

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

**TO:** Board of Education  
**FROM:** Matt Hillmann Ed.D., Superintendent  
**RE:** Table File Items for April 22, 2019, Regular School Board Meeting

V. Items for Discussion and Reports

A. District Youth Council Year Recap

Attached is the narrative for the DYC presentation.

B. Bridgewater Addition and Renovation Update by Wold Architects and Engineers

Attached is the presentation materials from Wold Architects and Engineers detailing the Bridgewater addition and renovation update.

VII. Consent Agenda

B. Gift Agreement

- A \$2,208.86 donation to Bridgewater Elementary: \$242.20 for 5th grade bowling bus; \$1,089.07 for Popp binding 14" punch & binder; \$77.59 for Popp binding plastic combs; \$800.00 for Kodable game access.

C. Personnel Items

a) Appointments

3. \*Michelle Bendett, 1.0 FTE Grade 6-8 Choir Teacher at the Middle School, beginning 08/26/2019; MA, Step 10.
4. Rosemary Fink, AP Test Proctor at the High School, beginning 05/06/2019-05/17/2019; Licensed Sub Teacher Rate of Pay
5. Paige Haley, Head Girls Varsity Hockey Coach for 2 hours/day at the High School, beginning 10/28/2019-3/30/2019; Level A, Step 1
6. Mitzi Holden, Summer PLUS Custodian for 4 hours/day Mon.-Thurs. at Greenvale Park, beginning 06/17/2019-08/01/2019; \$16.84/hr.
7. William Kaul, Summer Seasonal Buildings and Grounds Worker from 7:00-3:30 p.m. with the District, beginning 04/29/2019-10/01/2019; \$14.50/hr.
8. Kathleen Kopseng, AP Test Proctor at the High School, beginning 05/06/2019-05/17/2019; Licensed Sub Teacher Rate of Pay
9. Daniel Medin, Targeted Services Summer BLAST Site Assistant for up to 5.5 hours/day at Greenvale Park, beginning 06/13/2019-07/25/2019; Step 1-\$12.88/hr.
10. Brenda Niebuhr, AP Test Proctor at the High School, beginning 05/06/2019-05/17/2019; Licensed Sub Teacher Rate of Pay
11. Correction: Jonathan Pownell, Spring Recreation with Community Services, beginning 3/12/2019-5/31/2019; Lifeguard \$10.86/hr., Class Lead \$10.50/hr., Swim Aide \$10.11/hr.
12. \*Allison Rise, Head Varsity Dance Team Coach for 2 hours/day at the High School, beginning 10/19/2019; Level C, Step 1
13. \*Peggy Sheldon, AP Test Proctor at the High School, beginning 05/06/2019-05/17/2019; Licensed Sub Teacher Rate of Pay
14. \*James Stenglein, AP Test Proctor at the High School, beginning 05/06/2019-05/17/2019; Licensed Sub Teacher Rate of Pay
15. \*James Urick, AP Test Proctor at the High School, beginning 05/06/2019-05/17/2019; Licensed Sub Teacher Rate of Pay
16. \*Pamela Urick, AP Test Proctor at the High School, beginning 05/06/2019-05/17/2019; Licensed Sub Teacher Rate of Pay
17. Summer Recreation Positions #2907, Effective May 24, 2019 – August 31, 2019

MaryKatherine Deschamp – Summer Intern \$14.38/hour

b) Increase/Decrease/Change in Assignment

17. Tiffani Arnevik, EarlyVentures Teacher for 30 hours/wk at Longfellow, change to EarlyVentures Teacher for 34 hours/wk at Longfellow, effective 06/10/2019-08/23/2019.
18. Mark Auge, Teacher at the High School, add ALC Summer School Teacher for up to 5 hours/day Mon.-Thurs. at the ALC, effective 06/10/2019-07/25/2019; Lane/Step
19. Trisha Beacom, EarlyVentures Teacher for 40 hours/wk at Longfellow, change to EarlyVentures Teacher for 36 hours/wk at Longfellow, effective 06/10/2019-08/23/2019.
20. Courtney Beumer (Gilomen) EarlyVentures Teacher for 38 hours/wk at Longfellow, change to EarlyVentures Teacher for 32 hours/wk at Longfellow, effective 06/10/2019-08/23/2019.
21. Haanah Braun, EarlyVentures Site Assistant for 38.75 hours/wk at Longfellow, change to EarlyVentures Site Assistant for 39.5 hours/wk at Longfellow, effective 06/10/2019-08/23/2019.
22. Sebastian Burset, EL Educational Assistant at the High School and ALC, change to EL Educational Assistant at the High School, and the Middle School, effective 04/18/2019-06/07/2019.
23. Anne Campbell, Teacher at the High School, add ALC Summer School Teacher for up to 5 hours/day Mon.-Thurs. at the ALC, effective 06/10/2019-07/25/2019; Lane/Step
24. Anita Corwin, EarlyVentures Site Assistant for 40 hours/wk at Longfellow, change to EarlyVentures Site Assistant for 33.5 hours/wk at Longfellow, effective 06/10/2019-08/23/2019.
25. Debbie Foley, EarlyVentures Assistant Teacher for 30 hours/wk at Longfellow, change to EarlyVentures Assistant Teacher for 33.25 hours/wk at Longfellow, effective 06/10/2019-08/23/2019.
26. Sara Gerdesmeier, EarlyVentures Site Assistant for 32.5 hours/wk at Longfellow, change to EarlyVentures Site Assistant for 28 hours/wk at Longfellow, effective 06/10/2019-08/23/2019.
27. Kristin G. Johnson, Behavior Coach for 2018-2019 only at Greenvale Park, change to Behavior Coach for 2019-2020 only at Greenvale Park, effective 08/26/2019-06/05/2020.
28. Jill Keeley, EarlyVentures Teacher for 40 hours/wk at Longfellow, change to EarlyVentures Teacher for 35 hours/wk at Longfellow, effective 06/10/2019-08/23/2019.
29. Jill Kohel, Teacher at the High School, add ALC Summer School Teacher for up to 5 hours/day Mon.-Thurs. at the ALC, effective 06/10/2019-07/25/2019; Lane/Step
30. Jennifer Link, Teacher at the Middle School, add ALC Summer BLAST Teacher for up to 4.75 hours/day Mon.-Thurs. at the Middle School/Carleton, effective 06/13/2019-07/25/2019; Yr. 1-\$27.11/hr.
31. Cheryl Mathison, Teacher at the ALC, add ALC Summer School Teacher for up to 5 hours/day Mon.-Thurs. at the ALC, effective 07/08/2019-07/25/2019; Lane/Step
32. Curtis Mikkelsen, Teacher at the Middle School, add ALC Summer School Teacher for up to 5 hours/day Mon.-Thurs. at the ALC, effective 06/10/2019-07/25/2019; Lane/Step
33. Carol Nick, EarlyVentures Teacher for 35 hours/wk at Longfellow, change to EarlyVentures Teacher for 20 hours/wk at Longfellow, effective 06/10/2019-08/23/2019.
34. Dustee Phenow, Teacher at Bridgewater, add Summer PLUS Teacher for up to 4 hours/week Mon.-Thurs. at Greenvale Park, effective 06/13/2019-08/01/2019; Yr. 4-\$27.73/hr.
35. Kathy Roth, EarlyVentures Teacher for 39.75 hours/wk at Longfellow, change to EarlyVentures Teacher for 36 hours/wk at Longfellow, effective 06/10/2019-08/23/2019.
36. Bobbi Schmidtke, EarlyVentures Site Leader for 40 hours/wk at Longfellow, change to EarlyVentures Site Leader for 32 hours/wk at Longfellow, effective 06/10/2019-08/23/2019.
37. Katie Schuman, EarlyVentures Teacher for 40 hours/wk at Longfellow, change to EarlyVentures Teacher for 30 hours/wk at Longfellow, effective 06/10/2019-08/23/2019.
38. Eric Swan McDonald, Teacher at the ALC/HS, add ALC Summer School Teacher for up to 5 hours/day Mon.-Thurs. at the ALC, effective 07/08/2019-07/25/2019; Lane/Step
39. Sarah Woodcock, EarlyVentures Teacher for 38.5 hours/wk at Longfellow, change to EarlyVentures Teacher for 36 hours/wk at Longfellow, effective 06/10/2019-08/23/2019.

c) Leave of Absence

3. Dawn Jandro, Teacher at Sibley, Family/Medical Leave of Absence, effective 05/24/2019-05/31/2019.

d) Retirements/Resignations/Terminations

4. Tony Mathison, Head Girls Basketball Coach at the High School, resignation effective 04/22/2019.

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

VIII. Superintendent's Report

A. Items for Individual Action

1. Technology Services Student Device Lease

Students were provided the opportunity to preview the recommended iPad and accessories, and provide their feedback. Attached are the results of the student survey.



District Youth Council - Spring update to the School Board  
Meera Pattanayak and Alice Zhang  
2018-19  
*Presented to the Board on 4.22.2019*

1. Introduction (All)

- a. Name
- b. Grade
- c. How long you've been on DYC
- d. Special role(s)

2. What is DYC? (Alice)

- a. A student run organization
- b. Our main role is to act as an advisory committee to the School Board
- c. We help give Northfield youth a voice by
  - i. Informing them on issues in the district
  - ii. Asking for their input on these issues/topics

3. This year we have split our group into three subcommittees (Meera)

- a. Diversity
- b. Stress/sleep management
- c. Connecting with the administration

4. Diversity (Alice)

- a. We began this year by coming up with the issues we thought were most important to youth and one of these was of diversity at our school
- b. Before we went to the student body, we decided to see what we could do with the course work at met with Ms. Hanson and Mrs. Rhobia
- c. We found out that addressing the issue of diversity through changing the curriculum may not be the best option and decided to address it through different ways instead
- d. The next year, we are hoping to continue gathering student feedback on the culture of NHS
- e. Some topics we've been discussing are having speakers come in during flex, organizing optional field trips, and having a week or days set aside to promote certain aspects of the cultures we see at our school

5. Stress/sleep management (Alice)

- a. Discussion with Dr. Hoff about how early start times affect sleep patterns in youth
- b. From this information we decided to ask for student input through a survey
- c. From the survey we found youth on average were getting around 6 hours, which is 3 under the usual recommended amount
- d. Our next step in this subcommittee is to continue to help with student input on the committee formed to discuss later start times

6. Connecting with the administration (Meera)

- a. This year in this subcommittee we held a forum for the school board candidates
- b. Brought to the student body issues such as:
  - i. Later start time



- ii. Representation of diverse populations
- iii. Combatting the socio-economic deficit
- c. Made students aware of the discussions going on in the school board and district that concern them
- d. Encourage hearing their input and voices

7. Groups we serve on (Meera)

- a. One way we provide youth input on district issues is by serving on a variety of committees
- b. Here is a list of the committees members of DYCS sit on

8. Thank you for your time! (All)



# Independent School District 659

## Bridgewater Elementary

**Board Presentation Update**

April 22, 2019



# Agenda

1. Introductions
2. Process Update
3. Core Planning Update
  - » Core Planning Team and Meeting Dates
  - » Design Criteria
  - » Overall Building Diagrams
  - » Main Office SD Diagram
  - » SpEd Suite SD Diagram
4. User Group Update
  - » User Group Teams and Meeting Dates
  - » Main Office Plan
  - » SpEd Suite Plan
5. Construction Schedule
6. Next Steps



## Start With Why

### Northfield Public School's Vision

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

### Our Facilities Mission

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





# Design Process

## Project Phases:

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

**Significant  
Input**

**We are  
Here**



# Bridgewater Elementary Core Planning



# Referendum Scope

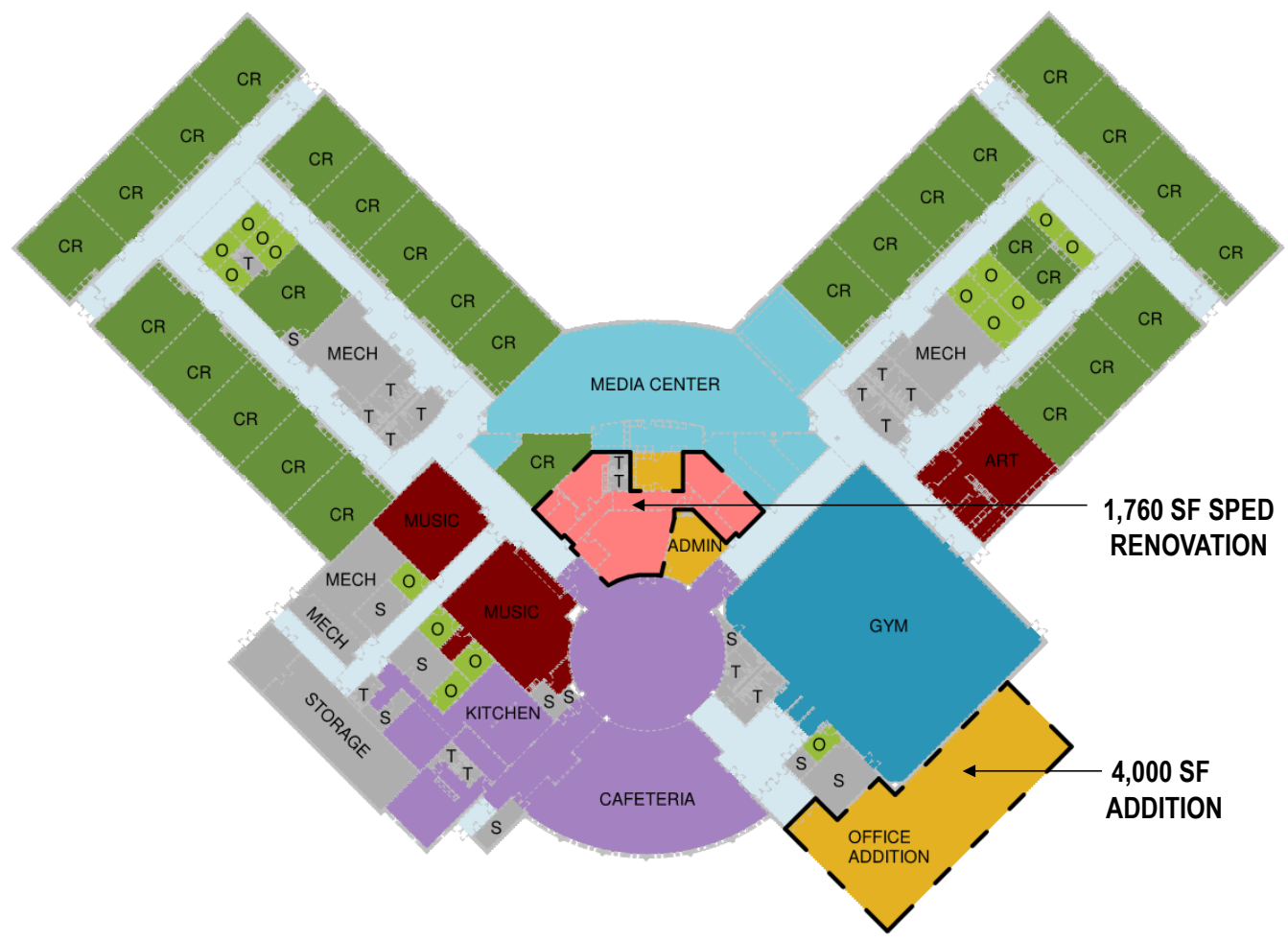
## Program Overview

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



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

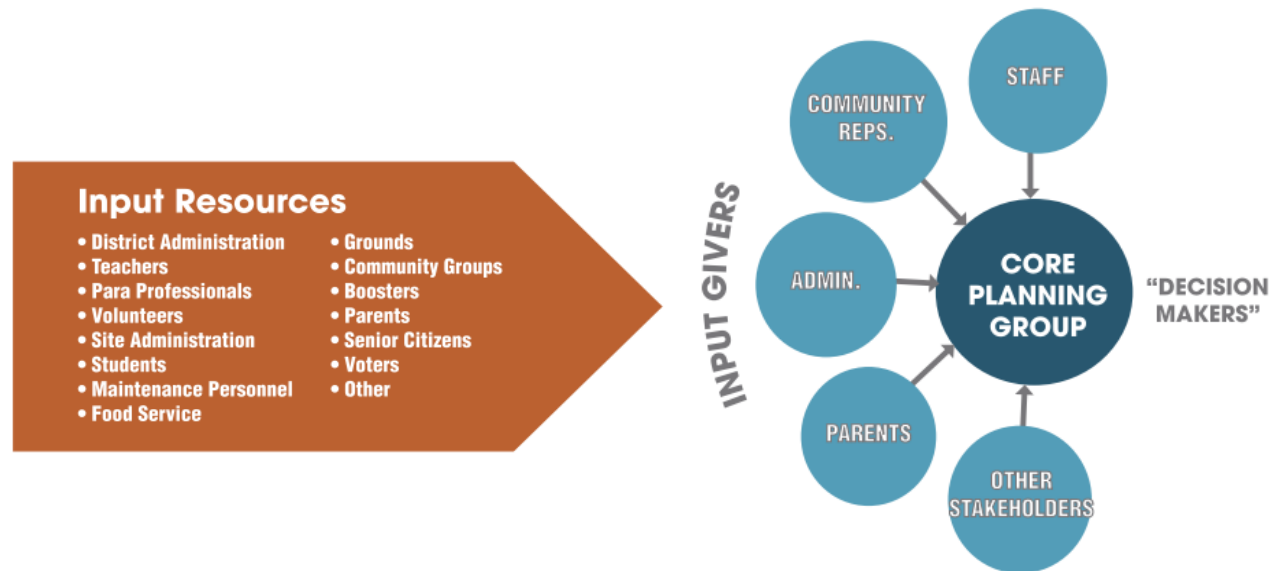
# Referendum Scope







# Planning Process



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

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



# Bridgewater Design Team

## CORE PLANNING GROUP

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

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



# Design Criteria

## Office Addition:

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



# Design Criteria

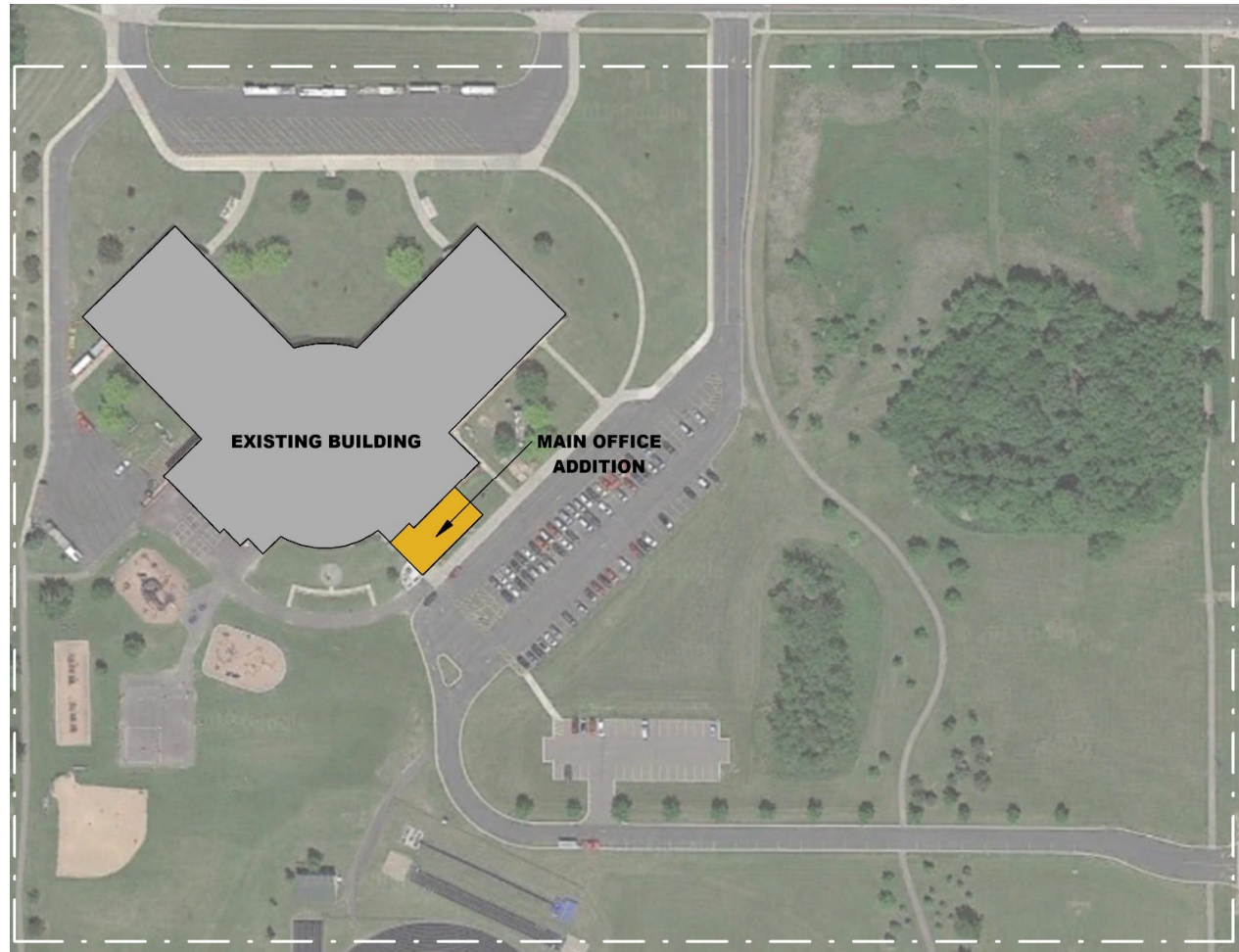
## SPED Renovation:

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





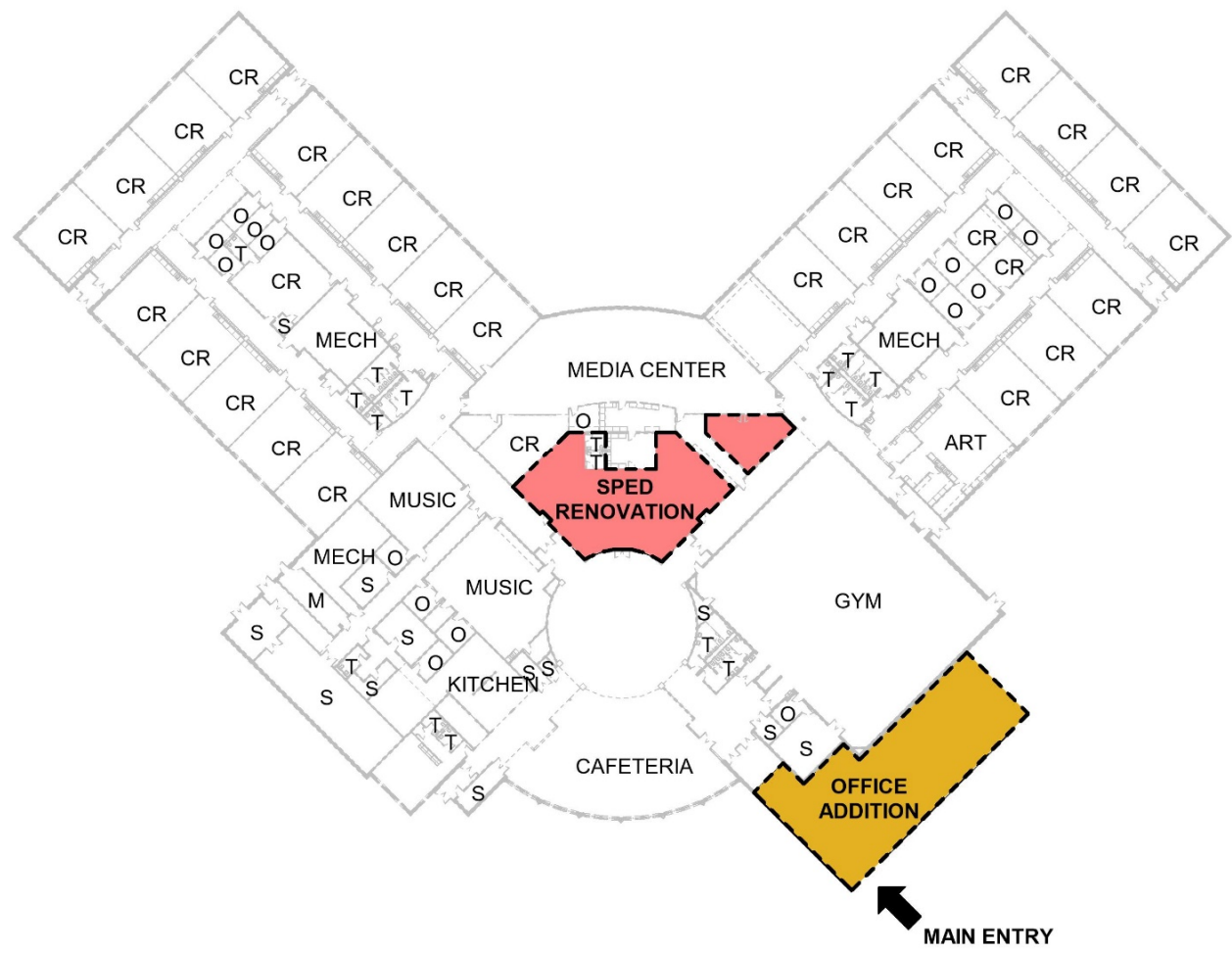
## Schematic Design Diagram: Site





# Schematic Design Diagram: Overall

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

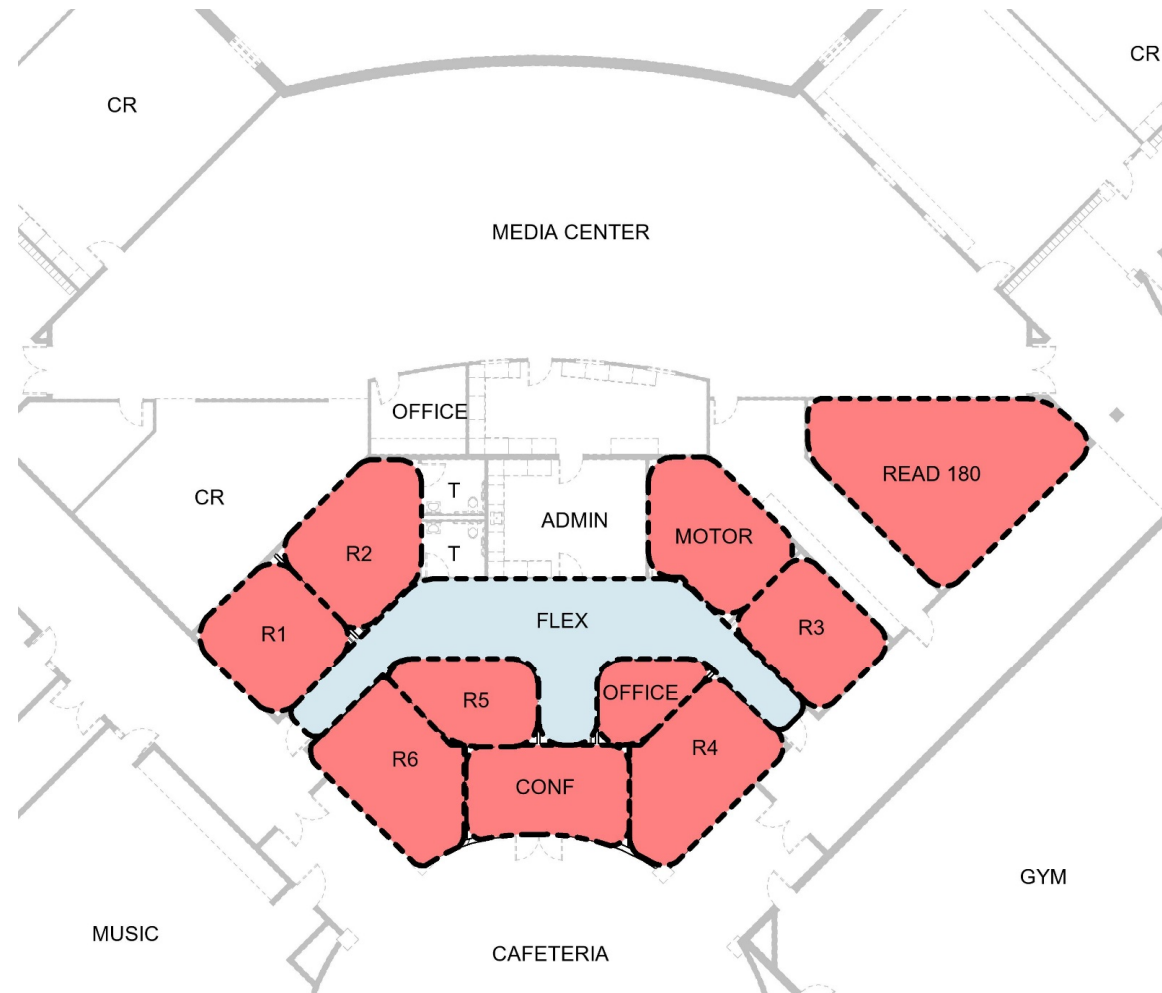




# Schematic Design Diagram: Main Office

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









# Bridgewater Elementary User Groups



# Bridgewater User Groups

## MAIN OFFICE USER GROUP

- Met 2 times:
  - » February 28, 2019
  - » March 12, 2019

Nancy Antoine, ISD #659  
Adam Danielson, ISD #659  
Matt Hillmann, ISD #659  
Melody Kidall, ISD #659  
Jim Kulseth, ISD #659  
Robyn Patrick, ISD #659  
Noel Stretmoen, ISD #659

## SPECIAL EDUCATION USER GROUP

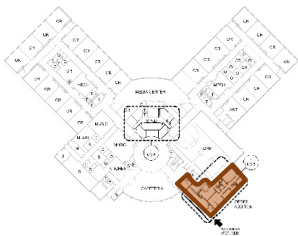
- Met 2 times:
  - » March 12, 2019
  - » April , 2019

Nancy Antoine, ISD #659  
Caitlin Bushey,  
Natalie Czech,  
Molly Ericksen,  
Tyler Faust,  
Cheryl Hall,  
Matt Hillmann, ISD #659  
Roanne Johnson,  
Sara Pratt,  
Melissa Reurers,  
Jessica Weber,

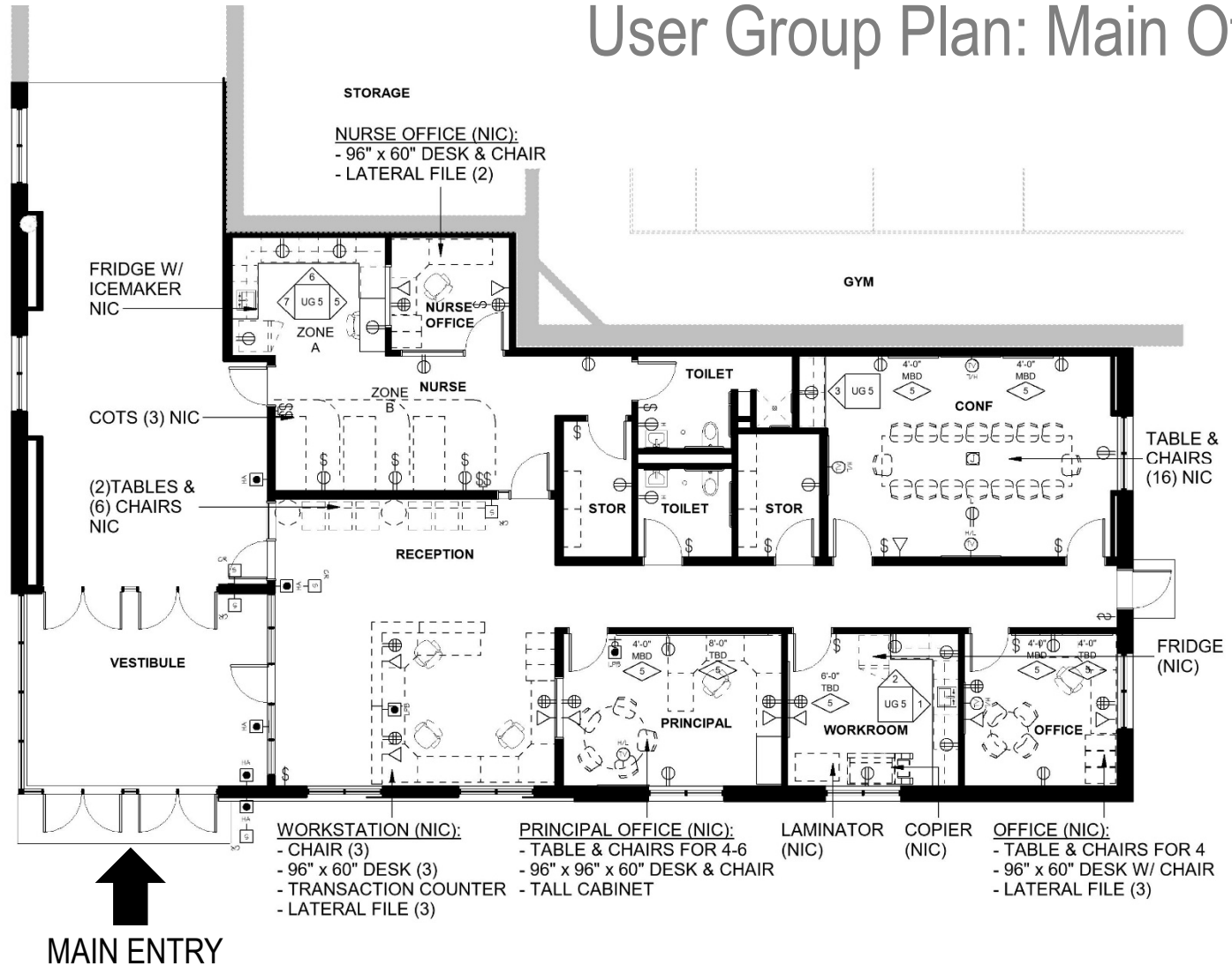


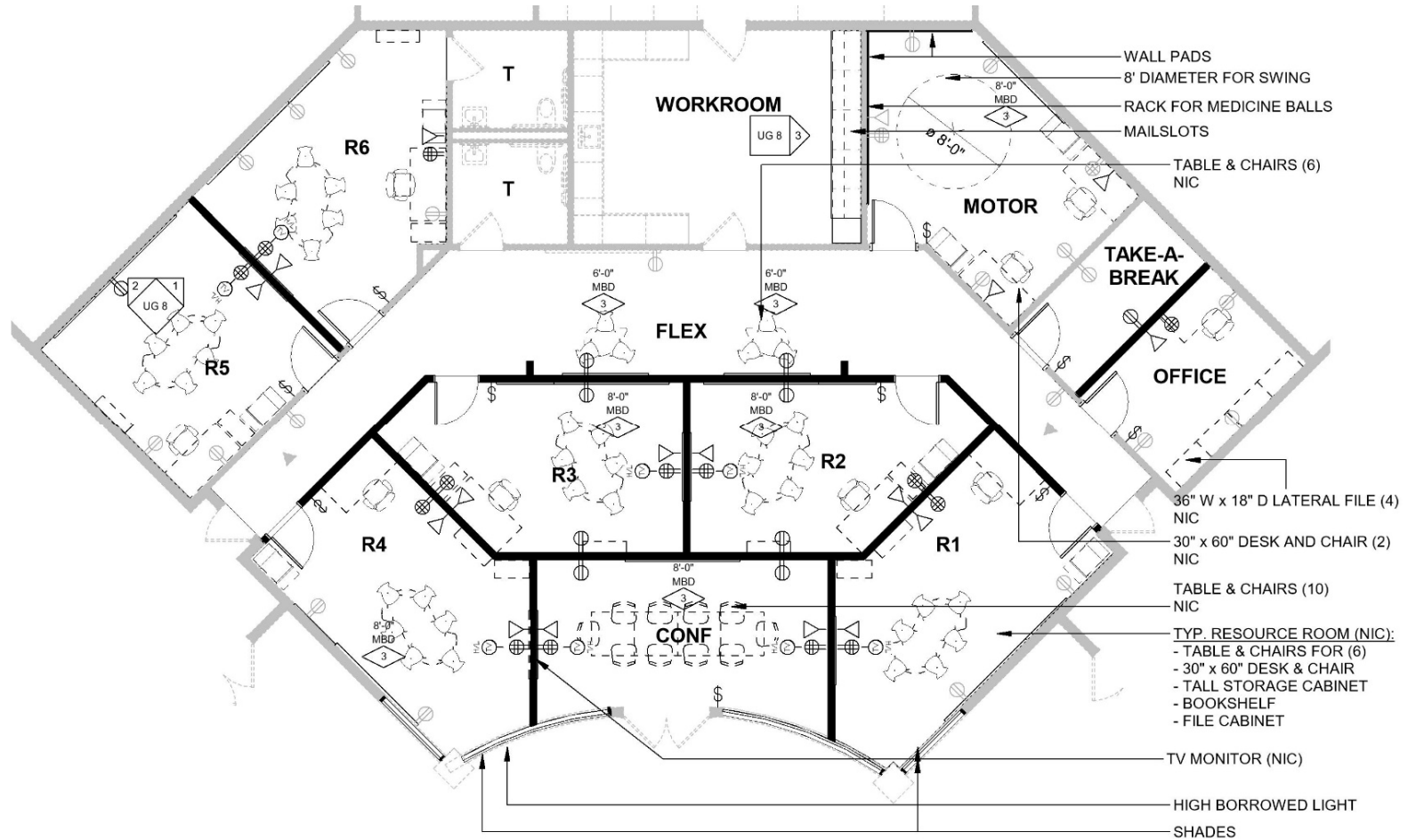
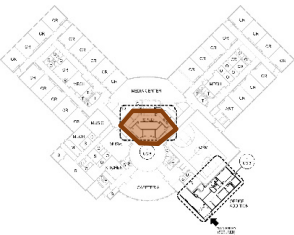
Knutson Construction

Northfield  
PUBLIC SCHOOLS



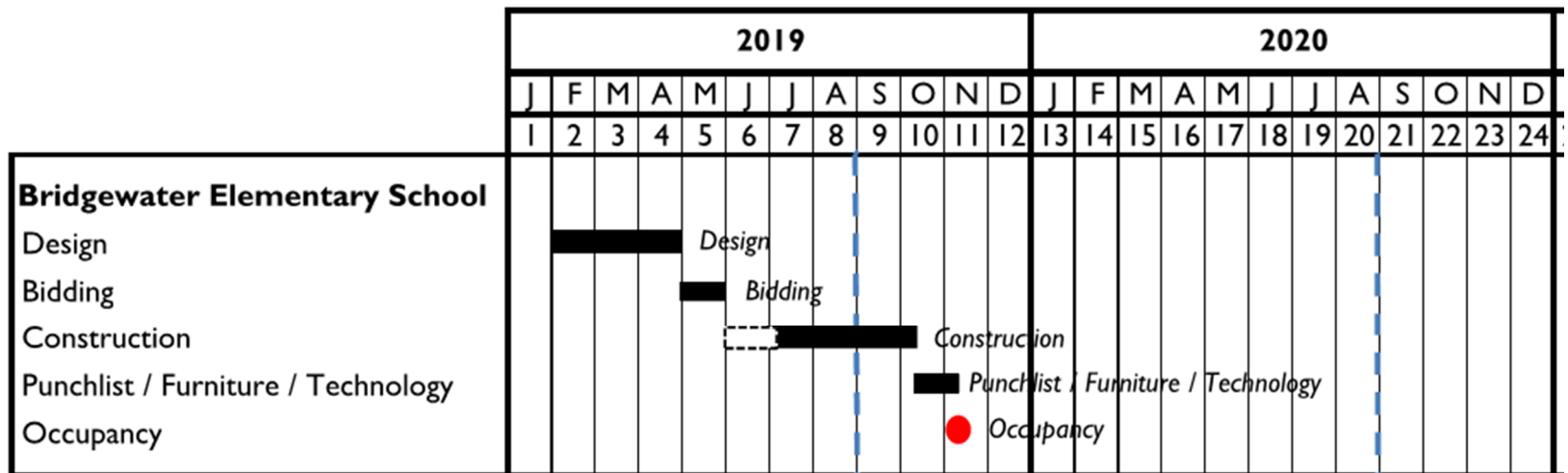
# User Group Plan: Main Office







# Construction Timeline





## Next Steps

### Bridgewater:

- Completed Owner Page-turn
- Review Finishes and Exterior with Project Oversight Committee
- April 26<sup>th</sup> – Issue Project Documents
- May 21<sup>st</sup> – Bid Opening

## NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 16 day of April, 2019, by and between Bridge water Elementary + Bridge water 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

5<sup>th</sup> Grade Bowling Bus - \$242.20  
Popp Binding 14" Punch + Binder - \$1089.07  
Popp Binding Plastic Combs - \$77.59  
Kodable Game Access - \$800.00  
Total = \$2,208.86

Bridge water Booster Club

Donor

By: L D Kepper  
Lindsey D. Kepper

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

INDEPENDENT SCHOOL DISTRICT No. 659

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

Clerk

## Northfield Public Schools | NHS Student Device Feedback | 4-22-19

Director of Technology Services, Kim Briske, held drop-in times for NHS students to see the new iPads we are recommending and to provide feedback on the devices and accessories. Students were invited to visit the media center during the Flex hour April 15-17, as well as throughout the afternoon of Tuesday, April 16, and the morning of Wednesday, April 17 to give their feedback.

Several students took advantage of the opportunity to preview the device. However, only a small number took the time to provide their feedback in the survey. The results from those students are below:

### Who Took the Survey?

- 43 Students--3 seniors, 11 juniors, 15 sophomores, and 14 freshmen

### Thoughts on including the Logitech Crayon:

- 33 (76.7%) indicated it would greatly improve the usability/functionality of the iPad for school work
- 9 (20.9%) indicated it would somewhat improve the usability/functionality of the iPad for school work
- 1 (2.3%) indicated it would not change the usability/functionality of the iPad for school work

### Do you have a home internet connection?

- 37 (86%) Yes, I have a wireless internet connection at home.
- 1 (2.3%) Yes, I have internet through a wired connection only.
- 2 (4.7%) I have home internet access only through a mobile phone data plan.
- 2 (4.7%) No, I do not have any home internet access.

### How could we best meet your typing and word processing needs for schoolwork?

	Most Helpful	2nd Most Helpful	3rd Most Helpful
Option to purchase a keyboard or keyboard case for the iPad at a discounted rate	15	8	10
Chromebooks available in the media center for individual students to check out and take home if needed	10	9	9
I don't have device needs from the school beyond the basic iPad	7	4	4
Classroom sets of wired keyboards available in all classrooms to use as needed	6	4	7
Checkout keyboards for students to access in the media center	2	5	3
Additional Chromebook carts for teachers to check out for their classes as needed	2	3	5
Chromebooks available in the media center for individual students to check out for use in school only	1	8	1