

INDEPENDENT SCHOOL DISTRICT NO. 659
REGULAR SCHOOL BOARD MEETING

Monday, March 14, 2022 ~ Regular Board Meeting
Northfield District Office Boardroom

Zoom Link: <https://northfieldschools-org.zoom.us/j/86428593320?pwd=anpid2dqgTR6Sk5zVWVoRFpyMkhvdz09>
Passcode: 265892

AGENDA

1. Call to Order
2. Agenda Approval/Table File
3. Public Comment
4. Announcements and Recognitions
5. Items for Discussion and Reports
 - a. Facility Rental and Service Fees
 - b. Proposed 2022-2023 Debt Service Fund Budget
 - c. Proposed 2022-2023 Internal Service Fund Budget
 - d. Budget Prioritization Update
 - e. Superintendent Operations and COVID-19 Update
6. Consent Agenda
 - a. Minutes
 - b. Gift Agreement
 - c. Personnel Items
7. Items for Individual Action
 - a. Bid Approval for High School Office Remodel
8. Items for Information
 - a. Enrollment Report
9. Future Meetings
 - a. Monday, March 28, 2022, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
 - b. Monday, April 11, 2022, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
 - c. Monday, April 25, 2022, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
10. Adjournment

NORTHFIELD PUBLIC SCHOOLS
MEMORANDUM

Monday, March 14, 2022 ~ Regular Board Meeting
Northfield District Office Boardroom

Zoom Link: <https://northfieldschools-org.zoom.us/j/86428593320?pwd=anpid2dqdTR6Sk5zVWVoRFpyMkhvdz09>
Passcode: 265892

TO: Members of the Board of Education
FROM: Matthew Hillmann, Ed.D., Superintendent
RE: Explanation of Agenda Items for Monday, March 14, 2022, Regular School Board Meeting

1. Call to Order
2. Agenda Approval/Table File
3. Public Comment
Public comment for this school board meeting may be made in person at the beginning of the meeting and must comply with the district's public comment guidelines.
4. Announcements and Recognitions
5. Items for Discussion and Reports
 - a. Facility Rental and Service Fees. Director of Community Education Erin Bailey will submit her recap and recommendation regarding the rental and service fees that cover maintenance, operations and staffing facilities. The board annually reviews the rental and service fees in compliance with Policy 902 Use of School District Facilities and Equipment Procedures.
 - b. Proposed 2022-23 Debt Service Fund. Director of Finance Val Mertesdorf will present the 2022-2023 Debt Service Fund Budget. The supporting documents for this presentation will be in the table file. The board will be asked to adopt the budget at the May 9, 2022 board meeting.
 - c. Proposed 2022-2023 Internal Service Fund Budget. Director Mertesdorf will present the proposed 2022-2023 Internal Service Fund Budget. The purpose of the Internal Service Fund is to record the financial transactions of the district's self-insured health and dental plan. The supporting documents for this presentation will be in the table file. The board will be asked to adopt the budget at the May 9, 2022 board meeting.
 - d. Budget Prioritization Update. Dr. Hillmann and Director Mertesdorf will provide an update on the budget prioritization process.
 - e. Superintendent Operations and COVID-19 Update. Dr. Hillmann will provide an update about district operations, and local and county COVID-19 data.
6. Consent Agenda

Motion to approve the following items listed under the Consent Agenda

 - a. Minutes
 - Minutes of the Regular School Board meeting held on February 28, 2022
 - b. Personnel Items
 - i. Appointments
 1. Due to spring break, any appointments will be included in the table file.

- ii. Increase/Decrease/Change in Assignment
 - 1. Due to spring break, any increase/decrease/change in assignments will be included in the table file.
- iii. Leave of Absence
 - 1. Due to spring break, any leaves of absence will be included in the table file.
- iv. Retirements/Resignations/Terminations
 - 1. Due to spring break, any retirements/resignations/terminations will be included in the table file.

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

7. Items for Individual Action

- a. Bid Approval for High School Office Remodel. The high school office will be remodeled this summer. The project received 22 bids covering the various work scope packages with many of them having two or more competitive bids. Of the ten (10) contracts we are recommending award to, two (2) companies are within a thirty-mile radius of the project. The total cost of construction, permits, and fees is \$1,086,641. This project will be funded using long term facilities maintenance revenue and is included in the ten year plan adopted by the board on Feb. 28, 2022. Furniture, fixtures, and other equipment (not included in these bids) will be funded through the district's operating capital budget, also approved by the board on Feb. 28, 2022.

Superintendent's Recommendation: Motion to approve the winning bids and the costs associated with permits and fees for \$1,086,641 as presented.

8. Items for Information

- a. Enrollment Report. Dr. Hillmann will review the March 2022 enrollment report.

9. Future Meetings

- a. Monday, March 28, 2022, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- b. Monday, April 11, 2022, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- c. Monday, April 25, 2022, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom

10. Adjournment

Summary: This report provides the annual review of the District's Facility Use Policy. Changes to Policy 902 were approved by the School Board on August 12, 2019, and procedures for Policy 902, including changes in rental fees, were effective July 1, 2020.

2019-20 District Facility Usage by External Groups

- Number of residential district groups (excluding school district Pre-K - 12 programs and Community Education) - 49 (unduplicated)
 - Number of hours of use - 6,372 hours
- Number of groups residing outside of our district boundaries - 4 groups
 - Number of hours of use - 32 hours
- March 17, 2020 was the last date we rented facilities to outside user groups for FY20.

2020-21 District Facility Usage by External Groups

- Number of residential district groups (excluding school district Pre-K - 12 programs and Community Education) - 8 (unduplicated)
 - Number of hours of use - 1,447 hours
- Number of groups residing outside of our district boundaries - 0 groups
 - Number of hours of use - 0 hours
- November 9, 2020 we resumed rentals to local youth sports associations. These rentals ran through November 19, 2020 and we then suspended renting facilities until January 4, 2021. We resumed rentals to local youth sports associations on January 4, 2021. We resumed rentals to all outside organizations on July 6, 2021.

2021-22 District Facility Usage by External Groups

Until February 21, 2022, each youth sports association and outside facility renter submitted a Covid-19 Preparedness Plan prior to their permit being approved. As this fiscal year progresses, we continue to see more outside groups return to renting school district facilities.

Recommendations for the District's Facility Use Policy

Due to the global health pandemic, there has been a limited number of outside groups who have rented school district facilities in the past two years. I do not recommend any changes to Policy 902.

Please see the included "Community Use of School Facilities" pamphlet for rental rates and additional information.

Regulations

1. The school district reserves the right to grant or deny permission for use of facilities in accordance with Federal Equal Access Laws.
2. Authorization for use of school district facilities shall not be considered an endorsement or sponsorship by the school district of the activity.
3. Permit holder use shall not interfere with any major maintenance, construction or alteration projects.
4. Responsibility for injury to persons or damage to school property, including equipment, must be assumed by the organization/individual(s) making the application.
5. Evidence of insurance is required of applicants requesting use of school district facilities. Based on consultation with the school district's insurance carrier, the Director of Community Education may waive requirement of liability insurance for small sponsoring groups.
6. Groups using school district facilities will be required to provide responsible adult supervision of their activities.
7. Alcohol or illegal chemical substances in any form are prohibited on school premises. Exceptions require permission of the Board of Education.
8. School district buildings and vehicles are tobacco, smoking and vaping free. Smoking, vaping, or use of tobacco products is prohibited in all school district buildings.
9. Weapons and firearms in any form are not allowed on school district property except with administrative authorization for instructional programs and/or law enforcement personnel. Exceptions require permission of the Board of Education.
10. The School Board will annually review rental and service fees for maintenance, operations and staffing of facilities.
11. Facility rental fees will be charged based on classification of the user.

Regulations, continued

12. The school district will comply with all federal, state and municipal equal opportunity laws and regulations prohibiting discrimination in the use of its facilities.
13. All facility use requests must be accompanied by a \$35 or \$80 non-refundable application fee.
14. *All requests for facility use must be made at least two weeks in advance of the event.*
15. *Any group requesting use of school facilities shall not advertise the event until receiving an approved permit from Community Education.*
16. Any requests for facility use not covered by this policy shall be referred to the Director of Community Education.
17. School district facilities are not available to private groups for personal activities such as wedding dances, receptions, private parties, graduation parties or other privately sponsored activity.
18. The district reserves the right to require partial or full payment at the time the permit is issued.
19. Permits that require a change will be charged a \$10 fee per change order. All changes must be made minimally one week in advance of the event.

POLICY 902
USE OF SCHOOL DISTRICT
FACILITIES AND EQUIPMENT

II. D. If unforeseen circumstances arise that necessitate rescheduling the use of school facilities, the school district may cancel a facility use agreement. If a facility use agreement is canceled, the school district will refund the facility use rental fee paid to the school district. The school district is not responsible for expenses incurred to any group or individual due to cancellation or scheduling change.

High School
1400 Division Street S
Northfield, MN 55057

Middle School
2200 Division Street S
Northfield, MN 55057

Greenvale Park Elementary
500 Lincoln Parkway
Northfield, MN 55057

Bridgewater Elementary
401 Jefferson Parkway
Northfield, MN 55057

Sibley Elementary
1400 Maple Street
Northfield, MN 55057

**Northfield School District Office and
Area Learning Center**
201 Orchard Street
Northfield, MN 55057

Northfield Community Education Center
700 Lincoln Parkway
Northfield, MN 55057

Northfield Public Schools
Community Education
700 Lincoln Parkway
Northfield, MN 55057

507-664-3649

Fax 507-664-3651

This document represents the
procedures for Policy 902
Revised March 2021
Revisions Effective 07/01/2020

For more information see:
northfieldschools.org



Community Use
of School
Facilities

The Northfield Public Schools, ISD #659, recognizes that school facilities represent a valuable asset for the development and enrichment of both school and community life. Cooperation is pledged by the School Board in the promotion of activities that appear to be in the best interest of the school district and community. As there are expenses involved in the use of facilities, procedures have been established to allow use of the facilities and to assess charges for these expenses in a fair and consistent manner.

Use Priority

All groups or individuals wishing to use school facilities outside the school day are required to apply for such use and meet all requirements of facility usage. Use of school district facilities is assigned in the following priority:

1st Priority Regular school district curricular activities and programs.

2nd Priority School district extra-curricular activities and events.

3rd Priority School district Community Education programs and activities.

4th Priority Community and other non-school use with approved facility use permit from Community Education based on classifications set forth in this policy.

Outdoor facilities, excluding Memorial Field, the Varsity baseball field, and the Varsity softball field, are open to the public at no charge on a first-come, first-served basis when not occupied by school district programs. (Permits will be granted for the Varsity baseball and softball fields to local non-profit associations on a case-by-case request.) Individuals or groups may reserve outdoor facilities in advance by obtaining a permit from Community Education. Groups that use fields and tracks may be assessed a custodial fee for clean up of trash and garbage and any other unforeseen costs due to the use.

Classifications

Class I School District Usage

- Regular school district curricular activities and programs.
- School district extra-curricular activities and events.
- School district Community Education programs and activities.
 1. No rent or service fees charged.
 2. No permit fee. Activity must be scheduled on facility use calendar.

Class II Public Activities; Not-for-Profit Community Organizations

- Meetings and events (i.e. public hearings, elections) of tax-supported entities such as city, township, county and state governments as defined by State Statute.
 - Non-profit youth groups (i.e. 4-H clubs, scouts, athletic organizations).
 - Extension classes from local colleges.
 - Charitable group meetings.
 - Organized community services.
 - Citizen and civic groups (i.e. Rotary, Lions, VFW, American Legion, Chamber of Commerce).
 - Political party meetings and conventions.
 - Religious and church organizations.
 - Charter and private schools.
1. Rental fee & energy fees charged for the first two hours the space is rented. Only an energy fee will be charged for the third and subsequent hours of usage per space per day.
 2. May be charged service fees (i.e. food service, custodial, auditorium technician or other school district personnel) depending on schedule and event needs
 3. Proof of liability insurance.
 4. \$35 non-refundable application fee.

Class III Local for-Profit Enterprises; Non-Local Non-Profit Groups

- Business and commercial organizations within school district boundaries
- Non-profit organizations not within school district boundaries.
 1. Rental fee charged for each hour of use.
 2. May be charged service fees (i.e. food service, custodial, auditorium technician or other school district personnel) depending on schedule and needs.
 3. Proof of Liability insurance.
 4. \$35 non-refundable application fee.

Class IV Non-Local for-Profit Enterprises

- Business and commercial organizations out of school district boundaries.
 1. Rental fee charged for each hour of use.
 2. May be charged service fees (i.e. food service, custodial, auditorium technician or other school district personnel) depending on schedule and needs.
 3. Proof of Liability insurance.
 4. \$80 non-refundable application fee.

Long-Term Contracts

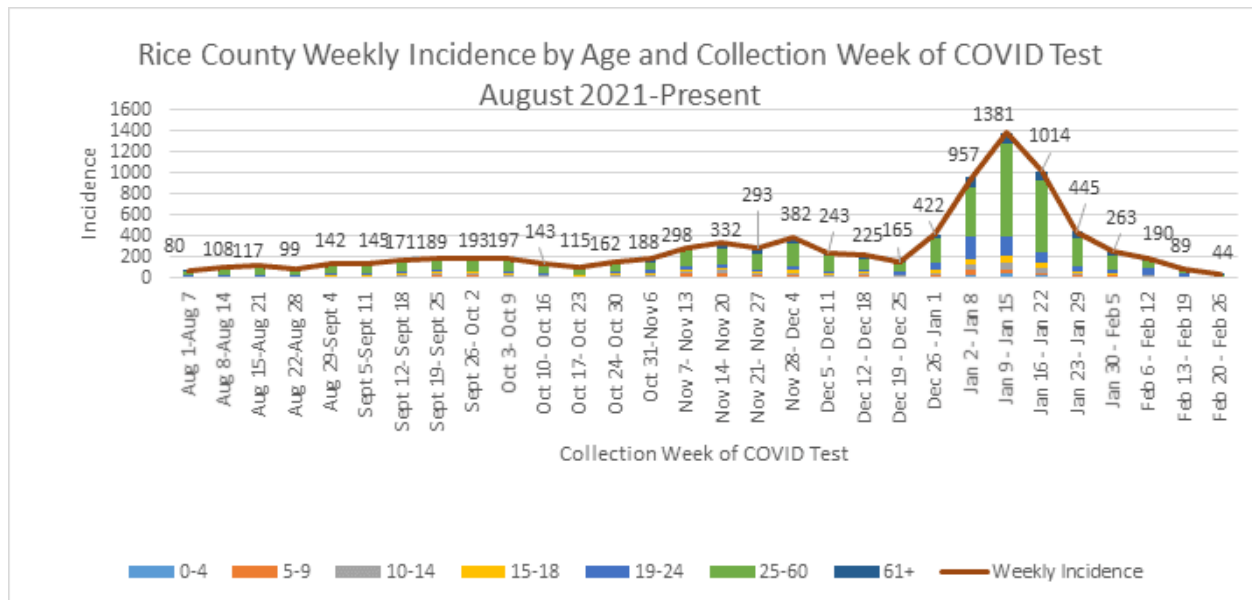
- Individual contracts may be written for groups that use the facilities on a long-term and consistent basis upon consultation with the Community Education Director.
 1. Rental fee negotiated.
 2. May be charged service fees (i.e. food service, custodial, auditorium technician or other school district personnel) depending on schedule and needs.
 3. Subject to approval of the School Board.
 4. Proof of liability insurance.
 5. \$35 non-refundable application fee.

HOURLY RENTAL FEES*			
	CLASS II	CLASS III	CLASS IV
CATEGORY A	\$11	\$20	\$39
ENERGY FEE A	\$1		
a. Classroom b. Dressing Room c. Lounge d. Similar small space			
CATEGORY B	\$14	\$25	\$50
ENERGY FEE B	\$2		
a. Small Gym (Longfellow, Greenvale Park, HS Balcony Gym) b. Fitness/Weight Room, Wrestling Room c. Locker Room d. Small Media Center (Elementary)			
CATEGORY C	\$16	\$29	\$57
ENERGY FEE C	\$5		
a. Medium Gym (Sibley, Bridgewater, Auxiliary) b. Cafeteria c. Media Center (Middle/High School) d. High School Auditorium (Capacity 325)			
CATEGORY D	\$18	\$32	\$64
ENERGY FEE D	\$5		
a. Large Gym (Middle/High School)			
CATEGORY E	\$18	\$32	\$64
ENERGY FEE E	\$7		
a. Middle School Auditorium (Capacity 741)			
CATEGORY F	\$25	\$45	\$90
ENERGY/CHEMICAL FEE F	\$12		
a. Middle School Pool/Locker Room(s)			

Superintendent Operations and COVID-19 Update | March 14, 2022
Matt Hillmann, Ed.D.

Executive Summary: This report provides an overview of the district’s operations, bright spots, anti-racism work, and response to COVID-19.

The graph below represents the COVID-19 cases in Rice County per week. The chart is from the Rice County Public Health website.



The district implemented its updated COVID-19 protocols in K-12 schools on Feb. 21. Newly reported cases have continued to decrease significantly. On March 7, the district aligned the COVID-19 protocols at the Northfield Community Education Center (NCEC) with the protocols with K-12 schools. Face masks are recommended but optional across the entire school district. The vaccination requirement for volunteers has also been removed as of March 14. As of March 10, the district had only 15 new COVID-19 cases reported in the previous 14 days. People can view the latest district data through the district’s COVID-19 dashboard at:

<https://northfieldschools.org/covid-19/reported-covid-19-cases-dashboard/>

The influenza-like illness (ILI) rates have been excellent. During the week of Feb. 28-March 4, five of seven schools reported an average of less than 2% of their students absent due to ILI symptoms. Spring Creek reported 2.74% and the NCEC reported 3.86% of their students absent due to ILI symptoms during the same reporting period.

Bright Spot: Cheryl Hall named Minnesota Administrators of Special Education Director of the Year

Director of Special Services Cheryl Hall was named the 2022 Minnesota Administrators of Special Education Director of the Year. [You can read more about this amazing honor here.](#)



5985 Bandel Road NW
Rochester, MN 55901
knutsonconstruction.com

March 9, 2022

Mrs. Valori Mertesdorf
Director of Finance
Northfield Public Schools
1400 Division St. South
Northfield, MN 55057

RE: High School Main Office Renovations Contract Recommendations

Dear Mrs. Mertesdorf,

We are pleased to provide the contract recommendations to the following successful bidders on the High School Main Office Renovations project. Bids were received and opened at 2:00 PM on March 8, 2022. The project received 22 bids covering the various work scope packages with many of them having two or more competitive bids. Of the ten (10) contracts we are recommending award to, two (2) companies are within a thirty-mile radius of the project.

We are carrying \$25,000 in construction contingency. Based on the scope of work, we did not include any project alternates. We have included estimated costs for Special Inspections & Testing and Commissioning Agent which we intend to get quotes for each of these minor scopes of work.

With your approval, we will issue contracts to the successful bidders immediately to maintain our project schedule. As part of your approval, we would like to include the Knutson General Conditions & Fee. We look forward to starting this summer and completing this exciting project for the Northfield Public School District and associated community.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Josh Cooper'.

Josh Cooper
Senior Project Manager
Knutson Construction

**TOGETHER
WE SEE A WAY**

P 507.280.9788

F 507.280.9797

Package	Firm Name	Bid Amount
1A - General Construction	CM Construction	\$ 280,800
8A - Windows & Glazing	Hentges Glass	\$ 16,680
9A - Gypsum Board Assemblies	RTL	\$ 58,690
9B - Tile	Palmer Soderberg	\$ 12,055
9C - Acoustical Treatments	Palmer Soderberg	\$ 30,109
9D - Flooring	Hillers Flooring	\$ 49,900
9E - Painting	Admiral Coatings	\$ 18,000
22A - Fire Protection, Plumbing, HVAC & Controls	Keith Pumper	\$ 262,927
26A - Electrical & Low Voltage	R&K Electric	\$ 142,650
RTU Supply	SVL	\$ 51,000
SUBTOTAL:		\$ 922,811
Construction Contingency	Northfield	\$ 25,000
General Conditions	Knutson	\$ 75,421
CM Fee	Knutson	\$ 20,465
Design Fee	Wold	\$ 30,444
Building Permit	Estimate	\$ 8,500
Abatement	None expected	\$ -
Special Inspections & Testing	Estimate	\$ 2,500
Commissioning	Estimate	\$ 1,500
	Final Project Costs	\$ 1,086,641