

**NORTHFIELD PUBLIC SCHOOLS**  
**Office of the Superintendent**  
**Memorandum**

**TO:** Board of Education  
**FROM:** Matt Hillmann Ed.D., Superintendent  
**RE:** Table File Items for March 11, 2019, Regular School Board Meeting

V. Items for Discussion and Reports

A. Building Projects Progress Update by Wold Architects

The schematic design books for both New Greenvale Park and Bridgewater projects, along with Wold's presentation documentation, are attached.

C. Technology Services Presentation

The technology services presentation is attached.

VI. Consent Agenda

D. Personnel Items

a) Appointments

7. Laura Kay Allen, 1.0 FTE Interim High School Principal at the High School, beginning 08/05/2019-12/20/2019; 98 contracted days @ \$625.50/day.

b) Increase/Decrease/Change in Assignment

12. Natalie Amy, Teacher at the Middle School, add Boys Golf Coach at the Middle School, effective 04/01/2019; Level I, Step 1
13. Caitlin Bushey, Teacher at Bridgewater, add Summer PLUS Teacher for up to 4.75 hours/day Mon.-Thurs. at Greenvale Park, effective 06/13/2019-08/01/2019; Yr. 2-\$27.11/hr.
14. Tina Dokken, Girls Golf Coach at the High School, change to Girls Golf Coach at the Middle School, effective 04/01/2019; Level I, Step 5
15. Rich Guggisberg, Teacher at Sibley, add Summer PLUS Teacher for up to 4.75 hours/day Mon.-Thurs. at Greenvale Park, effective 06/13/2019-08/01/2019; Yr. 4-\$27.73/hr.
16. Kyle Korynta, Assistant Track Coach-100% Stipend at the High School, change to Assistant Track Coach-60% Stipend at the High School, effective 03/11/2019. Level F, Step 3-60% Stipend
17. Becca Meyers, Early Childhood Teacher for 38 hours/wk at the NCRC, change to Early Childhood Teacher for 4 hours/wk at the NCRC, effective 08/19/2019.
18. Nicole Porath, Cross Country Coach at the High School, add Assistant Boys and Girls Track Coach at the Middle School, effective 04/01/2019. Level I, Step 1
19. Angela Schock, Teacher at the Middle School, add Head and Assistant Track Coach at the Middle School, effective 04/01/2019; Level H, Step 1-50% stipend and Level I, Step 1-50% stipend
20. Kim Slegers, Assistant Track Coach-100% Stipend at the High School, change to Assistant Track Coach-60% Stipend at the High School, effective 03/11/2019. Level F, Step 3-60% Stipend
21. Janet Smith, Teacher at the High School, add Assistant Track Coach at the High School, effective 03/11/2019; Level F, Step 1 80% Stipend
22. Amber Soderlund, Teacher at Sibley, add Summer PLUS Teacher for up to 4.75 hours/day Mon.-Thurs. at Greenvale Park, effective 06/13/2019-08/01/2019; Yr. 3-\$27.11/hr.

c) Leave of Absence

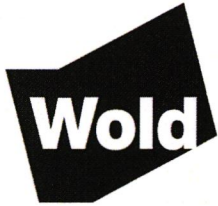
6. Ruben Alvarez, Teacher at Greenvale Park, Leave of Absence, effective for the 2019-2020 School Year.
7. Katie Casson, Teacher at the High School, Leave of Absence, effective for the first semester of the 2020-2021 School Year.
8. Betsy McLaughlin, Teacher at Greenvale Park, Leave of Absence, effective for the 2019-2020 School Year.
9. Rebecca Meyers, Early Childhood Teacher at the NCRC, Leave of Absence, effective for the 2019-2020 School Year.

10. Ellen Mucha, Teacher at the High School, .4 FTE Leave of Absence, effective for the 2019-2020 School Year.
  11. Jacie Myers, Special Education Teacher at Greenvale Park, Leave of Absence, effective for the 2019-2020 School Year.
  12. Debra Pack, Spec Ed EA-PCA at the High School, Family/Medical Leave of Absence, effective 3/11/2019-04/11/2019.
- d) Retirements/Resignations/Terminations
6. Janet Larimore-Rockne, Teacher at Bridgewater, retirement effective at the end of the 2018-2019 School Year.
  7. Shelly Sheets, Long Term Substitute Child Nutrition, unable to accept position, effective 03/08/2019.
  8. Savannah Stuckmayer, Community School Coordinator at Greenvale Park, resignation effective 06/17/2019.

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

E. Grant Application Approval

Erin Bailey, Community Services Director, is requesting School Board approval of a \$46,100 grant request from Northfield United Way. PRIMETIME provides low-income and at-risk Northfield children with free mentoring, tutoring, skill-building workshops, and cultural enrichment programs after school and over the summer. The target population includes children at risk of academic failure and low-income youth receiving free/reduced price lunches. If received, this grant will provide after school and summer enrichment to over 850 Northfield youth July 1, 2019 - June 30, 2020.



**Wold Architects and Engineers**

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Saint Paul, MN 55101

woldae.com | 651 227 7773

**Schematic Design Submittal**  
**NEW GREENVALE PARK**  
**ELEMENTARY SCHOOL**

**INDEPENDENT SCHOOL DISTRICT**  
**#659**

Northfield, MN

March 11, 2019



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## **INTRODUCTION**

Wold Architects and Engineers is pleased to submit to the Board of Education of Independent School District #659 the Schematic Design Submittal for the New Greenvale Elementary School. We wish to thank the Core Planning Group and the School District's Administration and Staff for the exhaustive efforts in providing the Design Team with the information necessary to advance to this state of development in a timely fashion.

The Design Team is commencing the Design Development Phase of this project. This report has been prepared to update the Board of Education. Thank you for the consideration of this design presentation.

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Vaughn Dierks // AIA, LEED-AP  
Partner  
WOLD ARCHITECTS AND ENGINEERS

A handwritten signature in black ink, appearing to read "Sal Bagley", written over a horizontal line.

Sal Bagley // AIA, LEED-AP BD+C  
Associate  
WOLD ARCHITECTS AND ENGINEERS



**CORE PLANNING GROUP MEMBERS**

Ruben Alvarez  
Danielle Amundson  
Joy Amunrud  
Laura Berdahl  
Betsey Buckheit  
Alisha Clarey  
Maggie Epstein  
Bonnie Jean Flom  
Janneth Garcia  
Stephanie Hagberg  
Mary Grace Hanson  
Matt Hillman  
Ellen Iverson  
Angie Kruse  
Anne Larson  
Elias Lawler

Sarah Lyman  
Renee Malecha  
Jeff McCormick  
Val Mertesdorf  
Amanda Miller  
Julie Ochs  
Carrie Rice  
Sam Richardson  
Julia Sogla  
Noel Stratmoen  
Scott Tempel  
Bridget Timerson  
Ellen Trotman  
Lori Warner  
Brent Yule  
Sari Zach

**CORE PLANNING GROUP MEETING DATES**

January 15, 2019  
January 31, 2019  
February 21, 2019  
February 28, 2019



## **GUIDING PRINCIPLES**

- The building should meet the needs of today while providing for future flexibility and potential expansion, including new technology for both education and systems.
- The layout of the building should be easy to supervise and intuitive to navigate. Signage throughout the building should be inclusive.
- The building should be safe and secure while being warm and welcoming for students, staff and visitors. The building will have multiple lockdown zones for different times of day.
- The site design should separate parent, bus, pedestrian, and bicycle traffic.
- The building design should provide opportunities for natural daylight, acoustic control, and occupant comfort throughout.
- The design should provide a variety of learning spaces to promote flexibility and adaptability.
- The design should be fun and interesting to the students.
- The media center should serve as the heart of the building while being separated from circulation.
- The building should support community services (clothing, food pantry) – these should be near the entry and support privacy.
- The design should incorporate adequate storage for year round functions. Furniture should be mobile to allow for ease of movement.
- The design should foster a sense of community and support staff collaboration.
- The design should provide green space and opportunities to connect to nature.
- The project should incorporate sustainable features and energy efficiency into the design.
- The building should offer a variety of pull-out opportunities.
- The building will be organized into grade level learning communities. Each of these learning communities will have a flexible learning area for collaboration and small group work. These spaces should be designed to be adaptable.
- Special education should be located in a centralized area for student access and collaboration. The special education suite should be located in a quiet, private area. This can be located on both floors.
- The design should support a multiple variety of large group gathering spaces including grade level meetings, speaking events, performances for families, etc.
- The design should support community school functions. This may include: flex labs, grade level collaboration areas, music, band, art, gym, cafeteria.



## **DESIGN CRITERIA**

- The site design should provide a safe connection to the surrounding community for pedestrians and bicyclists.
- Main Office relationships:
  - The main entry should have a secure vestibule directly connected to the main office.
  - The nurse should be located at the main office and have a connection for students directly from the hallway.
  - The staff workroom should be located directly off the hallway with a connection to the main office.
- Spaces used outside of school hours (gym, cafeteria, flex labs, music and art rooms) should be located for easy access and security. Classroom areas should have the option to be secured from these spaces.
- Classrooms should have four walls with natural daylight and visibility into the collaboration area. Classrooms should surround the collaboration area to support each grade level's sense of community.
- Staff satellite work/copy space should be centrally located to classrooms.
- The following spaces should have direct access to natural daylight:
  - Cafeteria, classrooms, gym, media center, main office reception, Principal's office, art, teacher's lounge.
- Kindergarten, 1<sup>st</sup> Grade, and DCD classroom should be located in an area with less traffic.
- Student services such as the social worker and school psychologist should be centrally located and teamed together. The design of these spaces should support privacy.
- Student and staff bathrooms should be distributed appropriately.
- The gymnasium will be used for a variety of functions, both during and outside the school day. The gym should have the ability to divide.
- Students should not share lockers.
- Receiving should not circulate through the gym. Receiving should have easy access to the kitchen.
- Specialist spaces (art, gym, music, band) should be near each other with adequate circulation for class transitions.
- Art should be located by the flexible labs.
- Teacher's lounge should be located near the cafeteria. Circulation to this space should not be through the cafeteria.
- There should be an opportunity for handwashing near the cafeteria.





**SPACE PROGRAM - REFERENDUM SCOPE**

**Northfield Public Schools - I.S.D. #659**

**New Greenvale Park Elementary School - 600 Student Capacity**

**SPACE PROGRAM**

**23** Classrooms **5** Kindergarten

148 S F /Student

	No. of rooms	Planning Criteria	Total Net SF	Net	90,000	
<b>CLASSROOMS</b>						
19 Pre K (all day)	-	1,200	-			grade K 95
19 Pre K (1/2 day)	-	1,200	-			grade 1 105
19 Kindergarten Rooms (all day)	5	900	4,500			grade 2 105
19 Kindergarten Rooms (1/2 day)	-	900	-			grade 3 105
21 Classrooms (grades 1 - 3)	15	900	13,500			grade 4 100
25 Classrooms (grades 4 and 5)	8	900	7,200			grade 5 100
Cluster FTLA Areas (Flexible Teaming Areas)	4	800	3,200			
Cluster Staff Planning Areas	4	200	800			
Cluster Storage Supplies	4	100	400			
			29,600	29,600		610 Students
<b>SUPPORT SPACES</b>						
Media Center	1	3,000	3,000			
Support / Technology Head end room	1	200	200			
Computer Lab	2	800	1,600			
Administration / Nurse / Prin. / S.W.	1	2,500	2,500			
Conference Room	1	300	300			
Staff Dining / Workroom	1	800	800			
Art	1	1,000	1,000			
Art Storage	1	200	200			
Music	1	1,000	1,000			
Music Office	1	150	150			
Band	1	1,300	1,300			
Band Office / Practice (small group)	2	125	250			
Cafeteria	1	3,050	3,050		15 3,050	203
Kitchen / Prep	1	1,000	1,000			
Kitchen Support	1	800	800			
Receiving Area / Storage	1	500	500			
Large Group Meeting (share with cafe if avail)	-	1,200	-			
Before / After School Office	-	150	-			
Before / After School Storage	-	200	-			
			17,650	17,650		
<b>P.E. GYMNASIUM</b>						
P.E. Gymnasium	2	4,000	8,000	50 x 70 = 3500 sq		
Bleachers (200 seats)	-	300	-			
P.E. storage	1	400	400			
P.E. Office	1	150	150			
			8,550	8,550		
<b>SPECIAL SERVICES</b>						
Math Corp	1	200	200			
Read 180	1	450	450			
Reading Corp	1	200	200			
Psych/ OT / Counselor	3	150	450			
LD classroom (Resource) - 1 teacher	1	450	450			
LD classroom (Resource) - 2 teachers	-	900	-			
Title I / Basic Skills	4	450	1,800			
Speech	1	150	150			
ESL	1	200	200			
DHH	1	300	300			
Conference Room / Small Group	-	300	-			
EBD Classroom	-	900	-			
			4,200	4,200		
					60,000	
Circulation/Structure/ Mechanical/Toilets/Other		1.5		90,000	148	sf/st

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**REVISED SPACE PROGRAM - END OF SCHEMATIC DESIGN**

**Update at**  
**Schematic Design**

**ADMINISTRATION**

General Office / Reception	750 S.F.
Lobby / Waiting	425 S.F.
Principal's Office	200 S.F.
Social Worker's Office	150 S.F.
Conference	300 S.F.
Nurse	620 S.F.
Nurse Toilet	80 S.F.
Staff Dining / Workroom	1,200 S.F.
Staff Toilet	80 S.F.
	<b>3,805 S.F.</b>

**CLASSROOMS**

Kindergarten Rooms (all day)	5 @ 900	4,500 S.F.
Classrooms (1-3)	15 @ 900	13,500 S.F.
Classrooms (4-5)	8 @ 900	7,200 S.F.
Resource Area	6 @ 1100	6,600 S.F.
Staff Planning/Printing	2 @ 245	490 S.F.
Storage	6 @ 100	600 S.F.
Locker Bay (Grade 4-5)	2 @ 360	720 S.F.
Single Occupancy Toilet	7 @ 80	560 S.F.
Breakout Area		800 S.F.
		<b>34,970 S.F.</b>

**APPLIED LABS**

Flex Labs	2 @ 900	1,800 S.F.
Art Room		1,000 S.F.
Art Storage		200 S.F.
		<b>3,000 S.F.</b>

**MUSIC**

Music		1,000 S.F.
Music Office		150 S.F.
Band		1,300 S.F.
Band Office / Practice	2 @ 125	250 S.F.
		<b>2,700 S.F.</b>



**INDEPENDENT SCHOOL DISTRICT #659**

NEW GREENVALE PARK ELEMENTARY SCHOOL

March 11, 2019

**Update at**  
**Schematic Design**

**SPECIAL EDUCATION & SERVICES**

EL	1,025	S.F.
Title	1,025	S.F.
Special Education / Student Services	3 @ 500	1,500 S.F.
Level II/III		1,025 S.F.
		<b>4,575 S.F.</b>

**MEDIA CENTER**

Media Center	1,235	S.F.
Media Flex Area ("Living Room")	970	S.F.
Media Teaching Space	900	S.F.
Media Storage / Work (Incl. Head End)	650	S.F.
		<b>3,755 S.F.</b>

**PHYSICAL EDUCATION**

Gymnasium	7,681	S.F.
Office	100	S.F.
Storage	2 @ 150	300 S.F.
		<b>8,081 S.F.</b>

**KITCHEN/FOOD SERVICES**

Cafeteria / Dining Space	3,150	S.F.
Kitchen / Prep	1,000	S.F.
Kitchen Support	800	S.F.
		<b>4,950 S.F.</b>

**RECEIVING/CENTRAL SUPPLY/STORAGE**

Receiving Area / Storage	3,150	S.F.
Toilets	6 @ 400	2,400 S.F.
		<b>3,150 S.F.</b>

**SUPPORT**

Custodial	Incl.	
		<b>68,986 S.F.</b>

**TOTAL NET SQUARE FOOTAGE**

NET/GROSS FACTOR

**TOTAL GROSS SQUARE FOOTAGE**

**68,986 S.F.**

**1.30**

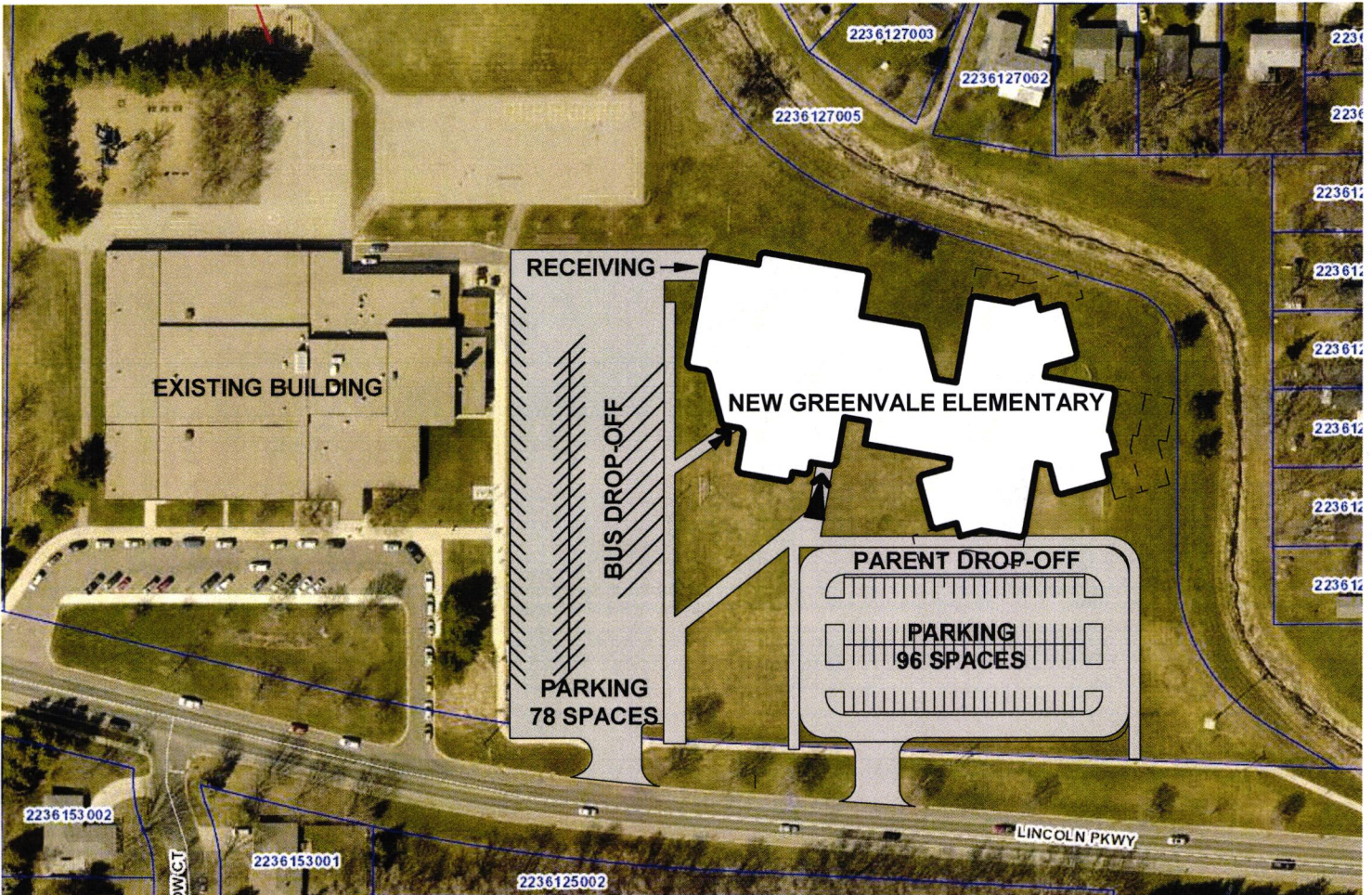
**89,682 S.F.**



# INDEPENDENT SCHOOL DISTRICT #659

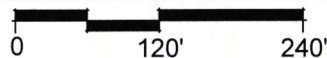
NEW GREENVALE PARK ELEMENTARY SCHOOL

March 11, 2019



## SD DIAGRAM SITE PLAN

1" = 160'-0"

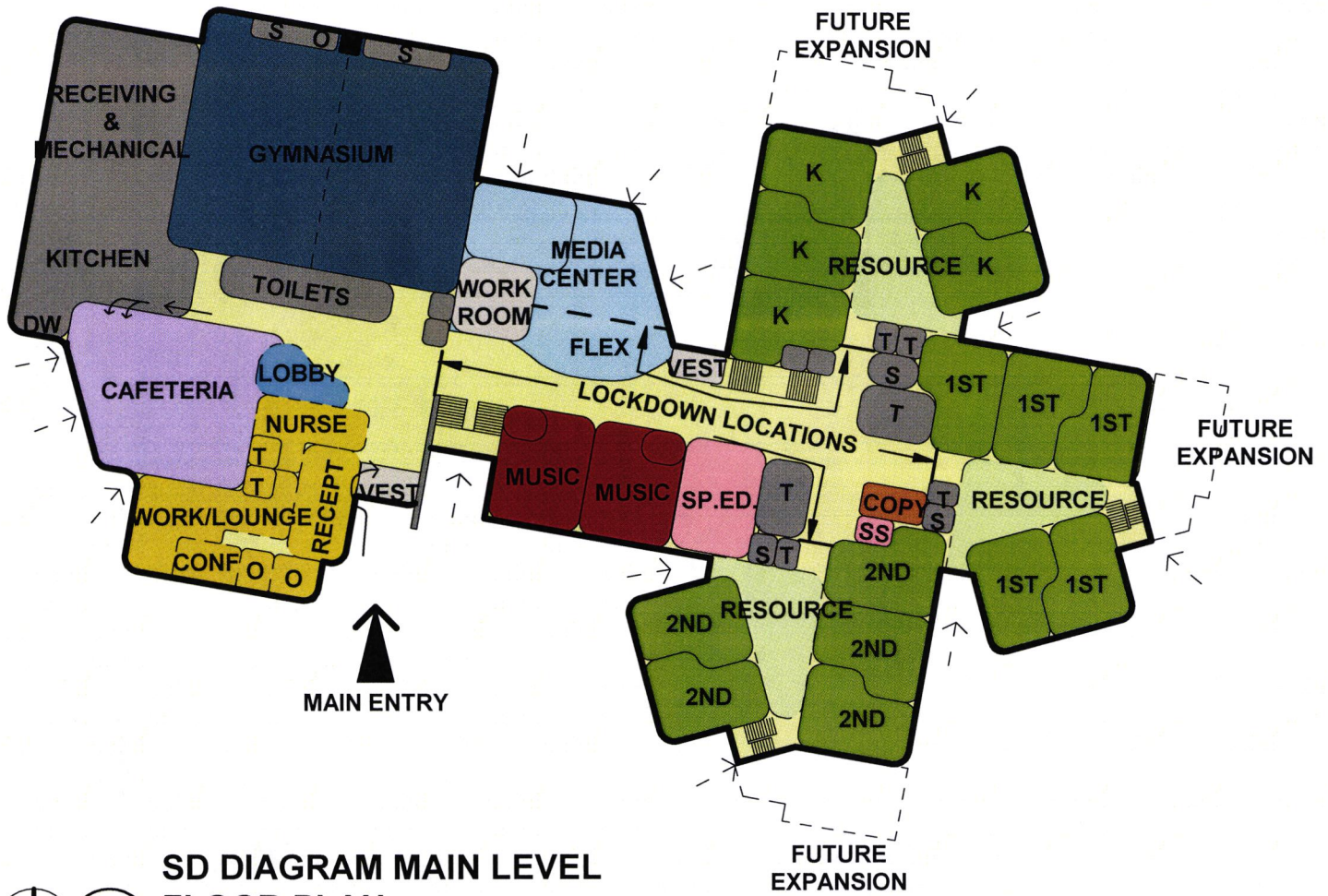




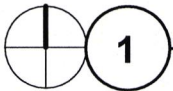
# INDEPENDENT SCHOOL DISTRICT #659

NEW GREENVALE PARK ELEMENTARY SCHOOL

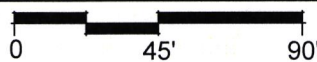
March 11, 2019

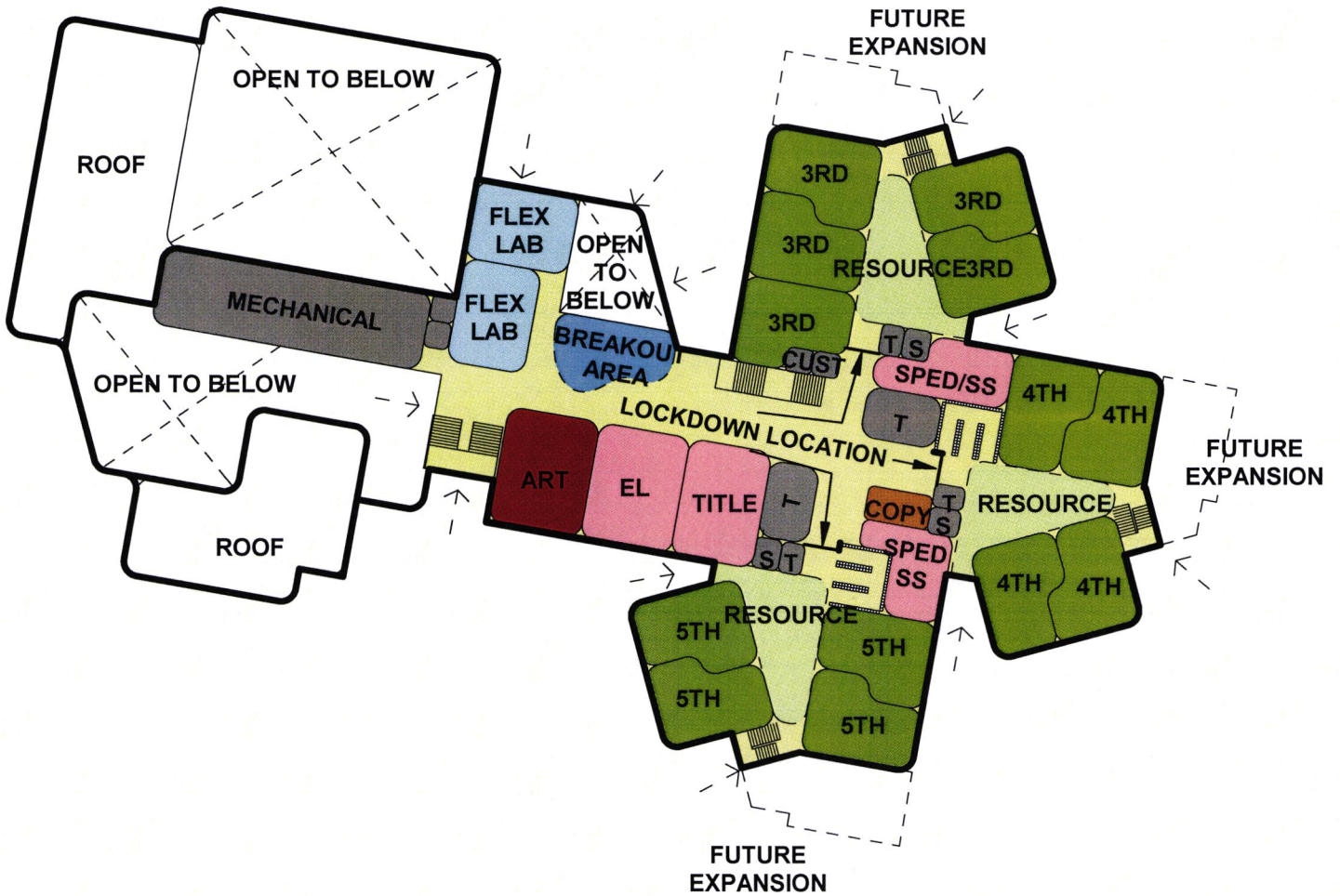


### SD DIAGRAM MAIN LEVEL FLOOR PLAN



1" = 60'-0"





SD DIAGRAM UPPER LEVEL FLOOR PLAN



1" = 60'-0"



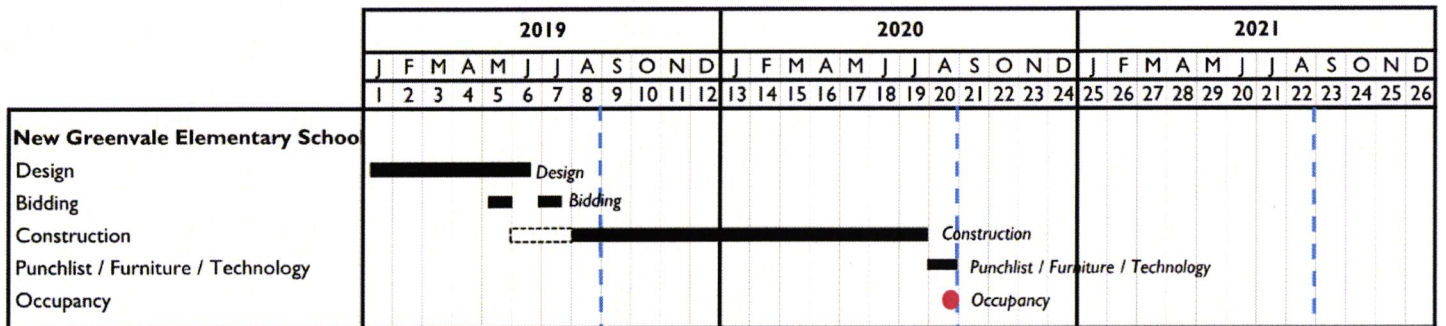


**INDEPENDENT SCHOOL DISTRICT #659**

NEW GREENVALE PARK ELEMENTARY SCHOOL

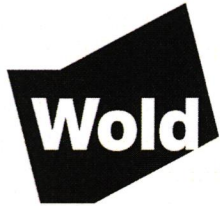
March 11, 2019

**SCHEDULE**



**BUDGET**

	Referendum Scope				End of Schematic Design			
New Building	90,000	\$	217.61	\$ 19,584,900	89,682	\$	217.61	\$ 19,515,700
Site Costs				\$ 2,429,000				\$ 2,429,000
Contingency				\$ 1,106,000				\$ 1,106,000
Construction Subtotal				\$ 23,119,900				\$ 23,050,700
Soft Costs				\$ 3,398,000				\$ 3,398,000
FF&E				\$ 1,101,000				\$ 1,101,000
<b>Total Project Cost</b>				<b>\$ 27,619,000</b>				<b>\$ 27,550,000</b>



**Wold Architects and Engineers**  
332 Minnesota Street, Suite W2000  
Saint Paul, MN 55101  
woldae.com | 651 227 7773

# **Schematic Design Submittal**

## **BRIDGEWATER ELEMENTARY SCHOOL**

### **ISD #659 NORTHFIELD PUBLIC SCHOOLS**

Northfield, MN  
March 11, 2019





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## INTRODUCTION

Wold Architects and Engineers is pleased to submit to the Board of Education of Independent School District #659 the Schematic Design Submittal for Bridgewater Elementary School. We wish to thank the Core Planning Group and the School District's Administration and Staff for the exhaustive efforts in providing the Design Team with the information necessary to advance to this state of development in a timely fashion.

The Design Team is commencing the Design Development Phase of this project. This report has been prepared to update the Board of Education. Thank you for the consideration of this design presentation.

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Partner  
WOLD ARCHITECTS AND ENGINEERS

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Sal Bagley// AIA, LEED-AP BD+C  
Associate  
WOLD ARCHITECTS AND ENGINEERS



**CORE PLANNING GROUP MEMBERS**

Nancy Antoine  
Dorothy Cohan  
Adam Danielson  
Leah Driscoll  
Cheryl Hall  
Dana Holden  
Blake Kane  
Jim Kulseth  
Val Mertesdorf  
Rob Patrick  
Julie Pritchard  
Brent Rauk  
Melissa Reurers  
Sherry Schwaab  
Jeff St. Martin

**CORE PLANNING GROUP MEETING DATES**

February 7, 2019  
February 14, 2019  
February 21, 2019



## **DESIGN CRITERIA**

- The main office should be directly adjacent to the main entry and create a secure vestibule.
- Visitors should enter the main office to be screened before accessing the building.
- Maintain a welcoming atmosphere for visitors and parents.
- Design for Nurse to be directly accessible off of hallway and connected to reception.
- Principal should have direct access to reception and visibility to the outside to see people approaching the building.
- Reception should have visibility to the outside to see people approaching the building.
- Create appropriately-sized resource rooms for services that are currently delivered in undersized spaces.
- Create a centralized location for Sped staff to collaborate and create a convenient location for student travel.
- Design for a dedicated conference room for IEP meetings.



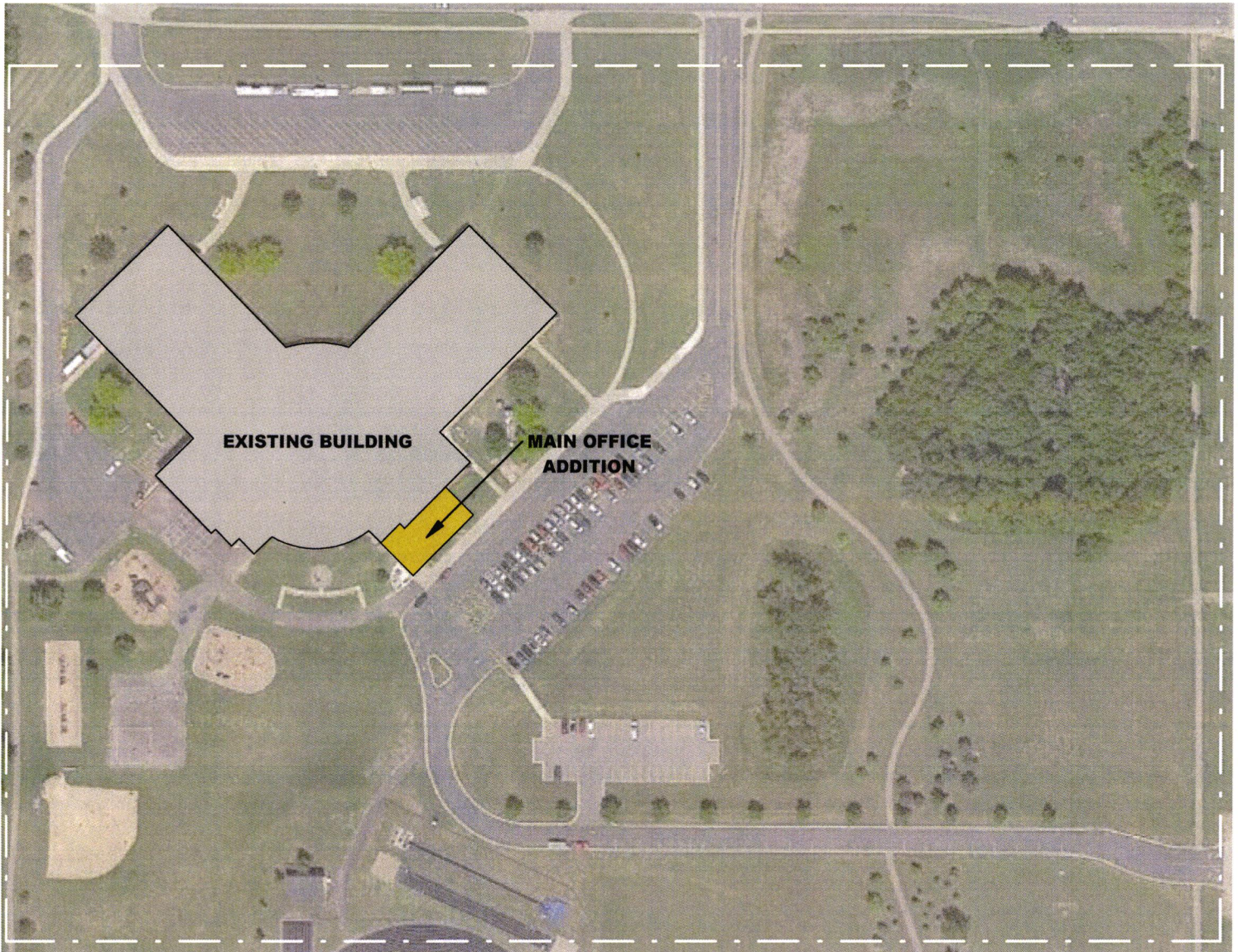
**SPACE PROGRAM - REFERENDUM SCOPE**

MAIN OFFICE ADDITION	4,000 SF
SPECIAL ED RENOVATION	1,760 SF

**REVISED SPACE PROGRAM - END OF SCHEMATIC DESIGN**

<b>Bridgewater Elementary School: Main Office Addition and Renovation</b>			
<b>Room Name/Description</b>	<b>Qty.</b>	<b>SF</b>	<b>SF</b>
<b>Special Education Renovation</b>			
Resource Rooms	6	225	1350
Motor / Sensory Room	1	240	240
Support Staff Office	1	110	110
Conference Room	1	225	225
Read 180 (combine two rooms)	1	525	525
Circulation / Breakout	1	600	600
<i>totals</i>			<b>3,050</b>

<b>Main Office Addition</b>			
Secured Vestibule	1	277	277
Principal Office	1	210	210
Nurse (incl. office, storage, and toilet)	1	605	605
Reception Area (3 staff)	1	715	715
Storage	1	60	60
Workroom	1	165	165
Staff Toilet	1	64	64
Conference	1	366	366
General Office	1	145	145
Circulation	1	695	695
<i>totals</i>			<b>3,302</b>



**SD DIAGRAM - SITE MAP**

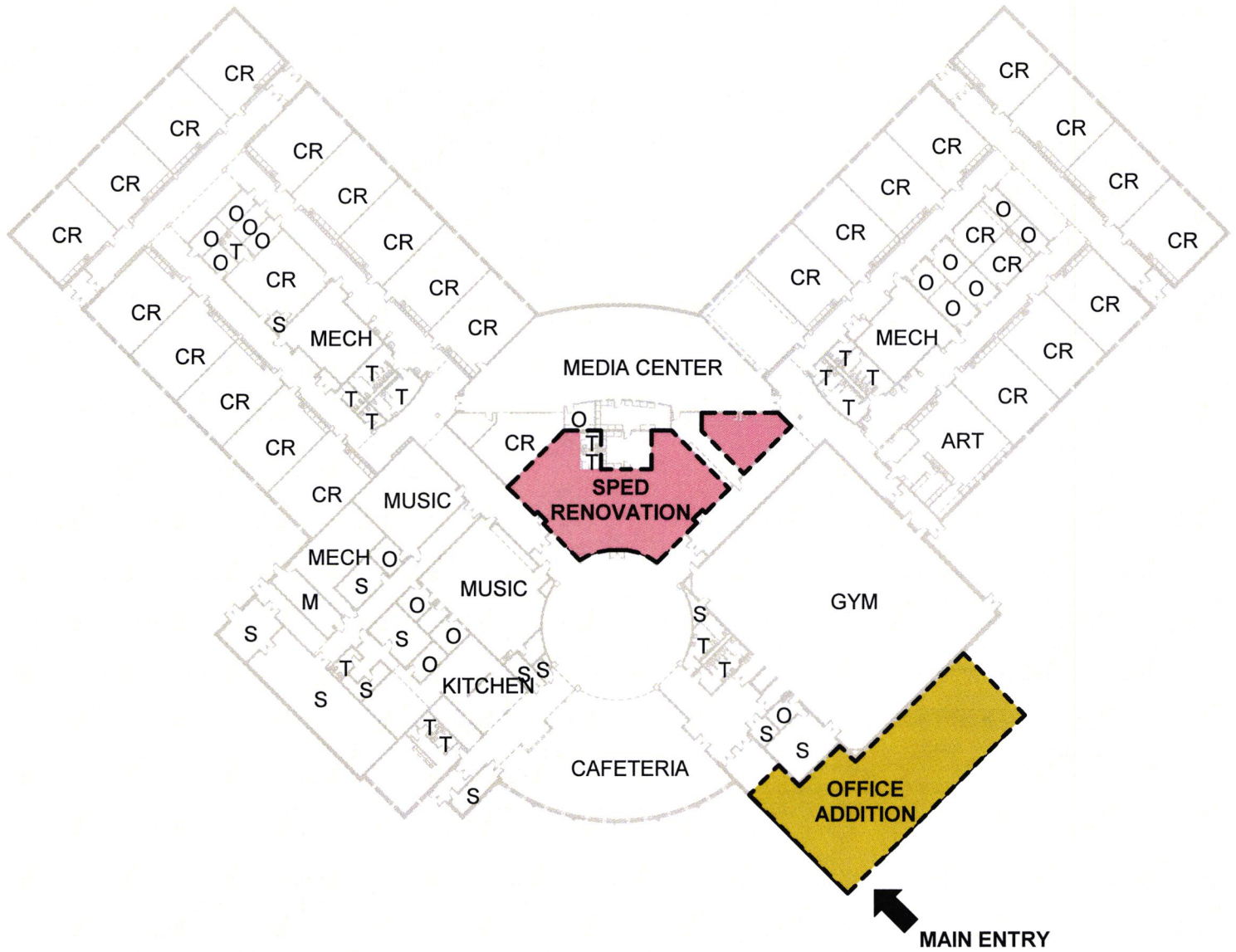
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# ISD #659 NORTHFIELD PUBLIC SCHOOLS

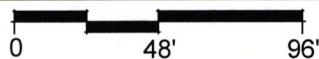
BRIDGEWATER ELEMENTARY SCHOOL

March 11, 2019



## MAIN LEVEL DIAGRAM

1/64" = 1'-0"

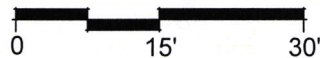




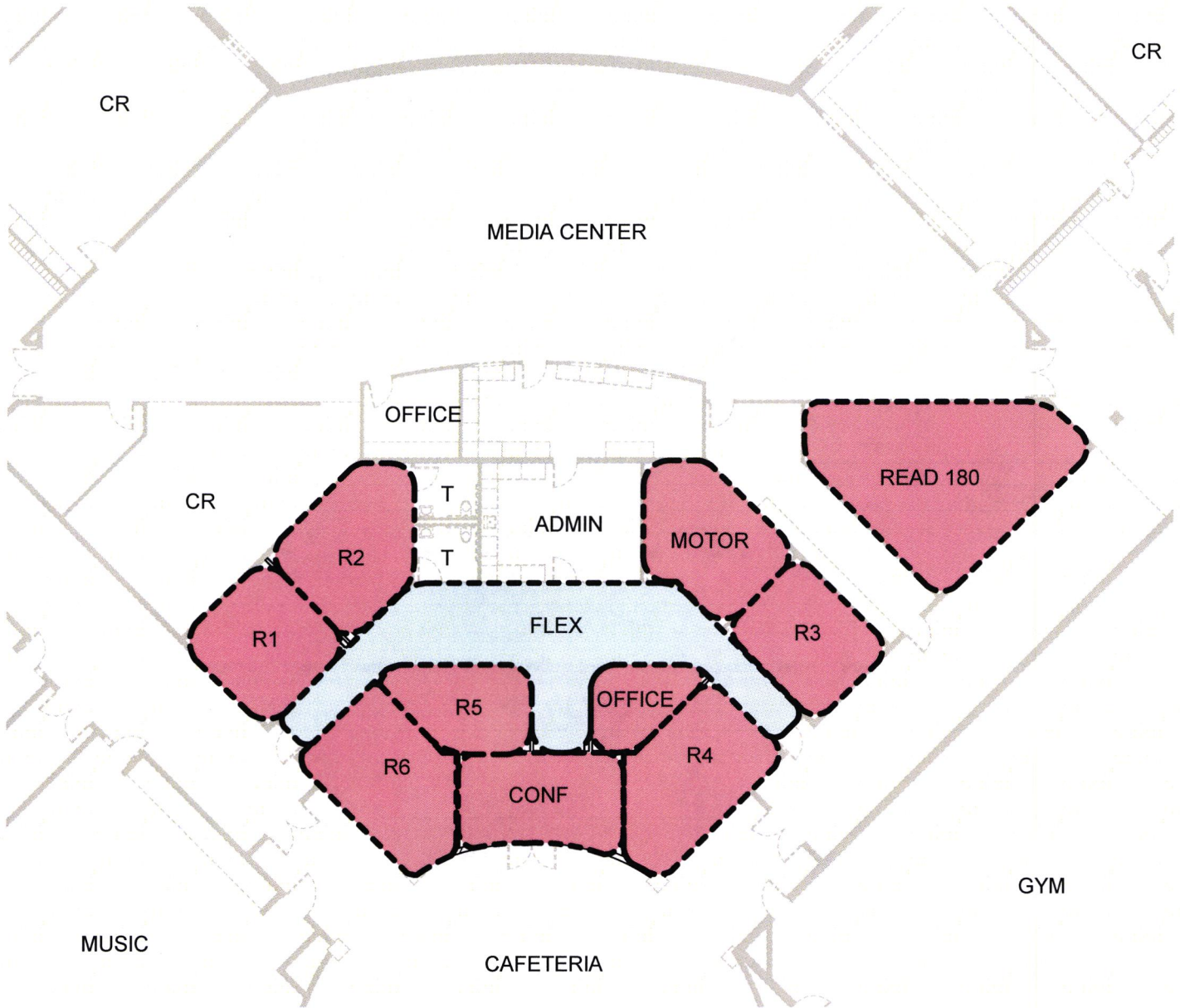
**SD DIAGRAM - OFFICE ADDITION**



1" = 20'-0"







**SD DIAGRAM - SPED RENOVATION**



1" = 20'-0"







# Independent School District 659

## Bridgewater Elementary

## New Greenvale Park Elementary

**Board Presentation Update**  
March 11, 2019



# Planning / Design Process



 Knutson Construction



# Start With Why

## Northfield Public School's Vision

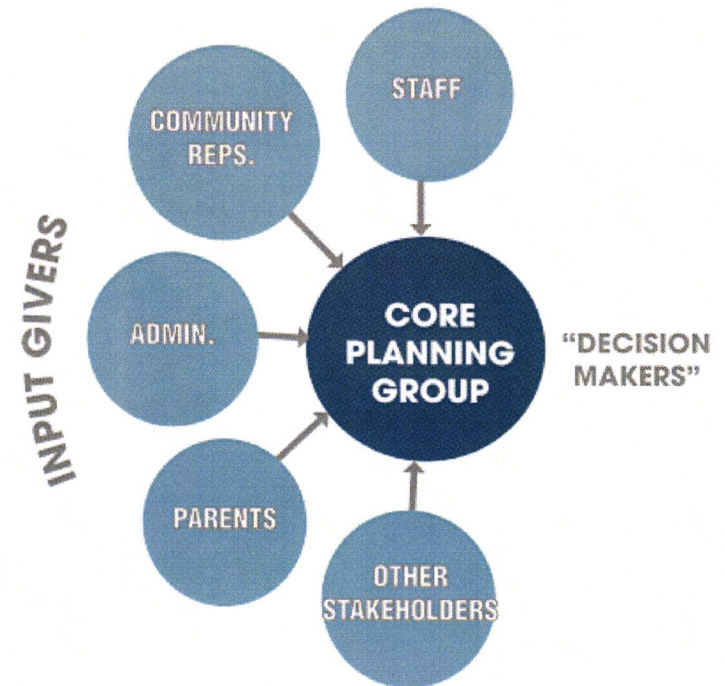
**"We will prepare every student for lifelong success within a world-class learning environment with a commitment to community partnerships and sustainability."**

## Our Facilities Mission

Deliver educational excellence that empowers all learners to engage in our dynamic world.



# Planning Process



## To be successful, a Core Planning Group must:

- » Be empowered to make decisions
- » Be willing to make decisions
- » Request information, not a decision from input givers
- » Be a manageable size to allow for a faster timeline



# Design Process

## Project Phases:

- » Schematic Design
  - » Putting the Pieces in the Right Locations
  - » Core Planning Groups
- » Design Development
  - » Moving from 2D to 3D
  - » User Group Meetings
  - » Coordination
- » Construction Documents
  - » Drawings / Contracts for Bidding
- » Bidding
- » Construction
- » Occupancy



**Significant  
Input**



# Bridgewater Elementary School Design





# Bridgewater Design Team



Nancy Antoine, ISD #659  
Dorothy Cohan, ISD #659  
Adam Danielson, ISD #659  
Leah Driscoll, ISD #659  
Cheryl Hall, ISD #659  
Dana Holden, ISD #659  
Blake Kane, Parent  
Jim Kulseth, ISD #659  
Val Mertesdorf, ISD #659  
Rob Patrick, ISD #659  
Julie Pritchard, ISD #659  
Brent Rauk, ISD #659  
Melissa Reurers, ISD #659  
Sherry Schwaab, ISD #659  
Jeff St. Martin, ISD #659

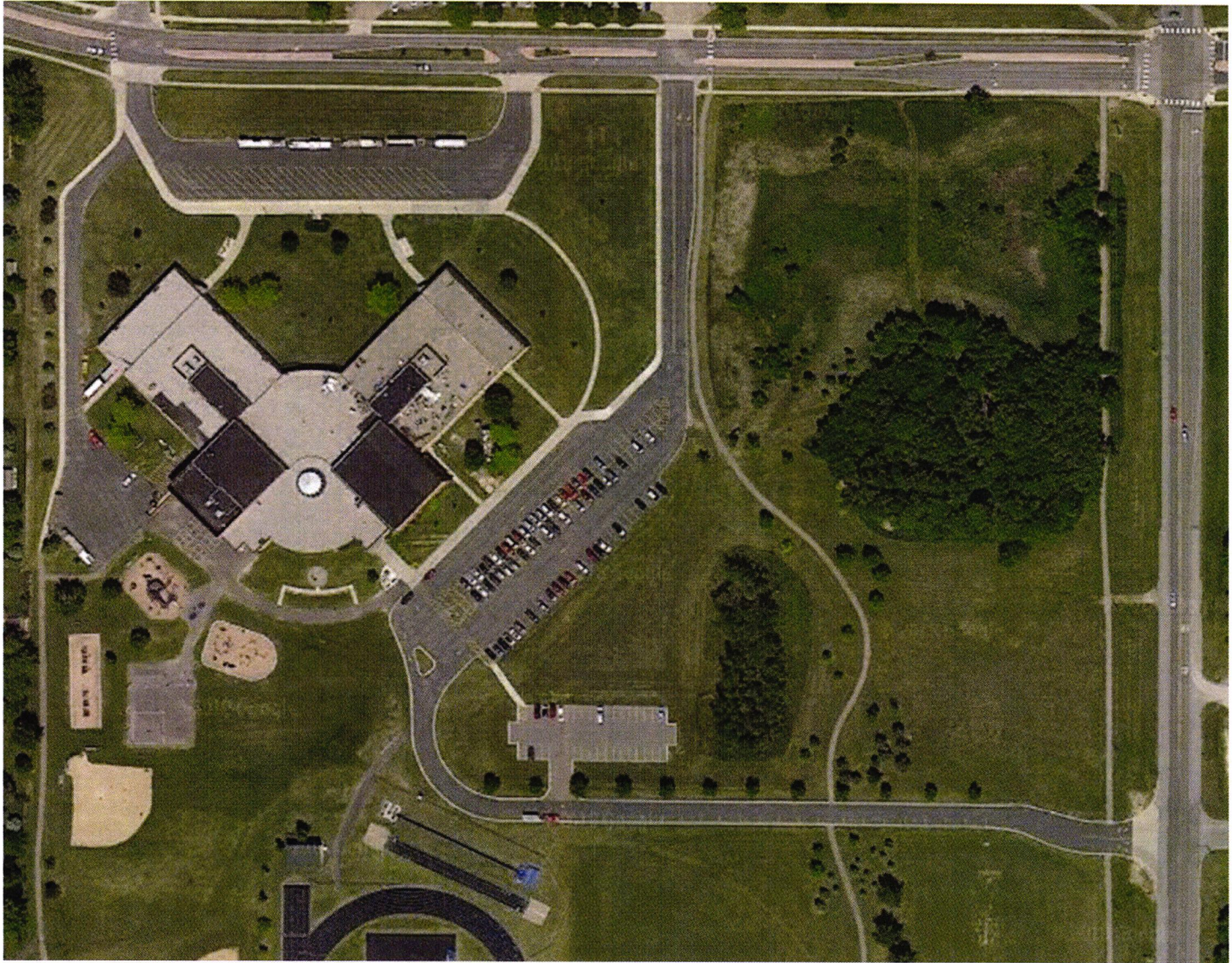
- **Met 3 times:**
  - » February 7, 2019
  - » February 14, 2019
  - » February 21, 2019
- **Developed Criteria**



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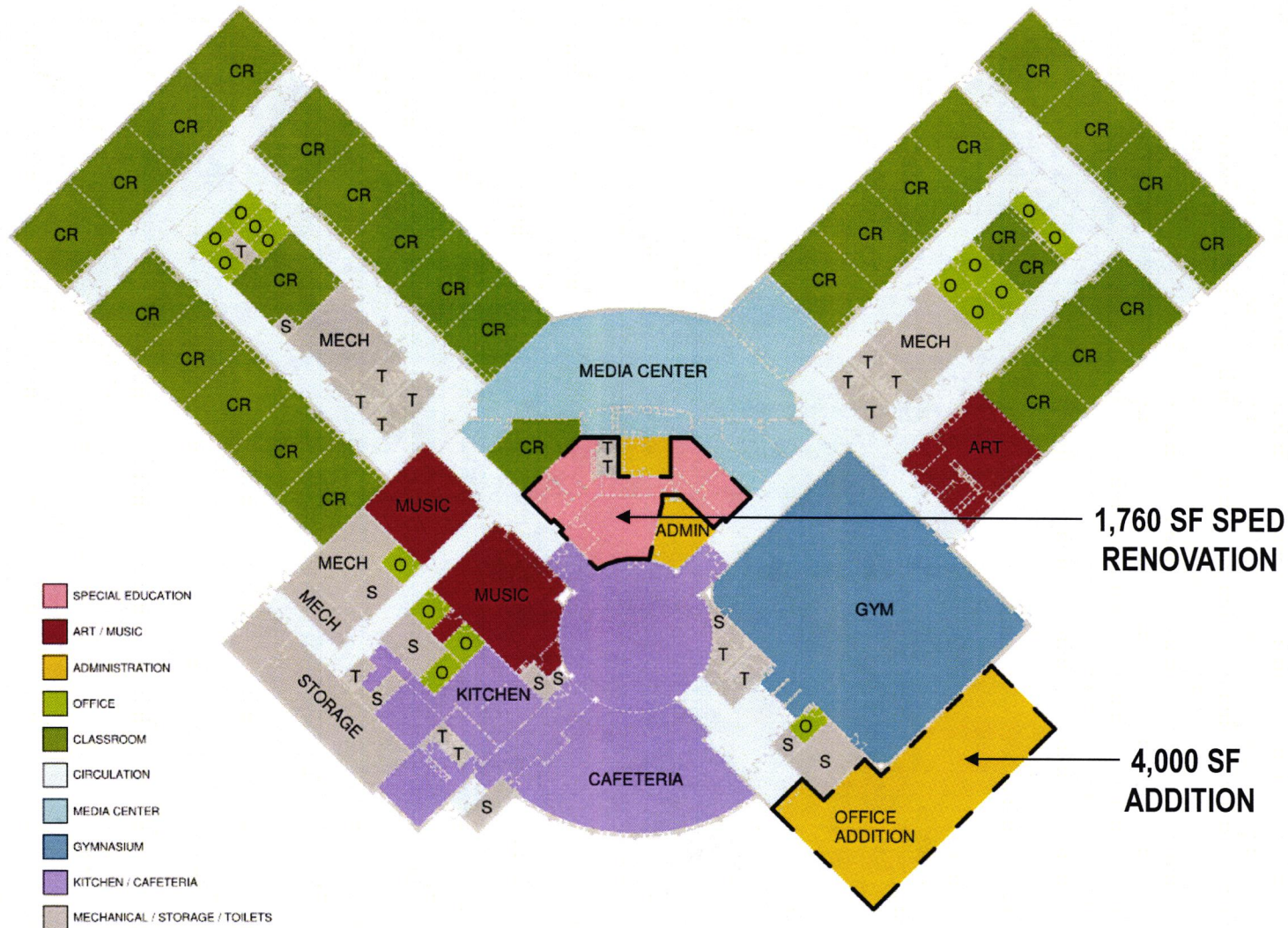
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# Site





# Referendum Scope





# Referendum Scope

## Program Overview

- » **Remodel existing office into special education suite**
  - » 1,750 S.F. Special Education Renovation
- » **Relocation of School Office (with building addition)**
  - » 4,000 S.F. School Office Addition
  - » Improved Security Measures



# Design Criteria



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# Design Criteria

## Office Addition:

- » The main office should be directly adjacent to the main entry and create a secure vestibule.
- » Visitors should enter the main office to be screened before accessing the building.
- » Maintain welcoming atmosphere for visitors and parents.
- » Design for relationships within office:
  - » Nurse should be directly accessible off hallway and connected to reception.
  - » Principal should have direct access to reception and a window/visibility to outside to see people approaching the building.
  - » Reception should have window/visibility to outside to see people approaching the building. Create adjacencies of spaces between staff.



# Design Criteria

## **SPED Renovation:**

- » Create appropriately-sized resource rooms for services that are currently delivered in undersized spaces.
- » Create a centralized location for SPED staff to collaborate and create convenient location for student travel.
- » Dedicated conference room for IEP meetings (6 people – larger meetings will use main building conference room).

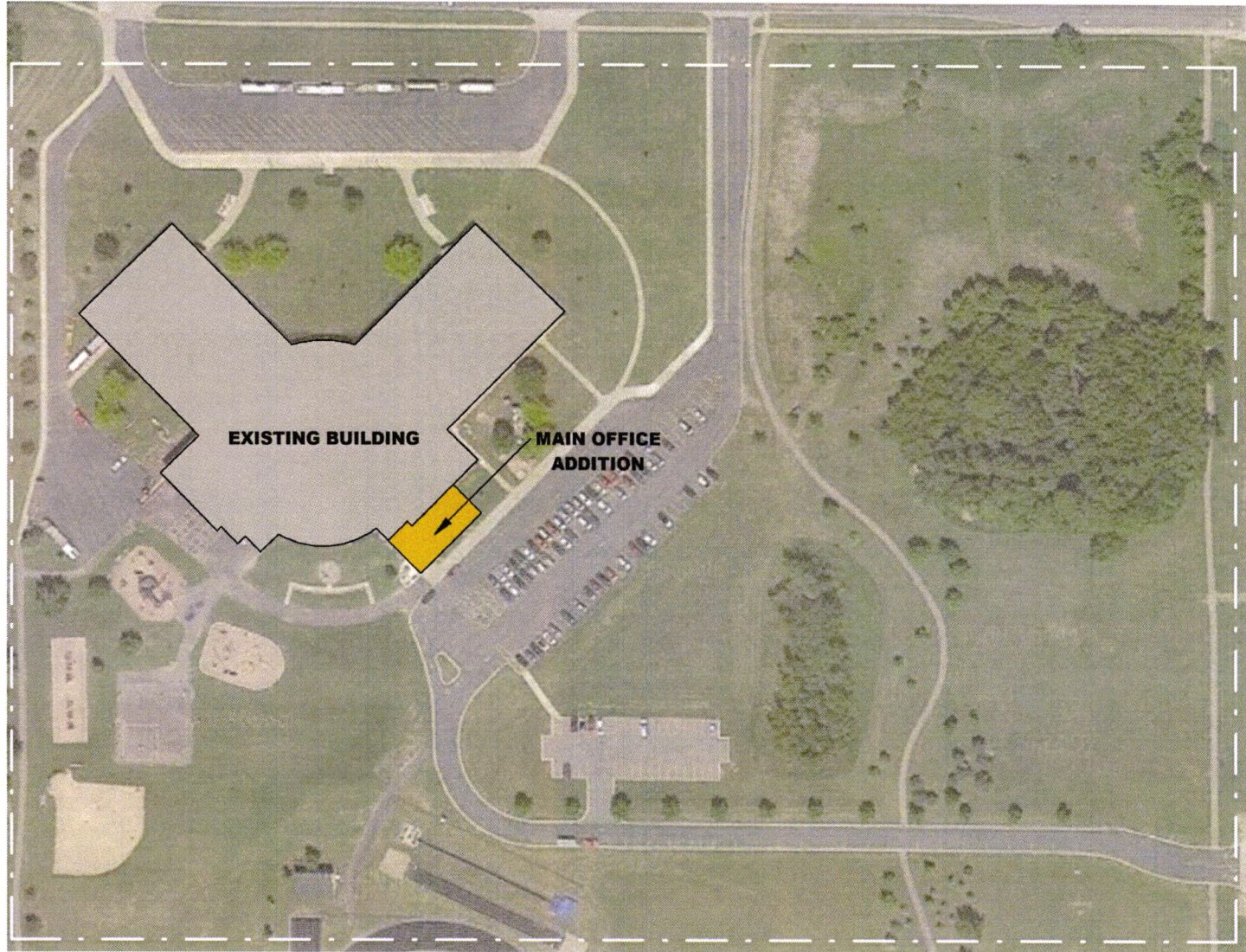


# Building Diagram and Site



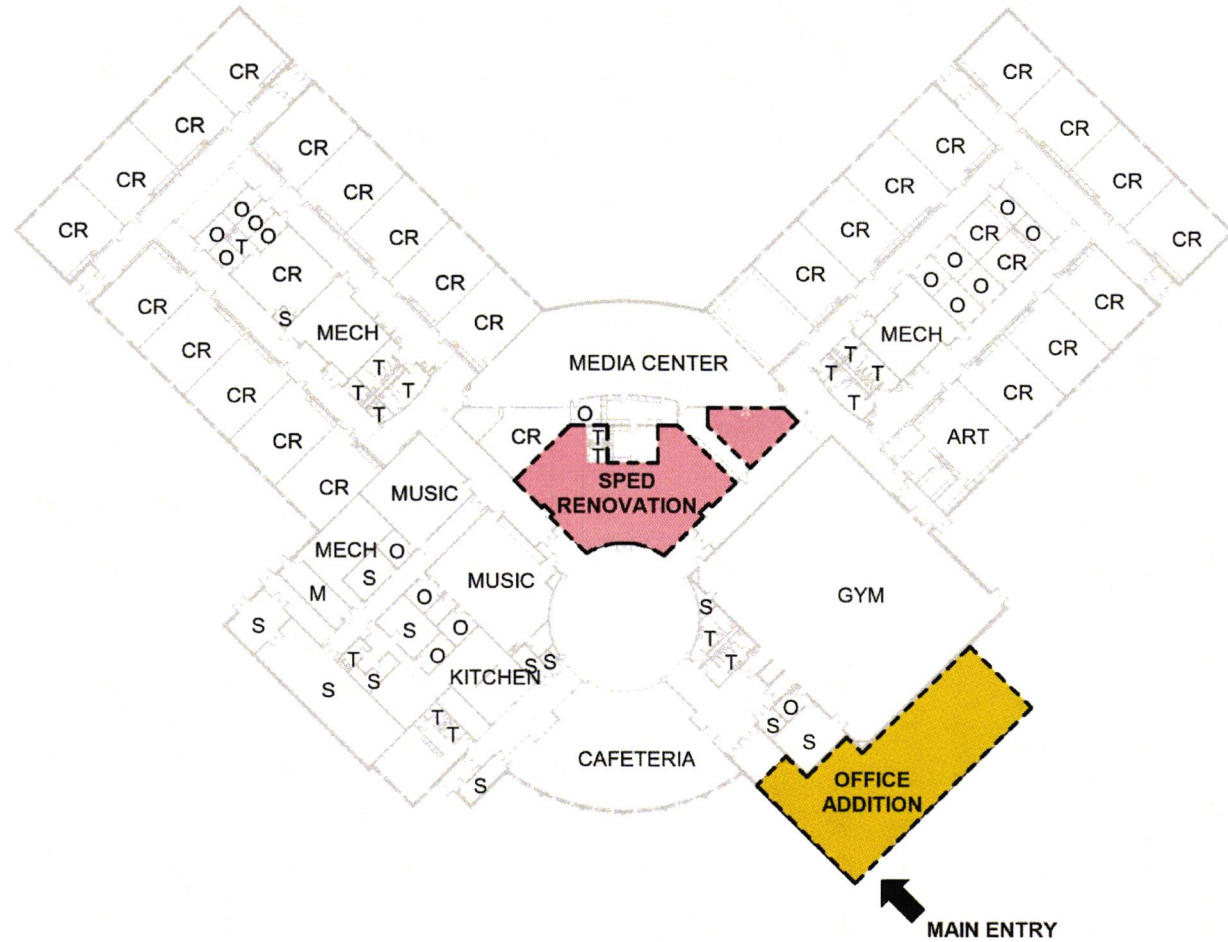


# Schematic Design Diagram: Site





# Schematic Design Diagram: Overall



- SPECIAL EDUCATION
- ART / MUSIC
- ADMINISTRATION
- OFFICE
- CLASSROOM
- CIRCULATION
- MEDIA CENTER
- GYMNASIUM
- KITCHEN / CAFETERIA
- MECHANICAL / STORAGE / TOILETS



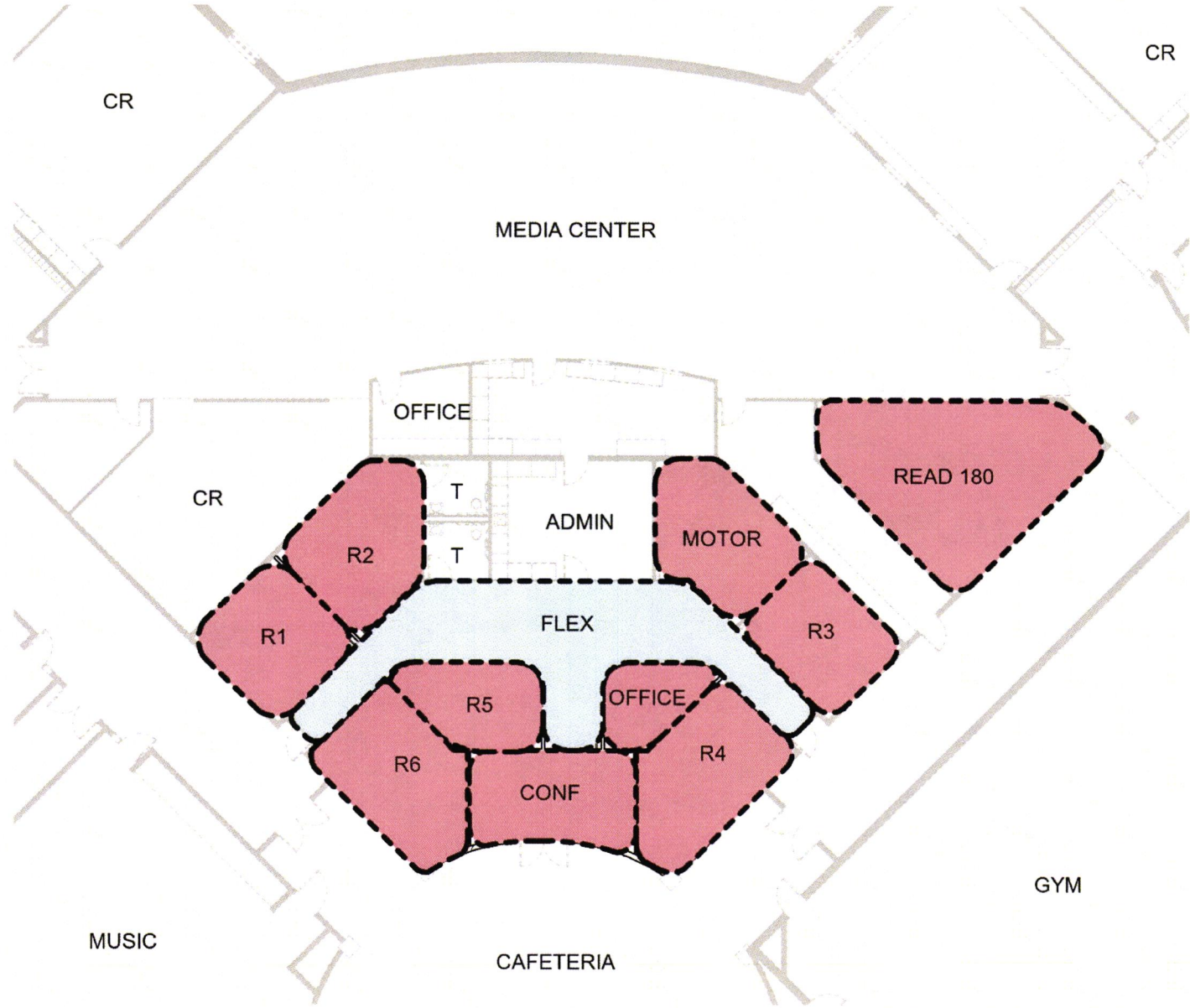
# Schematic Design Diagram: Main Office



- SPECIAL EDUCATION
- ART / MUSIC
- ADMINISTRATION
- OFFICE
- CLASSROOM
- CIRCULATION
- MEDIA CENTER
- GYMNASIUM
- KITCHEN / CAFETERIA
- MECHANICAL / STORAGE / TOILETS



# Schematic Design Diagram: SPED Suite



- SPECIAL EDUCATION
- ART / MUSIC
- ADMINISTRATION
- OFFICE
- CLASSROOM
- CIRCULATION
- MEDIA CENTER
- GYMNASIUM
- KITCHEN / CAFETERIA
- MECHANICAL / STORAGE / TOILETS



# New Greenvale Elementary School Design



# New Greenvale Design Team



Ruben Alvarez, ISD #659  
Danielle Amundson, ISD #659  
Joy Amunrud, ISD #659  
Laura Berdahl, ISD #659  
Betsey Buckheit, ISD #659  
Alisha Clarey, ISD #659  
Maggie Epstein, ISD #659  
Bonnie Jean Flom, ISD #659  
Janneth Garcia, ISD #659  
Stephanie Hagberg, ISD #659  
Mary Grace Hanson, ISD #659  
Matt Hillman ISD #659  
Ellen Iverson, ISD #659  
Angie Kruse, ISD #659  
Anne Larson, ISD #659  
Elias Lawler, ISD #659  
Sarah Lyman, ISD #659  
Renee Malecha, ISD #659  
Jeff McCormick, ISD #659  
Val Mertesdorf, ISD #659  
Amanda Miller, ISD #659  
Julie Ochs, ISD #659

- **Met 4 times:**
  - » January 15, 2019
  - » January 31, 2019
  - » February 21, 2019
  - » February 28, 2019
- **Developed Criteria and Guiding Principles**

Carries Rice, ISD #659  
Sam Richardson, ISD #659  
Julia Sogla, ISD #659  
Noel Stratmoen, ISD #659  
Scot Tempel, ISD #659  
Bridget Timerson, ISD #659  
Ellen Trotman ISD #659  
Lori Warner, ISD #659  
Brent Yule, ISD #659  
Sari Zach, ISD #659



# Site





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# Referendum Scope

## Program Overview

- New Elementary Schools, designed for future expandability including the following:
  - » 90,000 sf
  - » 600 student, K-5
  - » (5) classrooms for K-3, (4) Classrooms for 4-5
  - » Grade “clusters” with flexible learning space, staff planning area, and grade storage
  - » Special Services classrooms and offices
  - » Media Center
  - » Computer Lab, Art, Music, Band
  - » Kitchen, Cafeteria, Receiving
  - » (1) competition size Gymnasium





# Referendum Scope

## Space Summary at Referendum:



Northfield Public Schools - I.S.D. #659  
 New Greenvale Park Elementary School - 600 Student Capacity

SPACE PROGRAM		23 Classrooms	5 Kindergarten	148 S.F./Student	
CLASSROOMS	No. of rooms	Planning Criteria	Total Area SF	New	90,000
19 Pre K (all day)	-	1,200	-		grade K 90
19 Pre K (1/2 day)	-	1,200	-		grade 1 105
19 Kindergarten Rooms (all day)	5	900	4,500		grade 2 105
19 Kindergarten Rooms (1/2 day)	-	900	-		grade 3 105
21 Classrooms (grades 1 - 3)	15	900	13,500		grade 4 100
25 Classrooms (grades 4 and 5)	8	900	7,200		grade 5 100
Cluster FTL Areas (Flexible Teaming Areas)	4	800	3,200		
Cluster Staff Planning Areas	4	200	800		
Cluster Storage Supplies	4	100	400		
			29,800	29,800	610 Students
<b>SUPPORT SPACES</b>					
Media Center	1	3,000	3,000		
Support / Technology Head end room	1	200	200		
Computer Lab	2	800	1,600		
Administration / Nurse / Prin. / S.W.	1	2,500	2,500		
Conference Room	1	300	300		
Staff Dining / Workroom	1	800	800		
Art	1	1,000	1,000		
Art Storage	1	200	200		
Music	1	1,000	1,000		
Music Office	1	150	150		
Band	1	1,300	1,300		
Band Office / Practice (small group)	2	125	250		
Cafeteria	1	3,050	3,050	15	3,050 203
Kitchen / Prep	1	1,000	1,000		
Kitchen Support	1	800	800		
Receiving Area / Storage	1	500	500		
Large Group Meeting (share with cafe if avail)	-	1,200	-		
Before / After School Office	-	150	-		
Before / After School Storage	-	200	-		
			17,650	17,650	
<b>P.E. GYMNASIUM</b>					
P.E. Gymnasium	2	4,000	8,000	50 x 70 = 3500 sf	
Bleachers (200 seats)	-	300	-		
P.E. storage	1	400	400		
P.E. Office	1	150	150		
			8,950	8,950	
<b>SPECIAL SERVICES</b>					
Math Comp	1	200	200		
Read 180	1	450	450		
Reading Comp	1	200	200		
Psych./OT / Counselor	3	150	450		
LD classroom (Resource) - 1 teacher	1	450	450		
LD classroom (Resource) - 2 teachers	-	900	-		
Title I / Basic Skills	4	450	1,800		
Speech	1	150	150		
ESL	1	200	200		
DHH	1	300	300		
Conference Room / Small Group	-	300	-		
EBD Classroom	-	900	-		
			4,200	4,200	
				60,000	
Circulation/Structure/Mechanical/Toilets/Other	1.5		90,000	148	sf/sf



# Referendum Scope

## Space Summary at Schematic Design:



### ADMINISTRATION

General Office / Reception	750 S.F.
Lobby / Waiting	425 S.F.
Principal's Office	200 S.F.
Social Worker's Office	150 S.F.
Conference	300 S.F.
Nurse	620 S.F.
Nurse Toilet	80 S.F.
Staff Dining / Workroom	1,200 S.F.
Staff Toilet	80 S.F.
	<b>3,805 S.F.</b>

### CLASSROOMS

Kindergarten Rooms (all day)	5 @ 900	4,500 S.F.
Classrooms (1-3)	15 @ 900	13,500 S.F.
Classrooms (4-5)	8 @ 900	7,200 S.F.
Resource Area	6 @ 1100	6,600 S.F.
Staff Planning/Printing	2 @ 245	490 S.F.
Storage	6 @ 100	600 S.F.
Locker Bay (Grade 4-5)	2 @ 360	720 S.F.
Single Occupancy Toilet	7 @ 80	560 S.F.
Breakout Area		800 S.F.
		<b>34,970 S.F.</b>

### APPLIED LABS

Flex Labs	2 @ 900	1,800 S.F.
Art Room		1,000 S.F.
Art Storage		200 S.F.
		<b>3,000 S.F.</b>

### MUSIC

Music		1,000 S.F.
Music Office		150 S.F.
Band		1,300 S.F.
Band Office / Practice	2 @ 125	250 S.F.
		<b>2,700 S.F.</b>

### SPECIAL EDUCATION & SERVICES

EL		1,025 S.F.
Title		1,025 S.F.
Special Education / Student Services Level III/III	3 @ 500	1,500 S.F.
		1,025 S.F.
		<b>4,575 S.F.</b>

### MEDIA CENTER

Media Center		1,235 S.F.
Media Flex Area ("Living Room")		970 S.F.
Media Teaching Space		900 S.F.
Media Storage / Work (Incl. Head End)		650 S.F.
		<b>3,755 S.F.</b>

### PHYSICAL EDUCATION

Gymnasium		7,681 S.F.
Office		100 S.F.
Storage	2 @ 150	300 S.F.
		<b>8,081 S.F.</b>

### KITCHEN/FOOD SERVICES

Cafeteria / Dining Space		3,150 S.F.
Kitchen / Prep		1,000 S.F.
Kitchen Support		800 S.F.
		<b>4,950 S.F.</b>

### RECEIVING/CENTRAL SUPPLY/STORAGE

Receiving Area / Storage		3,150 S.F.
Toilets	6 @ 400	2,400 S.F.
		<b>3,150 S.F.</b>

### SUPPORT

Custodial		Incl.
<b>TOTAL NET SQUARE FOOTAGE</b>		<b>68,986 S.F.</b>
<b>NET/GROSS FACTOR</b>		<b>1.30</b>
<b>TOTAL GROSS SQUARE FOOTAGE</b>		<b>89,682 S.F.</b>



# Guiding Principles



# Guiding Principles

- The building should meet the needs of today while providing for future flexibility and potential expansion, including new technology for both education and systems.
- The layout of the building should be easy to supervise and intuitive to navigate. Signage throughout the building should be inclusive.
- The building should be safe and secure while being warm and welcoming for students, staff and visitors. The building will have multiple lockdown zones for different times of day.
- The site design should separate parent, bus, pedestrian, and bicycle traffic.
- The building design should provide opportunities for natural daylight, acoustic control, and occupant comfort throughout.
- The design should provide a variety of learning spaces to promote flexibility and adaptability.
- The design should be fun and interesting to the students.



# Guiding Principles

- The media center should serve as the heart of the building while being separated from circulation.
- The building should support community services (clothing, food pantry) – these should be near the entry and support privacy.
- The design should incorporate adequate storage for year round functions. Furniture should be mobile to allow for ease of movement.
- The design should foster a sense of community and support staff collaboration.
- The design should provide green space and opportunities to connect to nature.
- The project should incorporate sustainable features and energy efficiency into the design.
- The building should offer a variety of pull-out opportunities.



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# Guiding Principles

- The building will be organized into grade level learning communities. Each of these learning communities will have a flexible learning area for collaboration and small group work. These spaces should be designed to be adaptable.
- Special education should be located in a centralized area for student access and collaboration. The special education suite should be located in a quiet, private area This can be located on both floors.
- The design should support a multiple variety of large group gathering spaces including grade level meetings, speaking events, performances for families, etc.
- The design should support community school functions. This may include: flex labs, grade level collaboration areas, music, band, art, gym, cafeteria.



# Design Criteria



# Design Criteria

- The site design should provide a safe connection to the surrounding community for pedestrians and bicyclists.
- Main Office relationships:
  - The main entry should have a secure vestibule directly connected to the main office.
  - The nurse should be located at the main office and have a connection for students directly from the hallway.
  - The staff workroom should be located directly off the hallway with a connection to the main office.
- Spaces used outside of school hours (gym, cafeteria, flex labs, music and art rooms) should be located for easy access and security. Classroom areas should have the option to be secured from these spaces.
- Classrooms should have four walls with natural daylight and visibility into the collaboration area. Classrooms should surround the collaboration area to support each grade level's sense of community.





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# Design Criteria

- Staff satellite work/copy space should be centrally located to classrooms.
- The following spaces should have direct access to natural daylight:
  - Cafeteria, classrooms, gym, media center, main office reception, Principal's office, art, teacher's lounge.
- Kindergarten, 1<sup>st</sup> Grade, and DCD classroom should be located in an area with less traffic.
- Student services such as the social worker and school psychologist should be centrally located and teamed together. The design of these spaces should support privacy.
- Student and staff bathrooms should be distributed appropriately.
- The gymnasium will be used for a variety of functions, both during and outside the school day. The gym should have the ability to divide.
- Students should not share lockers.
- Receiving should not circulate through the gym. Receiving should have easy access to the kitchen.



# Design Criteria

- Specialist spaces (art, gym, music, band) should be near each other with adequate circulation for class transitions.
- Art should be located by the flexible labs.
- Teacher's lounge should be located near the cafeteria. Circulation to this space should not be through the cafeteria.
- There should be an opportunity for handwashing near the cafeteria.



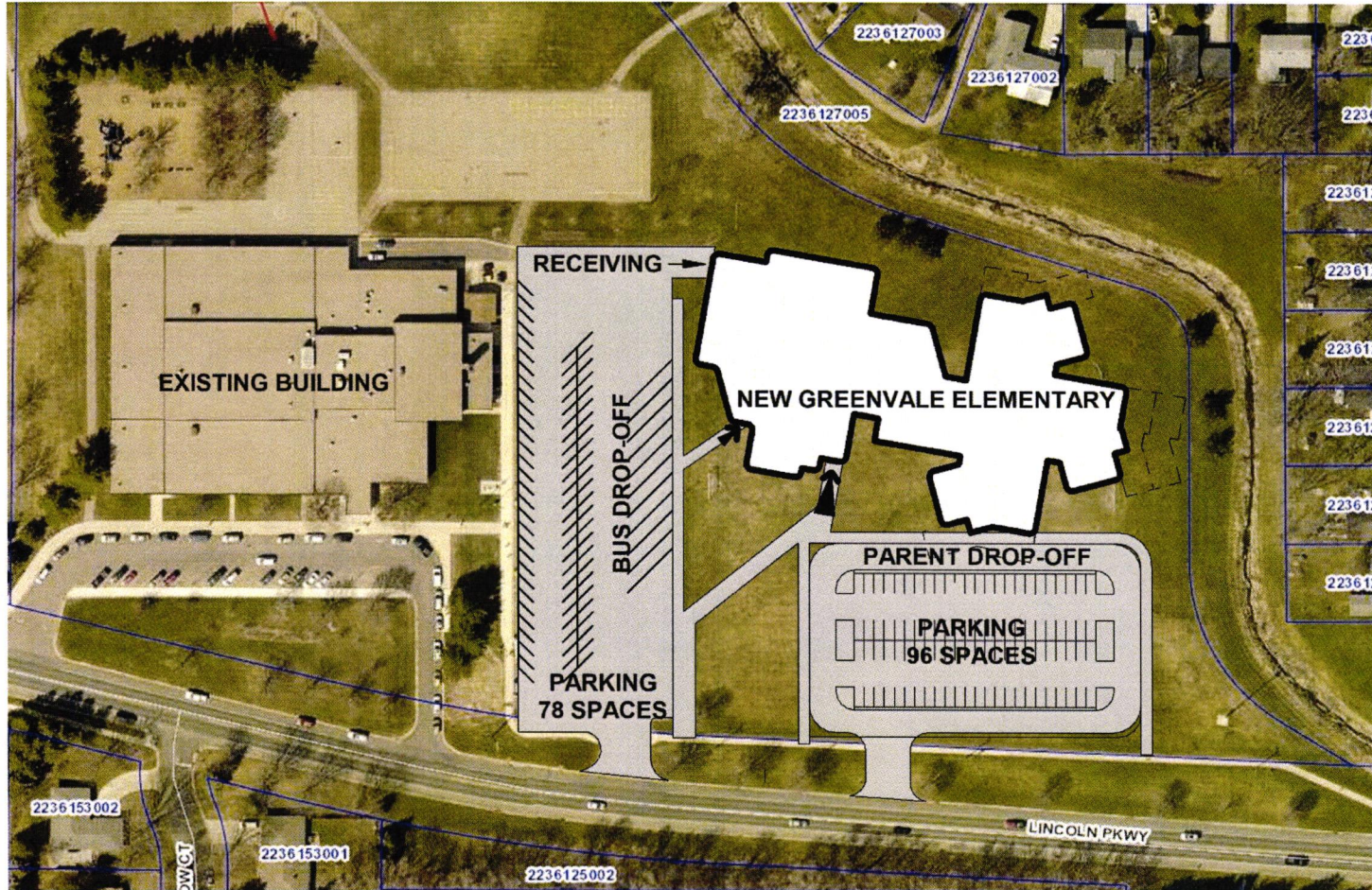
# Building Diagram and Site



# Schematic Design Diagram: Site

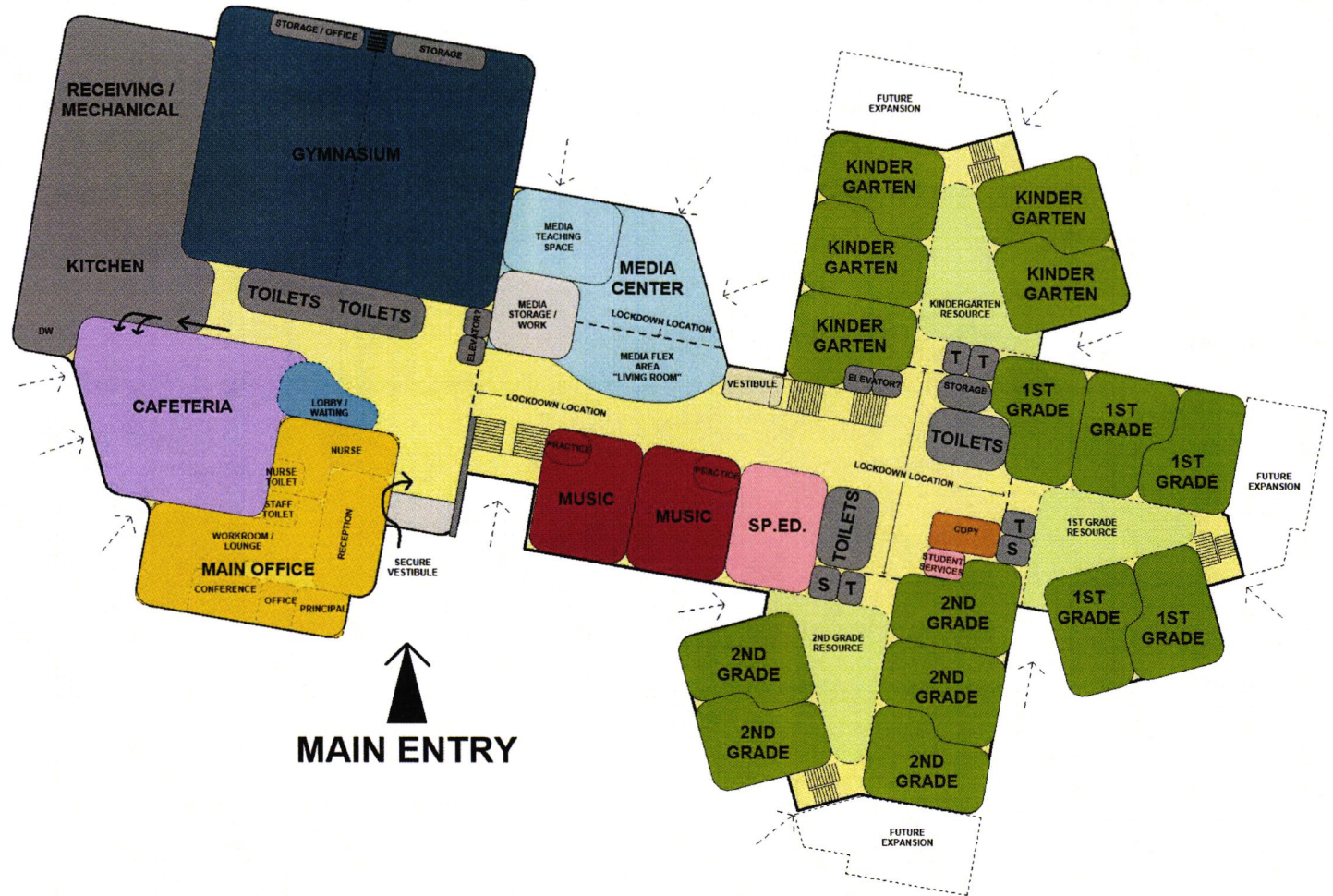
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# Schematic Design Diagram: Main Level



- SPECIAL EDUCATION
- ART / MUSIC
- ADMINISTRATION
- OFFICE
- CLASSROOM
- CIRCULATION
- MEDIA CENTER
- GYMNASIUM
- KITCHEN / CAFETERIA
- MECHANICAL / STORAGE / TOILETS



# Schematic Design Diagram: Upper Level

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- SPECIAL EDUCATION
- ART / MUSIC
- ADMINISTRATION
- OFFICE
- CLASSROOM
- CIRCULATION
- MEDIA CENTER
- GYMNASIUM
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# Next Steps

## Bridgewater:

- March – Continue User Group Meetings

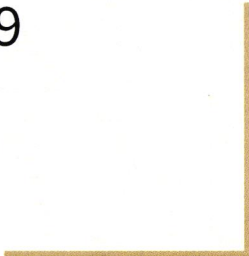
## New Greenvale:

- Late March – Start User Group Meetings



# Student Device Refresh Update

March 11, 2019





# Student Device Update

- Licensed Staff Survey
- Focus group
  - Review feedback (12/17/18)
  - See device presentations (~~1/28/19~~ 2/25/19)
  - Review of current practice and discussion of learning needs (2/25/19 3/4/19)
- Parent survey complete, rolling out student survey



# Student Device Focus Group

- 36 Members
- Members from all schools
- District services administrators
- Feedback on Device Presentations
- Reviewing Feedback from Parents

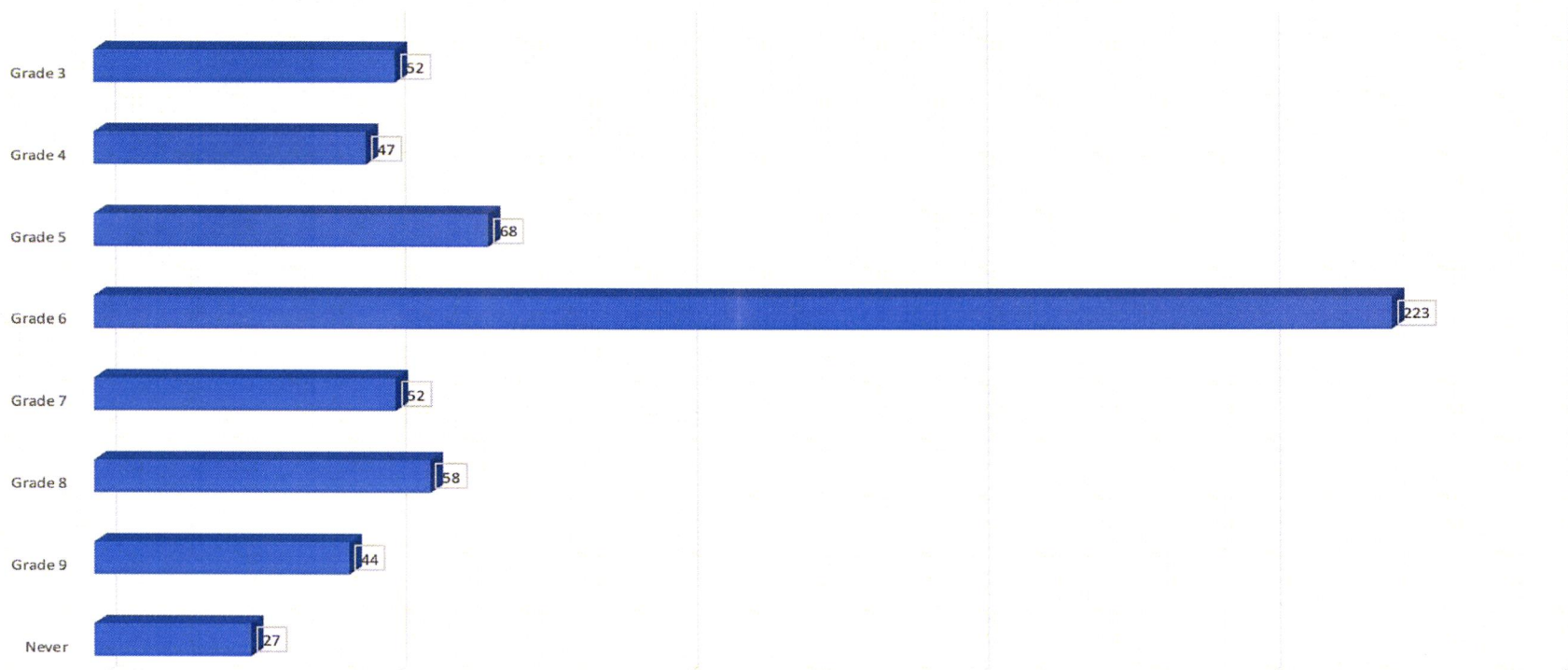


# Parent Feedback

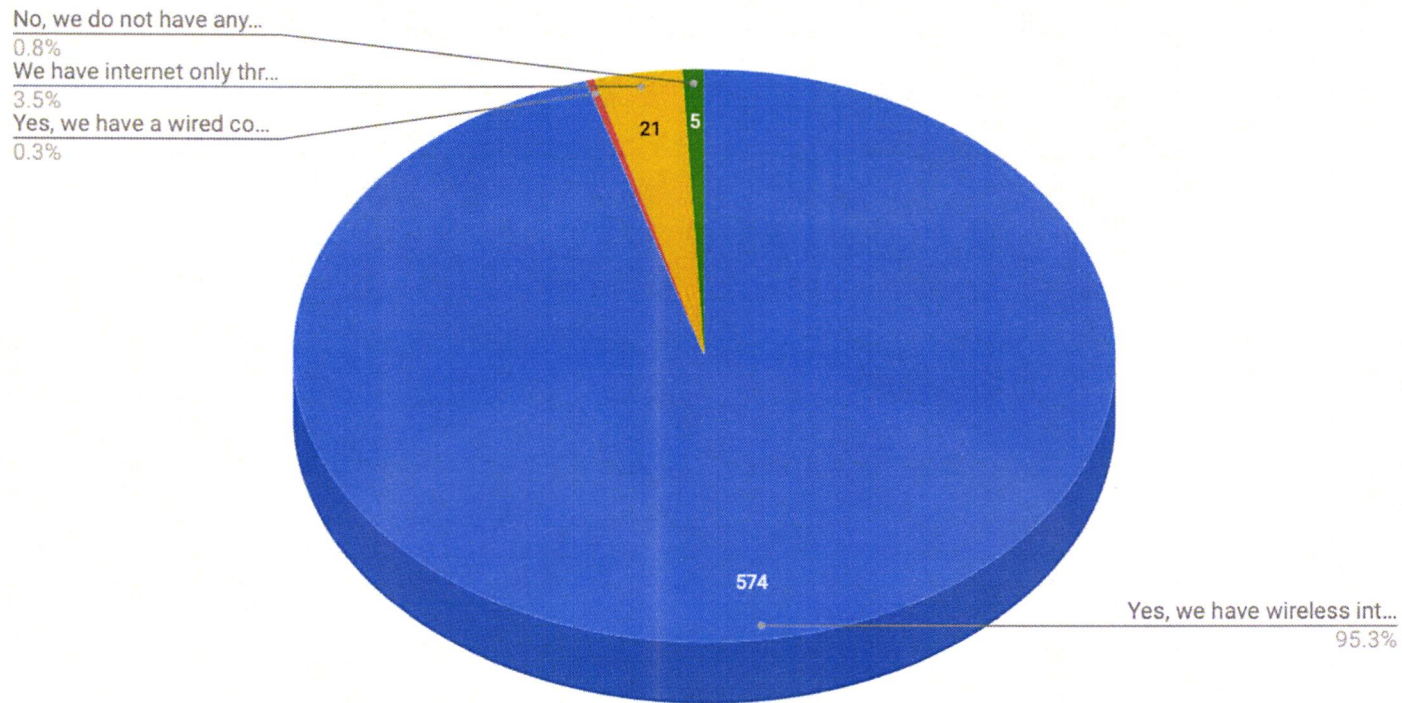
- Survey to families of K-12 students
- One response per family
- 607 total responses
- Feedback regarding family as a whole
- Feedback regarding individual student technology use



# When Should Devices Go Home?



# Do you have home internet access?



# Open-Ended Questions

- What would you like your student(s) to do with technology?
- What are the benefits of the use of student technology devices in the district?
- What questions or concerns do you have regarding the use of student technology devices?
- What suggestions do you have for the district regarding the use of student technology devices?

# Grades 9-12 Parent Suggestions

- Additional controls/restrictions on student devices (21)
- An option for a keyboard or need for typing (19)
- Less time spent using technology (17)
- Differentiation of instructional strategies with tech and non-tech (16)
- Use a different device than iPad (16)
- Continue doing what we are doing (16)
- Use technology in purposeful and innovative ways (16)
- Typed response “None.” (16)

# Focus Group Feedback

- Presentations from device vendors--Chromebooks and iPads
  - [Group Feedback on Devices](#)
  - [Final Meeting Agenda](#)
- Review of feedback from staff and families
- Consensus is to stay with iPad
  - Accessibility Features
  - Investment into current practices
  - Investment into current curriculum/tools



# Device Costs

	Device Cost	Case	Management	Additional Costs
iPad 6th Generation	\$294	\$35	\$6/year (only devices in use)	<ul style="list-style-type: none"> <li>● Keyboard Case (\$100)</li> <li>● Apple Pencil (\$89)</li> <li>● Logitech Crayon (\$49)</li> <li>● Logitech Wired Keyboard (\$45)</li> </ul>
Acer Spin 11	\$340	--	\$25/device (life of device, non-transferrable)	<ul style="list-style-type: none"> <li>● Go Guardian Management</li> <li>● We Video Subscriptions</li> </ul>

# Device Costs

Current Lease/Management Approval: \$422,000

Plan	Approximate Device Cost
Similar to Current Devices 1:2 iPad K-2, 1:1 iPad 3-12	4,150 iPad 6th generation, 4,150 STM Dux Cases, 350 Apple Pencils, Jamf Management ~\$1,396,000 (\$349,000/year + 24,000 Jamf)
iPad + 9-12 Crayon/Keyboard Same number of iPads, add crayon/keyboard for 9-12	4,150 iPad 6th generation, 2,650 STM Dux Cases, 1,500 Logitech Crayons, 1,500 Logitech Keyboard Cases, Jamf ~\$1,608,350 (\$402,000/year + 24,000 Jamf)
iPad K-8, Chromebook 9-12	2,450 iPad 6th generation, 2,450 STM Cases, 200 Apple Pencils, Jamf for iPads, 1,650 Chromebooks w/ Management ~1,426,100 (407,000/year + 14,100 Jamf)

# Considerations with Change

- Technology Support Staff
  - Stretched to support multiple systems
- Investment in Training/Learning with Current Devices
- Ability to Manage Devices
  - School and Parent/Guardian Restrictions
  - Deployment of Content
  - Smart grouping of students
- Concerns about Internet Necessity
- Concerns with Vendor/Repair Support

## Grant Application Approval Form

March 8, 2019

Any proposal submitted to an external funding source that involves any entity within the Northfield Public Schools must be approved by the School Board before the proposal is submitted. This form will accompany all requests to the School Board and will be filed with the Grant Coordinator along with a copy of the completed grant proposal. All proposals must:

- Support the District's mission and goals.
- Be financially feasible and supported by all affected District departments or buildings.
- Demonstrate collaboration and commitment from the District if required.

Grant Proposal Information	
Project Title	PRIMEtime Kindergarten – 8 <sup>th</sup> grade
Project Period	From: July 1, 2019 To: June 30, 2020
Funding Source	Northfield United Way
Application Deadline	March 15, 2019
List all Grant Applicants	PRIMEtime Collaborative
School/Department	Northfield Community Services
Contact Person	Erin Bailey Phone No. 507-664-3652
Project Information	
Brief Proposal Description	PRIMEtime (Preparing Responsible Individuals through Mentoring and Enrichment) provides low-income and at-risk Northfield children with free mentoring, tutoring, skill-building workshops, and cultural enrichment programs after school and over the summer. The target population includes children at-risk of academic failure and low-income youth receiving free/reduced price lunches. Now in its tenth year, PRIMEtime provides after-school and summer programming that will serve over 850 (unduplicated count) youth in Kindergarten through 8 <sup>th</sup> grade next year.
Project Goal (in one Sentence)	Serving children in grades K-8, PRIMEtime programs will provide after school and summer enrichment to over 850 Northfield youth next year.
List All Personnel Involved in Application	Erin Bailey, Daryl Kehler and PRIMEtime Collaborative
Budget Information	
Amount Requested	\$46,100.00
Matching Funds	\$295,111.00
Source of Matching Funds	\$197,000 Northfield Public Schools Targeted Services, \$94,611 21 <sup>st</sup> Century Community Learning Center grant and \$3,500 Northfield Public Schools Community Services Division

Required Documents Attached:  Completed Application  Rough Draft  Summary of Application

Project Initiator Signature \_\_\_\_\_

Building Principal or District Administrator  
Signature

Approved by the School Board  Not Approved by the School Board Date \_\_\_\_\_