivered to the post office for mailing to the Seller's address provided below by certified mail. If the Buyer does exercise the Option, then (a) the purchase price shall be as provided in Section 2 below, (b) the payment terms shall be as provided in Section 3 below, (c) the parties shall endeavor to negotiate a purchase agreement containing those terms and conditions, and other necessary terms and conditions, and (d) the Parties shall proceed to closing. If the Buyer does not provide such written notice by either date specified in Section 1.1, or if the parties cannot fully negotiate a purchase agreement that is approved by Seller's school board, or if the Buyer fails to close on the purchase of the

Property in accordance with the terms of the purchase agreement, then the Option shall be null and void and of no further effect and the Buyer shall provide the Seller a document in recordable form releasing its option interest.

Section 2. Purchase Price. The purchase price for the Property shall be \$20,000 (the "Purchase Price).

Section 3. Purchase Agreement and Payment Terms. Buyer shall pay the Purchase Price to the Seller at a closing to be held within 90 days after Buyer has provided written notice to the Seller of its desire to exercise the Option. At the closing, Seller shall provide Buyer with marketable title to the Property, free and clear of all liens and encumbrances. Seller shall provide Buyer with a general warranty deed to the Property. Buyer shall pay the entire purchase price to the Seller in cash or other certified funds at the closing. Seller and Buyer shall pay all other remaining expenses of closing as are customary of a buyer and a seller of commercial real estate in the Northfield area at the time of the closing. The Property shall be sold as-is without contingencies, and with no warranties as to its condition or fitness for the Buyer's intended purposes. The purchase agreement shall also contain a provision requiring Buyer to cooperate with Seller in the installation, as determined necessary, of safety measures needed to allow for safe travel of students in the area. The terms set forth in this section shall be incorporated into a purchase agreement, along with other necessary terms, executed by Seller and Buyer.

Section 4. Option Payment. In consideration for granting the Option to the Buyer, the Buyer shall pay the Seller the sum of \$100.00 in cash upon exercise of this Agreement by both Parties. This option payment shall be non-refundable and shall not be applied to the Purchase Price.

Section 5. Miscellaneous Provisions.

- 5.1 Assignability. This Agreement shall be binding upon and inure to the benefit of the Parties and their respective heirs, executors, administrators, successors and assigns. Buyer shall have the right to assign this Agreement to an entity in which Brett D. Reese is a member, partner, shareholder, or owner.
- 5.2 Severability. In the event any part of this Agreement is found to be void, the remaining provisions of this Agreement shall nevertheless be binding with the same effect as though the void parts were deleted.
- 5.3 Entire Agreement. Except as otherwise specifically provided herein, this Agreement (and any exhibits hereto) constitutes the entire agreement among the Parties with respect to the subject matter hereof and supersedes all prior communications, writings, and other documents with regard thereto. No modification, amendment, or waiver of any provision hereof shall be binding upon any Party unless it is in writing and executed by all of the Parties or, in the case of a waiver, by the Party waiving compliance. Each Party represents that they have read this Agreement, understand its terms, and have had the opportunity to review this Agreement with their respective counsel.

- 5.4 Notice. Any notice required or permitted to be given is given in accordance with this Agreement by mailing it in a sealed wrapper by United States registered mail, return receipt requested, postage prepaid and properly addressed as follows:

If to Seller: Independent School District No. 659
ATTN: Matthew Hillman, Superintendent
1400 Division St. S.
Northfield, MN 55057

If to Buyer: Rebound Real Estate, LLC
ATTN: Brett D. Reese
527 Professional Drive, Suite 100
Northfield, MN 55057

Unless otherwise specifically provided herein, notices shall be deemed effective on the earlier of the date of receipt or the date of deposit as aforesaid; provided, however, that if notice is given by deposit, the time for response to any notice by the other Party shall commence to run one business day after any such deposit. Any Party may change its address for the service of notice by giving written notice of such change to the other Party, in any manner above specified, 10 days prior to the effective date of such change.

- 5.5 Governing Law. This Agreement shall be interpreted, construed and governed in accordance with the laws of the State of Minnesota.
- 5.6 Representation. Ryan L. Blumhoefer, Attorney at Law, represents only the Buyer in this transaction.
- 5.7 Recording. Buyer may, at Buyer's expense, record this Agreement or a memorandum of this Agreement with the Rice County Recorder's Office. In the event the Buyer fails to exercise the Option, then Buyer agrees to execute a document in recordable form which terminates the Option.

(signature pages follow)

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first above written.

SELLER:

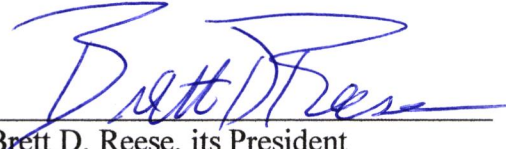
INDEPENDENT SCHOOL DISTRICT NO.
659, a Minnesota Municipal Corporation

By: _____
_____, its _____

By: _____
_____, its _____

BUYER:

Rebound Real Estate, LLC

By:  _____
Brett D. Reese, its President

Policy 424 LICENSE STATUS

I. PURPOSE

The purpose of this policy is to ensure that qualified teachers are employed by the school district and to fulfill its duty to ascertain the licensure status of its teachers. A school board that employs a teacher who does not hold a valid teaching license or permit places itself at risk for a reduction in state aid. This policy does not negate a teacher's duty and responsibility to maintain a current and valid teaching license. All candidates for positions on the staff must have or be eligible for valid licenses or other qualification documents entitling them to serve in the assignments for which they apply, if such licenses or qualifications are a requirement of the position. All current staff must maintain valid licenses or other qualification documents entitling them to serve in positions to which they are assigned, if such licenses or qualifications are a requirement of the position.

II. GENERAL STATEMENT OF POLICY

- A. A qualified teacher is one holding a valid license to perform the particular service for which the teacher is employed by the school district.
- B. No person shall be considered a qualified teacher until the school district verifies, through the Minnesota education licensing system available on the Minnesota Professional Educator Licensing and Standards Board website, that the person is a qualified teacher consistent with state law.
- C. The school district has a duty to ascertain the licensure status of its teachers and ensure that the school district's teacher license files are up to date. The school district shall establish a procedure for annually reviewing its teacher license files to verify that every teacher's license is current and appropriate to the particular service for which the teacher is employed by the school district.

It is the responsibility of the employee to maintain valid licenses or other qualifications that are a requirement of the position during employment with the District. At the sole discretion of the school district, fFailure to comply with this policy may be grounds for the employee's immediate discharge from employment or an unpaid leave.

Policy 424 License Status

Adopted: 3/14/05; Updated: INSERT DATE HERE

School Board

INDEPENDENT SCHOOL DISTRICT 659

Northfield, Minnesota

Legal References: Minn. Stat. § 122A.16 (Qualified Teacher Defined)

Minn. Stat. § 122A.22 (District Recording of Teacher Licenses)

Minn. Stat. § 122A.40, Subd. 13 (Employment; Contracts; Termination - Immediate Discharge)

Minn. Stat. § 127A.42 (Reduction of Aid for Violation of Law)

Vettleson v. Special Sch. Dist. No. 1, 361 N.W.2d 425 (Minn.App. 1985)

Lucio v. School Bd. of Independent Sch. Dist. No. 625, 574 N.W.2d 737 (Minn.App. 1998)

In the Matter of the Proposed Discharge of John R. Statz (Christine D. Ver Ploeg), June 8, 1992, *affirmed*, 1993 WL 129639, 1993 Minn. App. Lexis 442 (Minn. App. 1993)

Procedures for Policy 424: LICENSE STATUS

- A. The superintendent or the superintendent's designee shall establish a schedule for the annual review of teacher licenses.
- B. Where it is discovered that a teacher's license will expire within one year from the date of the annual review, the superintendent or the superintendent's designee will advise the teacher in writing of the approaching expiration and that the teacher must complete the renewal process and file the license with the superintendent prior to the expiration of the current license. However, failure to provide this notice does not relieve a teacher from his/her duty and responsibility of ensuring that his/her teaching license is valid, current and appropriate to his/her teaching assignment.
- C. If it is discovered that a teacher's license has expired, the superintendent or the superintendent's designee will immediately investigate the circumstances surrounding the lack of license and will take appropriate action. The teacher shall be advised that the teacher's failure to have the license reinstated will constitute gross insubordination, inefficiency and willful neglect of duty which are grounds for immediate discharge from employment.
- D. The duty and responsibility of maintaining a current and valid teaching license appropriate to the teaching assignment as required by this policy shall remain with the teacher, notwithstanding the superintendent's failure to discover a lapsed license or license that does not support the teaching assignment. A teacher's failure to comply with this policy may result in the teacher's unpaid leave or immediate discharge from employment.

Procedures for Policy 424: License Status

Adopted: 3/14/05; Updated: INSERT DATE HERE

Policy 425 STAFF DEVELOPMENT

I. PURPOSE

The purpose of this policy is to establish a staff development structure that carries out the mission of Northfield Public Schools that supports improved student learning.

II. GENERAL STATEMENT OF POLICY

District staff development will relate to one or more of the following:

- A. The District Vision and Mission Statement ~~and Strategic Plan, curriculum implementation and instructional strategies, District and building goals, or State Graduation Standards~~
 - B. The District Strategic Plan ~~Legal Requirements~~
 - C. District and building goals ~~Effective on-the-job behaviors and employee performance~~
 - D. District curriculum implementation and instructional strategies ~~Job-specific knowledge and skills~~
 - E. Evidence-based instructional practices and strategies grounded in current research
 - F. State requirements for renewal of a teaching license
 - F.G. State graduation standards and legal requirements
 - E.H. Effective on-the-job behaviors and employee performance
 - D.I. Job-specific knowledge and skills
- H. Staff ~~may~~ shall be required to participate in staff development opportunities unless otherwise directed in writing.

Policy 425 Staff Development

Adopted: 3.14.2005; Updated: INSERT DATE HERE

School Board

INDEPENDENT SCHOOL DISTRICT 659

Northfield, Minnesota

Legal References: Minn. Stat. § 120A.41 (Length of School Year; Days of Instruction)
Minn. Stat. § 120A.415 (Extended School Calendar)
Minn. Stat. § 120B.125 (Planning for Students' Successful Transition to Postsecondary Education and Employment; Personal Learning Plans)
Minn. Stat. § 120B.22, Subd. 2 (Violence Prevention Education)
Minn. Stat. § 122A.18, Subd. 4 (Board to Issue Licenses; Expiration and Renewal)
Minn. Stat. § 122A.40, Subds. 7 and 7a (Employment; Contracts; Termination - Additional Staff Development and Salary)
Minn. Stat. § 122A.41, Subds. 4 and 4a (Teacher Tenure Act; Cities of the First Class; Definitions - Additional Staff Development and Salary)
Minn. Stat. § 122A.60 (Staff Development Program)

Minn. Stat. § 122A.61 (Reserved Revenue for Staff Development)
Minn. Stat. § 126C.10, Subds. 2 and 2b (General Education Revenue)
Minn. Stat. § 126C.13, Subd. 5 (General Education Levy and Aid)

Cross-References:

Rename Sibley Elementary School | February 8, 2021
Matt Hillmann, Ed.D. | Superintendent of Schools

Executive Summary: This document provides an update on the process of renaming Sibley Elementary School in compliance with District Policy 809.

Background

The Northfield Board of Education adopted Policy 809: Naming of School District Buildings on October 12, 2020. This policy requires that sites which serve a district-wide function shall be named to illustrate the nature of their role in the district.

Process

The public was invited to submit proposed school names via a Google Form. The form was made available on December 18, 2020, and the last submission was made on January 15, 2021. There were 46 submissions with 36 unique names offered.

The Sibley renaming committee used an iterative process to select three names for the Board of Education's consideration.

Power Voting

Each committee member received a link for a Google Form for power voting and had eight votes. Committee members could vote for any of the 36 submitted names once or more than once. A committee member could vote for eight different names or vote for one name eight times.

The eight names with the most votes advanced to the next voting round.

Ranked Choice Voting

Each committee member received a link for a Google Form with the final eight school names. They ranked the names in order of their favorite to least favorite. The three names with the best average ranking advanced to the Board of Education for their consideration.

The Sibley Renaming Committee included: Ulrika Peterson, Sibley educational assistant; Paula Baragary, Sibley teacher; Molly Lloyd, PTO President; one current student; a NHS Junior and former Sibley student; Sibley Elementary School Principal Scott Sannes; and Dr. Matt Hillmann, Superintendent.

Finalists

The final three names for your consideration are:

- Maple Hill Elementary
- Maple Hills Elementary
- Spring Creek Elementary

The singular vs. the plural version distinguishes Maple Hill and Maple Hills. One of the neighborhoods south of the school is called "Maple Hills" and one of the neighborhoods to the east of the school is called "Spring Creek."

After discussing this issue at the February 8 Board meeting, we will recommend one name at the February 22, 2021 Board meeting.

**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 2021-2022 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 22, 2021