

INDEPENDENT SCHOOL DISTRICT 659
REGULAR SCHOOL BOARD MEETING
Monday, July 8, 2019 7:00 PM
Northfield High School, Media Center

AGENDA

- I. Call to Order
- II. Agenda Approval/Table File
- III. Public Comment
- IV. Announcements and Recognitions
- V. Items for Discussion and Reports
 - A. ALC Continuous School Improvement Plan Presentation
 - B. Middle School Continuous School Improvement Plan Presentation
 - C. Summary of Superintendent's Performance Appraisal
 - D. Policy 902
- VI. Consent Agenda
 - A. Approval of Minutes
 - B. Gift Agreements
 - C. Additional Co-Curricular Overnight Trips for 2019-2020
 - D. Athletic Training Services 2019-2021
 - E. Fiscal Year Organization Actions
 - F. Memberships for 2019-2020
 - G. Recreation Agreement 2019-2022
 - H. Personnel Items
- VII. Superintendent's Report
 - A. Items for Individual Action
 - 1. Approval of Bid for Sale of iPads
 - 2. Approval of 2019-2020 School Calendar
 - 3. Resolution Regarding Christopher Columbus Day
 - 4. Approval of Middle School Activities Coordinator Stipend
 - 5. Approval of 0.60 FTE English Learners Teacher
- VIII. Items for Information
 - A. Spring 2019 Athletics and Activities Update
 - B. Construction Update #10
- IX. Future Meetings
 - A. Monday, August 12, 2019, 7:00 PM, Regular Board Meeting, NHS Media Center
 - B. Monday, August 26, 2019, 7:00 PM, Regular Board Meeting, NHS Media Center
 - C. Monday, September 9, 2019, 7:00 PM, Regular Board Meeting, NHS Media Center
- X. Adjournment

**NORTHFIELD PUBLIC SCHOOLS
MEMORANDUM**

Monday, July 8, 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, July 8, 2019, Regular School Board Meeting

- I. Call to Order
- II. Agenda Approval/Table File
- 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
- V. Items for Discussion and Reports
 - A. ALC Continuous School Improvement Plan Presentation

Area Learning Center Director Daryl Kehler will present the continuous school improvement plan to the Board. The presentation will include a progress report on the goals set for the 2018-2019 school year as well as new goals set for the 2019-2020 School year.
 - B. Middle School Continuous School Improvement Plan Presentation

Middle School Principal Greg Gelineau will present the continuous school improvement plan to the Board. The presentation will include a progress report on the goals set for the 2018-2019 school year as well as new goals set for the 2019-2020 School year.
 - C. Summary of Superintendent's Performance Appraisal

School Board Chair Julie Pritchard will share her summary of the Superintendent's Performance Appraisal.
 - D. Policy 902

Erin Bailey, Director of Community Services, presented the Policy Committee's recommendation for changes to Policy 902 at the May 28, 2019 Board meeting. Additional information was requested regarding fees. Ms. Bailey surveyed the Big 9 Conference schools to assess rental and service fees that cover maintenance, operations and staffing of facilities. This policy requires that the Board approve the accompanying procedures. The recommended changes to this policy and procedures are highlighted in the attached draft of Policy 902.
- VI. Consent Agenda

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

 - A. Minutes

Minutes of the Regular School Board meeting held on June 10, 2019.

B. Gift Agreements

- \$1,000.00 for the Backpack Food Program at Longfellow
- \$1,200.00 for the Backpack Food Program at Longfellow
- \$1,200.00 for the Backpack Food Program at Longfellow

C. Additional Co-Curricular Overnight Trips for 2019-2020

- Middle School Teacher Earl Weinmann has provided the enclosed co-curricular overnight trip for the 2019-2020 school year. Mr. Weinmann is requesting School Board approval.
- Director of Student Activities Joel Olson has provided the enclosed co-curricular overnight trip for the 2019-2020 school year. Mr. Olson is requesting School Board approval.

D. Athletic Training Services 2019-2021

The Board is asked to approve the enclosed agreement between Northfield Hospital and Clinics Rehabilitation Services and Northfield High School to provide athletic training services to high school sport participants. The High School will remit to NH+C an annual fee \$28,018.08 for school year 2019-2020, and \$28,438.38 for school year 2020-2021. When there are off-site contracted events that overlap contracted events at the High School, and NH+C can provide additional athletic trainers, the hourly rate remains unchanged at \$30 per hour

E. Fiscal Year Organization Actions

The School District's financial year runs from July 1 to June 30. Each year at the first School Board meeting in July, financial organizational issues must be approved. They are as follows:

1. Motion to approve authorizing the Director of Finance to invest surplus district funds in accordance with applicable laws and with the district's Investment Policy, Policy 705, for fiscal year 2019-2020.
2. Motion to approve designating Wells Fargo Bank, N.A., PMA/Associated Bank, Frandsen Bank & Trust Dundas, U.S. Bank Minnesota and the Minnesota School District Liquid Asset Fund as official bank depositories provided they maintain adequate pledged collateral as required by law per district procedures to Policy 705 - Investments, for fiscal year 2019-2020.
3. Motion to approve authorizing the Director of Finance to make appropriate wire transfers to and from district depository accounts for fiscal year 2019-2020.

F. Memberships for 2019-2020

The school district belongs to several cooperatives, leagues and associations. Membership in the groups listed below should be renewed for the 2019-2020 school year.

1. Minnesota State High School League. The designated Northfield High School Representative is Activities Director Joel Olson and the designated School Board Representative is Board Member Julie Pritchard.
2. Minnesota Association of School Administrators.
3. Minnesota Association of Charter School Authorizers.
4. Schools for Equity in Education.
5. Southeast Service Cooperative.
6. Region V Computer Services Cooperative.
7. Rice County Family Services Collaborative.
8. Minnesota School Boards Association.
9. Healthy Community Initiative.

G. Recreation Agreement 2019-2022

The Board is asked to approve the enclosed agreement between the City of Northfield and Northfield Public Schools in the operation of a community education and recreation program (Program). The City shall pay the School District for the purpose of providing the Program and the Program shall include, but not be limited to, opportunities for leisure, recreation, enrichment and other activities that promote the health, safety and welfare of the community. The Program shall support the learning and participation of adults and children in the community through access to community recreational programs and activities offered through the School

District on behalf of the City. The City shall pay to the School District a designated sum for each fiscal year during which the Agreement is in effect, for fiscal years 2019-20, 2020-21, and 2021-22.

H. Personnel Items

a) Appointments

1. Debbie Erickson, Child Nutrition Associate I for 3 hours/day at the High School, beginning 8/22/2019; \$18.34/hr.
2. Kari Black, Special Ed Extended School Year Bus EA for 3.5 hours/day for 16 days at the Middle School, beginning 06/27/2019-08/01/2019; Step 3-\$16.30/hr.
3. Steven Harner, 1.0 FTE Industrial Technology Teacher at the High School, beginning 08/26/2019-06/05/2020; BA, Step 8
4. Ed Muniak, 1.0 FTE 8th Grade Science Teacher at the Middle School, beginning 08/26/2019; MA, Step 15
5. Elizabeth Musicant, .6 FTE Foreign Language-German Teacher at the Middle/High School, beginning 08/26/2019; MA, Step 6
6. Shauna Pankow, Summer Aquatics Instructor with Community Services, beginning 06/27/2019-08/31/2019; \$9.86/hr. Swim Aide, \$10.50/hr. Class Lead
7. Matthew Roy, 1.0 FTE Technology Assistant Network Manager with the District, beginning 07/01/2019; \$69,546 + Step 3, \$1,500 = \$71,046.00
8. Deborah Russell, 1.0 FTE Long Term Substitute 5th Grade Compañeros Spanish Immersion Teacher at Greenvale Park, beginning 08/26/2019-06/05/2020; MA, Step 2
9. Jan Otteson, Summer Recreation Position with Community Services, beginning 06/20/2019-08/31/2019; WSI \$12.36/hr. and Lifeguard \$11.36/hr.
10. Summer Recreation Positions #2908, Effective June 25, 2019 – August 31, 2019
Laura DeGroot, Summer Weightlifting Coach \$30/hour
Larry Sanftner, Summer Weightlifting Coach \$15.75/hour
Cory Callahan, Summer Weightlifting Coach \$30/hour

b) Increase/Decrease/Change in Assignment

1. Amy Allin, 1.0 FTE Science Teacher at the Middle School, add an overload, effective 08/26/2019-06/05/2020.
2. Stacie Banks, Early Childhood Special Ed Teacher at Longfellow, add Early Ventures Teacher for up to 30 hours/week at Longfellow, effective 06/10/2019-08/23/2019. Step 6
3. Paula Baragary, Teacher at Sibley, add Eagle Bluff Coordinator with Community Services, effective 06/19/2019-09/30/2019; \$1,000
4. Jane Ehlers, Building Nurse at Sibley, add Building Nurse Extended School Year Summer BLAST for up to 20 hours with the District, effective 06/14/2019-08/16/2019; Nurse Rate
5. Lisa Hovden, 1.0 FTE Social Studies Teacher at the Middle School, add an overload, effective 08/26/2019-06/05/2020.
6. Ann Jerdee, 1.0 FTE English Teacher at the Middle School, add an overload, effective 08/26/2019-06/05/2020.
7. Jill Kohel, .4 FTE Academy/.4 FTE English/.2 FTE Social Studies Teacher at the High School, change to .6 FTE Academy/.4 FTE English Teacher at the High School, effective 08/26/2019.
8. Kristi Kortuem, 1.0 FTE Math Teacher at High School, change to .4 FTE Math Teacher and .6 FTE ADSIS Teacher at the High School, effective 08/26/2019-06/08/2020.
9. Megan Kremin, Special Ed Teacher at Longfellow, add Special Ed Teacher Extended School Year for up to 80 hours at Longfellow, effective 06/10/2019-08/16/2019.
10. Heather Kuehl, 1.0 FTE English Teacher at the Middle School, add an overload, effective 08/26/2019-06/05/2020.
11. Margaret Magnuson, Summer PLUS Site Assistant Substitute, change to Summer PLUS Site Assistant for up to 4 hours/day at Greenvale Park, effective 06/19/2019-08/01/2019; Step 1-\$12.88/hr.
12. Morgan McCarty, Special Ed EA-PCA at Sibley, add Special Ed EA-PCA Extended School Year for 3.5 hours/day for 16 days at the Middle School, effective 06/27/2019-08/01/2019.
13. Curt Mikkelsen, 1.0 FTE Geography Teacher at the Middle School, add an overload, effective 08/26/2019-06/05/2020.
14. Amy Moeller, .4 FTE English Teacher at the High School, change to .6 FTE English Teacher at the High School for 2019-2020 school year only, effective 08/26/2019-06/08/2020.

15. Karen Nelson, .8 FTE FACS Teacher at the High School, change to 1.0 FTE FACS Teacher for the first semester and .8 FTE FACS Teacher and .2 FTE MTSS Teacher for the second semester, effective 08/26/2019-06/08/2020.
16. Kimberly Norton, Special Ed EA-PCA at Longfellow, add Special Ed EA-PCA Extended School Year for 3.5 hours/day at Longfellow, effective 06/27/2019-08/01/2019.
17. Chris O'Neill, Teacher at the Middle School, add Eagle Bluff Coordinator with Community Services, effective 06/19/2019-09/30/2019; \$1,000
18. Dan Riesgraf, 1.0 FTE Health Teacher at the Middle School, add an overload every other day, effective 08/26/2019-06/05/2020.
19. Leah Sand, .6 FTE PE/.2 FTE Health/.2 FTE DAPE Teacher at the High School, change to .8 FTE PE/.2 FTE DAPE for first semester and .6 FTE PE/.2 FTE Health/.2 FTE DAPE for second semester, effective 08/26/2019-06/08/2020.
20. Brynne Stellner, .4 FTE Academy/.6 FTE English Teacher at the High School, change to .6 FTE Academy/.4 FTE English Teacher at the High School, effective 08/26/2019.
21. Steve Taggart, 1.0 FTE Industrial Technology Teacher at the Middle School, add an overload, effective 08/26/2019-06/05/2020.
22. Jonathan Thompson, .4 FTE Social Studies Teacher at the High School, add .4 FTE LTS Social Studies and .2 FTE MTSS Teacher for first semester and 1.0 FTE Social Studies Teacher for the second semester for the 2019-2020 school year, effective 08/26/2019-06/08/2020.
23. Lisa Weis, 1.0 FTE Health Teacher at the Middle School, add an overload every other day, effective 08/26/2019-06/05/2020.
24. Jon Whitney, .6 FTE Social Studies/.4 FTE LTS Social Studies Teacher at the High School, change to 1.0 FTE Social Studies Teacher at the High School, effective 08/26/2019.
25. Travis Wiebe, .4 FTE Academy/.6 FTE Science Teacher at the High School, change to .6 FTE Academy/.4 FTE Science Teacher at the High School, effective 08/26/2019.
26. Mark Woitalla, Teacher at the High School, add an overload (Experimental Summer Course) at the High School, effective 08/26/2019-01/24/2020.

c) Leave of Absence

d) Retirements/Resignations/Terminations

1. Dan Meyers, Teacher at the Middle School, resignation effective 06/14/2019.
2. Melissa Reuvers, declined position for Summer KidVentures, effective 06/07/2019.
3. Patrick Riley, Cross Country Coach at the High School, resignation effective 06/26/2019.

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

VII. Superintendent's Report

A. Items for Individual Action

1. Approval of Bid for Sale of iPads

Kim Briske, Director of Technology Services will present a proposal to sell devices from the District's iPad Mini and iPad Air leases. These iPads are being replaced by the lease of iPad 6th generation devices that just began. The district received a total of 17 bids for the purchase of our retired devices. Bids included options for graded pricing based on the condition of the devices and other options for as-is purchase of all devices without grading for condition. Quotes were based on the sale of 1,400 iPad Mini 2s and 2,700 iPad Airs. Based on the subjectivity and wide range of possible payment for the graded bids, the district recommends the as-is options, which guarantee the full payment for all devices.

The recommendation is to award the bid to Dimex, the highest as-is bidder. The total bid is payment of \$312,265 for all 4,100 iPads. This bid is guaranteed and does not have fees for chargers not returned or cosmetic damage to devices. The actual number of iPads collected for sale will be approximately 4,000 devices. Actual payment to the district will be adjusted in accordance with the exact number of devices sold.

Approximately \$172,000 of the funds generated through the sale of retired iPads will be used to pay the final lease payment of the devices being sold. Another portion of the funds will be used to support

supplemental technology needs for students, including iPad keyboards and Chromebooks for student use at school. Remaining funds will be assigned to the general fund.

Superintendent's Recommendation: Motion to approve the bid for sale of iPads as presented.

2. Approval of 2019-2020 School Calendar.

The implementation and use of e-Learning days negates the need for makeup school days in June. The 2019-2020 school calendar has been revised to reflect this change.

Superintendent's Recommendation: Motion to approve the 2019-2020 school year calendar to accurately reflect the use of e-Learning days.

3. Resolution Regarding Christopher Columbus Day.

A regular School Board meeting is scheduled for Monday, October 14, which is Columbus Day. Minnesota Statutes 645.44, Subd 5, states that no public business can be transacted on Christopher Columbus Day unless the Board of Education passes a resolution that states that it is not a holiday for this district. What follows is a resolution stating that Christopher Columbus Day shall not be a holiday for the Northfield Public Schools during the 2019-2020 school year.

Superintendent's Recommendation: Motion to approve the following Resolution Regarding Columbus Day.

WHEREAS, Minnesota Statutes, Section 645.44, Subdivision 5, and Minnesota Statutes, 120A.42 gives the district an option of determining whether Christopher Columbus Day shall be a holiday, then
BE IT RESOLVED, that Christopher Columbus Day on October 14, 2019, shall not be a holiday.

4. Approval of Middle School Activities Coordinator Stipend. Northfield Middle School's (NMS) student population has grown over the past several years and has maintained the same amount of administrative FTE. The middle school assistant principal duties include managing the 25 NMS student athletics and activity programs. The Board is requested to approve the removal of these duties from the middle school assistant principal job description for the 2019-20 school year and provide a stipend of \$5,000 for another staff member to perform the duties. The total cost, including statutory benefits, is anticipated to be \$5,771.

Superintendent's Recommendation: Motion to approve the removal of managing NMS student athletics and activity programs from the middle school assistant principal job description for the 2019-20 school year and provide a stipend of \$5,000 for another staff member to perform the duties as presented.

5. Approval of 0.60 FTE English Learners Teachers. Northfield High School (NHS) and the Northfield Area Learning Center (ALC) have experienced an increase in the number of complexity of students who qualify and/or would benefit from English Learner (EL) services. The Board is requested to authorize administrators to hire up to an additional 0.60 FTE EL teacher for the 2019-20 school year to support this need.

Superintendent's Recommendation: Motion to authorize administrators to hire up to an additional 0.60 FTE EL teacher for the 2019-20 school year to support the growing numbers and the complexity of students who qualify and/or would benefit from EL services as presented.

VIII. Items for Information

- A. Spring 2019 Athletics and Activities Update. Activities Director Joel Olson has provided a Spring 2019 Athletics and Activities update for the Board to review.
- B. Construction Update #10. Dr. Hillmann will provide an update on the District's construction projects.

IX. Future Meetings

- A. Monday, August 12, 2019, 7:00 PM, Regular Board Meeting, NHS Media Center
- B. Monday, August 26, 2019, 7:00 PM, Regular Board Meeting, NHS Media Center
- C. Monday, September 9, 2019, 7:00 PM, Regular Board Meeting, NHS Media Center

X. Adjournment

Purpose

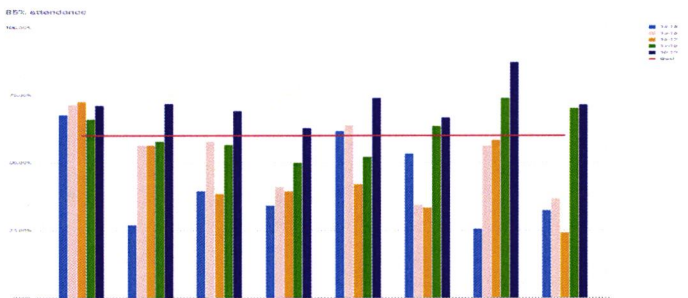
The ALC strives to assist at-risk youth in graduation.

The purpose of the school improvement planning process is to establish a clear set of shared goals, aligned with the District's strategic plan, that inspire action and align efforts for student growth and achievement.

Strategic Plan connections:

- *Building and fostering relationships – commitment to social/emotional health for all.*
- *Equitable opportunities and support for all career and college paths.*
- *We will create and strengthen an environment that fosters mutual respect, responsibility and rigor, and ensures the right to physical, emotional and intellectual safety for every person.*
- *We will implement plans and practices that foster full participation by all learners and that address issues that include, but are not limited to, race, gender, culture, religion, sexual orientation, language, disabilities and socio-economic factors.*

2018-19 School Improvement Plan Goals Review and Key Reflections

Goal	Results
<ul style="list-style-type: none"> ○ 60% of ALC students will achieve an 85% or better attendance rate per grading period for the 2018-19 school year. 	 <p>We met the goal every grading period of the 2018-19 school year.</p>
<ul style="list-style-type: none"> ○ Of the total credits attempted, there will be a 5% increase in credits earned per grading period when compared to the same grading period from the previous year. 	<p>We met the goal every grading period except for the last one. Our average increase was 12.77%.</p>
<ul style="list-style-type: none"> ○ All graduating seniors will have a post-secondary life plan including being currently employed, enrolled (or in process) in college, or enlisting in the military. 	<p>We had all seniors have a life plan. The students were in the following breakdown...56% working, 17% college, 21% working and then college/military, and 5% going into the military.</p>

Key Reflections:

The key reflections of the 2018-19 school year included the ALC meeting the attendance goal every grading period. We also increased our credit completion in every grading period except the last one. We believe the main reason for these increases is the modified approach to our policies where we work with students if they absent out of a grading period. This allows for students to continue to attend and work towards earning some credits, even if it is partial credit. This has allowed a climate shift where students feel we are working through barriers with them to make progress instead of “giving up” and having them leave for the remainder of the grading period. We have also continued our life plan approach and have an increase in students interested in college, even if it is after they work for a little while to build funds.

2019-20 School Improvement Plan Goals, Strategies, and Evaluation

SMART Goal	Strategies	Evaluation
<ul style="list-style-type: none">100% of the students entering the ALC from NHS will be at or above the credit threshold on the credit matrix for 4-year graduation.	<ul style="list-style-type: none">NHS credit recovery process<ul style="list-style-type: none">Credit completion focus<ul style="list-style-type: none">At HS (SST)At ALC (at entry and Advisory)Hybrid program at HSContinuing to expand use of Independent Study	<ul style="list-style-type: none">Credit matrix spreadsheet
<ul style="list-style-type: none">60% of ALC students will reach the consistent attendance of 90% as measured by the average of all grading periods for each school year included in this plan.	<ul style="list-style-type: none">Rectify coding issuesAttendance practices per Hanover ResearchRecovery of partial creditsMental and chemical supportSEL curriculumAdvisory attendance/credit checkMake students aware of the attendance policy and consistency of implementationPBIS strategies to create a welcoming atmosphere as measured by SEI survey	<ul style="list-style-type: none">Attendance spreadsheetSEL survey

Summary

The ALC would like to continue interventions that have had positive results such as the modified attendance policy and the PBIS/Advisory (SEL) approach. We have started keeping track of credit completion of new incoming students as we have collaborated with the Northfield High School through Independent Study to prevent students from getting too far behind in credits before transferring. Since this is a new approach, we do not anticipate seeing results immediately. Even though we have not directly identified a life plan, we still plan on having life plans in place for seniors.

ALC Entering Credit Matrix

Updated 2/12/19

To be completed for each entering student

Entering Grade	Expected Credits (end of S1)	Expected Credits (end of S2)	Credits Earned	Entry Date	% Earned
9	3	6			
10	9	12			
11	15	18			
12	21	23			

4 Year Graduation Credit Threshold

Entering Year		Entering Credits Earned for 4 Year Graduation
Senior	Starting GP 8	22
	Starting GP 7	21
	Starting GP 6	20
	Starting GP 5	19
	Starting GP 4	18
	Starting GP 3	17
	Starting GP 2	16.5
	Starting GP 1	16

Junior	Starting GP 8	15
	Starting GP 7	14
	Starting GP 6	13
	Starting GP 5	12
	Starting GP 4	11
	Starting GP 3	10
	Starting GP 2	9.5
	Starting GP 1	9
Sophomore	Starting GP 8	8
	Starting GP 7	7
	Starting GP 6	6
	Starting GP 5	5
	Starting GP 4	4.5
	Starting GP 3	4
	Starting GP 2	3.5
	Starting GP 1	3
Freshman	Starting GP 8	2
	Starting GP 7	1.5
	Starting GP 6	1.25
	Starting GP 5	1
	Starting GP 4	.75
	Starting GP 3	.5
	Starting GP 2	.25
	Starting GP 1	0

Northfield ALC

2019-20 School Improvement Plan Report
July 8, 2019

The ALC strives to assist at-risk youth in graduation

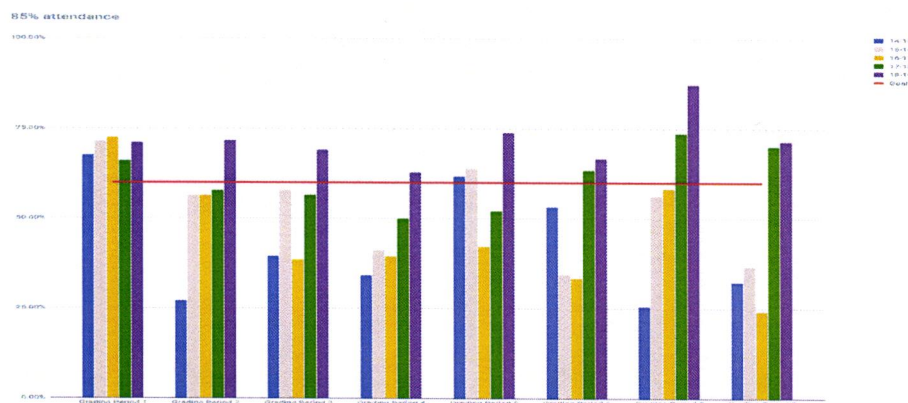


2018-19	Totals	Percent
Below grade level	33	28%
Behind in credits	103	89%
Pregnant or parent	6	5%
Chemically dependent	32	28%
Expelled	1	1%
Referred by district	NA	NA
Physical/sexual abuse	4	3%
Mental Health	58	50%
Homelessness	16	14%
EL	26	22%
Chronically Truant	86	74%
Treated in Hospital	NA	NA
Average # of qualifiers per student	3	

2018-19 SIP Goals Review

- Goal #1
 - 60% of ALC students will achieve an 85% or better attendance rate per grading period for the 2018-19 school year.
- Goal #2
 - Of the total credits attempted, there will be a 5% increase in credits earned per grading period when compared to the same grading period from the previous year.
- Goal #3
 - All graduating seniors will have a post-secondary life plan including being currently employed, enrolled (or in process) in college, or enlisting in the military.

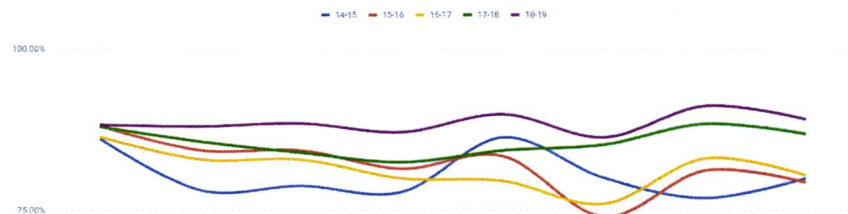
work	55.93%
college	16.95%
work/college	20.34%
work/military	1.69%
military	5.08%



	17-18	18-19	Plus/Minus
Grading Period 1	62.46%	73.60%	11.14%
Grading Period 2	54.17%	73.31%	19.14%
Grading Period 3	45.09%	66.91%	21.82%
Grading Period 4	49.55%	61.39%	11.84%
Grading Period 5	58.82%	65.50%	6.68%
Grading Period 6	53.90%	65.37%	11.47%
Grading Period 7	55.93%	73.13%	17.20%
Grading Period 8	74.81%	77.64%	2.83%

average 56.84% 69.61% 12.77% 3

Key reflections from 2018-19 SIP



Percentage of credits earned				
14-15	15-16	16-17	17-18	18-19
65.92%	62.92%	65.35%	56.84%	69.61%



At my school, teachers care about students.

Strongly Agree:

36%

Agree:

64%

Disagree:

0

Strongly Disagree:

0

- Main interventions continued to be implemented
 - “Alternative” attendance policy
 - Students didn’t “give up”, continued to try and salvage credit
 - Hanover Research (2016)
 - SEL (Social Emotional Learning) through advisory (24 topics)
 - Field trips, activities
 - Student conference
 - PBIS
 - Positive Atmosphere
- Overall attendance was up
- Average # of credits earned up
- SEI survey had positive results/growth

2019-20 School Improvement Plan Goals

- 100% of the students entering the ALC from NHS will be at or above the credit threshold on the credit matrix for 4 year graduation.
- 60% of ALC students will reach the consistent attendance of 90% as measured by the average of all grading periods for each school year included in this plan.

2019-20 Strategies and Assessments

- 100% of the students entering the ALC from NHS will be at or above the credit threshold on the credit matrix for 4 year graduation.
 - NHS credit recovery process
 - Credit completion focus
 - At HS (SST)
 - At ALC (at entry and Advisory)
 - Hybrid program at HS
 - Continuing to expand use of Independent Study
- 60% of ALC students will reach the consistent attendance of 90% as measured by the average of all grading periods for each school year included in this plan.
 - Rectify coding issues
 - Attendance practices per Hanover Research
 - Recovery of partial credits
 - Mental and chemical support
 - SEL curriculum
 - Advisory attendance/credit check
 - Make students aware of attendance policy and consistency of implementation
 - PBIS strategies to create a welcoming atmosphere as measured by SEI survey

Questions and Discussion



The purpose of the school improvement planning process is to establish a clear set of shared goals, aligned with the District's strategic plan, that inspire action and align efforts for student growth and achievement.

2018-19 School Improvement Plan Goals Review and Key Reflections

Goal	Results
Northfield Middle School will have an increase of 5% of all students in grades 6, 7, and 8 who show positive growth on their State MCA Reading and Math Test during the 2017-18 school year.	<ul style="list-style-type: none"> ● MCA data is embargoed until August. ● I can tell you that we only met this goal in grade 8 Reading. ● We did show growth in grade 8 math, just not a 5% increase.
Northfield Middle School will decrease the achievement gap for our FRP students by 5% in math and reading in grades 6, 7, and 8, as measured by MCA data.	<ul style="list-style-type: none"> ● Grade 8 reading and Math decreased the Gap. ● Grade 8 Math decreased the Gap significantly. ● Grade 6 & 7 increased the Gap in both Reading and Math.
Northfield Middle School will sponsor at least one student activity a quarter that will help in building a sense of community, as measured by our PRIDE survey administered annually in the spring.	<ul style="list-style-type: none"> ● WEB Events, School Dances, Films for Food Shelf, CTE Day, Grade 6 Celebrations, Grade 7 Courage Retreat, End of the Year Picnic, and Grade 8 Fun Fest. ● 83% of students feel connected to NMS and 79% feel NMS has school spirit (student connectedness survey). ● Connected = 2% decrease ● School spirit = 6% decrease ● Snow days did force us to cancel one of our pep fests and our Mental Health Awareness Week.
Northfield Middle School will look to increase the number of students and families who feel the transitions between grades were a positive and helpful experience by 3% each of the next three years. 2017-18 will be a baseline year for the middle school.	<ul style="list-style-type: none"> ● 98% of families felt their students had a smooth transition. ● 93% of families felt their students were well prepared (Parent satisfaction survey). ● Smooth transition = 16% increase ● Well prepared = 10% increase

Key reflections: After two solid years of growth, the Middle School took a small step back in many areas. The challenge for us is to find the correct balance of analyzing and making adjustments, without overreacting due to one year of data.

I was impressed with how well middle school staff handled our digital learning days, the follow-up reflection and planning we did in the spring. We are all in agreement that teaching students how to be successful digitally, will be a key piece moving forward and we have a plan for this to happen prior to winter break.

I am excited at how our positive and welcoming culture continues to be maintained at a high level and is a cornerstone of the building. We did a PRIDE recommitment this past year to keep things fresh and our families told us through surveys that they like sending their students to the middle school. We will continue with all our social programs and look at other ways to celebrate throughout the year.

Something we have been talking about over the past few years is implementing an Avid Program (Advancement Via Individual Determination) in grades 7 and 8. With Achievement and Integration funds becoming available, we will start this journey over the summer of 2019. We will work with staff on an implementation plan, have a larger group of staff be trained during the summer of 2020 and fully implement during the 2020-21 school year.

2019-20 School Improvement Plan Goals, Strategies, and Evaluation

SMART Goal	Strategies	Evaluation
<p>Northfield Middle School will have an increase of 5% of all students in grades 6, 7, and 8 who show positive growth on their State MCA reading and math test during the 2019-20 school year.</p> <p><i>Strategic Plan Alignment: "Robust Core Instruction" and "Equitable opportunities and support for all career and college paths."</i></p>	<ul style="list-style-type: none"> ● Grade 6 will continue to utilize Reading Plus with fidelity. ● Grade 7 will look at going back to the previous years Reading Plus goals. ● Grade 8 will use an online reading resource. ● All students will have a paper planner and be taught how to use them. ● Start the process of implementing Avid in grades 7 and 8. 	<ul style="list-style-type: none"> ● MCA & MAP data ● Reading Plus data ● Teacher observations
<p>Northfield Middle School will decrease the achievement gap for our FRP students by 5% in math and reading in grades 6, 7, and 8, as measured by MCA data.</p> <p><i>Strategic Plan Alignment: "Robust Core Instruction" and "Equitable opportunities and support for all career and college paths."</i></p>	<ul style="list-style-type: none"> ● Continue with web-based resources in math and reading. ● Continue with MTSS classes. ● Continue the collaboration work we started between our EL and MTSS programs. ● Continue to look at how we teach our special education pull out classes. ● Look to decrease the amount of educational assistant dependence for some of our special education students. 	<ul style="list-style-type: none"> ● MCA data ● Online resource data ● MTSS team meeting information ● Data analysis for special education and EL students.

<p>Northfield Middle School teachers will increase the number of positive family contacts during the year so our parent satisfaction survey results increase from 2.91 to a 4.0 (5.0 scale).</p> <p><i>Strategic Plan Alignment: "Building and fostering relationships – commitment to social/emotional health for all."</i></p>	<ul style="list-style-type: none"> ● Staff will be given 30 minutes a month to gather and write positive communications to families. This time will replace one of two monthly staff meetings. 	<ul style="list-style-type: none"> ● Parent satisfaction survey ● We will track both the number and who is contacted throughout the year.
<p>Northfield Middle School will maintain the percentage of students and families who feel the transitions between grades was smooth and the students were well prepared. This will be determined based on student and family surveys.</p> <p><i>Strategic Plan Alignment: "Building and fostering relationships – a commitment to social/emotional health for all."</i></p>	<ul style="list-style-type: none"> ● Middle School staff will continue to look at ways to improve the transition between grades. ● We will continue with our current celebrations and look to add more. ● We will revisit pep fests and consider a different type of celebration. 	<ul style="list-style-type: none"> ● Annual parent survey ● Spring student survey

Summary

Northfield Middle School continues to be a safe and welcoming place for our students and families. Keeping our positive culture will continue to be a priority and we will always look for ways to make it even better, through input from students, families and staff.

Academically we have started to look at our changing student body and staff continues to ask the question, "what's next?" The implementation of Studer fully supports this and helps give us a clear direction. Our hope is that with the implementation of an Avid Program we can better meet the needs of a specific group of students so they are able to access higher level classes at the high school. We also continue to look at our MTSS program and how we can make it even better. We are seeing good student growth, but with more years of data available, we are also noticing a diminishing return with older students.

Special education and our EL program continue to look at data and wrestle with what to do differently so students succeed at a higher rate. We made a large change in how we deliver organization skills classes, which was positive for students with this as a goal on their IEP. Our pull-out math program utilized curriculum writing time to restructure how and what they taught, with the hope of better preparing students to move into general education classes. A couple of years of data will tell us if we are on the right track, but at first glance we seem to be moving in a positive direction.

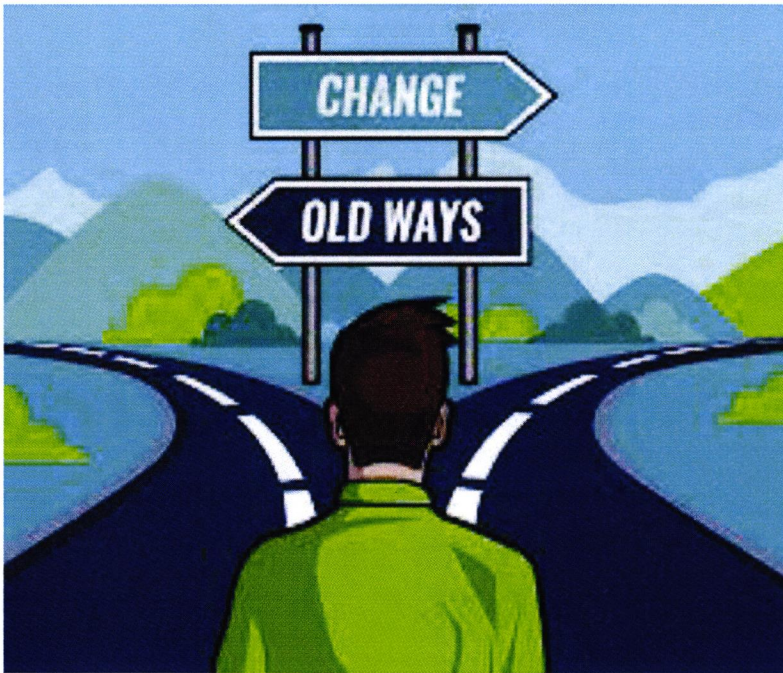
Our EL program coordinated with our MTSS teachers more than ever to build an even stronger safety net for their common students. The results are mixed on student growth, but for those students who bought into the programs, they saw good gains. The EL program also made it a priority to connect with their families on a more regular basis. They started a "Food for Thought" evening program for families to come in, eat a meal (*sponsored by HCI*) and listen to a presentation on topics such as, "things parents need to know about state testing" and "vaping." They will continue this program into the 2019-20 school year with the hope of building a stronger family connection.

I am excited to see what the 2019-20 school year brings. With year two of implementing Studer, the start of an Avid program and the continued commitment to support all students socially, emotionally, and academically through their middle school years, Northfield Middle School will continue to be a destination school for families.

NORTHFIELD MIDDLE SCHOOL

2019-20 School Improvement Plan Report
July 8, 2019

Summer is a time to...



REFLECT

ANALYZE

STRATEGIZE

2018-19 SIP Goals Review

Achievement Goals

1. Northfield Middle School will have an increase of 5% of all students in grades 6, 7, and 8 who show positive growth on their State MCA Reading and Math Test during the 2017-18 school year.

2. Northfield Middle School will decrease the achievement gap with our FRP students by 5% in Math and Reading in grades 6, 7, and 8, as measured by MCA data.

***MCA data is embargoed until late August.**

***We met our goals in a couple of areas.**

***Grade 8 English added an online component this year (Newsela Pro).**

2018-19 SIP Goals Review

Climate Goals

1. Northfield Middle School will sponsor at least one student activity a quarter that will help in building a sense of community, as measured by our PRIDE Survey given in the Spring of each year.

2. Northfield Middle School will increase the number of students and families who feel the transitions between grades were a positive and helpful experience by 3% each of the next three years. 2017-18 will be a baseline year for the middle school.

***WEB events, school dances, films for food shelf, grade 6 gender meetings, CTE Day, 7th grade Courage Retreat, regular PRIDE drawings, end of the year picnic, and 8th grade Fun Fest.**

98% of families felt their student had a smooth transition (+16%), 93% of families felt their students were well prepared (+10%).

83% (-2%) of students feel connected to NMS.

Key Reflections from 2018-19 SIP



- ***How much did our multiple digital learning days affect our outcomes?**
- ***We know that our FRP student's grades were affected more than our Non-FRP students.**
- **Students and families like being at NMS.**
- **We need an academic support for students in the academic middle.**

2019-20 School Improvement Plan Goals

Achievement Goals

1. Northfield Middle School will have an increase of 5% of all students in grades 6, 7, and 8 who show positive growth on their MCA reading and math test during the 2018-19 school year.
2. Northfield Middle School will decrease the achievement gap with our FRP students by 5% in math and reading in grades 6, 7, and 8, as measured by MCA data.

Climate Goals

1. Northfield Middle School teachers will increase the number of positive family contacts during the year so our parent satisfaction survey results increase from 2.91 to a 4.0 (5.0 scale)
2. Northfield Middle School will maintain the percentage of students and families who feel the transitions between grades was smooth and the students were well prepared. This will be determined based on student and family surveys.

2019-20 Strategies

- **Grade 6 will continue utilizing Reading Plus with fidelity.**
- **Grade 7 will look at going back to the 2017-18 Reading Plus goals.**
- **Grade 8 will continue to use Newsela Pro through English classes and continue to look at other options.**
- **All students will receive and be taught how to use a paper planner.**
- **Start the process to implement Avid into grades 7 and 8 in 2020-21.**
- **Continue to have a minimum of one school-wide social activity per quarter.**

2019-20 Assessments

MCA & MAP data

Parent feedback surveys

Student climate survey

Teacher PLC work



Questions?

Summary of Annual Performance Appraisal
for Matthew Hillmann, Ed. D.
Superintendent Northfield Public Schools
For the appraisal period of 7/1/18 to 6/30/19
Summarized by Board Chair, Julie Pritchard
July 8, 2019 Regular School Board meeting

For this review period, all seven School Board members completed the annual performance appraisal. The evaluation form covers the many facets of the superintendent's job responsibilities. Board members provide numeric ratings on a 1-5 (1=low and 5=high) for 50 job responsibilities organized around ten major topics. In addition to completing the numeric ratings, board members provide additional comments.

Board Chair, Julie Pritchard compiled and summarized all board members' input for Dr. Hillmann. For the numeric ratings, means were calculated. While this scale should be interpreted more as categorical data rather than interval data, in an effort to provide a more "at a glance" interpretation, means were used for each item (as the range of values for each item is very small) If board members were unable to answer, they marked "UA" next to each item. This was also marked as part of the summary. All written comments were shared verbatim, but were not attributed to a specific board member. As Board Chair, I met one-on-one with Dr. Hillmann on July 3, 2019, to review this appraisal.

Board members gave Dr. Hillmann solid performance rating across all key areas. His overall average score was 4.97 on a 5-point scale across the 50 areas. Board members cited Dr. Hillmann's exceptional work this year. A summary of his most significant accomplishments and a sampling of board member's comments are below.

Dr. Hillmann's exceptional work administering all aspects of the District's November 2018 bond referendum.

Board members cited his work in successfully administering all aspects of the referendum. At every step of the process, Dr. Hillmann far exceeded expectations. His efforts to engage all stakeholders and to communicate to the public at large were exemplary. The community's resounding support of the bond referendum as indicated by the 62% passage rate is a testament to Dr. Hillmann's leadership.

Dr. Hillmann's outstanding management of the District's Bond projects.

While the value of his work to ensure the successful passage of the bond referendum cannot be overstated, his outstanding management of the next phase in implementing all aspects of the bond projects was equally impressive. Since November of 2018, Dr. Hillmann has completed core planning for three of the five projects. This planning has been on time, well-facilitated to ensure representation of key stakeholder voices and well-organized. The financial aspects from the bond sale itself to managing the construction-all have been executed with the highest degree of professionalism, timeliness and ensuring the board is well informed.

Dr. Hillmann's strength of leadership and commitment to the District's Mission and Strategic Plan

Dr. Hillmann is very skilled at engaging all stakeholders in formulating goals and strategies that align with the district's mission and vision. His excellent leadership in empowering his staff to think more broadly about how to improve the educational experiences for all students has resulted in several strong initiatives across the district. Dr. Hillmann's strong work ethic, passion and energy to continue to tackle "what's next" has a powerful influence on the district's efforts to cultivate a continuous improvement mindset. He is an exceptional leader, and inspires others to do their best work.

In summary, Dr. Hillmann is a very talented and extremely skilled administrator who is able to adeptly navigate the challenges of leading the district. The board expressed their high level of confidence in his ability to continue to move the district forward.

Policy 902 USE OF SCHOOL DISTRICT FACILITIES AND EQUIPMENT

~~I. GENERAL STATEMENT OF POLICY PURPOSE~~

The school board encourages maximum use of school facilities and equipment for community purposes if, in its judgment, that use will not interfere with use for school purposes. The school board expects members of the community who use facilities and equipment to do so with respect for school district property and an understanding of proper use.

II. USE OF SCHOOL FACILITIES AND EQUIPMENT

- A. The school board may authorize the use of school facilities and equipment by community groups or individuals. It may impose reasonable regulations and conditions upon the use of school facilities and equipment as it deems appropriate.
- B. The Community Services Division shall be charged with the process of scheduling school facilities, equipment and special areas. Requests for use of school facilities and equipment by community groups or individuals shall be made through the community services office. The administration will present recommended procedures for the processing and review of requests to the school board. Upon approval by the school board, such procedures shall be an addendum to this policy.
- C. The school board may require a rental fee for the use of school facilities and equipment. Such fee may include the cost of custodial and supervisory service and energy use if deemed necessary. Individuals and groups shall be responsible for damage to facilities and equipment. The school board may also require a deposit or surety bond for the proper use and repair of damage to school facilities and equipment. A rental fee schedule, deposit or surety bond schedule and payment procedure shall be presented for review and approval by the school board.
- D. If unforeseen circumstances arise that necessitate rescheduling the use of school facilities, the school district may cancel the facility use agreement. If a facility use agreement is canceled, the school district will refund the facility use rental fee, which was paid to the school district. The school district is not responsible for expenses incurred to any group or individual due to cancellation or scheduling change.

Policy 902 Use of School District Facilities and Equipment

Adopted: November 24, 2008; Updated: DATE HERE

School Board

INDEPENDENT SCHOOL DISTRICT 659

Northfield, Minnesota

Legal References: Minn. Stat. § 123B.51 (Schoolhouses and Sites; Access for Noncurricular Purposes)

Cross References: MSBA/MASA Model Policy 801 (Equal Access to School Facilities)
MSBA/MASA Model Policy 901 (Community Education)

Policy 902 - Procedures to Policy 902 - Use of School District Facilities and Equipment

Revised May 2011

Northfield Public Schools encourages and promotes public use of district owned facilities and provides these procedures to manage this use.

A. Use Priority

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

- | | |
|--------------------------------|--|
| 1st Priority | regular school district curricular activities and programs |
| 2nd Priority | school district co-curricular activities and events |
| 3rd Priority | school district Community Education and Recreation programs and activities |
| 4th Priority | community and other non-school use receiving an approved facility use permit from the Community Services Division based on the classifications set forth in this policy. |

B. Classifications

Class I All School District usage.

- Regular school district curricular activities and programs
 - School district co-curricular activities and events
 - School district Community Services Division programs and activities
1. No rent or service fees charged (*i.e. food service, custodial, or other school district personnel*)
 2. ~~No permits issued.~~ No permit fee. Activity must be scheduled on facility use calendar.

Class II Public Activities and not-for-profit community organizations

- Meetings and events of tax-supported entities such as city, township, and county governments as defined by State Statute (*i.e. public hearings, elections*)
- Non-profit youth groups (*i.e. scouts, 4-H clubs, athletic organizations, etc.*)
- Extension Classes from local colleges
- Charitable group meetings
- Organized community services
- Citizen and civic groups (*i.e. Rotary, Lions, VFW, American Legion, Chamber of Commerce*)
- Political party meetings and conventions
- Religious and church organizations
- Charter and private schools

1. ~~Rental fee charged up to a maximum of two hours for each space rented per day. Only an energy fee will be charged for the third and subsequent hours of usage per space per day. Rental and energy fees charged for the first two hours the space is rented. Only an energy fee will be charged for the third and subsequent hours of usage per space per day.~~
2. May be charged service fees depending on schedule and event needs (*i.e. food service, custodial, auditorium technician or other school district personnel*).
3. Proof of liability insurance required.
4. ~~\$30.00~~ \$35.00 non-refundable application fee required.

Class III Local for-profit enterprises

- Business and commercial organizations within school district boundaries.
 - Non-profit organizations not within school district boundaries.
1. Rental fee charged for each hour of use.
 2. May be charged service fees depending on schedule and needs (*i.e. food service, custodial, auditorium technician or other school district personnel*).
 3. Proof of liability insurance required.
 4. ~~\$30.00~~ \$35.00 non-refundable application fee required.

Class IV Non-Local for-profit enterprises

- Business and commercial organizations out of school district boundaries.
 1. Rental fee charged for each hour of use.
 2. May be charged service fees depending on schedule and needs (*i.e. food service, custodial, auditorium technician or other school district personnel*).
 3. Proof of liability insurance required.
 4. ~~\$30.00~~ \$80.00 non-refundable application fee required.
- **Long-Term Contracts**
 Individual contracts will be written for groups who use the facilities on a consistent and long-term basis upon consultation with the Community Services Director.
 1. Rental fee negotiated.
 2. May be charged service fees depending on schedule and needs (*i.e. food service, custodial, auditorium technician or other school district personnel*).
 3. Proof of liability insurance required.
 4. Subject to approval of the School Board.
 5. ~~\$30.00~~ \$35.00 non-refundable application fee required.

C. Regulations

1. The school district reserves the right to grant or deny permission for use of facilities in accordance with Federal Equal Access Laws.
2. Authorization for use of school district facilities shall not be considered a Northfield Public School District endorsement or sponsorship of the activity taking place.
3. Permit holder use shall not interfere with any major maintenance, construction, or alteration projects.
4. The responsibility for injury to persons, or damage to school property, including equipment, must be assumed by the organization individual/s making the application.

5. Evidence of insurance is required of applicants requesting use of school district facilities. Based on consultation with the school district's insurance carrier, the Director of Community Services can waive the requirement for liability insurance for small sponsoring groups who do not have liability insurance.
6. Groups using school district facilities will be required to provide responsible adult supervision of their activities.
7. Alcohol or illegal chemical substances in any form are prohibited on school premises. Exceptions require ~~without express~~ permission of the Board of Education.
8. School district buildings and vehicles are tobacco, smoking and vaping free. Smoking, vaping or use of tobacco products is prohibited in all school district buildings.
9. Weapons and firearms in any form are not allowed on school district property except with except with administrative authorization for instructional programs and/or law enforcement personnel. Exceptions require permission of the Board of Education.
10. The School Board will review annually the rental and service fees that cover maintenance, operations and staffing of facilities.
11. Facility rental fees will be charged based on the classification placement of the user at the time of the request.
12. The school district will comply with all federal, state and municipal equal opportunity laws and regulations prohibiting discrimination in regards to the use of its facilities.
13. All facility use requests must be accompanied by a ~~\$30.00~~ \$35.00 or \$80.00 non-refundable application fee.
14. All requests for facility use must be made at least two weeks in advance of the event.
15. Any group requesting use of school facilities shall not advertise the event until receiving an approved permit from Community Services.
16. Any requests for facility use not covered by this policy shall be referred to the Director of Community Services.
17. School district facilities are not available to private groups for personal activities such as wedding dances, receptions, private parties, graduation parties or other privately sponsored activity.
18. The district reserves the right to require partial or full payment at the time the permit is signed.
19. Permits that require a change will be charged a ~~\$5.00~~ \$10.00 fee per change order. All changes must be made minimally one week in advance.

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

HOURLY RENTAL FEES *

	<u>CLASS II</u>	<u>CLASS III</u>	<u>CLASS IV</u>
Category A	\$11.00	\$20.00	\$39.00
Classroom			
Dressing Room			
Lounge			
Similar small space			
Energy Fee	\$1.00		
Category B	\$14.00	\$25.00	\$50.00
Small Gym (LF, GVP, Balcony Gym)			
Fitness/Weight Room/Locker Room			
Wrestling Room			
Small Media Center (Elementary)			
Energy Fee	\$2.00		
Category C	\$16.00	\$29.00	\$57.00
Medium Gym (Sibley, BW, Aux)			
Cafeteria			
Large Media Center (MS, HS)			
High School Auditorium			
Energy Fee	\$5.00		
Category D	\$18.00	\$32.00	\$64.00
Large Gym (HS, MS)			
Energy Fee	\$5.00		
Category E	\$18.00	\$32.00	\$64.00
Middle School Auditorium (includes hallway)			
Energy Fee	\$7.00		
Category F	\$25.00	\$45.00	\$90.00
MS Pool/Locker Room(s)			
Energy & Chemical Fee	\$12.00		

Rental fees are per hour.

* Necessary custodial, food service or other personnel charges are not included in these fees.

* Fees may be adjusted on an annual basis as determined by the Consumer Price Index (CPI).

School equipment (audio-visual, technology, etc.) may only be used on school district property. Equipment must be applied for at the same time the facility use permit application is placed. Special arrangements may have to be made to have trained personnel in charge. Fees are billed at 100% for all users. Equipment will be checked after use and the permit holder will be charged for any damage at the full cost to replace the equipment.

Equipment Item <i>(per day/per event costs)</i>	<i>Northfield</i>
Microphone (standard)	\$ 10.00
Microphone (cordless)	\$ 10.00
Overhead Projector	\$ 10.00
LCD Projector	\$ 10.00
Slide Projector	\$ 10.00
Choral Risers (per section)	\$ 10.00
Shell	\$ 100.00
Grand Piano (Plus cost of tuning)	\$ 100.00
Television	\$ 20.00

Adopted: November 24, 2008; Revised: May 2011; Updated: DATE HERE

School Board
INDEPENDENT SCHOOL DISTRICT 659
Northfield, Minnesota

Legal References: Minn. Stat. § 123B.51 (Schoolhouses and Sites: Access for Noncurricular Purposes)

Cross References: MSBA/MASA Model Policy 801 (Equal Access to School Facilities)
MSBA/MASA Model Policy 901 (Community Education)

Regulations

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

Regulations, continued

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

POLICY 902 USE OF SCHOOL DISTRICT FACILITIES AND EQUIPMENT

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

High School

1400 Division Street S
Northfield, MN 55057

Middle School

2200 Division Street S
Northfield, MN 55057

Greenvale Park Elementary

New Address
Northfield, MN 55057

Bridgewater Elementary

401 Jefferson Parkway
Northfield, MN 55057

Sibley Elementary

1400 Maple Street
Northfield, MN 55057

Longfellow School

201 Orchard Street
Northfield, MN 55057

Remodeled EC & CSD

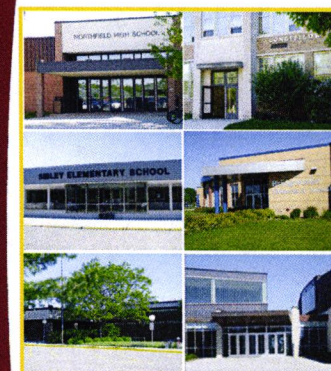
700 Lincoln Parkway
Northfield, MN 55057

Northfield Public Schools
Community Services Division
700 Lincoln Parkway
Northfield, MN 55057

507-664-3649
Fax 507-664-3651

This document represents the
procedures for Policy 902
Revised July 2019
Revisions Effective 07/01/2020

For more information see:
northfieldschools.org



Community Use
of School
Facilities

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

Use Priority

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

1st Priority Regular school district curricular activities and programs.

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

3rd Priority School district Community Services Division programs and activities.

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

Outdoor facilities, excluding Memorial Field and the Varsity Baseball Field, are open to the public at no charge on a first-come, first-served basis when not occupied by school district programs. Individuals or groups may reserve outdoor facilities in advance by obtaining a permit from the Community Services Division. Groups that use fields and tracks may be assessed a custodial fee for clean up of trash and garbage and any other unforeseen costs due to the use.

Classifications

Class I School District Usage

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

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

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

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

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

Class IV Non-Local for-Profit Enterprises

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

Long-Term Contracts

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

HOURLY RENTAL FEES*

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

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

June 10, 2019

Northfield High School Media Center

- I. Call to Order
Board Chair Julie Pritchard called the Regular meeting of the Northfield Board of Education of Independent School District 659 to order at 7:00 p.m. Present: Goerwitz, Hardy, Stratmoen, Quinnell, Baraniak, Iverson, and Pritchard.
- II. Approval of Agenda/Table File
On a motion by Goerwitz, seconded by Baraniak, the Board unanimously approved the Agenda.
- III. Public Comment
There was no public comment.
- IV. Announcements and Recognitions
 - The Last Day of School was this past Friday. Thank you to all students, staff and administration for an excellent 2018-2019 school year.
 - From the Student Activities Office:
 - Congratulations to the Raiders Softball team for winning the Minnesota State High School League Class AAA championship!
 - Congratulations to track athletes:
 - Elizabeth Acheson - State Champion in the 800m!
 - Emma Hodapp, 3rd place in 100m
 - Emma Roethler, 7th place discuss and 6th place shot put
 - Elizabeth Acheson, Grace Acheson, Clara Lippert, Ella Palmquist - 4x400 relay 6th place team overall, placed 8th in AA
 - Raider Golfers Molly Stevens, Nate Stevens and Sylvia Koenig play in the state tournament on June 11-12.
 - The Black Student Union hosted the first cultural night variety show. It was a fun evening and there was a good turnout.
- V. Items for Discussion and Reports
 - A. Late Start Committee Report
Mary Grace Hanson, Director of Teaching & Learning, presented a report of the Late Start Committee. The purpose of this committee was to determine if a later start time was worth pursuing; committee members included administrators, teachers, parents, students, school board and community representatives. This committee looked at research, programs, and had discussions with affected people. In response to the research and as a result of their discussions, the recommendation of this committee is to pursue a later start time for the Middle School and the High School. The Board supported and encouraged this committee to move forward with the next steps, which include developing a plan with specific start and end times, determining potential obstacles and issues and developing plans to adjust for them, involving and communicating with all stakeholders, and seeking feedback from all stakeholders and making any necessary adjustments.
 - B. e-Learning Update and 2019-2020 Calendar Update
Superintendent Hillmann presented an update about the District's plans for continuing the use of e-Learning days (formerly called flexible learning days) for the third and subsequent weather-related cancellations during the 2019-20 school year and the proposed update to the 2019-20 calendar to reflect the use of e-Learning days. Based on feedback from students, parents and teachers, recommended changes may include a limit of five (5) e-Learning days for weather-related closures with the opportunity to identify additional e-Learning days if approved by the school board, if school is closed for two consecutive days new activities will not be assigned on the second day, assignments will be posted by 9:30am, assignments are not necessarily graded, assignments are due the next day,

and additional e-Learning activity matrices and instructions will be available. The make-up dates previously identified on the 2019-2020 calendar will no longer be make-up dates. This will be an item for individual action at the next Board meeting.

Sal Bagley from Wold Architects and Engineers was delayed and the Board agreed to move forward with the agenda and come back to the Greenvale Park Elementary and Sibley Elementary Updates when Ms. Bagley arrived.

C. Greenvale Park Elementary and Sibley Elementary Updates

Sal Bagley, Architect with Wold Architects and Engineers, highlighted the core planning and user group process, diagrams, the construction design process, and project schedules for the new Greenvale Park Elementary School and for Sibley Elementary School.

VI. Consent Agenda

On a motion by Quinnell, seconded by Iverson, the Board unanimously approved the following Consent Agenda items:

A. Minutes. Minutes of the Regular School Board meeting held on May 28, 2019.

B. Gift Agreements.

- A \$1,073.12 gift for the MNSOTA Tier 2 field trip bus transportation for the Middle School.
- A \$2,965.00 gift for fee waivers at the High School.

C. Co-Curricular Overnight Trips for 2019-2020. High School Principal Joel Leer provided a list, dated June 2019, of co-curricular overnight trips for the 2019-2020 school year.

D. Personnel Items

a) Appointments

1. Karsten Clay, Summer Recreation Position with Community Services, beginning 06/07/2019-08/31/2019; \$9.86/hr.
2. Tyler Lexvold, Targeted Services Summer PLUS Site Assistant for up to 6 hours/day at Greenvale Park, beginning 06/13/2019-08/01/2019; Step 1-\$12.88/hr.
3. Jody Mathews, Child Nutrition Associate I for 3 hours/day at Sibley, beginning 08/22/2019; \$18.34/hr.
4. Holly Olmscheid, 1.0 FTE Mathematics Teacher at the High School, beginning 08/26/2019; BA, Step 5.
5. Maimouna Toure-Keita, 1.0 FTE School District Nurse, beginning 08/26/2019; BA, Step 14.
6. River Dittrich, Summer Recreation Position with Community Services, beginning 06/07/2019-08/31/2019; Skateboarding \$10.96/hr.

b) Increase/Decrease/Change in Assignment

1. Sohair Abboud, Spec Ed EA-PCA for 5.60 hours/day at Longfellow, change to Spec Ed EA-PCA for 3.50 hours/day at Longfellow, effective 08/27/2019.
2. Janet Amundson, Spec Ed EA-PCA for 6.75 hours/day and Supervisory for .50 hours/day at the Middle School, change to Spec Ed EA-PCA for 6.75 hours/day and Supervisory for .65 hours/day at the Middle School, effective 08/27/2019.
3. Rachael Basinger, Spec Ed EA-PCA for 6 hours/day at the Middle School, change to Spec Ed EA-PCA for 6.75 hours/day at the Middle School, effective 08/27/2019.
4. Kathleen Beck, Spec Ed EA-PCA for 6.75 hours/day and Supervisory for .16 hours/day at Sibley, change to Spec Ed EA-PCA for 4.75 hours/day and Supervisory for 2.25 hours/day at Sibley, effective 08/27/2019.
5. Robert Benson, Spec Ed EA-PCA for 2 hours/day and General Education for 4.25 hours/day at Sibley, change to Spec Ed EA-PCA for 2 hours/day and General Education for 4 hours/day at Sibley, effective 08/27/2019.
6. Russel Boyington, Supervisory EA for 2 hours/day for 2018-19 only at Greenvale Park, change to Supervisory EA for 2 hours/day for 2019-20 only at Greenvale Park, effective 09/3/2019.
7. Shari Bridley, Spec Ed EA-PCA for 6.30 hours/day at Longfellow, change to Spec Ed EA-PCA for 6.70 hours/day at Longfellow, effective 08/27/2019.
8. Sebastian Burset, General Education EA-EL at the Middle School, change to General Education EA-Will Program for 6.75 hours/day and Crossing Guard for .25 hours/day at the Middle School, effective 8/27/2019; Step 4-\$16.52/hr.
9. Brea Cruce, Spec Ed EA-PCA for 3.60 hours/day at Longfellow, change to Spec Ed EA-PCA for 3.50 hours/day at Longfellow, effective 08/27/2019.

10. Abbie Geiger, Spec Ed EA-PCA for 6.75 hours/day and Supervisory for .25 hours/day at Sibley, change to Spec Ed EA-PCA for 6.75 hours/day and Supervisory for .16 hours/day at Sibley, effective 08/27/2019.
11. Jackie Groth, Spec Ed EA-PCA for 6.50 hours/day and General Education Supervisory for .50 hours/day at Bridgewater, change to Spec Ed EA-PCA for 6.75 hours/day and General Education Supervisory for .50 hours/day at Bridgewater, effective 08/27/2019.
12. Robbin Hedberg, Spec Ed EA-PCA for 6.75 hours/day and Supervisory for .25 hours/day at the Middle School, change to Spec Ed EA-PCA for 6.75 hours/day at the Middle School, effective 08/27/2019.
13. Melissa Kaderlik, Spec Ed EA-PCA for 6.75 hours/day and Supervisory for .16 hours/day at Sibley, change to Spec Ed EA-PCA for 5.50 hours/day and Lunch Supervisory for 1.75 hours/day at Sibley, effective 08/27/2019.
14. Leanne King, Spec Ed EA-PCA for 6.75 hours/day at Sibley, change to Spec Ed EA-PCA for 6.75 hours/day and Supervisory for .25 hours/day at Sibley, effective 08/27/2019.
15. Marcy Korynta, .75 FTE School Psychologist at the High School, change to 1.0 FTE School Psychologist at the Middle School, effective 07/26/2019.
16. Lisa Laine, Spec Ed EA-PCA for 4.25 hours/day; Kindergarten for 2 hours/day and Supervisory for .83 hours/day at Greenvale Park, change to Spec Ed EA-PCA for 4 hours/day; Kindergarten for 2 hours/day and Supervisory for 1.25 hours/day at Sibley, effective 08/27/2019.
17. Yolanda Loken, Spec Ed EA-PCA for 6.30 hours/day at Longfellow, change to Spec Ed EA-PCA for 6.70 hours/day at Longfellow, effective 08/27/2019.
18. Kathleen Malecha, Spec Ed EA-PCA for 5.50 hours/day and General Education for .50 hours/day at Bridgewater, change to Spec Ed EA-PCA for 5.75 hours/day and General Education Supervisory for .50 hours/day at Bridgewater, effective 08/27/2019.
19. Sarah Marohl, Spec Ed EA-PCA for 3.50 hours/day at Longfellow, change to Spec Ed EA-PCA for 3.60 hours/day at Longfellow, effective 08/27/2019.
20. Makenzie Mathews, Spec Ed EA-PCA for 4.50 hours/day at Longfellow, change to Spec Ed EA-PCA for 4.60 hours/day at Longfellow, effective 08/27/2019.
21. Morgan McCarty, Spec Ed EA-PCA for 6.75 hours/day and Supervisory for .25 hours/day at Sibley, change to Spec Ed EA-PCA for 6.75 hours/day and Supervisory for .25 hours/day at the Middle School, effective 08/27/2019.
22. Peter McGorry, General Education for 6 hours/day for 2018-19 only at Sibley, change to General Education for 6 hours/day for 2019-20 only at Sibley, effective 8/27/2019.
23. Amanda Morelan, CNA I for 3.25 hours/day at Bridgewater, change to CNA III for 6.5 hours/day at Bridgewater, effective 08/20/2019-10/21/2019; \$21.02/hr.
24. Lori Mullen, CNA III for 6.50 hours/day at Bridgewater, change to Child Nutrition Manager I for 7 hours/day at Bridgewater, effective 08/20/2019-10/21/2019; \$23.47/hr.
25. Kim Norton, Spec Ed EA-PCA for 6.30 hours/day at Longfellow, change to Spec Ed EA-PCA for 6.70 hours/day at Longfellow, effective 08/27/2019.
26. Amy Pantze, Spec Ed EA-PCA for 6.75 hours/day and Supervisory for .50 hours/day at Greenvale Park, change to Spec Ed EA-PCA for 6.50 hours/day and Supervisory for .75 hours/day at Greenvale Park, effective 08/27/2019.
27. Ulrika Peterson, Spec Ed EA-PCA for 3.50 hours/day and General Education for 3.10 hours/day at Sibley, change to Spec Ed EA-PCA for 3.75 hours/day and General Education for 3.25 hours/day at Sibley, effective 08/27/2019.
28. Teri Quamme, Spec Ed EA-PCA for 6.75 hours/day and Supervisory for .50 hours/day at Greenvale Park, change to Spec Ed EA-PCA for 6.75 hours/day at the Middle School, effective 08/27/2019.
29. Jessica Rushton, Spec Ed EA-PCA for 6.75 hours/day and Supervisory for .25 hours/day at Sibley, change to Spec Ed EA-PCA for 6.75 hours/day and Supervisory for .16 hours/day at Sibley, effective 08/27/2019.
30. Krista Sorenson, General Education for 7 hours/day at Sibley, change to General Education for 5.75 hours/day at Sibley, effective 08/27/2019.
31. Robyn Spillman, Spec Ed EA-PCA for 6.75 hours/day and Supervisory for .50 hours/day at Greenvale Park, change to Spec Ed EA-PCA for 6.75 hours/day and Supervisory for .25 hours/day at the Middle School, effective 08/27/2019.
32. Mary (Horton) Stanchina, Spec Ed EA-PCA for 5.50 hours/day and General Education for .50 hours/day at Bridgewater, change to Spec Ed EA-PCA for 6.50 hours/day and General Education Supervisory for .50 hours/day at Bridgewater, effective 08/27/2019.
33. Gloria Sterud, Spec Ed EA-PCA for 6.75 hours/day and Supervisory for .50 hours/day at the Middle School, change to Spec Ed EA-PCA for 6.75 hours/day at the Middle School, effective 08/27/2019.
34. Christina Suhsen, Spec Ed EA-PCA for 2.10 hours/day at Longfellow, change to Spec Ed EA-PCA for 2.20 hours/day at Longfellow, effective 08/27/2019.
35. Karrie VanZuilen, Spec Ed EA-PCA for 4 hours/day at Longfellow, change to Spec Ed EA-PCA for 4.10 hours/day at Longfellow, effective 08/27/2019.

36. Victoria Voegelé, Spec Ed EA-PCA for 6.75 hours/day and Supervisory for .25 hours/day at Sibley, change to Spec Ed EA-PCA for 5.75 hours/day and General Education for 1.25 hours/day at Sibley, effective 08/27/2019.
37. Michelle Warden, Spec Ed EA-PCA for 1.83 hours/day and General Education for 4.17 hours/day at Bridgewater, change to Spec Ed EA-PCA for 4 hours/day and General Education for 3 hours/day at Bridgewater, effective 08/27/2019.
38. Lori Witt Macrae, Spec Ed EA-PCA for 6.75 hours/day and Supervisory for .25 hours/day at Sibley, change to Spec Ed EA-PCA for 6.75 hours/day and General Education for .41 hours/day at Sibley, effective 08/27/2019.
39. Janet Amundson, Special Ed EA-PCA at the Middle School, add Special Ed EA-PCA Extended School Year for 3.5 hours/day Mon.-Thurs. at the Middle School, effective 06/27/2019-08/01/2019.
40. Stephanie Balma, School Readiness Teacher at Longfellow, add Early Ventures Teacher for up to 40 hours/week on weeks that there is no Summer PLUS and up to 28 hours/week when there is Summer PLUS, effective 06/10/2019-08/23/2019. Step 6
41. Mary Boyum, Special Ed EA-PCA at Sibley, add Special Ed EA-PCA Extended School Year for 3.5 hours/day Mon.-Thurs. at Sibley, effective 06/27/2019-08/01/2019.
42. Shari Bridley, Special Ed EA-PCA at Longfellow, add Special Ed EA-PCA Extended School Year for 3.5 hours/day Mon.-Thurs. at Longfellow, effective 06/27/2019-08/01/2019.
43. Matthew Crase, Special Ed EA-PCA at the Middle School, add Special Ed EA-PCA Extended School Year for 3.5 hours/day Mon.-Thurs. at the Middle School, effective 06/27/2019-08/01/2019.
44. Whitney Docken, Speech Language Pathologist at Greenvale, add Speech Language Pathologist Extended School Year for up to 70 hours/summer with the District, effective 06/10/2019-08/15/2019.
45. Leah Driscoll, Special Education Teacher at Bridgewater, add Special Education Teacher Extended School Year for 3.5 hours/day Mon.-Thurs. at Sibley, effective 06/27/2019-08/01/2019.
46. Christopher Fatze, Special Education Teacher at the Middle School/Greenvale Park, add Special Education Teacher Extended School Year for 3.5 hours/day Mon.-Thurs. at Sibley, effective 06/27/2019-08/01/2019.
47. Teresa Findley, Special Ed EA-PCA at the Middle School, add Special Ed EA-PCA Extended School Year for 3.5 hours/day Mon.-Thurs. at the Middle School, effective 06/27/2019-08/01/2019.
48. Kay Goodrich, Special Ed EA-PCA at the Middle School, add Special Ed EA-PCA Extended School Year for 3.5 hours/day Mon.-Thurs. at the Middle School, effective 06/27/2019-08/01/2019.
49. Mara Hessian, Special Ed EA-PCA at Bridgewater, add Special Ed EA-PCA Extended School Year for 3.5 hours/day Mon.-Thurs. at Sibley, effective 06/27/2019-08/01/2019.
50. Melanie Klein, Special Education Teacher at Sibley, add Special Education Teacher Extended School Year for 3.5 hours/day Mon.-Thurs. at Sibley, effective 06/27/2019-08/01/2019.
51. Kristi Korteum, Assistant Math Coach at the High School, change to Head Math Team Coach at the High School, effective 06/06/2019. Level H, Step 1
52. Richelle Kruger, Special Ed EA-PCA at the High School, add Special Ed EA-PCA Extended School Year for 3.5 hours/day Mon.-Thurs. at the Middle School, effective 06/27/2019-08/01/2019.
53. Correction: Lisa Laine, Spec Ed EA-PCA for 4.25 hours/day; Kindergarten for 2 hours/day and Supervisory for .83 hours/day at Greenvale Park, change to Spec Ed EA-PCA for 4 hours/day; Kindergarten for 2 hours/day and Supervisory for 1.25 hours/day at Greenvale Park, effective 08/27/2019.
54. Delores Larsen, Special Ed EA-PCA at Sibley, add Special Ed EA-PCA Extended School Year for 3.5 hours/day Mon.-Thurs. at Sibley, effective 06/27/2019-08/01/2019.
55. Jennifer Link, Special Education Teacher at the Middle School, add Special Education Teacher Extended School Year for 3.5 hours/day Mon.-Thurs. at the Middle School, effective 06/27/2019-08/01/2019.
56. Carolyn Manderfeld, Special Ed EA-PCA at the Middle School, add Special Ed EA-PCA Extended School Year for 3.5 hours/day Mon.-Thurs. at Sibley, effective 06/27/2019-08/01/2019.
57. Makenzie Mathews, Special Ed EA-PCA at Longfellow, add Special Ed EA-PCA Extended School Year for 3.5 hours/day Mon.-Thurs. at Longfellow, effective 06/27/2019-08/01/2019.
58. Brigid McCabe, Special Ed EA-PCA at Longfellow, add Special Ed EA-PCA Extended School Year for 3.5 hours/day Mon.-Thurs. at Longfellow, effective 06/27/2019-08/01/2019.
59. Beth McClune, Special Ed EA-PCA at the Middle School, add Special Ed EA-PCA Extended School Year for 3.5 hours/day Mon.-Thurs. at the Middle School, effective 06/27/2019-08/01/2019.
60. Kimberly Medin, Special Education Teacher at the Middle School, add Special Education Teacher Extended School Year for 3.5 hours/day Mon.-Thurs. at Sibley, effective 06/27/2019-08/01/2019.
61. Jacqueline Meyer, Special Ed EA-PCA at the High School, add Special Ed EA-PCA Extended School Year for 3.5 hours/day Mon.-Thurs. at Sibley, effective 06/27/2019-08/01/2019.
62. LaDonna Miller, Special Ed EA-PCA at Greenvale Park, add Special Ed EA-PCA Extended School Year for 3.5 hours/day Mon.-Thurs. at Sibley, effective 06/27/2019-08/01/2019.
63. Ruth Morgan Malecha, Special Ed EA-PCA at the High School, add Special Ed EA-PCA Extended School Year for 3.5 hours/day Mon.-Thurs. at the Middle School, effective 06/27/2019-08/01/2019.

64. Debra Pack, Special Ed EA-PCA at the High School, add Special Ed EA-PCA Extended School Year for 3.5 hours/day Mon.-Thurs. at the Middle School, effective 06/27/2019-08/01/2019.
 65. Amelia Pantze, Special Ed EA-PCA at Greenvale Park, add Special Ed EA-PCA Extended School Year for 3.5 hours/day Mon.-Thurs. at Sibley, effective 06/27/2019-08/01/2019.
 66. Kyle Roth, Special Education Teacher at Longfellow, add Special Education Teacher Extended School Year for 3.5 hours/day Mon.-Thurs. at Longfellow, effective 06/27/2019-08/01/2019.
 67. Jessica Rushton, Special Ed EA-PCA at Sibley, add Special Ed EA-PCA Extended School Year for 3.5 hours/day Mon.-Thurs. at Sibley, effective 06/27/2019-08/01/2019.
 68. Tammy Schwagerl, Special Ed EA-PCA at the High School, add Special Ed EA-PCA Extended School Year for 3.5 hours/day Mon.-Thurs. at Longfellow, effective 06/27/2019-08/01/2019.
 69. Deborah Seitz, Special Education Teacher at the Middle School, add Special Education Teacher Extended School Year for 3.5 hours/day Mon.-Thurs. at the Middle School, effective 06/27/2019-08/01/2019.
 70. Donna Torgeson, Special Ed EA-PCA at the Middle School, add Special Ed EA-PCA Extended School Year for 3.5 hours/day Mon.-Thurs. at the Middle School, effective 06/27/2019-08/01/2019.
 71. ReNae Trebelhorn, Special Education Teacher at the Middle School, add Special Education Teacher Extended School Year for 3.5 hours/day Mon.-Thurs. at the Middle School, effective 06/27/2019-08/01/2019.
 72. Anne Vander Martin, Special Ed EA-PCA at Sibley, add Special Ed EA-PCA Extended School Year for 3.5 hours/day Mon.-Thurs. at Sibley, effective 06/27/2019-08/01/2019.
 73. Andrea Waldoch, Special Ed EA-PCA at Bridgewater, add Special Ed EA-PCA Extended School Year for 3.5 hours/day Mon.-Thurs. at Sibley, effective 06/27/2019-08/01/2019.
 74. Kari Winter, Special Education Teacher at Longfellow, add Special Education Teacher Extended School Year for 3.5 hours/day Mon.-Thurs. at Longfellow, effective 06/27/2019-08/01/2019.
 75. Sarah Woodcock, EarlyVentures Teacher for 36 hours/week at Longfellow, change to EarlyVentures Teacher for 39.5 hours/week at Longfellow, effective 06/10/2019.
 76. Carina Zick, Special Ed EA-PCA at Sibley, add Special Ed EA-PCA Extended School Year for 3.5 hours/day Mon.-Thurs. at Sibley, effective 06/27/2019-08/01/2019.
- c) Leave of Absence
1. Victoria Malecha, Child Nutrition Manager I at Bridgewater, Family/Medical Leave of Absence for Childcare, effective 08/26/2019-10/16/2019.
 2. Updated: Cori Yamry, Guidance Counselor at the Middle School, Family/Medical Leave of Absence for Childcare, effective 08/26/2019-10/23/2019.
- d) Retirements/Resignations/Terminations
1. Amrita Bhagia, Assistant Speech Coach at the High School, resignation effective 05/30/2019.
 2. Rachael Hudson, School Psychologist at the Middle School, resignation effective at the end of the 2018-2019 school year.
 3. Kathleen Roth, EarlyVentures Teacher at Longfellow, termination effective 5/29/2019.
 4. Roberta Schmidtke, EarlyVentures Site Leader at Longfellow, resignation effective 06/28/2019.
 5. Abigail Estep, Community Services Position, Decline position effective 06/03/2019.
 6. Jada Johnson, Community Services Position, Decline position effective 05/28/2019.
 7. Charles Pratt, Community Services Position, Decline position effective 05/29/2019.
 8. Dylan Warner, KidVentures Site Leader, termination effective 06/06/2019.

VII. Superintendent's Report

A. Items for Individual Action

1. Achievement and Integration Program. On a motion Iverson, seconded by Hardy, the Board approved the Achievement and Integration Plan (A&I) for Northfield Public Schools as presented by Mary Grace Hanson, Director of Teaching & Learning, at the May 28, 2019 School Board meeting. The purpose of A&I is to pursue racial and economic integration, increase student achievement, create equitable educational opportunities, and reduce academic disparities based on students' diverse racial, ethnic, and economic backgrounds. This is a three-year plan with annual updates included in the World's Best Workforce presentation and an updated budget.
2. Policy Committee Recommendations. On a motion by Hardy, seconded by Goerwitz, the Board approved Policy 722 and renumbering current Policy 722 to Policy 719 as initially presented at the May 28, 2019 Board meeting and recommended by the Policy Committee. These changes will be effective on July 1, 2019.

3. Family/Program/Co-Curricular/Student Citizenship Handbooks. On a motion by Iverson, seconded by Hardy, the Board approved the Policy Committee's recommendations on the 2019-2020 handbooks for: Elementary Schools, Middle School, High School, ALC, Early Ventures, Kid Ventures, Hand In Hand, Parent Co-Curricular Handbook, and the Student Citizenship Handbook as presented at the May 28, 2019 Board meeting.
4. Proposed 2019-2020 Budget - All Funds. On a motion by Goerwitz, seconded by Stratmoen, the Board approved the proposed 2019-2020 budgets as presented for all funds. The annual proposed budget book for 2019-2020 was presented to each board member; the individual funds have been presented and reviewed in detail at School Board meetings over the past few months. A summary of revenue and expenditure amounts are listed below.

<u>Fund</u>	<u>Revenues</u>	<u>Expenditures</u>
General (includes Capital & LTFM)	\$55,174,191	\$55,728,526
Child Nutrition	\$ 2,108,400	\$ 2,343,704
Community Services	\$ 2,931,149	\$ 3,035,782
Debt Service	\$ 6,056,639	\$ 7,375,743
Trust	\$ 73,530	\$ 76,030
Internal Service	\$ 7,441,919	\$ 7,430,483
Building Construction	\$ 669,655	\$30,117,282

5. FY 2019 Audit Engagement Letter and HIPAA Business Associate Agreement. On a motion by Iverson, seconded by Baraniak, the Board accepted the 2018-2019 Engagement Letter from CliftonLarsonAllen, LLP in the amount of \$23,700 plus expenses, and approved the HIPAA Business Associate Agreement which is intended to protect the privacy and provide for the security of personal health information in compliance with the Health Insurance Portability and Accountability Act of 1996, the Health Information Technology for Economic and Clinical Health Act of 2009, and the regulations and policy guidance thereunder ("HIPAA Rules").
6. Resolution Establishing Procedures for Reimbursement of Certain Expenditures From Proceeds of Future Bond Issues or Other Borrowings. On a motion by Barniak, seconded by Iverson, the Board approved the Resolution Establishing Procedures for Reimbursement of Certain Expenditures From Proceeds of Future Bond Issues or Other Borrowings to comply with the Internal Revenue Service Treasury Regulations Section 1.150-2 (the "Regulations") to provide rules governing Bonds issued after June 30, 1993, the proceeds of which are allocated to reimburse an Issuer for certain expenditures made prior to the date of issue of those Bonds. Voting 'yes' was Goerwitz, Hardy, Stratmoen, Quinnell, Baraniak, Iverson, and Pritchard. No one voted 'no'. Motion carried.
7. Resolution Regarding Board Control of Extracurricular Activities. On a motion by Quinnell, seconded by Baraniak, the Board approved the Resolution Regarding Board Control of Extracurricular Activities which directs the District's administration to implement the requirements of Minnesota Session Laws 2019, 1st Special Session, CH. 11, Art. 1, Sec. 5. which requires changes in the accounting for student activity funds and school boards must take charge of and control all student activities of the public schools in the district and that all money received or expended for extracurricular activities shall be recorded in the same manner as other revenues and expenditures of the district. Voting 'yes' was Goerwitz, Hardy, Stratmoen, Quinnell, Baraniak, Iverson, and Pritchard. No one voted 'no'. Motion carried.

VIII. Items for Information

- A. End of the Year Enrollment Report. Dr. Hillmann reviewed the end of year enrollment report at 3,964.5 students.
- B. Construction Update #8. Dr. Hillmann provided an update on the District's construction projects which included the Bridgewater bid opening which occurred on May 2. We will begin to see construction preparation activity at Bridgewater in the next week.

IX. Items for Information

- A. Monday, July 8, 2019, 7:00 PM, Regular Board Meeting, NHS Media Center
- B. Monday, August 12, 2019, 7:00 PM, Regular Board Meeting, NHS Media Center
- C. Monday, August 26, 2019, 7:00 PM, Regular Board Meeting, NHS Media Center

X. Adjournment

On a motion by Stratmoen, seconded by Goerwitz, the Board adjourned at 9:12 p.m.

Noel Stratmoen
School Board Clerk

NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 20th day of June, 2019, by and between W.I.N.G.S. (Women In Northfield Giving Support), 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

\$1,000.00 donation for the Backpack Food Program, check # 62967.

W.I.N.G.S.

Donor

By: Received in Longfellow office

Approved by resolution of the School Board on the _____ day of _____, _____.

INDEPENDENT SCHOOL DISTRICT No. 659

By: _____

Clerk

NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 24th day of June, 2019, by and between CFS Foundation, hereinafter the "Donor", and Independent School District No. 659, Northfield, Minnesota, pursuant to the District's policy for receiving gifts and donations, as follows:

TERMS

\$1,200.00 donation for the Backpack Food Program, check # 1431.

CFS Foundation

Donor

By: Received in Longfellow office

Approved by resolution of the School Board on the _____ day of _____, _____.

INDEPENDENT SCHOOL DISTRICT No. 659

By: _____

Clerk

NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 24th day of June, 2019, by and between Land O Lakes Foundation, hereinafter the "Donor", and Independent School District No. 659, Northfield, Minnesota, pursuant to the District's policy for receiving gifts and donations, as follows:

TERMS

\$1,200.00 donation for the Backpack Food Program, check# 23751.

Land O Lakes Foundation

Donor

By: Received in Longfellow 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 INSERT and seconded by INSERT:

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)
Women In Northfield Giving Support	\$1,000.00	Backpack Food Program at Longfellow
CFS Foundation	\$1,200.00	Backpack Food Program at Longfellow
Land O' Lakes Foundation	\$1,200.00	Backpack Food Program at Longfellow

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

SUBMITTED BY: EARL WEINMANN - NORTHFIELD MIDDLE SCHOOL

Policy IICA-E

OVERNIGHT STUDENT FIELD TRIPS

Proposal

Overnight student field trips must receive prior approval by the Board of Education. Proposals for overnight student field trips should be submitted first to the Building Principal and include the following:

Date of Proposal: Saturday, June 12 - Sunday, June 13, 2020

Purpose of Trip: To visit sites connected with the James and Younger Gang

Attach Dates and Itinerary of Proposed Trip.

Describe the educational benefits of the proposed trip. To further educate student tour guides on the life of the James and Younger Gang

List staff involved in planning and organizing the trip. Earl Weinmann

Outline the time commitment anticipated and state the arrangements made to assure that these activities are manageable and will not unduly distract staff from their primary duties. No staff will be affected

What arrangements will be made for transportation? Schmitty & Sons Bus – Lakeville or Benjamin Bus in Northfield

What arrangements will be made for lodging? Stoney Creek Inn - St. Joseph

Attach a summary of the budget for the proposed trip, including funding source(s), and proposed fundraising activities. School pays transportation costs. All other costs shared by the students and the Northfield Historical Society

Describe the availability of scholarships. None

Number of anticipated student participants. 15 - 18

Number of school staff chaperones. 2-3 (depending on the number of participants)

Number of parent chaperones. 0

Attach a description of activities scheduled for nonparticipating students.
None - summer trip

ST. JOSEPH - KEARNEY, MISSOURI HISTORICAL SOCIETY TRIP
Itinerary – all times approximate

Total Miles 842

Friday, June 12th

BUS ARRIVES AT APPROXIMATELY 7:15 A.M.

LEAVE NORTHFIELD APPROXIMATELY - 7:30 A.M.

- 1ST STOP - 9:00 - 9:15: Snack/Bathroom Break.
Clear Lake: Exit 194
Park at "Kum & Go"
- 2ND STOP - 10:50 – 11:50 Gas and Lunch
Exit 92, Ankeny, IA
Drop kids off at Arby's. Many places to go.
Gas up at Kum and Go
- 3RD STOP - 1:35 - 2:05 Ice Cream / Bathroom Break.
Dairy Queen
Exit 92, Bethany, Missouri
- 4TH STOP - 3:15 - 4:50 (This is the time we arrive...make arrangements with Farm)
Kearney Family Farm.
Exit 26 (Hwy 92)
- 5TH STOP - Jesse James' Grave (Optional)
Directions: Coming from Farm to Mt. Olivet Cemetery –
Take left to second entrance
Grave on the right side of road near pointy evergreen tree.
- 6TH STOP - 6:00 – 7:15 Supper (DO NOT STOP AT THE HOTEL FIRST)
Cracker Barrel Parking Lot (I-29, Exit # 47-I-29 & Frederick Blvd-915 N. Woodbine Rd)
(Next door to Ramada)
Everyone eats at Cracker Barrel
- 7TH STOP - 7:30 Arrive at Hotel
Stoney Creek Inn St. Joseph:
1201 North Woodbine Road,

Saturday, June 13th

Students will eat breakfast at the Stoney Creek Inn - St. Joseph Buffet which starts at 6:30 a.m.

Leave hotel at 8:45 (students be there by 8:40)

1ST STOP: 8:45 a.m - 10:20. Patee House Museum / Jesse James House

On the way to Antique Market drive by hill which once held Jesse's house: Go to 13th Street (left from Japanese Tea Garden near Pattee House) and take a right on Lafayette. It is on the right side with a marker.

2ND STOP: 10:30 - 11:40 St. Joseph Antique Market.
3600 S Leonard Road – St. Joseph

3RD STOP: 12:45 – 1:00: Bethany Kum and Go (or Casey's)
Snack and Bathroom Break

4TH STOP DID NOT GO HERE: 5:00 - 5:50: Merle Hay Road (Exit 194)
Supper at Fast Food or Perkins, Denny's Rice House, etc.

4:10 - 5:10: Clear Lake Exit 194 (Go left off exit and park between McDonalds and Rice House Asian restaurant

5TH STOP: 5:40 - 6:00 – Sightseeing – Forest City Exit (Hwy 9) to 205th Avenue to Pilot Knob Park (14 miles)
2nd Highest Point in Iowa (up the trail to lookout tower.

Have students call parents on cell phones to inform that we are one hour away from the museum.

HOME: Approximately 7:45 p.m. arrive in Northfield



Northfield Public Schools
Northfield, MN

EXTENDED FIELD TRIP FORM

Staff Member(s) Responsible (Name and phone): Tim Torstenson 507.301.8531

School and Program: NHS VOLLEYBALL

Date of Request: 9/6/19

1. What group is taking this trip? Varsity Volleyball

Estimated # of Students 15

Adult Supervisors 2

2. Destination: Marshall, MN _____

Date/Time of departure: noon on 9/6/19

Date/Time of Return: 8pm on 9/7/19

3. State purpose and/or educational value of trip (attach information to form if needed).
Volleyball tournament

4. Name the manner of travel and the carrier.

Bus, Benjamin Bus

5. State housing arrangements (must include name, address and phone number of hotel).
AmericInn Marshall, 507.218.2440

6. List of parent or guardian contact info.

7. List participants (reminder to have participants complete parent/guardian permission form if applicable).

TBD

8. Indicate who will be in charge of supervising the trip (roles and responsibilities).

Tim Torstenson- all roles and responsibilities

9. State the safety precautions and procedures for emergencies while on the trip.

11. Give budget costs, how trip will be funded and estimated cost per student.

Funded by activities fund

12. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.

Signature of Staff Member Responsible: *Tim Torstenson*

Date field trip request was submitted to Principal: *6/21/19*

Principal/Administrator Signature and Date: *6/24/19*

Approved: *[Signature]*

Not Approved:

Superintendent Signature and Date:

Approved:

Not Approved:

School Board Review Date:

Approved:

Not Approved:

AGREEMENT BETWEEN
NORTHFIELD HOSPITAL & CLINICS
AND
NORTHFIELD HIGH SCHOOL

The items listed below are the conditions of the Agreement between Northfield Hospital & Clinics Rehabilitation Services (NH+C), and Northfield High School (High School), for the purpose of setting forth the terms and conditions under which NH+C shall provide athletic training services to high school sport participants.

This agreement is in effect for the school years 2019-2020 and 2020-2021.

I. NH+C Obligations

A. Contract Hours

- 1) Certified Athletic Trainers employed by NH+C will provide 938 hours of service in the training room and at events over each of the years of this contract.
- 2) An additional trainer will be available immediately after school for 30 minutes on Mondays, Tuesdays, Thursdays and Fridays. Two trainers will be available until 5:00 pm on Wednesdays.
- 3) If concurrent contracted events occur at the high school, one athletic trainer will cover those events. When there are off-site contracted events that overlap contracted events occurring at the high school Northfield Hospital and Clinics will to the best of our ability attempt to provide additional athletic trainers to cover those off-site events at a rate of \$30/hr for each additional event. This extra coverage is not guaranteed.
- 4) If events take place concurrently at High School, the middle school, and/or the hockey arena, athletic trainers will use best efforts to cover both/all events. In this instance, the coverage of the event at the hockey arena/middle school will be reimbursed separately at the rate of \$30.00 per hour during school years 2019-2020 and 2020-2021.

B. Certified Athletic Trainers will be responsible for:

- 1) First aid and emergency care for all athletes as needed.
- 2) Evaluation of injuries and preventive injury assessments.
- 3) Preventive taping and strapping as necessary.
- 4) Administer treatments to athletes as they rehabilitate injuries.
- 5) Maintain emergency information and records of treatments on all athletes.
- 6) Supervise students when in training room.
- 7) Stock training kits.

- 8) Maintain an accurate inventory of all supplies and notify the Activities Director when supplies are needed.
- 9) Provide an annual inventory in early March and recommend supplies and equipment, which should be purchased for the following year.
- 10) Provide in-service education to members of coaching staff and students per request of Activities Director.
- 11) Provide ongoing inspection of athletic facilities and methods used by coaches in working with their athletes, and pass on concerns and recommendations to the Activities Director.
- 12) If available, an athletic trainer will be provided for events occurring at High School in which a High School team does not participate in (example: section playoff games and section events). This will be billed to High School at a rate of \$30/hour.
- 13) Facilitate the communication among the injured athlete, coach, and physician.
- 14) Inform coaches of the injured athlete's limitations in participation.
- 15) Inform coaches of rehabilitation expectations.

II. High School Obligations

A. Athletic Training Services

- 1) A working space (office) for the athletic trainer for consultations.
- 2) For school year 2019-2020, the High School will remit to NH+C an annual fee of \$28,018.08, payable in 9 monthly installments of \$3,113.12 beginning each September 1. For school year 2020-2021, the High School will remit to NH+C an annual fee of \$28,438.38, payable in 9 monthly installments of \$3,159.82.
- 3) High School will publish, at no charge, a one-half page ad on behalf of the NH+C in each athletic program produced.
- 4) High School will prominently display a 3'x5' banner provided by NH+C at all home sporting events occurring either at Memorial Stadium or the High School Gymnasium throughout the school year.
- 5) The Athletic Director and up to 3 coaches will annually complete an evaluation of NH+C personnel and services.

III. Hold Harmless. NH+C agrees to indemnify and hold High School harmless from any and all claims, demands, damages, costs, and expenses, including reasonable attorney's fees, which arise from any act, failure to act, or negligence of NH+C, its agents or employees, related in any way to performance of its obligations imposed under this Agreement. NH+C will provide High School with a certificate of its liability insurance of

no less than one million dollars, and will maintain this coverage for the term of the contract.

High School agrees to indemnify and hold NH+C harmless from any and all claims, demand, damages, costs, and expenses, including reasonable attorney's fees, which arise from any act, failure to act, or negligence of High School, its agents or employees, related in any way to performance of its obligations imposed under this Agreement. High School will provide NH+C with a certificate of its liability insurance of no less than one million dollars, and will maintain this coverage for the term of this contract.

IV. Termination. Either party may terminate this contract by giving 30 days written notice.

VI. Notice. All notices required to be given under the terms of this Agreement shall be in writing, shall be effective upon receipt and shall be delivered in person or by certified mail, return receipt requested, to the parties as follows:

NH+C:	Northfield Hospital 2000 North Avenue Northfield, MN 55057 Attention: Steve Underdahl, President & CEO
High School:	Northfield High School 1400 Division Street S. Northfield, MN 55057 Attention: Athletic Director

VII. Insurance. NH+C agrees to maintain in full force and effect, at its own cost and expense, a policy or policies of professional liability insurance providing coverage for itself and its employees in an amount not less than \$1,000,000 per claim and \$3,000,000 in aggregate. NH+C will provide a certificate of insurance coverage to High School upon request.

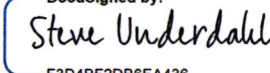
High School agrees to maintain in full force and effect, at its own cost and expense, a policy or policies of comprehensive general liability insurance providing coverage for itself and its employees in an amount not less than \$1,000,000 per claim and \$3,000,000 in aggregate. High School will provide a certificate of insurance coverage to NH+C upon request.

VIII. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota.

- IX. Assignment.** Neither party to this Agreement may assign its rights and obligations hereunder without the prior written consent of the other party, and any attempt to do so shall be null and void.
- X. Relationship of the Parties.** The relationship between the parties shall be solely that of independent contractors and nothing herein shall be construed to create or imply any relationship of employment, agency, partnership or any relationship other than that of independent contractors.
- XI. Entire Agreement.** This Agreement constitutes the entire Agreement between the parties and supersedes all prior agreements, understandings, and letters of intent relating to the subject matter hereof. This Agreement shall be binding on the parties hereto, their heirs, successors and assignees in interest. This Agreement may be amended or supplemented only by a writing executed by both parties.

Joel Olson
NHS Activities Director
Northfield High School

Val Mertesdorf
Director of Finance
Northfield Public Schools

DocuSigned by:

F3D4BF2DB6EA436...

Steve Underdahl
President and CEO
Northfield Hospital + Clinics

Colleen Johnson
Director of Rehabilitation Services
Northfield Hospital + Clinics

Addendum A

Northfield High School
Athletic Training Services
School Years 2019-2020 and 2020-2021

Athletic Training Room Coverage

Fall: Athletic Training Room 2:45 – 5:25 pm for 9 weeks
Winter: Athletic Training Room 2:45 – 5:00 pm for 17 weeks
Spring: Athletic Training Room 2:45 – 4:25 pm for 11 weeks

Note: An additional trainer will also provide coverage for 30 minutes on Mondays, Tuesdays, Thursdays and Fridays, and coverage for 2 hours and 15 minutes on Wednesdays, during the fall and winter seasons. During the spring season, an additional trainer will be provided during the times listed above.

August Pre-Season Practices

4 hours/day for 2 weeks

Event Coverage

Football	Home – V, JV, 9 th , 10 th
Soccer	Home – V (boys and girls)
Hockey	Home – V, JV (boys and girls)
Basketball	Home – V, JV (boys and girls)
Gymnastics	Home – V, JV (Gymnastics to be covered as an additional event if it is outside of Northfield, and charged at \$30.00/hour. No guarantee of coverage.)
Wrestling	Home – V, JV
Track	Home – V (boys and girls)
Lacrosse	Home – V, JV (boys and girls)

Total Contract Hours not to exceed 938 hours.

**AGREEMENT BETWEEN CITY OF NORTHFIELD AND
INDEPENDENT SCHOOL DISTRICT NO. 659
RELATING TO CITY OF NORTHFIELD/COMMUNITY SERVICES
RECREATION PROGRAM**

This Agreement is made as of the ____ day of ____, 2019, by and between the City of Northfield, a Minnesota municipal corporation (City), and Independent School District No. 659, a Minnesota school district (School District).

WHEREAS, the School District is organized for the purpose of providing public school education and life-long learning opportunities, including community education and recreational programs, within its geographic boundaries; and

WHEREAS, the City also provides recreational opportunities within its geographic boundaries;

NOW, THEREFORE, the City and the School District agree as follows:

1. **PURPOSE AND INTENT.** The City and the School District desire to cooperate in the operation of a community education and recreation program (Program) according to the terms of this Agreement. The City shall pay the School District for the purpose of providing the Program. The Program shall include, but not be limited to, opportunities for leisure, recreation, enrichment and other activities that promote the health, safety and welfare of the community. The program shall support the learning and participation of adults and children in the community through access to community recreational programs and activities offered through the School District on behalf of the City. Facilities of the City and the School District will be made available for use in the Program and both parties will contribute to the funding of the Program, as provided herein.
2. **SERVICES PROVIDED BY COMMUNITY SERVICES DEPARTMENT.** Except as otherwise specifically provided herein, the School District, through its Community Services Division, will provide all services related to the Program including, but not limited to, hiring and managing all staff related to the Program, and organizing, scheduling, managing and supervising all Program events. The Program shall include but not be limited to opportunities for leisure, recreation, enrichment, and other activities that promote health, safety and welfare in the community.
3. **PROGRAM AVAILABILITY.** The Program shall be open to all residents of the School District on a first come, first served basis without regard to race, religion, ethnicity, or gender.
4. **COMMUNITY SERVICES ADVISORY COUNCIL; CITY REPRESENTATIVE.** The School District's Community Services Advisory Council (Advisory Council) shall advise and make recommendations to the School District on issues related to the Program and the Park and Recreation Advisory Board (PRAB) shall make recommendations to the City Council including, but not limited to, philosophy and mission, budgetary decisions, programming, and

fees and charges, and shall meet with representatives of the City Council and the School Board at least once annually to review the Program. The Advisory Council shall include, as one of its twelve to fifteen voting members, one voting member from the City's Park and Recreation Advisory Board (PRAB). This member will be recommended by the PRAB, appointed by the Mayor and approved by the City Council to serve a one-year term on the Advisory Council, provided that an appointee may serve successive terms. This member will report on the Program to the PRAB as necessary.

5. **LIAISON TO THE PARK AND RECREATION ADVISORY BOARD (PRAB).** The Recreation Coordinator or other representative of the School District shall attend most PRAB meetings along with the City's staff liaison to the PRAB. The Recreation Coordinator shall report on the recreation programs at least quarterly.
6. **AVAILABILITY OF DEPARTMENT DIRECTOR AND STAFF TO PRAB.** The School District's Community Services Department Director (Director) and Program staff shall be available to attend PRAB meetings as requested by the PRAB.
7. **PERSONNEL.** The School District shall hire, compensate, and manage all personnel as may be needed for purposes of the Program and all such personnel shall be School District employees and not City employees. Similarly, all volunteers who participate in the Program in any way shall be considered to be under the supervision and control of the School District and not under the supervision or control of the City.
8. **FINANCES.**
 - a. **School District Responsibility.** Except as otherwise provided in this Agreement or as otherwise expressly agreed between the parties in writing from time to time, the School District, through its Community Services budget, Fund 04, or other appropriate funding source, shall fund and pay all expenses of the Program. The School District shall be entitled to receive and use all fees, donations, state and federal financial aid and other funds received for purposes of the Program.
 - b. **City Payment.** The City shall pay to the School District a designated sum for each fiscal year during which this Agreement is in effect, which fiscal year is from July 1 through June 30. For the fiscal year July 1, 2019 through June 30, 2020 the City shall pay to the School District the sum of \$132,979; July 1, 2020 through June 30, 2021, the City shall pay to the School District the sum of \$136,968; and July 1, 2021 through June 30, 2022, the City shall pay to the School District the sum of \$141,077. The City shall make its payments to the School District one-half on December 31 and one-half on June 30, each payment to apply to the preceding six-month period. Any modifications or renewals of this contract shall be negotiated prior to the expiration of this contract.
 - i. It is agreed that the City's payment for the cost of the Program for the fiscal years 2019-2022 is based on the personnel costs (salary and benefits) related to the Program, including 100% of the time of the School District's Recreation Coordinator, 82% of the time of a registration/facility scheduling secretary, 25% of the time of an

administrative assistant, and 5% of the time of the Community Services Department Director.

It is further agreed that the following costs (totaling \$49,657.00) will be the School District's in-kind contribution to the Program:

- i. Costs related to web-based registration software and user fees, including one-third of the one-time purchase price, use fees and merchant fees generated by the 61% of registrations, which are related to recreation, and 61% of annual fees.
(Current cost: \$5,562.40).
- ii. Copying costs of the Department, which are related to recreation.
(Current cost: \$590.00).
- iii. Costs related to the recreation portion of the seasonal brochures mailed to all School District residents three times a year.
(Current cost: \$1,604.00). **

**The value of the ability to promote recreation programs in schools (flyers, newsletters) is not included in the total.

- iv. Free advertising space in each Community Services Brochure for City of Northfield facilities or events (Ice Arena, Outdoor Pool, Doggy Dip, etc)
(Current value: \$1,250.00)
- v. School District support of administrative costs not covered by City of Northfield contribution.
(Current cost: \$13,344.00)
- vi. School District facilities used for recreation programs
(Current value: \$27,307.00)
In addition, the school district pays to use space at the Northfield Outdoor Pool (\$1,570.00) and Northfield Ice Arena (\$3,942.00), annually, totaling \$5,512.00

These percentages and the underlying costs attributable to the Program shall be reviewed by the parties from time to time, upon the request of either party, and the parties shall cooperate in adjusting the City's payment to the Program based on any changes in the costs and percentages reasonably attributable to the Program.

It is agreed that each party shall bear any separate costs associated with its own facilities which costs are not related to the Program or specifically mentioned herein.

- c. **Annual Budget.** An annual budget for the Program shall be prepared by the Director of the Department and shall be submitted to the City Council and the School Board for approval on or before June 15 of each year. Each proposed budget shall estimate all

revenue and expenditures for the upcoming fiscal year, shall set forth the recommended program of activities for the next fiscal year including administrative costs, and shall be in sufficient detail to allow proper review. The Director shall provide to the City Council and the School Board such financial statements, records and reports as may be requested by the City Council and/or the School Board from time to time.

- d. **User Fees, Advertising, and Sponsorship.** Any user fee, facility usage fee, advertising revenue and/or sponsorship donation collected shall be the revenue of the facilitating agency, unless prior arrangement have been made on user fees and revenue sharing.

9. **FACILITIES AND EQUIPMENT.**

- a. **Facilities.** The City and the School District will make facilities available to the Program as needed, provided that the Department shall give the City seasonal schedules of events affecting City facilities, and notice of any changes in or additions to those schedules, at least 72 hours in advance of any change or addition, which changes or additions shall be subject to approval by the City's Public Works Director or his/her designee. Except for operations and management associated with the Program, each party shall provide general maintenance, including landscape maintenance, and repair, to its respective facilities. Each party shall provide final field and site preparation for Program events at its facilities, provided that the City has advance notice of events at its facilities. The Director shall notify the appropriate party of any facilities that need repair or maintenance, with a suggested time when repair or maintenance might be performed so as not to disrupt programmed activities.
- b. **Equipment.** The City shall provide for storage of portable recreation equipment used for Program activities at City facilities.

- 10. **INSURANCE.** Each party shall maintain general liability insurance in the minimum amount of one million five hundred thousand (\$1,500,000.00) dollars to cover claims related to the condition of its respective facilities and shall be responsible for any such claims. The acts and omissions of any and all volunteers involved in the Program shall be considered the responsibility of the School District.

11. **INDEMNIFICATION.**

- a. The School District shall indemnify, protect, save, hold harmless and insure the City, and its respective officers, directors, employees and members and agents, from and against any and all claims and demands for, or litigation with respect to, all damages which may arise out of or be caused by the School District or its agents, employees, contractors, subcontractors, or sub-consultants with respect to the School District's performance of its obligations under this Agreement. The School District shall defend the City against the foregoing, or litigation in connection with the foregoing, at the School District's expense, with counsel reasonably acceptable to the City. The City, at its expense, shall have the right to participate in the defense of any Claims or litigation and shall have the right to

approve any settlement, which approval shall not be unreasonably withheld. The indemnification provision of this Article shall not apply to damages or other losses proximately caused by or resulting from the gross negligence or willful misconduct of the City. All indemnification obligations shall survive termination, expiration or cancellation of this Agreement.

- b. The City shall indemnify protect, save, hold harmless and insure the School District, and its respective officers, directors, employees and members and agents, from and against any and all claims and demands for, or litigation with respect to, all damages which may arise out of or be caused by the City or its agents, employees, contractors, subcontractors or sub-consultants with respect to the City's performance of its obligations under this Agreement. The City shall defend the School District against the foregoing, or litigation in connection with the foregoing, at the City's expense, with counsel reasonably acceptable to the School District. The School District, at its expense, shall have the right to participate in the defense of any Claims or litigation and shall have the right to approve any settlement, which approval shall not be unreasonably withheld. The indemnification provision of this Article shall not apply to damages or other losses proximately caused by or resulting from the gross negligence or willful misconduct of the School District. All indemnification obligations shall survive termination, expiration or cancellation of this Agreement.
- c. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against the City or the School District.

12. SUPERVISION OF PROGRAMS; DUTIES OF DIRECTOR. The Director shall be responsible for operation and supervision of all components of the Program, and shall report periodically and upon request to the Superintendent of Schools and the City Administrator with regard to the status of the Program. The Director shall work cooperatively to implement the goals of the Program as recommended by the Advisory Council and approved by the City and the School District. The Director and other programming staff of the Department shall attend meetings of the City's Park and Recreation Advisory Board upon request.

13. REVIEW; TERMINATION. The City and the School District shall review this Agreement in three years. The Agreement shall remain in effect and shall govern the jointly sponsored community education and recreation program until June 30, 2022, unless earlier terminated by either party. Either party may terminate the Agreement at the end of any fiscal year of the School District or the end of any fiscal year of the City, provided that written notice of such intent to terminate has been served on the other party at least 6 months before the proposed date of termination.

14. ACKNOWLEDGEMENT OF PARTNERSHIP FOR PROGRAM. Recognition of the City's contributions to the Program shall be cited minimally in the following areas: Community Services program brochure, adult league schedules (both printed and online), and all advertising thanking sponsors of the Program.

15. GENERAL TERMS.

- a. **Voluntary and Knowing Action.** The parties, by executing this Agreement, state that they have carefully read this Agreement and understand fully the contents thereof; that in executing this Agreement they voluntarily accept all terms described in this Agreement without duress, coercion, undue influence, or otherwise, and that they intend to be legally bound thereby.
- b. **Authorized Signatories.** The parties each represent and warrant to the other that (1) the persons signing this Agreement are authorized signatories for the entities represented, and (2) no further approvals, actions or ratifications are needed for the full enforceability of this Agreement against it; each party indemnifies and holds the other harmless against any breach of the foregoing representation and warranty.
- c. **Notices.** The parties' representatives for notification for all purposes are:

CITY:

Ben Martig
City Administrator
City of Northfield
801 Washington St.
Northfield, MN 55057
Phone: (507) 645-3006
Email: ben.martig@ci.northfield.mn.us

SCHOOL DISTRICT:

Erin Bailey
Director of Community Services
Northfield Community Resource Center
1651 Jefferson Parkway
Northfield, MN 55057
Phone: (507) 664-3652
Email: Ebailey@northfieldschools.org

- d. **Subcontracting.** The School District shall not enter into any subcontract for performance of any of the services of organizing, scheduling, managing and supervising all Program events by the administrative personnel listed in Paragraph 8(b) (i) without the prior written approval of the City. The School District shall be responsible for the performance of all subcontractors.
- e. **Assignment.** This Agreement may not be assigned by either party without the written consent of the other.
- f. **Modifications/Amendment.** Any alterations, variations, modifications, amendments or waivers of the provisions of this Agreement shall only be valid when they have been

reduced to writing, and signed by authorized representative of the City and the School District.

- g. **Records—Availability and Retention.** Pursuant to Minn. Stat. § 16C.05, subd. 5, the School District agrees that the City, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of the School District and involve transactions relating to this Agreement.

The School District agrees to maintain these records for a period of six years from the date of termination of this Agreement.

- h. **Compliance with Laws.** The School District shall abide by all Federal, State and local laws, statutes, ordinances, rules and regulations now in effect or hereinafter adopted pertaining to this Agreement or to the facilities, programs and staff for which the School District is responsible.
- i. **Governing Law.** This Agreement shall be deemed to have been made and accepted in Rice County, Minnesota, and the laws of the State of Minnesota shall govern any interpretations or constructions of the Agreement without regard to its choice of law or conflict of laws principles.
- j. **Data Practices.** The parties acknowledge that this Agreement is subject to the requirements of Minnesota's Government Data Practices Act, Minnesota Statutes, Section 13.01 *et seq.*
- k. **No Waiver.** Any party's failure in any one or more instances to insist upon strict performance of any of the terms and conditions of this Agreement or to exercise any right herein conferred shall not be construed as a waiver or relinquishment of that right or of that party's right to assert or rely upon the terms and conditions of this Agreement. Any express waiver of a term of this Agreement shall not be binding and effective unless made in writing and properly executed by the waiving party.
- l. **Severability.** The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision. Any invalid or unenforceable provision shall be deemed severed from this Agreement to the extent of its invalidity or unenforceability, and this Agreement shall be construed and enforced as if the Agreement did not contain that particular provision to the extent of its invalidity or unenforceability.
- m. **Entire Agreement.** These terms and conditions constitute the entire Agreement between the parties regarding the subject matter hereof. All discussions and negotiations are deemed merged in this Agreement.

- n. **Headings and Captions.** Headings and captions contained in this Agreement are for convenience only and are not intended to alter any of the provisions of this Agreement and shall not be used for the interpretation of the validity of the Agreement or any provision hereof.
- o. **Survivability.** All covenants, indemnities, guarantees, releases, representations and warranties by any party or parties, and any undischarged obligations of the City and the School District arising prior to the expiration of this Agreement (whether by completion or earlier termination), shall survive such expiration.

[Remainder of page left intentionally blank]

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their respective duly authorized officers pursuant to authority granted by the attached resolutions adopted by the City Council of Northfield and the School Board of Independent School District No. 659.

INDEPENDENT SCHOOL DISTRICT NO. 659

By: _____
Title: Chair of the Board of Education
Print Name: Julie Pritchard

Date: _____

By: _____
Title: Clerk
Print Name: Noel Stratmoen

Date: _____

CITY OF NORTHFIELD

By: Rhonda Pownell
Title: Mayor
Print Name: Rhonda Pownell

Date: 6/18/19

By: Deb Little
Title: City Clerk
Print Name: Deb Little

Date: 6/18/19





Northfield Public Schools 2019-2020 School Calendar

Approved by the School Board
March 12, 2018-July 8, 2019

July 2019							July		January 2020							January	
Su	M	Tu	W	Th	F	Sa			Su	M	Tu	W	Th	F	Sa		
	1	2	3	4	5	6	4	Independence Day				1	2	3	4	1-3	No School-Winter Break
7	8	9	10	11	12	13			5	6	7	8	9	10	11	6	School Resumes
14	15	16	17	18	19	20			12	13	14	15	16	17	18	20	No School-Martin Luther King Jr. Day
21	22	23	24	25	26	27			19	20	21	22	23	24	25	24	End of Second Quarter
28	29	30	31						26	27	28	29	30	31		27	No School-Teacher Preparation Day
August 2019							August		February 2020							February	
Su	M	Tu	W	Th	F	Sa			Su	M	Tu	W	Th	F	Sa		
				1	2	3									1		
4	5	6	7	8	9	10	20	New SpEd/Elem Inservice	2	3	4	5	6	7	8		
11	12	13	14	15	16	17	21-22	New Teacher Inservice	9	10	11	12	13	14	15		
18	19	20	21	22	23	24	26-29	Staff Development Days	16	17	18	19	20	21	22		
25	26	27	28	29	30	31	30	Teacher Preparation Day	23	24	25	26	27	28	29		
September 2019							September		March 2020							March	
Su	M	Tu	W	Th	F	Sa			Su	M	Tu	W	Th	F	Sa		
1	2	3	4	5	6	7	2	Labor Day	1	2	3	4	5	6	7		
8	9	10	11	12	13	14	3	First Day of School/ Beginning of First Quarter	8	9	10	11	12	13	14	20	End of Third Quarter
15	16	17	18	19	20	21			15	16	17	18	19	20	21	23-27	No School-Spring Break
22	23	24	25	26	27	28			22	23	24	25	26	27	28	30	No School-Teacher Preparation Day
29	30								29	30	31					31	Beginning of Fourth Quarter
October 2019							October		April 2020							April	
Su	M	Tu	W	Th	F	Sa			Su	M	Tu	W	Th	F	Sa		
		1	2	3	4	5						1	2	3	4		
6	7	8	9	10	11	12			5	6	7	8	9	10	11		
13	14	15	16	17	18	19	17-18	No School-Fall Break (MEA)	12	13	14	15	16	17	18		
20	21	22	23	24	25	26			19	20	21	22	23	24	25		
27	28	29	30	31					26	27	28	29	30				
November 2019							November		May 2020							May	
Su	M	Tu	W	Th	F	Sa			Su	M	Tu	W	Th	F	Sa		
					1	2	1	End of First Quarter						1	2		
3	4	5	6	7	8	9	4	No School-Teacher Preparation Day	3	4	5	6	7	8	9		
10	11	12	13	14	15	16	5	Beginning of Second Quarter	10	11	12	13	14	15	16		
17	18	19	20	21	22	23			17	18	19	20	21	22	23		
24	25	26	27	28	29	30	27-29	No School-Thanksgiving Break	24	25	26	27	28	29	30	25	No School-Memorial Day
									31							31	Graduation
December 2019							December		June 2020							June	
Su	M	Tu	W	Th	F	Sa			Su	M	Tu	W	Th	F	Sa		
1	2	3	4	5	6	7				1	2	3	4	5	6	5	Last Day of School (2-hr early dismissal)
8	9	10	11	12	13	14			7	8	9	10	11	12	13	8	No School-Staff Development Day
15	16	17	18	19	20	21			14	15	16	17	18	19	20	8-9	Possible makeup days for students
22	23	24	25	26	27	28			21	22	23	24	25	26	27	10-11	Possible makeup days for teachers
29	30	31							28	29	30						

School Cancellation Procedures:

On the third and subsequent day closures, the e-Learning day procedures will be implemented. The latest district e-Learning day guidelines can be found online at: <https://northfieldschools.org/parents/school-closings/>

	Holidays, No School		Holidays
	No School		
	No School, Teacher Preparation or Staff Development Days		

Student Days:

Term 1: 42 days
Term 2: 45 days
Term 3: 39 days
Term 4: 48 days
TOTAL: 174 days

Summary:

174 student contact days
9 non-student contract days
4 contract days off calendar (4 conferences)
TOTAL: 187 contract days
87 days - first semester; 87 days - second semester

NORTHFIELD PUBLIC SCHOOLS

2019-2020 Calendar

Approved by School Board ~~March 12, 2018~~ July 8, 2019

New Teacher Activities-Inservice

August 20 New SpEd & New/Returning from Leave Elementary Teachers, & 3rd Grade Teachers CCC
August 21-22 New Teacher Training

Pre-School Days for all Teachers Back-to-School Workshop Week

August 26-29 Staff Development Days
August 30 Teacher Preparation Day

September 2 **No School** - Labor Day
September 3 First Day of School/Beginning of 1st Quarter

October 17-18 **No School** - Fall Break (MEA)

November 1 End of 1st Quarter (42 days)
November 4 **No School** - Teacher Preparation Day
November 5 Beginning of 2nd Quarter
November 27-29 **No School** - Thanksgiving Break

Dec. 23-Jan. 3 **No School** - Winter Break

January 6 School Resumes

January 20 **No School** - Dr. Martin Luther King's Birthday
January 24 End of 2nd Quarter (45 days)/End of First Semester (87 days)
January 27 **No School** - Teacher Preparation Day
January 28 Beginning of 3rd Quarter and Second Semester

March 20 End of 3rd Quarter (39 days)
Mar 23-27 **No School** - Spring Break
March 30 **No School** - Teacher Preparation Day
March 31 Beginning of 4th Quarter

May 25 **No School** - Memorial Day
May 31 Graduation

June 5 **Last Day of School** - two (2) hour early dismissal
End of 4th Quarter (48 days); End of Semester (87 days)

June 8 **No School** - Staff Development Day.

June 8-9 Possible makeup days for students.

June 10-11 Possible makeup days for teachers only.

School Cancellation Procedures Students and Teachers Possible Make-Up Days for 2019-2020

- If two (2) days are canceled, no make-up days for students or teachers.
- On the third and subsequent day closures, the e-Learning Day procedures will be implemented. Students receive e-Learning day instructions for learning at home on these days from their school and teacher(s). The latest district e-Learning day guidelines can be found online at:
<https://northfieldschools.org/parents/school-closings/>.
- If three (3) days are cancelled on or before April 15, 2020, students and teachers will make-up the student contact day on Monday, June 8, 2020. Staff development day moves to June 9, 2020.
- If four (4) days are cancelled on or before April 15, 2020, students and teachers will make-up the student contact days on Monday, June 8, 2020 and Tuesday, June 9, 2020. Staff development day moves to June 10, 2020.
- If five (5) days are cancelled on or before April 15, 2020, teachers only will make-up on Thursday, June 11, 2020.

Proposal: Middle School Activities Director Modifications

Superintendent Matt Hillmann, Ed.D. | July 8, 2019

Executive Summary: Northfield Middle School's (NMS) student population has grown over the past several years and has maintained the same amount of administrative FTE. The middle school assistant principal duties include managing the 25 NMS student athletics and activity programs. I am recommending the Board approve the removal of these duties from the middle school assistant principal job description and a stipend of \$5,000 for another staff member to perform the duties. The total cost, including statutory benefits, is anticipated to be \$5,771.

History and Dilemmas: NMS used the strategy being proposed until approximately 2011. The complexity of student management has increased over time and school leaders have been placed in some precarious situations. By way of example, the middle school assistant principal may need to step away from a student misconduct investigation to complete preparations for an afternoon athletic activity. This may delay a phone call to the parents of a student involved in the situation. The dilemma presented in this example is the completion of essential assistant principal work versus ensuring preparation for an event where at least scores of people will be attending at a specific time. Conversely, those scores of people may not start an event on time because of the assistant principal's responsibility for student management. These dilemmas present themselves in various ways on a regular, if not daily, basis.

If we consider students per administrator across the secondary schools, there is a similar ratio of principals/assistant principals at NMS (1 administrator per 486 students) as at Northfield High School (NHS - 1 administrator per 476 students.) However, NHS also has a full-time student activities director. While NHS clearly has far more student activities to support than NMS, it is NHS principals and assistant principals appropriately have a full-time student activities director and administrative assistant to support the management of those activities. This minimal addition will provide the NMS principal team the resources to address the dilemma and others like it illustrated in this document.

Recommendation: Reinstate the stipend for another staff member to perform the NMS activities director duties at an estimated total cost of \$5,771. This staff member will most likely already be working at NMS in a different capacity.

Proposal: Authority to Add a 0.60 FTE English Learners Teacher

July 8, 2019 | Superintendent Matt Hillmann, Ed.D.

Executive Summary: Northfield High School (NHS) and the Northfield Area Learning Center (ALC) have experienced an increase in the number and complexity of students who qualify and/or would benefit from English Learner (EL) services.

Issue: The number of EL students has grown from 52 at NHS in 2016-17 to 70 anticipated for the 2019-20 school year. The number of EL students has grown from two at the ALC in 2016-17 to 11 for the 2018-19 school year. Current projections are a minimum of 16 for the 2019-20 school year and additional students who would qualify for EL services but refuse them at the ALC because they perceive access the services will delay their graduation. Our high school and ALC students have not fared as well as we want on the Assessing Comprehension and Communication in English State-to-State (ACCESS) examination with a substantial drop in performance mirroring the increase in student numbers. There were 12% of high school-aged (NHS & ALC) students proficient on the ACCESS test in 2016-17 with and a substantially lesser amount proficient in 2018-19 (the 2018-19 ACCESS data is embargoed until August.) The dominant second language in Northfield has been Spanish for decades. In the last year, there has been an influx of students whose language of origin is one of several East African languages. There are also more students who have had substantial gaps in their education due to a civil war in their nation of origin. These complexities have created a strain on the excellent services provided by our NHS EL department and creating a need for services at the ALC not previously required. To address the need at the ALC, we have provided transportation for students from the ALC to NHS or had an existing staff member travel to the ALC to provide service. Both approaches are inefficient and students lose valuable instructional minutes to transportation time.

Request: I recommend the Board authorize administrators to hire up to an additional 0.60 FTE EL teacher for the 2019-20 school year to support the growing numbers and the complexity of the work. District administrators will be conducting a full review of the EL programs to determine the best model to use in addressing instructional needs for EL students beyond the next school year.

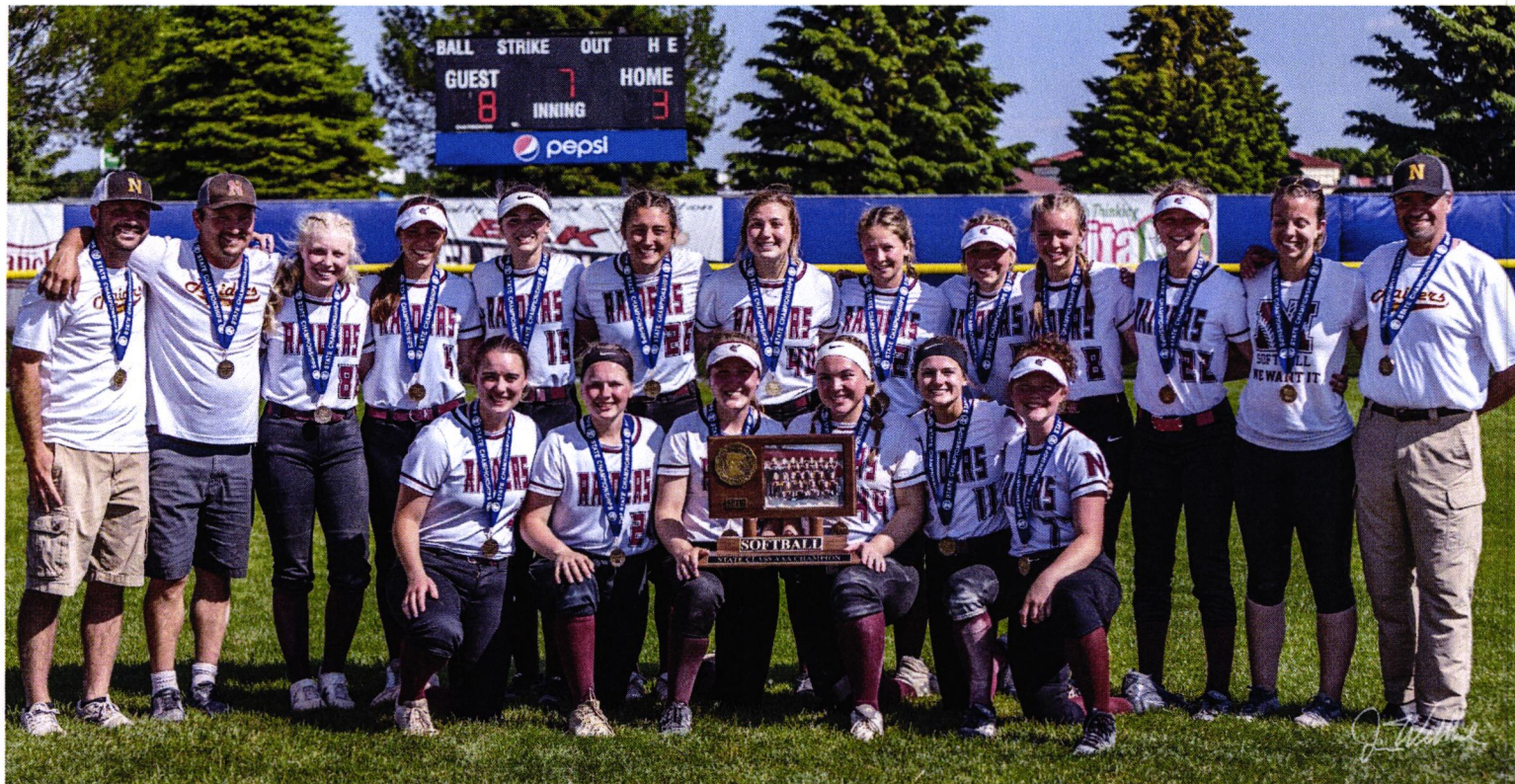
Spring Sports Accomplishments

Joel Olson, AD

2018-19

Presented to the Board on July 8, 2019

Softball - 3A State Champions



Front row: Gabi Schmoll, Anne Fossum, Anika Guggisberg, Jillian Noel, Caroline Pritchard, Chloe Rozga

Back row: Ryan Pietsch, Rich Guggisberg, Mikaela Girard, Noelle Hauskins, Emma Johnson, Brynn Hostettler, Avery Valek, Marissa Nelson, Payton Fox, Sophie Schwartz, Sammy Noreen, Ashley Baker, Kent Pederson

Not pictured: Mariah O'Donnell (MGR.)

Girls Track

Elizabeth Acheson - State champ 800m

Emma Hodapp - 3rd place in 100m

Emma Roethler - 7th place Discus, 6th place shot put

Elizabeth Acheson, Grace Acheson, Clara Lippert, Ella Palmquist - 4x400 relay, 6th place

Team overall placed 8th in AA

Golf

Boys: Nate Stevens - Placed 9th at the AAA State Tournament

Girls: Molly Stevens - Placed 3rd at the AAA State Tournament

Sylvia Koenig - Placed 78th at the AAA State Tournament

Clay Target

The Raiders were seeded 39th based upon our performance at the State Championship which got us the honor to compete at the State Tournament in Prior Lake on Friday June 21st. The State Tournament allows the top 40 teams out of 320 in the state to compete for the #1 spot. The Raiders did a great job and finished with a score of 471 out of 500 points place us in 11th place in the state. The #1 spot was secured with a score of 484. Sam Miller also competed in the State Tournament Individual competition which is the top 100 athletes in the league highest season average scores (approx. 13,000 athletes in the league) Sam finished in 5th place with a score of 99 out of 100 possible.

Boys' Lacrosse

Big 9 Champs

Most Positive Cheerleading Athlete in Minnesota

Annie Frank was selected as the winner of the 2018-19 Most Positive Cheerleading Athlete in Minnesota! One June 19th, all winners for this year's program were recognized on the field at Target Field before the Minnesota Twins game. Winners were also given a private tour of the Minnesota Vikings' brand new TCO Performance Center.

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.

July 2019

June 2019

- A subcontractor kick-off meeting was held on June 4 for the Bridgewater Elementary project. During this meeting, Knutson reviewed major milestones for the project, safety requirements, and any other subcontractor concerns.
- Greenvale Park materials selection committee met on June 7.
- Wold presented an update on the new Greenvale Park Elementary and the Sibley Elementary addition/renovation plans to the Board on June 10.
- Construction began at Bridgewater Elementary School. Construction trailers are on site, a construction fence has been installed, and the front concrete apron/sidewalks have been removed as part of the site work.
- The district grounds team started work to repurpose the baseball diamond on the west side of the current Greenvale Park Elementary School. The field will be repurposed with a full-size soccer/lacrosse field situation north/south and a smaller playfield situated east/west. The community garden will also be expanded as part of this district project.
- A project oversight committee (POC) meeting was held Tuesday, June 25. POC discussed city site plan submission for Greenvale Park, project bid timelines, and finalizing the Sibley user group recommendations.
- Greenvale Park page turn occurred on June 27. This was an opportunity to go through all drawings for the New Greenvale Park.

May 2019

- Sibley core planning teams continue to meet.
- Greenvale Park user group meetings have concluded.
- Bid Opening occurred on Tuesday, May 21. We received 60 bids in 20 categories. No bids were received for asphalt paving and signage.
- Sibley held user group meetings the morning of May 28th and additional meetings are scheduled May 30th.
- POC meeting was held just prior to the Board meeting on May 28th.
- Bridgewater bids were approved at the May 28th Board meeting allowing contracts to be issued to the low bidders.

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.

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.

February 2019

- The Greenvale Park core planning team meetings are scheduled Thursdays, February 7, 14, 21 and 28, 3:30 pm - 5:00 pm in the conference room at GVP.

- The Bridgewater core planning team meetings are scheduled Thursdays, February 7, 14, 21 and 28, 1:15 pm - 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 the transition, and Bridgewater FF&E.
- 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.

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.