

INDEPENDENT SCHOOL DISTRICT 659
REGULAR SCHOOL BOARD MEETING
Monday, July 13, 2020 ~ 7:00 p.m.
Zoom Meeting Link: <https://zoom.us/j/97975532241>

AGENDA

- I. Call to Order
- II. Agenda Approval/Table File
- III. Public Comment
- IV. Announcements and Recognitions
- V. Items for Discussion and Reports
 - A. Community Education Update
 - B. Dyslexia Update
 - C. Summary of Superintendent's Performance Appraisal
 - D. Policy Committee Recommendations & Handbook Review
 - E. Operations Update
 - F. Financial Update
- VI. Consent Agenda
 - A. Approval of Minutes
 - B. Gift Agreements
 - C. District Youth Council Membership
 - D. Fiscal Year Organization Actions
 - E. Memberships for 2020-2021
 - F. Personnel Items
- VII. Superintendent's Report
 - A. Items for Individual Action
 - 1. iPad Lease Agreement
 - 2. FY 2020 Audit Engagement Letter and HIPAA Business Associate Agreement
 - 3. Resolution Regarding Conducting School Business on the Federal Christopher Columbus Holiday
- VIII. Items for Information
 - A. Filing for School Board
 - B. Construction Update
- IX. Future Meetings
 - A. Monday, August 10, 2020, 7:00 p.m., Regular Board Meeting
 - B. Monday, August 24, 2020, 7:00 p.m., Regular Board Meeting
- X. Adjournment

**NORTHFIELD PUBLIC SCHOOLS
MEMORANDUM**

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

TO: Members of the Board of Education
FROM: Matthew Hillmann, Ed.D., Superintendent
RE: Explanation of Agenda Items for Monday, July 13, 2020, 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. Due to the health pandemic and the extension of Governor Walz's Executive Order 20-01 COVID-19 Peacetime Emergency, and in accordance with Minnesota Statute 13D.021, which permits boards to hold a meeting by telephone conference call or other electronic means, the July 13, 2020, school board meeting will be held by telephone conference call or other electronic means. Public comment for this school board meeting may be submitted by 5:00 p.m. on Monday, July 13, as follows: info@northfieldschools.org, and will be read by the Board Chair if submitted in compliance with the district's public comment guidelines listed below:

- Each individual will identify themselves and the group they represent, if any.
- State your reason for addressing the Board.
- Your presentation is 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. Community Education Update

Director of Community Education Erin Bailey will present an update about her division's summer programming, including lessons learned when running events during COVID-19.

B. Dyslexia Update

Hope Langston, Director of Instructional Services, will update the board on the District's efforts to address the needs of Northfield students struggling with characteristics of dyslexia.

C. Summary of Superintendent's Performance Appraisal

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

D. Policy Recommendations & Handbook Review

Dr. Hillmann will present the committee's recommendations on the Hand In Hand Preschool Handbook, Policies 401, 402, and 407. This will be an item for individual action at the next Board meeting.

E. Operations Update

Dr. Hillmann will update the Board on planning for school year 2020-21 and the District's anti-racism work.

F. Financial Update

Dr. Hillmann will provide a financial update to the Board. During the update, he will share more details about the CARES Act and how the district initially plans to use the funding.

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 8, 2020

B. Gift Agreements

- \$1,424.00 from Northfield Fine Arts Booster for a binding machine
- \$1,000.00 from Northfield Fine Arts Booster for vocal activity video contracted services

C. District Youth Council Membership

The following student is being recommended to serve on the District Youth Council during the 2020-2021 school year:

Rising Sophomore: Grace Ryden

D. 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 705, for fiscal year 2020-2021.
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 2020-2021.
3. Motion to approve authorizing the Director of Finance to make appropriate wire transfers to and from district depository accounts for fiscal year 2020-2021.

E. Memberships for 2020-2021

The school district belongs to several cooperatives, leagues and associations. Membership in the groups listed below should be renewed for the 2020-2021 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.

F. Personnel Items

a) Appointments

1. Joseph Auge, Summer Recreation Position with Community Services, beginning 6/30/2020-8/31/2020; \$10.00/hr.
2. Delia Benson, Summer Recreation Position with Community Services, beginning 6/30/2020-8/31/2020; \$10.00/hr.
3. Celine Falcon-Geist, Summer Recreation Position with Community Services, beginning 6/30/2020-8/31/2020; \$10.00/hr.
4. Nick Hupton, Summer Recreation Position with Community Services, beginning 6/30/2020-8/31/2020; Community Services Program Supervisor \$15.14/hr., Junior Team Tennis Supervisor \$1,800 Stipend.
5. Jayna Janseen, Summer Recreation Position with Community Services, beginning 6/30/2020-8/31/2020; \$10.25/hr.

6. Michelle Martinez, Targeted Services Club Leader for up to 3 hours/day Mon.-Thurs., Distance Learning, beginning 7/6/2020-7/30/2020; \$22.27/hr.
7. Elizabeth Meehan, Aquatics Instructor with Community Services, beginning 6/30/2020-8/31/2020; General \$10.00/hr., Lifeguard \$10.14/hr.
8. McKenzie Mikulski, 1.0 FTE Special Ed Teacher EBD at Greenvale Park, beginning 8/25/2020; BA, Step 5
9. Ananda Myint, Aquatics Instructor with Community Services, beginning 6/30/2020-8/31/2020; General \$10.00/hr., Lifeguard \$10.14/hr.
10. Debra O'Meara, 1.0 FTE Administrative Support Assistant to Instructional Services and Technology (Class IV) at the District Office, beginning 7/1/2020; Class IV, Step 5
11. Caroline Peterson, Aquatics Instructor with Community Services, beginning 6/30/2020-8/31/2020; General \$10.00/hr., Lifeguard \$10.14/hr.
12. Kaed Rauk, Summer Recreation Position with Community Services, beginning 6/30/2020-8/31/2020; \$10.00/hr.
13. Ryan Redetzke, Behind The Wheel Instructor with Community Services, beginning 6/30/2020;
14. Craig Simmons, Behind The Wheel Instructor with Community Services, beginning 6/30/2020;
15. Keely Spens, Summer Recreation Position with Community Services, beginning 6/30/2020-8/31/2020; \$10.00/hr.
16. Sandra Thiele, 1.0 FTE Long Term Substitute English Language Teacher at Greenvale Park, beginning 2/1/2021-6/10/2021; BA+40, Step 2
17. Ariana Vermilyea, Aquatics Instructor with Community Services, beginning 7/13/2020-8/31/2020; General \$10.00/hr.
18. Winston Vermilyea, Aquatics Instructor with Community Services, beginning 6/30/2020-8/31/2020; General \$13.25/hr., Lifeguard \$13.39/hr.
19. Recreation Positions with Community Services Effective June 15 – August 31, 2020
 Laura DeGroot, Wt. Room Summer Program, \$30/hour
 Cory Callahan, Wt. Room Summer Program, \$30/hour
20. Recreation Positions Effective June 29 – August 31, 2020
 Laura Sheehy, Program Supervisor, \$11.50/hour
21. Summer Recreation Positions #3143, Effective June 30, 2020 – August 31, 2020
 Beth LaCanne, Program Supervisor, \$15.14/hour
 Abby Borene, General Recreation, \$11.00/hour
 Jack Meyer Garvey, Program Supervisor, \$11.14/hour
 Nick Albright, Program Supervisor, \$10.64/hour
 Sarah Will, Program Supervisor, \$11.64/hour
 MaryKatherine Deschamp, Program Supervisor \$12.64/hour, General Recreation \$12.00/hour
 Mark Welinski, Program Supervisor \$15.14/hour
 Laura Sheehy, Program Supervisor, \$11.25/hour
 Marty Johnson, Program Supervisor \$1,800 Stipend
Summer Recreation Positions #3142, Effective June 30, 2020 – August 31, 2020
 Lily Moravchik, General Recreation, \$10.75/hour, Lifeguard \$10.89/hour
 Lauren Moravchik, Program Supervisor \$11.64/hour
22. Summer Recreation Positions #3143, Effective June 30, 2020 – August 31, 2020
 Elizabeth Brust, General Recreation, \$10/hour
 Caroline Ash, General Recreation, \$10/hour
23. Summer Recreation Positions #3143, Effective June 30, 2020 – August 31, 2020
 Victoria Rivera, General Recreation, \$11.50/hour
24. Summer Recreation Positions #3143, Effective July 6, 2020 – August 31, 2020
 Adison Dack, General Recreation, \$10.50/hour
- b) Increase/Decrease/Change in Assignment
 1. Charlie Alvarez, Teacher at Greenvale Park, add Lead Companeros Teacher at Greenvale Park, effective 8/31/2020-6/10/2021; Stipend \$750/year.
 2. Ritva Barsness, CNA III at Greenvale Park, add Summer CNA for up to 7 hours/day at the Middle School, effective 6/8/2020-8/31/2020; \$18.34/hr.
 3. Josie Beacom, KidVentures Student Site Assistant at Greenvale Park, change to KidVentures Site Assistant Substitute, effective 6/8/2020-8/26/2020. \$13.21/hr.
 4. Laura Berdahl, Community School Coordinator for 43 weeks/year for 40 hours/week at Greenvale Park, change to Community School Coordinator for 40 weeks/year for 20 hours/week at Greenvale Park, effective 7/6/2020.
 5. Melissa Borup, .5 FTE Academic Advocate at the ALC, change to .8 FTE Academic Advocate at the ALC, effective 7/1/2020. MA, Step 8

6. Russel Boyington, KidVentures Site Assistant for 23.5 hours/week at Bridgewater, change to KidVentures Site Assistant for 40 hours/week at Bridgewater, effective 6/8/2020-9/4/2020.
7. Haanah Braun, EarlyVentures Site Assistant for 40 hours/week at Longfellow, add EarlyVentures Site Assistant at Bridgewater for 40 hours/week between both locations, effective 6/8/2020-8/26/2020.
8. Erik Burton, .6 FTE ESL at the High, add .4 FTE Long Term Substitute Social Studies Teacher, effective 8/31/2020-6/10/2021.
9. Anne Campbell, Special Ed Teacher at the High School, add Participant in EBD Setting III Pilot Project meetings/professional development for up to 80 hours with the District, effective 6/9/2020-8/28/2020.
Lane/step
10. Anita Corwin, EarlyVentures Site Assistant for 37.5 hours/week at Longfellow, add EarlyVentures Site Assistant at Bridgewater for 27 hours/week between both locations, effective 6/8/2020-8/26/2020.
11. Caleb Davidson, Targeted Services Teacher at Greenvale Park, add Summer BLAST Teacher for up to 2.5 hours/day Mon.-Thurs. at the Middle School, effective 6/29/2020-8/1/2020; Yr. 1-\$27.11/hr.
12. Claire Edwards, KidVentures Student Site Assistant at Sibley, change to KidVentures Site Assistant Substitute, effective 6/8/2020-9/4/2020. \$13.21/hr.
13. Kristin Freeman, KidVentures Site Assistant for 20 hours/week at Bridgewater, change to KidVentures Site Assistant for 32 hours/week at Bridgewater, effective 6/8/2020-9/4/2020.
14. Debbie Foley, EarlyVentures Assistant Teacher for 30 hours/week at Longfellow, add EarlyVentures Assistant Teacher at Bridgewater for 28.75 hours/week between both locations, effective 6/8/2020-8/26/2020.
15. Robert Garcia, Teacher at Greenvale Park, add Targeted Services Summer PLUS Teacher for up to 3 hours/day Mon.-Thurs. Distance Learning, effective 7/6/2020-7/30/2020; Yr. 9-\$28.22/hr.
16. Aimee Gerdesmeier, KidVentures Site Leader for 30 hours/week at Sibley, change to KidVentures Site Leader for 40 hours/week at Bridgewater, effective 6/8/2020-9/4/2020.
17. Sara Gerdesmeier, EarlyVentures Site Assistant for 36.25 hours/week at Longfellow, change to EarlyVentures Site Assistant on call as needed, effective 6/8/2020-8/26/2020.
18. Courtney Gilomen, EarlyVentures Teacher for 39.5 hours/week at Longfellow, change to EarlyVentures Teacher for 20 hours/week at Longfellow, effective 6/8/2020-8/26/2020.
19. Dylan Golla, Teacher at the High School, add .5 Assistant Football Coach at the High School, effective 8/17/2020; Level E, Step 2.
20. Emileana Graupmann, Teacher at the High School, add an overload for the 2020-2021 school year, effective 8/31/2020-6/10/2021.
21. Erin Hall, Teacher at Bridgewater, add Targeted Services Summer PLUS Teacher for up to 3 hours/day Mon.-Thurs. Distance Learning, effective 7/6/2020-7/30/2020; Yr. 6-\$27.73/hr.
22. Mikayla Hoff, Teacher at Bridgewater, change to Targeted Service Summer PLUS Teacher for up to 3 hours/day Mon.-Thurs. Distance Learning, effective 7/6/2020-7/30/2020; Yr. 2-\$27.11/hr.
23. Michael Humann, Night Lead Engineer from 3-11 p.m. M-F at the Middle School, change to Day Engineer 6:00 a.m. -2:30 p.m. M-F at Longfellow, effective 7/13/2020.
24. Kristin Hummel, Teacher at Bridgewater, add Targeted Service Summer PLUS Teacher for up to 3 hours/day Mon.-Thurs. Distance Learning, effective 7/6/2020-7/30/2020; Yr. 2-\$27.11/hr.
25. Kristin Johnson, Behavioral Coach at Greenvale Park, add Targeted Services Summer PLUS Teacher for up to 3 hours/day Mon.-Thurs. Distance Learning, effective 7/6/2020-7/30/2020; Yr. 3-\$27.11/hr.
26. Mckenzie Jonas, EarlyVentures Teacher for 40 hours/week at Longfellow, add EarlyVentures Teacher at Bridgewater for 40 hours/week between both locations, effective 6/8/2020-8/26/2020.
27. Anna Kelly, Educational Assistant at Greenvale Park, add Targeted Services Summer PLUS Teacher for up to 3 hours/day Mon.-Thurs. Distance Learning, effective 7/6/2020-7/30/2020; Yr. 2-\$27.11/hr.
28. Megan Kremin, Special Education Teacher at Longfellow, add Special Education Teacher ESY for up to 144 hours at Longfellow, effective 6/9/2020-8/28/2020.
29. John Kromschroeder, Custodian at the Middle School, change to Night Lead Custodian Engineer w/o license at the Middle School, effective 7/10/2020.
30. Briana Lanham, KidVentures Site Assistant for 28.5 hours/week at Sibley, change to KidVentures Site Assistant for 32 hours/week at Bridgewater, effective 6/8/2020-9/4/2020.
31. Jamie Larson, EarlyVentures Teacher for 40 hours/week at Longfellow, change to EarlyVentures Teacher for 33 hours/week at Longfellow, effective 6/8/2020-8/26/2020.
32. Jill Lauritzen-Kohel, Teacher at the high school, add ALC Summer School Teacher for up to 10 hours/week Mon.-Thurs. at the ALC, effective 6/9/2020-7/23/2020.
33. Alissa Lien, KidVentures Student Site Assistant for up to 16 hours/week at Bridgewater, change to KidVentures Site Assistant for 36 hours/week at Bridgewater, effective 6/8/2020-9/4/2020. \$13.21/hr.
34. Jenny Link, Special Ed Teacher at the Middle School, add Summer BLAST Teacher for up to 2.5 hours/day Mon.-Thurs. at the Middle School, effective 6/29/2020-8/1/2020; Yr. 3-\$27.11/hr.

35. Stephanie Mahal, Occupational Therapist at Bridgewater and Sibley, add Occupational Therapist ESY for up to 20 hours with the District, effective 6/15/2020-7/30/2020.
36. Tonya Merritt Skluzacek, KidVentures Site Lead for 30 hours/week at Bridgewater, change to KidVentures Site Leader for 40 hours/week at Bridgewater, effective 6/8/2020-9/4/2020.
37. Nick Mertesdorf, EA at the High School, add Participant in EBD Setting III Pilot Project meetings/professional development for up to 80 hours with the District, effective 6/9/2020-8/28/2020. Spec Ed EA rate of pay.
38. Peggy Mills, KidVentures Site Assistant for 23.5 hours/week at Sibley, change to KidVentures Site Assistant for 15.75 hours/week at Bridgewater, effective 6/8/2020-9/4/2020.
39. Karen Murphy, Custodian at Greenvale Park and Sibley, change to Custodian at Sibley, effective 7/10/2020.
40. Makenna Nelson, KidVentures Student Site Assistant at Sibley, change to KidVentures Site Assistant Substitute, effective 6/8/2020-8/26/2020. \$13.21/hr.
41. Lacey Neuman Bissonnette, KidVentures Site Leader for 30 hours/week at Greenvale Park, change to KidVentures Site Leader for 30 hours/week at Bridgewater, effective 6/8/2020-9/4/2020.
42. Carol Nick, EarlyVentures Teacher for 35 hours/week at Longfellow, change to EarlyVentures Teacher for 0 hours/week at Longfellow, effective 6/8/2020-8/26/2020.
43. Belen Ocampo, EarlyVentures Teacher for 40 hours/week at Longfellow, add EarlyVentures Teacher at Bridgewater for 40 hours/week between both locations, effective 6/8/2020-8/26/2020.
44. April Ostermann, Teacher at Sibley, add Lead Companeros Teacher at Sibley, effective 8/31/2020-6/10/2021; Stipend \$750/year.
45. Natalie Ponciano Bartolo, KidVentures Site Assistant for 5.5 hours/week at Bridgewater, change to KidVentures Site Assistant for 0 hours/week at Bridgewater, effective 6/8/2020-8/26/2020.
46. Kari Prestemon, Social Worker at the High School, add Participant in EBD Setting III Pilot Project meetings/professional development for up to 80 hours with the District, effective 6/9/2020-8/28/2020. Lane/step
47. Teri Quamme, EA at the Middle School, add Participant in EBD Setting III Pilot Project meetings/professional development for up to 80 hours with the District, effective 6/9/2020-8/28/2020. Spec Ed rate of pay
48. Brent Rauk, 7th Grade Football Coach-Hourly at the Middle School, change to .5 Assistant Football Coach at the High School, effective 8/17/2020; Level E, Step 1.
49. Sara Redetzke, EA at the Middle School, add Participant in EBD Setting III Pilot Project meetings/professional development for up to 80 hours with the District, effective 6/9/2020-8/28/2020 - Special Ed EA rate of pay.
50. Steve Rinderknecht, Custodian at the High School and Bridgewater, change to Custodian at Bridgewater, effective 7/8/2020.
51. Shelby Rodeman, EA at Greenvale Park, add Targeted Services Summer BLAST Teacher for up to 2.5 hours/day Mon.-Thurs. at the Middle School, effective 6/25/2020-8/1/2020; Yr. 1-\$27.11/hr.
52. John Sand, Teacher at the High School, add .5 Assistant Football Coach at the High School, effective 8/17/2020; Level E, Step 1
53. Angie Schewe, EarlyVentures Teacher for 38.75 hours/week at Longfellow, change to EarlyVentures Teacher for 38.25 hours/week at Longfellow, effective 6/8/2020-8/26/2020.
54. Katie Schuman, EarlyVentures Teacher for 40 hours/week at Longfellow, change to EarlyVentures Teacher for 35 hours/week at Longfellow, effective 6/8/2020-8/26/2020.
55. Michael Sherman, Special Ed Teacher at the Middle School, add Participant in EBD Setting III Pilot Project meetings/professional development for up to 80 hours with the District, effective 6/9/2020-8/28/2020. Lane/step
56. Amber Soderlund, Teacher at Sibley, add Targeted Services Summer PLUS Teacher for up to 3 hours/day Mon.-Thurs. Distance Learning, effective 7/6/2020-7/30/2020; Yr. 4-\$27.73/hr.
57. Tom Sola, 1.0 Assistant Football Coach at the High School, change to .5 Assistant Football Coach at the High School, effective 8/17/2020; Level E, Step 5.
58. Keely Spens, General Recreation with Community Services, change to Program Supervisor with Community Services, effective 6/30/2020-8/31/2020; \$10.64/hr.
59. Robyn Spillman, KidVentures Site Assistant for 7.5 hours/week at Bridgewater, change to KidVentures Site Assistant for 0 hours/week at Bridgewater, effective 6/8/2020-8/26/2020.
60. Heather Stanton Ims, Social Worker at the Middle School, add Participant in EBD Setting III Pilot Project meetings/professional development for up to 80 hours with the District, effective 6/9/2020-8/28/2020. Lane/step
61. Erik Swenson, Teacher at Bridgewater, add Lead Companeros Teacher at Bridgewater, effective 8/31/2020-6/10/2021; Stipend \$750/year.

62. Garret Swenson, KidVentures Student Site Assistant at Sibley, change to KidVentures Site Assistant Substitute, effective 6/8/2020-9/4/2020. \$13.21/hr.
63. Gina Swenson, Teacher at Sibley, add Targeted Services Summer PLUS Teacher for up to 3 hours/day Mon.-Thurs. Distance Learning, effective 7/6/2020-7/30/2020; Yr. 7-\$27.73/hr.
64. Pam Taubman, KidVentures Site Assistant for 23.5 hours/week at Greenvale Park, change to KidVentures Site Assistant for 0 hours/week at Greenvale Park, effective 6/8/2020-8/26/2020.
65. Sarah Woodcock, EarlyVentures Teacher for 40 hours/week at Longfellow, change to EarlyVentures Teacher for 30 hours/week at Longfellow, effective 6/8/2020-8/26/2020.
66. Brent Yule, Assistant Football Coach at the High School, change to Football Coordinator at the High School, effective 8/17/2020; Level C, Step 1.

c) Leave of Absence

d) Retirements/Resignations/Terminations

1. David Beck, Soccer Coach at the high school, resignation effective 6/29/2020.
2. Frances Garvey, EA at the High School, resignation effective 7/7/2020.
3. Kimberly Harris, EarlyVentures Teacher at Longfellow, resignation effective 6/18/2020.
4. Robert Knutson, Driver's Education Instructor at the High School, resignation effective 6/15/2020.
5. John Ostberg, Head Ski Coach at the High School, resignation effective 6/29/2020.
6. Melissa Phelps, Child Nutrition at the Middle School, resignation effective 7/7/2020.
7. Brent Rauk, Football Coach at the Middle School, resignation effective 6/23/2020.
8. Arlene Tuma, EA with Community Services, resignation effective 6/26/2020.

e) Administration is Recommending the Approval of the Following:

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

1. Correction to the Technology Employee Agreement previously approved by the school board.

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

VII. Superintendent's Report

A. Items for Individual Action

1. iPad Lease Agreement. The Board is requested to approve the Master Lease Purchase Agreement dated as of July 30, 2020 between Apple Inc. and Northfield Public Schools ISD 659 for 450 each iPads, cases, and Logitech crayons. The District will make lease to own payments of \$43,385.59 each year for four years at a total cost of \$173,542.36. The new iPads will be used by staff and all current iPads will go to students to ensure a one-to-one ratio for all K-2 students. The current staff iPads are the same as the current student iPads. There is a desire to ensure each student has the same device model. This lease will support student learning regardless of the scenarios implemented during the 2020-21 school year. The first two years of the lease will be funded by the CARES Act. The third and fourth years will be funded through the District's operating capital budget.

Superintendent's Recommendation: Motion to approve the Master Lease Purchase Agreement for 450 each iPads, cases, and Logitech crayons at a total cost of \$173,542.36.

2. FY 2020 Audit Engagement Letter and HIPAA Business Associate Agreement. Director of Finance Val Mertesdorf recommends approval of the CliftonLarsonAllen, LLP Audit Engagement Letter for the audit of the 2019-2020 school year. The engagement letter establishes the parameters and fees associated with the annual audit required by statute. Ms. Mertesdorf also acknowledges that the District and CliftonLarsonAllen, LLP have entered into a HIPAA Business Associate Agreement dated and approved by the Board on June 10, 2019.

Superintendent's Recommendation: Motion to accept the 2019-2020 Engagement Letter from CliftonLarsonAllen, LLP in the amount of \$23,700 plus other expenses.

3. Resolution Regarding Conducting School Business on the Federal Christopher Columbus Holiday.

A regular School Board meeting is scheduled for Monday, October 12, 2020 which is the Federal Columbus Day holiday. 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 2020-2021 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 12, 2020, shall not be a holiday.

VIII. Items for Information

- A. Filing for School Board is July 28-August 11, 2020 in the District Office. An affidavit of candidacy must be filed in the office of the school district clerk and the \$2 filing fee paid prior to 5:00 o'clock p.m. on August 11, 2020. Candidates should contact Anita Aase at #507.663.0629 to arrange an appointment to file. Candidates may also file electronically or mail their affidavit of candidacy, with the filing fee, to Northfield Public Schools District Office, % Anita Aase, 1400 Division Street SE, Northfield, MN 55057.
- B. Construction Update #29. Superintendent Hillmann will update the Board on the District's construction projects.

IX. Future Meetings

- A. Monday, August 10, 2020, 7:00 p.m., Regular Board Meeting
- B. Monday, August 24, 2020, 7:00 p.m., Regular Board Meeting

X. Adjournment

Community Education

Summer 2020 Programming Presentation
July 13, 2020

Summer 2020

- Programs Offered
- Hurdles Faced
- Things Learned



Community Education Programs

Recreation Programs - offered in person

- Private Swim Lessons (youth & adult)
- Volleyball open gym
- T-ball, little league, softball, baseball
- Tennis (youth & adult)
- Lacrosse
- Soccer
- Track & Field
- Gymnastics Day Camps
- Taekwondo
- Gumdo
- Kyudo
- Junior & Adult Golf Camps
- MN Firearm Safety Training
- Fencing
- Ninja/Superhero Camp
- Kickball/Dodgeball
- Beginner & Advanced Skateboarding
- Full Day Multi Sport Camp
- Twins Camp
- Junior Team Tennis
- Youth & Middle School Football Camps
- Little & Big Ripper Lacrosse
- International Soccer Camp
- YEL Track & Field Decathlon
- Northfield Skating School Lessons
- Group Riding Lessons
- Youth Equestrian Club
- Youth Horse Camp
- Olympic Wt. Lifting Club
- Summer Strength & Conditioning
- Girls Basketball Breakfast Club
- Boys Basketball
- Hiliners Dance Team
- Ring The Bell Fitness
- Olympic Weightlifting

Community Education Programs

Driver Education

- Classroom Sessions 1, 2 and 3 (virtual)
- Behind the Wheel

Adult Enrichment

- Eco Friendly Yard
- Finding Happiness
- Decorate Cookies Like a Pro

Youth Enrichment

- Young People's Theater Workshop Session 1 and 2 (virtual)
- Concordia Language Villages Spanish Camp (virtual)
- Cupcake Commotion
- Varsity Builders LEGO Camp
- Grandmasters of Chess
- Project Runway Sewing & Design Camp
-

Youth Enrichment cont.

- Watch Me Create: Descendants
- Watch Me Create: Mythical
- Watch Me Create: Sparkle
- Watch Me Create: Superhero
- D&D Action Adventures
- Drama Lab
- Precious Pets Crafts Camp
- Artsy Science Camp
- Minecraft Theme Parks (virtual)
- Coding: Hacking Java Games (virtual)

Community Services Program Components

Early Childhood

- Early Childhood & Family Education - virtual camps
- Early Childhood Screening - on hold per MDE
- Bridges to Kindergarten - decision will be made July 13
- Transition Home Visits - decisions will be made July 27

Additional Programs

- Facility Use - rentals started July 6
- Summer PLUS & BLAST - virtual
- Greenvale Park Community School - tied to PLUS & BLAST and activity bags

Childcare Sites

- Early Ventures Learning Center - open
- Kid Ventures School-age Care - open

Reasons programs have not run this summer.

- Instructors or agencies contracted with are not offering programs during Covid
- Not able to meet CDC, MDH or other guidance
- Unable to make programs financially solvent
- Low enrollment

Hurdles Faced

- Determining how to complete health screenings at each program site.
- Diligently recording “pods” and attendance at all programs.
- Monitoring social distancing at programs.
- Monitoring exclusions (time out of sites or programs) for staff and participants.
- Staying on top of guidance provided by MDH, CDC, DHS, etc.
- Accessing hand sanitizer and other needed materials.
- Balancing program costs and the cost of the program to families.
- Accessing buildings that remain locked this summer

Things Learned

- Completing health screenings takes time
- Monitoring exclusions takes a lot of time
- Having forms and documents that can be easily completed are important
- Making sure there is a united approach and staff are on the same page is important
- Printing less information for the fall - directing people online
- Flexibility, flexibility, flexibility

Questions & Comments

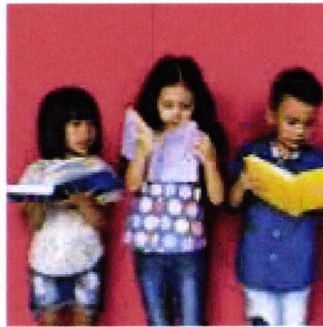
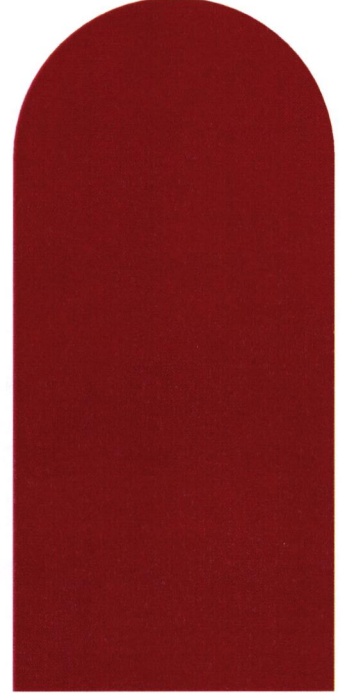
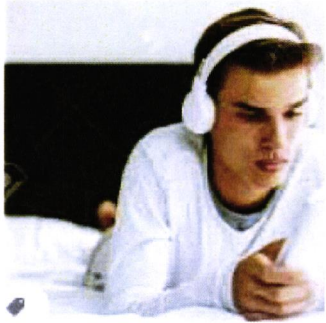
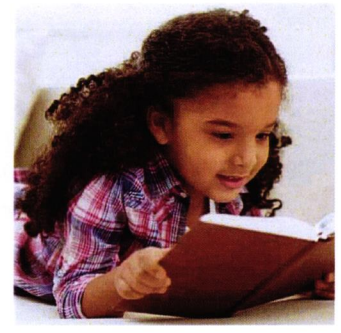
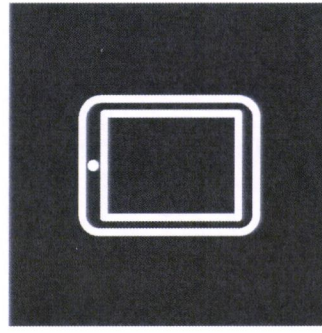
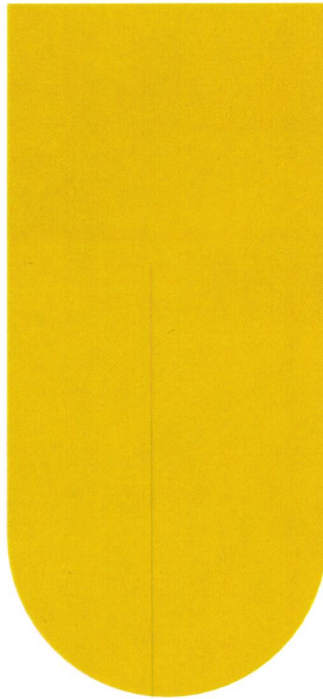
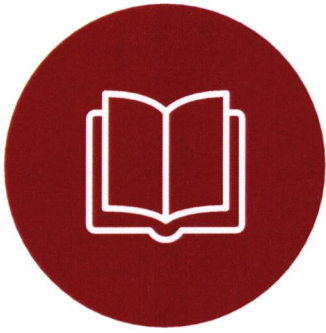
Northfield Schools - Dyslexia Update
 Narrative Presentation to the School Board
 July 13, 2020

Slide Number	Notes
1	I am pleased to have the opportunity to update the board on our efforts to address the needs of Northfield students struggling with characteristics of dyslexia. Improving and targeting instructional strategies for these students will lead to better reading instruction for all of our Northfield youth.
2	Agenda of topics covered
3	The movement to address the needs of struggling readers has been gaining momentum since 2011. The grassroots effort, that began with a group of New Jersey parents seeking stronger reading instruction for their children in public schools, has led to legislative changes in states across the country. As the neuro and cognitive science findings about how children learn to read make their way into mainstream education, we expect greater changes in the expectations for instruction at the classroom level.
4	<p>Here in Minnesota, our legislative mandates related to reading instruction and the identification of struggling readers has evolved over the past five years. The current legislation is clear about identification, alternate instruction and annual parent notification. The method of screening for dyslexic characteristics is determined at the local level.</p> <p>One important 2020 legislative change is the removal of the requirement to screen and identify the number of students with convergence insufficiency disorder.</p> <p>We must identify all students not reading at grade level and then screen these students for characteristics of dyslexia.</p> <p>We must notify parents of their child's reading performance each year.</p>

	<p>We must provide alternate reading instruction to these students with the goal of accelerating reading growth.</p> <p>Four screeners are currently recommended for use by MDE: DIBELS, Aimsweb, Fastbridge and STAR. MAP was dropped from the list last year because it does not measure reading fluency.</p> <p>Dyslexia screening tests should include the following components:</p> <ul style="list-style-type: none"> • Letter Naming Fluency - an approximation of Rapid Automatized Naming (RAN), which is a strong predictor of reading fluency. • Phonemic Awareness - including tasks such as deleting and substituting sounds in words, which are highly predictive in identifying characteristics of dyslexia. • Word Reading Fluency - using a word list, especially nonsense words, is a strong indicator of decoding skill as it eliminates the student's ability to rely on memory or context clues. • Oral reading fluency - highly correlated with decoding skills but does not provide sufficient information about phonemic awareness or decoding deficits. <p>The skills listed above will be appropriate at different ages and stages of development.</p>
5	<p>Minnesota's definition of dyslexia is listed here. It is important to note that there is no universal definition of dyslexia. The task of learning literacy skills is a complex one and difficulties will arise for a significant number of children for a variety of reasons. This is why it is useful to consider dyslexia in descriptive terms along a continuum.</p>

6	<p>To comply with state legislative mandates, all Northfield families with students in grades K-5 were surveyed for their responses to the following questions:</p> <ol style="list-style-type: none"> 1. Does your child show a lack of interest in reading simple books or talking about books? 2. Do you have a family member that struggled with learning to read? 3. Was your child recommended to repeat an elementary grade or complete an additional year in preschool? 4. Has your child attended summer school or received private tutoring for reading? 5. For students in grades 1-5, have you been told by your child's teacher that your student is struggling in reading? <p>The results on this slide represent the percentage of students in grades K-3 who had a family history of reading difficulty AND a fall 2019 reading MAP score that fell below the grade level benchmark score.</p> <p>In January 2020, parents of students who reported a family history of reading difficulty and who scored below grade level on both the fall and winter MAP reading test were notified of their child's reading performance in compliance with state legislation. Parents of students who did not complete a winter MAP, but whose classroom performance as reported by their teacher was below grade level were also notified.</p> <p>The move to distance learning disrupted our plan for spring notification of reading difficulty.</p>
7	<p>Northfield adopted a new K-5 reading curriculum published by the Center for Collaborative Classroom (CCC) in the fall of 2018. Being a Reader (BAR), one of three components in this curriculum, provides an explicit sequence of phonics instruction for grades K-2. The publisher is currently working to add a third grade level to Being a Reader.</p> <p>In addition to this core curriculum, Northfield has a variety of evidenced-based reading interventions in place.</p>

	<p>Elementary staff participated in dyslexia training last winter offered by the Orton Gillingham trained staff of Prairie Creek and Greenvale's Lisa Nelson.</p> <p>Staff have also participated in summer training offered by CCC in 2018, 2019 and 2020.</p> <p>We know our work continues, however. Our fall planning includes examining our screening process as part of our COVID-19 instructional scenarios.</p> <p>We are awaiting additional guidance from CCC about launching reading instruction in the 20-21 school year, but they have already encouraged districts to use the SIPPS placement test on all students in K-2 and as needed in 3-5.</p>
8	<p>Looking further ahead in the upcoming school year, we will focus our efforts on the following:</p> <ul style="list-style-type: none"> • Universal screening process and the continued role of MAP testing in our district. The MDE Dyslexia Specialist, Dr. Amy Schulting, has offered her insights on the screening process used in Northfield. • Specific steps that can be taken with our youngest readers to prevent reading difficulties from developing in the first place. These steps include adding dyslexia screening to the Preschool Screener process, and incorporating the Heggerty Phonemic Awareness curriculum in grades K-2. These are 10 minute daily, explicit lessons that can be taught in person or virtually. MDE refers to this curriculum as a "universal inoculation" against reading difficulty. • Addressing the instructional needs of struggling readers at the secondary level. Cheryl Hall, Sara Pratt and I met with CCC's SIPPS expert to discuss using the intervention at the middle school. • Increasing the number of teachers delivering SIPPS instruction at the elementary level and determining the most efficient way to deliver this instruction to students who would benefit from the program.
9	<p>Helpful resources for those interested in learning more about dyslexia.</p>



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



Northfield Public Schools - Dyslexia Update

Presentation to the Northfield School Board - July 13, 2020



Tonight's Presentation

- Nationwide Dyslexia Trends
- Current Minnesota Legislation
- MN Definition of Dyslexia
- Northfield Reading Data
- Northfield Curricular Response
- Northfield Action Plan



Nationwide Dyslexia Trends



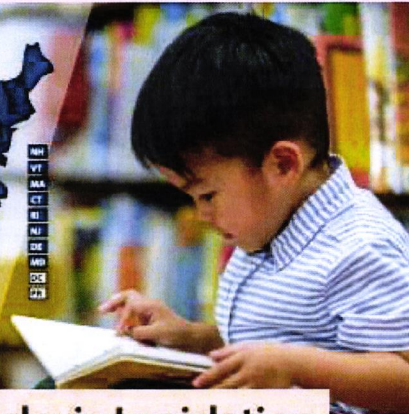
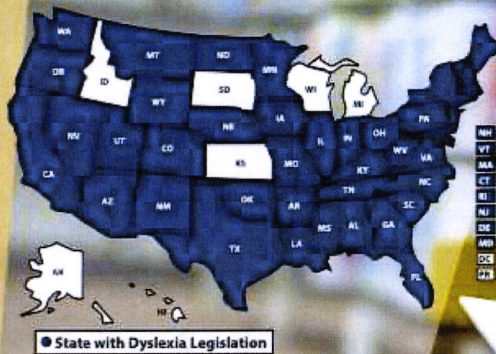
Decoding Dyslexia - 2011

The Decoding Dyslexia movement began in New Jersey when a group of parents formed a grassroots organization called Decoding Dyslexia NJ to raise awareness about dyslexia and reading instruction in public schools. Minnesota was the 13th state to form a chapter in this nationwide network. There are currently Decoding Dyslexia chapters in all 50 states and 4 Canadian provinces. The Decoding Dyslexia focus on change in reading instruction has driven legislative mandates in the majority of states across the US.

State Policy & Dyslexia

Dyslexia is the most common learning disability.

It is commonly understood as a brain-based learning disability that specifically impairs a person's ability to read.



Characteristics of Dyslexia Legislation

- | | |
|--|---|
| (1) a common definition of dyslexia | (4) the use of evidence-based interventions |
| (2) universal screening for dyslexia risk during elementary school | (5) the use of explicit, direct, and/or structured sequences of instruction |
| (3) academic intervention in the early grades | (6) professional development to facilitate these objectives |

Current Dyslexia Legislation in Minnesota



2020 - Current Legislative Requirements

- Identify students not reading at grade level.
- Use locally determined screener for characteristics of dyslexia.
- Districts must monitor the progress and provide reading instruction appropriate to the specific needs of English learners.
- Students identified must be provided alternate instruction. The alternate instruction must be multisensory, systematic, sequential, cumulative, and explicit.
- Before referral for special education evaluation, the district must conduct and document at least two instructional strategies, alternatives, or interventions using a system of scientific, research-based instruction and intervention in academics or behavior, while the pupil is in the regular classroom.
- Annually, schools must give the parent of each student who is not reading at or above grade level information about: the student's reading proficiency, reading-related services currently being provided and strategies for parents to use at home in helping their student succeed in becoming grade-level proficient in reading

MDE Guidance and Support

The Minnesota Department of Education (MDE) dyslexia team is currently focusing on supporting school efforts to screen and identify students with characteristics of dyslexia and develop teacher capacity to provide evidence-based reading instruction.

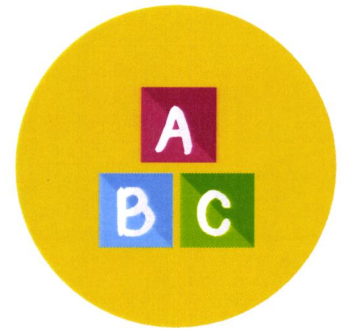
MDE List of Universal Screening Tools for Identifying Characteristics of Dyslexia

- AIMSweb
- DIBELS and Acadience Reading
- FAST Bridge Early Reading
- STAR Early Literacy

Dr. Amy Schulting and Vicki Weinberg support districts in their efforts to improve literacy instruction for all students.

MN Definition of Dyslexia

Minnesota Statutes, section 125A.01



Dyslexia is a specific learning disability that is neurological in origin.

It is characterized by difficulties with accurate or fluent recognition of words and by poor spelling and decoding abilities. These difficulties typically result from a deficit in the phonological component of language that is often unexpected in relation to other cognitive abilities and the provision of effective classroom instruction.

Secondary consequences may include problems in reading comprehension and reduced reading experience that can impede the growth of vocabulary and background knowledge. Students who have a dyslexia diagnosis must meet the state and federal eligibility criteria in order to qualify for special education services.

Northfield Readers

In the fall of 2019, 86% of parents with students in grades K-5 responded to a 5 question survey about their child's reading habits and family history of reading challenge. The survey results were integrated with student assessment data and teacher observation to report the following:



K

8%

Of entering Kindergarten students performed below grade level on the Fall MAP test **AND** reported a family history of reading challenge.



1

11%

Of grade 1 students performed below grade level on the Fall MAP test **AND** reported a family history of reading challenge.



2

20%

Of grade 2 students performed below grade level on the Fall MAP test **AND** reported a family history of reading challenge.



3

11%

Of grade 3 students performed below grade level on the Fall MAP test **AND** reported a family history of reading challenge.



Winter Parent Notification K-5

187 notification letters were issued for 158 students with a family history **and** below grade level performance on the fall and winter reading MAP. An additional 29 letters went to families of students with a positive family history, below grade level Fall MAP performance and no winter score.

Curriculum Components for Students with Dyslexic Tendencies

Northfield K-5 Literacy Curriculum



Fall 2018 - Northfield implements Being a Reader, Being a Writer and Making Meaning published by the Center for Collaborative Classroom (CCC)



Elementary Reading Interventions - Systematic Instruction in Phonological Awareness, Phonics, and Sight Words (SIPPS), Fast ForWord, Leveled Literacy Intervention (LLI), Orton Gillingham, Sonday and fluency interventions



January 2020 - Staff training on dyslexia by Prairie Creek staff with Level II Orton Gillingham Training and Lisa Nelson



Summer 2020 - 18 teachers attend the CCC virtual Summer Institute



Fall 2020 Planning

- Expanded use of SIPPS per guidance from CCC
- Incorporate Heggerty Phonemic Awareness Curriculum - **universal inoculation**
- Screening students in a virtual environment

Serving Students with Dyslexic Tendencies in Northfield

Action Planning

Our Work in 2020-2021



Measure What Matters

MAP is no longer on the MDE list of approved screeners

Discussion with Amy Schulting about Northfield
Screening: DIBELS + SIPPS (K-5)



Laser Focus on Student Needs

Intervening early - preschool screening

Providing all students explicit instruction in phonological
awareness - universal inoculation



Middle School Intervention

Implementing SIPPS at the middle school

Increasing the Number of Teachers Implementing SIPPS

Dyslexia Resources



Dyslexia Information for Parents and Educators

[Dyslexia in the Classroom](#) - What Every Teacher Needs to Know

[Here's Why Schools Should Use Structured Literacy](#) - article on emphasizing highly explicit and systematic teaching of all important components of literacy including both foundational and higher-level skills

[Structured Literacy and Typical Literacy Practices](#) - understanding differences to create instructional opportunities

[Dyslexia Toolkit](#) - An Essential Resource provided by the National Center on Learning Disabilities

MDE Informational Papers and Guidance

[Screening and Identifying Characteristics of Dyslexia](#) - Guidance and resources including universal screening tools, integrating data and submitting findings into the Read Well Data Plan, teacher checklist for characteristics of dyslexia, list of universal screening tools for identifying characteristics of dyslexia and recommended universal screening tool list criteria and selection process.

[Navigating the School System When a Child is Struggling with Reading or Dyslexia](#) - Answers to frequently asked questions about providing evidence-based supports for students with dyslexia and those who struggle with reading.

Summary of Annual Performance Appraisal
for Matthew Hillmann, Ed.D.
Superintendent Northfield Public Schools
For the Appraisal Period of 7/1/19 to 6/30/20
Summarized by Board Chair, Julie Pritchard
July 13, 2020 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 48 job responsibilities organized around eight 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. 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 1, 2020, to review the appraisal.

Dr. Hillmann received an overall score of 4.94 on a 5-point scale. This performance reflects his outstanding work during the school year that presented previously unimaginable challenges. His exceptional work over the past year was highlighted by board members. A sampling of their comments is summarized below around three key areas.

With the abrupt change to distance learning, Dr. Hillmann demonstrated his outstanding ability to adapt his instructional leadership. Under his guidance, his strong and capable leadership team developed guiding principles and communicated these to staff, the board, and parents. These guiding principles were not just words on a page, but served to shape how the district responded to and provided support for the enormous challenges it faced as an institution. District surveys that reflected the vast majority of students, staff and parents were satisfied with how the district handled distance learning is in itself a remarkable achievement. During these uncertain times, Dr. Hillmann has been a steady, reassuring voice and leader for the community.

The board cited Dr. Hillmann's passion and proactive leadership relating to the difficult and pernicious state of affairs regarding race and equity as it not only related to the school district but also to the community as a whole. Partnering with Equity Alliance of Minnesota to provide the staff with implicit bias and cultural competency training, the formation of the district's Equity and Advocacy Committee has made the district a leader on these important issues. While these actions demonstrate Dr. Hillmann's commitment to ensuring a world-class learning environment for every student, he readily acknowledges there much more work to be done. Dr. Hillmann's leadership has been recognized statewide with his invitation to join the Minnesota Equity Partnership's Superintendent Race Equity Leadership Network.

Dr. Hillmann truly cares about his staff and students. He wants everyone to feel supported and welcome in the schools. But most importantly, he reaches out to the quieter voices, making the time to really listen to all community members. He truly excels at his job.

In summary, board members gave Dr. Hillmann an exceedingly positive annual performance appraisal. His noted high level of knowledge, experience, vision, and passion for his work as well as his strength of leadership gives the board great confidence in his ability to tackle the complex challenges the district will face particularly in the coming school year.

NORTHFIELD PUBLIC SCHOOLS HAND IN HAND PRESCHOOL HANDBOOK



**Northfield Community Education Center
700 Lincoln Parkway, Northfield, MN 55057
507-645-1200**

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Important Phone Numbers

Longfellow School front office	507-645-1200
Nurse's Line/Attendance	507-645-1205
Sara Line-Early Childhood Coordinator	507-645-1232
Gabriela Nieves (para espanol)	507-301-8957
Benjamin Bus	507-645-5720
Mary Hansen (ECFE)	507-664-3750
Martha Donahoe (preschool tuition/ E.C screening)	507-645-1200
Hiawatha Transit	1-866-623-7505
*Messages for staff may be left with the front desk	507- 645-1200

SAFETY

Your children's safety is our main concern. Please check in with the main office staff to let them know if you are picking up your child or coming for an event. Although we can often recognize parents, by making your presence officially known we can be more fully aware of who is in our building at all times. Please make sure you are dropping off and picking up your child each day in the

classroom so the teachers know where they are at all times! In addition, each family will receive a packet to fill out including **health/emergency forms** as it is very important we have that on file. Hand in Hand practices regular fire, severe weather and lock-down drills throughout the year.

INTRODUCTION

This handbook is designed to give you specific information regarding Hand in Hand Preschool. We ask that you read through it and keep in an accessible place where it can be referred to as needed. Please speak with your child's teacher if further information or clarification is needed. The District's full policy regarding guidance and discipline may be found in the Student Citizen Handbook (available in the school office). We believe that open communication between parents and teachers is an essential part of your child's educational experience. We realize that children between the ages of three and five are continuing to develop their understanding of the world and sometimes their interpretations of phrases, vocabulary, time concepts and the concepts of real vs. imaginary are not yet mature. Occasionally, misunderstandings may occur. If you wonder about something your child has told you regarding school, please contact us, so that together we can clarify. Please refer to the weekly class note describing our activities to help generate conversation about your child's day; children will transport papers and messages each week in a backpack/bag your child will bring to and from school each day. In addition newsletters will be emailed out to families.

HAND IN HAND TEACHERS

Hand in Hand Preschool teachers hold a minimum of a bachelor's degree in Early Childhood Education and are licensed by the State of Minnesota to teach young children. Many hold a Master's in Education. All staff participate in district training, professional development as well as contributing to the weekly district-wide Professional learning Communities where we work to improve teaching techniques and student progress.

PHILOSOPHY OF HAND IN HAND PRESCHOOL

The most important goal in our program is to help children become enthusiastic learners. This means encouraging children to be active and creative explorers who are not afraid to try out their ideas and to think their own thoughts. Our goal is to help children become independent, self-confident, inquisitive learners. The developmentally appropriate activities we plan for the children,

the way we organize the room, select toys and materials, plan the daily schedule and talk with the children are all designed to accomplish the goals of our curriculum and give your child a successful start in school.

EXAMPLE OF APPROXIMATE DAILY SCHEDULE

8:45-9:00 Meet/Greet, Small Motor Activities

9:00-9:30 Circle Time: calendar with counting/patterns, weather, music/movement

9:30-10:30 Flex time: small group skill building, centers and choice time

10:30-10:45 Stories/Songs

10:45-11:00 Bathroom Break/Snacks

11:00-11:30 Outside/Gym large motor time

CURRICULUM/ASSESSMENT

***Specific Curriculum mapping documents are available upon request**

Young children learn best by *doing*, not just repeating what someone else says but actively experimenting to find out how things work in the world we live in. We believe that play provides the foundation for school learning. It is the preparation children need before they learn those highly abstract symbols such as letters (which are symbols for sounds) and numbers. Play enables us to achieve the key goals of our early childhood curriculum; play is the “work” of young children! Teachers use a combination of *Everyday Mathematics*, *Ladders to Literacy*, *Handwriting Without Tears*, and *Second Step* to support our curriculum at Hand in Hand Preschool. The Minnesota Department of Education’s Early Childhood Indicators of Progress state standards act as a framework for our instruction.

At Hand in Hand preschool, we use authentic, observational assessment. The system is not only designed to work with our curriculum, but it is aligned with the Minnesota State standards for early learning, the Early Childhood Indicators of Progress; it helps us get to know what our students know and can do. With this information, we individualize children’s learning, flex group and offer engaging experiences that help build on their strengths and interests. The system is inclusive of children with disabilities, children who are developing typically, and children who demonstrate competencies beyond typical developmental expectations. It also supports the assessment of children who are English learners.

Social/Emotional: To help children feel comfortable in school, trust their new environment, make friends, interact with them and feel they are part of a group. To help children experience pride and

self-confidence, be able to express themselves creatively, to develop independence and self-control, and have a positive attitude toward life.

Cognitive: To help children become confident learners by letting them try out their own ideas and experience success, and by helping them acquire learning skills such as the ability to solve problems, ask questions and use words to describe their ideas, observations, and feelings. The environment is rich in language to support early literacy and children are exposed to mathematics and logical thinking as it is embedded in the classroom and routine as well.

Physical: To help children increase their large and small muscle skills, self-help skills, and feel confident about what their bodies can do.

In our younger three year old classes the main focus is on socialization and school routines. As educators we realize the importance of meeting their social needs first, and by using *Second Step* Social/Emotional curriculum staff is able to do just that before introducing beginning concepts such as colors, shapes, and other pre-academic skills.

In our older Kindergarten Readiness classes the focus is on preparing for Kindergarten. The students are introduced to basic concepts such as counting, patterns, numbers, colors and shapes through *Everyday Mathematics* as well as pre-literacy skills such as letters and sounds with *Ladders to Literacy* in addition to building on the *Second Step* social emotional concepts. Staff use *Handwriting Without Tears* curriculum to begin to introduce proper strokes and letter formation (fine motor) skills. The students are also familiarized with school expectations, transitions and routines. The Kindergarten Readiness class lays the foundation to a great start of the Kindergarten experience.



PEER INTERACTION/INCLUSION

Classes in the Hand in Hand Preschool are co-taught by a licensed early childhood special education teacher and a licensed early childhood regular education teacher. At least one educational assistant is also assigned to each classroom. A unique aspect of the Hand in Hand Preschool is that children with special needs and typical developing children attend, interact and learn together. The staff members model appropriate actions and words to help the children find ways to work together. There are many opportunities for the children to help each other and serve as positive role models. In the process, children learn tolerance and understanding of differences, resulting in a mutually beneficial learning setting.

INDIVIDUAL PERFORMANCE EVALUATIONS/ CONFERENCES

Each child must complete **Early Childhood Screening** within the first 90 days of enrollment, which includes vision, hearing, height/weight, a developmental check and a social/emotional assessment. Our teachers participate in ongoing assessment/progress monitoring techniques. In addition IEP objectives are developed for all Special Education students. Conferences are offered twice yearly (fall and spring) and provide an opportunity for parents and teachers to discuss a child's development, strengths, goals, and any concerns. Informal conferences can be arranged by contacting the teacher before or after school and requesting time to discuss any issues.

FAMILY INVOLVEMENT

Parent involvement is an important part of your child's learning experience at Hand in Hand Preschool. Research has shown that children who have involved parents have more success in school. We offer many opportunities throughout the year for you to become involved in your child's preschool experience. Parents are welcome and encouraged to visit their child's classroom at any time. If you have a special skill or talent that you would like to share with us, (such as an instrument, a special collection, job or hobby) please see your child's teacher to make arrangements. Individual classes will offer specific dates and times for volunteer opportunities, such as "Star of the Week" reading, family events or class parties. We have parent education events and many family activities monthly. Early Childhood Family Education and Adult Basic Education also offer many opportunities for parents to become involved in their children's education through regular classes, one time events or parent coaching/consultation! **Please call Family Education at 664-3750 to request information.**

PARENT COMPONENT

Parents of Hand in Hand students will be asked to participate throughout the year. Examples of parent involvement may include:

- Early childhood screening (required for all Hand in Hand students)
- Family Consultation/Coaching
- Home visits by Early Childhood Teachers
- Attending open house, and fall and spring conferences
- Classroom and field trip volunteering
- Attend the Community Education Advisory Council
- Parent/Child Activities and Lending Library participation
- Guest speakers/Parent education opportunities
- Family Events
- Attending an Early Childhood Family Education class

GUIDANCE POLICY

Our policy is to provide positive guidance to help children resolve conflicts. It is our goal to build trusting relationships with and among the children and to teach appropriate behavior. By teaching children effective ways of communicating their needs, children learn independence and responsibility. Children will be encouraged to “use your words” to resolve conflicts. In this way, children learn positive and appropriate skills to express emotions. They also learn valuable social skills such as negotiation and turn-taking. Any significant behavior issues will be addressed together with parents on an individual basis. Hand in Hand staff will complete an incident form signed by parents following any incident resulting in injury or property damage. The completion of a second incident report will result in a meeting with parents, classroom teacher, the Early Childhood Coordinator and the Early Childhood Special Education team lead. Upon completion of the third incident report, a meeting will be held with the previously mentioned team and will result in a mutually agreed upon plan to support the student’s success in the general education setting.

ACCESS TO STUDENTS & STUDENT RECORDS

Teachers at Hand in Hand Preschool will follow the policy of Northfield School District in regard to access of students and student's educational files and records. All parents and legal guardians will be allowed such access unless the school has on file a court order or a restraining order, dated within a year. Please ask about Policy JEDB if you need further information on this policy. State Law mandates teachers to report suspected abuse or neglect of children to the Child Protection Agency of Rice County. It is our goal to provide support and resources to all families in our program.

ATTENDANCE

Regular attendance is essential for a successful school experience. Please make every effort to have your child at school and on time each day. If your child is ill and unable to attend school, please report their absence to the school by calling **645-1205**. If your child receives transportation please inform them of the absence as well. To help assure good health for students and alert health authorities to the presence of specific disease, parents are asked to call the school each morning the student is absent and to notify the school later if a specific disease develops.

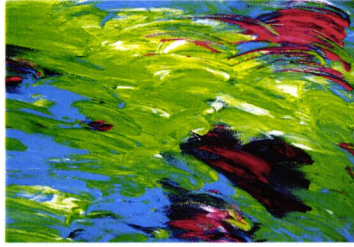
Please leave the following information: the child's name, the class time and reason for absence.

TRANSPORTATION

If your child is eligible through ECSE or SR to ride the district school bus or the Hiawathaland Transit bus and will be absent or do not need transportation to/from preschool on any given day, please call Benjamin Bus at 507-645-5720 or Hiawathaland Transit at 1-866-623-7505.

ILLNESS

As most diseases are spread before they are recognized, it is impossible to prevent exposure. Parents are urged to keep their children home if they develop any symptoms suggestive of a communicable disease. The temperature should be normal at least 24 hours **BEFORE** a student returns to school. Please do not send students who have an undiagnosed rash or a profusely runny nose to school. If a student becomes ill while at school, the parent/guardian will be called.



HEALTH SERVICES

A licensed nurse is available at the Northfield Community Education Center from 7:30 a.m. – 3:30

p.m. each school day. Health services are provided for all students and staff. Each student coming into the health office is assessed and given any necessary treatment. Parents are contacted as appropriate. Each child is required to have an updated **immunization record** on file. We know the Preschool Years are a time of great growth and development; although we do not expect children in our program to be fully potty trained, we do not have adequate staffing to change diapers. Students will be expected to be working on potty training, wearing pull ups or underwear and be able to independently take care of bathrooming needs (such as trying to use the toilet or changing a wet pull up.) .

CLOTHING

Please dress your child appropriately for the weather. We will be playing outdoors almost every day. Students will be outside when the temperature is at or above 0^o F. Students will need **labeled** boots, snow pants, hats and mittens during the winter months. Please send a backpack with your child each day to transport the extra clothes, fun projects and communication efforts.

Please make sure your child is dressed comfortably for play. If your child is newly toilet trained or in the process of toilet training, we ask that you include a **labeled** change of clothes in their backpack should an accident occur. We find children are most comfortable in their own clothes. Durable, washable clothes and tennis shoes are most appropriate and safe for participation in all preschool activities. Making sure that buckles, buttons, belts and snaps can be easily managed by your child will help them gain independence and self-esteem.

LATE PICK UP POLICY

Morning preschool ends at 11:30 and afternoon preschool concludes at 3:45. (With the exception of Wednesday PLC schedules where a.m. preschool is from 9:45-12:00 and afternoon preschool is

1:15-3:45.) **If your child is registered for preschool extended day options, they are open 7:30-8:45 am, 11:30-12:45 pm, or 3:45-5:00 pm. Please be respectful of our teachers' prep time before and after class and be prompt in picking up and dropping off your children for preschool. Students who have not been picked up within 5 minutes of class end times will be brought to wait in the front office and will be charged \$1 per minute to be paid before returning to preschool. If you continue to be late picking up your child, a meeting to discuss a plan to resolve the issue will be scheduled. If the signed parent agreement is not followed, your child will be terminated from Hand in Hand. Not only do teachers and educational assistants often have meetings or other scheduled commitments following class, but this can be very upsetting to the children, so please respect our pick up policy.

EMERGENCY CLOSING OF SCHOOL

The following procedures will be observed when school is closed due to weather:

- When school is not in session, a decision to close schools will be made the night before, if possible, but not later than 7:00 a.m.
- When the weather is too severe to open school at the normally scheduled time but is improving, a decision to have a late start may be made. In this case, school will be delayed for two hours. Bus pick-up and school opening times will be exactly two hours later than normal for elementary schools, however, **Hand in Hand morning session would be closed. The afternoon Hand in Hand session as scheduled.**
- When school is in session and the decision is made to close schools, dismissal times will be set to coincide with the anticipated arrival of buses. **Parents will be expected to pick up Hand in Hand students at the announced closing time.**

In each instance, the community will be informed by KYMN (1080AM), KDHL (920 AM) and WCCO (830) radio stations as well as WCCO-TV, KARE-TV, KSTP-TV and KMSP-TV. If weather conditions are poor or worsening, please listen to one of these radio stations. The decision will also be listed on the homepage of the district website and parents who have emails on file will receive an email.

TUITION POLICY

Hand in Hand families must stay up-to-date with payments. Each month's tuition must be paid by the last day of the respective month. Preschool slots will be terminated for families that do not follow the payment policy. Please note, families do not receive a hard copy of monthly

statements. Please set up online billing/payment access with Martha Donahoe at mdonahoe@northfieldschools.org or drop payments off with her in the front office.

SNACKS

Snack time is a favorite time of the school day! Healthy snacks are provided by the school district food service. Please inform your teacher of any food allergies or foods your child may not eat for religious or medical reasons. Milk is provided daily to all students. All families are asked to pay an annual snack fee (fee tied to how many days per week the child attends.) Checks are made payable to “Hand in Hand Preschool”. Pathways Scholarships will cover 100% of these fees, and School Readiness scholarships cover a portion.

FIELD TRIP INFORMATION

Field trips are important to our curriculum, as they help children learn about the world around them. Past field trips have included Three Links Care Center, Northfield Library and other neighborhood parks and businesses. We also have many fun visitors to our site! Signed permission slips are required for all children attending Hand in Hand Preschool field trips. Check monthly newsletters for additional field trip information.

TOYS FROM HOME

We request that children not bring toys from home; keeping toys at home will prevent hurt feelings and broken toys. Even toys left in backpacks can be distracting to students. Occasionally, the teachers may give the children the opportunity to bring specific toys to school for a special day, such as “Teddy Bear Day”, for our letter of the week or “Star of the Week”. This information will be included in the weekly class notes. Please remember that even on special toy days, only non-violent toys will be allowed in school. Toy guns or weapons are never allowed.

BIRTHDAY OBSERVATIONS

Birthdays are special to children! We will make your child’s birthday or special day by providing a birthday crown and singing “Happy Birthday.” In accordance with new federal law, families will not

be allowed to bring food or small gifts to share with other students but we will still make the day special in other ways. Please speak with your child's teacher at the beginning of the school year if your family does not celebrate birthdays. At Hand in Hand Preschool we strive to be respectful of all families and their beliefs. If your child is planning on having a birthday party, we ask that invitations be mailed from home rather than passed out in school unless every child in the class is invited. This helps prevent hurt feelings.



Policy 401 EQUAL EMPLOYMENT OPPORTUNITY

I. PURPOSE

The purpose of this policy is to provide equal employment opportunity for all applicants for school district employment and school district employees.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide equal employment opportunity for all applicants and employees. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, gender, sexual orientation, gender identity or expression, marital status, status with regard to public assistance, disability, age, family care leave status or veteran status. The school district also makes reasonable accommodations for disabled employees.

[Note: The Minnesota Human Rights Act defines "sexual orientation" to include "having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness." Minn. Stat. § 363A.03, Subd. 44.]

- B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute impermissible harassment and the school district's internal procedures for addressing complaints of harassment, please refer to the school district's policy on harassment and violence.
- C. This policy applies to all areas of employment including job application procedures, hiring, advancement, discharge, compensation, job training and other terms, conditions and privileges of employment.
- D. Every school district employee shall be responsible for following this policy.

Policy 401 Equal Employment Opportunity

Adopted: 2/14/05; Updated: INSERT DATE HERE

School Board

INDEPENDENT SCHOOL DISTRICT 659

Northfield, Minnesota

Legal References:

Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
29 U.S.C. § 621 et. seq. (Age Discrimination in Employment Act)
29 U.S.C. § 2615 (Family and Medical Leave Act)
38 U.S.C. § 4301 et seq. (Employment and Reemployment Rights of Members of the Uniformed Services)
38 U.S.C. § 4211 et. seq. (Employment and Training of Veterans)
42 U.S.C. § 2000e et seq. (Title VII of the Civil Rights Act)
42 U.S.C. § 12101 et seq. (Equal Opportunity for Individuals with Disabilities)

Cross References:

~~Policy 102 (Equal Educational and Employment Opportunity)~~
MSBA/MASA Policy 402 (Disability Nondiscrimination)
MSBA/MASA Policy 405 (Veteran's Preference)
MSBA/MASA Policy 413 (Harassment and Violence)

Policy 402 DISABILITY NONDISCRIMINATION POLICY

I. PURPOSE

The purpose of this policy is to provide a fair employment setting for all persons and to comply with state and federal law.

II. GENERAL STATEMENT OF POLICY

- A. The school district shall not discriminate against qualified individuals with disabilities because of the disabilities of such individuals in regard to job application procedures, hiring, advancement, discharge, compensation, job training and other terms, conditions and privileges of employment.
- B. The school district shall not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability. The school district shall not exclude or otherwise deny equal jobs or job benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.
- C. The school district shall make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless the accommodation would impose undue hardship on the operation of the business of the school district.
- D. Any job applicant or employee wishing to discuss the need for a reasonable accommodation, or other matters related to a disability or the enforcement and application of this policy, should contact the Director of ~~Student~~ Special Services. This individual is the school district's appointed ADA/Section 504 coordinator.

Policy 402 Disability Nondiscrimination Policy

Adopted: 2/14/05; Updated: INSERT DATE HERE

School Board

INDEPENDENT SCHOOL DISTRICT 659

Northfield, Minnesota

Legal References:

Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
29 U.S.C. 794 et. seq. Rehabilitation Act of 1973, (§ 504)
42 U.S.C., Ch. 126 § 12112 (Americans with Disabilities Act)
29 C.F.R. Part 32
34 C.F.R. Part 35
34 C.F.R. Part 104

Cross References:

MSBA/MASA Policy 521 (Student Disability Nondiscrimination)

**Policy 407 EMPLOYEE RIGHT TO KNOW – EXPOSURE TO HAZARDOUS
SUBSTANCES**

I. PURPOSE

The purpose of this policy is to provide school district employees a place of employment and conditions of employment free from recognized hazards that are likely to cause death or serious injury or harm. (Minn. Stat. § 182.653, Subd. 2)

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to provide information and training to employees who may be “routinely exposed” to a hazardous substance, harmful physical agent, infectious agent, or blood borne pathogen.

III. DEFINITIONS

- A. “Commissioner” means the Commissioner of Labor and Industry.
- B. “Routinely exposed” means that there is a reasonable potential for exposure during the normal course of assigned work or when an employee is assigned to work in an area where a hazardous substance has been spilled.
- C. “Hazardous substance” means a chemical or substance, or mixture of chemicals and substances, which:
 - 1. is regulated by the Federal Occupational Safety and Health Administration under the Code of Federal Regulations, ~~title 29, part 1910, subpart Z~~; or
 - 2. is either toxic or highly toxic; an irritant; corrosive; a strong oxidizer; a strong sensitizer; combustible; either flammable or extremely flammable; dangerously reactive; pyrophoric; pressure-generating; compressed gas; carcinogen; teratogen; mutagen; reproductive toxic agent; or that otherwise, according to generally accepted documented medical or scientific evidence, may cause substantial acute or chronic personal injury or illness during or as a direct result of any customary or reasonably foreseeable accidental or intentional exposure to the chemical or substance; or
 - 3. is determined by the commissioner as a part of the standard for the chemical or substance or mixture of chemicals and substances to present a significant risk to worker health and safety or imminent danger of death or serious physical harm to an employee as a result of foreseeable use, handling, accidental spill, exposure, or contamination.
- D. “Harmful physical agent” means a physical agent determined by the commissioner as a part of the standard for that agent to present a significant risk to worker health or safety or imminent danger of death or serious physical harm to an employee. This definition includes but is not limited to radiation, whether ionizing or nonionizing.

- E. “Infectious agent” means a communicable bacterium, rickettsia, parasites, virus, or fungus determined by the commissioner by rule, with approval of the commissioner of health, which according to documented medical or scientific evidence causes substantial acute or chronic illness or permanent disability as a foreseeable and direct result of any routine exposure to the infectious agent. Infectious agent does not include an agent in or on the body of a patient before diagnosis.
- F. “Blood borne pathogens” means a pathogenic microorganisms that ~~is~~ are present in human blood and can cause disease in humans. This definition includes, but is not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

IV. TARGET JOB CATEGORIES

Annual training will be provided to all full and part-time employees who are “routinely exposed” to a hazardous substance, harmful physical agent, infectious agent, or blood borne pathogen as set forth above.

V. TRAINING SCHEDULE

Training will be provided to employees before beginning a job assignment as follows:

- A. Any newly-hired employee assigned to a work area where he or she is determined to be “routinely exposed” under the guidelines above.
- B. Any employee reassigned to a work area where he or she is determined to be “routinely exposed” under the above guidelines.

Policy 407 Employee Right to Know - Exposure to Hazardous Substances

Adopted: 2/28/05; Revised: 05/2013; Update: INSERT DATE HERE

School Board
INDEPENDENT SCHOOL DISTRICT 659
Northfield, Minnesota

Legal References: Minn. Stat. Ch. 182 (Occupational Safety and Health)
Minn. Rules Ch. 5205 (Safety and Health Standards)
Minn. Rules Ch. 5206 (Employee Right to Know Standards)
29 C.F.R. § 1910.1050, App. B (Substance Technical Guidelines)

Cross References: MSBA/MASA Policy 420 (Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions)
MSBA/MASA Policy 807 (Health and Safety Policy)

Executive Summary: This report provides information about the District's work to address the significant challenges presented by the COVID-19 global health pandemic, anti-racism work that endeavors to realize our vision of preparing every student for lifelong success in a world-class learning environment, and other operational updates.

Distance Learning Surveys

In June, the District surveyed families and staff a second time about their distance learning experiences.

2020-2021 Planning

The Minnesota Departments of Education (MDE) and Health (MDH) released guidance for the 2020-21 school year on June 15. Three options could be used during the school year: 1) in-person instruction, 2) distance learning, 3) a hybrid option where some students would be on campus and others learning from home. Our school district leadership team is reviewing the more than 100 pages of guidance from MDE and MDH and has begun contingency planning for all three options. If you are interested, you can review the guidance [here](#):

- [Minnesota Department of Education Guidance](#)
- [Minnesota Department of Health Guidance](#)

There are three planning teams: health and virus prevention (Cheryl Hall, team lead,) instructional design (Hope Langston, team lead,) and logistics (Joel Olson, team lead.) After administrators got them started, each team added teachers, support staff, and students. They are using [these guiding principles](#) to create plans that develop a seamless system of instruction and services that meets the needs of every learner, regardless of the scenario. We endeavor to implement the three MDE/MDH scenarios using public health guidance to provide safety for our staff and students. By way of example, I will share four of the problems we are trying to solve to support in-person or hybrid scenarios:

Transportation: Current Centers for Disease Control (CDC) guidelines allow for 13 students to be on a 77-passenger bus at one time. On a typical day, we transport 3,000 students using 25 bus routes. If each bus route ran twice, we could transport 650 students.

Health Screening: We are working to identify the best method to affirm that students do not exhibit any of the typical COVID-19 symptoms before coming to school. If we screen on-site, the logistics become complicated quickly. We are also looking at a parent-based reporting system to affirm a student does not exhibit symptoms. This approach also has its drawbacks. Again, we have a thoughtful team working on the issue. We are routinely meeting with other school district leaders to brainstorm collective solutions and connecting weekly with Rice County Public Health as we develop a screening approach.

Face coverings: It appears that face coverings will accompany any in-person or hybrid scenario that brings people to our campuses. There is clear evidence showing that face coverings can help reduce the spread of the virus, especially indoors. We have worked with Rice County Public Health and MDH to validate face-covering choices that would be acceptable. At this point, the District is considering a choice of a district-provided cloth face mask or an acrylic face shield for students and employees. Individuals could also choose their own face covering that meets certain criteria (a gaiter or bandana, for example.)

Serving those with underlying health conditions: We expect some staff and students who might not be able to return in a hybrid or in-person model. We are working on strategies to support people in those circumstances.

MDE and MDH have indicated they will provide a decision about what scenario will be used to start the school year during the week of July 27, 2020.

Anti-Racism Work

The District continues its work to eliminate systemic racism. Northfield Public Schools, the City of Northfield, and Northfield Healthy Community Initiative are collaborating with the intention of creating a broader community coalition of organizations to do this work together. Based on a collective impact model, we know it is critical to have a broad group of stakeholders involved to make significant community-wide change.

As previously identified, the District began a partnership with the Equity Alliance of Minnesota in August 2020 to provide implicit bias training for all staff and the community. Between January and June, over 300 educators participated in the state-required cultural competency training with Equity Alliance.

The high school social studies and English departments are reviewing curriculum and making adjustments this summer as part of a longer-term effort to ensure our instruction includes more diversity in authors and honors a wider perspective of histories.

As we work to develop a comprehensive anti-racist framework, three action areas continue to arise:

- **Symbolism.** Symbolism plays a role in reinforcing racist stereotypes and narratives.
- **Systems Behavior.** Systems need to be reviewed and refined to ensure they are anti-racist, providing equitable access and support for every child.
- **Individual Behavior.** The sum of our individual behaviors creates our culture. Individuals need to have the skills to recognize their own biases and racist thoughts/actions in order to interrupt those of others.

Bridgewater Elementary Principal Nancy Antoine has been appointed to the National Association of Elementary School Principals National Taskforce on Race and Equity. This appointment will connect the District with this work on the national level.

The District will continue its commitment to a world-class learning environment for every student. A world-class learning environment is anti-racist.

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

June 8, 2020
Teleconference

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. Due to the health pandemic and the extension of Governor Walz's Executive Order 20-01 COVID-19 Peacetime Emergency, and in accordance with Minnesota Statute 13D.021, which permits boards to hold a meeting by telephone conference call or other electronic means, this meeting was conducted via video conference. In addition, the school board determined that it was not feasible for at least one board member, or the superintendent to be physically present at the regular meeting location and that it was not feasible for the public to attend this meeting at the regular location. The district did make accommodations for public comment which are outlined below.

Board member attendance was taken by roll call. Anita Aase, Executive Assistant to the Superintendent and Board of Education, called the name of each board member in alphabetical order by last name and the board member responded "present" when his/her name was called. Present: Baraniak, Goerwitz, Hardy, Iverson, Pritchard, Quinnell and Stratmoen. Absent: None.

Also present at this video conference meeting was: Dr. Matt Hillmann, Superintendent; Anita Aase; and Erin Bailey, Director of Community Education. Observing the meeting via Zoom was Sam Wilmes, a reporter with the Northfield News. This meeting was live-streamed and recorded, and access to the recording was posted to the school district website.

Board Chair Pritchard outlined the procedures for this meeting:

- Board members were asked to mute their microphones when not speaking.
- During the course of the meeting when a motion and a second is required, Dr. Hillmann would initiate the "unmute" for all board members.
- At the start of each discussion Chair Pritchard said she would call on each board member in alphabetical order by last name for any questions or comments. If they didn't wish to speak, they would be welcome to pass.
- There would be one round of questioning for board members. If board members had a follow-up question or comment, they could consider using the Raise Hand feature in order to be recognized by the Chair.
- All votes on the Items for Individual Action would be conducted by roll call by Aase. Each board member was instructed to wait until their name was called before voting.

II. Agenda Approval/Table File

On a motion by Quinnell, seconded by Goerwitz, the Board approved the agenda by roll call. Voting 'yes' were Baraniak, Goerwitz, Hardy, Iverson, Pritchard, Quinnell and Stratmoen. No one voted 'no'.

III. Public Comment

To accommodate the public comment portion of our meeting, members of the public were invited via the school district website to submit feedback to the Board via email by 5:00 p.m. on June 8, 2020. All submissions that followed the district policy regarding public comment would be read by Chair Pritchard at this time. There were no public comments submitted for this Board meeting.

IV. Announcements and Recognitions

There were no announcements or recognitions.

V. Items for Discussion and Reports

- A. COVID-19/Distance Learning Update/District Operations. Dr. Hillmann congratulated our staff, students and families on the way they adjusted and persevered to complete this school year during the COVID-19 global health pandemic. We are in the process of surveying staff and parents on distance learning and will present the results at a future meeting.

The tragic death of George Floyd has reminded our nation once again of the stain systemic racism has placed on our society. In no uncertain terms, and to be abundantly clear, this school district stands completely against racism and practices that promote systemic inequity. Moving from words to action, Northfield Public Schools has taken steps over the last year towards a “world-class learning environment” for every student.

Both the Northfield High School and the Area Learning Center commencements occurred virtually, with curbside diploma pick up, in accordance with the Minnesota Departments of Health and Education graduation guidelines. Dr. Hillmann provided brief overviews of summer school, special education extended school year, community education programming, emergency child care and free meals for children. We are planning three possible scenarios for the return of school in the Fall and creating three administrative action teams to analyze and create these skeleton plans. MDE has indicated districts will receive guidance for the Fall in mid-to-late July.

- B. Financial Update. Superintendent Hillmann focused on the potential funding from the CARES Act which includes GEER and ESSER funding. The preliminary run indicates Northfield Public Schools will receive \$380,800. These funds are discretionary and the State recommends these funds be used to enhance technology, to cover costs in programs that may run a deficit due to the Governor’s executive order, for summer school transportation, and mental health support.
- C. Semi-Annual Fundraising Report. In compliance with Policy 713 Student Activity Accounting, Dr. Hillmann presented a fundraising report which was reviewed by the school board.
- D. Legislative Wrap Up. Superintendent Hillmann provided a brief overview of the State of Minnesota legislative session which ended May 18, 2020. There will be a special session on June 12, 2020.

VI. Consent Agenda

On a motion by Goerwitz, seconded by Iverson, the Board approved the following Consent Agenda items by roll call. Voting ‘yes’ were Baraniak, Goerwitz, Hardy, Iverson, Pritchard, Quinnell and Stratmoen. No one voted ‘no’.

A. Minutes

- Minutes of the Regular School Board meeting held on May 26, 2020

B. Gift Agreements

- \$3,000.00 from The Rodgers Family Foundation for David Rodgers Scholarship
- \$6,000.00 from Northfield Rotary Club for two \$3,000.00 Rotary Scholarships
- \$1,000.00 from Minnesota Administrators for Special Education for the MASE Scholarship
- \$1,000.00 from Northfield Raider Touchdown Club for the Northfield Touchdown Club

C. Personnel Items

a) Appointments

1. Stephanie Bierman, 1.0 FTE Mathematics Teacher at the High School, beginning 8/25/2020; MA, Step 3 - offer contingent on obtaining MN Math teaching license
2. Lisa Hood, 1.0 FTE Early Childhood Special Education Teacher at Longfellow, beginning 8/25/2020; MA+20, Step 13
3. Lee Rudebusch, 1.0 FTE Science-Chemistry Teacher at the High School, beginning 8/25/2020; MA, Step 7
4. Deborah Russell, 1.0 FTE Long Term Substitute 5th Grade Companeros Teacher at Greenvale Park, beginning 8/25/2020-6/10/2021; MA, Step 3
5. Updated: Mollie Schwartz, 1.0 FTE Elementary Music Teacher at Sibley, beginning 8/25/2020; BA+10, Step 4

b) Increase/Decrease/Change in Assignment

1. Paula Baragary, Teacher at Sibley, add Teacher Mentor at Sibley, effective 8/31/2020-6/10/2021; Stipend \$750
2. Rose Brison, CNA II at the High School, add Summer CNA for up to 6.25 hours/day at the Middle School, effective 6/8/2020-on or about 8/31/2020; \$18.34/hr.
3. Kathryn Budig, CNA II at the High School, add Summer CNA for up to 7.25 hours/day at the High School, effective 6/8/2020-on or about 8/31/2020; \$18.34/hr.
4. Margaret Christensen, CNA I at Bridgewater, add Summer CNA for up to 4 hours/day at the Middle School, effective 6/8/2020-on or about 8/31/2020; \$18.34/hr.
5. Lindsey Dietiker, CNA III at Sibley, add Summer CNA for up to 7 hours/day at the Middle School, effective 6/8/2020-on or about 8/31/2020; \$18.34/hr.
6. Jan Ensrud, Teacher at the Middle School, add Teacher Mentor at the Middle School, effective 8/31/2020-6/10/2021; Stipend \$750
7. Debbie Erickson, CNA I at the High School, add Summer CNA for up to 4 hours/day at the High School, effective 6/8/2020-on or about 8/31/2020; \$18.34/hr.
8. Cece Green, CN Manager II at the High School, add Summer CN Lead for up to 8 hours/day at the High School and Bridgewater, effective 6/8/2020-on or about 8/31/2020; \$22.22/hr.
9. Lori Gunderson, CNA I at the High School, add Summer CNA for up to 4 hours/day at the Middle School, effective 6/8/2020-on or about 8/31/2020; \$18.34/hr.
10. Mitzi Holden, CN Manager I at Greenvale Park, add Summer CN Lead for up to 8 hours/day at the Middle School, effective 6/8/2020-on or about 8/31/2020; \$22.22/hr.
11. Angela Johannsen, CNA I at the High School, add Summer CNA for up to 4 hours/day at the High School, effective 6/8/2020-on or about 8/31/2020; \$18.34/hr.
12. Gail Kohl, Teacher at Bridgewater, add Teacher Mentor at Bridgewater, effective 8/31/2020-6/10/2021; Stipend \$750
13. Megan Kremin, B-5 ECSE Teacher at Longfellow, change to a flex calendar, effective 7/1/2020.
14. Marie Kylo, CNA II at the Middle School, add Summer CNA for up to 7 hours/day at the Middle School, effective 6/8/2020-on or about 8/31/2020; \$18.34/hr.
15. Laura Little, CNA I at the Middle School, add Summer CNA for up to 4 hours/day at the Middle School, effective 6/8/2020-on or about 8/31/2020; \$18.34/hr.
16. Jeanne Mahoney-Hanzlik .6 FTE MTSS Interventionist at the High School, extended for the 2020-2021 school year, effective 8/31/2020-6/10/2021.
17. Vicki McKay, CN Manager I at Bridgewater, add Summer CN Lead for up to 8 hours/day at the Middle School, effective 6/8/2020-on or about 8/31/2020; \$22.22/hr.
18. Nancy Meyers, CNA III at the Middle School, add Summer CNA for up to 4 hours/day at the Middle School, effective 6/8/2020-on or about 8/31/2020; \$18.34/hr.
19. Tammy Moore, CNA I at Bridgewater, add Summer CNA for up to 4 hours/day at the Middle School, effective 6/8/2020-on or about 8/31/2020; \$18.34/hr.
20. Jenelle Mullin, CNA III at the High School, add Summer CNA for up to 7 hours/day at the Middle School, effective 6/8/2020-on or about 8/31/2020; \$18.34/hr.
21. Lori Mullen, CNA III at Bridgewater, add Summer CNA for up to 7 hours/day at the Middle School, effective 6/8/2020-on or about 8/31/2020; \$18.34/hr.
22. Melissa Phelps, CNA I at the Middle School, add Summer CNA for up to 4 hours/day at the Middle School, effective 6/8/2020-on or about 8/31/2020; \$18.34/hr.
23. Ann Schmidt, CNA II and CNA III at the High School, add Summer CNA for up to 7.5 hours/day at the High School, effective 6/8/2020-on or about 8/31/2020; \$18.34/hr.
24. Sandr Soto-Perez, CNA I at Greenvale Park, add Summer CNA for up to 4 hours/day at the Middle School, effective 6/8/2020-on or about 8/31/2020; \$18.34/hr.
25. Sarah Swan McDonald, Teacher at the High School, add Teacher Mentor at the High School, effective 8/31/2020-6/10/2021; Stipend \$750
26. Brent Yule, Football Assistant Coach at the High School, change to Football Coordinator at the High School, effective 8/17/2020; Level C, Step 3
27. Sari Zach, Teacher at Greenvale Park, add Teacher Mentor at Greenvale Park, effective 8/31/2020-6/10/2021; Stipend \$750
28. Ann Ackerman, Speech Language Pathologist at Greenvale Park/Sibley, add Speech Language Pathologist ESY for up to 16 hours of prep/planning and up to 20 hours with the District, effective 6/15/2020-7/30/2020.
29. Nancy Becker, Building Nurse at the Middle School, add Building Nurse for summer child care for up to 40 hours/week at Bridgewater, effective 6/15/2020-8/26/2020.
30. Lydia Ditlevson, Special Education Teacher at Sibley, add Special Education Teacher ESY for up to 5 hours/day Mon.-Thurs. with the District, effective 6/15/2020-7/30/2020.

31. Whitney Docken, Speech Language Pathologist at Greenvale Park, add Speech Language Pathologist ESY for up to 16 hours of prep/planning and up to 20 hours with the District, effective 6/15/2020-7/30/2020.
 32. Leah Driscoll, Special Education Teacher at Bridgewater, add Special Education Teacher ESY for up to 3.5 hours/day Mon.-Thurs. with the District, effective 6/15/2020-7/30/2020.
 33. Jane Ehlers, Building Nurse at Sibley, add Building Nurse for summer child care for up to 40 hours/week at Bridgewater, effective 6/15/2020-8/26/2020.
 34. Christine Howard, Speech Language Pathologist at Sibley, add Speech Language Pathologist ESY for up to 16 hours of prep/planning and up to 25 hours with the District, effective 6/15/2020-7/30/2020.
 35. Melanie Klein, Special Education Teacher at Sibley, add Special Education Teacher ESY for up to 5 hours/day Mon.-Thurs. with the District, effective 6/15/2020-7/30/2020.
 36. Jennifer Link, Special Education Teacher at the Middle School, add Special Education Teacher ESY for up to 3.5 hours/day Mon.-Thurs. with the District, effective 6/15/2020-7/30/2020.
 37. Jeanne Mahoney-Hanzlik, .6 FTE MTSS Interventionist at the High School, extending position for the 2020-2021 school year, effective 8/31/2020-6/10/2021.
 38. Kim Medin, Special Education Teacher at Bridgewater, add Special Education Teacher ESY for up to 3.5 hours/day Mon.-Thurs. with the District, effective 6/15/2020-7/30/2020.
 39. Julie Ochs, Building Nurse at Greenvale Park, add Building Nurse for summer child care for up to 40 hours/week at Bridgewater, effective 6/15/2020-8/26/2020.
 40. Ashly Polzin, 1.0 FTE 5th Grade Teacher at Bridgewater, change to .60 FTE ADSIS/.40 FTE MTSS Teacher at the High School, effective 8/31/2020. BA, Step 6
 41. Deborah Seitz, Special Education Teacher at the Middle School, add Special Education Teacher ESY for up to 3.5 hours/day Mon.-Thurs. with the District, effective 6/15/2020-7/30/2020.
 42. Sara Webster, Speech Language Pathologist at Longfellow, add Speech Language Pathologist ESY for up to 16 hours of prep/planning and up to 40 hours with the District, effective 6/15/2020-8/21/2020.
- c) Leave of Absence
1. Craig DeAdder, EA at the ALC, Leave of Absence, effective 6/2/2020-6/5/2020.
 2. Carol Nick, Early Venture Teacher, paid leave under the FFCRA beginning 6/8/2020 through 6/19/2020.
 3. Carol Nick, Early Venture Teacher, unpaid leave of absence beginning 6/22/2020 through 8/28/2020.
 4. Roger Helgeson, Custodian Engineer at the High School, paid leave under the FFCRA on June 4, 2020.
 5. Melissa Roth, Teacher at the High School, Leave of Absence for childcare, effective 8/31/2020-10/2/2020.
- d) Retirements/Resignations/Terminations
1. Angela Timperley, EA at Bridgewater, resignation effective at the end of the 2019-2020 school year.
 2. Averie Line, Long Term Substitute Gen Ed EA and KidVentures Site Assistant with Community Services, resignation effective, 6/4/2020.
- e) Administration is Recommending the Approval of the Following:
- Administration submits the following employment contracts/agreements for approval. These contracts/agreements cover the period of July 1, 2020 through June 30, 2022.
1. Community Education Staff
 2. Other Staff

VII. Superintendent's Report

A. Items for Individual Action.

1. Approval of Handbooks for 2020-2021. On a motion by Iverson, seconded by Hardy, the Board approved the Policy Committee's recommendations for the Child Nutrition Appendix and the 2020-2021 handbooks for: Elementary Schools, Middle School, High School, ALC, Parent Co-Curricular Handbook, and the Student Citizenship Handbook. Voting 'yes' were Goerwitz, Hardy, Iverson, Pritchard, Quinnell and Stratmoen. Voting 'no' was Baraniak.
2. Resolution Establishing Dates for Filing Affidavits of Candidacy. On a motion by Goerwitz, seconded by Baraniak, the Board adopted the Resolution Establishing Dates for Filing Affidavits of Candidacy. Upon adoption of this Resolution the Notice of Filing Dates will be posted and advertised in the Northfield News, according to the deadlines indicated on the election calendar published by the Minnesota Secretary of State's Office. Affidavits of Candidacy for the four School Board vacancies may be filed at the District Office, 1400 Division Street South, beginning July 28, 2020 and ending August 11, 2020. An election will be held to fill four vacancies with four-year terms. The terms of Amy Goerwitz, Rob Hardy, Ellen

Iverson and Noel Stratmoen expire on Monday, January 4, 2021. Voting 'yes' were Baraniak, Goerwitz, Hardy, Iverson, Pritchard, Quinnell and Stratmoen. No one voted 'no'.

VIII. Items for Information

- A. End of the Year Enrollment Report. Dr. Hillmann reviewed the end of the year enrollment report. The grand total with ALC is 4,186 students. Full time only (excluding EC and Part Time/Independent Study ALC) is 3,956 students.
- B. Construction Update #27. Superintendent Hillmann updated the Board on the District's construction projects.

IX. Future Meetings

- A. Monday, July 13, 2020, 7:00 p.m., Regular Board Meeting
- B. Monday, August 10, 2020, 7:00 p.m., Regular Board Meeting
- C. Monday, August 24, 2020, 7:00 p.m., Regular Board Meeting

X. Adjournment

On a motion by Stratmoen, seconded by Quinnell, the Board approved adjournment by roll call at 8:27 p.m. Voting 'yes' were Baraniak, Goerwitz, Hardy, Iverson, Pritchard, Quinnell and Stratmoen. No one voted 'no'.

Noel Stratmoen
School Board Clerk

NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 24th day of June, 2020, by and between Northfield Fine Arts Booster, 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

\$1,424.00 for a binding machine, check #1327.

Northfield Fine Arts Booster
Donor

By: Received in High School office

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

INDEPENDENT SCHOOL DISTRICT No. 659

By: _____

Clerk

NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 24th day of June, 2020, by and between Northfield Fine Arts Booster, hereinafter the "Donor", and Independent School District No. 659, Northfield, Minnesota, pursuant to the District's policy for receiving gifts and donations, as follows:

TERMS

Check #1328 for the vocal activity video contracted services of \$1,000.00.

Northfield Fine Arts Booster
Donor

By: Received in High School office

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

INDEPENDENT SCHOOL DISTRICT No. 659

By: _____

Clerk

RESOLUTION ACCEPTING DONATIONS

The following resolution was moved by _____ and seconded by _____:

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

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

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

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

Donor	Item	Designated Purpose (if any)
Northfield Fine Arts Booster	\$1,424.00	Binding machine
Northfield Fine Arts Booster	\$1,000.00	Vocal activity video contracted services

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

INDEPENDENT SCHOOL DISTRICT 659
NORTHFIELD, MINNESOTA
PERSONNEL POLICIES AND PRACTICES

Technology Employees

JULY 1, 2020 THROUGH JUNE 30, 2022

Approved by the School Board on April 27, 2020

ARTICLE I EMPLOYMENT

Section 1.01 – Introduction

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

Section 1.02 – Basic Services

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

Section 1.03 - Duty Year/Work Day

The duty year shall be as listed in Appendices A and B. The employee shall perform services on those legal holidays on which the School Board so determines. The work day shall be eight (8) hours/day.

ARTICLE II SALARIES

Section 2.01 - Compensation

The annual salary of positions covered by these policies shall be based upon the salary schedule set forth in Appendices A and B.

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

Section 2.02 – Experience Credit

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

Section 2.03 – Longevity

After 6 years of employment:	\$500	20 years or more of employment:	\$1,250
7-12 years inclusive:	\$750	After 30 years' employment:	\$1,500
13-19 years inclusive:	\$1,000		

The longevity amounts are on an annual basis and are to be paid in addition to the base salary. Longevity increments will be divided equally over 24 pay periods during the fiscal year, beginning July 1 each year. All longevity pay will be based on the latest hiring date in cases of broken service.

Section 2.04 - Holidays

Employees who work at least 20 hours per week, with a duty year of 52 weeks or more, shall be entitled to the following ten (10) paid holidays: Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Day, New Year's Day, Presidents' Day (if designated as a school holiday), Memorial Day, Christmas Eve Day, and Good Friday. If the approved school calendar precludes the use of any of these days as holidays, an alternate day(s) shall be determined by the immediate supervisor.

ARTICLE III VACATION/LEAVES

Section 3.01 - Vacation

Vacations for employees who work at least 20 hours per week, and work 52 weeks per year, shall be as follows:

Year of Service in <u>District</u>	Number of Vacation <u>Days</u>
1-13	15
14+	20

Part-time employees will receive pro rata vacation. Vacation shall be available to the employee at the beginning of the year (July 1st), however, vacation is considered earned on a monthly basis. Individuals hired after July 1st will receive pro rata vacation.

Unused vacation must be taken within one year following the contract year in which it was earned. Vacation use will be as scheduled with and approved by their immediate supervisor. Any earned vacation days not used prior to the completion of the employee's service, will be paid to the employee at the current rate when the employee's service is completed.

Section 3.02 - Sick Leave

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

Employees shall receive sick leave at the rates listed below to a maximum accumulation of 228 days:

Employees working a duty year of 52 weeks: 12 days/year

Sick leave shall be available to the employee at the beginning of the year (July 1st), however, sick leave is considered earned on a monthly basis.

One day of leave allowance may be used by an employee for each day of absence due to illness or injury which precludes the employee from performing the duties of his/her position.

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

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

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

Section 3.03 – Disaster Leave

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

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

Section 3.04 – Bereavement Leave

Employees may be allowed up to ten (10) days per year of leave with pay in case of bereavement.

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

Time off for bereavement shall be deducted from unused sick days.

Section 3.05 - Personal Leave

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

Section 3.06 - Leave of Absence Without Pay

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

Section 3.07 - Child Care Leave and Adoption Leave

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

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

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

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

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

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

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

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

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

Section 3.08 – Religious Observance Leave

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

Section 3.09 – Judicial Duty

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

Section 3.10 – Superintendent's Discretionary Leave

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

Section 3.11. – School Conference and Activities Leave

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

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

ARTICLE IV INSURANCE

Section 4.01– Insurance Eligibility

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

Section 4.02 – District Obligation

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

Section 4.03 - Health and Hospitalization

The School District shall provide eligible employees an opportunity to enroll for either single or family coverage in the District health and hospitalization insurance plan. The effective date for employer contributions shall be January 1 of each year.

The school district will contribute the same amount toward the monthly premiums for single and family coverage as identified in the NEA Master Agreement.

Section 4.04 - Dental Insurance

The School District shall provide eligible employees with an opportunity to enroll for either single or family coverage in the District dental insurance plan. The effective date for employer contributions shall be January 1 of each year.

The school district will contribute the same amount toward the monthly premiums for single and family coverage as identified in the NEA Master Agreement.

Section 4.05 - Life Insurance

The School District shall provide, at District expense, a group term life insurance plan providing \$50,000 of coverage for each eligible employee. The eligible employees may purchase additional group term life insurance in increments of \$25,000 up to a maximum of \$100,000 at the group rate upon evidence of insurability and acceptance by the carrier. The cost of such additional coverage shall be paid fully by the employee through payroll deduction.

Section 4.06 - Long-Term Disability Insurance

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

Section 4.07 - Liability Insurance

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

Section 4.08 - Duration of Insurance Contribution

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

ARTICLE V OTHER BENEFITS

Section 5.01 - Travel

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

Section 5.02 - Professional Improvement

The employee will participate in professional development activities which are directly related to his or her areas of responsibility and other areas designated by their immediate supervisor. The School District shall pay for all legally valid travel, lodging, and meal expenses and fees for attendance at professional conferences and meetings with other

educational agencies when attendance thereof is required, directed, or permitted by their immediate supervisor.

Section 5.03 – Professional Membership Dues

The School District shall pay the annual membership dues for the employee for relevant professional organizations approved by the district.

Section 5.04 - Vandalism Reimbursement

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

Section 5.05 – Vehicle Damage Stipend

The School District shall pay a Vehicle Damage Stipend of \$400 (divided over 24 pay periods) per year to each Network Manager, Assistant Network Manager and Technology Specialist to cover damage to their personal vehicles caused by transporting district technology equipment as part of their assigned duties.

ARTICLE VI RETIREMENT 403(b) MATCHING PLAN

Section 6.01– 403(b) District Matching Plan

Each year by October 1, employees who wish to participate in the plan shall be responsible to complete and file a salary deduction authorization for their annual contribution to a matching 403(b) plan. The School District will match an employee's contribution to a 403 (b) plan up to \$2,000 per school year. During a year in which the employee makes no contribution, the District shall likewise make no contribution to that employee account. Maximum lifetime district contribution will be \$30,000.

**APPENDIX A
SALARIES AND DUTY YEAR
2020-21**

Position	Duty Year	Annual Salary
Network Manager*	52 weeks	\$88,743
Assistant Network Manager*	52 weeks	\$70,728
Technology Specialist* (3 positions)	52 weeks	\$60,038
Student Information Systems Specialist	52 weeks	\$72,790

*indicates exempt employee

**APPENDIX B
SALARIES AND DUTY YEAR
2021-22**

Position	Duty Year	Annual Salary
Network Manager*	52 weeks	\$90,288
Assistant Network Manager*	52 weeks	\$71,959
Technology Specialist* (3 positions)	52 weeks	\$61,082
Student Information Systems Specialist	52 weeks	\$74,056

*indicates exempt employee

STEP INCREMENTS

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

Experience	2020-22
1 st Year	\$0
2 nd Year	\$1,000
3 rd Year	\$1,500
4 th Year	\$2,000



Lease Documentation Checklist

Documents Required Prior to Shipment

Scanned to Apple

NOTE: Please call Breanna Irvin at (312) 706-1738 with any questions.

Master Lease Purchase Agreement	Lessee Signature, Printed Name/Title, Execution Date & Federal Tax ID No.	_____
Schedule (Exhibit A)	Lessee Signature, Name/Title & Execution Date	_____
Incumbency Certificate (Exhibit C)	The Incumbency section is to be executed by a person other than the signer of the documents. This may be a Board Secretary/Clerk, any Board Member, OR the Superintendent.	_____
Bank Qualified Designation (Exhibit D)	This tells us if the issue is "Bank Qualified" or "Non-Bank Qualified"	_____
Lease Payment Instructions (Exhibit E)	Identify how Lease is to be invoiced.	_____
Insurance Coverage Requirements (Exh F)	Complete name of insurance company and contact information.	_____
IRS Form 8038-G or 8038-GC	Complete per instructions and sign.	_____
Essential Use Audit	Complete in its entirety.	_____
Purchase Order(s)	Purchase Order(s) must include: Apple Inc. c/o Apple Financial Services 216 W. Jackson Blvd., Chicago, IL 60606 as Vendor, Apple product quantity and description with extended price, "Apple Proposal No.: 2206346414" must be written in the body of the document, bill-to and ship-to name/address, PO number, and authorized signature.	_____
Sales/Use Tax Exemption Certificate	Please provide a copy, if applicable. Please list Seller as Apple Inc. and its Assigns.	_____

NOTE: Please provide scanned copies of the above items to Breanna Irvin at birvin@apple-fin.com

Documents Required Prior to Funding

Mailed to

Originals of all the above	Please mail to: Apple Financial Services Attention: Breanna Irvin 216 W. Jackson Blvd. Chicago, IL 60606	_____
Insurance Certificate or Self-Insurance Letter	Provide All Risk Personal Property and General Liability Coverage listing Apple Inc. and its assigns as "Loss Payee" and "Additionally Insured" or provide a self insurance letter as described in the "Insurance Coverage Requirements."	_____
Acceptance Certificate (Exhibit B)	Lessee Signature, Name/Title & Execution Date. <i>Sign upon Acceptance</i>	_____
Advance Lease Payment	Invoice attached, if applicable.	_____
Board Resolution or Minutes approving the Lease Purchase	Please provide a copy.	_____

.....



Master Lease Purchase Agreement

This Master Lease Purchase Agreement dated as of JULY 30, 2020 (this "Master Lease") is entered into by and between Apple Inc. ("Lessor") and Independent School District No. 659 ("Lessee").

1. MASTER LEASE; SCHEDULES. Subject to the terms of this Master Lease, Lessee agrees to lease, purchase and acquire from Lessor certain equipment and/or software (the "Equipment") as may be described in any lease schedule in the form of Exhibit A (each, a "Schedule") which may be executed by the parties from time to time. Nothing in this Master Lease shall be construed to impose any obligation upon, or otherwise commit, Lessor to enter into any proposed Schedule, it being understood that whether Lessor enters into any proposed Schedule shall be a decision solely within Lessor's discretion. Lessee understands that Lessor requires certain documentation and information necessary to enter into any Schedule, and Lessee agrees to provide Lessor with any documentation or information Lessor may request in connection with Lessor's review of any proposed Schedule. Such documentation may include but shall not be limited to: (a) a description of the proposed Equipment, including the cost and its contemplated use and location, (b) information related to the vendor(s) manufacturing, licensing (subject to the terms of the Vendor's applicable end user license agreement(s)), delivering, installing or maintaining the proposed Equipment for Lessee (the "Vendor"), (c) documentation or information concerning the financial condition of Lessee, and (d) other information related to the Schedule and Lessee. The terms and conditions of this Master Lease (including all exhibits and any amendments hereto), are incorporated by reference into each Schedule and each Schedule, once executed by Lessor and Lessee, shall constitute a separate and independent lease and installment purchase of the Equipment identified therein, hereinafter referred to as a "Lease."

2. INVOICE PAYMENT OR REIMBURSEMENT. With respect to any Lease, and subject to the provisions of Section 3 if applicable, Lessor shall have no obligation whatsoever to make any payment to a Vendor or reimburse Lessee for any payment made to a Vendor for the Equipment that is the subject of such Lease until three (3) business days after Lessor's receipt of the following in form and substance satisfactory to Lessor in its sole discretion: (a) a Schedule executed by a duly authorized representative of Lessee; (b) a fully executed partial or final acceptance certificate as applicable, in the form of Exhibit B ("Acceptance Certificate"); (c) a resolution or evidence of other official action taken by Lessee's governing body authorizing Lessee to enter into the related Lease and any applicable Escrow Agreement, the acquisition of the Equipment subject thereto, and confirming that Lessee's actions were in accordance with all applicable state, local and federal laws, including laws regarding open meetings and public bidding; (d) evidence of insurance with respect to the Equipment in accordance with the provisions of Section 15 of this Master Lease; (e) a Vendor invoice for the Equipment and, if such invoice has been paid by Lessee, evidence of payment thereof and, if applicable, evidence of official intent to reimburse such payment as required by the Treasury Regulations; (f) a completed and executed Form 8038-G or 8038-GC; (g) an Incumbency Certificate substantially in the form attached as Exhibit C; (h) a Bank Qualification Designation substantially in the form attached as Exhibit D; (i) Lease Payment Instructions substantially in the form attached as Exhibit E; (j) Insurance Coverage Requirements in the form attached as Exhibit F; (k) an opinion of Lessee's counsel substantially in the form attached as Exhibit G; and (l) such other documents, items, or information reasonably required by Lessor.

3. ESCROW AGREEMENT. Upon agreement by both Lessee and Lessor as to any Lease, the parties shall enter into an escrow agreement (an "Escrow Agreement") with an escrow agent selected by Lessee, such selection subject to Lessor's approval, establishing an account from which the cost of the Equipment subject to such Lease is to be paid (the "Escrow Account"). Upon execution and delivery of an Escrow Agreement by the parties thereto and satisfaction of any conditions precedent set forth in Section 2 of this Master Lease or in such Escrow Agreement, Lessor shall deposit or cause to be deposited into the Escrow Account under the related Escrow Agreement funds for the payment of the costs of acquiring the Equipment under such Lease. Lessee acknowledges and agrees that no disbursements shall be made from an Escrow Account except for portions of the Equipment that are operationally complete and functionally independent and that may be fully utilized by Lessee without regard to whether the balance of the Equipment is delivered and accepted.

4. DELIVERY AND ACCEPTANCE OF EQUIPMENT. Lessee shall order the Equipment, cause the Equipment to be delivered and installed at the location specified in each Lease, and pay any and all delivery and installation costs and applicable sales and other taxes in connection therewith. When the Equipment identified in any Lease has been delivered and installed, Lessee shall immediately inspect the Equipment and evidence its acceptance by executing and delivering to Lessor the Acceptance Certificate. If Lessee signed a purchase contract for the Equipment, by signing a Schedule Lessee assigns its rights, but none of its obligations under the purchase contract, to Lessor.

5. LEASE PAYMENTS. Lessee agrees to pay "Lease Payments" to Lessor in accordance with the payment schedule set forth in each Lease, exclusively from legally available funds, consisting of principal and interest components in the amounts and on such dates as provided in each Lease. Lessee shall pay Lessor a charge on any Lease Payment not paid on the date such payment is due at the rate of 12% per annum or the highest lawful rate, whichever is less, from such due date until paid. The "Commencement Date" for each Lease is the date when interest commences to accrue under such Lease, which date shall be the earlier of (a) the date Lessee partially or fully accepts the Equipment pursuant to Section 4, or (b) the date of Lessor's deposit into an Escrow Account of sufficient monies to purchase the Equipment. Lessor will advise Lessee as to the address to which Lease Payments shall be sent. The Lease Payment is due whether or not Lessee receives an invoice. Restrictive endorsements on checks sent by Lessee will not reduce Lessee's obligations to Lessor. Unless a proper exemption certificate is provided, applicable sales and use taxes may be paid by Lessee from funds advanced to Lessee by Lessor for such purpose in connection with the execution and delivery of the related Lease or may be paid by Lessee pursuant to Section 4 hereof. ***Lessor and Lessee understand and intend that the obligation of Lessee to pay Lease Payments under each Lease shall constitute a current***

expense of Lessee and shall not in any way be construed to be a debt of Lessee in contravention of any applicable constitutional or statutory limitation or requirement concerning the creation of indebtedness or debt by Lessee, nor shall anything contained in this Master Lease or in any Lease constitute a pledge of the general tax revenues, funds or monies of Lessee.

6. NON-APPROPRIATION OF FUNDS. Lessee is obligated to pay Lease Payments under each Lease for each fiscal period as may lawfully be made from funds budgeted and appropriated for that purpose for such fiscal period. Lessee currently intends to remit and reasonably believes that funds in an amount sufficient to remit all Lease Payments and other payments under each Lease can and will lawfully be appropriated and made available to permit Lessee's continued utilization of the Equipment under such Lease and the performance of its essential function during the scheduled "Lease Term" as reflected in each Lease. Lessee currently intends to do all things lawfully within its power to obtain and maintain funds from which the Lease Payments under each Lease may be made, including making provision for such payments to the extent necessary in each budget or appropriation request adopted in accordance with applicable provisions of law. Notwithstanding the foregoing, Lessor acknowledges that the decision whether or not to budget and appropriate funds or to extend the term of a Lease for any period beyond the original or any additional fiscal period is within the discretion of the governing body of Lessee. In the event that Lessee's governing body fails or is unwilling to budget, appropriate or otherwise make available funds for the payment of Lease Payments and other payments, if any, under a Lease following the then current fiscal period (an "Event of Non-appropriation"), Lessee shall have the right to terminate such Lease on the last day of the fiscal period for which sufficient appropriations were made without penalty or expense, except as to the portion of any Lease Payment for which funds shall have been appropriated and budgeted, in which event Lessee shall return the Equipment subject to such Lease in accordance with Section 19 of this Master Lease. Lessee agrees to deliver notice to Lessor of such Event of Non-appropriation with respect to a Lease and termination at least thirty (30) days prior to the end of the then current fiscal period, but failure to give such notice shall not extend the term of the affected Lease beyond such then current fiscal period.

7. UNCONDITIONAL OBLIGATION. UPON THE COMMENCEMENT DATE OF A LEASE PURSUANT TO SECTION 5 OF THIS MASTER LEASE, AND EXCEPT AS PROVIDED IN SECTION 6, "NON-APPROPRIATION OF FUNDS," THE OBLIGATIONS OF LESSEE TO MAKE LEASE PAYMENTS AND TO PERFORM AND OBSERVE THE OTHER COVENANTS AND AGREEMENTS CONTAINED IN EACH LEASE SHALL BE ABSOLUTE AND UNCONDITIONAL IN ALL EVENTS WITHOUT ABATEMENT, DIMINUTION, DEDUCTION, SET-OFF OR DEFENSE, FOR ANY REASON INCLUDING, WITHOUT LIMITATION, ANY FAILURE OF THE EQUIPMENT TO BE DELIVERED OR INSTALLED, ANY DISPUTES WITH LESSOR OR ANY VENDOR OF ANY EQUIPMENT, DEFECTS, MALFUNCTIONS OR BREAKDOWNS IN THE EQUIPMENT, ANY ACCIDENT, CONDEMNATION, DAMAGE, DESTRUCTION, OR UNFORESEEN CIRCUMSTANCE, OR ANY TEMPORARY OR PERMANENT LOSS OF ITS USE.

8. DISCLAIMER OF WARRANTIES. THE SOLE WARRANTY FOR THE EQUIPMENT IS THE APPLICABLE PRODUCT WARRANTY (DEFINED BELOW). LESSOR MAKES NO REPRESENTATIONS OR WARRANTIES, EXPRESS OR IMPLIED, WHATSOEVER, INCLUDING WITHOUT LIMITATION, AS TO THE EQUIPMENT'S MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, SUITABILITY, DESIGN, CONDITION, DURABILITY, OPERATION, QUALITY OF MATERIALS OR WORKMANSHIP, NON-INFRINGEMENT, OR COMPLIANCE WITH SPECIFICATIONS OR APPLICABLE LAW, OR THAT THE OPERATION OR USE OF THE EQUIPMENT WILL BE UNINTERRUPTED, SECURE OR FREE OF ERRORS, DEFECTS, VIRUSES, MALFUNCTIONS, AND LESSEE, AS OF THE DATE OF LESSEE'S ACCEPTANCE AS SET FORTH IN SECTION 4, ACCEPTS SUCH EQUIPMENT AS IS AND WITH ALL FAULTS. LESSEE ACKNOWLEDGES THAT LESSEE HAS SELECTED THE EQUIPMENT BASED UPON LESSEE'S OWN JUDGMENT. Lessee acknowledges that the Equipment was manufactured and/or assembled, or in the case of software was developed and licensed, by the applicable Vendor and that any warranty rights with respect to such Equipment shall be provided by the applicable Vendor (the "Product Warranty"). Lessee agrees to settle any dispute it may have regarding performance of the Equipment directly with the applicable Vendor and not to make any claim against the Lease Payments due Lessor or any Assignee (as hereinafter defined). Lessee agrees to continue to pay Lessor, or such Assignee (as applicable), all Lease Payments and other payments without abatement or set off for any dispute with a Vendor regarding the Equipment. Nothing in this Master Lease or in any Lease shall relieve Apple Inc. of its obligations under the Product Warranty offered by Apple Inc. for applicable Apple-branded Equipment. Lessee acknowledges and agrees that the Product Warranty is a separate agreement between Lessee and the applicable Vendor and that such Product Warranty is not a part of this Master Lease or any Lease.

9. TITLE AND SECURITY INTEREST. Unless otherwise required by the laws of the state where Lessee is located, during each Lease Term, title to the Equipment shall be vested in Lessee, subject to the rights of Lessor under such Lease. In the event Lessor terminates a Lease pursuant to Section 17 of this Master Lease or an Event of Non-Appropriation occurs under a Lease, title to the related Equipment shall immediately vest in Lessor free and clear of any rights, title or interests of Lessee. Lessee, at its expense, shall protect and defend Lessee's title to the Equipment and Lessor's rights and interests therein and keep the Equipment free and clear from any and all claims, liens, encumbrances and legal processes of Lessee's creditors and other persons.

To secure the payment of all of Lessee's obligations under each Lease, Lessee hereby grants to Lessor a first priority purchase money security interest in the Equipment subject to each such Lease, anything attached or added to the Equipment by Lessee at any time, Lessee's rights under each agreement for the licensing of software to the extent that a security interest therein may be granted without violating the terms of such agreement, and on all proceeds, including proceeds from any insurance claims for loss or damage, from such Equipment. Lessee authorizes Lessor to file a financing statement perfecting Lessor's security interest under the laws of Lessee's state. Lessee agrees to promptly execute such additional documents, in a form satisfactory to Lessor, which Lessor deems necessary or appropriate to establish and maintain its security interest in the Equipment. The Equipment is and will remain personal property and will not be deemed to be affixed to or a part of the real estate on which it may be situated. If applicable, as further security therefor, Lessee hereby grants to Lessor a first priority security interest in the cash and negotiable

instruments from time to time comprising each Escrow Account and all proceeds (cash and non-cash) thereof, and agrees with respect thereto that Lessor shall have all the rights and remedies of a secured party under the applicable Uniform Commercial Code.

10. USE, MAINTENANCE AND REPAIR. Upon installation, no item of Equipment will be moved from the location specified for it in the related Lease (the "Equipment Location") without Lessor's prior consent, which consent will not be unreasonably withheld, except that any items of Equipment that are intended by design to be a mobile piece of technology (i.e. laptop computers) may be moved within the continental U.S. without consent. Lessor shall have the right at all reasonable times during regular business hours, subject to compliance with Lessee's customary security procedures, to enter into and upon the property of Lessee for the purpose of inspecting the Equipment. In order to facilitate the use of the Equipment by students and/or Lessee's employees ("Authorized Users") while on premises other than those belonging to Lessee, Lessee acknowledges and agrees that: (a) Lessee shall use due care to ensure that the Equipment is not (i) used in violation of any applicable law, in a manner contrary to that contemplated by the related Lease, or for private business purposes, or (ii) used by anyone other than Authorized Users; and (b) Lessee (and not Authorized Users) shall be solely responsible for (i) maintaining insurance in accordance with the terms of the related Lease, (ii) payment of any applicable sales, property and other taxes on the Equipment, and (iii) return of the Equipment under a Lease to Lessor upon the occurrence of an Event of Default or Event of Non-appropriation thereunder. Lessee agrees that it will use the Equipment under each Lease in the manner for which it was intended, as required by all applicable manuals and instructions and as required to keep the Equipment eligible for any manufacturer's certification and/or standard, full service maintenance contract. Lessee agrees that it will, at Lessee's own cost and expense, maintain, preserve and keep the Equipment under each Lease in good repair, condition and working order, ordinary wear and tear excepted. All replacement parts and repairs shall be governed by the terms of the related Lease. Lessee will not make any permanent alterations to the Equipment that will result in a decrease in the market value of the Equipment.

11. LIENS; TAXES. LESSEE WILL NOT SELL, TRANSFER, ASSIGN, PLEDGE, SUB-LEASE OR PART WITH POSSESSION OF THE EQUIPMENT, OR FILE OR PERMIT A LIEN TO BE FILED AGAINST THE EQUIPMENT, EXCEPT AS OTHERWISE EXPRESSLY PROVIDED UNDER THIS MASTER LEASE AND THE RELATED LEASE. The parties to this Master Lease intend that the Equipment will be used for governmental or proprietary purposes of Lessee and that the Equipment will be exempt from all property taxes. Lessee shall timely pay all assessments, license and filing fees, taxes (including sales, use, excise, personal property, ad valorem, stamp, documentary and other taxes) and all other governmental charges, fees, fines or penalties whatsoever, whether payable by Lessor or Lessee, now or hereafter imposed by any governmental body or agency on or relating to the Equipment or the Lease Payments or the use, registration, rental, shipment, transportation, delivery, ownership or operation of the Equipment and on or relating to this Master Lease or any Lease; *provided, however*, that the foregoing shall not include any federal, state or local income or franchise taxes of Lessor.

12. LIMITATION OF LIABILITY. NOTWITHSTANDING ANYTHING TO THE CONTRARY, LESSOR SHALL NOT BE LIABLE FOR ANY DIRECT DAMAGES OF LESSEE RESULTING FROM, ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT, WHETHER ARISING IN CONTRACT, TORT, STRICT LIABILITY OR OTHERWISE, REGARDLESS OF THE THEORY OF LIABILITY. FURTHER, NOTWITHSTANDING ANYTHING TO THE CONTRARY, with respect to each Lease, Lessee agrees that (a) Lessor shall have no liability, cost or expense with respect to transportation, installation, selection, purchase, lease, ownership, possession, modification, maintenance, condition, operation, use, return or disposition of the Equipment, and (b) Lessor shall have no responsibility in connection with the selection of the Equipment, the ordering of the Equipment, its suitability for the use intended by Lessee, Lessee's compliance or non-compliance with competitive pricing and/or bidding requirements, the acceptance by the Vendor of the order submitted, if applicable, or any delay or failure by the Vendor or its sales representative to deliver, install, or maintain the Equipment for Lessee's use. IN NO EVENT SHALL LESSOR BE LIABLE FOR ANY INCIDENTAL, INDIRECT, SPECIAL, CONSEQUENTIAL, EXEMPLARY OR PUNITIVE DAMAGES IN CONNECTION WITH OR ARISING OUT OF ANY LEASE OR THE EXISTENCE, FURNISHING, FUNCTIONING OR LESSEE'S USE OF ANY ITEM OF EQUIPMENT PROVIDED FOR IN ANY LEASE, WHETHER IN CONTRACT, TORT, STRICT LIABILITY OR OTHERWISE, REGARDLESS OF THE THEORY OF LIABILITY AND REGARDLESS OF WHETHER LESSOR HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. THE PARTIES AGREE THAT THE PROVISIONS IN THIS MASTER LEASE FAIRLY ALLOCATE THE RISKS BETWEEN THE PARTIES WITHOUT WHICH THEY WOULD NOT HAVE ENTERED INTO THIS MASTER LEASE.

13. IDENTIFICATION. Lessor shall be entitled to insert missing or correct information on the related Lease, including, without limitation, Lessee's official name, serial numbers and any other information describing the Equipment under such Lease; provided that Lessor forwards copies of such changes to Lessee.

14. LOSS OR DAMAGE. Lessee shall be responsible for any loss, theft of and/or damage to the Equipment or any portion thereof from any cause whatsoever, regardless of the extent or lack of insurance coverage, from the time the Equipment is delivered to Lessee pursuant to the related Lease until the end of the Lease Term thereunder or until the Equipment is returned to Lessor pursuant to Section 19 of this Master Lease. If any item of the Equipment is lost, stolen or damaged, Lessee shall immediately provide written notice of such loss to Lessor and shall, within fifteen (15) days after such loss, at Lessee's option, either: (a) repair the damaged Equipment so that it is in good condition and working order, eligible for any manufacturer's certification, (b) replace the damaged Equipment at Lessee's sole cost and expense with equipment having substantially similar manufacturer's specifications and of equal or greater value to the damaged Equipment immediately prior to such Equipment being damaged, such replacement equipment to be subject to Lessor's approval, whereupon such replacement equipment shall be substituted in the applicable Lease and the other related documents by appropriate endorsement or amendment; or (c) pursuant to Section 18(b), purchase Lessor's interest in the damaged Equipment on a pro rata basis (notwithstanding the limitation in Section 18(b) only to prepaying in whole) and continue the related Lease for the non-damaged Equipment for the balance of the applicable Lease Term. In such event, Lessor will provide Lessee with a revised amortization of Lease Payments for the non-

damaged Equipment. Lessor will forward to Lessee any insurance proceeds which Lessor receives for damaged Equipment for Lessee's use in the repair or replacement of the damaged Equipment, unless there has been an Event of Default or an Event of Non-appropriation by Lessee, in which event Lessor will apply any insurance proceeds received to reduce Lessee's obligations under Section 17 of this Master Lease.

15. INSURANCE. In the event that Lessee is not self-insured (as hereafter provided), Lessee shall, at its expense, keep the Equipment fully insured against loss, fire, theft, damage or destruction from any cause whatsoever in an amount not less than the greater of (a) the total Lease Payments for the Lease Term under the related Lease or (b) the full replacement cost of the Equipment without consideration for depreciation. Upon Lessor's request, Lessee shall also provide such additional insurance against injury, loss or damage to persons or property arising out of the use or operation of the Equipment as is customarily maintained by owners of property similar to the Equipment. With Lessor's prior written consent, Lessee may self-insure against such risks. The policy shall state that Lessor shall be notified of any proposed cancellation at least 30 days prior to the date set for cancellation. All such insurance shall be in form, issued by such insurance companies and be in such amounts as shall be satisfactory to Lessor, and shall provide that losses, if any, shall be payable to Lessor as "loss payee," and all such liability insurance shall include Lessor as an "additional insured." Upon Lessor's request, Lessee shall provide Lessor with a certificate or other evidence of insurance acceptable to Lessor evidencing the insurance coverage required under the related Lease. In the event Lessee fails to provide such evidence within 10 days of Lessor's request, or upon Lessor's receipt of a notice of policy cancellation, Lessor may (but shall not be obligated to) obtain insurance covering Lessor's interest in the Equipment at Lessee's sole expense. Lessee will pay all insurance premiums and related charges.

16. DEFAULT. Lessee will be in default under a Lease upon the occurrence of any of the following (each, an "Event of Default"): (a) Lessee fails to pay any Lease Payment or other payment due in full under such Lease within 10 calendar days after its due date; (b) Lessee fails to perform or observe any other promise or obligation in this Master Lease and/or any Lease and does not correct the default within 30 days after written notice of default by Lessor; (c) any representation, warranty or statement made by Lessee in this Master Lease or any Lease shall prove to have been false or misleading in any material respect when made; (d) Lessee fails to obtain and maintain insurance as required by Section 15, or any insurance carrier cancels any insurance on the Equipment; (e) the Equipment or any portion thereof is misused, used in a manner not authorized by the applicable end user license agreement (if any) accompanying such Equipment, or used in violation of the terms of the related Lease; (f) the Equipment or any part thereof is lost, destroyed, or damaged beyond repair and remains uncured in accordance with Section 14; (g) a petition is filed by or against Lessee under any bankruptcy or insolvency laws; or (h) an Event of Default occurs under any other Lease or prior financing with Lessor or assigns or their respective affiliates, but any such Assignee may only exercise remedies with respect to other Leases for which it is the Assignee.

17. REMEDIES. Upon the occurrence of an Event of Default under a Lease, Lessor may, in its sole discretion, do any or all of the following (without penalty, liability or obligation on Lessor's part and without limiting any other rights or remedies available to Lessor): (a) provide written notice to Lessee of the Event of Default; (b) as liquidated damages for loss of a bargain, and not as a penalty, declare due and payable any and all amounts which may then be due and payable under the Lease, plus all Lease Payments remaining through the end of the then current fiscal period; (c) with or without terminating the Lease Term under such Lease, (i) enter the premises where the Equipment is located and retake possession of such Equipment or require Lessee at Lessee's expense to promptly return any or all of such Equipment to the possession of Lessor in accordance with the requirements in Section 19, and (ii) at Lessee's expense, sell or lease such Equipment or, for the account of Lessee, sublease such Equipment, continuing to hold Lessee liable for the difference between the Lease Payment payable by Lessee pursuant to the terms of such Lease to the end of the current fiscal period and the net proceeds of any such sale, lease or sublease. Lessor may require Lessee to remove all proprietary data from the Equipment, holding Lessor and its assigns harmless if Lessee fails to do so. Lessee will not make any claims against Lessor or the Equipment for trespass, damage or any other reason. The exercise of any of such remedies shall not relieve Lessee of any other liabilities under any other Lease. Without limiting the foregoing, Lessor may take whatever action, either at law or in equity, may appear necessary or desirable to enforce its rights under any Lease, or as a secured party in any or all of the Equipment. No remedy of Lessor is intended to be exclusive and every such remedy, now or hereafter existing, at law or in equity, shall be cumulative and shall be in addition to every other remedy given under a Lease. In the event that Lessor sells or otherwise liquidates the Equipment following an Event of Default or an Event of Non-appropriation as herein provided and realizes net proceeds (after payment of costs) in excess of total Lease Payments under the related Lease that would have been paid during the related scheduled Lease Term plus any other amounts then due under the related Lease or Leases, Lessor shall immediately pay the amount of any such excess to Lessee.

18. PURCHASE OPTION. At the option of Lessee, and provided that no Event of Default or Event of Non-appropriation has occurred and/or is continuing under any Lease, Lessor's interest in all, but not less than all, of the Equipment subject to a Lease will be transferred, conveyed and assigned to Lessee, free and clear of any right or interest of Lessor, and such Lease shall terminate: (a) upon payment in full of all Lease Payments under such Lease and all other amounts then due thereunder or (b) on any Lease Payment due date under such Lease, provided that Lessee shall have delivered written notice at least 30 days prior to such date of Lessee's intention to purchase the Equipment subject to such Lease pursuant to this provision, by paying to Lessor, in addition to the Lease Payment due on such date, an amount equal to the purchase price (the "Purchase Price") shown for such Lease Payment due date in the payment schedule included in the applicable Lease. Lessee hereby acknowledges that the Purchase Price under a Lease includes a prepayment premium.

19. RETURN OF EQUIPMENT. In the case of an Event of Default under a Lease or an Event of Non-appropriation by Lessee with respect to a Lease in accordance with Section 6, Lessee will, at Lessee's sole cost and expense, immediately return the Equipment (including all copies of any software free of any proprietary data), manuals, and accessories to any location and aboard any carrier Lessor may designate in the continental United States. The Equipment must be properly packed for shipment in accordance with the manufacturer's recommendations or specifications, freight prepaid and insured, and maintained in accordance with the terms of the related Lease. All Equipment must be free of markings. Lessee will pay Lessor for any missing

or defective parts or accessories. Lessee will continue to pay Lease Payments until the Equipment is accepted by Lessor, which acceptance shall be deemed to occur fifteen (15) days after delivery unless Lessor rejects the Equipment for good cause within such fifteen (15) day period. Notwithstanding anything in this Section 19 to the contrary, any amounts to be paid by Lessee as provided in this Section 19 shall be payable solely from funds legally available for the purpose.

20. LESSEE'S REPRESENTATIONS AND WARRANTIES. Lessee hereby represents, covenants and warrants for the benefit of Lessor that as of the date hereof and as of Commencement Date for each Lease, and throughout each Lease Term: (a) Lessee is a state or political subdivision thereof within the meaning of Section 103 of the Internal Revenue Code of 1986, as amended (the "Code"); (b) Lessee is duly organized and existing under the Constitution and laws of the state in which Lessee is located; (c) Lessee is authorized to enter into and carry out its obligations under this Master Lease and each Lease and every other document required to be delivered in connection with this Master Lease and a Lease; (d) this Master Lease and each Lease have been duly authorized, executed and delivered by Lessee in accordance with all applicable laws, codes, ordinances, regulations, and policies; (e) any person signing the Master Lease and each Lease has the authority to do so, is acting with the full express authorization of Lessee's governing body, and holds the office indicated below his or her signature, which is genuine; (f) the Equipment is essential to the immediate performance of a governmental or proprietary function by Lessee within the scope of Lessee's authority and shall be used during the Lease Term only by Lessee and only to perform such function; (g) Lessee intends to use the Equipment for the entire Lease Term and shall take such action, in accordance with Section 6, to include in its annual budget request, for submission to Lessee's governing body, any funds required to fulfill Lessee's obligations for each succeeding fiscal period during the applicable Lease Term; (h) Lessee has complied fully with all applicable laws, codes, ordinances, regulations, and policies, governing open meetings, competitive pricing and/or public bidding and appropriations required in connection with each Lease, the selection and acquisition of the Equipment and the selection of Vendor; (i) all payments due and to become due during Lessee's current fiscal period under a Lease are within the fiscal budget of such fiscal period, and are or will be included within an unrestricted and unencumbered appropriation currently available for the lease/purchase of the Equipment under the related Lease; (j) Lessee shall not do or cause to be done any act which shall cause, or by omission of any act allow, the interest portion of any Lease Payment to become includible in Lessor's gross income for Federal income taxation purposes under the Code; (k) Lessee shall comply with the information reporting requirements of Section 149(e) of the Code with respect to each Lease (such compliance shall include, but not be limited to, the execution of Form 8038-G or 8038-GC information reporting returns as appropriate); (l) all financial information provided by Lessee is true and accurate and fairly represents Lessee's financial condition; (m) Lessee has not for at least its most recent ten fiscal periods failed to appropriate or otherwise make available funds sufficient to pay rental or other payments coming due under any lease purchase, installment sale or other similar agreement; (n) there is no litigation, pending or threatened that would materially adversely affect the transactions contemplated by this Master Lease, any Lease or the financial condition of Lessee; and (o) any and all Equipment that Lessee leases, purchases and/or acquires pursuant to this Master Lease and any Lease hereunder is for Lessee's internal purposes only and Lessee is not and will not lease, purchase or acquire the Equipment for resale.

21. ASSIGNMENT. Lessor may, upon notice to Lessee but without Lessee's consent, sell, assign, or transfer from time to time Lessor's rights, title, and interest under this Master Lease and/or any Lease or Leases or interest therein, including the right to receive Lease Payments under a Lease and Lessor's security interest in the Equipment under a Lease and any related Escrow Agreement to one or more assignees or subassignees (each, an "Assignee"). Lessee agrees that, upon such assignment, the Assignee will have the same rights and benefits of Lessor under the terms of the related Lease. Lessee agrees that the rights of Assignee will not be subject to any claims, defenses, or set-offs that Lessee may have against any Vendor. Upon notice to Lessee of such assignment, Lessee agrees to respond to any requests about the related Lease and, if directed by Lessor, to pay Assignee all Lease Payments and other amounts due under such Lease. Lessee hereby appoints Lessor as its agent to maintain a record of all assignments of each Lease in a form sufficient to comply with the registration requirements of Section 149(a) of the Code and the regulations prescribed thereunder from time to time, and Lessor agrees to maintain such registration record.

22. ADDITIONAL PAYMENTS. Lessor may, but is not obligated to, take on Lessee's behalf any action which Lessee fails to take as required by any Lease, and Lessee shall pay any expenses incurred by Lessor in taking such action, which will be in addition to the Lease Payments as set forth in the related Lease.

23. RELEASE AND INDEMNIFICATION. To the extent permitted by applicable state law and subject to Section 6, Lessee shall indemnify, release, protect, hold harmless, save and defend Lessor from and against any and all liability, obligation, loss, claim, tax and damage whatsoever, regardless of the cause thereof, and all costs and expenses in connection therewith (including, without limitation, attorneys' fees) arising out of or resulting from (a) entering into this Master Lease and/or any Lease; (b) the ownership of any item of Equipment; (c) the ordering, acquisition, use, installation, deployment, testing, operation, condition, purchase, delivery, rejection, storage or return of any item of Equipment; (d) any damage to property or personal injury or death of any person in connection with the operation, use, installation, deployment, testing, condition, possession, storage or return of any item of Equipment, or in connection with or resulting from Lessee's acts, omissions, negligence, misconduct or breach of any provision of this Master Lease or any Lease(s) hereunder; and/or (e) the breach of any covenant or any material representation of Lessee contained in this Master Lease or any Lease. The indemnification obligations set forth herein shall continue in full force and effect notwithstanding the payment in full of all obligations under any Lease or the termination of the Lease Term under any Lease for any reason.

24. MISCELLANEOUS. Each Lease, together with this Master Lease, contains the entire agreement of the parties regarding the subject matter hereof which is limited to lease financing. TIME IS OF THE ESSENCE IN EACH LEASE. If a court of competent jurisdiction finds any provision of any Lease to be unenforceable, the remaining terms of such Lease shall remain in full force and effect. Each Lease may be simultaneously executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument; provided, however, that only counterpart one of each Lease (including the terms and conditions of this Master Lease incorporated therein by reference) shall constitute the original for such Lease for purposes of the sale or transfer of such Lease as chattel paper. References herein to "Lessor" shall be deemed to include each of its

Assignees from and after the effective date of each assignment; references herein to "Lessor" shall not refer to Apple Inc. in its capacity as a Vendor or in any capacity other than as a lessor hereunder. The captions or heading in this Master Lease and in each Lease are for convenience only and in no way define, limit or describe the scope or intent of any provisions. This Master Lease and each Lease will be governed by the laws of the state where Lessee is located without regard to the conflict of law principles thereof. Lessor and Lessee both intend to comply with all applicable laws. If it is determined that Lessee's payments under the Lease result in an interest payment higher than allowed by applicable law, then any excess interest collected will be applied to the repayment of principal, and interest will be charged at the highest rate allowed by law.

25. NOTICES. All written notices under any Lease must be sent by certified mail or recognized overnight delivery service, postage prepaid, to the addresses as stated on each Lease, or by facsimile transmission, with written confirmation of receipt.

IMPORTANT: READ BEFORE SIGNING. THE TERMS OF THIS MASTER LEASE AND EACH LEASE SHOULD BE READ CAREFULLY BECAUSE ONLY THOSE TERMS IN WRITING ARE ENFORCEABLE. TERMS OR ORAL PROMISES WHICH ARE NOT CONTAINED IN THIS MASTER LEASE OR A LEASE MAY NOT BE LEGALLY ENFORCED. THE TERMS OF THIS MASTER LEASE OR A LEASE MAY ONLY BE CHANGED BY ANOTHER WRITTEN AGREEMENT BETWEEN THE PARTIES. EXCEPT FOR AN EVENT OF NON-APPROPRIATION, EACH LEASE IS NOT CANCELABLE BY LESSEE.

LESSOR:	APPLE INC.	LESSEE: Independent School District No. 659
		1400 Division Street South
		Northfield, MN 55057
BY: _____		BY: _____
TITLE: _____		TITLE: _____
		FED TAX ID#: _____

EXHIBIT A

Schedule No. 1 Dated JULY 30, 2020 to Master Lease Purchase Agreement Dated JULY 30, 2020

This Schedule No. 1 ("Schedule") is entered into pursuant to that Master Lease Purchase Agreement dated JULY 30, 2020 ("Master Lease"), and is effective as of JULY 30, 2020. All of the terms and conditions of the Master Lease, including Lessee's representations and warranties, are incorporated herein by reference. Unless otherwise indicated, all capitalized terms used but not otherwise defined herein shall have the same meaning as set forth in the Master Lease.

To the extent that less than all of the Equipment subject to this Schedule has been installed and accepted by Lessee on or prior to the date hereof, Lessee hereby acknowledges that a portion of the Equipment has not been delivered, installed and accepted by Lessee for purposes of this Lease. In consideration of the foregoing, Lessee hereby acknowledges and agrees that its obligation to make Lease Payments as set forth in this Schedule is absolute and unconditional as of the date hereof and on each date and in the amounts as set forth in the Lease Payment Schedule, subject to the terms and conditions of the Lease.

Lessee expressly represents that at least ninety-five percent (95%) of the financing cost set forth in this Schedule is being used to acquire Equipment that will be capitalizable for federal income tax purposes

EQUIPMENT LOCATION

EQUIPMENT LOCATION (NUMBER AND STREET)			
CITY	COUNTY	STATE	ZIP CODE

EQUIPMENT INFORMATION

QTY	EQUIPMENT DESCRIPTION
	<i>Computer Hardware--See attached Exhibit 1.</i>

LEASE PAYMENT SCHEDULE

Pmt #	Payment Date	Payment Amount	Interest	Principal	Purchase Price after scheduled payment(s)
Loan	07/30/2020				170,505.00
1	07/30/2020	43,385.59	0.00	43,385.59	127,119.41
2	07/30/2021	43,385.59	1,512.72	41,872.87	85,246.54
3	07/30/2022	43,385.59	1,014.43	42,371.16	42,875.38
4	07/30/2023	43,385.59	510.21	42,875.38	0.00
Grand Totals		173,542.36	3,037.36	170,505.00	1.19% RATE

Lessee acknowledges that the discounted purchase price for the Lease is \$167,560.10 and that such amount is the Issue Price for the Lease for federal income tax purposes. The difference between the principal amount of this Lease and the Issue Price is Original Issue Discount ("OID") for federal income tax purposes. The Yield for this Lease for federal income tax purposes is 2.39% per annum. Such Issue Price and Yield will be stated in the Form 8038-G or 8038-GC, as applicable.

IMPORTANT: Read before signing. The terms of the Master Lease should be read carefully because only those terms in writing are enforceable. Terms or oral promises which are not contained in this written agreement may not be legally enforced. The terms of the Master Lease or Lease may only be changed by another written agreement between Lessor and Lessee. Lessee agrees to comply with the terms and conditions of the Master Lease and this Lease.

Commencement Date: **JULY 30, 2020**

LESSOR: **APPLE INC.**

LESSEE: **Independent School District No. 659**

SIGNATURE: **X** _____

SIGNATURE: **X** _____

NAME / TITLE: **X** _____

NAME / TITLE: **X** _____

DATE: **X** _____

DATE: **X** _____

EXHIBIT 1 – EQUIPMENT INFORMATION to Schedule No. 1

under Master Lease Purchase Agreement dated JULY 30, 2020

<u>Part Number</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>	<u>Extended</u>
MW7L2LL/A	10.2-inch iPad Wi-Fi 32GB - Space Gray (10-pack)	450	\$294.00	\$132,300.00
HM6V2ZM/A	Logitech Crayon (Education) for iPad (7th Generation)	450	\$49.95	\$22,477.50
BQBA2LL/A	STM Dux Plus Duo for 10.2-inch iPad (7th generation) with built-in holder for Apple Pencil Blue - Special 10-pack pricing	45	\$349.50	\$15,727.50

Includes all attachments, proceeds, replacements, substitutions, repairs, restorations, modifications and improvements thereof or thereto

EXHIBIT B

ACCEPTANCE CERTIFICATE

Re: Schedule No. 1, dated JULY 30, 2020, (the "Schedule") to Master Lease Purchase Agreement, dated as of JULY 30, 2020, between Apple Inc., as Lessor, and Independent School District No. 659, as Lessee.

Apple Inc. is hereby requested to pay the person or entity designated below as Payee, the sum set forth below in payment of a portion or all of the cost of the acquisition described below. The amount shown below is due and payable under the invoice of the Payee attached hereto with respect to the cost of the acquisition of the equipment and has not formed the basis of any prior request for payment. The equipment described below is part or all of the "Equipment" listed in the Schedule to the Master Lease Purchase Agreement referenced above.

Payee Name: APPLE INC.

Description or Invoice #

\$ Amount

EXHIBIT 1

Lessee hereby certifies and represents to and agrees with Lessor as follows:

- (1) The Equipment described above has been delivered, installed and accepted on the date hereof.
- (2) Lessee has conducted such inspection and/or testing of the Equipment listed in the Schedule as it deems necessary and appropriate and hereby acknowledges that it accepts the Equipment for all purposes.
- (3) Lessee is currently maintaining the insurance coverage required by Section 15 of the Master Lease.
- (4) No event or condition that constitutes, or with notice or lapse of time or both would constitute, an Event of Default or Event of Non-appropriation (each as defined in the Master Lease) under any Lease exists at the date hereof.

PARTIAL ACCEPTANCE CERTIFICATE (Only a portion of Equipment Has Been Accepted)

LESSEE: **Independent School District No. 659**

Signature: **X** _____

Printed Name/Title: **X** _____

Date: **X** _____

FINAL ACCEPTANCE CERTIFICATE (All Equipment Has Been Accepted)

LESSEE: **Independent School District No. 659**

Signature: **X** _____

Printed Name/Title: **X** _____

Date: **X** _____

PLEASE RETURN PAYMENT REQUEST TO:

APPLE INC. ~ 216 West Jackson Blvd., Suite 200A ~ Chicago, IL 60606

EXHIBIT C

INCUMBENCY CERTIFICATE

Schedule No. 1 to Master Lease Purchase Agreement dated JULY 30, 2020

Being a knowledgeable and authorized agent of the Lessee, I hereby certify to Lessor that the person(s) who executed the Master Lease and this Schedule are legally authorized to do so on behalf of the Lessee and that the signatures that appear on the Master Lease and Schedule are genuine.

LESSEE: **Independent School District No. 659**

Signature: **X** _____

Printed Name/Title: **X** _____

Date: **X** _____

**(THE INCUMBENCY IS TO BE EXECUTED BY A PERSON OTHER THAN THE SIGNER
OF THIS SCHEDULE AND RELATED DOCUMENTS. THIS MAY BE A BOARD
CLERK/SECRETARY, BOARD MEMBER OR SUPERINTENDENT.)**

EXHIBIT D

BANK QUALIFIED DESIGNATION

Schedule No. 1 to Master Lease Purchase Agreement dated JULY 30, 2020

Lessee hereby represents and certifies the following (please check one):

Bank Qualified

- ☐ Lessee has designated, and hereby designates, this Lease as a "qualified tax-exempt obligation" for the purposes and within the meaning of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended (the "Code"). In making that designation, Lessee hereby certifies and represents that:
- As of the date hereof in the current calendar year, neither Lessee nor any other issuer on behalf of Lessee has designated more than \$10,000,000 of obligations (including this Lease) as "qualified tax-exempt obligations";
 - Lessee reasonably anticipates that the total amount of tax-exempt obligations (including this Lease) to be issued by or on behalf of Lessee (or allocated to Lessee) during the current calendar year will not exceed \$10,000,000;
 - The Lease will not be at any time a "private activity bond" as defined in Section 141 of the Code;
 - The Lease is not subject to control by any entity and there are no entities subject to control by Lessee; and
 - Not more than \$10,000,000 of obligations of any kind (including the Lease) issued by, on behalf of or allocated to Lessee will be designated for purposes of Section 265(b)(3) of the Code during the current calendar year.

Non-Bank Qualified

- ☐ Lessee has not designated this Lease as a "qualified tax-exempt obligation" for the purposes and within the meaning of Section 265(b)(3) of the Code.

LESSEE: Independent School District No. 659

Signature: **X** _____

Printed Name/Title: **X** _____

Date: **X** _____

EXHIBIT E

LEASE PAYMENT INSTRUCTIONS

Pursuant to the Master Lease Purchase Agreement dated JULY 30, 2020 (the "Master Lease"), Schedule No. 1, between Apple Inc. (the "Lessor") and Independent School District No. 659 (the "Lessee"), Lessee hereby acknowledges the obligations to make Lease Payments promptly when due in accordance with the Lease.

LESSEE NAME: _____

TAX ID#: _____

INVOICE MAILING ADDRESS: _____

Mail invoices to the attention of: _____

Phone (____) _____

Fax (____) _____

Email: _____

Approval of Invoices required by: _____

Phone (____) _____

Fax (____) _____

Email: _____

Accounts Payable Contact: _____

Phone (____) _____

Fax (____) _____

Email: _____

Processing time for Invoices: _____ Approval: _____ Checks: _____

Do you have a Purchase Order Number that you would like included on the invoice? No ___ Yes ___ PO# _____

Do your Purchase order numbers change annually? No ___ Yes ___ Processing time for new purchase orders: _____

LESSEE: **Independent School District No. 659**

SIGNATURE: **X** _____

NAME / TITLE: **X** _____

DATE: **X** _____

EXHIBIT F

INSURANCE COVERAGE REQUIREMENTS

Independent School District No. 659

- 1) Insurance Agency - Name of Agency, Phone Number, Fax Number, and Contact Name

- 2) Property Damage & Loss Coverage -

- a) "All Risk" Physical Damage & Loss Insurance
- b) Include: Policy Number, Effective Date and Expiration Date
- c) **APPLE INC. and its Assigns** named "Loss Payee"
- d) Endorsement giving 30 days written notice of any changes or cancellation.

LIMITS: The full replacement value of the equipment.

- 3) General Liability Coverage -

- a) Include: Policy Number, Effective Date and Expiration Date
- b) **APPLE INC. and its Assigns** named "Additionally Insured"
- c) Endorsement giving 30 days written notice of any changes or cancellation

LIMITS: Bodily Injury - \$1,000,000.00 per occurrence
Property Damage - \$250,000.00 per occurrence
Combined Single Limit - \$1,000,000.00 per occurrence

Include: Product and/or completed operations, and blanket contractual liability

- 4) The Certificate Holder should be named as follows:

APPLE INC. and its assigns
216 West Jackson Blvd., Suite 200A
Chicago, Illinois 60606

FOR SELF INSURANCE:

A letter needs to be prepared on Lessee's Letterhead and addressed to **APPLE INC. and its Assigns** and signed by an authorized official of the Lessee. The letter must refer to the Master Lease, and include information regarding the statute authorizing this form of insurance (with a copy of the statute attached to the letter).



K-12 Essential Use Audit

(the Lessee's Technology Coordinator and the Lessee's Finance Manager should complete the Essential Use Audit.)

1) Is the equipment replacing any existing equipment? ☐ NO ☐ YES If YES, how long has the existing equipment been in use?

☐ 1-3 years ☐ 3-5 years ☐ 5-7 years ☐ 7+ years

Why is the existing equipment being replaced? _____

What will be done with the replaced equipment? _____

2) What grade levels, locations, and departments will utilize the equipment to be leased?

☐ K-4 ☐ Math ☐ Computer Lab
☐ 5-6 ☐ Science ☐ Classroom
☐ 7-8 ☐ Language Arts ☐ Other: _____
☐ 9-12 ☐ Social Sciences ☐ Other: _____

Who will be the principle users of the equipment? (Total of all users below equals 100%)

☐ Students: _____% ☐ Classified Faculty: _____% ☐ Other: _____%
☐ Certified Faculty: _____% ☐ Administrative: _____% ☐ Other: _____%

What applications will the equipment be used for and what benefits will the equipment provide?

(use additional pages if necessary)

3) What is/are the source(s) of funding for repayment of the lease?

☐ Local Tax Revenues
☐ State Unrestricted Aid
☐ State Categorical Revenues for Technology
☐ General Fund
☐ Other: _____

Federal Financial Assistance Programs:

☐ Title I
☐ Other: _____

Are the funds to the payment(s) due in the first fiscal year of the lease appropriated and encumbered in the Lessee's approved budget? ☐ YES ☐ NO **IF NO**, why are the funds not appropriated and encumbered in an approved budget? _____

4) Has the Lessee's governing Board approved entering into the lease? ☐ YES **If YES, please provide a copy of Board minutes or resolution.** ☐ NO If NO, why is a board approval not required or when will the board approve entering into the lease? _____

5) Has the Lessee ever non-appropriated funds? ☐ NO ☐ YES If YES, please provide details regarding any non-appropriation: _____

6) Has Lessee issued or does the Lessee intend to issue more than \$10 million in tax-exempt debt during the current year? ☐ NO ☐ YES

Completed/Signature By: _____ Title: _____ Date: _____

Completed/Signature By: _____ Title: _____ Date: _____

Re: Schedule No. 1, dated JULY 30, 2020 to Master Lease Purchase Agreement dated as of JULY 30, 2020 between Apple Inc., as Lessor, and Independent School District No. 659, as Lessee.

[ATTACH I.R.S. FORM 8038-G OR 8038-GC, AS APPROPRIATE]

APPLE FINANCIAL SERVICES

216 W. Jackson Blvd., Suite 200A
Chicago, IL 60606
Tel (877) 327-1727
Tel (312) 706-1730



INVOICE NO.: -1

INVOICE DATE

DUE DATE

06/30/2020

07/30/2020

INVOICE TO: Independent School District No. 659
Attn: Accounts Payable

REMIT TO: Apple Financial Services
216 W. Jackson Blvd, Suite 200A
Chicago, IL 60606

DESCRIPTION	AMOUNT
Agreement Number:	Payment Number 1 of 4
PO Number:	
DESCRIPTION OF EQUIPMENT:	
Schedule No. 1, dated JULY 30, 2020 to Master Lease Purchase Agreement dated as of JULY 30, 2020 between Apple Inc., as Lessor, and Independent School District No. 659, as Lessee.	
Past Due Balance:	\$0.00
Late Fee:	\$0.00
Documentation Fee:	\$0.00
Maintenance Fee:	\$0.00
Other Fee:	\$0.00
Payment Amount:	\$43,385.59
Terms: NET CASH ON DUE DATE Please refer to our invoice no. on remittance	TOTAL DUE \$43,385.59

Information Return for Tax-Exempt Governmental Bonds

► Under Internal Revenue Code section 149(e)

► See separate instructions.

Caution: If the issue price is under \$100,000, use Form 8038-GC.► Go to www.irs.gov/F8038G for instructions and the latest information.

OMB No. 1545-0720

Part I Reporting AuthorityIf Amended Return, check here ☐

1 Issuer's name Independent School District No. 659		2 Issuer's employer identification number (EIN)
3a Name of person (other than issuer) with whom the IRS may communicate about this return (see instructions)		3b Telephone number of other person shown on 3a
4 Number and street (or P.O. box if mail is not delivered to street address) 1400 Division Street South	Room/suite	5 Report number (For IRS Use Only) 3
6 City, town, or post office, state, and ZIP code Northfield, MN 55057		7 Date of issue 07/30/2020
8 Name of issue Schedule No. 1 to Master Lease Purchase Agreement Dated JULY 30, 2020		9 CUSIP number
10a Name and title of officer or other employee of the issuer whom the IRS may call for more information (see instructions)		10b Telephone number of officer or other employee shown on 10a

Part II Type of Issue (enter the issue price). See the instructions and attach schedule.

11 Education	11	\$ 167,560.	10
12 Health and hospital	12		
13 Transportation	13		
14 Public safety	14		
15 Environment (including sewage bonds)	15		
16 Housing	16		
17 Utilities	17		
18 Other. Describe ►	18		
19a If bonds are TANs or RANs, check only box 19a	<input type="checkbox"/>		
b If bonds are BANs, check only box 19b	<input type="checkbox"/>		
20 If bonds are in the form of a lease or installment sale, check box	<input checked="" type="checkbox"/>		

Part III Description of Bonds. Complete for the entire issue for which this form is being filed.

	(a) Final maturity date	(b) Issue price	(c) Stated redemption price at maturity	(d) Weighted average maturity	(e) Yield
21	07/30/2023	\$ 167,560.10	\$ n/a	3 years	2.39 %

Part IV Uses of Proceeds of Bond Issue (including underwriters' discount)

22 Proceeds used for accrued interest	22		
23 Issue price of entire issue (enter amount from line 21, column (b))	23		
24 Proceeds used for bond issuance costs (including underwriters' discount)	24		
25 Proceeds used for credit enhancement	25		
26 Proceeds allocated to reasonably required reserve or replacement fund	26		
27 Proceeds used to refund prior tax-exempt bonds. Complete Part V	27		
28 Proceeds used to refund prior taxable bonds. Complete Part V	28		
29 Total (add lines 24 through 28)	29		
30 Nonrefunding proceeds of the issue (subtract line 29 from line 23 and enter amount here)	30		

Part V Description of Refunded Bonds. Complete this part only for refunding bonds.

31 Enter the remaining weighted average maturity of the tax-exempt bonds to be refunded	►	_____ years
32 Enter the remaining weighted average maturity of the taxable bonds to be refunded	►	_____ years
33 Enter the last date on which the refunded tax-exempt bonds will be called (MM/DD/YYYY)	►	_____
34 Enter the date(s) the refunded bonds were issued ► (MM/DD/YYYY)		_____

Part VI Miscellaneous

- | | | |
|------------|--|--|
| 35 | | |
| 36a | | |
| 37 | | |
- 35** Enter the amount of the state volume cap allocated to the issue under section 141(b)(5)
- 36a** Enter the amount of gross proceeds invested or to be invested in a guaranteed investment contract (GIC). See instructions
- b** Enter the final maturity date of the GIC ► (MM/DD/YYYY) _____
- c** Enter the name of the GIC provider ► _____
- 37** Pooled financings: Enter the amount of the proceeds of this issue that are to be used to make loans to other governmental units
- 38a** If this issue is a loan made from the proceeds of another tax-exempt issue, check box ► ☐ and enter the following information:
- b** Enter the date of the master pool bond ► (MM/DD/YYYY) _____
- c** Enter the EIN of the issuer of the master pool bond ► _____
- d** Enter the name of the issuer of the master pool bond ► _____
- 39** If the issuer has designated the issue under section 265(b)(3)(B)(i)(III) (small issuer exception), check box ► ☐
- 40** If the issuer has elected to pay a penalty in lieu of arbitrage rebate, check box ► ☐
- 41a** If the issuer has identified a hedge, check here ► ☐ and enter the following information:
- b** Name of hedge provider ► _____
- c** Type of hedge ► _____
- d** Term of hedge ► _____
- 42** If the issuer has superintegrated the hedge, check box ► ☐
- 43** If the issuer has established written procedures to ensure that all nonqualified bonds of this issue are remediated according to the requirements under the Code and Regulations (see instructions), check box ► ☐
- 44** If the issuer has established written procedures to monitor the requirements of section 148, check box ► ☐
- 45a** If some portion of the proceeds was used to reimburse expenditures, check here ► ☐ and enter the amount of reimbursement ► _____
- b** Enter the date the official intent was adopted ► (MM/DD/YYYY) _____

Signature and Consent

Under penalties of perjury, I declare that I have examined this return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. I further declare that I consent to the IRS's disclosure of the issuer's return information, as necessary to process this return, to the person that I have authorized above.

Signature of issuer's authorized representative	Date	Type or print name and title
---	------	------------------------------

Paid Preparer Use Only

Print/Type preparer's name BREANNA IRVIN	Preparer's signature	Date	Check <input type="checkbox"/> if self-employed	PTIN P01700117
Firm's name ►			Firm's EIN ►	
Firm's address ► 216 W. JACKSON BLVD., SUITE 200-A CHICAGO IL 60606			Phone no. 312.706.1738	



CLA (CliftonLarsonAllen LLP)
2689 Commerce Drive Northwest, Suite 201
Rochester, MN 55901-2263
507-280-2300 | fax 507-280-2339
CLAconnect.com

July 1, 2020

School Board and Management
Independent School District No. 659
1400 S. Division Street
Northfield, MN 55057

We are pleased to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services CliftonLarsonAllen LLP ("CLA," "we," "us," and "our") will provide for Independent School District No. 659 ("you," "your," or "the District") for the year ended June 30, 2020.

Craig Popenhagen is responsible for the performance of the audit engagement.

Audit Services

We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements of Independent School District No. 659, as of and for the year ended June 30, 2020, and the related notes to the financial statements.

The Governmental Accounting Standards Board (GASB) provides for certain required supplementary information (RSI) to accompany the District's basic financial statements. The RSI will be subjected to certain limited procedures, but will not be audited.

We will also evaluate and report on the presentation of the supplementary information other than RSI accompanying the financial statements in relation to the financial statements as a whole.

In addition, we will also audit the statement of cash receipts and disbursements of the student activity accounts, which is prepared on the regulatory basis of accounting prescribed or permitted by the Minnesota Department of Education, of the District for the year ended June 30, 2020.

Nonaudit Services

We will also provide the following nonaudit services:

- Preparation of your financial statements, schedule of expenditures of federal awards, and related notes.
- Preparation of adjusting journal entries.

Audit objectives

The objective of our audit is the expression of opinions about whether your basic financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP). Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS); the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Our audit will include tests of your accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express opinions and render the required reports. We will apply certain limited procedures to the RSI in accordance with U.S. GAAS. However, we will not express an opinion or provide any assurance on the RSI because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. We will also perform procedures to enable us to express an opinion on whether the supplementary information (as identified above) other than RSI accompanying the financial statements is fairly stated, in all material respects, in relation to the financial statements as a whole.

The objectives of our audit also include:

- Reporting on internal control over financial reporting and compliance with the provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Reporting on internal control over compliance related to major programs and expressing an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Uniform Guidance.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of our testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the District's internal control or on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the result of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We will issue written reports upon completion of our audit of your financial statements and compliance with requirements applicable to major programs. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement. If our opinions on the financial statements or the single audit compliance opinion are other than unmodified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements or material noncompliance caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming opinions on the financial statements or an opinion on compliance, we retain the right to take any course of action permitted by professional standards, including declining to express opinions or issue reports, or withdrawing from the engagement.

As part of our audit, we will also perform the procedures and provide the report required by the *Minnesota Legal Compliance Audit Guide for School Districts*.

Auditor responsibilities, procedures, and limitations

We will conduct our audit in accordance with U.S. GAAS and the standards for financial audits contained in *Government Auditing Standards*. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements as a whole are free from material misstatement, whether due to fraud or error. An audit involves performing procedures to obtain sufficient appropriate audit evidence about the amounts and disclosures in the basic financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the basic financial statements.

There is an unavoidable risk, because of the inherent limitations of an audit, together with the inherent limitations of internal control, that some material misstatements or noncompliance may not be detected, even though the audit is properly planned and performed in accordance with U.S. GAAS, *Government Auditing Standards*, and the Uniform Guidance. Because we will not perform a detailed examination of all transactions, material misstatements, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the District or to acts by management or employees acting on behalf of the District, may not be detected. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not require auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management and those charged with governance of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management and those charged with governance of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a single audit.

In making our risk assessments, we consider internal control relevant to the District's preparation and fair presentation of the basic financial statements and compliance in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting fraud or errors that are material to the financial statements and to preventing and detecting misstatements resulting from noncompliance with provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with the direct and material compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify deficiencies, significant deficiencies, or material weaknesses in internal control.

However, we will communicate to you in writing significant deficiencies or material weaknesses in internal control relevant to the audit of the basic financial statements that we identify during the audit that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with the provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

We will include in our report on internal control over financial reporting and on compliance relevant information about any identified or suspected instances of fraud and any identified or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements that may have occurred that are required to be communicated under *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards that may have a direct and material effect on each of the District's major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the "OMB Compliance Supplement" for the types of compliance requirements that could have a direct and material effect on each of the District's major programs. The purpose of these procedures will be to express an opinion on the District's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

We will evaluate the presentation of the schedule of expenditures of federal awards accompanying the financial statements in relation to the financial statements as a whole. We will make certain inquiries of management and evaluate the form, content, and methods of preparing the schedule to determine whether the information complies with U.S. GAAP and the Uniform Guidance, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We will compare and reconcile the schedule to the underlying accounting records and other records used to prepare the financial statements or to the financial statements themselves.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Management Responsibilities

Our audit will be conducted on the basis that you (management and, when appropriate, those charged with governance) acknowledge and understand that you have certain responsibilities that are fundamental to the conduct of an audit.

You are responsible for the preparation and fair presentation of the financial statements, RSI, and the schedule of expenditures of federal awards in accordance with U.S. GAAP. Management is also responsible for identifying all federal awards received, understanding and complying with the compliance requirements, and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in accordance with the requirements of the Uniform Guidance.

Management's responsibilities include the selection and application of accounting principles; recording and reflecting all transactions in the financial statements; determining the reasonableness of significant accounting estimates included in the financial statements; adjusting the financial statements to correct material misstatements; and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. Management is responsible for compliance with applicable laws and regulations and the provisions of contracts and grant agreements, including compliance with federal statutes, regulations, and the terms and conditions of federal awards applicable to the District's federal programs. Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are responsible for the design, implementation, and maintenance of effective internal control, including internal control over compliance, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error; and that there is reasonable assurance that government programs are administered in compliance with compliance requirements.

You are responsible for the design, implementation, and maintenance of internal controls to prevent and detect fraud; assessing the risk that the financial statements may be materially misstated as a result of fraud; and for informing us about all known or suspected fraud affecting the District involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the District received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for implementing systems designed to achieve compliance with applicable laws and regulations and the provisions of contracts and grant agreements, including compliance with federal statutes, regulations, and the terms and conditions of federal awards applicable to the District's federal programs; identifying and ensuring that the District complies with applicable laws, regulations, contracts, and grant agreements, including compliance with federal statutes, regulations, and the terms and conditions of federal awards applicable to the District's federal programs; and informing us of all instances of identified or suspected noncompliance whose effects on the financial statements should be considered.

You are responsible for taking timely and appropriate steps to remedy any fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements; or abuse that we may report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings; and to follow up and take prompt corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. The summary schedule of prior audit findings should be available for our review on September 4, 2020, or other agreed-upon date.

You are responsible for ensuring that management is reliable and for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters, and for the accuracy and completeness of that information, and for ensuring the information is reliable and properly reported; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the District from whom we determine it necessary to obtain audit evidence. You acknowledge that the District's internal auditors providing direct assistance to us will be allowed to follow our instructions and that you will not intervene in the work the internal auditor performs for us. You agree to inform us of events occurring or facts discovered subsequent to the date of the financial statements that may affect the financial statements.

You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon or make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

Management is responsible for the preparation and fair presentation of other supplementary information in accordance with U.S. GAAP. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. You agree to provide us written representations related to the presentation of the supplementary information.

Management is responsible for providing us with a written confirmation concerning representations made by you and your staff to us in connection with the audit and the presentation of the basic financial statements and RSI. During our engagement, we will request information and explanations from you regarding, among other matters, the District's activities, internal control, future plans, specific transactions, and accounting systems and procedures. The procedures we will perform during our engagement and the conclusions we reach as a basis for our report will be heavily influenced by the representations that we receive in the representation letter and otherwise from you. Accordingly, inaccurate, incomplete, or false representations could cause us to expend unnecessary effort or could cause a material fraud or error to go undetected by our procedures. In view of the foregoing, you agree that we shall not be responsible for any misstatements in the District's financial statements that we may fail to detect as a result of misrepresentations made to us by you.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations.

Management is also responsible for identifying and providing copies to us of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the "Audit objectives" section of this letter.

This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other engagements or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

Responsibilities and Limitations Related to Nonaudit Services

For all nonaudit services we may provide to you, management agrees to assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience to understand and oversee the services; evaluate the adequacy and results of the services; and accept responsibility for the results of the services. Management is also responsible for ensuring that your data and records are complete and that you have received sufficient information to oversee the services.

The responsibilities and limitations related to the nonaudit services performed as part of this engagement are as follows:

- We will prepare a draft of your financial statements, schedule of expenditures of federal awards, and related notes in conformity with U.S. GAAP and the Uniform Guidance based on information provided by you. Since the preparation and fair presentation of the financial statements and schedule of expenditures of federal awards is your responsibility, you will be required to acknowledge in the representation letter our assistance with preparation of the financial statements and schedule of expenditures of federal awards and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. You have a responsibility to be in a position in fact and appearance to make an informed judgment on those financial statements and schedule of expenditures of federal awards.
- We will propose adjusting journal entries as needed. You will be required to review and approve those entries and to understand the nature of the changes and their impact on the financial statements.

These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*.

Use of Financial Statements

With regard to using the auditors' report, you understand that you must obtain our prior written consent to reproduce or use our report in bond offering official statements or other documents. The financial statements and our report thereon are for management's use. If you intend to reproduce and publish the financial statements and our report thereon, they must be reproduced in their entirety. Inclusion of the audited financial statements in a document, such as an annual report or bond offering document, should be done only with our prior approval of the document. You are responsible to provide us the opportunity to review such documents before issuance.

If the parties (i.e., you and CLA) agree that CLA will not be involved with your official statements related to municipal securities filings or other offering documents, we will require that any official statements or other offering documents issued by you with which we are not involved clearly indicate that CLA is not involved with the contents of such documents.

Such disclosure should read as follows:

CliftonLarsonAllen LLP, our independent auditor, has not been engaged to perform and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. CliftonLarsonAllen LLP also has not performed any procedures relating to this offering document.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website or submitted on a regulator website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information in the electronic site with the original document.

We may issue preliminary draft financial statements to you for your review. Any preliminary draft financial statements should not be relied on or distributed.

Engagement Administration and Other Matters

We expect to begin final fieldwork on approximately September 4, 2020, or other agreed-upon date.

We understand that your employees will prepare all confirmations, account analyses, and audit schedules we request and will locate any documents or invoices selected by us for testing. A list of information we expect to need for our audit and the dates required will be provided in a separate communication.

At the conclusion of the engagement, we will complete the auditor sections of the electronic Data Collection Form SF-SAC and perform the steps to certify the Form SF-SAC and single audit reporting package. It is management's responsibility to complete the auditee sections of the Data Collection Form. We will create the single audit reporting package PDF file for submission; however, it is management's responsibility to review for completeness and accuracy and electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse and, if appropriate, to pass-through entities. The Data Collection Form and the reporting package must be electronically submitted within the earlier of 30 calendar days after receipt of the auditors' reports or nine months after the end of the audit period.

We will provide copies of our reports to the District; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential or sensitive information, copies of our reports are to be made available for public inspection.

We are available to perform additional procedures with regard to fraud detection and prevention, at your request, as a separate engagement, subject to completion of our normal engagement acceptance procedures. The terms and fees of such an engagement would be documented in a separate engagement letter. The audit documentation for this engagement is the sole and exclusive property of CLA and constitutes confidential and proprietary information.

However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely matter to the Minnesota Department of Education, or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request.

If requested, access to such audit documentation will be provided under the supervision of CLA personnel. Furthermore, upon request, we may provide copies or electronic versions of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the Minnesota Department of Education. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party (ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Except as permitted by the "Consent" section of this agreement, CLA will not disclose any confidential, proprietary, or privileged information of the District to any persons without the authorization of District management or unless required by law. This confidentiality provision does not prohibit us from disclosing your information to one or more of our affiliated companies in order to provide services that you have requested from us or from any such affiliated company. Any such affiliated company shall be subject to the same restrictions on the use and disclosure of your information as apply to us.

Our engagement and responsibility end on delivery of our signed report. Any additional services that might be requested will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

Government Auditing Standards require that we make our most recent external peer review report publicly available. The report is posted on our website at www.CLAconnect.com/Aboutus/.

Mediation

Any disagreement, controversy, or claim ("Dispute") that may arise out of any aspect of our services or relationship with you, including this engagement, shall be submitted to non-binding mediation by written notice ("Mediation Notice") to the other party. In mediation, we will work with you to resolve any differences voluntarily with the aid of an impartial mediator.

The mediation will be conducted as specified by the mediator and agreed upon by the parties. The parties agree to discuss their differences in good faith and to attempt, with the assistance of the mediator, to reach an amicable resolution of the Dispute.

Each party will bear its own costs in the mediation. The fees and expenses of the mediator will be shared equally by the parties.

Any Dispute will be governed by the laws of the state of Minnesota, without giving effect to choice of law principles.

Time Limitation

The nature of our services makes it difficult, with the passage of time, to gather and present evidence that fully and fairly establishes the facts underlying any Dispute that may arise between the parties.

The parties agree that, notwithstanding any statute or law of limitations that might otherwise apply to a Dispute, including one arising out of this agreement or the services performed under this agreement, for breach of contract or fiduciary duty, tort, fraud, misrepresentation or any other cause of action or remedy, any action or legal proceeding by you against us must be commenced within twenty-four (24) months ("Limitation Period") after the date when we deliver our final audit report under this agreement to you, regardless of whether we do other services for you relating to the audit report, or you shall be forever barred from commencing a lawsuit or obtaining any legal or equitable relief or recovery. The Limitation Period applies and begins to run even if you have not suffered any damage or loss, or have not become aware of the existence or possible existence of a Dispute.

Fees

Our fees for the financial statement audit services will be \$23,700 (\$24,885 including technology fee), plus other expenses. We will also bill for expenses (including internal and administrative charges) plus a technology and client support fee of five percent (5%) of all professional fees billed. The fee estimate is based on anticipated cooperation from your personnel and their assistance with preparing confirmations and requested schedules. If the requested items are not available on the dates required or are not accurate, the estimated fee for services will likely be higher.

If unexpected circumstances require significant additional time, we will advise you before undertaking work that would require a substantial increase in the fee estimate. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed even if we have not issued our reports. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

Other Fees

You also agree to compensate us for any time and expenses, including time and expenses of legal counsel, we may incur in responding to discovery requests or participating as a witness or otherwise in any legal, regulatory, or other proceedings that we are asked to respond to on your behalf.

Finance Charges and Collection Expenses

You agree that if any statement is not paid within 30 days from its billing date, the unpaid balance shall accrue interest at the monthly rate of one and one-quarter percent (1.25%), which is an annual percentage rate of 15%. In the event that any collection action is required to collect unpaid balances due us, reasonable attorney fees and expenses shall be recoverable.

HIPAA Business Associate Agreement

To protect the privacy and provide for the security of any protected health information, as such is defined by the Health Insurance Portability and Accountability Act of 1996, as amended from time to time, and the regulations and policy guidances thereunder (HIPAA), we acknowledge that the District and CLA have entered into a HIPAA Business Associate Agreement (BAA) dated June 10, 2019.

Consent

Consent to Use Financial Information

Annually, we assemble a variety of benchmarking analyses using client data obtained through our audit and other engagements. Some of this benchmarking information is published and released publicly. However, the information that we obtain is confidential, as required by the AICPA Code of Professional Conduct. Your acceptance of this engagement letter will serve as your consent to use of Independent School District No. 659's information in these cost comparison, performance indicator, and/or benchmarking reports.

Subcontractors

CLA may, at times, use subcontractors to perform services under this agreement, and they may have access to your information and records. Any such subcontractors will be subject to the same restrictions on the use of such information and records as apply to CLA under this agreement and the BAA.

Agreement

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. This letter constitutes the entire agreement regarding these services and supersedes all prior agreements (whether oral or written), understandings, negotiations, and discussions between you and CLA. If you have any questions, please let us know. Please sign, date, and return the a copy of this letter to us to indicate your acknowledgment and understanding of, and agreement with, the arrangements for our audit of your financial statements including the terms of our engagement and the parties' respective responsibilities.

Sincerely,

CliftonLarsonAllen LLP



Craig Popenhagen, CPA

Principal

507-280-2327

craig.popenhagen@CLAconnect.com

094-050517

This letter correctly sets forth the understanding of Independent School District No. 659:

Authorized governance signature: _____

Title: School Board

Date: _____

Authorized management signature: _____

Title: Management

Date: _____



Construction Update No. 29

Presented to the Board on 07.13.2020

Matt Hillmann, Ed.D., Superintendent of Schools

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

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

July 2020

- ☐ First positive COVID-19 case for a subcontractor. Protocols successfully implemented. The site was shut down for one day, disinfected, and continued the following day with a new team from the affected subcontractor.
- ☐ Sibley Elementary parking lot surface completed. The addition (Area C) terrazzo is 95% complete. Only the polishing remains. Ceilings are complete as well. The interior renovation (Area A & B) stud walls are complete. Drywall will be complete in one week.
- ☐ New Greenvale Park – The air handling units serving the west half of the building were officially turned on July 6th. They are currently going through startup and testing procedures. Media Center glass folding wall installed.
- ☐ Northfield Community Education Center – All underground work is complete with the slabs poured back. The block and CMU walls are nearly complete. Drywall and other finishes will start in the next week.

June 2020

- ☐ POC conducted a virtual meeting on June 16, 2020. Building project completion timelines remain on schedule. Budget is on target through contingency. Discussion about contingency needs at Longfellow and using additional bonding authority if needed.