

INDEPENDENT SCHOOL DISTRICT 659  
REGULAR SCHOOL BOARD MEETING  
Monday, April 13, 2020 ~ 7:00 p.m.  
Zoom Meeting

**AGENDA**

- I. Call to Order
- II. Agenda Approval/Table File
- III. Public Comment
- IV. Announcements and Recognitions
- V. Items for Discussion and Reports
  - A. COVID-19/Distance Learning Update/District Operations
- VI. Consent Agenda
  - A. Approval of Minutes
  - B. Gift Agreements
  - C. Personnel Items
- VII. Superintendent's Report
  - A. Items for Individual Action
    - 1. Longfellow Renovation Bid Approval
    - 2. Proposed 2020-2021 Budget - All Funds
    - 3. Renaming Existing Greenvale Park
    - 4. Approval of Policies
    - 5. Notice to Hold Teleconference Meetings Pursuant to Minnesota Statute 13D.021
- VIII. Items for Information
  - A. Enrollment Report
  - B. Construction Update
- IX. Future Meetings
  - A. Monday, April 27, 2020, 7:00 p.m., Regular Board Meeting
  - B. Monday, May 11, 2020, 7:00 p.m., Regular Board Meeting
  - C. Tuesday, May 26, 2020, 7:00 p.m., Regular Board Meeting
- X. Adjournment

**NORTHFIELD PUBLIC SCHOOLS  
MEMORANDUM**

Monday, April 13, 2020 ~ 7:00 p.m.  
Zoom Meeting

**TO: Members of the Board of Education**  
**FROM: Matthew Hillmann, Ed.D., Superintendent**  
**RE: Explanation of Agenda Items for Monday, April 13, 2020, Regular School Board Meeting**

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

This is an opportunity for residents of the Northfield School District to address the Board. You are requested to do so from the podium. After being recognized by the chair, each individual will identify themselves and the group they represent, if any. Please state your reason for addressing the Board. To ensure that all individuals have a chance to speak, speakers will be limited to one three-minute presentation. This is not a time to debate an issue, but for the Board to hear your comments. The Minnesota Government Data Practices Act prohibits comment about specific student matters, even without naming the student, in open session. This includes the public comment portion of our meeting. The Board respects and values input on student matters, but when it relates to a specific student or to a specific student matter, such input must be heard by the appropriate personnel - such as the building principal or superintendent - and not during an open meeting of the School Board.

A. COVID-19/Distance Learning Update/District Operations

Dr. Hillmann will update the Board on the district's response to COVID-19, the distance learning plans, and general district operations.

VI. 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 March 9, 2020

B. Gift Agreements

- \$400.00 donation from Sibley Elementary PTO for Celebrate Math Week.
- \$5,000.00 donation from College City Beverage, Inc. for Tom Blaisdell Scholarship.
- \$4,773.00 donation from St. Paul & Minnesota Foundation for TORCH Scholarship.
- \$1,000.00 donation from HomeTown Credit Union to DECA for clothing drive.
- \$1,564.90 donation from St. Paul & Minnesota Foundation for Tom Blaisdell Scholarship
- \$7,100.00 donation from Northfield Booster Club for reimbursement of various Northfield High School activity expenses.

C. Personnel Items

a) Appointments

1. Margaret Magnuson, Targeted Services Summer PLUS Site Assistant for up to 6 hours/day Mon.-Thurs. at Bridgewater, beginning 6/18/2020-8/6/2020; Step 2-\$13.56/hr.
2. Todd Ledman, 1.0 FTE Custodian at the High School, beginning 3/30/2020; Step 4 -\$18.61/hr.

b) Increase/Decrease/Change in Assignment



1. Zane Anway, Gen Ed EA for 6.75 hours/day and Crossing Guard for .25 hours/day at the Middle School, change to Gen Ed EA for 6.75 hours/day and Crossing Guard for .42 hours/day at the Middle School, effective 3/10/2020-6/6/2020.
2. Michelle Bauer, Teacher at the High School, change to 1.0 FTE PreK-12 Systems and Instructional Coach with the District, effective 7/1/2020-6/30/2021.
3. Alisha Clarey, Teacher at Greenvale Park, change to 1.0 FTE PreK-12 Systems and Instructional Coach with the District, effective 7/1/2020-6/30/2021.
4. Carrie Duba, MTSS/Sped Psychologist at the High School, change to 1.0 FTE PreK-12 Systems and Instructional Coach with the District, effective 7/1/2020-6/30/2021.
5. Hope Langston, Director of Assessment Services, change to Director of Instructional Services, effective 7/1/2020. Director of Instructional Services position combines the Director of Assessment Services and the Director of Teaching & Learning positions. Salary based on the Director of Teaching & Learning position.
6. Amanda Mahlstedt, Long Term Substitute Kindergarten Teacher at Bridgewater, beginning on 3/9/2020-5/22/2020, change the end date to the end of the 2019-2020 school year.
7. Ellyn Sheehy, 1.0 FTE Long Term Substitute Early Childhood Special Education Teacher at Longfellow, beginning 3/16/2020-6/8/2020, change the start date to TBD.
8. Arlene Tuma, EA for 15.25 hours/week at the NCRC, change to EA for 14 hours/week at the NCRC, effective 3/9/2020.
9. Katrina Warner, EA at Bridgewater, add Targeted Services Summer PLUS Site Assistant for up to 6 hours/day Mon.-Thurs. at Bridgewater, effective 6/18/2020-8/6/2020; Step 4-\$14.49/hr.

c) Leave of Absence

1. Sohair Abboud, EA at Longfellow, Leave for the FMLA Expansion Act, effective 4/1/2020 for up to 12 weeks.
2. Update-Jennifer Allison, Teacher at Bridgewater, Family/Medical Leave of Absence for Childcare, effective 3/9/2020 through the end of the 2019-2020 school year.
3. Colleen Almen, CNA II at the Middle School, leave of absence beginning 4/1/2020 until school can resume. First two weeks paid under the Emergency Paid Sick Leave Act.
4. Brittany Braucher, CNA I at the High School, Leave for the FMLA Expansion Act, effective 4/1/2020 for up to 12 weeks.
5. Rose Brison, CNA II at the High School, leave of absence beginning 4/1/2020 until school can resume. First two weeks paid under the Emergency Paid Sick Leave Act.
6. Katie Dahmeh, EA at Longfellow, Leave for the FMLA Expansion Act, effective 4/1/2020 for up to 12 weeks.
7. Rafa Estrella, Teacher at the Middle School, Family/Medical Leave of Absence for Childcare, effective on or about 4/4/2020 for ten workdays.
8. Sara Gerdesmeier, Early Venture Site Assistant at Longfellow, leave for the FMLA Expansion Act, effective 4/1/2020 for up to 12 weeks.
9. Lori Gunderson, CNA I at the High School, leave of absence beginning 4/1/2020 until school can resume. First two weeks paid under the Emergency Paid Sick Leave Act.
10. Meghan Kuechenmeister, Educational Assistant at the High School, leave under the FMLA Expansion Act, beginning 4/7/2020, for up to 12 weeks.
11. Joan Lizaola, Cultural Liaison, FMLA leave of absence beginning on 4/1/2020 for up to 12 works weeks.
12. Hildeliza Lopez, CNA I at the Middle School, leave under the FMLA Expansion Act, effective 4/1/2020 through the end of the 2019-20 school year.
13. Tamara Moore, CNA I at Bridgewater, leave for the FMLA Expansion Act, effective 4/1/2020 for up to 12 weeks.
14. Jenelle Mullin, CNA III at the High School, leave for the FMLA Expansion Act, effective 4/1/2020 for up to 12 weeks.
15. Jessica Rushton, leave of absence beginning 4/1/2020 through 4/14/2020. Paid under the Emergency Paid Sick Leave Act.
16. Pamela Taubman, KV Site Assistant at Greenvale Park, leave for the FMLA Expansion Act, effective 4/1/2020 until school can resume. First two weeks of leave is paid under the Emergency Paid Sick Leave Act.
17. Angie Timperley, Educational Assistant at Bridgewater, leave under the FMLA Expansion Act, effective 4/6/2020 for up to 12 weeks.
18. Melissa Valentyn, Educational Assistant at Bridgewater, leave for the FMLA Expansion Act, effective 4/1/2020 for up to 12 weeks.
19. Linda Wicklund, CNA I at the High School, leave of absence beginning 4/1/2020 until school can resume. First two weeks paid under the Emergency Paid Sick Leave Act.
20. Brent Yule, Teacher at Greenvale Park, Family/Medical Leave of Absence for Childcare, effective on or about 4/27/2020 for five workdays.

d) Retirements/Resignations/Terminations

1. Kim Cecil, Administrative Assistant at Sibley, rescinds retirement, effective 3/18/2020.
2. Shelley Hansen, School Social Worker at the ALC, retirement effective 6/8/2020.
3. Mary Harrity-Davidson, Teacher at the Middle School, retirement effective at the end of the 2019-2020 school year.
4. Sandra Reiman, Due Process Clerk at Bridgewater, resignation effective 3/18/2020.

e) Administration is Recommending the Approval of the Following:

Administration submits the following employment contracts/agreements for approval. These contracts/agreements cover the period of July 1, 2020 through June 30, 2022.

1. Principals
2. Non-Union Administrators

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

VII. Superintendent's Report

A. Items for Individual Action.

1. Longfellow Renovation Bid Approval. There were a total of forty-one (41) bids received covering the various work scope packages. Of the eleven (11) contracts being recommended, five (5) companies are within a thirty-mile radius of the project. The Board is asked to allow contracts to be issued to the bidders as presented at a cost of \$1,043,754, as well as approval for the General Conditions & Fee of \$187,484, the Construction Contingency of \$15,000, the Special Inspections & Testing for WSB for \$2,570, and the Commissioning Agent for Dunham for \$6,500.

**Superintendent's Recommendation:** Motion to allow contracts to be issued to the bidders presented for Longfellow renovation at a cost of \$1,043,754, as well as approval for the General Conditions fee of \$187,484, the Construction Contingency of \$15,000, the Special Inspections & Testing for WSB for \$2,570, and the Commissioning Agent for Dunham for \$6,500 as presented.

2. Proposed 2020-2021 Budget - All Funds. In the packet is the annual proposed budget book for 2020-2021. The individual funds have been presented and reviewed in detail at School Board meetings over the past few months. A summary of revenue and expenditure amounts are listed below.

<u>Fund</u>	<u>Revenues</u>	<u>Expenditures</u>
General (includes Capital & LTFM)	\$57,860,302	\$60,727,299
Child Nutrition	\$ 2,220,244	\$ 2,433,320
Community Services	\$ 3,187,661	\$ 3,224,378
Debt Service	\$ 6,210,807	\$ 7,264,675
Internal Service	\$ 7,547,782	\$ 8,090,343
Building Construction	\$ 105,134	\$ 8,316,866

**Superintendent's Recommendation:** Motion to approve the proposed 2020-2021 budgets as presented for all funds.

3. Renaming Existing Greenvale Park. Director of Community Services Erin Bailey provided the Board with the survey results on the renaming of the current Greenvale Park Elementary School for its transition to a district-wide early childhood and community education center. The two top choices for the Board's consideration are Northfield Community Education Center and Northfield Community Learning Center. The use of the term "community education" would align with the Community Services departmental name change back to Community Education, and Northfield Community Education Center ranked first in the Community Services Renaming Greenvale Park Elementary Survey conducted by Director Bailey.



**Superintendent's Recommendation:** Motion to approve Northfield Community Education Center as the new name for the current Greenvale Park Elementary School.

4. Approval of Policies. The Board is asked to approve policies 403, 405, 613, 616 and 620 initially presented at the March 9, 2020 Board meeting and recommended by the Policy Committee. These changes will be effective immediately.

**Superintendent's Recommendation:** Motion to approve the changes to policies as presented.

5. Notice to Hold Teleconference Meetings Pursuant to Minnesota Statutes 13D.02. Due to the current federal and state emergency declarations and guidance about limiting person-to-person contact due to the COVID-19 (coronavirus) pandemic, the Board is requested to approve all future meetings of the Northfield Public Schools Board of Education will be conducted in accordance with Minnesota Statutes 13D.021, Meetings by Telephone or Other Electronic Means, until further notice.

Due to the health pandemic, the school board has determined that it is not feasible for at least one board member, the superintendent, or the school district's legal counsel to be physically present at the regular meeting location. In accordance with Minnesota Statutes 13D.021, members of the public are not permitted to attend this meeting due to the current health pandemic.

**Superintendent's Recommendation:** Motion to approve all future meetings of the Northfield Public Schools Board of Education will be conducted in accordance with Minnesota Statutes 13D.021, Meetings by Telephone or Other Electronic Means, until further notice.

VIII. Items for Information

- A. Enrollment Report. Dr. Hillmann will review the April 2020 enrollment report.
- B. Construction Update #24. Superintendent Hillmann will update the Board on the District's construction projects.

IX. Future Meetings

- A. Monday, April 27, 2020, 7:00 p.m., Regular Board Meeting
- B. Monday, May 11, 2020, 7:00 p.m., Regular Board Meeting
- C. Tuesday, May 26, 2020, 7:00 p.m., Regular Board Meeting

X. Adjournment

**Executive Summary:** The COVID-19 global health pandemic caused by a novel coronavirus has had a historic impact on our society and our schools have been dramatically changed by it. Governor Tim Walz closed schools from March 18-March 27 completely and directed schools to develop a distance learning plan to educate students remotely for up to eight weeks, beginning on March 30. As of this update, students are scheduled to return to school facilities for instruction on May 5. However, Governor Walz has recently indicated in a press conference and a phone call with superintendents that return to school this academic year is unlikely. In addition to mobilizing for distance learning, schools were also required to provide free childcare for the children (Kindergarten through Age 12) of health care and emergency workers and to provide free meals to students. Northfield Public Schools has embraced these roles in supporting the State of Minnesota's efforts to mitigate the impact of COVID-19.

### **Distance Learning:**

- The District's distance learning plan, developed with feedback from teachers and students, was shared with families on March 26.
- Distance learning started in Northfield on March 31. There was a previously planned teacher workday on March 30.
- Teachers have done a phenomenal job of implementing distance learning with very few days of planning since the district's spring break fell within the closure/planning period between March 18 and March 27. All schools are leveraging video conferencing through the Zoom platform to maintain face-to-face contact and some face-to-face instruction with students (synchronous instruction) while using a combination of the SeeSaw and Schoology learning management systems to deliver content and materials (asynchronous instruction.)
- The District's previous investments in tablet computers (iPads) for every student in Grades 3-12 and laptops for every teacher have helped facilitate this sudden transition to distance learning. Elementary schools surveyed Kindergarten-2nd grade families to determine which students did not already have access to a device at home that could access their distance learning experience. District iPads were distributed to those who did not already have access.
- A team of district educators, TORCH, and Growing Up Healthy staff members led a campaign to ensure every student has access to the internet. While approximately 98.4% of students had access prior to the start of distance learning, this team was successful in connecting the final 1.6% to the internet. This goal was accomplished through helping families secure free services offered by providers, distributing district-purchased cellular "hotspots," and a creative partnership with Northfield Wifi funded by the Healthy Community Initiative.
- Attendance is being taken and tracked. A team of educators at each building is reviewing this data frequently and following up with absent or disengaged students to provide support.
- Feedback from families and staff will be collected beginning the week of April 13.

### **Childcare for Emergency and Healthcare Workers:**

- Free childcare for emergency and health care workers as defined in the "Tier I" guidance from the State of Minnesota takes place Monday-Friday from 6:30 a.m. - 6:00 p.m. at Bridgewater Elementary. It is estimated there are 122,000 school-aged children of healthcare workers alone in Minnesota. The District provided childcare during spring break, despite not being required to by the Executive Order.
- The childcare center is staffed by three teams taking one-week rotations. Ventures childcare employees, educational assistants, and school nurses have done an excellent job in providing care for families.
- Strict medical screening procedures are taken upon entry, including taking every student and staff member's temperature. Beginning on April 6, non-surgical fabric masks have been offered to those students and staff members in accordance with guidance from the Centers for Disease Control. Custodians disinfect areas multiple times per day.
- The childcare center has averaged serving 48 children per day between March 30 and April 8.



**Free Meals for Children:**

- Free meals are provided for children every weekday. The District provided meals to children during spring break, despite not being required to by the Executive Order.
- Child nutrition staff prepare the meals each day and offer drive-through service at Greenvale Park Elementary, Sibley Elementary, and Northfield High School. Five bus routes, strategically routed to city neighborhoods with the highest concentrations of students who qualify for free/reduced lunch as well as stops in Castle Rock, Dennison, Dundas, Stanton, Waterford, and Webster.
- The child nutrition service has provided an average of 1,091 meals per day (breakfast and lunch combined) between March 30 and April 8.
- There will be reimbursement for meals from the United States Department of Agriculture.

**District Operations:**

- Construction at the new Greenvale Park Elementary School and the Sibley Elementary addition continues. Knutson Construction has provided notice that COVID-19 may have an impact on the schedule, but the current status indicates projects will be completed on-time.
- The vast majority of district employees are working from home, using district-provided computer equipment. Schools are closed and access has been suspended for those not working in child nutrition, childcare or custodial areas. Access is granted to other employees on a case-by-case basis. This is an effort to comply with the spirit of Governor Walz's shelter-in-place order, recently extended through May 3.
- Custodians are able to maintain social distancing and immediately disinfected every building upon the school closure on March 18. The team is now getting a head-start on deep cleaning that would normally take place during the summer.
- Technology staff has been instrumental in the overall success of all operations. It is vital to remember we have a lean operation -- six technology staff serving approximately 4,500 devices.
- The District continues to ensure payroll is met and that our bills are paid in a timely fashion. These actions are critical in continuing to support the economy during the pandemic.

**Spring Events:**

- All athletics are canceled through May 4, in alignment with the distance learning period.
- School administrators are preparing to host traditional events, such as graduation, in alternative formats should that become necessary.

**Communication:**

- The District has routinely communicated with families via email, social media, and KYMN radio. All email communication and KYMN interviews have been archived on the District's website at <https://northfieldschools.org/category/covid-19>. As of the date of this publication, there have been 16 emails to families (all translated into Spanish) and six KYMN interviews posted.
- The District has held three live webinars for families, including two read-alouds and one session with Cindy Boyum, a local health and wellness expert.
- The District has held one district-wide webinar meeting. Schools are holding regular faculty meetings via videoconference. Staff have been provided previews of all 16 family messages and nine email updates specific to our staff.

# **NORTHFIELD PUBLIC SCHOOLS**

## **School Board Minutes**

March 9, 2020

Northfield High School Media Center

I. Call to Order

Board Chair Julie Pritchard called the Regular meeting of the Northfield Board of Education of Independent School District 659 to order at 7:00 p.m. Present: Goerwitz, Hardy, Stratmoen, Quinnell, Baraniak, Iverson and Pritchard.

II. Agenda Approval/Table File

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

III. Public Comment

There was a public comment made by MaryBeth Youngblut, 1304 Lia Drive, regarding the elimination of the elementary media specialist positions. There was a public comment made by Brendan Otte, 708 Grundhoefer Court, regarding the elimination of the elementary media specialist positions.

IV. Announcements and Recognitions

- Allie Hoffert, an 8th grade student at Northfield Middle School, is the Southeast Minnesota Spelling Bee Champion. Allie advances to the 93rd annual Scripps National Spelling Bee from May 24 – May 29, 2020 in Washington, D.C.
- DECA had 33 Competitors and 8 advanced to finals (which means they were top 12 in their events) and 2 were top testers. Carter Schmidt was selected to be the social media intern at State, quite an honor as he was one of two for the entire conference; Gracie Svien made it to Nationals in her role play and was top 8 in her integrated marketing campaign paper; Grace McDonald was first place in her sales demonstration; Grace McDonald and Greta Foster were top eight in their team role play; Ella Schmidt was top eight in her employment interview; Max Gorden Mercer and Grace Neuger were top testers.
- Three Northfield Middle School choir students have been selected for the 4-5-6 ACDA-MN State Honor Choir. They will come together with students from around the state for rehearsal and an evening concert on Saturday, May 2 in Mahtomedi, MN. Congratulations Max Boardman, Isaac Schleif, and Krisha Schwartz.
- Thank you to the District Youth Council for hosting a brunch with school board members and Dr. Hillmann on March 7. We are hopeful this can become an annual event.

V. Items for Discussion and Reports

A. Proposed 2020-2021 Construction Fund Budget

Director of Finance Val Mertesdorf presented the 2020-2021 Proposed Construction Fund Budget. The building construction fund is a separate fund used to record all operations of the district's building construction funded by the sale of bonds. We anticipate expenditures of approximately \$30,117,282 for the current year and will spend the remainder of the fund balance plus interest earnings anticipated to be \$8,316,866 during 2020-2021 to finalize all district projects. The Board will be asked to adopt the budget at the April 13, 2020 Board meeting.

B. Proposed 2020-2021 General Fund Budget

Director Mertesdorf presented the 2020-2021 Proposed General Fund Budget. Included in the Board materials were the assumptions and parameters for revenues and expenditures used to develop the budget. The budget reflects revenues of \$57,435,302, expenditures of \$60,302,299, and a deficit of \$2,866,997. The Board will be asked to adopt the budget at the April 13, 2020 Board meeting.

C. Northfield High School Mascot Logo

Superintendent Hillmann facilitated a discussion about the recent request to consider a refresh of the Northfield Raiders' mascot logo. We acknowledge that the current Northfield Raiders' mascot logo is not representative of a growing number of Northfield High School students, that alumni and Northfield High



School students may feel connected to the current mascot logo, and that it is not uncommon to refresh or update logos. We acknowledge the Board's authority to accept or reject a new mascot logo, and we understand the transition to a new mascot logo would occur over time. There was consensus among Board members that Superintendent Hillmann direct the Northfield High School administrative team, in collaboration with the District Youth Council, to discuss parameters and process, and to proceed with a refresh of the mascot logo for the Board's consideration.

D. Renaming Existing Greenvale Park

Director of Community Services Erin Bailey provided the Board with the survey results on the renaming of the current Greenvale Park Elementary School for its transition to a district-wide early childhood and community education center. The two top choices for the Board's consideration are Northfield Community Education Center and Northfield Community Learning Center. This will be an item for individual action at the next Board meeting.

E. Employee Engagement Survey Results

The Employee Engagement Survey is administered to all employees to assess perceptions about immediate supervisors supporting a best place to work environment, perceptions of executive leadership supporting a best place to work environment, and perceptions about communication practices. Collecting these data allow leaders to recognize the good work that many in the organization accomplish every day and to identify gaps in performance that should be addressed. Dr. Hillmann reviewed the results of the 2019-20 employee engagement survey and the next steps in this process.

F. Policy Committee Recommendations

Dr. Hillmann presented the policy committee's recommendations on Policies 403, 405, 613, 616 and 620. This will be an item for individual action at the next Board meeting.

G. Elementary Science Specialists

Superintendent Hillmann shared the plan to replace the elementary school media curriculum, currently taught as a specialist class, with a science specialist for the 2020-2021 school year. The new state science standards are being phased in starting in 2020-2021. This plan transfers the FTE at each elementary school from a 1.0 FTE media specialist to a 1.0 FTE science specialist. Northfield elementary schools provide specialized instruction in four areas: art, music, physical education, and media. These classes provide preparation time for general education classroom teachers. There are state standards associated with art, music, and physical education. There are no state standards for media. While media classes have been good for students, the critical need for high-quality science instruction takes a greater priority. This will also release general education classroom teachers from needing to worry about preparing, teaching, and assessing science content.

VI. Consent Agenda

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

A. Minutes

- Minutes of the Regular School Board meeting held on February 24, 2020
- Minutes of the Special School Board meeting held on February 27, 2020

B. Gift Agreements

- \$5,286.71 donation from Greenvale Park Elementary PTO to purchase supplies/materials as staff requests
- \$4,776.00 donation from Northfield Sertoma for classroom amplification systems: one for Longfellow and three for Sibley Elementary

C. Financial Reports

1. Financial Report - July 2019

Director of Finance Val Mertesdorf requested that the Board approve paid bills totaling \$4,112,822.22, payroll checks totaling \$1,167,864.63, bond payments totaling \$1,193,430.23, a wire transfer totaling \$3,000,000.00 from MSDLAF Liquid to MSDLAF Max, a wire transfer totaling \$380,901.15 from MN Trust Bldg Bond to MSDLAF AP Max, a wire transfer totaling \$1,250,000.00 from Frandsen General to Frandsen Sweep, and the financial reports for July 2019. At the end of July 2019 total cash and investments amounted to \$67,777,268.12.

2. Financial Report - August 2019

Director of Finance Val Mertesdorf requested that the Board approve paid bills totaling \$2,510,655.25, payroll checks totaling \$967,083.64, a wire transfer totaling \$750,000.00 from MSDLAF Max to MSDLAF Liquid, a wire transfer totaling \$1,000,000.00 from MSDLAF Max to MSDLAF Liquid, a wire transfer totaling \$800,000.00 from Frandsen General to Frandsen Sweep, a wire transfer totaling \$400,000.00 from Frandsen Sweep to Frandsen General, and the financial reports for August 2019. At the end of August 2019 total cash and investments amounted to \$70,352,547.77.

3. Financial Report - September 2019

Director of Finance Val Mertesdorf requested that the Board approve paid bills totaling \$2,108,331.67, payroll checks totaling \$3,224,322.28, a wire transfer totaling \$583,689.95 from MSDLAF Max to MSDLAF Max (in/out), a wire transfer totaling \$583,689.95 from MN Trust Bldg Bond to MSDLAF Liquid, a wire transfer totaling \$900,000.00 from Frandsen General to Frandsen Sweep, a wire transfer totaling \$500,000.00 from Frandsen Sweep to Frandsen General, and the financial reports for September 2019. At the end of September 2019 total cash and investments amounted to \$70,074,461.97.

4. Financial Report - October 2019

Director of Finance Val Mertesdorf requested that the Board approve paid bills totaling \$2,459,261.67, payroll checks totaling \$3,478,340.68, a wire transfer totaling \$300,000.00 from Frandsen General to Frandsen Sweep, a wire transfer totaling \$400,000.00 from Frandsen Sweep to Frandsen General, and the financial reports for October 2019. At the end of October 2019 total cash and investments amounted to \$71,817,243.55.

5. Financial Report - November 2019

Director of Finance Val Mertesdorf requested that the Board approve paid bills totaling \$2,118,442.05, payroll checks totaling \$3,395,785.59, a wire transfer totaling \$350,000.00 from Frandsen General to Frandsen Sweep, a wire transfer totaling \$400,000.00 from Frandsen Sweep to Frandsen General, and the financial reports for November 2019. At the end of November 2019 total cash and investments amounted to \$71,241,321.92.

6. Financial Report - December 2019

Director of Finance Val Mertesdorf requested that the Board approve paid bills totaling \$1,612,344.28, payroll checks totaling \$3,308,708.04, a wire transfer totaling \$1,000,000.00 from MSDLAF Max to MSDLAF Liquid, a wire transfer totaling \$750,000.00 from MSDLAF Max to MSDLAF Liquid, a wire transfer totaling \$1,120,207.13 from MSDLAF Max to MSDLAF Liquid, a wire transfer totaling \$4,000,000.00 to MSDLAF Liquid (from MN TRUST posted 1/2/2020), a wire transfer totaling \$300,000.00 from Frandsen General to Frandsen Sweep, a wire transfer totaling \$400,000.00 from Frandsen Sweep to Frandsen General, and the financial reports for December 2019. At the end of December 2019 total cash and investments amounted to \$63,252,250.59.

D. Personnel Items

a) Appointments

1. Sydney Graff, Student Event Worker at the Middle School, beginning 3/4/2020. \$10.00/hr.
2. Aila Hakala, Student Event Worker-Drama Show for 4 weeks at the Middle School, beginning 2/20/2020-4/1/2020; Student \$10.00/hr.
3. Isabella Lee, Student Event Worker at the Middle School, beginning 3/4/2020. \$10.00/hr.



4. Steven Rinderknecht, 1.0 FTE Custodian at the High School and Bridgewater, beginning 3/9/2020; Step 5, \$19.01/hr.
  5. Marissa Gallardo, Targeted Services PLUS Site Assistant for up to 6 hours/day at Bridgewater, beginning 6/18/2020-8/6/2020; Step 3-\$13.91/hr.
  6. Averie Line, General Ed EA Instructional for 7 hours/day at Longfellow, beginning 3/16/2020-6/8/2020; Gen Ed Step 1-\$15.34/hr.
  7. Ellyn Sheehy, 1.0 FTE Long Term Substitute Early Childhood Special Education Teacher at Longfellow, beginning 3/16/2020-6/8/2020; BA, Step 1-pending obtaining a Tier 1 license
- b) Increase/Decrease/Change in Assignment
1. John (Hal) Eckhart, 1.0 FTE Custodian-Tuesday-Saturday at the High School, change to 1.0 FTE Custodian-Monday-Friday at the High School, effective 3/2/2020.
  2. Cece Green, Child Nutrition Manager II at the High School, add Child Nutrition Summer Lead for up to 6 hours/day at Bridgewater, effective 6/8/2020-8/19/2020; \$22.22/hr.
  3. Joe Greenwood, 1.0 FTE Custodian Monday-Friday 3-11 p.m. at Greenvale and Sibley, change to 1.0 FTE Custodian Engineer w/out License Monday-Friday 9 a.m. – 5:30 p.m. at the High School, effective 3/2/2020.
  4. Melanie Klein, Special Ed Teacher at Sibley, add Special Ed Teacher Homebound Teacher for 12 hours/week at the Middle School, effective 2/26/2020-6/5/2020.
  5. Lesly Martinez Reyes, Special Ed EA PCA at Bridgewater and Special Ed EA PCA Bus with the District, change to Special Ed EA PCA at Bridgewater only, effective 3/4/2020.
  6. Cheryl Mathison, Teacher at the ALC, add ALC Boundary Waters Teacher for up to 40 hours Monday-Friday, effective 6/8/2020-6/12/2020.
  7. Brigid McCabe, Special Ed EA PCA for 30 hours/week Monday-Thursday at the NCRC Head Start, change to Special Ed EA PCA ECFE for 31.75 hours/week adding Fridays, effective 2/28/2020-5/15/2020.
  8. Beth McClune, Special Ed EA PCA for 6.75 hours/day, Special Ed EA Morning Bus Route for 1.08 hours/day and Special Ed EA Afternoon Bus Route for .63 hours/day at the Middle School, change to Special Ed EA PCA for 6.58 hours/day, Special Ed EA Morning Bus Route for 1.17 hours/day and Special Ed EA Afternoon Bus Route for .63 hours/day at the Middle School, effective 3/2/2020-6/5/2020.
  9. Beth Momberg, Special Ed EA PCA at Longfellow, add Special Ed EA PCA Bus for 1 hour/day with the District, effective 3/2/2020-6/5/2020.
  10. Karen Murphy, 1.0 FTE Custodian at the High School, change to 1.0 FTE Custodian at Greenvale Park and Sibley, effective 3/2/2020.
  11. Johan Ponciano, Special Ed EA PCA at the High School, add Special Ed EA PCA Bus for 92 hours/day with the District, effective 3/9/2020-6/5/2020.
  12. Eric Swan McDonald, Teacher at the ALC, add ALC Boundary Waters Teacher for up to 40 hours Monday-Friday, effective 6/8/2020-6/12/2020.
  13. Sheila Atkinson, EA at Bridgewater, add Targeted Services Summer PLUS Site Assistant for up to 6 hours/day Mon.-Thurs. at Bridgewater, effective 6/18/2020-8/6/2020; Step 4-\$14.49/hr.
  14. Rachael Basinger, EA at the Middle School, add Targeted Services Summer PLUS Site Assistant for up to 6 hours/day Mon.-Thurs. at Bridgewater, effective 6/18/2020-8/6/2020; Step 3-\$13.91/hr.
  15. Elizabeth Brewer, EA at the Middle School, add Targeted Services Summer PLUS Site Assistant for up to 6 hours/day Mon.-Thurs. at Bridgewater, effective 6/18/2020-8/6/2020; Step 4-\$14.49/hr.
  16. Kelle Edwards, EA at Greenvale Park, add Targeted Services Summer PLUS Site Assistant for up to 6 hours/day Mon.-Thurs. at Bridgewater, effective 6/18/2020-8/6/2020; Step 4-\$14.49/hr.
  17. Janet Gannon, EA at the Middle School, add Targeted Services Summer PLUS Site Assistant for up to 6 hours/day Mon.-Thurs. at Bridgewater, effective 6/18/2020-8/6/2020; Step 4-\$14.49/hr.
  18. Michael Garlitz, Accelerate Northfield with the District, add Targeted Services Summer PLUS Site Assistant for up to 6 hours/day Mon.-Thurs. at Bridgewater, effective 6/18/2020-8/6/2020; Step 4-\$14.49/hr.
  19. Jackie Groth, EA at Bridgewater, add Targeted Services Summer PLUS Site Assistant for up to 6 hours/day Mon.-Thurs. at Bridgewater, effective 6/18/2020-8/6/2020; Step 4-\$14.49/hr.
  20. Robbin Hedberg, EA at the Middle School, add Targeted Services Summer PLUS Site Assistant for up to 6 hours/day Mon.-Thurs. at Bridgewater, effective 6/18/2020-8/6/2020; Step 3-\$13.91/hr.
  21. Jaylen Heller, Targeted Services PLUS Site Assistant at Greenvale Park, add Targeted Services Summer PLUS Site Assistant for up to 6 hours/day Mon.-Thurs. at Bridgewater, effective 6/18/2020-8/6/2020; Step 2-\$13.56/hr.
  22. Mitzi Holden, Child Nutrition Manager I at Greenvale Park, add Targeted Services Summer PLUS Site Assistant for up to 6 hours/day Mon.-Thurs. at Bridgewater, effective 6/18/2020-8/6/2020; Step 4-\$14.49/hr.
  23. Matthew Meyer, Community School Site Assistant at Greenvale Park, add Targeted Services Summer PLUS Site Assistant for up to 6 hours/day Mon.-Thurs. at Bridgewater, effective 6/18/2020-8/6/2020; Step 1-\$13.21/hr.

24. Matti Prayfrock, Targeted Services PLUS Site Assistant at Greenvale Park, add Targeted Services Summer PLUS Site Assistant for up to 6 hours/day Mon.-Thurs. at Bridgewater, effective 6/18/2020-8/6/2020; Step 4-\$14.49/hr.
25. Karen Rodriguez, Targeted Services Site Assistant at Greenvale Park, add Special Ed EA PCA for 6.75 hours/day at the Middle School, effective 3/31/2020-6/5/2020; Spec Ed Step 1-\$15.93/hr.
26. Ann Schmidt, CNA II and CNA III at the High School, add Summer Child Nutrition Associate for up to 4 hours/day at Bridgewater, effective 6/8/2020-8/6/2020; \$18.34/hr.
27. Robyn Spillman, EA at the Middle School, add Targeted Services Summer PLUS Site Assistant for up to 6 hours/day Mon.-Thurs. at Bridgewater, effective 6/18/2020-8/6/2020; Step 4-\$14.49/hr.
28. Kim Slegers, Assistant Track Coach at the High School, Level F-Step 4, change to Assistant Track Coach at the High School, Level F-Step 11, effective 3/5/2020.
29. Jenny Streefland, Guidance Counselor at the Middle School, add Targeted Services BLAST Teacher for up to 4 hours/week at the Middle School, effective 3/9/2020-5/28/2020; Yr. 1-\$27.11/hr.
30. Karie Svien, EA at the Middle School, add Targeted Services Summer PLUS Site Assistant for up to 6 hours/day Mon.-Thurs. at Bridgewater, effective 6/18/2020-8/6/2020; Step 2-\$13.56/hr.
31. Cori Yamry, Guidance Counselor at the Middle School, add Targeted Services BLAST Teacher for up to 4 hours/week at the Middle School, effective 3/9/2020-5/28/2020; Yr. 1-\$27.11/hr.

c) Leave of Absence

1. Val Mertesdorf, Director of Finance, Family/Medical Leave of Absence due to Childcare, effective on or about 4/24/2020-8/7/2020.
2. Erica Trebelhorn, Art Specialist at Sibley, Family/Medical Leave of Absence due to Childcare, effective on or about 9/1/2020-11/6/2020.
3. Amanda Sieger, ADSIS Teacher at Sibley, Family/Medical Leave of Absence, effective 3/2/2020 for up to 60 workdays on an intermittent schedule.

d) Retirements/Resignations/Terminations

1. Stacie Banks, Early Childhood Special Ed Teacher at Longfellow, resignation effective 6/5/2020.
2. Monika Burkhead, Student Council Advisor at the Middle School, resignation effective at the end of the 2019-2020 school year.
3. Heather Kuehl, Student Council Advisor at the Middle School, resignation effective at the end of the 2019-2020 school year.
4. Nancy Kluver, Administrative Assistant at Longfellow, retirement effective 6/30/2020.

E. Co-Curricular Overnight Trips for 2019-2020

Director of Student Activities Joel Olson requested approval for a co-curricular trip for the 2019-2020 school year.

F. Grant Application Approvals

1. Erin Bailey, Community Services Director, requested School Board approval of a \$20,000.00 grant request from Women In Northfield Giving Support (WINGS). In partnership with the Minnesota Children's Museum, the Community Services Division is working to transform the current Greenvale Park Elementary School media center into an indoor learning lab. This will expand and enhance our Early Childhood Family Education, Hand in Hand Preschool and Early Ventures Childcare Center programming. If received, this grant will serve 500+ children (unduplicated count) on an annual basis.
2. Director Bailey requested School Board approval of a \$38,300.00 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, 2020 - June 30, 2021.

VII. Superintendent's Report

A. Items for Individual Action.



1. 2019-2020 Community Services Revised Budget. On a motion by Iverson, seconded by Quinnell, the Board approved the 2019-2020 Community Services Revised Budget, initially presented at the February 24, 2020 Board meeting, which reflects revenues of \$3,057,249 and expenditures of \$3,167,954.
2. Approval of Policies. On a motion by Baraniak, seconded by Iverson, the Board approved changes to policies 516, 524.2, 615, 703, 721 and 802 initially presented at the February 24, 2020 Board meeting and recommended by the Policy Committee.
3. Proposed 2021-2022 School Year Calendar. On a motion by Baraniak, seconded by Hardy, the Board approved the proposed 2021-2022 school year calendar.

VIII. Items for Information

- A. Legislative Update. Superintendent Hillmann and Chair Pritchard reviewed SEE Day at the Capitol and the legislative priorities. Three board members, five District Youth Council members, and Dr. Hillmann attended this event.
- B. COVID-19 Preparations. Dr. Hillmann updated the Board on the district's preparations and communications regarding the COVID-19 virus.
- C. Enrollment Report. Dr. Hillmann reviewed the March 2020 enrollment report.
- D. Construction Update #23. Superintendent Hillmann provided an update on the District's construction projects and the Board viewed the new Greenvale Park Elementary simulation walk-through video that is posted on the District's website.
- E. CVSEC Lease Update. Superintendent Hillmann provided an update on the Cannon Valley Special Education Cooperative leases. As the Cooperative continues to grow and mature they are looking to consolidate into one site location.

IX. Future Meetings

- A. Monday, April 13, 2020, 7:00 p.m., Regular Board Meeting, NHS Media Center
- B. Monday, April 27, 2020, 7:00 p.m., Regular Board Meeting, NHS Media Center

X. Adjournment

On a motion by Stratmoen, seconded by Goerwitz, the Board adjourned at 9:49 p.m.

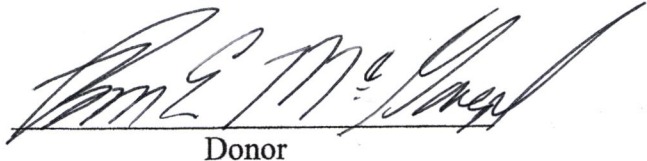
Noel Stratmoen  
School Board Clerk

## NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 7 day of March, 2020, by and between Sibley Parent Teacher Organization 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

*\$400 donation - Celebrate Math Week  
check #1062*



Donor

Approved by resolution of the School Board on the \_\_\_\_ day of \_\_\_\_, 20\_\_.

INDEPENDENT SCHOOL DISTRICT No. 659

By: \_\_\_\_\_

Clerk



## NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 10<sup>th</sup> day of March, 2020, by and between College City Beverage, Inc., 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 Tom Blaisdell Scholarship, check # 72360.

College City Beverage, Inc.  
Donor

By: Received in District office

Approved by resolution of the School Board on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

INDEPENDENT SCHOOL DISTRICT No. 659

By: \_\_\_\_\_  
Clerk

## NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 10<sup>th</sup> day of March, 2020, by and between Saint Paul & Minnesota 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

\$4,773.00 for TORCH Scholarship, check # 120181.

Saint Paul & Minnesota 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

## NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 11<sup>th</sup> day of March, 2020, by and between Home Town Credit Union, hereinafter the "Donor", and Independent School District No. 659, Northfield, Minnesota, pursuant to the District's policy for receiving gifts and donations, as follows:

### TERMS

Check # 707877 \$1,000.00 donation to DECA for doing the clothing drive.

Home Town Credit Union

Donor

By: Received in High School office

Approved by resolution of the School Board on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

INDEPENDENT SCHOOL DISTRICT No. 659

By: \_\_\_\_\_

Clerk

## NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 6<sup>th</sup> day of April, 2020, by and between Saint Paul  $\frac{1}{2}$  Minnesota 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

\$1,564.90 for Tom Blaisdell Scholarship, check #121099.

Saint Paul  $\frac{1}{2}$  Minnesota 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



## NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 30<sup>th</sup> day of March, 2020, by and between Northfield Booster Club, hereinafter the "Donor", and Independent School District No. 659, Northfield, Minnesota, pursuant to the District's policy for receiving gifts and donations, as follows:

### TERMS

check # 2154, \$7,100.00 donation for reimbursements.  
\$1,165.00 for pitching mound  
\$1,500.00 for Girls lacrosse supplies  
\$2,500.00 for NFHS camera  
\$1,435.00 for batting cage  
\$500.00 for weight lifting supplies

Northfield Booster Club

Donor

By: Received in High School office

Approved by resolution of the School Board on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

INDEPENDENT SCHOOL DISTRICT No. 659

By: \_\_\_\_\_

Clerk

## RESOLUTION ACCEPTING DONATIONS

The following resolution was moved by \_\_\_\_\_ and seconded by \_\_\_\_\_:

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

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

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

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

Donor	Item	Designated Purpose (if any)
Sibley Elementary PTO	\$400.00	Celebrate Math Week
College City Beverage, Inc.	\$5,000.00	Tom Blaisdell Scholarship
St. Paul & Minnesota Foundation	\$4,773.00	TORCH Scholarship
HomeTown Credit Union	\$1,000.00	DECA clothing drive
St. Paul & Minnesota Foundation	\$1,564.90	Tom Blaisdell Scholarship
Northfield Booster Club	\$7,100.00	\$1,165 for pitching mound \$1,500 for girls lacrosse supplies \$2,500 for NFHS camera \$1,435 for batting cage \$ 500 for weight lifting supplies

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

**MASTER AGREEMENT**  
**BETWEEN**  
**INDEPENDENT SCHOOL DISTRICT NO. 659,**  
**NORTHFIELD, MINNESOTA**  
**AND THE**  
**NORTHFIELD PRINCIPALS ASSOCIATION**

**July 1, 2020 - June 30, 2022**



## **ARTICLE I EMPLOYMENT**

**Section 1.01 Parties** This Agreement is made and entered into by and between the School Board of Independent School District No. 659, Northfield, Minnesota, hereinafter referred to as the "School Board" and the Northfield Principals Association, hereinafter referred to as the "Association".

**Section 1.02 Purpose:** The purpose of this Agreement is to encourage and increase orderly, constructive and harmonious relationships between the School Board, its principals, and their duly authorized exclusive representative, the Association; to establish the terms and conditions of employment for principals; to preserve the paramount right of the citizens of this community to the operation of their schools without disruption; and to establish an environment in which the children of this community may receive education of the highest quality. Accordingly, the parties have set forth herein all terms and conditions of employment which have been agreed upon by the School Board and the Association, pursuant to and in compliance with the Public Employment Labor Relations Act of 1971, as amended (hereinafter referred to as the "PELRA"). Terms not specifically defined in this Agreement shall have the meanings given them under the PELRA.

### **RECOGNITION**

**Section 1.03 Recognition:** In accordance with the PELRA, the School Board hereby recognizes the Association as the exclusive representative for all employees in the following appropriate unit, as certified by the Bureau of Mediation Services in Case No. 74-PR-300-A:

All employees of Independent School District No. 659, Northfield, Minnesota, who are certificated by the State Department of Education as Principals or Assistant Principals, who are employed for more than 14 hours per week and for more than 67 work days per year, and who devote more than 50% of their time to administrative or supervisory duties in the capacity of a Principal or Assistant Principal.

The Association, as exclusive representative, shall have those rights and duties as prescribed by the PELRA and as described in the provisions of this Agreement.

As used in this Agreement, a "principal" is any person employed by the School Board who is included in the appropriate unit and includes principals and assistant principals except in those cases where there is a clear distinction between the two positions.

### **MANAGEMENT RIGHTS**

**Section 1.04 Authority and Power of the School Board:** The laws of the State of Minnesota have vested in the School Board the full authority and power to manage, control and direct the operation of the school district, and to adopt, modify or repeal policies, budgets, personnel structures, rules, and regulations for the district. All such authority and power of the School Board shall continue unimpaired, except as limited by a specific provision of this Agreement.

### **RIGHTS AND RESPONSIBILITIES OF PRINCIPALS**

**Section 1.05 Basic Duties:** Each Principal shall administer in such places as shall be designated by the School Board, shall faithfully perform the duties prescribed by the School Board for the position held, and shall be governed by federal laws, the laws of the State of Minnesota, rules and regulations of the State Board of Education, and by Board policies, rules, regulations and orders issued by properly designated officials of the school district.

**Section 1.06 Strikes and Work Stoppages:** The School Board and the Association mutually recognize that their first obligation is to the public, and that the right of students and residents of this district to the continuous and uninterrupted operation of their schools is of paramount importance. During the term of this Agreement, neither the Association nor any individual principal shall engage in any strike, work stoppage or similar withholding of services.

In the event of strikes or work stoppages by other employees, principals covered under this Agreement are to be considered on continuing employment for the purpose of carrying out School Board policy and for insuring the protection of personnel and property. If a strike necessitates extending the school year and results in extending the principal's contract year, payment for each additional work day will be based upon each individual principal's annual salary divided by the annual number of work days under such principal's contract.

**Section 1.07 Assignment and Transfer of Principals:** The assignment and transfer of principals shall be made by the School Board upon recommendation by the superintendent, according to the following considerations:

**Subd. 1.** Should there be a vacancy in any principalship within the school system, the Association is to be advised of the vacancy to provide an opportunity for a qualified principal within the system to make application for the position.

**Subd. 2.** The superintendent shall notify the Chairperson of the Association and the principal involved in any proposed transfer, and shall give the reasons for the transfer upon request. The principal and a representative of the Association may meet with the superintendent to discuss any proposed transfer.

## **ARTICLE II COMPENSATION, RATES OF PAY, WORK YEAR, AND HOLIDAYS**

**Section 2.01 Individual Contracts:** Minnesota law requires that each individual principal be employed by written contract, signed by the principal and by the Chairperson and Clerk of the School Board. Each principal shall be compensated according to the terms of his/her individual contract.

**Section 2.02 Individual Salaries:** The salary specified in individual contracts issued during the term of this Agreement shall be computed in accordance with Appendix A. The School District has the right to withhold salary increases for principals with unsatisfactory performance as determined by the Superintendent. No salary increase will be paid in the 2022-23 school year until an agreement between the parties covering the period from July 1, 2022, to June 30, 2024 is reached.

**Section 2.03 Pay Deductions:** Deductions for each work day of absence under a leave of absence without pay will be based upon the individual principal's annual salary divided by the annual number of work days under such principal's contract.

**Section 2.04 Consultant Services:** Principals shall be required to make up a work day for each day absent for outside consulting activities for which an honorarium is paid. Approval of such days shall be at the discretion of the Superintendent.

**Section 2.05 Work Year:** The School District reserves the right to designate the number of weeks in the work year during the period July 1 through June 30 for each principal. The specified number of duty weeks shall include paid holidays. The method for establishing the duty year shall be to subtract the number of weeks in the work year from 52 weeks. The resulting number of weeks multiplied times five



(5) days shall be non-duty days. It is the principal's responsibility to complete professional responsibilities within the specified work year. Non-duty days are not accumulative and may not be carried over from year to year or result in additional compensation. Principals may take non-duty days off through August for the preceding work year provided they will be continuing in their position the following year. Upon separation of employment, there shall be no compensation for non-duty days which have not been taken by June 30. Exceptions may be made at the discretion of the Superintendent if non-duty days have accumulated due to a specific request by the Superintendent or Board of Education.

**Subd. 1 Holidays.** Principals shall receive the following paid holidays: Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Day, Presidents' Day (if designated as a school holiday), Memorial Day, and Good Friday. Whenever any of the holidays listed above fall on a Saturday, the preceding Friday shall be observed as the holiday. Whenever any of the holidays listed above shall fall on Sunday, the succeeding Monday shall be observed as the holiday. If the approved school calendar precludes the use of any of these days as holidays, an alternate day(s) shall be determined by the Superintendent.

**Subd. 2.** In the event a work day is lost for an emergency, principals shall perform duties on such other day in lieu thereof as the School Board or its designated representative shall determine.

### **ARTICLE III LEAVES AND ABSENCES**

**Section 3.01 Sick Leave:** Principals working 20 hours or more per week will accumulate leave according to the following schedule. Sick leave with pay shall be allowed whenever a principal's absence is due to illness or injury of the principal, the principal's dependent child, or other individuals to the extent provided by Minnesota law which prevented the principal's attendance at work on that day or days.

**Subd. 1. 40-44-week contracts:** 11 days/yr, accumulative to 209 days.

**Subd. 2. 45-46-week contracts:** 12 days/yr, accumulative to 228 days.

**Subd. 3. 47-48-week contracts:** 13 days/yr, accumulative to 247 days.

**Subd. 4.** 15 days of sick leave will be provided for all principals in their first year of employment by the School Board; however, the total accumulated at the end of the second year shall not exceed that provided by the above schedule.

**Subd. 5. Disability qualification:** Sick leave will no longer be used when a principal qualifies for disability benefits.

**Section 3.02 Bereavement Leave:** Employees may be allowed up to ten (10) days per year of leave with pay in case of death.

Bereavement leave may be used in the case of a death of family or friends.

Leave provided under this section does not accumulate and is deducted from sick leave.

**Section 3.03 Personal Business:** Principals shall be allowed two (2) personal business days per year for business that ordinarily cannot be conducted outside the school day. The request must be made three days in advance using the District's substitute/leave system. A deduction of these days will be made from sick leave.



**Section 3.04 Leave of Absence:** Principals may apply for leaves of absence in the event of personal extenuating circumstances.

**Section 3.05 Child Care Leave.**

**Subd. 1** A child care leave shall be granted by the school district subject to the provisions of this Section. Child care leave may be granted because of the need to prepare and/or provide parental care for a child or children of the principal for an extended period of time.

**Subd. 2** A principal making application for unpaid child care leave shall inform the superintendent in writing with intention to take the leave at least two calendar months before commencement of the intended leave, except in unusual circumstances. The superintendent and the principal will attempt to work out a satisfactory plan for the leave.

**Subd. 3** If the reason for the child care leave is occasioned by pregnancy, the principal shall also provide at the time of the leave application, a statement indicating the expected date of the delivery. Sick leave under Section 1 is available for the disabilities of pregnancy prior to the commencement of the child care leave.

**Subd. 4** The school district may adjust the proposed beginning or ending date of a child care leave so that the dates of the leave are coincident with some natural break in the school year - e.g., winter vacation, spring vacation, semester break or quarter break, end of reporting period, end of the school year, or the like. The availability of a suitable replacement may also be considered by the school district in both the granting of a child care leave or the duration of such leave.

**Subd. 5** In making a determination concerning the commencement and duration of a child care leave, the School Board shall not, unless otherwise agreed, be required to:

- (1) grant any leave more than six (6) months in length or at the beginning of the school year following such six (6) month period.
- (2) permit the principal to return to his or her employment prior to the date designated in the request for child care leave.

**Subd. 6** A principal returning from child care leave shall have a right to return to his or her original position as specified in the principal's child care leave plan if the principal's leave is commenced and concluded within the same school year. If the principal's child care leave plan does not call for his or her return within the year it is commenced, a principal shall have the right to be returned to an equivalent contractual position, unless such principal has been previously terminated pursuant to the provision of M.S. 125.12 or such principal has been placed on unrequested leave pursuant to the provisions of M.S. 125.12.

**Subd. 7** Failure of the principal to return pursuant to the date determined under this Section shall constitute grounds for termination unless the school district and the principal mutually agree to an extension in the leave.

**Subd. 8** A principal who returns from child care leave within the provisions of this Section shall retain all previous experience credit and any unused leave time accumulated under the provisions of this Agreement at the commencement of the leave. The principal shall accrue additional experience credit or leave time during the period of absence for child care leave, if the leave commences and ends within the same school year.

**Subd. 9** Child care leave shall be without pay. The school district shall continue its contributions for group insurance as specified in Article IV for a principal on child care leave, if the leave commences and ends within the same school year.

**Section 3.06 Disaster Leave** The school district will provide paid disaster leave for employees who have exhausted accumulated sick leave days prior to the commencement of long-term disability insurance benefits. An employee will become eligible for paid disaster leave after the employee has been continuously disabled and unable to work for fifteen (15) consecutive duty days, as certified by a medical doctor. Disaster leave payments shall commence as of the duty day following the last day of sick leave payment, and shall continue only for the period during which the employee remains continuously disabled and unable to work.

Disaster leave payments shall cease in any event after the fortieth (40th) duty day of absence.

**Section 3.07 Judicial Duty** For any employee who is required to serve as a juror or is subpoenaed to appear as a witness (not as a defendant) in a criminal court case, Northfield Public Schools will make up the difference between such employees basic salary and the fees (but not reimbursed expenses) received by the employee. In order to be eligible for this supplement, the employee must submit to the finance office an itemized certification of fees and expenses for judicial duty.

**Section 3.08 Superintendent's Discretionary Leave** Any circumstance that arises necessitating the absence of an employee not specifically included in any of the sections above may be granted as discretionary leave. Such leave must be approved in advance by the superintendent or his/her authorized representative.

**Section 3.09 School Conference and Activities Leave** In accordance with the provisions of MS.181.9412, the District will provide each employee with up to sixteen hours of school conference and activities leave during any twelve month period to attend school conferences or school related activities related to the employee's child, provided the conference, activity or observation cannot be scheduled during non-work hours. One school day advance written notice shall be provided via the District's substitute/leave reporting system. The Human Resources Director can waive the advanced written notice requirement in emergency situations under exceptional circumstances. Such leave will be deducted from the employee's sick leave allowance.

## **ARTICLE IV GROUP INSURANCE**

**Section 4.01 Group Insurance:** During the term of this Agreement the School Board will purchase the group insurance policies described in this Article. It is understood and agreed that the provisions of this Article are merely descriptive of the coverage provided, and that the eligibility of a principal for benefits shall be governed by the terms of the master insurance contracts in force between the School Board and the insurers providing such coverage. It is further agreed that the School Board's only obligation under the policies described in this Article is to make the premium payments as provided in this Agreement, and no claim shall be made against the School Board in the event of a denial of insurance benefits by an insurance carrier. The Board contribution toward the premium for part-time principals shall be prorated to the proportion of the contract time. The principal must work 20 hours or more per week to be eligible for insurance benefits.

**Section 4.02 Health and Hospitalization Insurance:** The School District shall provide the Principal and his or her dependents a health and hospitalization insurance plan and shall contribute the same amount toward the monthly premium for single or family coverage as identified in the Northfield Education Association Master Agreement.



Participation in the insurance program will be voluntary. Coverage shall be effective only upon enrollment of the individual principal and his/her family. Each principal enrolled under the plan shall contribute, though payroll deduction, any excess of the monthly premium under the plan over the maximum School Board contribution toward the type of coverage for which such principal is enrolled. The effective date for employer contributions shall be January 1.

**Section 4.03 Income Protection:** The School District shall pay the full premium for each principal who qualifies for and is enrolled in coverage under the district's long-term disability insurance plan. Benefits shall be payable after 60 consecutive days of total disability at 66 2/3% of the basic monthly earnings. Up to thirty (30) accumulated sick leave days may be used on a pro-rata basis while receiving disability income; however, the total income generated from using sick leave with disability benefits may not exceed the principal's basic earnings. The School District shall continue its contribution for health and hospitalization insurance for up to six months (180 consecutive days) after the last day worked for absence due to total disability. Thereafter, the principal receiving long-term disability insurance benefits may continue in the district's group insurance plans at the principal's expense. Benefits payment shall continue beyond age 62 in accordance with federal regulations.

**Section 4.04 Life Insurance:** Effective upon enrollment in the District life insurance plan, the Employer will provide group term life insurance coverage for each full-time principal in the amount of \$200,000. Each principal may purchase additional group term life in increments of \$25,000 up to a maximum of \$100,000 at the group rate upon evidence of insurability and acceptance by the carrier. The cost of such additional coverage shall be paid fully by the principal through payroll deduction.

**Section 4.05 Dental Insurance:** The School District shall contribute the same amount toward the monthly premium for single or family coverage as identified in the Northfield Education Association Master Agreement. The effective date for employer contributions shall be January 1.

**Section 4.06 Duration of Insurance Contribution:** Upon separation of employment, all district participation and contribution toward group insurance benefits shall cease effective at the end of the month of the last working day except as provided under Section 4.04 for early retirement. However, principals may be continued in the group insurance plans at their own expense for a period following separation determined by the insurance carrier and COBRA Legislation.

## ARTICLE V LONGEVITY

### Longevity added to base and steps:

	<u>2020-21</u>	<u>2021-22</u>
8 years completed	\$3,000	\$3,000
12 years completed	\$4,000	\$4,000
16 years completed	\$5,000	\$5,000
20 years completed	\$6,000	\$6,000



## **ARTICLE VI RETIREMENT**

**Section 6.01 403(b) Matching Plan:** The school district shall contribute \$4,000 for the two years of this contract a tax-deferred matching contribution plan for each full-time principal who authorizes a matching salary reduction for the same period.

An employee working less than full-time as a principal shall be eligible for a prorated school district contribution.

Such plan shall be approved and subject to applicable provisions of Minnesota Statutes and IRS Code Section 403(b) or IRS Code Section 457 and any amendments thereto.

The school district contribution and matching employee contribution will be made to a state-approved company of the principal's choice. It shall be the responsibility of the principal to make all arrangements required by the vendor to insure that proper payment is made by the school district. The district shall make payment to the employee's selected company bi-monthly.

**Section 6.02 Early Retirement Insurance:** Any principal who has at least ten (10) years experience in Independent School District No. 659 and retires upon attaining age fifty-five (55) or thereafter may elect to be covered under the group health and hospitalization and dental plans provided by the School District as provided by law. The principal may continue participation in the district's group term life insurance plan according to provisions of Section 6 at the principal's own expense until the principal is eligible for Medicare. The District shall contribute toward the premium for health and hospitalization and dental coverage under the same conditions as an employed principal but no more than 80% of the health and hospitalization insurance premium, for nine (9) years from the date of retirement. Principals who retired prior to July 1, 2002, will continue to be eligible for the School District's contribution toward their insurance for the period of time established at the time of their retirement. Coverage will be available to a retired principal who has group medical insurance available to him/her from another employer; however, such other employer's coverage shall be considered primary.

Once a retired employee becomes eligible for Medicare the retired employee's coverage will convert to a Medicare supplement policy. Such policy (when combined with Medicare) will at a minimum be equivalent coverage to the group health and hospitalization plan offered to active employees and retired employees who are not eligible for Medicare.

In the event a retired employee and his or her dependent(s) become eligible for Medicare at different times, the individual insured will be converted to the Medicare supplement policy upon becoming eligible. At such time as there is only one other insured remaining on the family group health plan, he/she will be converted to a single policy under the group health plan until they become eligible for Medicare. If dependent children are covered under the group health plan they will be eligible to continue coverage until such time that the last parent covered on the group health plan becomes eligible for Medicare.

Once the retired employee or their dependent(s) obtain Medicare eligibility, the District shall contribute up to \$400.00 toward the monthly premium of the Medicare supplement plan for the remainder of the contribution period as defined above.

When the retiree becomes eligible for Medicare, the retiree must be in compliance with M.S. 471.611

## **ARTICLE VII DISCIPLINE AND DISCHARGE**

**Section 7.01 Discipline and Discharge:** No principal shall be discharged or otherwise disciplined without just cause.

**Section 7.02 Corrective Discipline:**

**Subd. 1. Objective.** The first step in resolving most potential disciplinary situations is through a principal/superintendent conference.

**Subd. 2. Written Reprimand.** If the superintendent believes that a written reprimand is necessary, he/she will first confer with the principal regarding the circumstances.

**Subd. 3. Representation.** Both the principal and the school district are entitled to be represented at all levels of this disciplinary process.

**Subd. 4. Progressive Discipline.** The School District intends to follow a policy of progressive discipline with its employees. The normal sequence of discipline would be:

- (1) Conference with the employee;
- (2) Written reprimand;
- (3) Suspension without pay;

The relative seriousness of this matter will determine at what level disciplinary action is commenced.

**Subd. 5. Appeal.** The employee may request review of the district's decision through the grievance procedure. At the employee's option, the matter may be submitted directly to arbitration pursuant to Section 8 of the grievance procedure.

## **ARTICLE VIII OTHER BENEFITS**

**Section 8.01 Reimbursement for In-District Mileage:** Principals driving their own cars for in-district travel for school purposes such as taking students home in emergencies, home visitations for the purpose of resolving student problems or conferences with parents and the like shall be reimbursed at the rate approved by the School Board consistent with other school district personnel.

**Section 8.02 Severance Plan.** This section does not apply to any principal or assistant principal hired on or after July 1, 2016. Each principal who has completed seven (7) years of continuous service as a licensed principal in the school district or combined with other administrative positions within the district as identified in the Non-Union Administrators-Directors and/or Non-Union Administrators-Cabinet policy document agreements shall be eligible for payment upon separation of employment based on the following:

- a. Payment shall be equivalent to his/her daily rate of pay times a number of days determined by multiplying eight (8) days times the number of years' employment with the Northfield School District at the time of separation of employment. The daily rate shall be based on the principal's gross salary rate, including step, longevity and PHD differentials.
- b. The amounts shall be prorated for years during which the principal served part time.



- c. The maximum number of paid days shall be 120 days, and shall not exceed the number of sick leave days accumulated by the principal at the time of separation of employment.
- d. Deferred compensation under this section shall not be payable in the event a principal is terminated for cause.

Years completed in the principal unit will be applicable toward severance benefits outlined in Non-Union Administrators-Directors and/or Non-Union Administrators-Cabinet policy document agreements should a principal be hired for a position associated with one of those agreements. The severance payment will be based on the terms of the agreement the individual is assigned at the time of separation from the District and not the principals agreement.

**Section 8.03 Right to Use of Building:** For Association purposes, the principals shall have the right to use of building, facilities and equipment if and when such equipment is not otherwise in use. The Association agrees to reimburse the school district for the use of materials consumed and for any damages and repairs as a result of the use of the building, facilities and equipment.

**Section 8.04 Professional Improvement:** The School Board, at its sole discretion, agrees to provide funds for the purpose of providing professional improvement conferences for Principals. These funds shall be included in the annual budget amounts approved by the School Board for each building. Travel, meals, lodging, registration fees and gratuities shall be deemed appropriate expenses for these accounts. The Principal shall apply to the Superintendent for approval to attend out-of-state professional conferences.

**Section 8.05 Professional Dues:** The School Board will pay the professional dues for individual memberships for principals in the following state and national principals' associations: MASSP and NASSP (for secondary principals); and MESPA and NAESP (for elementary principals). Alternative or additional organizations may be granted to a principal upon approval by the Superintendent.

**Section 8.06 Vandalism Reimbursement:** The School District shall reimburse a principal who experiences vandalism of their vehicle or personal property in an amount up to \$500 in any given year toward the unreimbursed insurance deductible amount on the vehicle or personal property.

**Section 8.07 Liability Insurance:** The School District agrees to insure the employee for loss because of claims brought against him/her caused by any negligent act, error, omission, or breach of duty while acting within the scope of his/her employment or any claim against him/her solely by reason of the holding of his/her position. The amount and extent of coverage shall be subject to limitations imposed by the insurance carrier and applicable law.

## **ARTICLE IX SENIORITY**

**Section 9.01 Seniority Date.** Seniority shall be based upon continuous and unbroken employment as a licensed principal with Independent School District No. 659 from the most recent date of hire as a licensed principal. The seniority date for individuals employed by the district as site leaders pending receipt of principal licensure shall be the date on which the Board of Teaching issues the principal licensure as noted on the license.

**Section 9.02 Seniority List.** On or before November 15 of each year, the district shall prepare from its records a Principals' Seniority List, in order of seniority date, which shall contain the seniority date, name and areas of licensure for each principal as shown by licenses on file in the district office as of November 1 of said year, and current employment status. The list will be divided into lists for principals and assistant principals. A copy of



the Principals' Seniority List will be provided to each principal and assistant principal on or before November 15 of each year. A principal or assistant principal may challenge the correctness of the information by filing a written challenge with the Director of Human Resources. In the absence of a written challenge filed within twenty (20) calendar days from the date the seniority list was issued, the issued seniority list will be conclusively deemed to be correct.

**Section 9.03 Reduction of Principal and Assistant Principal Positions.** In the event of reduction of principal positions, probationary principals shall be non-renewed before principals with continuing contract rights would be affected. Among principals with continuing contract rights, part-time principals shall be placed on unrequested leave of absence before full-time principals. If two or more principals have the same seniority date, the School Board shall determine which of such principals shall be placed on unrequested leave of absence. In the event of reduction of assistant principal positions, probationary assistant principals shall be non-renewed before assistant principals with continuing contract rights would be affected. Among assistant principals with continuing contract rights, part-time assistant principals shall be placed on unrequested leave of absence before full-time assistant principals. If two or more assistant principals have the same seniority date, the School Board shall determine which of such assistant principals shall be placed on unrequested leave of absence. Unrequested leave and recall to positions shall be governed by provisions of M.S. 122A.40.

## **ARTICLE X GRIEVANCE PROCEDURE**

**Section 10.01 Grievance Definition:** A "grievance" shall mean an allegation by a principal resulting in a dispute or disagreement between the principal and the school district as to the interpretation or application of terms and conditions contained in this Agreement.

**Section 10.02 Representative:** The principal, administrator, or School Board may be represented during any step of the procedure by any person or agent designated by such party to act in his behalf.

**Section 10.03 Definitions and Interpretations:**

**Subd. 1.** Time limits specified in this Agreement may be extended by mutual agreement.

**Subd. 2. Days:** Reference to days regarding time periods in this procedure shall refer to working days. A working day is defined as all week days not designated as holidays by state law.

**Subd. 3. Computation of Time:** In computing any period of time prescribed or allowed by procedures herein, the date of the act, event, or default for which the designated period of time begins to run shall not be included. The last day of the period so computed shall be counted, unless it is a Saturday, a Sunday, or a legal holiday, in which event the period runs until the end of the next day which is not a Saturday, a Sunday, or a legal holiday.

**Subd. 4. Filing and Postmark:** The filing or service of any notice or document herein shall be timely if it is personally served or if it bears a certified postmark of the United States Postal Service within the time period.

**Section 10.04 Time Limitation and Waiver:** Grievances shall not be valid for consideration unless the grievance is submitted in writing to the school district's designee, setting forth the facts and the specific provision of the Agreement allegedly violated and the particular relief sought within twenty days after the date the event giving rise to the grievance occurred. Failure to file any grievance within such period shall be deemed a waiver thereof. Failure to appeal a grievance from one level to another within the time periods hereafter provided shall constitute a waiver of the grievance. An effort shall first be made to adjust an alleged grievance informally between the principal and the school district's designee.

**Section 10.05 Adjustment of Grievance:** The school district and the principal shall attempt to adjust all grievances which may arise during the course of employment of any principal within the school district in the following manner:

**Subd. 1. Level I:** If the grievance is not resolved through informal discussions, the superintendent or his/her designee shall give a written decision on the grievance to the parties involved within ten days after receipt of the written grievance.

**Subd. 2. Level II:** In the event the grievance is not resolved in Level I, the decision rendered may be appealed to the School Board, provided such appeal is made in writing within ten days after receipt of the decision in Level I. If a grievance is properly appealed to the School Board, the School Board shall set a time to hear the grievance within twenty days after receipt of the appeal. Within twenty days after the meeting, the School Board shall issue its decision in writing to the parties involved. At the option of the School Board, a committee or representative(s) of the Board may be designated by the Board to hear the appeal at this level, and report its findings and recommendations to the School Board. The School Board shall then render its decision.

**Section 10.06 School Board Review:** The School Board reserves the right to review any decision issued under Level I of this procedure provided the School Board or its representative notify the parties of its intentions to review within ten days after the decision has been rendered. In the event the School Board reviews a grievance under this section, the School Board reserves the right to reserve or modify such decision.

**Section 10.07 Denial of Grievance:** Failure by the School Board or its representative to issue a decision within the time periods provided herein shall constitute a denial of the grievance and the principal may appeal it to the next level.

**Section 10.08 Arbitration Procedures:** In the event that the principal and the School Board are unable to resolve any grievance, the grievance may be submitted to arbitration as defined herein:

**Subd. 1. Request:** A request to submit a grievance to arbitration must be in writing signed by the aggrieved party, and such request must be filed in the office of the superintendent within ten days following the decision in Level II of the grievance procedure.

**Subd. 2. Prior Procedure Required:** No grievance shall be considered by the arbitrator which has not been first duly processed in accordance with the grievance procedure and appeal provisions.

**Subd. 3. Selection of Arbitrator:** The parties shall endeavor to select a mutually acceptable arbitrator to hear and decide the grievance. If no agreement is reached, either party may request from the Bureau of Mediation Services, a list of arbitrators selected by the Commissioner, providing such request is made within fifteen (15) days after request for arbitration. Upon receipt of the list of arbitrators, the School District and the exclusive representative shall alternately strike names from the list of arbitrators selected by the Commissioner until only one (1) name remains. If the parties are unable to agree on who shall strike the first name, the question shall be decided by a flip of the coin. Failure to request an arbitrator from the Bureau of Mediation Services within the time periods provided herein shall constitute a waiver of the grievance.



**Subd. 4. Submission of Grievance Information:**

- a. Upon appointment of the arbitrator, the appealing party shall within five days after notice of appointment forward to the arbitrator, with a copy to the superintendent, the submission of the grievance which shall include the following:
  - (1) The issues involved
  - (2) Statement of the facts
  - (3) Position of the grievant
  - (4) The written documents relating to Article X, Section 10.05 of the grievance procedure.
- b. The school district may make a similar submission of information relating to the grievance either before or at the time of the hearing.

**Subd. 5. Hearing:** The grievance shall be heard by a single arbitrator and both parties may be represented by such person or persons as they may choose and designate, and the parties shall have the right to a hearing at which time both parties will have the opportunity to submit evidence, offer testimony, and make oral or written arguments relating to the issues before the arbitrator. The proceeding before the arbitrator shall be a hearing denovo.

**Subd. 6. Decision:** The decision by the arbitrator shall be rendered within thirty days after the close of the hearing. Decisions by the arbitrator in cases properly before him shall be final and binding upon the parties, subject, however, to the limitation of arbitration decisions as provided by the PELRA.

**Subd. 7. Expenses:** Each party shall bear its own expenses in connection with arbitration including expenses relating to the party's representatives, witnesses, and any other expenses which the party incurs in connection with presenting its case in arbitration. A transcript or recording shall be made of the hearing at the request of either party. The parties shall share equally fees and expenses of the arbitrator, the cost of the transcript or recording if requested by either or both parties, and any other expenses which the parties mutually agree are necessary for the conduct of the arbitration. However, the party ordering a copy of such transcript shall pay for such copy.

**Subd. 8. Jurisdiction:** The arbitrator shall have jurisdiction over disputes or disagreements relating to grievances properly before the arbitrator pursuant to the terms of this procedure. The jurisdiction of the arbitrator shall not extend to proposed changes in terms and conditions of employment as defined herein and contained in this written agreement; nor shall an arbitrator have jurisdiction over any grievance which has not been submitted to arbitration in compliance with the terms of the grievance and arbitration procedure as outlined herein; nor shall the jurisdiction of the arbitrator extend to matters of inherent managerial policy, which shall include but are not limited to such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure, and selection and direction and number of personnel. In considering any issue in dispute, in its order the arbitrator shall give due consideration to the statutory rights and obligation of the public school district to efficiently manage and conduct its operation within the legal limitations surrounding the financing of such operations.



## **ARTICLE XI**

### **DURATION AND RENEGOTIATION OF AGREEMENT**

**Section 11.01 Term of Agreement:** This Agreement shall become effective as of July 1, 2020, and shall continue in full force and effect to and including June 30, 2022, and annually thereafter, except as modified or terminated in accordance with the provisions of this Article XI.

**Section 11.02 Effect:** This Agreement constitutes the full and complete contract between the School Board and the Association. The provisions herein relating to terms and conditions of employment supersede any and all prior agreements, resolutions, practices, school district policies, rules or regulations concerning terms and conditions of employment inconsistent with these provisions.

**Section 11.03 Termination or Modification:** Either party desiring to terminate or modify this Agreement must notify the other party in writing at least sixty (60) days but not more than ninety (90) days prior to June 30, 2022, or at least sixty (60) days but not more than ninety (90) days prior to June 30 of any year thereafter. A notice of desire to modify this Agreement shall set forth specifically all proposed modifications sought by the party, and all clauses of this Agreement for which no modification is sought shall be renewed automatically. Negotiations with respect to proposed modifications may commence at any time after notice of proposed modifications has been given.

**Section 11.04 Severability:** Any provision of this Agreement which is deemed by a federal or state court or agency to be in violation of any provision of the laws of Minnesota or of the United States, or any rules or regulations promulgated thereunder, either now or hereafter, shall be null and void and without force and effect. The provisions of this Agreement shall be severable, and if any provision hereof or application of any such provision is held to be invalid, it shall not affect any other provisions of this Agreement or the application of such provision under other circumstances.

The School Board and the Association will meet not later than ten (10) days after such determination for the purpose of renegotiating any affected provision. The School Board reserves the final right to amend any affected provision of this Agreement to the extent necessary to fulfill compliance with federal or state laws, or rules or regulations promulgated thereunder, subject to the arbitration provisions of the grievance procedure.

**Section 11.05 Negotiations During Term:** The parties mutually acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited opportunity to make demands and proposals regarding terms and conditions of employment for principals. All understandings and agreements arrived at by the parties are set forth in this Agreement. For the duration of this Agreement, the School Board and the Association each voluntarily and unqualifiedly waives the right to meet and negotiate regarding any and all terms and conditions of employment, whether or not specifically referred to or covered in this Agreement, even though such matters may not have been within the knowledge or contemplation of either or both of the parties at the time this Agreement was negotiated or executed; provided, however, that any or all of the provisions, except compensation, of this Agreement may be opened for negotiation and modification in writing at any time by mutual consent of the parties.

NORTHFIELD PRINCIPALS ASSOCIATION

INDEPENDENT SCHOOL DISTRICT NO.659

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Negotiator

\_\_\_\_\_  
Clerk

Dated: \_\_\_\_\_

\_\_\_\_\_  
Negotiator

Dated: \_\_\_\_\_

## APPENDIX A

<u>Position</u>	<u># Weeks</u>	<u>2020-21 Base</u>	<u><del>2018-19 Base</del></u>	<u>2021-22 Base</u>	<u><del>2019-20 Base</del></u>
High School Principal	47	<u>\$139,473</u>	<del>\$129,861</del>	<u>\$144,104</u>	<del>\$134,757</del>
Middle School Principal	47	<u>\$136,800</u>	<del>\$127,372</del>	<u>\$141,342</u>	<del>\$132,174</del>
Elementary School Principal	47	<u>\$134,171</u>	<del>\$124,925</del>	<u>\$138,626</u>	<del>\$129,634</del>
High School Assistant Principal	43.4	<u>\$120,610</u>	<del>\$112,298</del>	<u>\$124,614</u>	<del>\$116,531</del>
Middle School Assistant Principal	43.2	<u>\$116,440</u>	<del>\$108,415</del>	<u>\$120,305</u>	<del>\$112,502</del>

### Steps for full-time service (prorate for part-time) added to base salary

	<u><del>2018-19</del> 2020-21</u>	<u><del>2019-20</del> 2021-22</u>
1. 1st Year	\$0	\$0
2. 2 <sup>nd</sup> Year	\$2,167	\$2,167
3. 3 <sup>rd</sup> Year	\$4,334	\$4,334
4. 4 <sup>th</sup> Year and Up	\$6,500	\$6,500
<b>Doctorate Stipend</b>	<u><del>2018-19</del> 2020-21</u>	<u><del>2019-20</del> 2021-22</u>
	\$5,500	\$5,500



**INDEPENDENT SCHOOL DISTRICT 659  
NORTHFIELD, MINNESOTA**

**PERSONNEL POLICIES AND PRACTICES**

NON-UNION ADMINISTRATORS

JULY 1, ~~2018~~ 2020 THROUGH JUNE 30, ~~2020~~ 2022

## **ARTICLE I EMPLOYMENT**

### **Section 1.01 – Introduction**

These Personnel Policies and Practices contain information pertaining to your employment with Independent School District No. 659, Northfield ("District"). Please note that the information contained in this document may be changed from time to time. Nothing in this document establishes any form of a contract between you and the District, nor does anything in this document alter your at-will employment relationship with the District. In the same sense that you can resign your employment with the District at any time for any reason or no reason at all, so can the District terminate your employment at any time for any reason or no reason at all, consistent with the concept of at-will employment. When changes occur to the information contained in this document, the revisions will be issued to you. The statements contained in this Section 1.01 are subject to the requirements of any applicable law, such as the teacher Continuing Contract Law or the Veterans' Preference Act, granting the employee employment rights.

### **Section 1.02 – Basic Services**

Employees shall faithfully perform the services prescribed by the School Board or designated representative whether or not such services are specifically described in this manual or in a general job description, abide by the rules, regulations and policies as established by the School Board and the State Board of Education, and any additions or amendments thereto, for the annual salary indicated in this contract.

### **Section 1.03 - Duty Year**

The duty year shall be as listed in Appendices A and B. The employee shall perform services on those legal holidays on which the School Board so determines. He/she shall be on duty during any emergency, natural or unnatural, unless he/she is otherwise excused in accordance with School Board-administrative policy.

## **ARTICLE II SALARIES**

### **Section 2.01 - Compensation**

While the District reserves the right to set salaries, it will seek and receive input from employees and their supervisor regarding the salary structure. The input may be in the form of written or oral communication.

### **Section 2.02 – Experience Credit**

Individuals employed before January 1st, who are still employed by the District on June 30<sup>th</sup>, shall for the purposes of salary increases be given credit for (1) year of experience.



### **Section 2.03 - Holidays**

Employees working at least 20 hours or more per week shall be entitled to the following ten (10) paid holidays: Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Day, New Year's Day, Presidents' Day (if designated as a school holiday), Memorial Day, Christmas Eve Day, and Good Friday. If the approved school calendar precludes the use of any of these days as holidays, an alternate day(s) shall be determined by the Superintendent.

### **Section 2.04 – Other Compensation**

Individuals having completed an advanced degree shall receive a stipend as outlined in this section. If the advanced degree is earned after the beginning of the contract period, the amount of the stipend outlined below shall be prorated to the number of months remaining in the contract year after receiving the advanced degree.

Doctorate Degree - \$5,000 per year (prorated as provided above if earned after the beginning of the contract year).

## **ARTICLE III LEAVES**

### **Section 3.01 - Vacation**

An employee must work a regular schedule of 20 or more hours per week in order to be eligible for vacation.

Vacations for employees working 52 weeks per year shall be twenty-five (25) days per year. Part-time employees will receive pro rata vacation. Vacation shall be available to the employee at the beginning of the year (July 1<sup>st</sup>), however, vacation is considered earned on a monthly basis. Individuals hired after July 1<sup>st</sup> will receive pro rata vacation provided the employee has been assigned to a position which normally consists of 52 or more weeks per year.

Unused vacation must be taken within one year following the contract year in which it was earned. Vacation use will be as scheduled with and approved by the employee's immediate supervisor.

Payment for unused, earned vacation balances as limited by the previous paragraph will be made by the School District upon termination or separation of employment.

Employees working fewer than 52 weeks per year shall not receive vacation.

### **Section 3.02 - Sick Leave**

An employee must work a regular schedule of 20 or more hours per week in order to be eligible for sick leave.

Employees shall receive sick leave at the rate of thirteen (13) days for each year worked, which may be accumulated to a maximum of 247 days. Sick leave shall be available to the employee at the beginning of the year (July 1<sup>st</sup>), however, sick leave is considered earned on a monthly basis.

One day of leave allowance may be used by an employee for each day of absence due to illness or injury which precludes the employee from performing the duties of his/her position. Any employee who has been absent may be required to present a statement from a doctor of medicine verifying an illness and certifying that the employee has recovered sufficiently to return to normal duties. Any employee absent more than five (5) consecutive working days must present such certification. If certification is required for an absence of fewer than six (6) days, the District will designate the physician and pay his/her fee. Charges for certification of absences days greater than five (5) consecutive working days will be the responsibility of the District unless the employee requires examination by a specified physician, in which instance the employee will assume the cost of the examination.

Sick leave with pay shall be allowed whenever an employee's absence is due to illness or injury of the employee, the employee's dependent child, or another individual as allowed by Minnesota law which prevented the employee's attendance at work on that day or days.

There shall be no payment for unused, earned sick leave balances upon termination or separation of employment, for any reason, with the School District.

### **Section 3.03 – Disaster Leave**

The Employer will provide paid disaster leave for employees who have exhausted accumulated sick leave days prior to the commencement of long-term disability insurance benefits. An employee will become eligible for paid disaster leave after the employee has been continuously disabled and unable to work for fifteen (15) consecutive duty days, as certified by a medical doctor. Disaster leave payments shall commence as of the duty day following the last day of sick leave payment, and shall continue only for the period during which the employee remains continuously disabled and unable to work.

Disaster leave payments shall cease in any event after the fortieth (40th) duty day of absence.



### **Section 3.04 – Bereavement Leave**

Up to ten (10) days per year of leave with pay in case of bereavement. Time off for bereavement shall be deducted from unused Sick Leave. Bereavement leave may be used in the case of death of family members or friends

### **Section 3.05 - Personal Business**

The employee shall be allowed two (2) personal business days per year for business that ordinarily cannot be conducted outside the duty day with prior approval of the superintendent. A deduction of these days will be made from sick leave.

### **Section 3.06 - Leave of Absence Without Pay**

The employee may apply for a leave of absence without pay in the event of personal extenuating circumstances. The employee, when on medical leave of absence, is eligible to continue to participate in group insurance programs as permitted under the insurance policy provisions, but shall pay the entire premium for such programs as he/she wishes to retain commencing with the beginning of the leave, subject to the requirements of applicable law.

### **Section 3.07 - Child Care / Adoption Leave**

A. A child care/adoption leave shall be granted by the school district subject to the provisions of this Section. Child care/adoption leave may be granted because of the need to prepare and/or provide parental care for a child or children of the administrator for an extended period of time.

B. An administrator making application for unpaid child care/adoption leave shall inform the superintendent in writing of his/her intention to take the leave at least two calendar months before commencement of the intended leave, except in unusual circumstances. The superintendent and the administrator will attempt to work out a satisfactory plan for the leave.

C. If the reason for the child care/adoption leave is occasioned by pregnancy, the administrator shall also provide at the time of the leave application, a statement indicating the expected date of the delivery. Sick leave under Section 3.02 is available for any period of disability associated with the pregnancy prior to the commencement of the child care/adoption leave.

D. The availability of a suitable replacement may also be considered by the school district in both the granting of a child care/adoption leave or the duration of such leave.

E. In making a determination concerning the commencement and duration of a child care/adoption leave, the School Board shall not, unless otherwise agreed, be required to:

- (1) grant any leave more than six (6) months in length or at the beginning of the school year following such six (6) month period.
- (2) permit the administrator to return to his or her employment prior to the date designated in the request for child care/adoption leave.

F. An administrator returning from child care/adoption leave shall have a right to return to his or her original position as specified in the administrator's child care/adoption leave plan if the administrator's leave is commenced and concluded within the same fiscal year. If the administrator's child care/adoption leave plan does not call for his or her return within the fiscal year it is commenced, the administrator shall have the right to be returned to an equivalent contractual position, unless such administrator has been previously terminated pursuant to the provision of M.S. 122A.40 or such administrator has been placed on unrequested leave pursuant to the provisions of M.S. 122A.40.

G. Failure of the administrator to return pursuant to the date determined under this Section shall constitute grounds for termination unless the school district and the administrator mutually agree to an extension in the leave.

H. An administrator who returns from child care/adoption leave within the provisions of this Section shall retain all previous experience credit and any unused leave time accumulated under the provisions of this document at the commencement of the leave. The administrator shall accrue additional experience credit or leave time during the period of absence for child care/adoption leave only if the leave commences and ends within the same fiscal year.

I. Child care/adoption leave shall be without pay. The school district shall continue its contributions for group insurance as specified in Article IV for an administrator on child care/adoption leave only if the leave commences and ends within the same school year.

### **Section 3.08 – Religious Observance Leave**

Up to three (3) days leave shall be granted to an employee for required religious observance. Such days must be recognized religious holidays and shall not be permitted for circumstances where personal alternative attendance options exist. A deduction of these days will be made from sick leave. Notification must be submitted to the superintendent, in writing, at least three (3) days prior to such absence.

### **Section 3.09 – Judicial Leave**

For any employee who is required to serve as a juror or is subpoenaed to appear as a witness (not as a defendant) in a criminal court case, Northfield Public Schools will make up the difference between such employees basic salary and the fees (but not reimbursed expenses) received by the employee. In order to be eligible for this supplement, the employee must submit to the finance office an itemized certification of fees and expenses for judicial duty.



### **Section 3.10 – Superintendent’s Discretionary Leave**

Any circumstance that arises necessitating the absence of an employee not specifically included in any of the sections above may be granted as discretionary leave. Such leave must be approved in advance by the superintendent or his/her authorized representative.

### **Section 3.11 – School Conference and Activities Leave**

In accordance with the provisions of MS.181.9412, the District will provide each employee with up to sixteen hours of school conference and activities leave during any twelve-month period to attend school conferences or school related activities related to the employee's child, provided the conference, activity or observation cannot be scheduled during non-work hours. One school day advance written notice shall be provided via the District’s substitute/leave reporting system. The Human Resources Director can waive the advanced written notice requirement in emergency situations under exceptional or unusual circumstances.

Such leave will be deducted from the employee's sick leave allowance.

## **ARTICLE IV INSURANCE**

### **Section 4.01– Insurance Eligibility**

An employee must work a regular schedule of 20 or more hours per week in order to be eligible for group insurance coverage.

### **Section 4.02 – District Obligation**

The District’s only obligation is to purchase the group insurance policies addressed below and pay such amounts as stated herein. No claim shall be made against the District as a result of a denial of insurance benefits by an insurance carrier.

### **Section 4.03 – Health and Hospitalization**

The School District shall provide eligible employees an opportunity to enroll for either single or family coverage in the District health and hospitalization insurance plan. The School District shall contribute the same amounts toward the monthly premium for single and family coverage as identified in the Northfield Education Association Master Agreement. The effective date for employer contributions shall be January 1 of each year.

#### **Section 4.04 - Dental Insurance**

The School District shall provide eligible employees with an opportunity to enroll for either single or family coverage in the District dental insurance plan. The School District shall contribute the same amounts toward the monthly premium for single and family coverage as identified in the Northfield Education Association Master Agreement. The effective date for employer contributions shall be January 1 of each year.

#### **Section 4.05 - Life Insurance**

The School District shall provide, at District expense, a group term life insurance plan providing \$200,000 of coverage for each eligible employee. The eligible employees may purchase additional group term life insurance in increments of \$25,000 up to a maximum of \$100,000 at the group rate upon evidence of insurability and acceptance by the carrier. The cost of such additional coverage shall be paid fully by the employee through payroll deduction.

#### **Section 4.06 - Long-Term Disability Insurance**

The School District shall pay the full premium for long-term disability insurance for eligible employees. Benefits shall be payable after 60 consecutive days of total disability at 66 2/3% of the basic monthly earnings.

If the employee is disabled and has not accumulated sufficient paid sick leave to cover the waiting period, then he/she shall be paid 66 2/3% of his/her salary until he/she is entitled to receive long-term disability benefits.

Up to thirty (30) accumulated sick leave days may be used on a pro-rata basis while receiving disability income; however, the total income generated from using sick leave with disability benefits may not exceed the employee's basic annual earnings. The School District shall continue its contribution for health and hospitalization insurance for up to six months (180 consecutive days) after the last day worked for absence due to total disability. Thereafter, the employee may continue in the district's group insurance plans at his/her expense for as long as the employee receives long-term disability insurance/wage replacement benefits.

#### **Section 4.07 - Liability Insurance**

The School District agrees to insure the employee for loss because of claims brought against him/her caused by any negligent act, error, omission, or breach of duty while acting within the scope of his/her employment or any claim against him/her solely by reason of the holding of his/her position. The amount and extent of coverage shall be subject to limitations imposed by the insurance carrier and applicable law.



#### **Section 4.08 – Duration of Insurance Contribution**

Upon separation of employment, all district participation and contribution toward group insurance benefits shall cease effective at the end of the month of the last working day except as provided under other provisions of this document. However, the employee may be continued in the group insurance plans at his or her own expense for a period following separation determined by the insurance carrier and applicable laws.

### **ARTICLE V OTHER BENEFITS**

#### **Section 5.01 - Travel**

Necessary and approved transportation that is required of the employee in the performance of school duty shall be at the expense of the School District. The mileage reimbursement rate and the rate between buildings shall be set by the School Board.

#### **Section 5.02 - Professional Improvement**

The employee will participate in professional development activities which are directly related to his or her areas of responsibility and other areas designated by the superintendent. The School District shall pay for all legally valid travel, lodging, and meal expenses and fees for attendance at professional conferences and meetings with other educational agencies when attendance thereof is required, directed, or permitted by the superintendent.

#### **Section 5.03 - Professional Membership Dues**

The School District may require employee to participate in one local service club. The School District shall pay the annual membership dues for the employee for relevant professional organizations approved by the District. The School District shall pay the annual membership dues for other community organizations as are required, directed or permitted, by the superintendent of schools.

#### **Section 5.04 - Vandalism Reimbursement**

The School District shall reimburse the employee for vehicular vandalism, which occurs in the course of the employee performing his or her required duties, in an amount up to \$500 in a given year toward the unreimbursed insurance deductible amount on the vehicle.



## **ARTICLE VI SEVERANCE/RETIREMENT**

### **Section 6.01 – Severance**

This section does not apply to any individual covered by this policy agreement hired after July 1, 2016.

When an employee has completed six (6) years of continuous service under this employment agreement, or combined with other administrative positions within the district as identified in the Principals Association Master Agreement, they shall be eligible for payment upon separation of employment based on the following:

- a. Payment shall be equivalent to their daily rate of pay times a number of days determined by multiplying eight (8) days times the number of years' employment with the Northfield School District at the time of separation of employment.
- b. The amounts shall be prorated for years during which the employee served part time.
- c. The maximum number of paid days shall be 120 days.
- d. Severance pay under this section 6.01 shall not be payable in the event the employee is terminated for cause.

### **Section 6.02 – 403(b) Matching Plan**

The School District shall match employee payments up to \$9,000 per school year to a 403(b) plan for the full-time employee.

- a. The employee shall be eligible for a prorated school district contribution for any years that are less than full time.
- b. Such plan shall be approved and subject to applicable provisions of Minnesota Statutes and IRS Code Section 403(b) or IRS Code Section 457 and any amendments thereto.
- c. The school district contribution will be made to a state-approved company of the employee's choice. It shall be the responsibility of the employee to make all arrangements required by the vendor to insure that proper payment is made by the school district. The district shall make payment to the employee's selected company bi-monthly.

### **Section 6.03 – Retirement Insurance**

If the employee retires upon attaining age fifty-five (55) or thereafter and has at least ten (10) years experience in the School District, they may elect to be covered under the group health and hospitalization and dental plans provided by the School District as provided by

law. The employee may continue participation in the District's group term life insurance plan according to provisions of Section 4.05 at the employee's own expense until the employee is eligible for Medicare.

The District shall contribute toward the premium for health and hospitalization and dental coverage under the same conditions as if employed but not more than 80% of the health and hospitalization insurance premium, for nine (9) years from the date of retirement.

Once a retired employee becomes eligible for Medicare the retired employee's coverage will convert to a Medicare supplement policy. Such policy (when combined with Medicare) will at a minimum be equivalent coverage to the group health and hospitalization plan offered to active employees and retired employees who are not eligible for Medicare. Employees currently retired and their dependents who are eligible for Medicare will be converted to a Medicare supplement policy effective November 1, 2010.

In the event a retired employee and his or her dependent(s) become eligible for Medicare at different times, the individual insured will be converted to the Medicare supplement policy upon becoming eligible. At such time as there is only one other insured remaining on the family group health plan, he/she will be converted to a single policy under the group health plan until they become eligible for Medicare. If dependent children are covered under the group health plan they will be eligible to continue coverage until such time that the last parent covered on the group health plan becomes eligible for Medicare.

Once the retired employee or their dependent(s) obtain Medicare eligibility, the District shall contribute up to \$400.00 toward the monthly premium of the Medicare supplement plan for the remainder of the contribution period as defined above.

When the retiree becomes eligible for Medicare, the retiree must be in compliance with M.S. 471.611



**APPENDIX A**  
**SALARIES AND DUTY YEAR**  
~~2018-19~~ 2020-21

<b>Position</b>	<b>Duty Year</b>	<b>Annual Salary</b>
ALC Director	46 weeks	<del>\$101,810</del> <u>\$109,853</u>
Assistant Director of Special Education	52 weeks	<del>\$117,647</del> <u>\$126,941</u>
Student Activities Director	52 weeks	<del>\$101,810</del> <u>\$109,853</u>
Director of Buildings and Grounds	52 weeks	<del>\$100,076</del> <u>\$107,982</u>
Director of Finance	52 weeks	<del>\$117,647</del> <u>\$126,941</u>
Director of Child Nutrition	43 weeks	<del>\$70,826</del> <u>\$76,421</u>
Director of Human Resources	52 weeks	<del>\$117,647</del> <u>\$126,941</u>
Director of Technology Services	52 weeks	<del>\$101,810</del> <u>\$109,853</u>
<del>Director of Assessment Services</del>	<del>52 weeks</del>	<del>\$97,092</del>
Director of Community Services	52 weeks	<del>\$119,746</del> <u>\$129,205</u>
Director of Special Education	52 weeks	<del>\$128,270</del> <u>\$138,404</u>
<del>Director of Instructional Services</del>	<del>52 weeks</del>	<del>\$138,404</del>
<del>Director of Teaching &amp; Learning</del>	<del>52 weeks</del>	<del>\$128,270</del>

**APPENDIX B**  
**SALARIES AND DUTY YEAR**  
~~2019-20~~ 2021-22

<b>Position</b>	<b>Duty Year</b>	<b>Annual Salary</b>
ALC Director	46 weeks	<del>\$105,882</del> <u>\$113,884</u>
Assistant Director of Special Education	52 weeks	<del>\$122,353</del> <u>\$131,600</u>
Student Activities Director	52 weeks	<del>\$105,882</del> <u>\$113,884</u>
Director of Buildings and Grounds	52 weeks	<del>\$104,079</del> <u>\$111,945</u>
Director of Finance	52 weeks	<del>\$122,353</del> <u>\$131,600</u>
Director of Child Nutrition	43 weeks	<del>\$73,659</del> <u>\$79,226</u>
Director of Human Resources	52 weeks	<del>\$122,353</del> <u>\$131,600</u>
Director of Technology Services	52 weeks	<del>\$105,882</del> <u>\$113,884</u>
<del>Director of Assessment Services</del>	<del>52 weeks</del>	<del>\$100,902</del>
Director of Community Services	52 weeks	<del>\$124,535</del> <u>\$133,947</u>
Director of Special Services	52 weeks	<del>\$133,401</del> <u>\$143,483</u>
<del>Director of Instructional Services</del>	<del>52 weeks</del>	<del>\$143,483</del>
<del>Director of Teaching &amp; Learning</del>	<del>52 weeks</del>	<del>\$133,401</del>

Steps for full-time service added to the base salary (pro-rated for part-time):

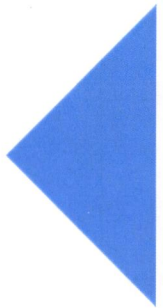
<b>Experience</b>	<b><del>2018-19</del> <u>2020-21</u></b>	<b><del>2019-20</del> <u>2021-22</u></b>
1 <sup>st</sup> Year	\$1,000	\$1,000
2 <sup>nd</sup> Year	\$2,000	\$2,000



3 <sup>rd</sup> Year	\$4,000	\$4,000
4 <sup>th</sup> Year	\$5,950	\$5,950



5985 Bandel Road NW  
Rochester, MN 55901  
knutsonconstruction.com



April 7, 2020

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

RE: Longfellow DO/ALC Renovation Contract Recommendations

Dear Mrs. Mertesdorf,

We are pleased to provide the contract recommendations to the following successful bidders on the Longfellow DO/ALC Renovation project. Bids were received and opened at 3:30 PM on March 31, 2020. The project received 41 bids covering the various work scope packages with many of them having three or more competitive bids. Of the eleven (11) contracts we are recommending award to, five (5) companies are within a thirty-mile radius of the project.

We are roughly \$60,000 under the construction budget at this time. We are carrying \$15,000 in construction contingency. We are also budgeting \$30,000 for Furniture and \$50,000 for Technology. We included seven alternates as part of our bidding process. These alternates will be reviewed at the next Project Oversight Committee meeting on April 28, 2020 to decide whether to include in the project or not.

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 as well as the Special Inspections & Testing for WSB and Commissioning Agent for Dunham. We look forward to starting this fall and completing this exciting project for the Northfield Public School District and associated community.

Sincerely,

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	Met Con Construction	\$ 251,800
4A - Masonry	Future Award	\$ 10,000
8A - Windows & Storefront	Hentges Glass	\$ 14,476
9A - Gypsum Board Assemblies	Pinnacle Wall Systems	\$ 75,000
9B - Tile	Grazzini Brothers	\$ 6,700
9C - Acoustical Treatments	Ceiling Pro	\$ 38,000
9D - Resilient Flooring & Carpet	Grazzini Brothers	\$ 51,495
9E - Painting	South Central Painting	\$ 14,500
21A - Fire Protection	Summit Fire Protection	\$ 21,545
22A - Plumbing, HVAC & Controls	Keith Pumper Plumbing	\$ 191,917
26A - Electrical & Low Voltage	R&K Electric	\$ 169,961
31A - Earthwork, Site Paving, & Landscaping	Swenke	\$ 198,360
<b>SUBTOTAL:</b>		<b>\$ 1,043,754</b>
Construction Contingency	Northfield	\$ 15,000
General Conditions	Knutson	\$ 167,255
CM Fee	Knutson	\$ 20,229
Design Fee	Wold	\$ 74,774
PIFF Fees		\$ -
Building Permit	Northfield	\$ 25,000
Abatement	Sterling Systems	\$ 24,840
Special Inspections & Testing	WSB	\$ 2,570
Commissioning	Dunham	\$ 6,500
FF&E	Northfield	\$ 30,000
Technology	Northfield	\$ 50,000
	<b>Final Project Costs</b>	<b>\$ 1,459,922</b>
Alternate #1 (Storefront Replacement - Office Suite)		\$ 94,901
Alternate #2 (Storefront Replacement - Main & Lower Level)		\$ 170,836
Alternate #3 (Storefront Replacement - Upper Level)		\$ 202,491
Alternate #4 (Refinish Existing Wood Floors)		\$ 51,125
Alternate #5 (Manual Operable Wall)		\$ 47,950
Alternate #6 (Lower Level Toilet Rooms)		\$ 27,678
Alternate #7 (Regrade Drive Slopes)		\$ 11,500



## **Proposed Budget Publication | 2020-21**

**Val Mertesdorf, Director of Finance**

*Presented to the Board on 4.13.2020*

Enclosed you will find the proposed 2020-21 Budget Book. Over the past several months we have presented each of these budgets to the Board. The vast majority of information in the budget book is consistent with what was presented. There are a few changes that I would like to highlight:

- General Fund
  - GASB 84 required the Student Activity funds to be integrated into the general fund. We have been working through this change for 2019-20, but one requirement will be that we budget for the revenue and expenditures. There is now \$275,000 in both revenue and expenditures to reflect the proposed student activities budgets. The student activities have their own restricted fund balance account, so there will not be an impact to the unassigned fund balance as it was presented.
    - Revenue: Included in Local Sources (page 10)
    - Expenditures: Included under Co-curricular and Extra-curricular Activities (page 12 - Program level) and Other Expenditures (page 13 - Object Level)
  - GASB 84 required the Scholarship Fund to be integrated into the general fund. Historically, this has been presented separately as the Fiduciary Fund. There is \$75,000 in both revenue and expenditures to reflect the proposed activity. The scholarship program has its own restricted fund balance account, so there will not be an impact to the unassigned fund balance as it was presented.
    - Revenue: Included in Local Sources (page 10)
    - Expenditures: Included under Other Student Support (page 12 - Program level) and Other Expenditures (page 13 - Object Level)

I would also like to note that the budgets as presented in February and March were prior to the State mandates related to COVID-19. The situation is changing rapidly and we are reviewing the guidance from the State and Federal governments which is often conflicting. We believe the District will receive some money from the Federal government, but it is very unclear when, how much or what restrictions might be placed on it.

The current revised budget for 2019-20 and the proposed 2020-21 budget could look very different once we have returned to a state of normalcy. As always, we will monitor and adjust as determined appropriate and keep the Board updated as we have information.



## PROPOSED 2020-21 BUDGET BOOK



*"Delivering educational excellence that empowers all learners to engage in our dynamic world."*



**NORTHFIELD PUBLIC SCHOOLS**  
**INDEPENDENT SCHOOL DISTRICT 659**  
**BOARD OF EDUCATION**

Julie Pritchard, Chair

Amy Goerwitz, Vice Chair

Jeff Quinnell, Treasurer

Noel Stratmoen, Clerk

Tom Baraniak

Rob Hardy

Ellen Iverson

**SUPERINTENDENT OF SCHOOLS**

Dr. Matt Hillmann, Ed.D.

This document was prepared by the Finance Department of Northfield Public Schools

[www.northfieldschools.org](http://www.northfieldschools.org)

## OUR VISION

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

## OUR MISSION

The mission of Northfield Public Schools is to deliver educational excellence that empowers all learners to engage in our dynamic world.

## OUR BELIEFS

### • Public Education

We believe that public education is the foundation of our democratic republic.

### • Learning

We believe that everyone can learn and has unique gifts and talents that must be nurtured and valued. We believe that learning is a lifelong, multi-faceted process that involves more than academics.

### • Learning Environment

We believe that everyone in our schools has the right to a positive learning environment that provides physical, emotional and intellectual safety, and nurtures mutual respect, responsibility and rigor.

### • Shared Responsibility

We believe that education is the collective responsibility of our students, families, schools and communities.

### • Decision-Making

We believe decisions must be based on the district's mission and beliefs and relevant sources of information. We believe in an open decision-making process that invites honest dialogue.

### • Diversity

We believe that all learners have a right to equitable access to educational opportunities.

## OUR STRATEGIES

### • Quality Education

We will hire and retain highly qualified educators and provide them with ongoing support and training to deliver high quality instruction that meets the unique needs of all learners.

### • Stewardship

We will consistently demonstrate good stewardship by analyzing information, prioritizing needs and managing our financial, physical and human resources to support our mission.

### • Climate

We will create and strengthen an environment that fosters mutual respect, responsibility and rigor, and ensures the right to physical, emotional and intellectual safety for every person.

### • Communications/Partnerships

We will build and strengthen bridges of open communication that engage staff, students, families and communities as effective partners in education.

### • Curricular Outcomes

We will implement a consistent, comprehensive and challenging set of curricular outcomes that reach and engage all learners.

### • Diversity

We will implement plans and practices that foster full participation by all learners and that address issues that include, but are not limited to, race, gender, culture, religion, sexual orientation, language, disabilities and socio-economic factors.

<u>Ongoing Priorities</u>	<u>Near-Term Priorities</u>
<ul style="list-style-type: none"><li>• Prioritize recruiting and retaining diverse staff.</li><li>• Robust core subject instruction.</li></ul>	<ul style="list-style-type: none"><li>• Building and fostering relationships – commitment to social/emotional health for all.</li><li>• Develop a long-term solution that allows for reasonable class sizes while maintaining financial stability.</li><li>• Spaces that are modern, innovative, creative and flexible.</li><li>• Equitable opportunities and support for all career and college paths.</li></ul>

April 13, 2020

Board of Education  
Independent School District 659  
Northfield, MN

It is with pride I submit and recommend the proposed budgets for the 2020-21 school year. This budget document is one of our primary tools to present summarized and transparent financial information to the Board, our employees and the community. This report includes our Operating and Proprietary funds with an emphasis on the General Fund. This document provides a cohesive report for all of the budgets presented over the past few months.

The purpose of a budget is to quantify the strategic plan and programming choices we have made as a District. It is a guide for the Board of Education to authorize the Administration to fulfill the vision and mission of the District each day. In December, a revised budget that includes more accurate enrollment data, finalized employment contracts and a complete analysis of the 2020 legislative session will be presented. In January 2020, the Board received a five-year financial forecast. That forecast included assumptions and parameters used to set the framework for the 2020-21 budget planning process.

Seventy percent of the District's total funding comes from the State of Minnesota and it is essential that we recognize and understand the inadequate funding strategies the legislature employs. The Northfield community has been a tireless supporter of our schools. Their unwavering support and commitment to our students is deeply appreciated. The combination of declining enrollment and chronic underfunding from the State will require the District to facilitate a budget realignment process this fall to ensure a balanced budget moving forward.

In addition to our current budget forecast, I must note that the impacts related to the COVID-19 mandates will have a significant impact on our budget for the remainder of this year as well as the 2020-21 school year. Northfield Public Schools is in a strong position to implement the mandates the State has enacted. As more information becomes available, I will update the Board of Education, our employees and our community.

We strive daily to implement the District's strategic plan, mission and values to operate efficiently and effectively while continuing to provide a world-class learning environment. We consistently demonstrate good stewardship by analyzing information, prioritizing needs and managing our financial, physical and human resources to support Northfield Public Schools.

Sincerely,



Val Mertesdorf  
Director of Finance



## ***BUDGET DEVELOPMENT CALENDAR***

November 25	Auditors presented results of 2018-19 financial audit.
December 9	School Board reviewed and approved 2019-20 revised General Fund budget as well as certified the 2019 Payable 2020 Tax Levy.
January 13	School Board presented with five-year financial forecast and 2020-21 proposed budget calendar.
January 27	School Board presented with proposed Operating Capital and Long Term Facilities Maintenance budget.
February 10	School Board adopted resolution requiring the administration to make recommendations for additions and reductions in programs and adding or discontinuing positions.  School Board presented with proposed budgets for Debt Service Fund and Internal Service Fund.
February 24	School Board adopted the proposed Capital and Long Term Facilities Maintenance budget.  School Board presented with proposed budgets for Child Nutrition and Community Services.
March 9	School Board presented with proposed budgets for the General Fund and Building Construction Fund.
April 13	School Board adopts the 2020-21 Proposed Budgets for all funds.
April 27	School Board adopted the necessary resolutions relating to General Fund program and staffing changes for 2020-21.

## ***STUDENT ENROLLMENT***

Minnesota funds the majority of its K-12 programs through a complex formula applied to the number of students attending each school. For most funding programs, the pupil count, known as adjusted pupil units (APU) is used to determine school revenue amounts.

### **DETERMINING PUPIL UNITS**

There are three steps involved in calculating the APUs that are used in most of the K-12 funding formulas.

1. **Average Daily Membership (ADM):** Students are counted in average daily membership. Average daily membership is the count of resident students membership days divided by instructional days. Excused absences from school (for things such as illness, etc.) do not reduce a school district's ADM.
2. **Adjusted Average Daily Membership (AADM):** The ADM student count is adjusted to reflect only the students actually served by the district. Each district's pupil count is reduced by the number of students leaving the district to attend a charter school or through open enrollment and increased by the number of students entering the district from another district.
3. **Adjusted Pupil Units (APU):** Each student is weighted by grade level according to the weights listed in the table below. The different weights are intended to reflect differing educational costs across the grade levels. The K-12 funding formulas are multiplied by the AADM to calculate the District's revenue.

	Pre-KG	KG Disabled	KG	1-3	4-6	7-12
2020-21	1.0	1.0	1.0	1.0	1.0	1.2

## ENROLLMENT PROJECTIONS

Over the past nine years, the District's enrollment has increased steadily. The 2019-20 school year is our first year of projected declining enrollment. The District anticipates that the total number of students will begin declining over the next couple of years. We are expecting a decline in our elementary enrollment and an increase in our secondary enrollment. This is consistent with the results of the demographic study that was completed in 2014.

The October 1, 2019 enrollment numbers were included with historical data to calculate the current enrollment forecast which was prepared using the traditional cohort survival technique and weighting these results to favor more recent years. The following table represents the 2020-21 student enrollment projection. The bottom table includes historical enrollment counts and the longer range forecast for additional context.

2020-21 Projected Average Daily Membership (ADM)					
Pre-KG	KG (incl. HK)	1-3	4-6	7-12 (incl. ALC)	Total
38.2	238.5	759.7	862.3	2,090.2	3,988.8

Enrollment History and Projection							
Year	Pre-K	KG	1-3	4-6	7-12	Total	APU
2009-10	41.3	260.7	807.1	821.8	1,880.5	3,811.3	4,431.3
2010-11	37.5	239.7	795.0	843.0	1,865.8	3,781.0	4,405.2
2011-12	40.2	256.0	810.1	840.8	1,851.6	3,798.6	4,416.1
2012-13	40.1	267.6	796.2	875.1	1,838.5	3,817.5	4,424.9
2013-14	30.1	223.6	826.9	853.1	1,885.2	3,818.9	4,459.1
2014-15*	24.5	266.4	816.0	862.9	1,899.5	3,869.3	4,249.2
2015-16	32.3	250.2	841.7	865.5	1,932.6	3,922.3	4,308.9
2016-17	40.6	246.9	825.6	906.7	1,976.6	3,996.4	4,391.7
2017-18	39.3	273.0	807.1	922.9	2,001.8	4,044.1	4,444.5
2018-19	41.2	248.4	797.6	911.0	2,051.8	4,050.0	4,460.4
2019-20#	39.0	243.5	759.9	888.8	2,070.4	4,001.5	4,415.6
<b>2020-21#</b>	<b>38.2</b>	<b>238.5</b>	<b>759.7</b>	<b>862.3</b>	<b>2,090.2</b>	<b>3,988.8</b>	<b>4,406.8</b>
2021-22#	39.0	243.8	738.4	844.9	2,087.5	3,953.7	4,371.2
2022-23#	43.6	272.5	732.5	811.7	2,079.1	3,939.4	4,355.2



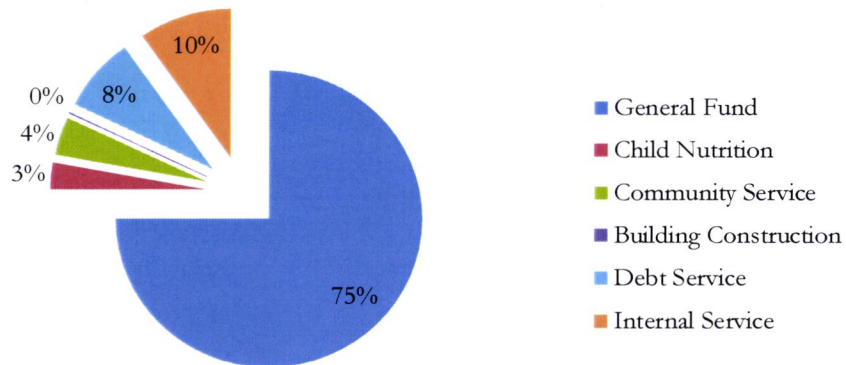
## PROPOSED 2020-21 BUDGET SUMMARY OF ALL FUNDS

	July 1, 2020 Projected <u>Fund Balance*</u>	FY 2021 <u>Revenues</u>	FY 2021 <u>Expenditures</u>	June 30, 2021 Projected <u>Fund Balance*</u>
General Fund**	\$ 16,402,576	\$ 57,860,302	\$ 60,727,299	\$ 13,535,579
Child Nutrition	\$ 482,424	\$ 2,220,244	\$ 2,433,320	\$ 269,348
Community Service	\$ 329,236	\$ 3,187,661	\$ 3,224,378	\$ 292,519
Building Construction	\$ 8,211,732	\$ 105,134	\$ 8,316,866	\$ -
Debt Service	\$ 2,582,500	\$ 6,210,807	\$ 7,264,675	\$ 1,528,632
Internal Service	\$ 5,672,256	\$ 7,547,782	\$ 8,090,343	\$ 5,129,695

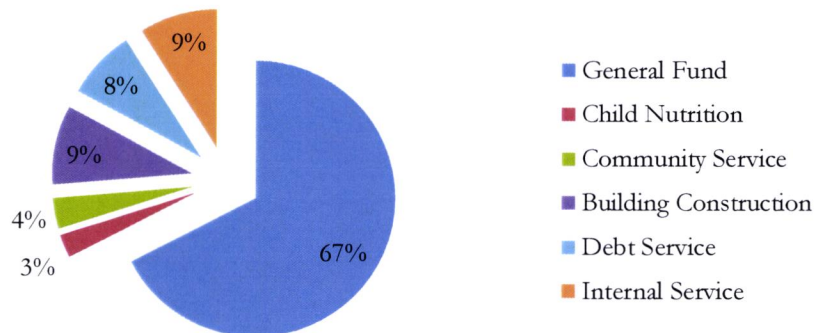
\* Beginning and ending fund balance includes restricted funds

\*\*General Fund includes Capital and Long Term Facility Maintenance funds.

**2020-21 Budget Resources All Funds**



**2020-21 Budget Expenditures All Funds**



## GENERAL FUND

The General Fund accounts for the primary operations of the District, including educational and instructional support services to students from Kindergarten through twelfth grade, pupil transportation and capital outlay. The proposed 2020-21 general fund budget includes student activity accounts and our scholarship activity due to GASB 84.

Preliminary budget assumptions include an increase in revenue of approximately 1.6%. The District receives 70% of its revenue from the State of Minnesota. We know the District will be receiving a 2% increase in our basic per pupil formula revenue. Declining enrollment is one of the most significant financial challenges we face. Seventy-five percent of our revenue is enrollment based formulas. We are projecting an increase in special education funding, and some minor changes with our local and federal sources.

Projected expenditures are represented with an aggregate increase of 5.46%. This includes a projected increase of 3.2% in salaries, 4.3% in benefits and an 8.4% increase in non-salary and other operating expenditures. The non-salary increase is directly related to the addition of the student activity account and scholarship accounts. Both of these programs will have a separate fund balance account that will not impact our regular general fund operating expenditures.

We would be remiss in not mentioning the significant impact the response to COVID-19 has and will continue to have for our district. The budget presented in March was done before the State of MN declared a peacetime emergency. We know the impacts to all of our budgets will be significant but nearly impossible to quantify at this time. Please know that both the 2019-20 Revised Budget and the 2020-21 Proposed Budget could look very different in the coming months. We will do our best to keep the Board of Education, our employees and our community up to date as the situation progresses.

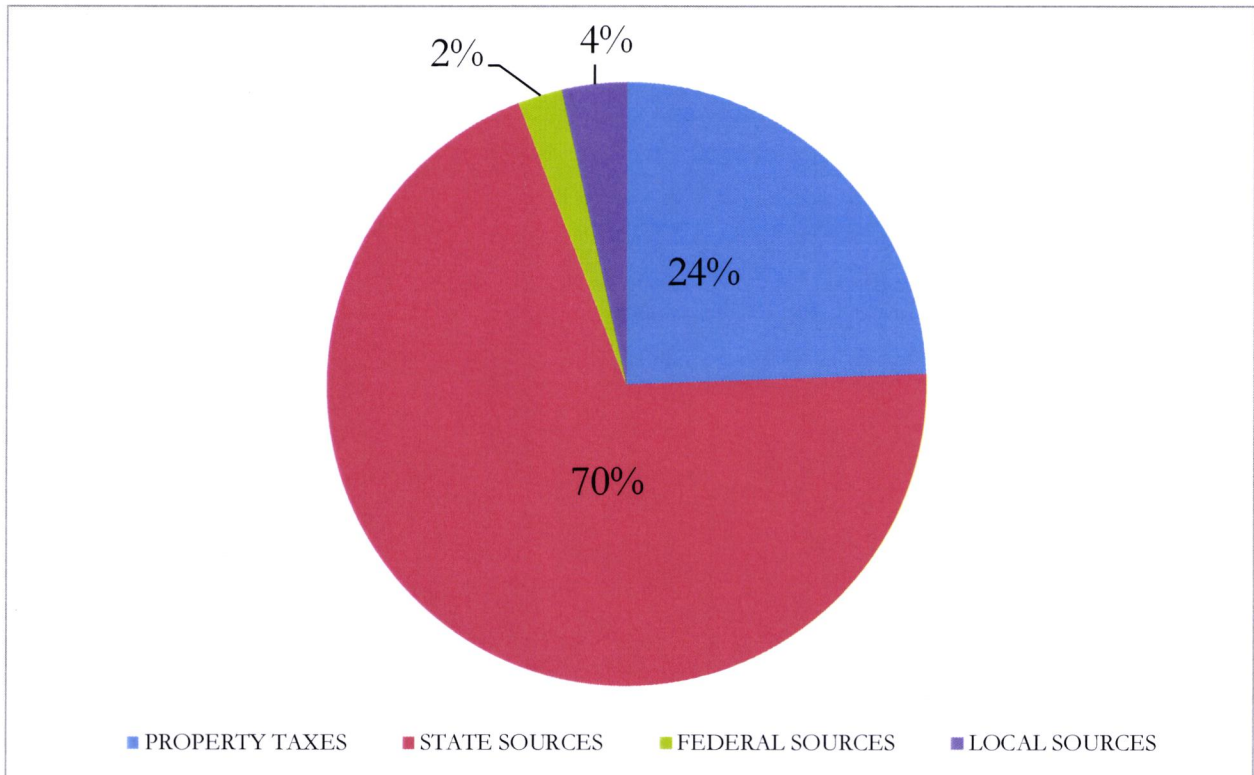
### GENERAL FUND | FINANCIAL SUMMARY

	2017-18 Audit Results	2018-19 Audit Results	2019-20 Revised Budget	2020-21 Proposed Budget
REVENUE	\$ 50,434,607	\$ 55,557,466	\$ 56,972,099	\$ 57,860,302
EXPENDITURES	51,780,842	55,258,536	57,581,443	60,727,299
DIFFERENCE	(1,346,235)	298,930	(609,344)	(2,866,997)
BEGINNING FUND BALANCE	18,059,225	16,712,990	17,011,920	16,402,576
ENDING FUND BALANCE	\$ 16,712,990	\$ 17,011,920	\$ 16,402,576	\$ 13,535,579
RESTRICTED FUND BALANCE	\$ 6,039,390	\$ 6,221,250	\$ 6,336,159	\$ 4,236,929
UNRESTRICTED FUND BALANCE	\$ 10,673,600	\$ 10,790,670	\$ 10,066,417	\$ 9,298,650
PERCENTAGE OF EXPENDITURES	20.6%	19.5%	17.5%	15.3%

## GENERAL FUND | REVENUE

	2017-18 Audit Results	2018-19 Audit Results	2019-20 Revised Budget	2020-21 Proposed Budget
PROPERTY TAXES	\$ 10,333,878	\$ 13,573,959	\$ 14,009,102	\$ 14,132,124
STATE SOURCES	37,193,504	38,699,985	39,328,004	40,310,185
FEDERAL SOURCES	1,384,171	1,501,946	1,319,715	1,389,715
LOCAL SOURCES	1,523,054	1,781,576	2,315,278	2,028,278
TOTAL	\$ 50,434,607	\$ 55,557,466	\$ 56,972,099	\$ 57,860,302

## REVENUE BY SOURCE

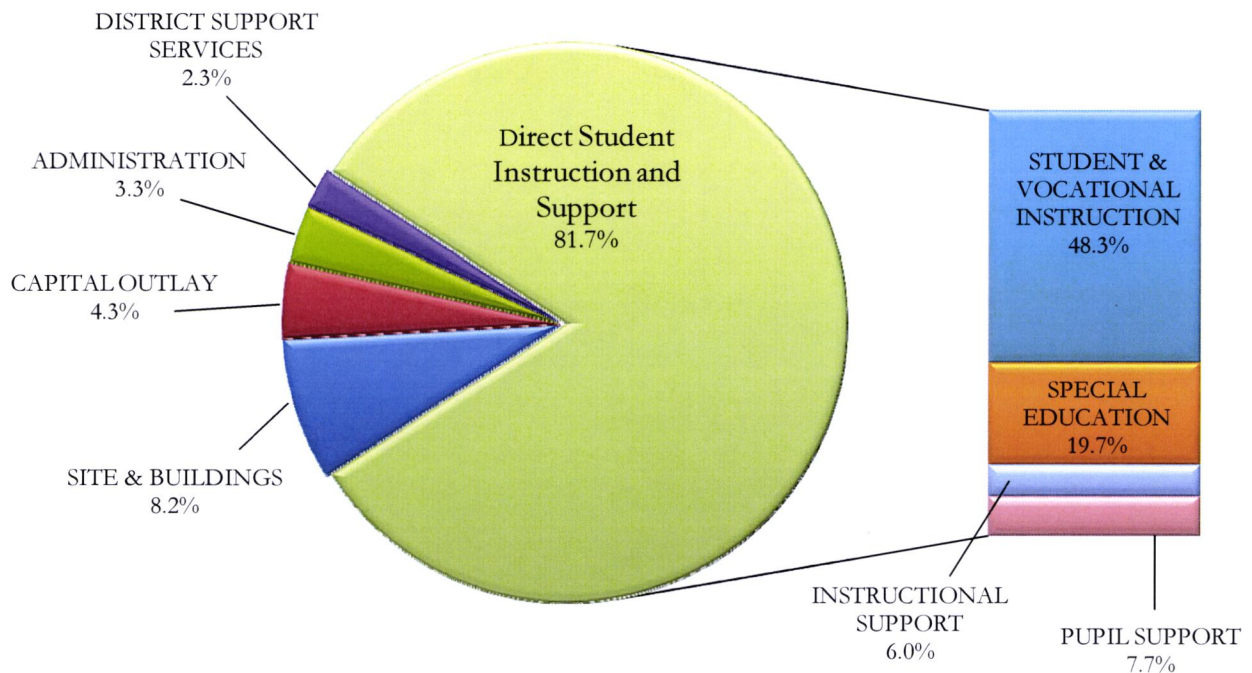




## GENERAL FUND | EXPENDITURES BY PROGRAM

- **Student Instruction: \$40,930,192 (67.4%)**  
Includes costs associated with teaching students as well as co-curricular and extra-curricular activities from Kindergarten through twelfth grade. It also includes specialty programming such as special education, alternative education, English learner and compensatory programs.
- **Student Support Services: \$9,069,273 (14.9%)**  
Includes costs associated with supporting students including transportation, media centers, guidance/counseling services, nursing services as well as the teaching and learning department.
- **Site and Buildings: \$7,344,165 (12.1%)**  
Includes costs associated with operations, maintenance, repairs and remodeling of all facilities and grounds of the school district. This program category also includes the majority of our capital outlay expenditures.
- **District Support Services: \$1,389,297 (2.3%)**  
Includes costs associated with services provided by the District Office such as human resources, finance, communications and other centralized office functions.
- **Administration: \$1,994,372 (3.3%)**  
Includes costs associated with the district administration including the School Board, Superintendent and Principals.

### 2020-21 EXPENDITURES BY PROGRAM



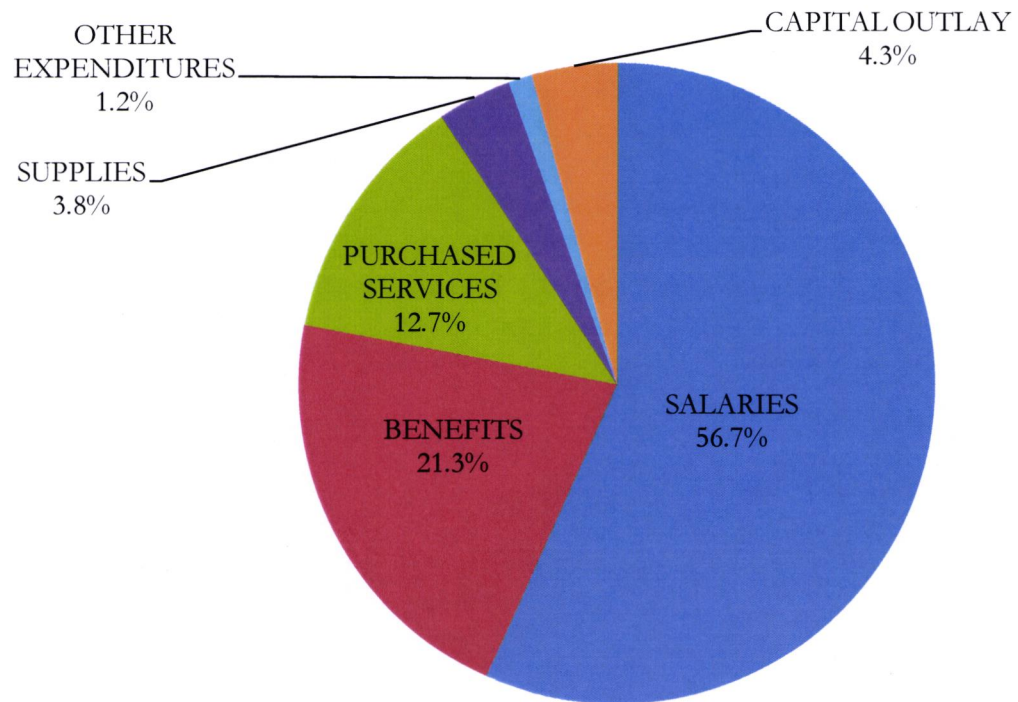
**GENERAL FUND | EXPENDITURES BY PROGRAM (cont)**

Student Instruction \$40,930,192 67.4%	Elementary Instruction	\$ 10,874,482
	Middle and High School Instruction	\$ 13,478,777
	Special Education	\$ 12,005,042
	Co-curricular and Extra-curricular Activities	\$ 2,173,228
	English Language Learners	\$ 1,186,472
	Title/Compensatory Programs	\$ 808,042
	Career and Technical Programs	\$ 404,149
Student Support Services \$9,069,273 14.9%	Instructional Support	\$ 735,592
	Curriculum and Development	\$ 370,726
	Educational Media	\$ 718,420
	Instructional Technology	\$ 1,765,859
	Guidance/Counseling	\$ 888,429
	Health Services	\$ 506,547
	Student Transportation	\$ 3,089,756
	Staff Development	\$ 701,787
Sites and Buildings \$7,344,165 12.1%	Other Student Support	\$ 292,157
	Operations and Maintenance	\$ 4,198,880
	Facilities	\$ 634,435
	Long Term Facilities Maintenance	\$ 2,362,950
District Support Services \$1,389,297 2.3%	Property or Other Insurance	\$ 147,900
	Finance Department	\$ 476,547
	Human Resources	\$ 399,541
	Administrative Technology	\$ 213,686
	General Administrative Support	\$ 117,696
	Communications and Assessment	\$ 157,452
Administration \$1,994,372 3.3%	Elections	\$ 24,375
	Office of Superintendent	\$ 391,730
	School Administration	\$ 1,547,551
School Board		\$ 55,091
<b>Total General Fund</b>		<b>\$ 60,727,299</b>

## GENERAL FUND | EXPENDITURES BY OBJECT

	2017-18 Audit Results	2018-19 Audit Results	2019-20 Revised Budget	2020-21 Proposed Budget
SALARIES	\$ 30,527,702	\$ 31,696,538	\$ 33,383,372	\$ 34,438,992
BENEFITS	11,052,719	11,827,205	12,383,336	12,918,802
PURCHASED SERVICES	6,389,640	6,966,379	7,373,867	7,708,198
SUPPLIES	1,955,919	1,895,713	2,234,076	2,296,019
OTHER EXPENDITURES	268,964	263,729	295,481	726,246
CAPITAL OUTLAY	1,585,898	2,608,972	1,911,311	2,639,042
TOTAL	\$ 51,780,842	\$ 55,258,536	\$ 57,581,443	\$ 60,727,299

### 2020-21 EXPENDITURES BY OBJECT





## GENERAL FUND

### OPERATING CAPITAL and LONG TERM FACILITIES MAINTENANCE

The primary source of operating capital revenue comes from local property taxes which includes the voter approved operating capital levy of \$750,000. The capital levy was renewed for another 10 years upon its expiration during the 2013-14 school year. Long Term Facilities Maintenance revenue is a combination of local levy and state aid. These funding sources have specific restrictions regarding what the district can purchase. Any unspent funds are kept in a restricted fund balance code for future purchases that meet the specifications.

	2017-18 Audit Results	2018-19 Audit Results	2019-20 Revised Budget	2020-21 Proposed Budget
<b>Revenue Summary</b>				
Operating Capital	\$ 792,921	\$ 802,794	\$ 774,061	\$ 807,741
Capital Projects Levy	750,000	750,000	750,000	750,000
Lease Levy	333,351	377,805	381,628	386,979
Long Term Facility Maintenance	1,298,962	1,553,688	1,540,798	1,474,621
<b>Total Revenues</b>	<b>\$ 3,175,234</b>	<b>\$ 3,484,287</b>	<b>\$ 3,446,487</b>	<b>\$ 3,419,341</b>
<b>Expenditure Summary</b>				
Leased Facility Space/Assessments	\$ 400,269	\$ 407,538	\$ 419,791	\$ 435,677
Lease Purchase Agreement	142,760	142,760	142,758	142,758
Building/Program Allocation	343,291	202,110	133,114	133,035
Textbooks/Digital Curriculum	112,891	137,597	186,000	200,000
Other Leases	519,145	521,604	519,145	544,016
Capital Committee Recommendations	269,150	532,602	740,690	521,560
Long Term Facility Maintenance	1,049,513	1,078,295	1,127,078	2,362,950
<b>Total Expenditures</b>	<b>\$ 2,837,019</b>	<b>\$ 3,022,506</b>	<b>\$ 3,268,576</b>	<b>\$ 4,339,996</b>
<b>Fund Summary</b>				
Beginning Balance	\$ 910,619	\$ 1,248,834	\$ 1,710,615	\$ 1,888,526
Revenue	3,175,234	3,484,287	3,446,487	3,419,341
Expenditures	2,837,019	3,022,506	3,268,576	4,339,996
<b>Ending Balance</b>	<b>1,248,834</b>	<b>1,710,615</b>	<b>1,888,526</b>	<b>967,871</b>
Operating Capital	\$ 556,454	\$ 542,842	\$ 307,033	\$ 274,707
Long Term Facility Maintenance	692,380	1,167,773	1,581,493	693,164
<b>Ending Fund Balance</b>	<b>\$ 1,248,834</b>	<b>\$ 1,710,615</b>	<b>\$ 1,888,526</b>	<b>\$ 967,871</b>

## CHILD NUTRITION FUND

The Child Nutrition Fund is a self-sustaining fund whose mission is to provide quality nutritious meals that support the growth and development of our students to fuel their learning. Revenue comes from a variety of sources including state and federal funding, student and adult purchases, federal commodities, and grant dollars.

The majority of the budget is accounted for in labor and food costs. The budget includes an increase to meal prices. Meal prices have not been increased in four years due to the stewardship and management of the program. We will increase prices \$0.15.

The proposed budget shows a spend down of the fund balance. This was intentional due to a federal fund balance maximum that we are currently exceeding and working to strategically utilize. Continuous evaluation of food costs and direct labor hours per meal served will be the primary focus to ensure budget targets are met. The 2018-19 school year was challenging for the Child Nutrition department. We saw an unprecedented eleven weather related closures and a significant schedule change at our high school which resulted in decreased participation. The Child Nutrition team works tirelessly to provide creative solutions for our students to help increase participation.

	2017-18 Audit Results	2018-19 Audit Results	2019-20 Revised Budget	2020-21 Proposed Budget
<b>Revenue Summary</b>				
Local property Taxes	-	-	-	-
Tuition, fees and other	1,211,231	1,149,853	1,203,900	1,279,900
State Aids	122,320	108,710	100,000	112,312
Federal Aids	852,885	814,990	804,500	828,032
<b>Total Revenues</b>	<b>\$ 2,186,436</b>	<b>\$ 2,073,553</b>	<b>\$ 2,108,400</b>	<b>\$ 2,220,244</b>
<b>Expenditure Summary</b>				
Salaries and Wages	\$ 692,128	\$ 707,977	\$ 735,988	\$ 784,320
Benefits	314,953	321,081	346,566	352,174
Purchased Services	75,260	76,711	114,400	87,400
Food and Supplies	1,029,480	1,028,677	1,056,750	1,181,426
Equipment	38,477	23,932	90,000	28,000
<b>Total Expenditures</b>	<b>\$ 2,150,298</b>	<b>\$ 2,158,378</b>	<b>\$ 2,343,704</b>	<b>\$ 2,433,320</b>
<b>Fund Summary</b>				
Beginning Fund Balance	\$ 766,415	\$ 802,553	\$ 717,728	\$ 482,424
Revenue	2,186,436	2,073,553	2,108,400	2,220,244
Total Sources	2,952,851	2,876,106	2,826,128	2,702,668
Expenditures	2,150,298	2,158,378	2,343,704	2,433,320
<b>Ending Fund Balance</b>	<b>\$ 802,553</b>	<b>\$ 717,728</b>	<b>\$ 482,424</b>	<b>\$ 269,348</b>

Fund Balance Max \$ 716,766 \$ 719,459 \$ 781,235 \$ 811,107  
*Per the MDE, the Child Nutrition Department fund balance should not exceed 3 months average operating expenditures assuming a nine month operating year.*

## COMMUNITY SERVICE FUND

Northfield Public Schools Community Services focuses on lifelong learning, recreation and community involvement. We provide numerous opportunities and classes for all ages to develop skills, stay healthy and inspire creativity.

Our Early Childhood Family Education (ECFE) programs support parents in their role as their child's first and foremost teacher. Among our other Early Childhood Programs, Hand in Hand Preschool and Ventures childcare work together to prepare and support students in year-long learning. The budget for 2020-21 was developed with the goal of maintaining the necessary revenue generation and expenditure reductions in order to provide financial stability and good stewardship of resources. This is the third year of a proposed deficit and we are making incremental changes towards a balanced budget. The community services fund has sufficient fund balance to absorb the deficit responsibly.

	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
	<b>Audit</b>	<b>Audit</b>	<b>Revised</b>	<b>Proposed</b>
<b>Revenue Summary</b>	<b>Results</b>	<b>Results</b>	<b>Budget</b>	<b>Budget</b>
Local property Taxes	\$ 397,191	\$ 408,227	\$ 413,385	\$ 417,087
Tuition, fees and other	1,963,819	2,110,695	2,352,486	2,476,366
State Aids	318,248	326,602	291,378	294,208
Federal Aids	-	-	-	-
<b>Total Revenues</b>	<b>\$ 2,679,258</b>	<b>\$ 2,845,524</b>	<b>\$ 3,057,249</b>	<b>\$ 3,187,661</b>
<b>Expenditure Summary</b>				
Salaries and Wages	\$ 1,769,694	\$ 1,948,292	\$ 2,024,121	\$ 2,098,047
Benefits	514,000	564,676	600,845	613,654
Purchased Services	340,833	381,109	429,278	413,420
Supplies	95,259	89,072	101,378	84,850
Equipment	7,888	1,663	9,612	11,512
Other Expenditures	2,358	2,228	2,720	2,895
<b>Total Expenditures</b>	<b>\$ 2,730,032</b>	<b>\$ 2,987,040</b>	<b>\$ 3,167,954</b>	<b>\$ 3,224,378</b>
<b>Fund Summary</b>				
Beginning Fund Balance	\$ 632,231	\$ 581,457	\$ 439,941	\$ 329,236
Revenues	2,679,258	2,845,524	3,057,249	3,187,661
Total Sources	3,311,489	3,426,981	3,497,190	3,516,897
Expenditures	2,730,032	2,987,040	3,167,954	3,224,378
<b>Ending Fund Balance</b>	<b>\$ 581,457</b>	<b>\$ 439,941</b>	<b>\$ 329,236</b>	<b>\$ 292,519</b>



## BUILDING CONSTRUCTION FUND

This fund is used to record all the operations of a district's building construction projects funded by the sale of bonds. The revenue consists of bond proceeds and interest earnings. Expenditures are construction related costs.

	2018-19 Audit Results	2019-20 Revised Budget	2020-21 Proposed Budget
<b>Revenue Summary</b>			
Bond Proceeds	\$ 41,309,238	\$ -	\$ -
Interest on Investments	244,356	669,655	105,134
Other Financing Sources	-	-	-
<b>Total Revenues</b>	<b>\$ 41,553,594</b>	<b>\$ 669,655</b>	<b>\$ 105,134</b>
<b>Expenditure Summary</b>			
Construction Costs	\$ 1,285,235	\$ 30,117,282	\$ 8,316,866
Other Financing Uses	2,609,000	-	-
<b>Total Expenditures</b>	<b>\$ 3,894,235</b>	<b>\$ 30,117,282</b>	<b>\$ 8,316,866</b>
<b>Fund Summary</b>			
Beginning Fund Balance	\$ -	\$ 37,659,359	\$ 8,211,732
Revenue	41,553,594	669,655	105,134
Total Sources	41,553,594	38,329,014	8,316,866
Expenditures	3,894,235	30,117,282	8,316,866
<b>Ending Fund Balance</b>	<b>\$ 37,659,359</b>	<b>\$ 8,211,732</b>	<b>\$ -</b>

Location	Description	Construction Cost	Total Project Cost
Bridgewater Elementary	Secure front entrance, main office addition. Renovate current main office for special education	\$1,603,000	\$2,113,000
Sibley Elementary	Cafeteria addition, Music addition, renovate existing cafeteria to expand media center	\$5,603,000	\$7,382,000
New Greenvale Park Elementary	New 600 student, 90,000 sq ft, K-5 elementary building	\$22,014,000	\$27,619,000
Greenvale Park Elementary	Renovate for early childhood center and community services offices	\$646,000	\$859,000
Longfellow	Renovate for District Offices	\$625,000	\$837,000
<b>Total Authorized Costs</b>		<b>\$30,491,000</b>	<b>\$38,810,000</b>

## DEBT SERVICE FUND

This fund is used to account for the accumulation of resources used for payment of general long-term obligation bond principal, interest, and related costs.

	2017-18	2018-19	2019-20	2020-21
	Audit	Audit	Revised	Proposed
	Results	Results	Budget	Budget
<b>Revenue Summary</b>				
Local property Taxes	\$ 4,904,576	\$ 5,001,904	\$ 5,605,746	\$ 5,436,718
Interest on Investments	29,742	119,800	24,000	120,000
State of MN	395,312	737,798	426,893	654,089
Other Sources	154,008	10,315,748	-	-
<b>Total Revenues</b>	<b>\$ 5,483,638</b>	<b>\$ 16,175,250</b>	<b>\$ 6,056,639</b>	<b>\$ 6,210,807</b>
<b>Expenditure Summary</b>				
Bond Principal	\$ 4,745,000	\$ 4,915,000	\$ 4,910,000	\$ 5,230,000
Bond Interest	931,827	813,694	2,458,743	2,027,675
Other Debt Service Fees	6,330	75,574	7,000	7,000
Other Uses	-	7,670,000	-	-
<b>Total Expenditures</b>	<b>\$ 5,683,157</b>	<b>\$ 13,474,268</b>	<b>\$ 7,375,743</b>	<b>\$ 7,264,675</b>
<b>Fund Summary</b>				
Beginning Fund Balance	\$ 1,400,141	\$ 1,200,622	\$ 3,901,604	\$ 2,582,500
Revenue	5,483,638	16,175,250	6,056,639	6,210,807
Total Sources	6,883,779	17,375,872	9,958,243	8,793,307
Expenditures	5,683,157	13,474,268	7,375,743	7,264,675
<b>Ending Fund Balance</b>	<b>\$ 1,200,622</b>	<b>\$ 3,901,604</b>	<b>\$ 2,582,500</b>	<b>\$ 1,528,632</b>

**Current Outstanding Debt**  
**2020-21 Principal and Interest Payments**

Issue Date	Net Interest Rate	Original Issue	Purpose	Final Maturity	FY 2020-21 Payments		
					Principal	Interest	Total
12/7/2011	2.0 - 2.375%	\$ 9,750,000	Refund '03A MS/HS/MF	2/1/2024	\$ 540,000	\$ 154,494	\$ 694,494
12/19/2012	1.5 - 2.0%	\$ 9,825,000	Refund '04/'05 Indoor Air	2/1/2025	\$ 930,000	\$ 107,200	\$ 1,037,200
5/13/2014	2.0-3.0%	\$ 1,525,000	GVP/HS Roofs	2/1/2025	\$ 150,000	\$ 20,650	\$ 170,650
3/23/2017	0.0193	\$ 1,325,000	BW Roof	2/1/2027	\$ 125,000	\$ 28,950	\$ 153,950
11/15/2018	2.23%	\$ 7,325,000	Refund 2010A	2/1/2022	\$ 3,485,000	\$ 205,000	\$ 3,690,000
1/31/2019	3.22%	\$ 39,255,000	Elementary/Early Childhood	2/1/2039	\$ -	\$ 1,511,381	\$ 1,511,381
					<b>\$ 5,230,000</b>	<b>\$ 2,027,675</b>	<b>\$ 7,257,675</b>

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



## INTERNAL SERVICE FUND SELF-INSURANCE PLAN

The District established this fund in 2005-06 to account for the financial activity of the self-insurance plan for the dental benefits provided to employees. In May 2011 the District elected to become self-insured for medical benefits as well. The revenue in this fund represents premiums paid for dental and medical coverage by the District and our active and retired employees. Expenditures represent actual claims and administrative fees paid for dental and medical services received by our current or retired employees covered by the plan.

	<b>DENTAL FUND</b>			
	<b>2017-18 Audit Results</b>	<b>2018-19 Audit Results</b>	<b>2019-20 Revised Budget</b>	<b>2020-21 Proposed Budget</b>
Beginning Balance	\$279,428	\$331,277	\$413,265	\$495,246
Charges for Services	603,460	624,260	634,905	631,683
Interest Earnings	2,598	5,783	2,500	6,000
Total Sources	885,486	961,320	1,050,670	1,132,930
Insurance Claims	517,285	507,202	514,022	526,604
Administrative Fees	36,924	40,853	41,402	40,784
Total Expenditures	554,209	548,055	555,424	567,388
<b>Ending Fund Balance</b>	<b>\$331,277</b>	<b>\$413,265</b>	<b>\$495,246</b>	<b>\$565,542</b>

	<b>MEDICAL FUND</b>			
	<b>2017-18 Audit Results</b>	<b>2018-19 Audit Results</b>	<b>2019-20 Revised Budget</b>	<b>2020-21 Proposed Budget</b>
Beginning Balance	\$5,637,018	\$5,711,406	\$5,645,927	\$5,177,010
Charges for Services	6,859,449	6,891,856	6,611,762	6,825,099
Interest Earnings	46,129	85,365	47,000	85,000
Total Sources	12,542,596	12,688,627	12,304,689	12,087,108
Insurance Claims	6,030,277	6,245,197	6,320,552	6,671,068
Administrative Fees	800,913	797,503	807,127	851,887
Total Expenditures	6,831,190	7,042,700	7,127,679	7,522,955
<b>Ending Fund Balance</b>	<b>\$5,711,406</b>	<b>\$5,645,927</b>	<b>\$5,177,010</b>	<b>\$4,564,153</b>

	<b>FUND SUMMARY</b>			
	<b>2017-18 Audit Results</b>	<b>2018-19 Audit Results</b>	<b>2019-20 Revised Budget</b>	<b>2020-21 Proposed Budget</b>
Beginning Balance	\$5,916,446	\$6,042,683	\$6,059,192	\$5,672,256
Total Revenue	7,511,636	7,607,264	7,296,167	7,547,782
Total Sources	13,428,082	13,649,947	13,355,359	13,220,038
Total Expenditures	7,385,399	7,590,755	7,683,103	8,090,343
<b>Ending Fund Balance</b>	<b>\$6,042,683</b>	<b>\$6,059,192</b>	<b>\$5,672,256</b>	<b>\$5,129,695</b>

**Policy 403 DISCIPLINE, SUSPENSION, AND DISMISSAL OF SCHOOL DISTRICT EMPLOYEES**

**I. PURPOSE ~~Licensed Employees on Continuing Contract~~**

The purpose of this policy is to achieve the effective operation of the school district's programs through the cooperation of all employees under a system of policies and rules applied fairly and uniformly. The termination or non-renewal of any licensed employee on continuing contract will be conducted as outlined in Minnesota Statute.

**II. GENERAL STATEMENT OF POLICY ~~Other Employees~~**

The disciplinary process described herein is designed to utilize progressive steps, where appropriate, to produce positive corrective action. While the school district intends that in most cases progressive discipline will be administered, the specific form of discipline chosen in a particular case and/or the decision to impose discipline in a manner otherwise, is solely within the discretion of the school district.

A. ~~Grounds for dismissal of other employees after the probationary period are only for cause.~~

B. ~~Grounds for immediate dismissal include but are not limited to:~~

~~1. Dishonesty.~~

~~2. Use or possession of illegal drugs or alcohol while on the job.~~

~~3. Clear insubordination.~~

~~4. Failure to pass any physical examination that may be required by the School Board.~~

C. ~~Grounds for dismissal are inefficiency or inability to meet acceptable standards of work and/or other items of similar gravity.~~

**III. DISCIPLINE**

A. Violation of School Laws and Rules

The form of discipline imposed for violations of school laws and rules may vary from an oral reprimand to termination of employment or discharge depending upon factors such as the nature of the violation, whether the violation was intentional, knowing and/or willful and whether the employee has been the subject of prior disciplinary action of the same or a different nature. School laws and rules to which this provision applies include:

1. policies of the school district;

2. directives and/or job requirements imposed by administration and/or the employee's supervisor; and



3. federal, state and local laws, rules and regulations, including, but not limited to, the rules and regulations adopted by federal and state agencies.

#### B. Substandard Performance

An employee's substandard performance may result in the imposition of discipline ranging from an oral reprimand to termination of employment or discharge. In most instances, discipline imposed for the reason of substandard performance will follow a progressive format and will be accompanied by guidance, help and encouragement to improve from the employee's supervisor and reasonable time for correction of the employee's deficiency.

#### C. Misconduct

Misconduct of an employee will result in the imposition of discipline consistent with the seriousness of the misconduct. Conduct which falls into this category includes, but is not limited to:

1. unprofessional conduct;
2. failure to observe rules, regulations, policies and standards of the school district and/or directives and orders of supervisors and any other act of an insubordinate nature;
3. continuing neglect of duties in spite of oral warnings, written warnings and/or other forms of discipline;
4. personal and/or immoral misconduct;
5. use of illegal drugs, alcohol or any other chemical substance on the job or any use off the job which impacts on the employee's performance;
6. deliberate and serious violation of the rights and freedoms of other employees, students, parents or other persons in the school community;
7. activities of a criminal nature relating to the fitness or effectiveness of the employee to perform the duties of the position;
8. failure to follow the canons of professional and personal ethics;
9. falsification of credentials and experience;
10. unauthorized destruction of school district property;
11. other good and sufficient grounds relating to any other act constituting inappropriate conduct;
12. neglect of duty;
13. violation of the rights of others as provided by federal and state laws related to human rights.
414. failure to pass any physical examination that may be required by the school board.



#### **IV. FORMS OF DISCIPLINE**

A. The forms of discipline that may be imposed by the school district include, but are not limited to:

1. oral warning;
2. written warning or reprimand;
3. probation;
4. disciplinary suspension, demotion or leave of absence with pay;
5. disciplinary suspension, demotion or leave of absence without pay;  
and
6. dismissal/termination or discharge from employment.

B. Other forms of discipline, including any combination of the forms described in Paragraph A., above, may be imposed if, in the judgment of the administration, another form of discipline will better accomplish the school district's objective of stopping or correcting the offending conduct and improving the employee's performance.

#### **V. PROCEDURES FOR ADMINISTERING POLICY**

A. In an instance where any form of discipline is imposed, the employee's supervisor will:

1. Advise the employee of any inadequacy, deficiency or conduct which is the cause of the discipline, either orally or in writing. If given orally, the supervisor will document the fact that an oral warning was given to the employee specifying the date, time and nature of the oral warning.
2. Provide directives to the employee to correct the conduct or performance.
3. Forward copies of all writings to the administrator in charge of personnel for filing in the employee's personnel file.
4. Allow a reasonable period of time, when appropriate, for the employee to correct or remediate the performance or conduct.
5. Specify the expected level of performance or modification of conduct to be required from the employee.

B. The school district retains the right to immediately discipline, terminate or discharge an employee as appropriate, subject to relevant governing law and collective bargaining agreements where applicable.

School Board  
INDEPENDENT SCHOOL DISTRICT 659  
Northfield, Minnesota

Legal References: Minn. Stat. § 122A.40 (Teachers – Employment; Contracts; Termination)  
Minn. Stat. § 122A.41 (Teacher Tenure)  
Minn. Stat. § 122A.44 (Contracting with Teachers)  
Minn. Stat. § 122A.58 (Coaches)  
Minn. Stat. § 123B.02, Subd. 14 (Employees; Contracts for Services)  
Minn. Stat. § 123B.143 (Superintendent)  
Minn. Stat. § 123B.147 (Principals)  
Minn. Stat. § 197.46 et seq. (Veterans Preference Act)

Cross References: MSBA Service Manual, Chapter 3, Employees

## Policy 405 VETERAN'S PREFERENCE, ~~HIRING~~

### I. PURPOSE

The purpose of this policy is to comply with the Minnesota Veterans Preference Act (VPA) which provides preference points for veterans applying for employment with political subdivisions, including school districts, as well as additional rights for veterans in the discharge process.

### II. GENERAL STATEMENT OF POLICY

- A. ~~It is the~~ The school district's policy is to comply with Minnesota law the VPA regarding veteran's preference rights and the mandating of preference points to veterans and spouses of deceased veterans or disabled veterans.
- B. The school district's policy is also to comply with the VPA requirement that no covered veteran may be removed from public employment except for incompetency or misconduct shown after a hearing upon due notice, upon stated charges, and in writing. This paragraph does not apply to the position of teacher.
- C. Veteran preference points will be applied pursuant to applicable law as follows:
1. ~~There shall~~ A credit of ten points shall be added to the competitive open examination rating of a non-disabled veteran, who so elects, ~~a credit of ten points~~ provided that the veteran obtained a passing rating on the examination without the addition of the credit points.
  2. ~~There shall~~ A credit of fifteen points shall be added to the competitive open examination rating of a disabled veteran, who so elects, ~~a credit of fifteen points~~ provided that the veteran obtained a passing rating on the examination without the addition of the credit points.
  3. ~~There shall~~ A credit of five points shall be added to the competitive promotional examination rating of a disabled veteran, who so elects, ~~a credit of five points~~ provided that (a) the veteran obtained a passing rating on the examination without the addition of the credit points and (b) the veteran is applying for a first promotion after securing public employment.
  4. A preference may be used by the surviving spouse of a deceased veteran and by the spouse of a disabled veteran who, because of the disability, is unable to qualify.
- D. Eligibility for and application of veteran's preference, ~~and the definition of a veteran, and the definition of a disabled veteran~~ for the purposes of ~~preference~~ this policy will be pursuant to ~~applicable law~~ the VPA.
- E. When notifying applicants that they have been accepted into the selection process, the school district shall notify applicants that they may elect to use veteran's preference.
- F. ~~It is the~~ The school district's policy is to use a 100-point hiring system to enable allocation of veteran preference points. The school district may or may not use a 100-point hiring system for filling teaching positions. If a 100-point hiring system is not used for filling a teaching position, preference points will not be added, but all veteran applicants who have proper licensure for the teaching position will be granted an interview for the position.
- G. If the school district rejects a member of the finalist pool who has claimed veteran's



preference, the school district shall notify the finalist in writing of the reasons for the rejection and file the notice with the school district's personnel officer.

[Note: A school district may require a veteran to complete an initial hiring probationary period as defined in Minn. Stat. § 43A.16.]

H. In accordance with the VPA, no honorably discharged veteran shall be removed from a position of employment except for incompetency, misconduct, or good faith abolishment of position.

1. Incompetency or misconduct must be shown after a hearing, upon due notice, upon stated charges, in writing.

2. A veteran must irrevocably elect to be governed either by the VPA or by arbitration provisions set forth in a collective bargaining agreement in the event of a discharge.

I. The VPA and the provisions of this policy do not apply to the position of private secretary, superintendent, head of a department, or any person holding a strictly confidential relation to the school board or school district. The VPA and the provisions of this policy apply to teachers only with respect to the hiring process, as set forth in Paragraph F., above.

#### Policy 405 Veterans Preference; ~~Hiring~~

Adopted: 2/28/05; Revised: 5/13/13; Update: INSERT DATE HERE

School Board

INDEPENDENT SCHOOL DISTRICT 659

Northfield, Minnesota

**Legal References:** Minn. Stat. § 43A.11 (Veteran's Preference)  
Minn. Stat. § 197.455 (Veteran's Preference Applied)  
Minn. Stat. § 197.46 et. seq. (Veteran's Preference Act)  
*Hall v. City of Champlin*, 463 N.W.2d 502 (1990)  
*Young v. City of Duluth*, 410 N.W.2d 27 (Minn. Ct. App. 1987)

**Cross References:** MSBA/MASA Policy 401 (Equal Employment Opportunity)  
~~MSBA Research Bulletin 91-6~~

## **Policy 613 GRADUATION REQUIREMENTS**

### **I. PURPOSE**

The purpose of this policy is to set forth requirements for graduation from the school district.

### **II. GENERAL STATEMENT OF POLICY**

The policy of the school district is that all students entering Grade 9 in the 2013-2014 school year and later must demonstrate, as determined by the school district, their satisfactory completion of the credit requirements and their understanding of academic standards. The school district must adopt graduation requirements that meet or exceed state graduation requirements established in law or rule.

#### **Minimum Graduation Requirements for Students Entering Ninth Grade In or After 2004**

A. The minimum credit requirements for high school graduation are:

<u>Subject</u>	<u>Full Year Credits</u>
Language Arts	4
Social Studies (including all State requirements)	3.5
Mathematics (including all State requirements)	3
Science (including all State requirements)	3
Physical Education	1
Arts	1
Health	.5
Electives	7
TOTAL	23 credits

These twenty-three (23) graduation credits may be earned in grades nine, ten, eleven and twelve during the regular school year or during summer school sessions.

All students must meet Minnesota graduation and graduation assessment requirements in accordance with the timeline established by the School Board and /or the State. Exemptions to this requirement will be granted in accordance with State Rule and Law.

### **III. EARLY COMPLETION OF HIGH SCHOOL REQUIREMENTS**

Students may be considered for early graduation, as provided for within Minn. Stat. § 120B.07, upon meeting the following conditions:

A. All course or standards and credit requirements must be met;

- B. The principal or designee shall conduct an interview with the student and parent or guardian, familiarize the parties with opportunities available in post-secondary education, and arrive at a timely decision; and
- C. The principal's decision shall be in writing and will be reported to the superintendent with possible review by the school board.

~~As provided in M.S. 120B.07 -- Early Graduation, e~~Early completion of graduation requirements will be permitted, but there will be only one graduation ceremony held at Northfield High School and one graduation ceremony held at the Alternative Learning Center, both traditionally held at the end of the academic in May or June of each year.

#### IV. GRANTING OF DIPLOMA

- A. Upon completion of graduation requirements specified in this Policy 613 Graduation Requirements, a student will be granted a standard high school diploma.
- B. ~~Upon completion of high school or the equivalent, a student with a disability who satisfactorily attains the objectives in the student's Individual Education Plan (IEP) will be granted a high school diploma that is identical to the diploma granted to a student without a disability, as required by M.S. 125A.~~  
The academic standards for language arts, mathematics, and science apply to all students except students with extreme cognitive or physical impairments for whom an IEP team has determined that the required academic standards are inappropriate. An IEP team that makes this determination must establish alternative standards.
- C. Students who have or will have successfully completed graduation requirements by the last day of the school year may participate in the commencement program and receive a diploma. Students who are one-half semester credit short of either the required courses or of the total credits required may also participate in commencement but will not receive a diploma until all graduation requirements are completed. Any student who is more than 1/2 credit short of either requirement is not allowed to participate in commencement.

#### Policy 613 Graduation Requirements

Adopted: 1/14/2008; Revised: 9/23/13; Revised: INSERT DATE HERE

School Board

INDEPENDENT SCHOOL DISTRICT 659

Northfield, Minnesota

*Legal References:* Minn. Stat. § 120B.02  
Minn. Stat. § 120B.018  
Minn. Stat. § 120B.021  
Minn. Stat. § 120B.023  
Minn. Stat. § 120B.024  
Minn. Stat. § 120B.07 (Early Graduation)  
Minn. Stat. § 120B.11  
Minn. Stat. § 120B.125  
Minn. Stat. § 120B.30



Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)  
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)  
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)  
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)  
~~Minn. Rules Parts 3501.1000-3501.1190 (Graduation Required Assessment for Diploma) (repealed Minn. L.  
2013, Ch. 116, Art. 2, § 22)~~  
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)  
U.S.C. § 6301, et seq. (Every Student Succeeds Act)

**Cross References:** Policy 104 (School District Mission Statement)  
Policy 614 (Mandated Testing)  
Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEP, Section 504, and ELL Students)  
Policy 616 (School District System Accountability)

## Policy 616 SCHOOL DISTRICT SYSTEM ACCOUNTABILITY

### I. PURPOSE

The purpose of this policy is to focus public education strategies on a process which promotes higher academic achievement for all students and ensures broad-based community participation in decisions regarding the implementation of the Minnesota Academic Standards and federal law.

### II. GENERAL STATEMENT OF POLICY

In accordance with M.S. 120B.11, the District will implement a system to review and improve curriculum, instruction, and assessment. The system will include opportunity for involvement, input and feedback from students, parents/guardians, and community. Implementation of the Minnesota Academic standards and federal law will require a new level of accountability for the school district. The school district will establish a system to transition to the graduation requirements of the Minnesota Academic Standards. The school district also will establish a system to review and improve instruction, curriculum, and assessment which will include input by students, parents or guardians, and local community members. The school dDistrict will be accountable to the public and the sState through annual reporting. The system will be congruent with Policy 603 – Curriculum Development, Implementation, and Delivery, Policy 649 – Dissemination of Information about Required Instructional Programs, Policy 650 – Community Involvement in Education Program Development: Site Councils, Policy 651 – Community School Cooperation in Setting Goals, Evaluating Progress and Planning Improvements in the Instructional Program: District Educational Program Advisory Council, and Policy 652 – Instructional Materials, Selection and Production.

### III. DEFINITIONS

- A. “Credit” means a student’s successful completion of an academic year of study or a student’s mastery of the applicable subject matter, as determined by the school district.
- B. “Graduation Standards” means the credit requirements and locally adopted content standards or Minnesota Academic Standards that school districts must offer and certify that students complete to be eligible for a high school diploma.
- C. “World’s Best Workforce” means striving to: meet school readiness goals; have all third grade students achieve grade-level literacy; close the academic achievement gap among all racial and ethnic groups of students and between students living in poverty and students not living in poverty; have all students attain career and college readiness before graduating from high school; and have all students graduate from high school.

#### **H.IV. ESTABLISHMENT OF ~~District~~ GOALS; IMPLEMENTATION; EVALUATION AND REPORTING**

~~The District system for review and improvement of curriculum, instruction, and assessment will establish program and student achievement goals that incorporate the state graduation standards.~~

##### A. School District Goals

1. The school board has established school district-wide goals which provide direction for the school district. Incorporated in these goals are the graduation and education standards contained in the Minnesota Academic Standards and federal law. The goals shall be reviewed annually and approved by the school board.

2. The Advisory Committee will be established by the school board to ensure active community participation in planning and improving the instruction and curriculum affecting state and district academic standards.

##### ~~HH.~~ B. System for Reviewing Curriculum, Instruction and Assessment

Incorporated in the process will be analysis of the school district's progress toward implementation of the Minnesota Academic Standards. Instruction and curriculum shall be reviewed and evaluated by taking into account strategies and best practices, student outcomes, principal evaluations under Minn. Stat. § 123B.147, Subd. 3, and teacher evaluations under Minn. Stat. § 122A.40, Subd. 8, or 122A.41, Subd. 5.

##### C. Implementation of Graduation Requirements

~~1.~~ The educational assessment system component utilized by the school board to measure individual students' educational progress must be based, to the extent annual tests are administered, on indicators of achievement growth that show an individual student's prior achievement. Indicators of achievement and prior achievement must be based on highly reliable statewide or districtwide assessments.

D. The Advisory Committee shall, when possible, be composed of at least two-thirds community representatives and shall reflect the diversity of the community. To the extent possible, the Advisory Committee shall reflect the diversity of the school district and its school sites and include teachers, parents, support staff, students, and other community residents.

E. Translation services should be provided to the extent appropriate and practicable.

##### F. Reporting

Consistent with Minn. Stat. 120B.36, Subd. 1, the school board shall publish a report in the local newspaper with the largest circulation in the



district, by mail, or by electronic means on the school district website. The school board shall hold an annual public meeting to review and revise, where appropriate, student achievement goals, local assessment outcomes, plans, strategies, and practices for improving curriculum and instruction and cultural competency and efforts to equitably distribute diverse, effective, experienced, and in-field teachers, and to review school district success in realizing the previously adopted student achievement goals and related benchmarks and the improvement plans leading to the world's best workforce. The school board must transmit an electronic summary of its report to the Commissioner in the form and manner the Commissioner determines. The school district shall periodically survey affected constituencies in their native languages, where appropriate and practicable, about their connection to and level of satisfaction with school. The school district shall include the results of this evaluation in its summary report to the Commissioner.

## Policy 616 School District System Accountability

Adopted: 9/27/04; Revised: 9/23/13, 8/17; Revised: INSERT DATE HERE

School Board

INDEPENDENT SCHOOL DISTRICT 659

Northfield, Minnesota

### **Legal References:** M.S. 120B.018 (Definitions)

M.S. 120B.02 (Educational Expectations for Minnesota's Students)

M.S. 120B.11 (School District Process)

M.S. 120B.35 (Student Achievement Levels)

M.S. 120B.36 (School Accountability: Appeals Process)

M.S. 122A.40, Subd. 8 (Employment; Contracts; Termination)

M.S. 122A.41, Subd. 5 (Teacher Tenure Act; Cities of the First Class; Definitions)

M.S. 123B.04 (Site Decision Making Agreement)

M.S. 123B.147, Subd. 3 (Principals)

Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)

Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)

Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)

Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)

Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)

Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)

20 U.S.C. 6301, *et seq.* (Every Student Succeeds Act)

### **Cross References:** MSBA/MASA Model Policy 104 – School District Mission Statement

MSBA/MASA Model Policy 601 - School District Curriculum and Instruction Goals

MSBA/MASA Model Policy 613 – Graduation Requirements

MSBA/MASA Model Policy 614 – School District Testing Plan and Procedure

MSBA/MASA Model Policy 615 – Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students

MSBA/MASA Model Policy 617 - School District Ensurance of Preparatory and High School Standards

MSBA/MASA Model Policy 618 - Assessment of Student Achievement

MSBA/MASA Model Policy 619 – Staff Development for Standards

MSBA/MASA Model Policy 620 – Credit for Learning

## **Policy 620     CREDIT FOR OFF-SITE COURSE WORK LEARNING**

### **I.     GENERAL STATEMENT OF POLICY PURPOSE**

The purpose of this policy is to recognize student achievement which occurs in Post-Secondary Enrollment Options and other advanced enrichment programs. The purpose of this policy also is to recognize student achievement which occurs in other schools, in alternative learning sites, and in out-of-school experiences such as community organizations, work-based learning, and other educational activities and opportunities. The purpose of this policy also is to address the transfer of student credit from out-of-state, private, or home schools and online learning programs and to address how the school district will recognize student achievement obtained outside of the school district.

### **II.     POST-SECONDARY ENROLLMENT CREDIT GENERAL STATEMENT OF POLICY**

The school district shall develop and provide processes and procedures by which students may meet a graduation content standard, whether the school district offers the content standard in its curriculum or the student accomplishes the work in another learning environment. The school district will provide a process for transfer of standards completed in another Minnesota school district and recognition of work completed in other schools and post-secondary institutions.

### **III.     POST-SECONDARY ENROLLMENT CREDIT**

Secondary credits granted to a student through a post-secondary enrollment options course or program or on-line learning course or program may be counted toward the graduation and credit requirements of a student completing the Minnesota Academic Standards.

#### **Policy 620 Credit for Off-Site Course Work Learning**

Adopted: 12.8.08; Revised: INSERT DATE HERE

School Board

INDEPENDENT SCHOOL DISTRICT 659

Northfield, Minnesota

***Legal References:*** Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)  
Minn. Stat. § 120B.021 (Required Academic Standards)  
Minn. Stat. § 120B.11 (School District Process)  
Minn. Stat. § 120B.14 (Advanced Academic Credit)  
Minn. Stat. § 123B.02 (General Powers of Independent School Districts)  
Minn. Stat. § 123B.445 (Nonpublic Education Council)  
Minn. Stat. § 124D.09 (Post-Secondary Enrollment Options Act)  
Minn. Stat. § 124D.03, Subd. 9 (Enrollment Options Program)  
Minn. Stat. § 124D.095 (On-Line Learning Option)  
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)  
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)  
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)  
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)  
Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)

Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)  
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)

***Cross References:*** Policy 104 (School District Mission Statement)  
Policy 603 (Curriculum Development, Implementation & Delivery)  
Policy 613 (Graduation Requirements)  
Policy 614 (Mandated Testing)  
Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEP, Section 504, and ELL Students)  
Policy 616 (School District System Accountability)  
Policy 618 (Assessment of Standard Achievement)



							2019-2020						
School and	September	September	September	September	October	November	December	January	February	March	April	May	End of Year
Grade Level	3rd	6th	13th	20th	1st	1st	2nd	6th	3rd	2nd	1st	1st	6/7/20
Longfellow													
Early Childhood	95	98	100	102	99	117	113	128	136	131	135		
Total	95	98	100	102	99	117	113	128	136	131	135	0	0
Greenvale Park													
Grade K-2032	75	73	73	74	74	73	72	73	75	75	76		
Grade 1-2031	67	68	68	68	67	67	69	67	67	67	66		
Grade 2-2030	79	79	79	79	78	79	79	79	78	79	79		
Grade 3-2029	60	61	61	61	61	61	63	63	61	64	64		
Grade 4-2028	79	79	79	79	79	81	81	81	82	81	80		
Grade 5-2027	76	75	75	75	75	75	75	77	75	76	77		
Total	436	435	435	436	434	436	439	440	438	442	442	0	0
Sibley													
Grade K-2032	91	91	91	91	91	91	91	91	90	90	90		
Grade 1-2031	94	93	93	92	92	92	93	90	90	91	92		
Grade 2-2030	86	86	86	86	86	85	85	85	83	84	84		
Grade 3-2029	87	86	86	86	86	89	90	90	89	88	90		
Grade 4-2028	99	97	97	97	97	97	98	99	100	101	102		
Grade 5-2027	95	94	94	94	94	95	95	95	95	95	95		
Total	552	547	547	546	546	549	552	550	547	549	553	0	0
Bridgewater													
Grade K-2032	83	84	84	83	82	82	82	81	81	82	82		
Grade 1-2031	96	95	95	95	95	94	94	95	96	95	96		
Grade 2-2030	96	95	95	95	95	95	95	95	95	96	96		
Grade 3-2029	100	100	100	100	100	99	99	97	97	96	96		
Grade 4-2028	104	104	104	104	104	104	104	104	105	105	105		
Grade 5-2027	118	118	118	118	118	118	119	121	122	123	123		
Total	597	596	596	595	594	592	593	593	596	597	598	0	0
Middle School													
Grade 6-2026	330	307	308	308	308	308	309	313	312	312	311		
Grade 7-2025	345	341	342	342	341	340	340	339	341	341	342		
Grade 8-2024	337	335	335	335	333	335	334	334	338	339	343		
Total	1012.0	983.0	985.0	985.0	982.0	983.0	983.0	986	991	992	996.0	0.0	0.0
High School													
Grade 9-2023	324	321	319	320	320	319	321	321	316	318	315		
Grade 10-2022	359	358	358	358	358	361	362	362	361	360	356		
Grade 11-2021	356	353	353	355	354	354	353	353	353	351	350		
Grade 12-2020	301	304	303	303	303	304	302	301	295	293	295		
Total	1340	1336	1333	1336	1335	1338	1338	1337	1325	1322	1316	0	0
ALC													
Grade 9-2023		1	1	2	1	1	1	1	2	3	3		
Grade 10-2022	3	5	5	5	14	15	15	18	18	24	26		
Grade 11-2021	8	15	18	15	30	33	33	33	33	53	57		
Grade 12-2020	21	51	59	60	88	87	85	83	79	86	86		
Total	32	72	83	82	133	136	134	135	132	166	172	0	0
Grand Total	4064.0	4067.0	4079.0	4082.0	4123.0	4151.0	4152	4169	4165	4199.0	4212.0	0.0	0.0
Full Time only (excluding EC and Part- time/Independent Study ALC)	3958.0	3960.0	3960.0	3962.0	3953.0	3966	3974	3977	3972	3979.0	3984.0		

LongfellowEarly Childhood

Dorey	13
Gross	10
Kremin	14
Kruse	6
Matthews	13
O'Connor	9
Roth	11
Schnorr	8
Sorenson	16
Waters	18
Webster	3
Winter	14
<b>** TOTAL</b>	<b>135</b>

Greenvale Park

K	Flicek	19	
K	Hagberg	19	
K	Kortbein	19	
K	Ziemann	19	
1	Landry	22	C
1	Nivala	23	
1	Zach	21	
2	Amundson	23	C
2	Bulfer	19	
2	Johnson	18	
2	Larson	19	
3	Alvarez, C	23	C
3	Timerson	20	
3	Youngblut	21	
4	Clarey	18	
4	Dimick	19	
4	Garcia	25	C
4	Hetzel	18	
5	Harding	18	
5	Russell	21	C
5	Sickler	19	
5	Spitzack	19	
	<b>TOTAL</b>	<b>442</b>	

Middle School

Grade 6-2026	311
Grade 7-2025	342
Grade 8 2024	343
<b>TOTAL</b>	<b>996</b>

Early Childhood**	135
Kindergarten-2032	248
Grade 1-2031	254
Grade 2-2020	259
Grade 3-2029	250
Grade 4-2028	287
Grade 5-2027	295

<b>Total K-5</b>	1728	<b>1728</b>
<b>Total Middle School</b>		<b>996</b>
<b>Total High School</b>		<b>1316</b>
<b>GRAND TOTAL</b>		<b>4040</b>
<b>ALC 9-12</b>	172	
<b>GRAND TOTAL with ALC</b>		<b>4212</b>

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

3984

Sibley

Grade	Teacher		
K	Born	23	
K	Heil	22	
K	Matson	23	
K	Otte	22	
1	Craft	21	
1	Downs	21	
1	Sasse	27	C
1	Swenson	23	
2	Benhart	22	C
2	Seeborg	20	
2	Soderlund	21	
2	Spitzack	21	
3	Guggisberg	22	
3	Jandro	21	
3	Johnson	22	C
3	Sweeney	25	
4	Fox	25	
4	Haar	24	
4	McManus	28	C
4	Rud	25	
5	Baragary	25	
5	Malecha	25	
5	Ostermann	21	C
5	Stulken	24	
	<b>TOTAL</b>	<b>553</b>	

Bridgewater

K	Allison	19	
K	Cade	21	
K	Danielson	21	
K	Tran	21	
1	Charlton	24	
1	Hall	26	
1	Hoff	22	
1	Lanza	24	C
2	Ellerbusch	24	
2	Lofquist	23	
2	Rubin	25	C
2	Schwaab	24	
3	Larson	23	C
3	Sickler	25	
3	Temple	24	
3	Truman	24	
4	Haley	26	
4	Ryan	27	
4	Schuster	27	
4	Swenson	25	C
5	DeVries	23	C
5	Duchene	25	
5	Holden	25	
5	Kohl	25	
5	Polzin	25	
	<b>TOTAL</b>	<b>598</b>	

High School

Grade 9-2023	315
Grade 10-2022	356
Grade 11-2021	350
Grade 12-2020	295
<b>TOTAL</b>	<b>1316</b>

<u>ALC</u>	<u>F/T</u>	<u>**P/T</u>	<u>**I/S</u>	<u>TOTAL</u>
Grade 9-2023	2	0	1	3
Grade 10-2022	10	0	16	26
Grade 11-2021	26	0	31	57
Grade 12-2020	41	0	45	86
<b>TOTAL</b>	<b>79</b>	<b>0</b>	<b>93</b>	<b>172</b>



## Construction Update No. 24

*Presented to the Board on 04.13.2020*

Matt Hillmann, Ed.D., Superintendent of Schools

Purpose: The purpose of the construction update summary at each Board meeting is to provide information regarding the five construction projects authorized by the public in November 2018. You can view a full history of the construction updates at [www.northfieldschools.org/construction](http://www.northfieldschools.org/construction).

Project	Expected Project Cost	Expected Start Date	Expected Completion Date
Bridgewater Elementary	\$2.13 million	June 2019	✓
Greenvale Park (new)	\$27.62 million	August 2019	August 2020
Sibley Elementary	\$7.38 million	November 2019	August 2020
GVP Early Childhood Center (remodeling)	\$859,000	June 2020	August 2020
Longfellow School (remodeling)	\$837,000	September 2020	December 2020

### **March 2020**

- ☐ The bid opening for Longfellow occurred via Zoom on March 31 and the bid approval will occur at the school board's April 13th regular meeting.
- ☐ POC conducted a virtual meeting on March 24.
- ☐ Longfellow furniture and materials review were completed.
- ☐ You can view a simulated walk through of the new Greenvale Park Elementary School at <https://www.youtube.com/watch?v=132fmjKbK44&authuser=0>.