

INDEPENDENT SCHOOL DISTRICT 659  
REGULAR SCHOOL BOARD MEETING  
Monday, May 13, 2019 7:00 PM  
Northfield High School, Media Center

**AGENDA**

- I. Call to Order
- II. Table File / Adoption of Agenda
- III. Public Comment
- IV. Announcements and Recognitions
  - A. Isabella Callery
- V. Items for Discussion and Reports
  - A. Graduation Rate Report
  - B. Proposed 2019-2020 Child Nutrition Fund Budget
  - C. Proposed 2019-2020 Community Services Budget
  - D. Proposed 2019-2020 Building Construction Budget
- VI. Consent Agenda
  - A. Approval of Minutes
  - B. Gift Agreement
  - C. Personnel Items
- VII. Superintendent's Report
  - A. Items for Individual Action
    - 1. Approval of Policies (900 series)
- VIII. Items for Information
  - A. Enrollment Report
  - B. Pre-Sale Report for Lease Purchase
  - C. Construction Update #7
  - D. Graduation Information
  - E. Achievement and Integration Program Application Update
- IX. Future Meetings
  - A. Tuesday, May 28, 2019, 7:00 PM, Regular Board Meeting, NHS Media Center
  - B. Monday, June 10, 2019, 7:00 PM, Regular Board Meeting, NHS Media Center
  - C. Monday, July 8, 2019, 7:00 PM, Regular Board Meeting, NHS Media Center
- X. Adjournment

**NORTHFIELD PUBLIC SCHOOLS  
MEMORANDUM**

Monday, May 13, 2019, 7:00 PM  
Northfield High School Media Center

**TO: Members of the Board of Education**  
**FROM: Matthew Hillmann, Ed.D., Superintendent**  
**RE: Explanation of Agenda Items for Monday, May 13, 2019, Regular School Board Meeting**

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

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.
- IV. Announcements and Recognitions
  - A. Isabella Callery. Bella, a senior at Arcadia Charter School, won the National Prize of Poetry Out Loud, placing 1st out of 350,000 people. She is the president of the Northfield Union of Youth and plans to attend Beloit College in the Fall. Bella will recite "Abecedarian Requiring Further Examination Of Anglikan Seraphym Subjugation Of A Wild Indian Reservation" by Natalie Diaz.
- V. Items for Discussion and Reports
  - A. Graduation Rate Report

Hope Langston, Director of Assessment Services, will share the recently released MDE 2018 graduation data for Northfield Public Schools.
  - B. Proposed 2019-2020 Child Nutrition Fund Budget

Child Nutrition Director Stephany Stromme will present the 2019-2020 proposed child nutrition budget. This fund is used to record financial activities of providing nutrition services to students, which include preparation and service of the milk, meals, and snacks in connection with school and community services activities. No Board action is required at this meeting.
  - C. Proposed 2019-2020 Community Services Budget

Director of Community Services Erin Bailey will present the 2019-2020 proposed Community Services Budget. The proposed budget has been developed with input from each program coordinator. The Community Services Advisory Council approved the preliminary budget at its meeting on April 30 and recommends the budget to the School Board. The budget reflects revenues of \$2,931,149 and expenditures of \$3,035,782. Director Bailey will also provide an update on the Greenvale Park Community School during this presentation. No Board action is required at this meeting.
  - D. Proposed 2019-2020 Building Construction Budget

Val Mertesdorf, Director of Finance, will present the 2019-2020 proposed Building Construction Budget. After the successful bond referendum in November 2018, the District sold bonds in January 2019. The deposit of the bond proceeds are required to be kept in a separate fund to reconcile the operations of our construction projects. No Board action is required at this meeting.



VI. Consent Agenda

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

A. Minutes

Minutes of the Regular School Board meeting held on April 22, 2019.

Minutes of the Special Closed School Board meeting held on April 22, 2019.

B. Gift Agreement

- A \$1,020.86 gift for the two (2) Canon T6 EOS Digital Rebel cameras and accessories for the Art Department at Northfield High School.

C. Personnel Items

a) Appointments

1. William Acheson, Summer Recreation Position with Community Services, beginning 05/29/2019-08/31/2019; \$9.86/hr.
2. \*Andrew Becker, Aquatics Instructor with Community Services Recreational, beginning 05/29/2019-08/31/2019; Class Lead-\$10.50/hr., Lifeguard-\$10.00/hr., Swim Aide-\$9.86/hr.
3. Margaret Bennett, Summer Recreation Position with Community Services, beginning 05/29/2019-08/31/2019; Mish Mash Art/Actor Bash Staff-\$10.50/hr.
4. \*Marissa Bernau, KidVentures Summer Site Assistant for up to 40 hours/week at Sibley, beginning 06/10/2019-08/30/2019. Step 1-\$12.88/hr.
5. Amy Boecker, KidVentures Summer Site Assistant for up to 40 hours/week at Sibley, beginning 06/10/2019-08/30/2019. Step 3-\$13.56/hr.
6. \*Lukas Bruhler, Summer Recreation Position with Community Services, beginning 06/10/2019-08/31/2019; Track-\$9.86/hr., Ultimate Supervisor-\$10.50/hr.
7. Adison Dack, Summer Recreation Position with Community Services, beginning 05/29/2019-08/31/2019; Mish Mash Art/Actor Bash Staff-\$9.86/hr.
8. \*Elizabeth Evenson, KidVentures Summer Site Assistant for up to 40 hours/week at Sibley, beginning 06/10/2019-08/30/2019. Step 1-\$12.88/hr.
9. Daniel Foley, 1.0 FTE Long Term Substitute 5<sup>th</sup> Grade Teacher at Sibley, beginning 05/06/2019-06/07/2019; MA+30, Step 15
10. Cole Glassing, Summer Seasonal Buildings and Grounds Workers for 8 hours/day Mon.-Thurs. District Wide, beginning 6/10/2019-08/31/2019; Step 1-\$10.50/hr.
11. Mariah Grisim, KidVentures Summer Site Assistant for up to 40 hours/week at Sibley, beginning 06/03/2019-08/30/2019. Step 3-\$13.56/hr.
12. Kayle Hielscher, KidVentures Summer Site Assistant for up to 40 hours/week at Sibley, beginning 06/10/2019-08/30/2019; Step 3-\$13.56/hr.
13. Kayla Hoban, Summer Recreation Position with Community Services, beginning 05/29/2019-08/31/2019; \$9.86/hr.
14. Adam Imdieke, Summer Seasonal Buildings and Grounds Electrical Apprentice for 8 hours/day Mon.-Thurs. District Wide, beginning 6/10/2019-08/31/2019; \$13.50/hr.
15. \*Erin Jahn, Summer Recreation Position with Community Services, beginning 05/29/2019-08/31/2019; \$9.86/hr.
16. \*Jada Johnson, Summer Recreation Position with Community Services, beginning 05/29/2019-08/31/2019; \$9.86/hr.
17. Max Kasten, Spring Recreation Position with Community Services, beginning 04/29/2019-05/31/2019; \$9.86/hr.
18. Ian Klotz, Assistant Boys Lacrosse Coach for 2 hours/day 5 days/week at the High School, beginning 04/25/2019; Hourly-\$14.00/hr.
19. Anders Larson, Summer Recreation Position with Community Services, beginning 05/29/2019-08/31/2019; SUPER Kids Staff-\$9.86/hr. and SUPER Kids Monday Night Supervisor-\$10.50/hr.
20. Kaitlyn Lawrence, Summer Seasonal Buildings and Grounds Worker-Painter for 8 hours/day Mon.-Thurs. District Wide, beginning 6/10/2019-08/31/2019; \$10.50/hr.
21. \*Ada Leaphart, 1.0 FTE Art Teacher at Greenvale Park, beginning 08/26/2019; MA, Step 7
22. \*Mauricio Lozada Hernandez, Assistant Girls Soccer Coach for 2 hours/day 5 days/week at the High School, beginning 08/13/2019; Level F, Step 1
23. Luke Lunderby, Summer Seasonal Buildings and Grounds Workers for 8 hours/day Mon.-Thurs. District Wide, beginning 6/10/2019-08/31/2019; Step 2-\$10.75/hr.



24. \*Jackson Meehan, Aquatics Instructor with Community Services Recreational, beginning 05/29/2019-08/31/2019; Class Lead-\$10.50/hr., Lifeguard-\$10/hr., Swim Aide-\$9.86/hr.
  25. Jack Meyer Garvey, Summer Recreation Position with Community Services, beginning 05/29/2019-08/31/2019; \$9.86/hr.
  26. Yailyn Moran, KidVentures Summer Site Assistant for up to 40 hours/week at Sibley, beginning 06/10/2019-08/30/2019; Step 2-\$13.22/hr.
  27. Jillian Moyer, Aquatics Instructor with Community Services Recreational, beginning 05/29/2019-08/31/2019; Class Lead-\$10.50/hr., Swim Aide-\$9.86/hr.
  28. Samantha Olive, KidVentures Summer Site Assistant for up to 40 hours/week at Sibley, beginning 06/03/2019-08/30/2019; Step 2-\$13.22/hr.
  29. Molly Otte, 1.0 FTE Art Teacher at the Middle School, beginning 08/26/2019; MA, Step 7
  30. Betsy Peterson, 1.0 FTE ADSIS Teacher at Greenvale Park, beginning 08/26/2019; MA+60, Step 9
  31. Emma Rasmussen, Summer Recreation Position with Community Services, beginning 05/29/2019-08/31/2019; SUPER Kids-\$9.86/hr., Track-\$9.86/hr.
  32. Chelsey Schulenburg, KidVentures Summer Site Assistant for up to 40 hours/week at Sibley, beginning 06/10/2019-08/30/2019; Step 1-\$12.88/hr.
  33. Michael Sherman, 1.0 FTE Special Education EBD Teacher at the Middle School, beginning 08/26/2019; MA, Step 2
  34. \*Thomas Sickler, Summer Seasonal Buildings and Grounds Workers for 8 hours/day Mon.-Thurs. District Wide, beginning 6/10/2019-08/31/2019; Step 1-\$10.50/hr.
  35. Sarah Stone, KidVentures Site Assistant for up to 15 hours/week at Sibley, beginning 09/03/2019; Step 1-\$12.88/hr.
  36. Anna Sullivan, Summer Recreation Position with Community Services, beginning 05/29/2019-08/31/2019; \$10.50/hr.
  37. Alicia Veltri, 1.0 FTE Special Education DCD Teacher at Greenvale Park, beginning 08/26/2019; MA, Step 5.
- b) Increase/Decrease/Change in Assignment
1. Zane Anway, Educational Assistant at the Middle School, add Summer BLAST Site Assistant for up to 5.5 hours/day Mon.-Thurs. at the Middle School/Carleton, effective 06/13/2019-07/25/2019; Step 1-\$12.88/hr.
  2. Lindsey Downs, Kindergarten Teacher at Sibley, change to Grade 1 Teacher at Sibley, effective 08/26/2019.
  3. Kristin Freeman, KidVentures Site Assistant for 20 hours/week at Bridgewater, change to KidVentures Site Assistant for 35.5 hours/week at Sibley, effective 06/10/2019-08/30/2019.
  4. Aimee Gerdesmeier, KidVentures Site Assistant for 30 hours/week at Sibley, change to KidVentures Site Assistant for 40 hours/week at Sibley, effective 06/10/2019-08/30/2019.
  5. Mackenzie Glassing, KidVentures Student Site Assistant for up to 17 hours/week at Greenvale Park, change to KidVentures Site Assistant for 40 hours/week at Sibley, effective 06/03/2019-08/30/2019. \$12.88/hr.
  6. Lydia Gross, B-5 ECSE Teacher at Longfellow, change to B-5 ECSE Teacher at Longfellow, effective 07/26/2019.
  7. Johnna Harmer, KidVentures Site Assistant for up to 3.75 hours/week at Greenvale Park, change to KidVentures Site Assistant for 21 hours/week at Sibley, effective 06/10/2019-08/30/2019.
  8. Briana Kane, KidVentures Site Assistant for 22.5 hours/week at Sibley, change to KidVentures Site Assistant for 36 hours/week at Sibley, effective 06/10/2019-08/30/2019.
  9. Alissa Lien, KidVentures Student Site Assistant for up to 16 hours/week at Bridgewater, change to KidVentures Student Site Assistant for 20 hours/week at Sibley, effective 06/10/2019-08/30/2019.
  10. Quinn Line, KidVentures Site Assistant for 26 hours/week at Bridgewater, change to KidVentures Site Assistant for 40 hours/week at Sibley, effective 06/10/2019-08/30/2019.
  11. Angela Lynch, Special Education ABS Teacher at the High School and ALC, change to Special Education Teacher VI and ABS at District Wide/High School and ALC, effective 07/26/2019-06/30/2020.
  12. Lesly Martinez Reyes, KidVentures Site Assistant for 23.5 hours/week at Sibley, change to KidVentures Site Assistant for 40 hours/week at Sibley, effective 06/10/2019-08/30/2019.
  13. Cheryl Mathison, Teacher at the ALC, add ALC Boundary Waters Teacher for up to 8 hours/day with the ALC, effective 06/10/2019-06/14/2019. Lane/Step
  14. Kimberly Medin, Special Education Teacher at the Middle School, change to Special Education Teacher at Bridgewater, effective 08/26/2019.
  15. Tonya Merritt, KidVentures Site Leader for 30 hours/week at Bridgewater, change to KidVentures Site Leader for 40 hours/week at Sibley, effective 06/10/2019-08/30/2019.
  16. Rebecca Meyer, Special Ed EA at the High School, change to KidVentures Site Assistant for up to 40 hours/week at Sibley, effective 06/10/2019-08/30/2019.
  17. Peggy Mills, KidVentures Site Assistant for 23.5 hours/week at Sibley, change to KidVentures Site Assistant for 21 hours/week at Sibley, effective 06/10/2019-08/30/2019.



18. Teresa Morris, Special Ed EA-PCA-temporary at Sibley, change to Special Ed EA-PCA-ongoing at Sibley, effective 05/06/2019.
19. Jenelle Mullin, CNA III for 7 hours/day at the High School, change to Child Nutrition Manager II for 8 hours/day at the High School, effective 4/30/2019-5/13/2019; \$21.79/hr.
20. Sofie Nelson, KidVentures Student Site Assistant for up to 17 hours/week at Sibley, change to KidVentures Site Assistant for 20 hours/week at Sibley, effective 06/03/2019-08/30/2019. \$12.88/hr.
21. Zack Rasmussen, KidVentures Site Assistant for 26 hours/week at Greenvale Park, change to KidVentures Site Assistant for 25 hours/week at Sibley, effective 06/10/2019-08/30/2019.
22. Melissa Reuvers, Educational Assistant at Bridgewater, add KidVentures Site Assistant for 32 hours/week at Sibley, effective 06/10/2019-08/30/2019.
23. Mackenzie Schewe, KidVentures Student Site Assistant for up to 17 hours/week at Sibley, change to KidVentures Site Assistant for 40 hours/week at Sibley, effective 06/03/2019-08/30/2019. \$12.88/hr.
24. Nathan Schmidtke, KidVentures Student Site Assistant at Bridgewater, change to KidVentures Site Assistant at Bridgewater and Sibley, effective 06/03/2019. \$12.88/hr.
25. Remy Soulak, KidVentures Student Site Assistant for up to 17 hours/week at Sibley, change to KidVentures Site Assistant for 30 hours/week at Sibley, effective 06/03/2019-08/30/2019. \$12.88/hr.
26. Eric Swan McDonald, Teacher at the ALC, add ALC Boundary Waters Teacher for up to 8 hours/day with the ALC, effective 06/10/2019-06/14/2019. Lane/Step
27. Pam Taubman, KidVentures Site Assistant for up to 23.5 hours/week at Greenvale Park, change to KidVentures Site Assistant for 17.5 hours/week at Sibley, effective 06/10/2019-08/30/2019.
28. Katherine Waters, B-5 ECSE Teacher at Longfellow, change to B-5 ECSE Teacher at Longfellow, effective 07/01/2019-06/30/2020.

c) Leave of Absence

1. Breezy Barrett, Ventures Coordinator, Family/Medical Leave of Absence for Childcare, effective on or about 6/13/2019 for 76 work days.
2. Updated: Cecelia Green, CNA II Manager at the High School, Family/Medical Leave of Absence, effective 04/23/2019-05/13/2019.
3. Jane Weiland, Teacher at the Middle School, Family/Medical Leave of Absence for Childcare, effective on or about 10/7/2019-01/03/2020.

d) Retirements/Resignations/Terminations

1. Deb Budin, Educational Assistant at the High School, retirement effective at the end of the 2018-19 school year.
2. Charlie Cloud, Assistant Football Coach at the High School, resignation effective 05/06/2019.
3. Laurie Noonan, Spec Ed EA at Bridgewater, retirement effective at the end of the 2018-19 school year.
4. Nichole Porath, Head Nordic Ski Team Coach, resignation effective 04/25/2019.
5. Nathan Schmidtke, KidVentures Site Assistant at Sibley, resignation effective 06/21/2019.
6. Melissa Shepherd, Teacher at Bridgewater, resignation effective at the end of the 2018-19 school year.
7. Madison Warner, CNA-Student at Longfellow, resignation effective 06/07/2019.

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

VII. Superintendent's Report

A. Items for Individual Action

1. Approval of Policies (900 series). The Board 903, 904, 906, and 907 initially presented at the April 22, 2019, Board meeting and recommended by the Policy Committee. These changes will be effective on July 1, 2019.

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

VIII. Items for Information

- A. Enrollment Report. Dr. Hillmann will review the May 2019 enrollment report.
- B. Pre-Sale Report for Lease Purchase. Attached is the Pre-Sale Report for the proposed lease purchase for acquisition of the buildings and grounds facility previously approved by the Board. This is the start of the lease purchase process to reimburse the general fund for the purchase of the facility. The District will lease levy payments for ten years and then no longer have to levy. These payments will be about 50% less than what has levied each year. This report is informational and no Board action is required at this time.
- C. Construction Update #7. Dr. Hillmann will provide an update on the District's construction projects.



- D. Graduation Information. ALC graduation is Wednesday, May 29 at 6:30pm, NHS auditorium. NHS graduation is Sunday, June 2; meet in the High School office by 1:30pm.
- E. Achievement and Integration Program Application Update. Dr. Hillmann will provide an update on the District's Achievement and Integration Plan application process and a timeline for proposed Board approval.

IX. Future Meetings

- A. Tuesday, May 28, 2019, 7:00 PM, Regular Board Meeting, NHS Media Center
- B. Monday, June 10, 2019, 7:00 PM, Regular Board Meeting, NHS Media Center
- C. Monday, July 8, 2019, 7:00 PM, Regular Board Meeting, NHS Media Center

X. Adjournment

## 2018 Graduation Rates

**Hope Langston**

**2018 - 2019**

*Presented to the Board on 5.13.2019*

Slide Number	Narrative
1	After a delayed release due to changes in MDE suppression rules, I am pleased to be here tonight to share the 2018 graduation data for Northfield Public Schools.
2	<p>We will be focusing on the four-year graduation data this evening, although five, six and seven-year data is released by MDE annually and analyzed by staff as well. The Minnesota statewide goal: By 2020, 90 percent of Minnesota students will graduate in four years, and no single student group's graduation rate will be below 85 percent.</p> <p>You may recall that graduation cohorts are determined in the 9th grade year. As the cohort moves ahead each year, students are added or removed from the cohort as circumstances dictate. Accurate record keeping is a collaborative effort requiring consistent and timely communication between the HS, the ALC and Chris Neset. My thanks to all involved for working tirelessly to accurately track every student.</p>
3	Slide text includes further detail on the graduation calculation.
4	The Northfield School District 4-year graduation rate improved 0.7% to 91.9% for the Class of 2018, well above the state rate of 83.2%. A bright spot for the state: the 2018 data point reflects the state's highest graduation rate on record.
5	As a district, we saw significant improvement in our FRP and Hispanic student graduation rates. The small cell size of these challenged cohorts can mean large movement in the graduation rate for the demographic if just a few students do not graduate in 4 years.
6	Students fall into one of four categories when determining the four-year graduation rate for a cohort. Each student either graduates, continues working toward obtaining required high school credits, officially drops out, or is categorized as unknown. This slide shows the trend data in the four student categories. The largest impact on our four-year graduation rate comes from the continuing category. These students are either special education students who can legally enroll until the age of 21, or those students who need more time to

	complete their required high school credits.
7	The Northfield four-year graduation rate consistently exceeds the state, and we have lower percentages of continuing, dropout and unknown students compared to the state average.
8	Section Header
9	Northfield High School experienced a slight decline in the four-year graduation rate for all students, including the FRP demographic, but the graduation rate (92.6%) of the Hispanic student cohort was the highest in school history.
10	Section Header
11	The ALC four-year rate reflects a 20.8% increase in all students and a 21.4% increase in white students compared to 2017. These increases are a result of the collaborative efforts between the ALC and NHS, as well as the programming in place at the ALC and the dedication of their staff to each student's success. The ALC was identified for comprehensive support last spring because their rolling four-year graduation rate was below 67% for the All and White student demographic groups. Unless the legislation changes, we will remain in this identification status until the three year average of our four-year graduation rate meets or surpasses 67%.
12	Section Header
13	Details on graduation data bright spots.
14	Questions





# 2018 Graduation Report

May 13, 2019

# Four-Year Graduation Rate

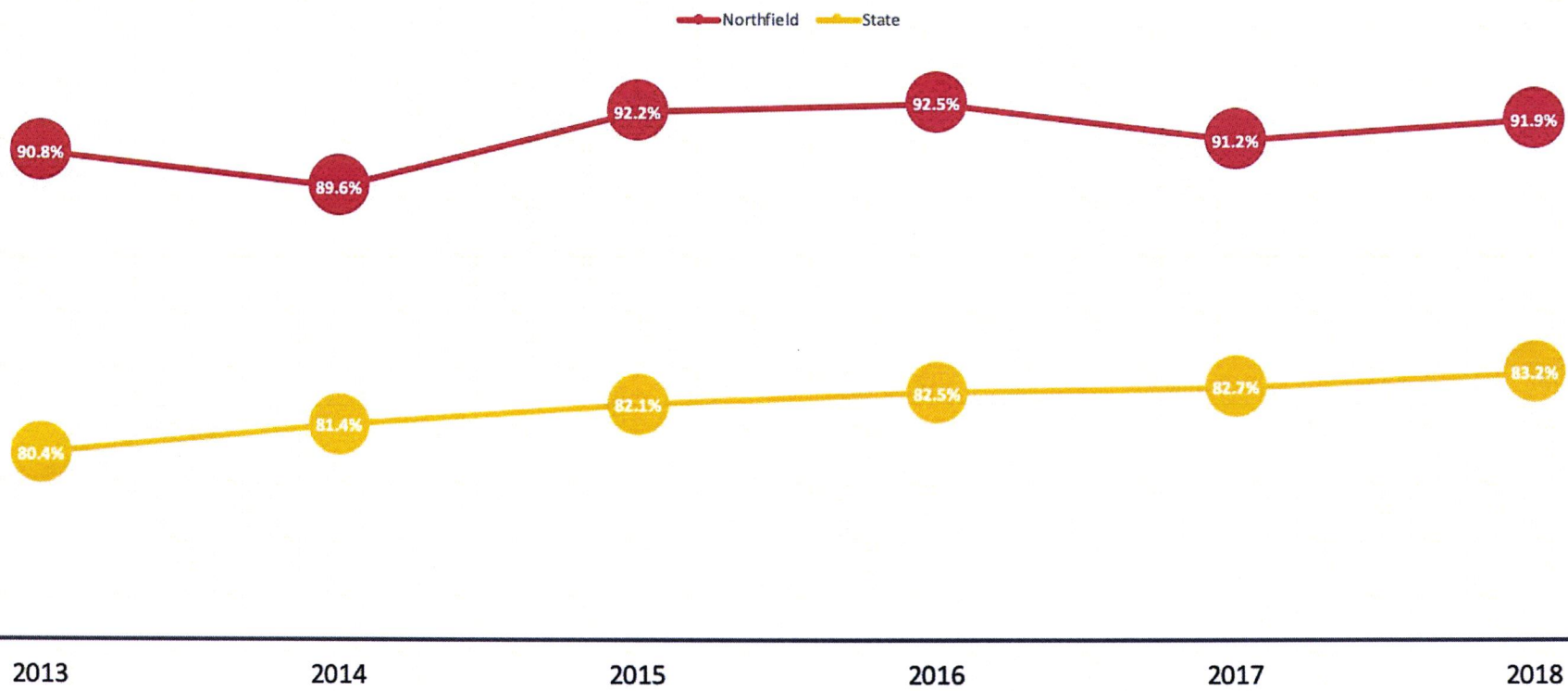
Minnesota Statewide Goal: By 2020, 90 percent of Minnesota students will graduate in four years, and no single student group's graduation rate will be below 85 percent.

## Graduation Rate Calculation Details

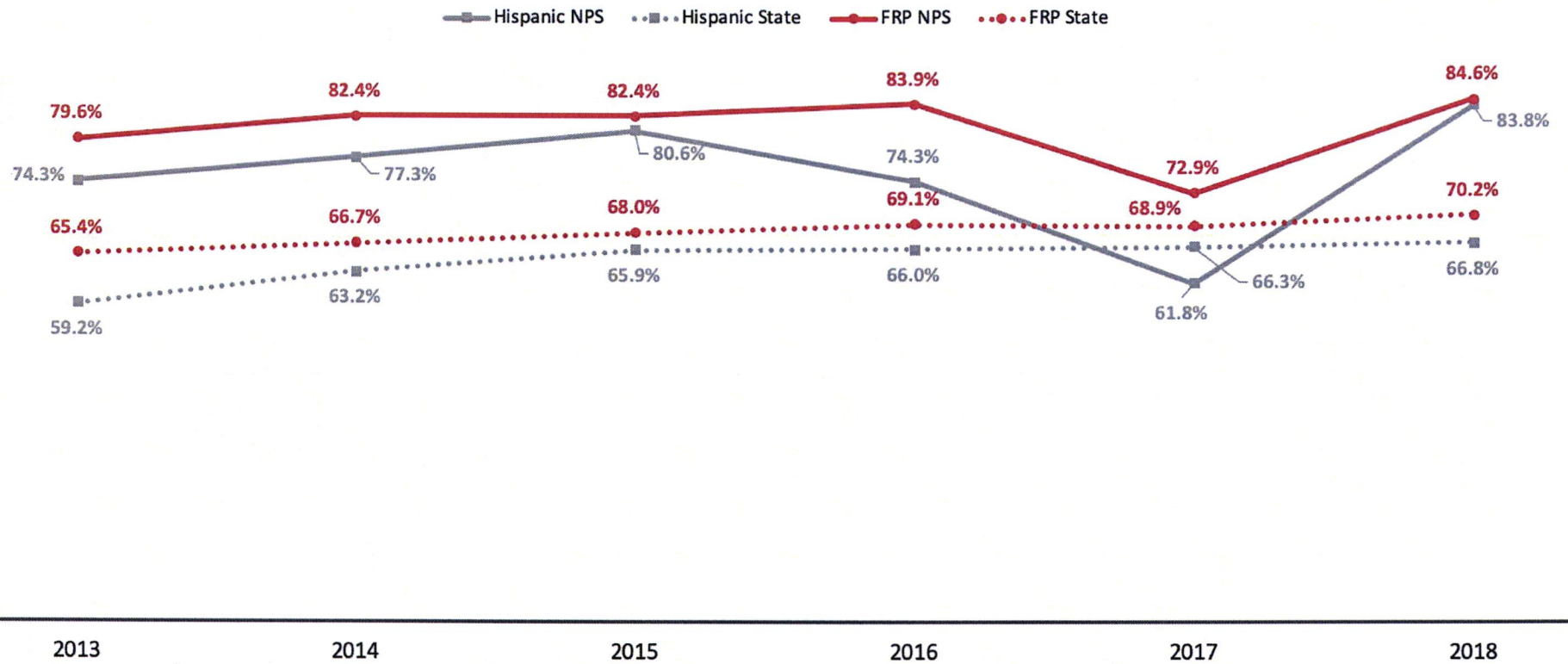
- ❖ A student who spends **any** time during high school in one of the three program-based groups – English learners, students eligible for free or reduced-price lunch, or students in special education – will be counted in that group in the school's graduation rates. **Previously, a student counted only in the groups they were identified in during their ninth grade year.**
- ❖ Students who drop out of a high school after spending less than half an academic year there will be counted as a dropout at the high school where they spent the most time during their high school years. Note that **this applies only to students who drop out.** A student who continues their education past their senior year, or whose final situation is unknown, will still be included as a nongraduate at whichever high school they last attended.



### Northfield Public Schools vs Minnesota Graduation Rates - All Students



### Demographic Group Graduation Trends

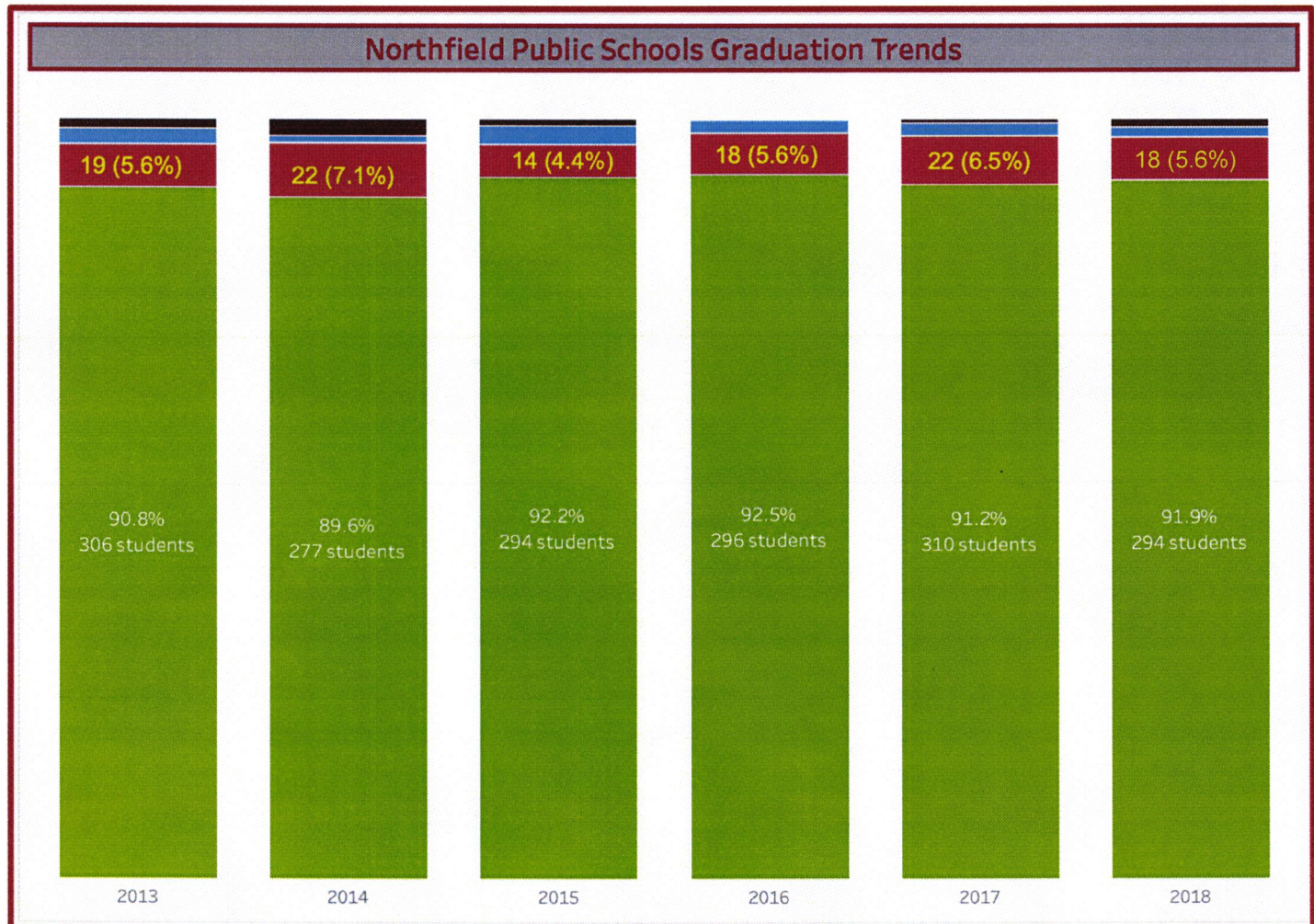




# District Trends

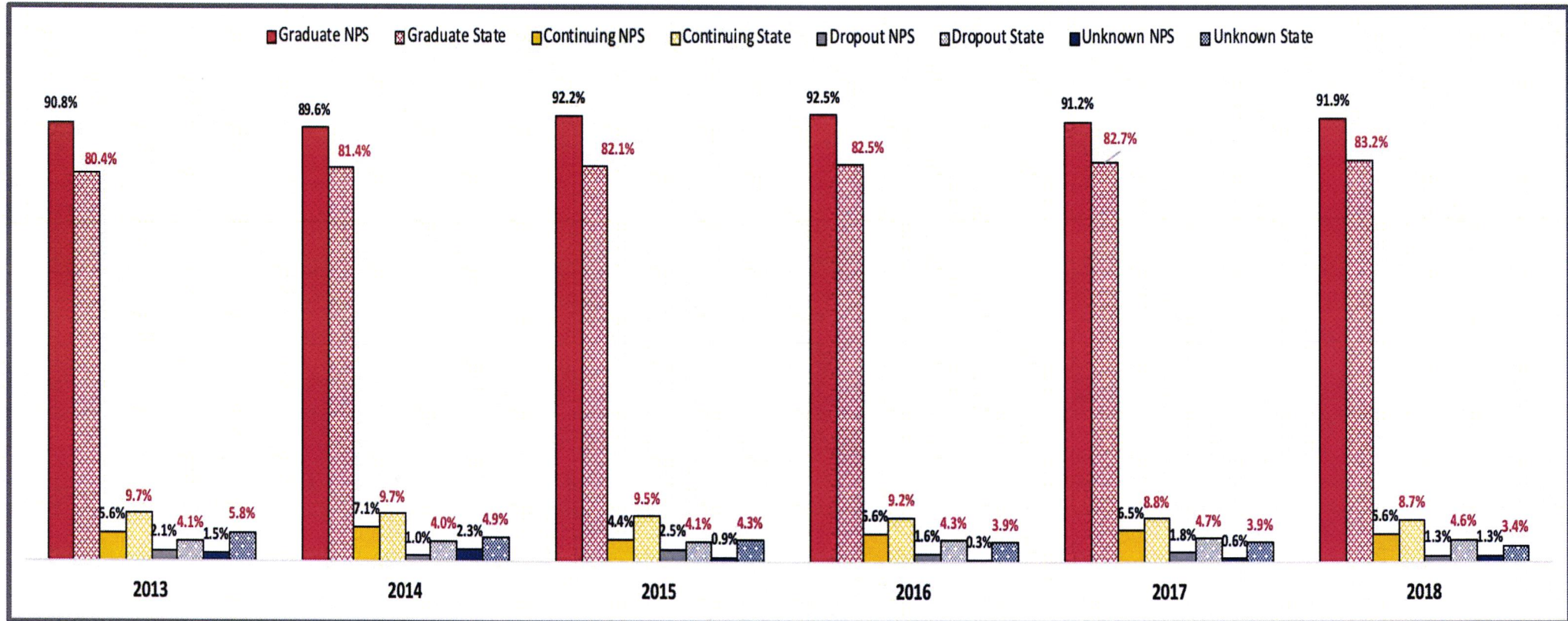
## Category

- Unknown
- Dropout
- Continue
- Graduate





## Northfield Public Schools vs State Graduation Cohort Trends

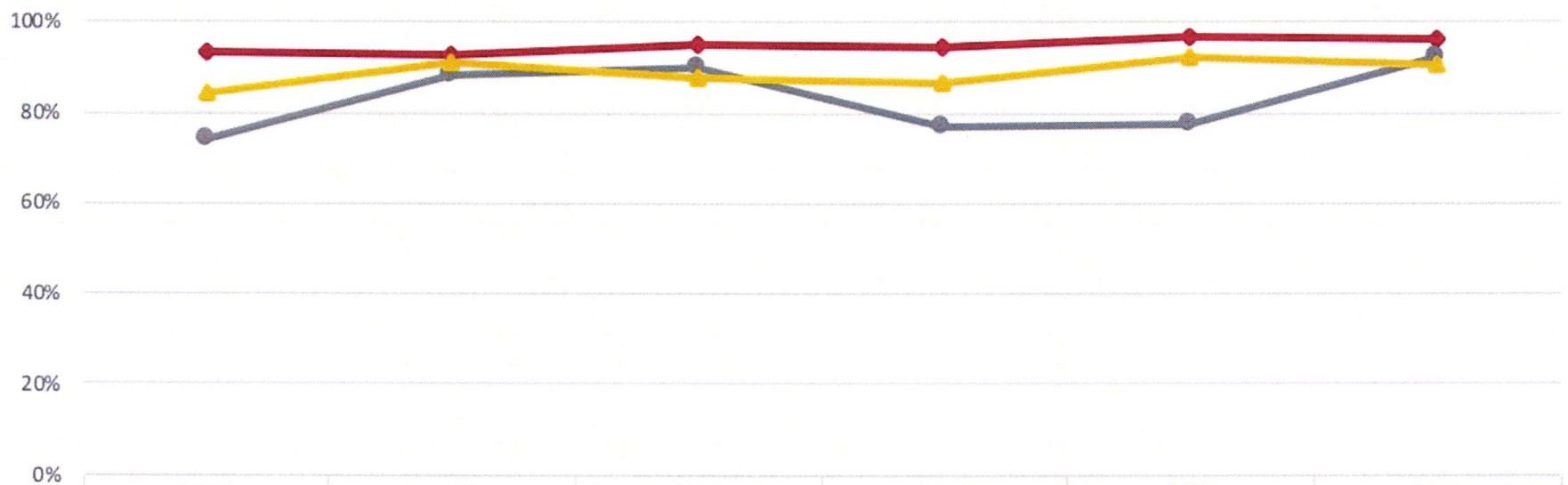




# Northfield High School



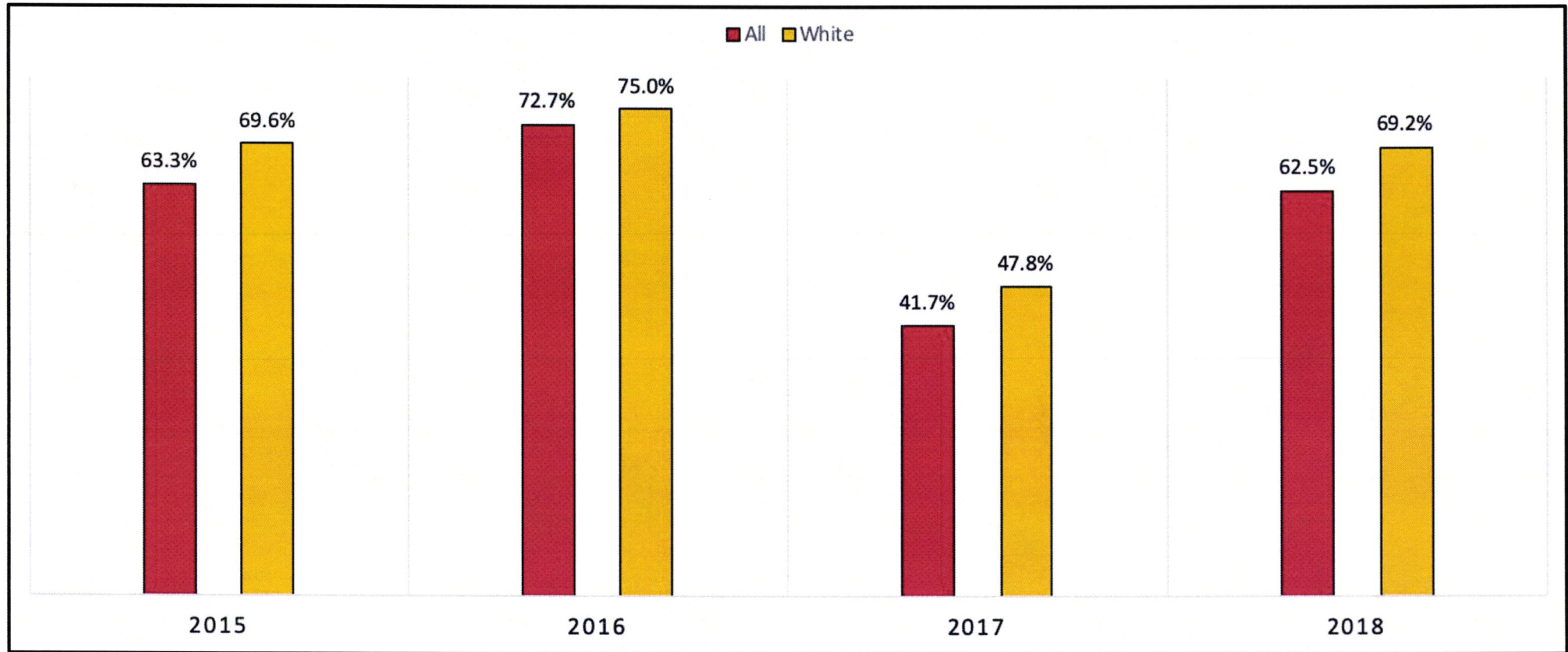
## Northfield High School 4 Year Graduation Rate



# Northfield ALC



## Northfield ALC Identified Graduation Cohort Trends





# Bright Spots



## Items to Celebrate

- ❖ Of the 117 public school district high schools with 10 or more Hispanic students in the 2018 cohort, NHS ranked #15 in the four-year graduation rate.
- ❖ The ALC 4-year graduation rate of 62.5% for all students exceeds the statewide average for ALCs by 15.4%.

Questions?





Annual Child Nutrition Program and  
Proposed Budget Report  
Stephany Stromme  
2019-20

*Presented to the Board on May 13, 2019*

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

**Department Mission:** Provide quality nutritious meals that support the growth and development of our students to fuel their learning.

**2018-19 Review**

**Breakfast:** Breakfast has been proven to positively affect learning in children in terms of behavior, cognitive, and school performance. During school year 2018-19 we saw an overall reduction in breakfast participation of approximately 17%. We attribute that to a decline in the number of Kindergarten students participating in the free breakfast program. Bridgewater Elementary Kindergarten students moved breakfast time out of the classroom and into the cafeteria to resemble the other elementary schools. We have seen a slight increase in breakfast participation at the HS which may be directly correlated to students eating lunch later in the day. In previous years some students had their lunch beginning at 10:35 a.m. With the new flex hour, students do not eat lunch until 11:11 a.m. Another contributing factor to decreased participation was the 11 weather-related closures our district incurred this past fall and winter.

**Lunch:** During the 2018-19 school year we saw an overall decrease in lunch meal participation of about 9%. One main contributor to this decrease was the impact the high school flex hour schedule has had on participation. The overall percent decrease was also impacted by the eleven weather-related closures our district incurred this past fall and winter.

**MDE School Nutrition Program Administrative Review:** Our Minnesota Department of Education (MDE) review was scheduled March 12-14, 2019. The two sites reviewed were Greenvale Park Elementary and CVSEC (Cannon Valley Special Education Co-op) SUN (Student's with Unique Needs) Program. Mitzi Holden, Greenvale Park Child Nutrition Manager, and her staff were well prepared for our review. This review focused on compliance within all areas of the School Nutrition Programs. No fiscal findings were reported. Commendations that we received from the state reviewer were: "Students provided with several fresh fruit and vegetable options daily." and "Staff members at each site showed compassion and diligence in their jobs."

**HS Flex Lunch Hour:** The Flex hour was developed to address the social-emotional needs of our HS students and to build upon a learning environment that meets their needs. It has been exciting to see the students out in the building engaging in various activities and enjoying time with their peers. Along with the excitement of the schedule change came some challenges and concerns. One of the challenges child nutrition faced with this change was a decrease in serving time by approximately 34%. The lunch period was changed from three lunch periods totalling one hour and thirty-six minutes down to one full hour lunch period. With the need to get students through the line with less time, we needed to be creative. We began service using the Raider Lunch Cart in late Fall after we had seen a daily decrease of



approximately 140 meals per day. After implementing the cart we did see a slight increase in participation of about 20 students daily. Our goal was to provide another reimbursable meal line that would be accessible to those students enjoying Flex activities across the building who didn't want to get caught up waiting in the main cafeteria lines. Another concern was not to impact the quality of the food our students were receiving so we adjusted our batch cooking methods. We wanted to make sure the product was still served with as minimal amount of holding time as possible. It has also been challenging to anticipate the number of students who will eat meals each day. Each day of the week operates differently with Flex so it has been challenging to anticipate our numbers. Each day can vary so much depending on the opportunities available, weather and time of year. It was important to minimize food waste, so Cece Green, HS Child Nutrition Manager, has been creative in coming up with new serving methods on our meal lines.

**HS ServSafe Class offered to HS Students:** In partnering with the HS guidance counseling staff, several certification programs were offered during Spring Break for all interested HS students, one of which was the ServSafe Certified Food Protection Manager course. This course was designed to walk the students through the basics of food safety principles that should be applied to every food service operation, large or small. The principles learned prepare them to make decisions to keep food safe from purchasing until service. This course is taken by chefs, restaurant management and anyone serving food to others. All Northfield Schools Child Nutrition employees are required to become ServSafe certified. This is a great résumé enhancer for students seeking employment in any food service operation.

### **2018-19 Budget Revision**

Procurement requirements for a primary vendor are required to go to bid every 4 years. This year we joined a cooperative with 9 other districts to increase our purchasing power. Minnetonka schools is the base district. We revised the 2018-19 food budget based on lower than anticipated food costs and expenditures due to the eleven weather related days incurred by the district. We have seen a decrease in overall meal participation of approximately 11% for SY 2018-19. The adopted budget included revenues of \$2,219,900 and expenditures of \$2,234,537. Due to lower than expected food costs and a revised revenue forecast with actual participation, we recommend the revised budget include revenues of \$2,092,900 and expenditures of \$2,106,636. Since both our revenues and expenditures were lower than anticipated, our revised ending fund balance for the 2018-19 school year is very similar to this year's adopted budget. We are projecting to exceed the maximum allowed fund balance for the second year in a row. In January we received a report from the Minnesota Department of Education (MDE) indicating that our district's child nutrition fund balance was out of compliance with the U.S. Department of Agriculture (USDA) 7 CFR 210.14 and 210.19. Per regulations, a school food authority must limit its net cash resources to an amount not exceeding three months' average expenditures for the nonprofit school food service. MDE required us to provide in writing a plan to spend down the excess fund balance.

#### **MDE Spending Plan:**

The last several years we have allowed our fund balance to grow, expecting increased expenditures due to possible changes identified in the Master Facilities Plan. At this time, we are planning to allocate excess funds towards the following:

- Procurement of food service equipment for which we are planning to spend approximately \$65,000 towards a High School kitchen remodel in the lower cafeteria concessions area, an additional recycling station for the MS (approximately \$6,000) and an oven for Sibley elementary (approximately \$17,000). We are also planning to update technology needs for the CN department which will be an additional cost of approximately \$10,000.
- In the Fall our entire Child Nutrition Staff will be traveling to Winona, Minnesota to participate in a back to school Child Nutrition Staff development day.
- Increases in salary and benefits for food service employees in which we expect to see a 6.75% total package increase, over the next two years (18-19 and 19-20). We also are anticipating the need for additional staffing at the HS due to the FLEX period change. We are estimating an increase in our budget of approximately \$14,000.
- In prior years we were required to complete the Paid Lunch Equity tool (PLE) to determine our meal prices.



The Consolidated Appropriations Act, 2018 (Public Law 115-141) states that any SFA (School Food Authority) with a positive or zero balance in its nonprofit school food service account as of January 31, 2018 is exempt from the PLE requirements. Due to the excess funds available we will not be raising our meal prices for the 4th year in a row by offsetting with funds from our fund balance

### **What's New and Upcoming:**

- HS Lower Cafeteria Update - As part of the Child Nutrition spending plan we will be using funds from the Child Nutrition budget along with long-term facilities maintenance funds to enhance the learning environment and climate of our High School cafeteria spaces. The goal is to design spaces that are modern, innovative, creative and flexible.
- MS FACS Garden: Northfield Middle School Family and Consumer Science (FACS) teacher, Lindsey Draeger, was able to purchase three large vertical gardens through the help of a SHIP grant. These gardens will grow produce for her classroom curriculum. She has also teamed up with the Middle School Child Nutrition Department, and over the summer the produce will be used with some of our summer meals for the MS BLAST programming.
- Farm to School - We continue to work with local farmers in an effort to expand our Farm to School products. Next year we are planning to work with The Good Acre who works with our local farmers in Northfield such as Open Hands, Seeds Farm, Sogn Valley Farms.

### **2019-20 Proposed Budget:**

**Revenue Assumptions:** Revenue for school year 2019-20 was calculated by projecting actual participation for school year 2018-19 and assuming participation will stay similar. At this time we do not know what the state or federal reimbursement rates will be. To be conservative, we are assuming reimbursement rates will remain flat. It is our goal to provide quality nutritious affordable meals for all students that support their growth and development to fuel learning potential, but also understand as a business operation the need to remain fiscally responsible. Since we continue to be fiscally responsible and expect the growth of our fund balance to exceed three months operating expenses we are proposing for the fourth year in a row that rather than increase our meal prices, we will elect to spend down our fund balance. We do expect breakfast and lunch meal participation to remain similar to school year 2018-19 with no expected schedule changes. The proposed budget revenue for school year 2019-20 is \$2,108,400.

**Expenditure Assumptions:** After consulting with our food vendors regarding the expected market for the 2019-20 school year, we are assuming a 2-3% food cost increase. In addition, we are expecting to have increased supply expenditures due to the increased usage of compostable products for the NHS Flex learning lunch period. Updating the High School cafeteria spaces and planned expenditures per the MDE requirements to bring the fund balance into compliance will also impact our 2019-20 budget. The proposed budget expenditures for school year 2019-20 are \$2,343,704.

**Budget Plan:** We propose a 2019-20 budget with total revenue of \$2,108,400 and expenditures of \$2,343,704. We are projecting to end FY20 with a fund balance of \$553,513. Our department goal is to maintain and not exceed 3 months of average operating expenses based on a 9 month operating year. The fund balance maximum for school year 2019-20 should not exceed \$781,235.



# Child Nutrition

May 13, 2019

## Child Nutrition Services

*Will provide quality nutritious meals that support the growth and development of our students to fuel their learning.*



# 2018-19 Review





# YTD Meals Served

Breakfast and Lunch



Elementary/LF

Middle School

High School/ALC

Total Meals

44,619

6,070

16,462

67,151

158,282

92,527

84,779

341,919

# Breakfast

## Meals Served

**SY 17 Total: 100,834**

**As of May 1: 85,730**

**SY 18 Total: 97,482**

**As of May 1: 81,067**

**SY 19 Total: In process**

**As of May 1: 67,151**



# Lunch

## Meals Served

SY 17:	Total: 421,308 As of May 1: 359,857 HS: 95,069
SY 18:	Total: 448,898 As of May 1: 377,780 HS: 106,980
SY 19:	Total: In Process As of May 1: 341,919 HS: 82,375





# MDE School Nutrition Program Administrative Review

- Completed March 2019
- Sites reviewed: Greenvale Park Elementary and CVSEC (Cannon Valley Special Education Co-op) SUN Program
- Focus on compliance of all areas of the School Nutrition Program.



# Administrative Review Commendations

*"Students provided with several fresh fruit and vegetable options daily."*



*"Staff members at each site showed compassion and diligence in their jobs."*





## HS Flex Lunch Hour





# HS Flex Lunch Hour

## Meals Served

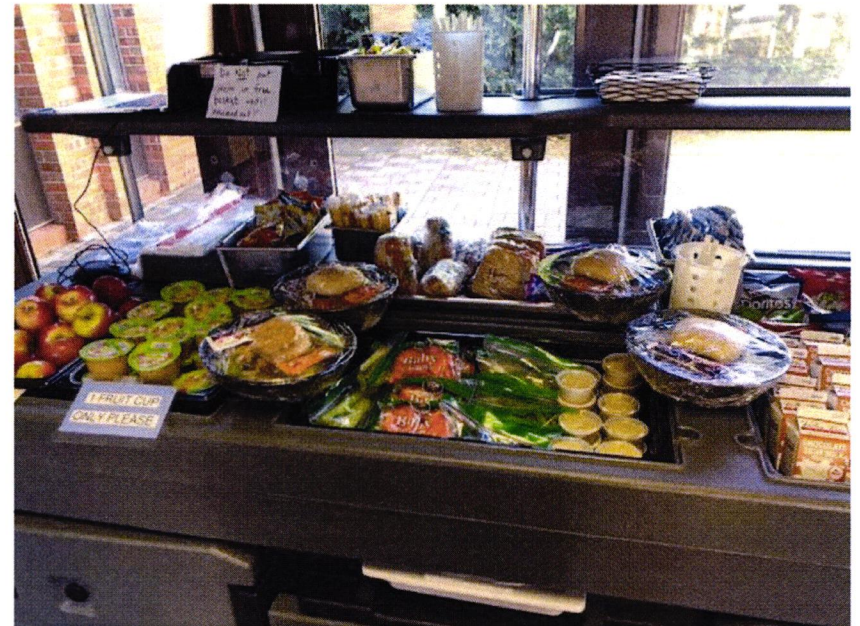
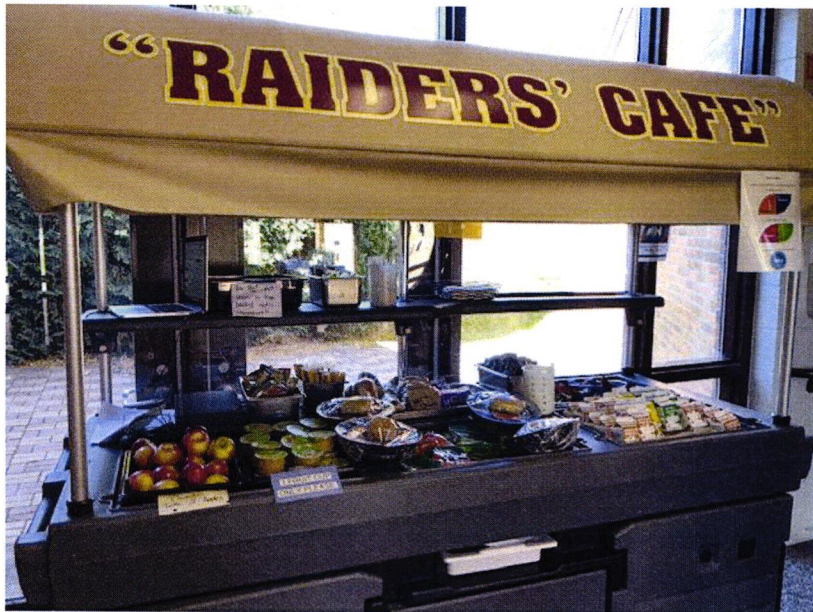
**SY 18 Total as of May 1: 106,980**

**SY 19 Total as of May 1: 82,375**

**\*\*\*Decrease in participation by 34%**



## HS Flex Lunch Hour





## ServSafe Class offered to HS students



## Revenue Summary

	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2018-19</b>
	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Revised</b>
Local Sources	\$1,232,565	\$1,211,231	\$1,248,400	\$1,176,400
State Sources	113,835	122,320	113,000	100,000
Federal Sources	865,516	852,885	858,500	816,500
Total Revenue	<u>\$2,211,916</u>	<u>\$2,186,436</u>	<u>\$2,219,900</u>	<u>\$2,092,900</u>



## Expenditure Summary

	2016-17	2017-18	2018-19	2018-19
	Actual	Actual	Adopted	Revised
Salaries and Wages	\$654,368	\$692,128	\$712,504	\$675,104
Benefits	312,272	314,953	331,883	338,632
Purchased Services	91,636	75,260	89,200	89,200
Food and Supplies	1,029,539	1,029,480	1,070,450	973,200
Equipment	10,467	38,477	30,500	30,500
Total Expenditures	<u>\$2,098,282</u>	<u>\$2,150,298</u>	<u>\$2,234,537</u>	<u>\$2,106,636</u>

## Child Nutrition 2018-19 Revised Budget

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Revised
Beginning Balance	\$652,781	\$766,415	\$802,553	\$802,553
Revenue	2,211,916	2,186,436	2,219,900	2,092,900
Total Sources	2,864,697	2,952,851	3,022,453	2,895,453
Expenditures	2,098,282	2,150,298	2,234,537	2,106,636
Ending Fund Balance	\$766,415	\$802,553	\$787,916	\$788,817
<i>Fund Balance Max</i>	<i>\$699,427</i>	<i>\$716,766</i>	<i>\$744,846</i>	<i>\$702,212</i>



# What's New and Upcoming



# HS Cafeteria Update

- Enhance the learning environment and climate of our High School cafeteria spaces
- Create spaces that are modern, innovative, creative and flexible.





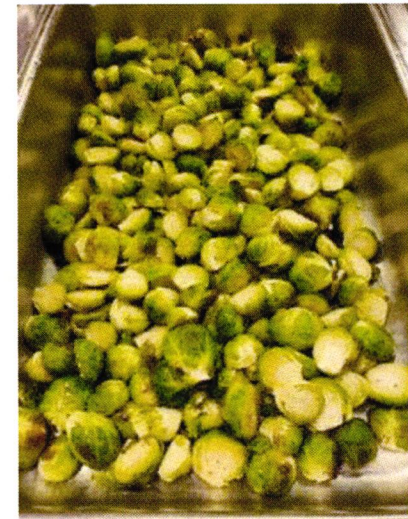
## Middle School FACS Garden





## Farm to School

- The Good Acre
- Thousand Hills All-Beef Grass Fed Hot Dogs
- Fireside Apple Orchard
- Sogn Valley Farms
- Hastings Creamery
- Northfield MS





# Child Nutrition

2019-20 Proposed Budget

## Revenue Summary

	2016-17	2017-18	2018-19	2019-20
	Actual	Actual	Revised	Proposed
Local Sources	\$1,232,565	\$1,211,231	\$1,176,400	\$1,203,900
State Sources	113,835	122,320	100,000	100,000
Federal Sources	865,516	852,885	816,500	804,500
Total Revenue	\$2,211,916	\$2,186,436	\$2,092,900	\$2,108,400



## Expenditure Summary

	2016-17	2017-18	2018-19	2019-20
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Salaries and Wages	\$654,368	\$692,128	\$675,104	\$735,988
Benefits	312,272	314,953	338,632	346,566
Purchased Services	91,636	75,260	89,200	114,400
Food and Supplies	1,029,539	1,029,480	973,200	1,056,750
Equipment	10,467	38,477	30,500	90,000
Total Expenditures	\$2,098,282	\$2,150,298	\$2,106,636	\$2,343,704

# Child Nutrition 2019-20 Proposed Budget

	2016-17	2017-18	2018-19	2019-20
	Actual	Actual	Revised	Adopted
Beginning Balance	\$652,781	\$766,415	\$802,553	\$788,817
Revenue	2,211,916	2,186,436	2,092,900	2,108,400
Total Sources	2,864,697	2,952,851	2,895,453	2,897,217
Expenditures	2,098,282	2,150,298	2,106,636	2,343,704
Ending Fund Balance	\$766,415	\$802,553	\$788,817	\$553,513
<i>Fund Balance Max</i>	<i>\$699,427</i>	<i>\$716,766</i>	<i>\$702,212</i>	<i>\$781,235</i>



# Thank You!





**Community Services 2019-20 Preliminary  
Budget Presentation  
Erin Bailey  
*Presented to the Board on May 13, 2019***

The FY 20 Community Services proposed preliminary budget was developed with input from each program area coordinator.

**Timeline**

1. The budget was reviewed at the April 30, 2019 meeting of the Community Services Advisory Council.
2. At the April 30, 2019 meeting, the Community Services Advisory Council voted unanimously to recommend the budget to the School Board.
3. The recommended budget will be presented to the School Board at its May 13, 2019 meeting.
4. All school district budgets will be approved at the June 10, 2019 School Board meeting.

**Assumptions**

The FY 20 (2019-20) Community Services proposed preliminary budget is based on the following assumptions:

**Revenues**

- Maintaining revenue for fees based on the activity in FY 19.
- Adjusted fee structure in our Early Ventures Childcare Center.
- Continuation of Pathway I and II Early Learning Scholarship funding.
- Several grant applications.

**Expenditures**

- Appropriate increases in salaries, wages, and insurance, including working toward licensed early childhood staff paid similarly to wages on the NEA master agreement.
- In Hand in Hand Preschool, maintain a full-time general education EA and the English Learner (EL) Preschool section.
- Maintaining an Early Ventures staff for toileting needs.
- Purchasing laptops for all Coordinators and Site Leaders.
- Additional expenses for Kid Ventures and Early Ventures associated with the Childcare Block Grant legislation.

**Community Services FY 20 Budget**

Projected Fund Balance as of June 30, 2019	\$ 489,967
Revenues	\$2,931,149
Expenditures	<u>\$3,035,782</u>
Revenue over expenditures for FY 20	\$(104,633)
Projected total fund balance as of June 30, 2020	\$ 385,334



# Community Services

2019-20 Preliminary Budget Presentation  
May 13, 2019

# Principles of Community Education

- Lifelong Learning
- Maximizing Community and School Resources
- Maximizing Community and School Facilities
- Promoting Collaboration and Partnerships
- Citizen Involvement





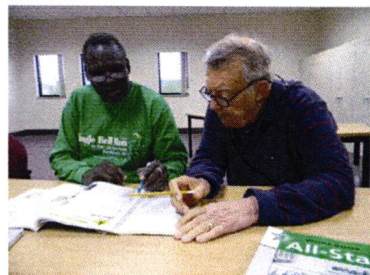
# Community Services Program Components

## Adult Learning

- Adult Lifelong Learning
- Adult Basic Education/EL
- Driver Education
- Project ABLE
- Recreation

## Youth Programs

- Middle School Youth Center
- Kid Ventures Programs
- Youth Development/Service Learning
- Connected Kids Mentoring
- Recreation/Enrichment



# Community Services Program Components

## Early Childhood

- Early Childhood & Family Education
- Early Childhood Screening
- Hand in Hand Preschool and Bridges to Kindergarten
- Early Childhood Initiative Coalition
- Early Ventures Child Care Center
- Recreation

## Community Programs

- Facility Use
- Community Relations
- Greenvale Park Community School





## Budget Revisions for FY 19

Fund Balance as of June 30, 2018: \$581,457		
	Preliminary	Revised
Revenues	\$2,765,253	\$2,753,585
Expenditures	\$2,822,986	\$2,845,075
Revenue over expenditures for FY 19	\$(57,733)	\$(91,490)
Projected total fund balance as of June 30, 2019	\$523,724	\$489,967

# Budget Revisions for FY 19

## Major factors contributing to the changes in revenues and expenditures:

1. Snow days – lost revenue, rescheduled classes and program cancellations
  - Total loss to the Community Services Division = **\$35,000**
  - Losses experienced by Early Ventures, Kid Ventures, Hand in Hand Preschool, Early Childhood Family Education, Driver Education, Recreation and Enrichment programming
2. Recreation programming will now administer the Summer Strength and Conditioning program. This impacts revenues and expenses.

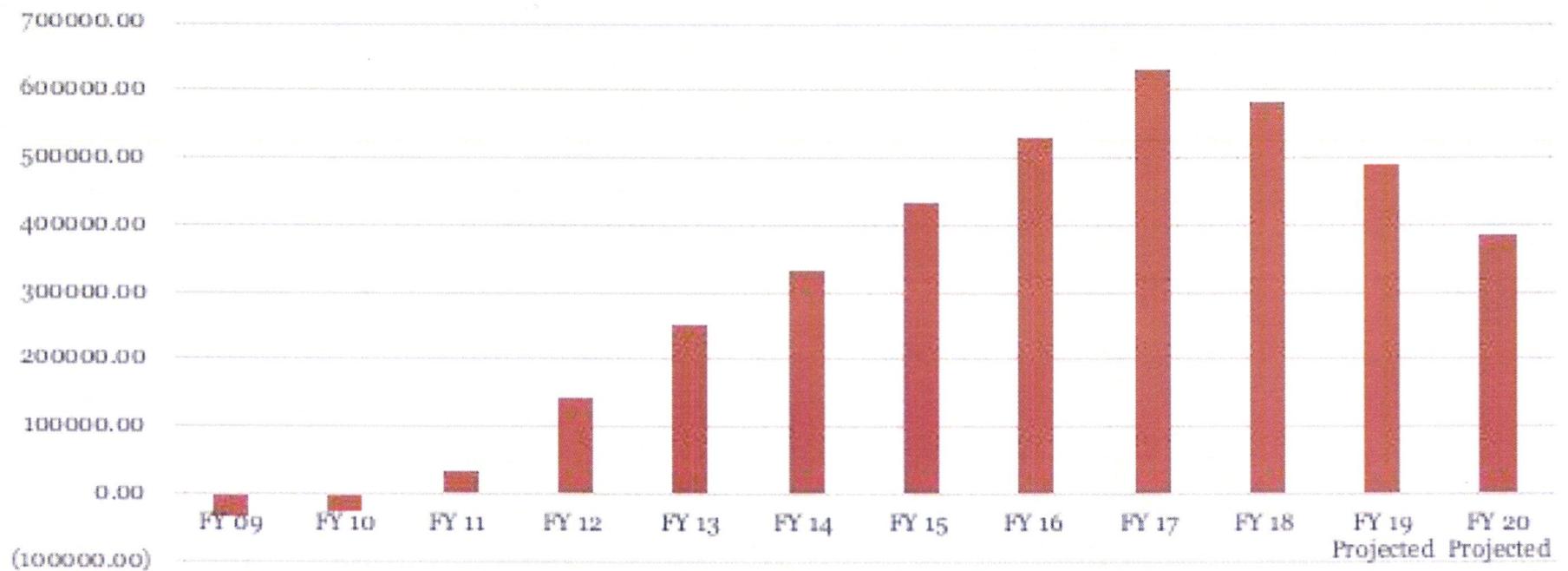


# Community Services Budget Goals

To work toward an overall fund balance that equals 16% of the Community Services Division's operating expenses. This is approximately \$485,725.

# Community Services Fund Balance History

Fund Balance as of June 30





# Community Services FY 20 Budget Assumptions

## Revenues

- Maintaining revenue for fees based on the activity in FY 19.
- Adjusted fee structure in our Early Ventures Childcare Center.
- Continuation of Pathway I and II Early Learning Scholarship funding.
- Several grant applications.

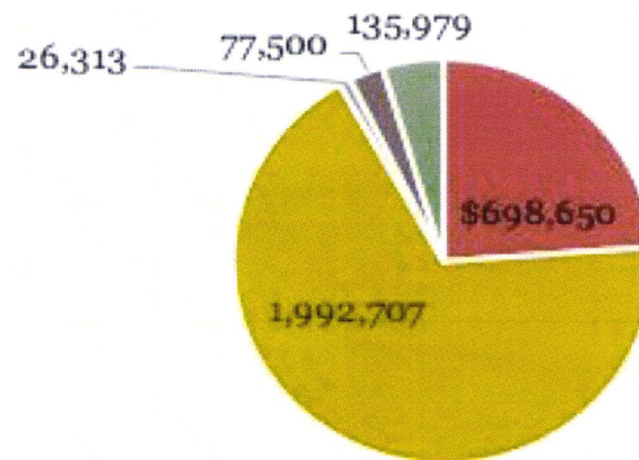
## Expenditures

- Appropriate increases in salaries, wages and insurance, including working toward licensed early childhood staff paid similarly to wages on the NEA master agreement.
- In Hand in Hand Preschool, maintain a full-time general education EA and the English Learner (EL) Preschool section.
- Maintaining an Early Ventures staff for toileting needs.
- Purchasing laptops for all Coordinators and Site Leaders.
- Additional expenses for Kid Ventures and Early Ventures associated with the Childcare Block Grant legislation.

## 2019 – 2020 Revenue Sources

- State aid and local levy dollars based on a funding formula established by the Minnesota State Legislature \$698,650 (24%)
- Participant fees (enrichment, recreation, early childhood family education (ECFE), driver education, special events, child care and preschool) \$1,992,707 (67%)
- Grants submitted \$26,313 (1%)
- Other local sources \$135,979 (5%)
- Pathway I and II Early Learning Scholarships \$77,500 (3%)

## 2019 – 2020 Revenue Sources



- Aids, Levies & Entitlements \$698,650
- Fees \$1,992,707
- Grants \$26,313
- Pathway I and II Scholarships \$77,500
- Other (City of Northfield & other sources) \$135,979



## Community Services FY 20 Budget

Projected Fund Balance as of June 30, 2019	\$489,967
Revenues	\$2,931,149
Expenditures	\$3,035,782
Revenue over expenditures for FY 20	\$(104,633)
Projected total fund balance as of June 30, 2020	\$385,334

# Variables

- Actual Program Enrollments
- Fee Collection
- Grant Funding

# Greenvale Park Community School

FY 19 Funding	
21st Century Community Learning Center grant	\$94,611
Northfield Public Schools	\$47,702
Northfield SHARES	\$11,000
Community donations & WINGS	\$8,000
Total Funding	\$161,313
FY 20 Funding	
Northfield Public Schools - secured	\$49,610
21st Century Community Learning Center grant – applied for	\$124,489



# Questions & Comments



## **Building Construction Fund | Proposed Budget | 2019-20**

**Val Mertesdorf, Director of Finance**

*Presented to the Board on 5.13.2019*

After the successful bond referendum in November 2018, the District sold bonds in January. The deposit of the bond proceeds are required to be kept in a separate fund to reconcile the operations of our construction projects. The revenue in the construction fund consists of the initial bond proceeds and any interest we earn on those funds. Expenditures will consist of construction related costs. We are incredibly grateful to our community for this opportunity.

### **Projects:**

Bridgewater Elementary	Secure front entrance, main office addition. Renovate current main office for special education.
Sibley Elementary	Cafeteria addition, Music addition, renovate existing cafeteria to expand media center.
New Greenvale Park Elementary	New 600 student, 90,000 sq ft, K-5 elementary building.
Greenvale Park Elementary	Renovate for early childhood center and community services offices.
Longfellow	Renovate for District Offices.

We have based the expenditures off the estimated draw schedule. This is provided by Wold Architects and is an estimate based on planned construction timelines of when the money will be expended. There are several variables with construction and we will monitor the budget to make sure we are on track or present a revised budget as needed.

On the financial summary you will see that we had no construction activity in 2017-18. In 2018-19, we sold bonds and have started to incur some preliminary costs, primarily the architectural costs for planning the projects. We are anticipating to earn a substantial amount of interest and this revenue will be used to help cover project costs. I anticipate we will end the 2019-20 school year with approximately \$8,855,627 remaining in the construction fund balance.

# Building Construction Fund

Proposed Budget  
2019-20

May 13, 2019



# Building Construction Fund

- Separate fund used to record all operations of a district's building construction funded by the sale of bonds.
- Revenues consist of bond proceeds and interest earnings.
- Expenditures consist of construction related costs.
- After a successful bond in November 2018, the District sold bonds in January 2019 to begin work on the projects identified in the referendum. We are so grateful to the community for this opportunity!

# Project Scope

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>

# Estimated Draw Schedule

Month	Total (All Projects)	New Greenvale Park Elementary School	Bridgewater	Sibley	Early Childhood Center	Longfellow
July 2019	\$1,240,880	\$924,800	\$316,080			
August 2019	\$1,773,520	\$1,387,200	\$386,320			
September 2019	\$1,987,160	\$1,618,400	\$368,760			
October 2019	\$2,661,160	\$2,080,800	\$333,640	\$246,720		
November 2019	\$3,139,520	\$2,312,000	\$210,720	\$616,800		
December 2019	\$2,713,120	\$1,849,600		\$863,520		
January 2020	\$3,237,200	\$2,312,000		\$925,200		
February 2020	\$2,774,800	\$1,849,600		\$925,200		
March 2020	\$2,944,320	\$2,080,800		\$863,520		
April 2020	\$2,651,440	\$1,849,600		\$801,840		
May 2020	\$2,292,480	\$1,618,400		\$616,800	\$57,280	
June 2020	\$1,824,480	\$1,387,200		\$308,400	\$128,880	



# Financial Summary

	2017-18	2018-19	2019-20
	Actual	Budget	Proposed
Beginning Balance	\$ -	\$ -	\$ 38,303,254
Bond Proceeds	\$ -	\$ 41,310,000	\$ -
Interest Earnings	\$ -	\$ 205,134	\$ 669,655
Total Sources	\$ -	\$ 41,515,134	\$ 38,972,909
Expenditures	\$ -	\$ 602,880	\$ 30,117,282
Other Financing Sources	\$ -		\$ -
Other Financing Uses	\$ -	\$ 2,609,000	\$ -
Ending Fund Balance	\$ -	\$ 38,303,254	\$ 8,855,627

# Questions?

Thank you!

# NORTHFIELD PUBLIC SCHOOLS

## School Board Minutes

April 22, 2019  
Northfield High School Media Center

I. Call to Order

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

II. Agenda Changes / Table File  
Table File items were added.

III. Public Comment  
There was no public comment.

IV. Announcements and Recognitions

- The School Finance Award for Financial Reporting is awarded annually by the Minnesota Department of Education, Division of School Finance, to recognize schools for meeting statutory deadlines for submission of audited fiscal financial data and reporting criteria. We are proud to announce that Northfield Public Schools, for the eighth year in a row, is a recipient of this award. Congratulations to Director of Finance Val Mertesdorf and her team for their continued focus on the District's fiscal health by being timely, accurate, and compliant with financial reporting.
- The Greenvale Park Community School joined Allina in hosting the Free Bikes for Kidz event on Saturday, April 13, at Greenvale Park Elementary School. Over 175 local children received refurbished bikes, helmets, and locks. A special thanks to the volunteers, Northfield Police Department, and Tom's Downtown Bikes.
- The 87th Annual Big 9 Music Festival Grand Finale Concert is Friday, May 3, 2019 at 7:30pm, at Albert Lea High School. The Big 9 Music Banquet precedes the Grand Finale Concert at the Wedgewood Cove Golf Course at 5:30pm.
- Sidewalk Poetry Winners were selected last week. Thank you to the judges, which included Rob Hardy and Joel Olson, for participating in this event. Congratulations to Anne Kopas, NHS graduate and former reporter for the *Northfield News*, who was one of the winners.

V. Items for Discussion and Reports

A. District Youth Council Year Recap

District Youth Council members Alice Zhang and Meera Pattanayak recapped the activities of the Council for the school year 2018-19. This year's Council formed three subcommittees. The subcommittees focused on diversity, stress/sleep management, and connecting with administration.

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

Kristen Sachwitz, Architect and Sean Kelly, Project Manager, both with Wold Architects and Engineers, highlighted planning and construction activities regarding Bridgewater Elementary School. Input has been received by the core planning team, user groups, and law enforcement. Architects are in the construction document phase and bid out will occur May 21, 2019. During the summer months office construction will begin and move in for office staff is scheduled during MEA break in October. The remodel of the Special Education space will follow with move in scheduled during December break.

C. 2019 Winter Sports and Activities Report

Director of Student Activities Joel Olson provided a recap of the Winter 2019 student sports and activities. The number of enrolled students in grades 9 through 12 is 1372, and the total number of co-curricular participants is 1191. This equates to 86% of students participating in MSHSL activities or other competitive/performance activities. Additionally, there were numerous State Meet individual participants, academic award recipients, and coaching honors.



D. Policy Committee Recommendations - First Reading (900 Series)

The Policy Committee established a four year review cycle of all District policies: Year 1 (2018-19): 200 series, 800 series, 900 series; Year 2 (2019-20): 300 series, 400 series; Year 3 (2020-21): 100 series, 500 series; Year 4 (2021-22): 600 series, 700 series. This committee will also annually review student handbooks. Dr. Hillmann presented the committee's recommendations on Policies 903, 904, 906, 907. This will be an item for individual action at the next Board meeting.

E. Proposed 2019-2020 Non-Operating Fund Budgets

The following proposed budgets for 2019-2020 were presented by Val Mertesdorf, Director of Finance:

- Debt Service Fund accounts for the School District's outstanding bonded indebtedness for past building construction and major capital projects. Revenues represent property tax levies, state credits, and a minor amount of interest. Expenditures represent principal and interest payments on bonds previously sold. No action was required by the Board.
- Trust Fund (Scholarship Fund) is used to record revenues and expenditures for trust agreements where the school board has accepted responsibility to serve as trustee as well as annual gifts and donations for student scholarships. No action was required by the Board.

F. Proposed 2019-2020 Internal Service Fund Budget

Director of Finance Val Mertesdorf presented the proposed 2019-2020 Internal Service Fund Budget. The purpose of this fund is to record the financial transactions of the District's self-insured health and dental plan. No action was required by the Board.

VI. Committee Reports  
No committee reports.

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

A. Minutes. Minutes of the Regular School Board meeting held on April 8, 2019.

B. Gift Agreements

- A \$1,944.60 donation for additional Compañeros materials to Greenvale Park Elementary.
- 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

1. Kati Awad, Long Term Substitute Special Education EA-PCA for 6.3 hours/day at Longfellow, beginning 04/15/2019-05/25/2019; Step 1-\$15.62/hr.
2. Fall/Winter Spring Recreation Positions #2822, Effective April 16, 2019-May 31, 2019  
Emma Lederer, Lifeguard, \$10.61/hour, Class Lead \$10.50/hour, Swim Aide, \$10.11/hour.
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

1. Stephanie Balma, Early Childhood Teacher at Longfellow, add Bridges to Kindergarten Teacher at Bridgewater, effective 07/22/2019-08/23/2019; Yr. 2-\$27.11/hr.
2. Robert Benson, Special Ed EA-PCA-temporary for 2 hours/day at Sibley, change to Special Ed EA-PCA-ongoing for 2 hours/day at Sibley, effective 04/09/2019.
3. Lori Berg, CNA II for 5.5 hours/day at the High School, change to CNA I for 3.75 hours/day at the High School, effective 04/15/2019. \$17.58/hr.
4. Kristen Cade, Kindergarten Teacher at Bridgewater, add Bridges to Kindergarten Teacher at Bridgewater, effective 07/22/2019-08/23/2019; Yr. 24-\$28.82/hr.
5. Marissa Gallardo, Site Assistant at Greenvale Park, add Summer PLUS Site Assistant for up to 6 hours/day Mon.-Thurs. at Greenvale Park, effective 06/13/2019-08/01/2019; Student \$9.86/hr.
6. Stephanie Hagberg, Kindergarten Teacher at Greenvale Park, add Bridges to Kindergarten Teacher at Greenvale Park, effective 07/22/2019-08/23/2019; Yr. 9-\$28.22/hr.
7. Amy Hales, Special Ed EA-PCA for 8 hours/day at Bridgewater, change to Special Ed EA-PCA for 6.75 hours/day at Bridgewater, effective 04/08/2019.
8. Gretchen Heil, Kindergarten Teacher at Sibley, add Bridges to Kindergarten Teacher at Sibley, effective 07/22/2019-08/23/2019; Yr. 12-\$28.82/hr.
9. Mikayla Hoff, Full-Time Substitute for the District, add Summer PLUS Teacher for up to 5 hours/day Mon.-Thurs. at Greenvale Park, effective 06/13/2019-08/01/2019; Yr. 1-\$27.11/hr.
10. Kathy Lansing, Early Childhood Screener, add Bridges to Kindergarten Teacher at Greenvale Park, effective 07/22/2019-08/23/2019; Yr. 3-\$27.11/hr.
11. Tammy McDonough, 1.0 FTE Science Teacher at the Middle School, change to 1.0 FTE Science Teacher at the High School, effective 08/26/2019.
12. Patricia Rogne, ECFE Teacher, Screener at the NCRC, add Bridges to Kindergarten Teacher at Sibley, effective 07/22/2019-08/23/2019; Yr. 10-\$28.22/hr.
13. Angela Schewe, Early Childhood Teacher at Longfellow, add Bridges to Kindergarten Teacher at Bridgewater, effective 07/22/2019-08/23/2019; Yr. 6-\$27.73/hr.
14. Amanda Sieger, 1.0 FTE First Grade Teacher at Sibley, change to 1.0 FTE ADSIS Teacher at Sibley, effective 08/26/2019.
15. Rachel Taylor, BLAST Site Assistant at the Middle School, add Summer BLAST Site Assistant for up to 5.5 hours/day Mon.-Thurs. at the Middle School/Carleton, effective 06/13/2019-07/25/2019; Step 2-\$13.22/hr.
16. Linda Wicklund, CNA I for 3.75 hours/day at the High School, change to CNA II for 5.5 hours/day at the High School, effective 04/04/2019-04/12/2019; \$18.58/hr.
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

1. Cecelia Green, CNA II Manager at the High School, Family/Medical Leave of Absence, effective 04/23/2019-05/07/2019.
2. Peggy Mills, Community Services Site Assistant, Family/Medical Leave of Absence, effective 06/10/2019 for 3 to 4 weeks.
3. Dawn Jandro, Teacher at Sibley, Family/Medical Leave of Absence, effective 05/24/2019-05/31/2019.

d) Retirements/Resignations/Terminations

1. Gloria Alvarado, Special Ed EA-PCA at the Middle School, resignation effective 04/10/2019.
2. Duane Johnson, Assistant Network Manager, retirement effective 05/31/2019.
3. Mark Tietz, Community Services Auditorium Technician, resignation effective 04/26/2019.
4. Tony Mathison, Head Girls Basketball Coach at the High School, resignation effective 04/22/2019.

e) Advancement of Probationary Licensed Staff

Advancement of Licensed Staff to Tenure Status for 2019-20

DuBe', Sean; Foehrkolb, Kelley; Forbord, Jamie; Hanson, Katie; Lorange, Rebecca; Navarro, Deborah; Roth, Kyle; Schock, Angela; Shepherd, Melissa; Smith, Janet; Soderlund, Amber; Stulken, Shelley; Yule, Brent

Advancement of Licensed Staff to Third Year Probationary Status for 2019-20

Amy, Natalie; Baker, Ashley; Bushey, Caitlin; Docken, Whitney; Golla, Dylan; Howard, Christine; Jones, Jennifer; Kremin, Megan; Link, Jennifer; Malecha, Becky; Maney, Mary Katherine; Molloy, Shawna; Sawyer, Jamin; Serie-Amunrud, Joy; Sherry, Lynsi; Sjoberg, Caroline; Stellnar, Brynne



Advancement of Licensed Staff to Second Year Probationary Status for 2019-20

Bloom, Sarah; Draeger, Lindsey; Johnson, Kristin; Medin, Kimberly; Reitan, Oliver; Rolling, Rachel; Thompson, Jonathan

VIII. Superintendent's Report

A. Items for Individual Action

1. Approval of One Additional Hourly Paid Lacrosse Coach. On a motion by Quinnell, seconded by Goerwitz, the Board unanimously approved one additional hourly paid lacrosse coach (shared with both the boys' and girls' programs) at a maximum expenditure of \$1,869.
2. Technology Services Student Device Lease. On a motion by Goerwitz, seconded by Quinnell, the Board unanimously approved the student device lease. This is a four-year lease for 4,200 each iPad 6th Generation with Logitech Crayon stylus and STM Dux Case, with an option to renew early after three years, and the District owns devices after the 4th payment. The estimated total expenditure is \$427,000/year: \$403,000 for device lease and \$24,000 for JAMF Management.
3. Approval of Policies (200 series, 406, 800 series). On a motion by Baraniak, seconded by Hardy, the Board unanimously approved the changes to Policies 203, 206, 208, 209, 210, 210.1, 211, 212, 214, 406, 801, 802, 805, 806, 807, and 808. These changes will be effective on July 1, 2019.
4. Change Order Limits. On a motion by Goerwitz, seconded by Stratmoen, the Board unanimously adopted change order limits for the projects associated with the successful November 6, 2018 bond referendum. These guiding principles and procedures are recommended to provide authority to individuals, groups, and/or committees to keep projects advancing efficiently and expeditiously.
5. Gymnastics Lease. On a motion by Stratmoen, seconded by Baraniak, the Board unanimously approved a one-year lease to host the Northfield High School gymnastics team for the 2019-20 season. This is a one-year lease with Farmington Gymnastics and Cheer at a cost of \$10,000/year with additional bus/transportation costs of \$20,000 annually out of the general fund.
6. Gleason Property Purchase Agreement. On a motion by Quinnell, seconded by Goerwitz, the Board unanimously approved a purchase agreement between Independent School District #659 Northfield Public Schools and Gleason Real Estate Holdings, LLLP. This purchase agreement is for 1.01 acres and 10,000 square foot building/property "The Shop" at 720 Gleason Road, Northfield at a cost of \$590,000. The District has been renting this property since 2001 and this site is used for storing the District's snow removal equipment, lawn equipment, paper, and locksmith needs.

IX. Items for Information

- A. Construction Update #6. Dr. Hillmann provided an update on the District's construction projects which included the Meet and Greet hosted by Knutson Construction on April 9, 2019, Sibley core planning team meetings are scheduled, and Greenvale Park user groups continue to meet.
- B. National Teacher Appreciation Week May 6-10, 2019 and Teacher Appreciation Day Tuesday, May 7, 2019. Dr. Hillmann noted buildings will be celebrating our teachers in various ways during these dates.

X. Future Meetings

- A. Monday, May 13, 2019, 7:00 PM, Regular Board Meeting, NHS Media Center
- B. Tuesday, May 28, 2019, 7:00 PM, Regular Board Meeting, NHS Media Center
- C. Monday, June 10, 2019, 7:00 PM, Regular Board Meeting, NHS Media Center

XI. Adjournment

On a motion by Stratmoen, seconded by Goerwitz, the Board adjourned at 9:16 p.m.

Noel Stratmoen  
School Board Clerk

# **NORTHFIELD PUBLIC SCHOOLS**

## **School Board Minutes**

April 22, 2019

Northfield High School District Office

I. Call to Order

Board Chair Julie Pritchard called the Special Closed meeting of the Northfield Board of Education of Independent School District 659 to order at 5:03 p.m. Board members present: Goerwitz, Hardy, Stratmoen, Quinnell, Baraniak, Iverson, and Pritchard. Board members absent: None. Also in attendance was Superintendent Matt Hillmann and Director of Finance Val Mertesdorf.

II. Items for Discussion and Reports

A. Negotiations Strategy

The Board discussed negotiations strategy.

III. Adjournment

On a motion by Stratmoen, seconded by Iverson, the Board adjourned at 6:42 p.m.

Noel Stratmoen  
School Board Clerk

## NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 23 day of April, 2019, by and between Northfield Fine Arts Booster Club, 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

\$1,020.86 gift for the (2) Canon T6 EOS Digital Rebel cameras and accessories for the art department, check # 1275.

Northfield Fine Arts Booster Club, Inc.

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)
Northfield Fine Arts Booster Club, Inc.	\$1,020.86 gift	Two (2) Canon T6 EOS Digital Rebel cameras and accessories for the Art Department at Northfield High School

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

## **Policy 903 VISITORS TO SCHOOL DISTRICT BUILDINGS AND SITES**

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

The School District is committed to maintaining a school environment that is safe for students and employees and free of activity that may be disruptive to the student learning process or employee working environment. The School District welcomes visits to school buildings and school property by parents and community members provided the visits are consistent with the health, education and safety of students and employees and are conducted within the procedures and requirements established by the school district.

### **II. STAFF / VISITOR IDENTIFICATION BADGES**

The School District shall require staff, substitutes, visitors and volunteers to wear appropriate identification as described below. All school employees are responsible to help monitor people in the school buildings and are expected to either escort visitors who do not have badges to the office to register and get a "Visitor" or "Volunteer" badge, or to alert office personnel that they have directed a visitor or volunteer to the office. Any suspicious persons in the building are to be reported to the office immediately.

#### **A. Permanent School Employees:**

Photo ID's will be provided by the School District and must be worn at all times by permanent employees of Northfield Public Schools when they are in school buildings. Should a replacement badge be needed for any reason, it should be ordered from the Human Resources Office immediately. In the interim, employees should obtain a temporary badge from the school office. Badges must be returned to the District when leaving its employ.

#### **B. Substitute Employees:**

"Substitute" badges will be issued to individuals who are subbing within the buildings of Northfield Public Schools. Such badges must be worn whenever the individual is in school buildings. Such badges will be temporary and do not need to be turned in at the end of the assignment.

#### **C. Visitors/Volunteers:**

Visitors and volunteers to school buildings are required to register and obtain a "Visitor" or "Volunteer" badge in the main office of the school building, and to return the badge and check out at the end of the visit.

### **III. VISITOR LIMITATIONS**

- A. An individual or group may be denied permission to visit a school or school property or

such permission may be revoked if the visitor(s) does not comply with the school district procedures and regulations or if the visit is not in the best interest of students, employees or the school district.

- B. Visitors are authorized to park vehicles on school property at times and in locations specified in the approved visitor procedures and requirements which are an addendum to this policy or as otherwise specifically authorized by school officials. When unauthorized vehicles of visitors are parked on school property, school officials may:
1. move the vehicle or require the driver or other person in charge of the vehicle to move it off school district property; or
  2. if unattended, provide for the removal of the vehicle, at the expense of the owner or operator, to the nearest convenient garage or other place of safety off of school property.
- C. An individual or group who enters school property without complying with the procedures and requirements may be guilty of criminal trespass and thus subject to criminal penalty. Such persons may be detained by the school principal or a person designated by the school principal in a reasonable manner for a reasonable period of time pending the arrival of a police officer.

Policy 903 Visitors to School District Buildings and Sites  
Adopted: November 24, 2008; Reviewed: DATE HERE

School Board  
INDEPENDENT SCHOOL DISTRICT 659  
Northfield, Minnesota

**Legal References:** Minn. Stat. § 123B.02 (General Powers of Independent School Districts)  
Minn. Stat. § 128C.08 (Assaulting a Sports Official Prohibited)  
Minn. Stat. § 609.605, Subd. 4 (Trespasses on School Property)



## **Procedures to Policy 903 - Employee Badge Replacement**

The District's badge system is multifunctional and allows staff to:

1. Gain access to the building(s) where they work.
2. Clock in and clock out for their shifts using one of the District's proxy readers (hourly staff).
3. Pay for breakfast or lunch in the District's cafeterias.
4. Check out materials from the District's media centers.

In the event that a staff member loses their badge, they should immediately contact the Human Resources Department so that the badge's access can be disabled. A temporary ID should be obtained from the building office. A seven dollar (\$7) replacement fee will be charged for replacing lost badges.

If a staff member's badge breaks, they should alert the Human Resources Department. There will be no charge for replacing a broken badge. Broken badges need to be turned in when a replacement badge is issued.

Procedures to Policy 903 Employee Badge Replacement

Adopted: September 2013; Reviewed: DATE HERE

School Board

INDEPENDENT SCHOOL DISTRICT 659

Northfield, Minnesota



### **Procedures to Policy 903 - Visitors to School District Buildings and Sites and ~~Volunteer Guidelines~~**

Northfield Public Schools recognizes the importance of parents and community members supporting our schools by observing classroom instruction and volunteering in our schools. We welcome visitors. However, we reserve the right to closely monitor school visitors and volunteers in order to minimize disruption of instruction.

Standards for individuals who wish to observe/visit a classroom or program:

1. Classroom observations/visits should be scheduled at least two days in advance with the building administrator or their designee.
2. Observations shall be limited to 60 minutes duration to avoid disruption or distractions in the classroom, unless the building administrator believes there are compelling reasons for a longer visit.
3. The number of visits/observations shall be limited to three per school year to minimize disruption to instruction. This limit does not include times when parents are invited to a classroom for a special event or presentation, or when serving as a volunteer with a teacher.
4. Observations/visits will be limited to one visitor at a time, unless the request is for both parents.
5. Observers/visitors will remain in the location directed by the teacher to minimize the disruption to instruction.
6. Observers/visitors will not look at work samples nor gather information about any student, other than their own child, who is present in the classroom or instructional program.
7. The building administrator or their designee may be present during the observation in order to facilitate discussion or respond to questions that may arise. A follow-up meeting may be scheduled to address questions or concerns.

Standards for all individuals who observe instruction *or* volunteer within the school:

8. In order to maintain a safe and secure school environment, all visitors and volunteers are required to sign in at the school office, wear a visitor's badge while in the school or on school grounds and sign out when leaving the building. (see Board Policy 903)
9. To protect the learning environment, visitors and volunteers are asked not to bring younger children with them, nor utilize any personal electronic equipment such as audio or video recording devices and cell phones.
10. Visitors and volunteers must respect and observe the privacy rights of students as provided under state and federal law. (see Board Policy 515)
11. A visit may be ended by the building administrator or their designee at any time if classroom activities or instruction are being disrupted. (see Board Policy 903)

Adopted: May 6, 2011; Reviewed: DATE HERE



**Classroom Observation/Volunteer  
Confidentiality Acknowledgement**

Thank you for visiting or volunteering in our schools. Your involvement and support in educating our children is greatly appreciated.

While in our schools, you may encounter or become aware of information about student grades, test scores or other information about specific students; overhear conversations between school staff regarding students; and observe student interactions, including behavioral incidents that may need to be addressed by school staff.

Due to data privacy laws, we are asking that you sign this form indicating that any information you obtain related to any student will remain confidential.

---

Printed Name of Volunteer/Observer

---

Signature of Volunteer/Observer

---

Date



**Policy 904    DISTRIBUTION OF MATERIALS ON SCHOOL DISTRICT PROPERTY BY  
NONSCHOOL PERSONS**

**I.     PURPOSE**

The purpose of this policy is to provide for distribution of materials appropriate to the school setting by nonstaff and nonstudents on school district property in a reasonable time, place, and manner which does not disrupt the educational program nor interfere with the educational objectives of the school district.

**II.    GENERAL STATEMENT OF POLICY**

- A.    The school district intends to provide a method for nonschool persons and organizations to distribute materials appropriate to the school setting, within the limitations and provisions of this policy.
- B.    To provide for orderly and nondisruptive distribution of materials, the school board adopts the following regulations and procedures.

**III.   DEFINITIONS**

- A.    “Distribute” or “Distribution” means the electronic or physical circulation or dissemination of materials by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying materials, or placing materials in internal staff or student mailboxes.
- B.    “Nonschool-sponsored material” or “unofficial material” includes all materials or objects intended by nonschool persons or nonschool organizations for distribution. Examples of nonschool-sponsored materials include but are not limited to leaflets, brochures, buttons, badges, flyers, petitions, posters, and underground newspapers whether written by students, employees or others, and tangible objects.
- C.    “Nonschool person” means any person who is not currently enrolled as a student in or employed by the school district.
- D.    “Obscene to minors” means:
  - 1.    The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
  - 2.    The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct, excretory functions, or lewd exhibition; and
  - 3.    The material, taken as a whole, lacks serious literary, artistic, political, or

scientific value for minors.

- E. "Minor" means any person under the age of eighteen (18).
- F. "Material and substantial disruption" of a normal school activity is defined as any disruption which interferes with or impedes the implementation of a compulsory or voluntary school activity. In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.
- G. "School activities" means any activity sponsored by the school.
- H. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower that individual in the esteem of the community.

#### **IV. GUIDELINES**

- A. Nonschool persons and organizations may, within the provisions of this policy, be granted permission to distribute, at reasonable times and places as set forth in this policy, and in a reasonable manner, materials and objects which are appropriate to the school setting.
- B. Requests for distribution of materials will be reviewed by the superintendent or designee on a case-by-case basis. However, distribution of the following materials is always prohibited. Material is prohibited that:
  - 1. is obscene to minors;
  - 2. is libelous or slanderous;
  - 3. is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended;
  - 4. advertises or promotes any product or service not permitted to minors by law;
  - 5. advocates violence or other illegal conduct;
  - 6. constitutes insulting or fighting words, the very expression of which injures or harasses other people;
  - 7. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.
- C. Permission for nonschool persons to distribute materials on school district property is a privilege and not a right. In making decisions regarding permission for such distribution, the administration will consider factors including, but not limited to the following:



1. whether the material is educationally related;
2. the extent to which distribution is likely to cause disruption of or interference with the school district's educational objectives, discipline or school activities;
3. whether the materials can be distributed from the office or other isolated location so as to minimize disruption of traffic flow in hallways;
4. the quantity or size of materials to be distributed;
5. whether distribution would require assignment of school district staff, use of school district equipment or other resources;
6. whether distribution would require that nonschool persons be present on the school grounds;
7. whether the materials are a solicitation for goods or services not requested by the recipients.

#### **V. TIME, PLACE, AND MANNER OF DISTRIBUTION**

- A. The time, place, and manner of distribution will be solely within the discretion of the administration, consistent with the provisions of this policy.
- B. No one will coerce a student or staff member to accept any publication.

#### **VII. VIOLATION OF POLICY**

Any party violating this policy or distributing materials without permission will be directed to leave the school property immediately and, if necessary, the police will be called for assistance.

#### **VII. IMPLEMENTATION**

The school district administration may develop any additional guidelines and procedures necessary to implement this policy.

Policy 904 Distribution of Materials on School District Property by Nonschool Persons  
Adopted: December 8, 2008; Reviewed: DATE HERE

School Board  
INDEPENDENT SCHOOL DISTRICT 659  
Northfield, Minnesota

**Legal References:** U. S. Const., amend. I  
*Hazelwood School District v. Kuhlmeier*, 484 U.S. 260, 108 S.Ct. 562, 98 L.Ed.2d 592 (1988)  
*Doe v. South Iron R-1 School District*, 498 F.3d 878 (8<sup>th</sup> Cir. 2007)  
*Bystrom v. Fridley High School*, 822 F.2d 747 (8<sup>th</sup> Cir. 1987)  
*Cornelius v. NAACP Legal Defense and Educational Fund, Inc.*, 473 U.S. 788, 105 S.Ct. 3439, 87 L.Ed.2d 567 (1985)  
*Perry Education Ass'n v. Perry Local Educators' Ass'n*, 460 U.S. 37, 103 S.Ct. 948, 74 L.Ed.2d 794 (1983)  
*Roark v. South Iron R-1 School Dist.*, 573 F.3d 556 (8<sup>th</sup> Cir. 2009)  
*Victory Through Jesus Sports Ministry Foundation v. Lee's Summit R-7 School Dist.*, 640 F.3d 329 (8<sup>th</sup> Cir. 2011), cert. denied U.S., 132 S.Ct. 592 (2011)

**Cross References:** Board Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)  
Board Policy 512 (School-Sponsored Student Publications)



## **Policy 906 COMMUNITY NOTIFICATION OF PREDATORY OFFENDERS**

### **I. PURPOSE**

The purpose of this policy is to assist school administrators and staff members in responding to a notification by a law enforcement agency that a convicted predatory offender is moving into the school district so that they may better protect individuals in the school's care while they are on or near the school district premises or under the control of the school district.

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

- A. It is the policy of this school district to provide information to staff regarding known predatory offenders that are moving into the school district so that they may monitor school premises for the safety of the school, its students, and employees. Staff will be notified as appropriate and have access to Offender Fact Sheets.
- B. The superintendent, in cooperation with appropriate school transportation officials, will evaluate bus routes and bus stops. Bus drivers will have access to Offender Fact Sheets. If necessary, bus stops may be moved if they place children in close proximity to a predatory offender who has been convicted of crimes against children of similar ages.
- C. The superintendent, in conjunction with the building principal or designee, shall prepare or provide safety information for distribution to students regarding protecting themselves from abuse, abduction, or exploitation. The school district will prepare a list of available resources. Staff will provide safety information to students on how to protect themselves against abuse, abduction, or exploitation. School officials may ask their police liaison officer or local law enforcement officials for assistance in providing instruction to staff and students.

### **III. DEFINITIONS**

- A. The "Sex Offender Community Notification Act," Minn. Stat. § 244.052, as amended, allows law enforcement agencies to disclose information about certain predatory offenders when they are released into the community. The information disclosed and to whom it is disclosed will depend upon their assessment of the level of risk posed by the predatory offender.
- B. "Risk Level Assessment" is the level of danger to the community as established by the Minnesota Department of Corrections following a review by a committee of experts. The level of risk assigned to a soon-to-be-released offender determines the scope of notification. (Minn. Stat. § 244.052, Subds. 2, 3)
- C. "Risk Levels"
  - 1. "Level I" – Risk Level I is assigned to a predatory offender whose risk assessment

- score indicates a low risk of reoffense.
2. “Level II” – Risk Level II is assigned to a predatory offender whose risk assessment score indicates a moderate risk of reoffense.
  3. “Level III” – Risk Level III is assigned to a predatory offender whose risk assessment score indicates a high risk of reoffense.

(Minn. Stat. § 244.052, Subd. 3(e))

D. “Notification or Disclosure by Law Enforcement Agency”

1. Risk Level I – The local law enforcement agency may disclose certain information to other law enforcement agencies and to any victims of or witnesses to the offense committed by the offender. There will be no disclosure to school districts.
2. Risk Level II – In addition to those notified in Level I, a law enforcement agency may notify agencies and groups the offender is likely to encounter that the offender is about to move into the community and provide to those agencies and groups an Offender Fact Sheet on the offender. School districts, private schools, day care centers, and other institutions serving those likely to be victimized by the predatory offender are included in a Level II notification.
3. Risk Level III – In most cases, the local law enforcement agencies will hold a community meeting and distribute an Offender Fact Sheet with information concerning and a photograph of the soon-to-be-released Level III offender.

(Minn. Stat. § 244.052, Subd. 4)

E. “Offender Fact Sheet” is a data sheet compiled by the Department of Corrections or local law enforcement agency. The Offender Fact Sheet contains both public and private data including a photograph and physical description of the predatory offender, as well as the general location of the offender’s residence.

1. A local law enforcement agency will generally provide Offender Fact Sheets for Level II predatory offenders directly to the school district.
2. Level III Offender Fact Sheets will be distributed at a community meeting conducted by the local law enforcement agency.

F. “Law enforcement agency” means the law enforcement agency having primary jurisdiction over the location where the offender expects to reside upon release. (Minn. Stat. § 244.052, Subd. 1(3))

G. “Criminal history conviction data” is public data on a convicted criminal which is compiled by the State Bureau of Criminal Apprehension (BCA). (Minn. Stat. § 13.87)

#### IV. PROCEDURES

A. Level II Notification



In keeping with the statutorily designated purpose that Offender Fact Sheets are to be used by staff members to secure the school and protect individuals in the school district's care while they are on or near the school district's premises or under the control of the school district, the school district will take the following steps:

1. The superintendent shall notify the law enforcement agencies within the school district that all appropriate Level II and Level III notifications are to be provided at least to the superintendent of schools.
2. Upon notification of the release of a Level II predatory offender, the superintendent shall forward the Offender Fact Sheet to all building principals and central office administrators. This would include transportation, food service and buildings and grounds supervisors.
3. Principals of schools in close proximity to the Level II predatory offender's residence shall meet with staff and show the Offender Fact Sheet to persons within the buildings who supervise students or who would be in a position to observe if the Level II offender was in or around the school. This includes, but is not limited to, administrators, teachers, coaches, paraprofessionals, custodians, clerical and office workers, food service workers, volunteers, and transportation providers.
4. The school district shall request criminal history conviction data on the Level II predatory offender from its local law enforcement agency. On a case-by-case basis, the superintendent may determine whether to send a letter to parents with general information regarding release of the Level II offender and a copy of the criminal history conviction data that the school district obtained from its local law enforcement agency. The offender fact sheet contains data classified as private or not public under Minnesota law and may only be distributed to parents, students, or others outside the school district if it determines the release is for the purpose of securing the schools and protecting individuals under the school district's care while they are on or near school premises.
5. The building administrator shall cause the Offender Fact Sheet to be posted in each building in an area accessible to staff and employees but not the general public unless a determination has been made that public posting will help secure the school or protect students.
6. The school district shall not distribute or provide access to Level II Offender Fact Sheets to parents, students, or others outside the school district unless a determination has been made that dissemination of the data will help secure the school or protect students.

B. Level III Notification

1. The superintendent shall notify the law enforcement agencies within the school district that all Level III notifications of community meetings are to be provided to the superintendent of schools.
2. When a Level III predatory offender is released into a community, generally the



local law enforcement agency will notify the school district of the time and location of the community meeting at which the Level III Offender Fact Sheet will be distributed to the community.

3. When the school district receives this information, the superintendent shall determine on a case-by-case basis whether the school district will notify parents and students of the time, date, and location of the community meeting.
4. When notified of a Level III predatory offender community meeting the superintendent or another school district administrator designated by the superintendent shall attend the community notification meeting.
5. When the school district receives information that a Level III predatory offender is moving into the school district, in addition to following the procedures specified above, the school district shall follow the procedures outlined for a Level II notification.
6. If the predatory offender is participating in programs offered by the school district that require or allow the person to interact with children other than the person's children, the superintendent shall notify parents of children in the school district of the contents of the Offender Fact Sheet.

#### Policy 906 – Community Notification of Predatory Offenders

Adopted: December 8, 2008; Reviewed: DATE HERE

School Board

INDEPENDENT SCHOOL DISTRICT 659

Northfield, Minnesota

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 244.052 (Community Notification)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
42 U.S.C. § 16901 *et seq.* (Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Program)  
Minnesota Department of Administration Advisory Opinion: 98-004

**Cross References:** MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)

## **Policy 907 REWARDS**

### **I. PURPOSE**

The purpose of this policy is to authorize the school board to offer rewards to persons who provide accurate and reliable information leading to the conviction of a person who has committed or conspired to commit a crime against students or school employees, volunteers, or school board members as a result of their affiliation with the school district, or against school district property.

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

The school board believes that, in certain circumstances, the offering of a reward may lead to the receipt of information that would solve or prevent a crime against students, school employees, volunteers, school board members, or school district property. The school board also believes that the fact that the school board may offer a reward may have a deterrent effect on the commission of such crimes.

### **III. APPROVAL OF OFFERING OF REWARDS**

The school board shall approve the offering of any rewards by the school district. The approval shall specify the amount of the reward and the crime to which it is applicable. The approval may relate to a specific incident or to a continuing category of crime, i.e., assault of a teacher, damage to school property, etc.

### **IV. ESTABLISHMENT OF PROCEDURES**

The superintendent shall develop directives and procedures to address the timing and method of payment of any reward earned by an information provider. The information provided must have led to the conviction of the person who committed or conspired to commit the crime for which the reward was offered.

Policy 907 Rewards

Adopted: December 15, 2014; Reviewed: DATE HERE

School Board

INDEPENDENT SCHOOL DISTRICT 659

Northfield, Minnesota

*Legal References:* Minn. Stat. § 123B.02, Subd. 22 (Reward)



							2018-2019						
School and	September	September	September	September	October	November	December	January	February	March	April	May	End of Year
Grade Level	4th	7th	14th	21st	1st	1st	3rd	2nd	1st	1st	2nd	1st	6/7/19
Longfellow													
Early Childhood	84	82	85	87	86	98	110	109	115	126	126	133	
Total	84	82	85	87	86	98	110	109	115	126	126	133	0
Greenvale Park													
Grade K-2031	58	58	59	60	59	57	57	57	58	59	59	58	
Grade 1-2030	84	84	83	83	83	83	82	81	80	80	80	80	
Grade 2-2029	62	62	62	62	62	62	62	61	61	62	61	61	
Grade 3-2028	81	80	80	79	80	81	80	79	78	79	78	78	
Grade 4-2027	73	72	72	72	72	74	77	77	79	79	79	79	
Grade 5-2026	76	75	75	75	75	77	78	77	76	76	74	74	
Total	434	431	431	431	431	434	436	432	432	435	431	430	0
Sibley													
Grade K-2031	95	95	95	95	95	94	93	93	92	92	92	92	
Grade 1-2030	97	97	96	96	95	97	96	96	96	96	97	97	
Grade 2-2029	87	87	87	87	87	87	88	88	87	87	88	87	
Grade 3-2028	102	103	103	103	103	103	102	102	102	102	104	103	
Grade 4-2027	91	92	92	92	92	93	92	92	93	93	95	95	
Grade 5-2026	105	105	105	105	105	104	104	105	105	105	107	106	
Total	577	579	578	578	577	578	575	576	575	575	583	580	0
Bridgewater													
Grade K-2031	100	95	95	97	97	96	97	97	96	96	96	96	
Grade 1-2030	94	94	94	94	94	93	92	90	90	91	92	92	
Grade 2-2029	98	97	97	97	97	97	97	97	98	98	98	99	
Grade 3-2028	98	99	99	98	98	98	98	98	98	97	98	98	
Grade 4-2027	116	117	117	117	117	119	120	120	119	120	118	117	
Grade 5-2026	93	95	95	95	95	94	93	93	94	94	94	94	
Total	599	597	597	598	598	597	597	595	595	596	596	596	0
Middle School													
Grade 6-2025	342	340	339	339	340	339	339	338	338	339	340	340	
Grade 7-2024	330	329	329	329	329	331	334	334	336	334	334	331	
Grade 8-2023	298	298	298	296	296	296	297	296	301	299	299	299	
St. Dominics	3.5	4	4	4	4	3.5	3.5	3.5	3.5	3.5	3.5	3.5	
Total	973.5	971.0	970.0	968.0	969.0	969.5	973.5	971.5	978.5	975.5	976.5	973.5	0.0
High School													
Grade 9-2022	348	352	352	353	353	354	354	353	353	352	354	351	
Grade 10-2021	323	358	357	357	356	355	355	354	356	356	354	353	
Grade 11-2020	361	321	323	322	321	315	312	313	311	310	308	304	
Grade 12-2019	356	345	344	346	342	339	335	333	333	332	332	328	
Total	1388	1376	1376	1378	1372	1363	1356	1353	1353	1350	1348	1336	0
ALC													
Grade 9-2022	2	2	2	2	2	3	3	2	2	2	6	7	
Grade 10-2021	3	3	6	7	7	7	9	12	12	19	24	27	
Grade 11-2020	11	15	17	22	22	25	26	26	27	36	43	42	
Grade 12-2019	43	52	56	60	60	67	71	64	59	69	70	71	
Total	59	72	81	91	91	102	109	104	100	126	143	147	0
Grand Total	4114.5	4108.0	4118.0	4131.0	4124.0	4141.5	4156.5	4140.5	4148.5	4183.5	4203.5	4195.5	0.0
Full Time only (excluding EC and Part-time/Independent Study ALC)	4025.0	4007.0	4004.0	4003.0	3996.0	3990.5	3990.5	3980.5	3980.5	3982.5	3961.5	3966.5	



LongfellowEarly Childhood

Banks	11
Dorey	17
Gross	13
Kremin	11
Kruse	5
O'Connor	4
Roth	7
Schnorr	15
Sorenson	14
Waters	19
Webster	4
Winter	13
<b>** TOTAL</b>	<b>133</b>

Sibley

Grade	Teacher	
K	Born	23
K	Downs	22
K	Heil	24
K	Matson	23
1	Craft	25
1	Sasse	23
1	Sieger	25
1	Swenson	24
2	Baker	22
2	Seeberg	21
2	Soderlund	22
2	Spitzack	22
3	Guggisberg	25
3	Jandro	25
3	Johnson	28
3	Sweeney	25
4	Fox	24
4	Haar	24
4	McManus	22
4	Rud	25
5	Baragary	29
5	Malecha	28
5	Ostermann	21
5	Stulken	28
	<b>TOTAL</b>	<b>580</b>

Greenvale Park

K	Flicek	15
K	Hagberg	13
K	Malecha	15
K	Ziemann	15
1	Landry	26
1	Nivala	16
1	Peterson	18
1	Zach	20
2	Amundson	24
2	Bulfer	13
2	Johnson	11
2	Larson	13
3	Alvarez, C	24
3	McLaughlin	18
3	Timerson	18
3	Youngblut	18
4	Clarey	19
4	Dimick	18
4	Garcia	23
4	Hetzel	19
5	Alvarez, R	22
5	Harding	16
5	Sickler	18
5	Spitzack	18
	<b>TOTAL</b>	<b>430</b>

Bridgewater

K	Cade	19
K	Danielson	19
K	Allison	19
K	Haley	19
K	Tran	20
1	Charlton	21
1	Ellerbush	22
1	Hall	22
1	Lanza	27
2	Lane	24
2	Lofquist	26
2	Rubin	23
2	Schwaab	26
3	Larson	27
3	Sickler	24
3	Temple	23
3	Truman	24
4	Holden	23
4	Ryan	23
4	Schuster	24
4	Shepherd	23
4	Swenson	24
5	DeVries	25
5	Duchene	23
5	Kohl	23
5	Rauk	23
	<b>TOTAL</b>	<b>596</b>

Middle School

Grade 6-2025	340
Grade 7-2024	331
Grade 8 (*inc. 7 - 1/2 day)-2023	302.5
<b>TOTAL</b>	<b>973.5</b>

\*7 (3.5) St. Dominic's students attend 1/2 day

High School

Grade 9-2022	351
Grade 10-2021	353
Grade 11-2020	304
Grade 12-2019	328
<b>TOTAL</b>	<b>1336</b>

Early Childhood**	133
Kindergarten-2031	246
Grade 1-2030	269
Grade 2-2029	247
Grade 3-2028	279
Grade 4-2027	291
Grade 5-2026	274
<b>Total K-5</b>	<b>1739</b>
<b>Total Middle School</b>	<b>973.5</b>
<b>Total High School</b>	<b>1336</b>
<b>GRAND TOTAL</b>	<b>4048.5</b>
<b>ALC 9-12</b>	<b>147</b>
<b>GRAND TOTAL with ALC</b>	<b>4195.5</b>

ALC

Grade 9-2021	2
Grade 10-2020	8
Grade 11-2019	18
Grade 12-2018	23
<b>TOTAL</b>	<b>51</b>

F/T

Grade 9-2021	2
Grade 10-2020	8
Grade 11-2019	18
Grade 12-2018	23
<b>TOTAL</b>	<b>51</b>

\*\*P/T

Grade 9-2021	0
Grade 10-2020	0
Grade 11-2019	0
Grade 12-2018	0
<b>TOTAL</b>	<b>0</b>

\*\*I/S

Grade 9-2021	5
Grade 10-2020	19
Grade 11-2019	24
Grade 12-2018	48
<b>TOTAL</b>	<b>96</b>

TOTAL

Grade 9-2021	7
Grade 10-2020	27
Grade 11-2019	42
Grade 12-2018	71
<b>TOTAL</b>	<b>147</b>

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

3966.5

Enrollments represent 100% enrolled except where indicated by \*\*  
Half day St. Dominic's students are represented by \*

May 7, 2019

## Pre-Sale Report for

Independent School District No. 659  
(Northfield Public Schools), Minnesota

\$607,000 2019 Lease Purchase



**Prepared by:**

Joel Sutter, CIPMA  
Senior Municipal Advisor

Jeff Seeley, CIPMA  
Senior Municipal Advisor

And

Barbie Doyle  
Financial Specialist

## Executive Summary of Proposed Debt

Proposed Issue:	\$607,000 2019 Lease Purchase Financing
Purposes:	<p>The Lease Purchase will be used to finance the purchase of an existing property used for storage of buildings and grounds equipment and supplies.</p> <p>The Lease Purchase will not be a general obligation of the District. Payments will be subject to annual appropriation of funds by the School Board, as required by statutes.</p>
Authority:	The Lease is being issued pursuant to Minnesota Statutes, Chapter 465.71.
Term/Call Feature:	The Lease is being issued for a term of 9 years, 10 months. Principal and interest every six months, from October 1, 2019 through April 1, 2029. The terms under which the Lease can be prepaid prior to maturity will be determined by the Request for Proposals process.
Bank Qualification:	Because the District has already issued more than \$10,000,000 in tax-exempt obligations during the calendar year, the District will be not able to designate the Lease as "bank qualified" obligations.
Rating:	We recommend selling this issue non-rated as the cost of the rating would not be expected to be offset by the potential lower interest rates resulting from obtaining a rating.
Basis for Recommendation:	<p>Based on your objectives and characteristics of various municipal financing options, we are recommending a privately placed tax-exempt lease purchase agreement as a suitable option to finance the project.</p> <ul style="list-style-type: none"> <li>• It allows the District to finance the project without incurring the expense and time required for a referendum.</li> <li>• The up-front issuance costs are less than with some other options.</li> <li>• Through the Request for Proposals process, we expect to receive a very competitive interest rate.</li> <li>• The District will qualify for the annual lease levy to finance payments on the project.</li> </ul>
Method of Sale/Placement:	To obtain the lowest interest cost to the District, Ehlers will prepare and distribute a Request for Proposals (RFP) document and solicit proposals for the financing from multiple banks and leasing companies.
Review of Existing Debt:	<p>We have reviewed all outstanding indebtedness for the District and find that there are no refunding opportunities at this time.</p> <p>We will continue to monitor the market and the call dates for the District's outstanding debt and will alert you to any future refunding opportunities.</p>



Continuing Disclosure:	Because the amount of the Lease Purchase is less than \$1,000,000, this issue will be exempt from the Continuing Disclosure requirements of the Securities and Exchange Commission (SEC).
Other Considerations:	During the term of the agreement, the property being financed will technically be owned by the “lessor” (the entity that provides the financing). The District will have the right to purchase the property at the end of the term for a nominal fee.
Arbitrage Monitoring:	Because the Lease Purchase is a tax-exempt obligation, the District must ensure compliance with certain Internal Revenue Service (IRS) rules throughout the life of the issue. These rules apply to all gross proceeds of the issue, including initial bond proceeds and investment earnings in construction, escrow, debt service, and any reserve funds. How issuers spend bond proceeds and how they track interest earnings on funds (arbitrage/yield restriction compliance) are common subjects of IRS inquiries. Your specific responsibilities will be detailed in the Nonarbitrage Certificate prepared by your Bond Attorney and provided at closing. We recommend that you regularly monitor compliance with these rules and/or retain the services of a qualified firm to assist you.
Risk Factors:	<p>The agreement between the District and the lessor will include an “annual appropriation” clause, as required by state law. This clause will give the District the option to terminate the agreement and stop making payments if, at any time in the future, the School Board does not appropriate the funds to make the payments.</p> <p>If this clause is exercised, the District would be required to surrender possession of the financed property to the lessor. This action could impair the ability of the District to obtain financing for similar projects in the future. It could also have a negative impact on the District’s credit rating, which could increase future borrowing costs and/or impair access to credit in the market.</p>
Other Service Providers:	<p>This debt issuance will require the engagement of other public finance service providers. This section identifies those other service providers, so Ehlers can coordinate their engagement on your behalf. Where you have previously used a particular firm to provide a service, we have assumed that you will continue that relationship. For services you have not previously required, we have identified a service provider. Fees charged by these service providers will be paid from proceeds of the obligation, unless you notify us that you wish to pay them from other sources. Our pre-sale bond sizing includes a good faith estimate of these fees, but the final fees may vary. If you have any questions pertaining to the identified service providers or their role, or if you would like to use a different service provider for any of the listed services please contact us.</p> <p><b>Bond Counsel:</b> Knutson, Flynn &amp; Deans, P.A.</p>

*This presale report summarizes our understanding of the District’s objectives for the structure and terms of this financing as of this date. As additional facts become known or capital markets conditions change, we may need to modify the structure and/or terms of this financing to achieve results consistent with the District’s objectives.*

## Proposed Debt Issuance Schedule

Ehlers Provides Pre-Sale Report:	May 7, 2019
Distribute Request for Proposals:	Week of May 6, 2019
Ehlers Receives and Evaluates Proposals:	May 23, 2019
School Board Meeting to Award Sale of the Lease	May 28, 2019
Estimated Closing Date:	June 26, 2019

### Attachments

Estimated Sources and Uses of Funds, Payment Schedule, and Tax Impact

### Ehlers Contacts

Municipal Advisors:	Joel Sutter	(651) 697-8514
	Jeff Seeley	(651) 697-8585
Financial Specialist	Barbie Doyle	(651) 697-8586
Disclosure Coordinator:	Emily Wilkie	(651) 697-8588
Financial Analyst:	Brian Shannon	(651) 697-8515



# PRELIMINARY INFORMATION - FOR DISCUSSION ONLY

## Northfield School District No. 659

May 1, 2019

### Estimated Financing Schedules for Lease Purchase of Buildings and Grounds Facility

#### Estimated Sources and Uses of Funds

<b>Lease Amount</b>	<b>\$607,000</b>
<b>Sources of Funds</b>	
Par Amount of Lease	\$607,000
Other District Funds	0
<b>Total Sources</b>	<b>\$607,000</b>
<b>Uses of Funds</b>	
Financial Advisor Fee	\$8,000
Bond Attorney	7,500
Other Potential Fees	1,500
<b>Net Available for Project Costs</b>	<b>\$590,000</b>
<b>Total Uses</b>	<b>\$607,000</b>

# Other potential fees may include fees for lessor legal counsel, title insurance, environmental analysis, and appraisal.

#### Estimated Tax Impact Schedule

Type of Property	Estimated Market Value	Estimated Annual Taxes*
Residential Homestead	\$100,000	\$0
	150,000	0
	200,000	1
	300,000	1
	400,000	2
	500,000	2
	600,000	2
Commercial/ Industrial*	\$250,000	\$2
	1,000,000	8
	2,000,000	16
Ag Homestead** (average value per acre of land and buildings)	\$4,000	\$0.01
	5,000	0.01
	6,000	0.01
	8,000	0.02
Ag Non-Homestead** (average value per acre of land and buildings)	\$4,000	\$0.02
	5,000	0.02
	6,000	0.02
	8,000	0.03

#### Estimated Payment Schedule

Amount:	\$607,000		
Est. Closing Date	6/26/2019		
Interest Rate:	3.75%		
No. of Years	10		
Semi-Annual Payment	\$36,357		
Annual Payments	\$72,714		
Payment			
No.	Date	Principal	Interest
1	10/1/2019	\$30,350	\$6,007
2	4/1/2020	25,545	10,812
3	10/1/2020	26,024	10,333
4	4/1/2021	26,512	9,845
5	10/1/2021	27,009	9,348
6	4/1/2022	27,515	8,842
7	10/1/2022	28,031	8,326
8	4/1/2023	28,557	7,800
9	10/1/2023	29,092	7,265
10	4/1/2024	29,638	6,719
11	10/1/2024	30,193	6,164
12	4/1/2025	30,760	5,598
13	10/1/2025	31,336	5,021
14	4/1/2026	31,924	4,433
15	10/1/2026	32,522	3,835
16	4/1/2027	33,132	3,225
17	10/1/2027	33,753	2,604
18	4/1/2028	34,386	1,971
19	10/1/2028	35,031	1,326
20	4/1/2029	35,688	669
Totals		\$607,000	\$120,142
Estimated Annual Payments		\$72,714	
Existing Lease Levy for Facility		60,894	
Change in Lease Levy		11,820	
Est. Tax Rate, Payable in 2020		0.04%	

\* The figures in the table are based on school district taxes for the potential new lease levy only, and do not include tax levies for other purposes. Tax increases shown above are gross increases, not including the impact of the homeowner's Homestead Credit Refund ("Circuit Breaker") program. Many owners of homestead property will qualify for a refund, based on their income and total property taxes. This will decrease the net effect of the proposed lease levy for many property owners.

+ For commercial-industrial property, the tax impact estimates above are for property in Rice and Goodhue counties. For commercial-industrial property in Dakota county, the tax impact would be less than shown above, due to the impact of the Twin Cities Fiscal Disparities program.

\*\* Average value per acre is the total assessed value of all land & buildings divided by total acres. Homestead examples exclude the house, garage, and one acre, which has the same tax impact as a residential homestead.



**Purpose:** The purpose of the construction update at each Board meeting is to provide information regarding the five construction projects authorized by the public in November 2018.

### January 2019

- Finalize core planning team participants
- Scheduled core planning team meetings for new elementary school:
  - Tuesday, Jan 15 - kickoff event with the core planning team, architects, and construction management representatives
  - Tuesday, Jan 22 - tour elementary schools
  - Thursdays: Jan 31, Feb 7, 14, 21, 28 - core planning team meetings
- Schedule core planning team meetings for Bridgewater Elementary addition/renovation
- Schedule core planning team meetings for Sibley Elementary additions/renovation
- On January 22, the Greenvale Park core planning team toured McKinley Elementary in Owatonna, Rosa Parks Elementary in Mankato, Jackson Elementary in Shakopee and East Lake Elementary in Lakeville (ISD 196.)
- The next Greenvale Park core planning committee meeting is on January 31, 2019.
- Invitations for the Bridgewater Elementary addition/renovation core planning team were sent on January 23, 2019. The first Bridgewater core planning team meeting will be on February 7, 2019.
- Project Oversight Committee (POC) met on January 25 to review project timelines. POC will meet the fourth Tuesday of each month through completion of projects.

### February 2019

- The Greenvale Park core planning team meetings are scheduled Thursdays, February 7, 14, 21 and 28, 3:30pm - 5:00pm in the conference room at GVP.
- The Bridgewater core planning team meetings are scheduled Thursdays, February 7, 14, 21 and 28, 1:15pm - 2:45pm in the conference room at BW.
- February 5th joint meeting between City of Northfield, Northfield Public School, Wold and Knutson to discuss city codes.
- The Bridgewater and Greenvale Park core planning teams met on Thursday, February 14. Both core teams will meet again on Thursday, February 21, and the Greenvale Park team will have an extended meeting due to a previous weather related meeting cancellation.
- POC held its monthly meeting on February 2 and discussed the March 11th Board presentation, core team updates, communication processes & avenues, daycare concerns during transition, and Bridgewater FFE.
- The Greenvale Park core planning team met on Thursday, February 28.
- The Bridgewater core planning team has moved to the "user group" phase of planning and these groups are convening.

### March 2019

- Sal Bagley of Wold Architects and Engineers and Josh Cooper of Knutson Construction highlighted the activities of the Greenvale Park and Bridgewater core planning teams at the March 11th School Board meeting.
- The Greenvale Park core planning team met on Tuesday, March 12. GVP user groups began meeting on April 2.
- POC held its monthly meeting on March 26 and discussed the March 11th Board presentation, core team updates, Knutson's contractor meeting, change order limits, and next steps regarding Sibley core planning team.

### April 2019

- Knutson Construction Meet and Greet took place on Tuesday, April 9, 4pm - 6pm in the upper cafeteria at NHS. Approximately 35 contractors were in attendance.
- Sibley core planning team meetings are scheduled April 25, May 2, May 7 and May 14 (if needed).
- Greenvale Park user groups continue to meet.
- POC held its monthly meeting on April 23 and discussed design updates for each project in process, construction

- updates, the traffic study which commenced on April 23, and next steps.
- Bridgewater Elementary bid package released on April 29, 2019.

**May 2019**

- Sibley core planning teams continue to meet.
- Greenvale Park user group meetings have concluded.