

INDEPENDENT SCHOOL DISTRICT 659  
REGULAR SCHOOL BOARD MEETING  
Monday, August 12, 2019 7:00 PM  
Northfield High School, Media Center

**AGENDA**

- I. Call to Order
- II. Agenda Approval/Table File
- III. Public Comment
- IV. Announcements and Recognitions
- V. Items for Discussion and Reports
  - A. Construction Presentation
  - B. High School Continuous School Improvement Plan Presentation
  - C. Bridgewater Elementary Continuous School Improvement Plan Presentation
  - D. 2019-2020 e-Learning Plan Update
  - E. Policy 713 Student Activity Accounting
- VI. Consent Agenda
  - A. Approval of Minutes
  - B. Gift Agreements
  - C. Additional Co-Curricular Overnight Trips for 2019-2020
  - D. Northfield Swim Club Agreement
  - E. Girls & Boys Hockey Cooperative Agreements with Randolph ISD 195
  - F. Girls Swimming Cooperative Agreement with Randolph ISD 195 and Arcadia Charter School
  - G. Personnel Items
- VII. Superintendent's Report
  - A. Items for Individual Action
    - 1. New Greenvale Park Bid Approval
    - 2. Policy 902 Use of School District Facilities and Equipment
- VIII. Items for Information
  - A. Construction Update #11
  - B. Back-to-School Breakfast and Program
  - C. National Merit Reception
- IX. Future Meetings
  - A. Monday, August 26, 2019, 7:00 PM, Regular Board Meeting, NHS Media Center
  - B. Monday, September 9, 2019, 7:00 PM, Regular Board Meeting, NHS Media Center
  - C. Monday, September 23, 2019, 7:00 PM, Regular Board Meeting, NHS Media Center
- X. Adjournment

**NORTHFIELD PUBLIC SCHOOLS  
MEMORANDUM**

Monday, August 12, 2019, 7:00 PM  
Northfield High School Media Center

**TO: Members of the Board of Education**  
**FROM: Matthew Hillmann, Ed.D., Superintendent**  
**RE: Explanation of Agenda Items for Monday, August 12, 2019, Regular School Board Meeting**

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

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

Sal Bagley, Architect with Wold Architects and Engineers, and Sr. Project Manager Josh Cooper from Knutson Construction, will provide updates on the New Greenvale Park Elementary and Sibley Elementary, and review the bid process and recommendations for the New Greenvale Park Elementary School.
  - B. High School Continuous School Improvement Plan Presentation

Northfield High School Principal Joel Leer will present the continuous school improvement plan to the Board. The presentation will include a progress report on the goals set for the 2018-2019 school year as well as new goals set for the 2019-2020 School year.
  - C. Bridgewater Continuous School Improvement Plan Presentation

Bridgewater Elementary School Principal Nancy Antoine will present the continuous school improvement plan to the Board. The presentation will include a progress report on the goals set for the 2018-2019 school year as well as new goals set for the 2019-2020 School year.
  - D. 2019-2020 e-Learning Plan Update

Superintendent Hillmann will present an update on the District's e-Learning plan for the 2019-2020 school year.
  - E. Policy 713 Student Activity Accounting

In accordance with the Resolution Regarding Board Control of Extracurricular Activities that was adopted by this school board on June 10, 2019, and Minn. Stat. § 123B.49, Subd. 2, which requires school boards to take charge of, control over, and account for all student activity funds that relate to curricular and cocurricular activities, Superintendent Hillmann and Director of Finance Val Mertesdorf will introduce Policy 713.
- 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 July 8, 2019.
- Minutes of the Special Closed School Board meeting held on July 8, 2019.
- Minutes of the Special School Board meeting held on July 23, 2019.

B. Gift Agreements

- \$13,371.33 for scholarships from Lucille Duesterhoeft Scholarship Fund of the Minnesota Community Foundation
- \$4,000.00 for scholarships from Wayne R. Stickley and Jennifer A. Tuma Memorial Scholarship Fund of the Minnesota Community Foundation

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

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

D. Northfield Swim Club Agreement

The School Board is asked to approve the enclosed agreement with the Northfield Swim Club. This Agreement is for the time period September 1, 2019 to August 31, 2020. There are no significant changes to this agreement.

E. Girls Hockey & Boys Hockey Cooperative Agreements with Randolph ISD 195

Joel Olson, with approval from the Minnesota State High School League, recommends the addition of Randolph Public School to the Girls Hockey & the Boys Hockey cooperatives for the 2019-2020 school year.

F. Girls Swimming Cooperative Agreement with Randolph ISD 195 and Arcadia Charter School

Joel Olson, with approval from the Minnesota State High School League, recommends the addition of Randolph Public School and Arcadia Charter School to the Girls Swimming cooperative for the 2019-2020 school year.

G. Personnel Items

a) Appointments

1. \*Zachariah Besky, 1.0 FTE Cultural Liaison with the District, beginning 08/26/2019; \$47,837-Step 1
2. Kari Black, 1.0 FTE Long Term Substitute Counselor/Social Worker at the Middle School, beginning 08/26/2019-10/24/2019; BA, Step 1
3. Melissa Borup, .5 FTE ALC Independent Study Teacher-Academic Advocate, beginning 08/26/2019; MA, Step 7
4. Melissa Borup, .2 FTE Grade 6 Reading Teacher at the Middle School, beginning 08/26/2019; MA, Step 7
5. Erik Burton, .4 FTE Long Term Substitute Social Studies Teacher at the High School, beginning 08/26/2019-06/08/2020; BA, Step 7
6. Erik Burton, .6 FTE EL Teacher at the High School, beginning 08/26/2019-06/08/2020; BA, Step 7
7. Margaret Colangelo, Special Ed EA-PCA for 5.75 hours/day at the High School, beginning 08/26/2019; Spec Ed Step 2-\$16.29/hr.
8. Jennie Eubank, 1.0 FTE Long Term Substitute 4<sup>th</sup> Grade Teacher at Greenvale Park, beginning 08/26/2019-11/7/2019; BA, Step 7
9. Sally Everson, 1.0 FTE EarlyVentures Site Leader at Longfellow, beginning 08/05/2019; Step 6-\$21.99/hr.
10. \*Jennifer Hachfeld, Long Term Substitute Child Nutrition Associate I for 3.25 hours/day at Bridgewater, beginning 08/22/2019- on or about 10/21/2019; \$18.34/hr.
11. Cara Holland, 1.0 FTE 8<sup>th</sup> Grade Science Teacher at the Middle School, beginning 08/26/2019; MA+45, Step 15
12. Siri Lindell, Assistant Girls Soccer Coach for 2 hours/day for 3 days/week at the High School, beginning 08/12/2019; \$14.00/hr.
13. Brianna Maylone, Targeted Services PLUS Site Assistant for up to 6 hours/day at Greenvale Park, beginning 7/12/2019-08/01/2019; Step 1-\$13.21/hr.

14. \*Amanda Morelan, Special Ed EA-PCA for 6.75 hours/day at Bridgewater, beginning 08/26/2019; Step 1-\$15.93/hr.
15. \*Lacey Neuman Bissonette, KidVentures Site Leader for 30 hours/week during the school year and 40 hours/week during summer sessions at Greenvale Park, beginning 08/19/2019; Step 4-\$20.92/hr.
16. Alicia Olsen, Special Ed EA-PCA for 6.5 hours/day at Bridgewater, beginning 08/26/2019; Step 1-\$15.93/hr.
17. Elliott Peterman, Community Summer Recreation Position with Community Services, beginning 7/17/2019-08/31/2019; \$13.00/hr.
18. Melissa Phelps, Child Nutrition Associate I for 3.75 hours/day at the Middle School, beginning 08/22/2019; \$18.34/hr.
19. \*Abby Quinnell, Assistant Dance Team Coach for 2 hours/day for 3 days/week at the High School, beginning 10/21/2019; Level F, Step 4
20. Maria Richert, Assistant Cross Country Coach for 2 hours/day at the High School, beginning 08/13/2019; .60 Level G, Step 1
21. \*Leslie Rodriguez-Vazquez, Community School Site Leader for up to 10 hours/week at Greenvale Park, beginning 08/12/2019-06/05/2020; Site Lead Step 1-\$16.30/hr.
22. Luca Sorensen, Lacrosse Supervisor with Community Services, beginning 08/06/2019-08/31/2019; \$10.50/hr.
23. Karie Svien, Special Ed EA-PCA for 6.70 hours/day at the Middle School, beginning 08/26/2019; Spec Ed Step 3-\$16.63/hr.

b) Increase/Decrease/Change in Assignment

1. Ann Ackerman, 1.0 FTE Speech Language Pathologist at Sibley, change to Speech Language Pathologist .5 FTE at Sibley and .5 FTE at Greenvale Park, effective 08/26/2019.
2. Paula Bargary, 5<sup>th</sup> Grade Teacher at Sibley, add Teacher Mentor at Sibley, effective 08/21/2019-06/08/2020; \$750 Stipend
3. Kari Black, Educational Assistant at the Middle School, add Camp Friends Staff with Community Services, effective 07/29/2019-08/23/2019.
4. Lukas Bruihler, Skateboard Coach with Community Services, add Skateboard Supervisor with Community Services, effective 07/11/2019-08/31/2019; \$10.50/hr.
5. Craig Cardinal, Assistant Nordic Ski Coach at the High School, add .4 Assistant Cross Country Coach at the High School, effective 08/17/2019; Level G, Step 1
6. Jan Ensrud, English Teacher at the Middle School, add Teacher mentor at the Middle School, effective 08/21/2019-06/08/2020; \$750 Stipend
7. Michelle Gaertner, Special Education Teacher at the Middle School, add Special Education Teacher Mentor at the Middle School, effective 08/22/2019-06/05/2020; \$750 Stipend
8. Ben Heath, ALC Independent Study Teacher-Temporary, change to ALC Independent Study Teacher-On Going, effective 08/26/2019.
9. Roanne Johnson, Special Education Teacher at Bridgewater, add Special Education Teacher Mentor at Bridgewater, effective 08/22/2019-06/05/2020; \$750 Stipend
10. Gail Kohl, Teacher at Bridgewater, add Teacher Mentor at Bridgewater, effective 08/22/2019-06/08/2020; \$750 Stipend
11. Richelle Kruger, Educational Assistant at the High School, add Camp Friends Staff with Community Services, effective 07/22/2019-08/16/2019.
12. Angela Kruse, Speech Language Pathologist at Greenvale Park, change to Speech Language Pathologist at Bridgewater, effective 08/26/2019.
13. Peter Maus, Math Teacher at the Middle School, add Middle School Activities Coordinator, effective 08/05/2019-06/10/2020; \$5000 Stipend
14. Mary Magnuson, Special Ed Teacher at the High School, add Special Ed Teacher Mentor at the High School, effective 08/22/2019-06/05/2020; \$750 Stipend
15. Makenzie Mathews, Special Ed EA-PCA/Bus Extended School Year at Longfellow, change to Special Ed Teacher for Extended School Year at Longfellow, effective 07/08/2019-08/01/2019;
16. Robert Matthies, Custodian for 25 hours/week at the High School, change to Custodian for 32 hours/week at the High School, effective 06/10/2019-08/30/2019.
17. Diane Nagy, Instructional Coach at Bridgewater, change to Title 1 Teacher at Bridgewater, effective 08/26/2019.
18. Jacob Odell, EA the High School, add Camp Friends Coordinator with Community Services, effective 07/22/2019-08/23/2019.



19. Kelli Otting, Special Ed Teacher at Sibley, add Special Ed Teacher Mentor at Sibley, effective 08/22/2019-06/05/2020; \$750 Stipend
20. Brent Rauk, Grade 5 Teacher at Bridgewater, change to .8 FTE Math Intervention Teacher and .2 FTE Math Teacher at Middle School, effective 07/19/2019.
21. Carrie Rice, Special Education Teacher at Greenvale Park, add .5 Special Education Teacher Mentor at Greenvale Park, effective 08/22/2019-06/05/2020; \$375 Stipend
22. Karen Roback, Special Ed EA-PCA at the High School and ALC, change to General Ed EA: Odysseyware for 6.5 hours/day at the High School, effective 08/26/2019-06/08/2020.
23. Kyle Roth, Early Childhood Special Ed Teacher, add Targeted Services Summer PLUS Teacher for up to 2 hours/day Mon.-Thurs. at Greenvale Park, effective 07/08/2019-08/01/2019; Yr. 2-\$27.11/hr.
24. Darrell Sawyer, Teacher at the Middle School, add 9<sup>th</sup> Grade Girls Basketball Coach-Hourly at the High School, effective 11/11/2019; \$18.00/hr.
25. John Schnorr, Speech Language Pathologist at Longfellow, add Speech Language Pathologist Extended School Year with the District, effective 06/27/2019-08/16/2019.
26. Michelle Steele, .8 FTE PE Teacher and .2 FTE DAPE at the Middle School, add an overload to DAPE every other day at the Middle School, effective 08/26/2019-06/08/2020.
27. Pilar Sullivan, Early Childhood Gen Ed EA at Longfellow, add Early Childhood Spanish Screener up to 20 hours/year at the NCRC, effective 08/15/2019-07/01/2020; \$20/hr.
28. Sarah Swan McDonald, Teacher at the High School, add Summer School Teacher for up to 5 hours/day Mon.-Thurs. at the ALC, effective 06/10/2019-07/25/2019; Lane/Step
29. Sarah Swan McDonald, Teacher at the High School, add Teacher Mentor at the High School, effective 08/26/2019-06/08/2020; \$750 Stipend
30. Diane Wiese, Special Ed Teacher at Greenvale Park, add .5 Special Ed Teacher Mentor at Greenvale Park, effective 08/26/2019-06/05/2020; \$375 Stipend
31. Sari Zach, Teacher at Greenvale Park, add Teacher Mentor at Greenvale Park, effective 08/26/2019-06/08/2020; \$750 Stipend

c) Leave of Absence

1. Stacie Banks, ECSE Teacher at Longfellow, Unpaid Leave of Absence, effective for the 2019-2020 School year.
2. Update: Peggy Mills, Community Services Site Assistant, Family/Medical Leave of Absence, effective 06/10/2019 extended through 8/9/2019.
3. Kathryn Schuman, EarlyVentures Teacher at Longfellow, Family/Medical Leave of Absence, effective 09/09/2019 on an intermittent basis for up to 60 work days.

d) Retirements/Resignations/Terminations

1. Tiffani Arnevik, EarlyVentures Teacher at Longfellow, resignation effective 08/16/2019.
2. Andy Berkvam, Boys Basketball Coach at the High School, resignation effective 07/15/2019.
3. Steve Cade, Girls Soccer Coach at the Middle School, resignation effective 07/30/2019.
4. Jeff Eckhoff, Assistant Principal at the High School, retirement effective 12/31/2019.
5. Molly Egleston, EarlyVentures Teacher at Longfellow, resignation effective 08/23/2019.
6. Steve Harner, Industrial Technology Teacher at the High School, declined position for the 2019-2020 school year.
7. Quinn Line, KidVentures Site Assistant at Greenvale Park, resignation effective 08/16/2019.
8. Yailyn Moran, KidVentures Site Assistant at Sibley, resignation effective 08/12/2019.
9. Amanda Morelan, Child Nutrition Associate at Bridgewater, resignation due to accepting another position within the district, effective 07/30/2019.
10. Angie Perez, Child Nutrition Associate III at Sibley, resignation effective 08/01/2019.
11. Zack Rasmussen, KidVentures Site Assistant at Greenvale Park, resignation effective 08/07/2019.
12. Remy Soulak, KidVentures Site Assistant at Longfellow, resignation effective 08/12/2019.
13. Andrea Stowe, EarlyVenture Teacher at Longfellow, resignation effective 09/01/2019.
14. Lori Witt Macrae, Educational Assistant at Sibley, resignation effective 08/01/2019.

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

## VII. Superintendent's Report

### A. Items for Individual Action

1. New Greenvale Park Bid Approval. There were a total of 102 bids received covering the various work scope packages with the majority of them having three or more competitive bids. Of the thirty-five (35)



contracts being recommended, four (4) companies are within a thirty mile radius of the project. Based on the bids received and the current budget, the Board is asked to allow contracts to be issued to the bidders as presented at a cost of \$21,322,129.

**Superintendent's Recommendation:** Motion to allow contracts to be issued to the bidders presented for the New Greenvale Park Elementary School at a cost of \$21,322,129 as presented.

2. Policy 902 Use of School District Facilities and Equipment

Erin Bailey, Director of Community Services, presented the Policy Committee's recommendation for changes to Policy 902 at the May 28, 2019 Board meeting. Additional information was requested regarding fees. Ms. Bailey surveyed the Big 9 Conference schools to assess rental and service fees that cover maintenance, operations and staffing of facilities, and recommended changes to the fee structure at the July 8, 2019 Board meeting. Upon approval, the recommended changes to this policy will be effective immediately and the changes to the fee structure will be effective July 1, 2020.

**Superintendent's Recommendation:** Motion to approve the changes to Policy 902 Use of School District Facilities and Equipment as presented.

VIII. Items for Information

- A. Construction Update #11. Dr. Hillmann will provide an update on the District's construction projects.
- B. Back-to-School Breakfast and Program. The Back-to-School Breakfast and Program will be held Monday, August 26 at Northfield Middle School. Breakfast begins at 7:00am followed by the program at 8:15am.
- C. National Merit Reception. The National Merit reception is scheduled for Tuesday, November 12 at 6pm.

IX. Future Meetings

- A. Monday, August 26, 2019, 7:00 PM, Regular Board Meeting, NHS Media Center
- B. Monday, September 9, 2019, 7:00 PM, Regular Board Meeting, NHS Media Center
- C. Monday, September 23, 2019, 7:00 PM, Regular Board Meeting, NHS Media Center

X. Adjournment



## Independent School District 659



School Board Update

August 12, 2019



# Agenda

## 1. Greenvale Park Elementary Update

- » CD Floor Plans
- » Exterior Design
- » Interior Design
- » Project Schedule
- » Bidding Update

## 2. Sibley Elementary Update

- » User Group Process
- » DD Diagrams
- » Project Schedule





## Project Phases:

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

## Design Process



Significant  
Input

The diagram shows a vertical list of project phases. To the right of the first three phases (Schematic Design, Design Development, and Construction Documents) is a large, open, brown bracket. To the right of the last three phases (Bidding, Construction, and Occupancy) is a smaller, open, brown bracket.

We are  
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# Greenvale Park Elementary Update

# Site Plan

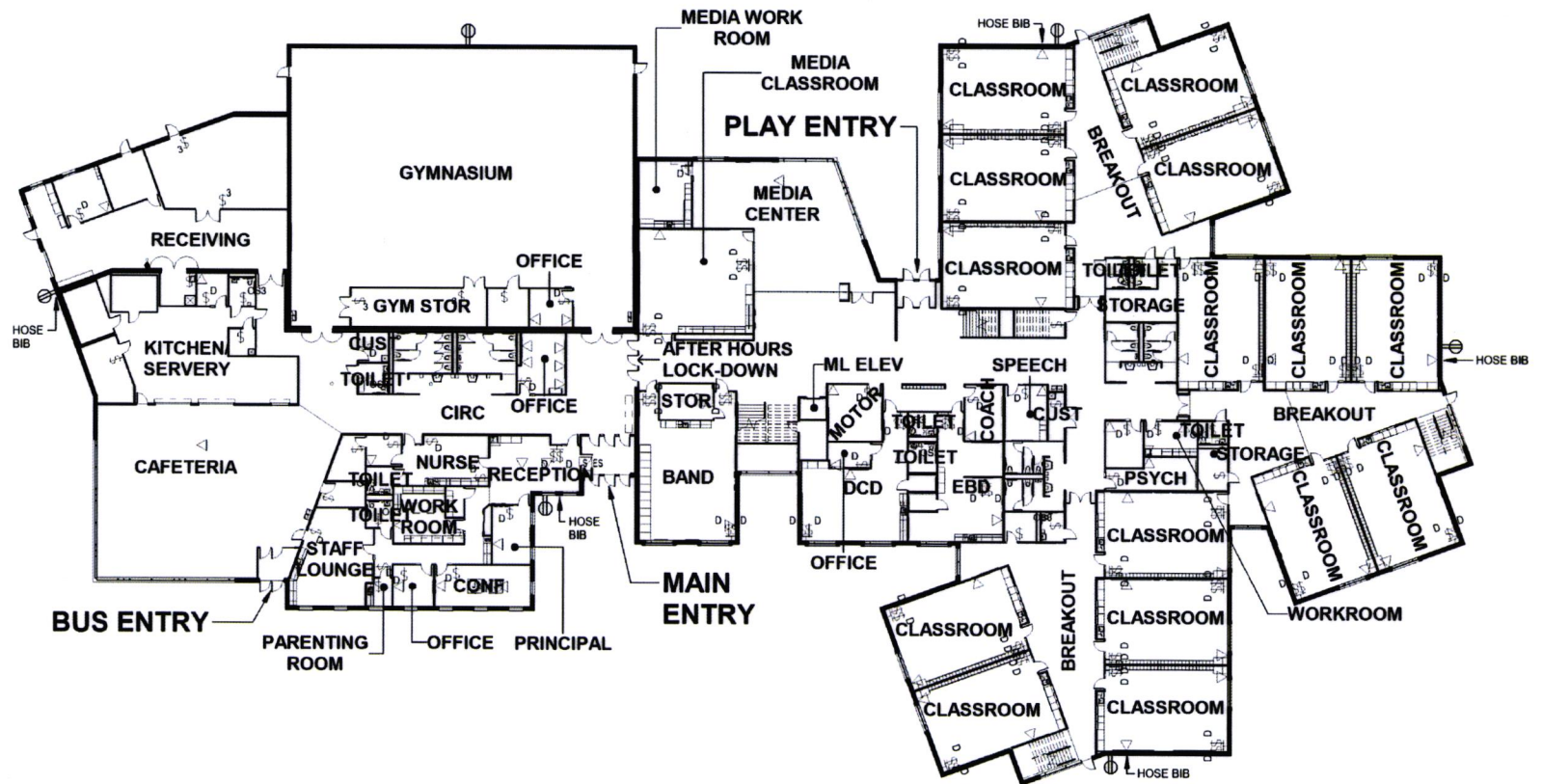


 **Knutson Construction**

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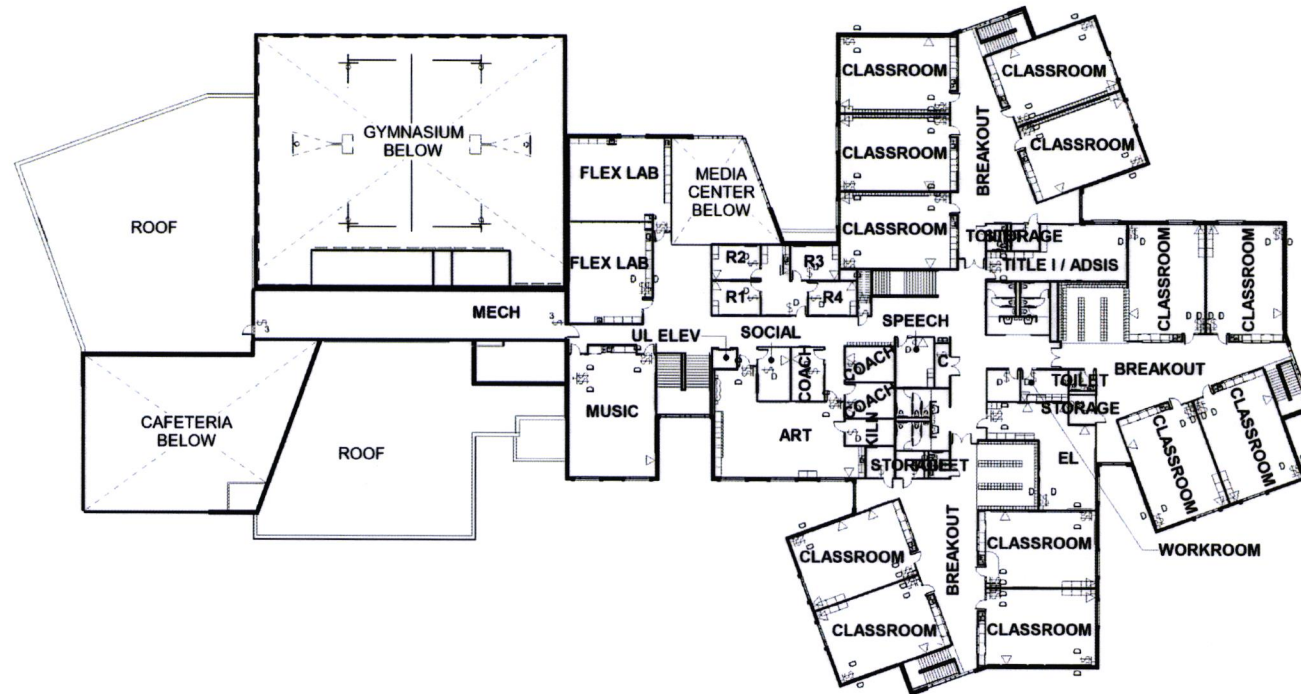




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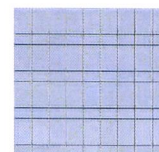
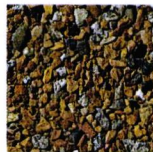
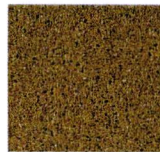
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## Final Upper Level Floor Plan





## Exterior – Overall



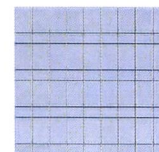
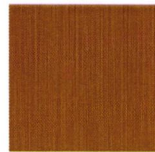
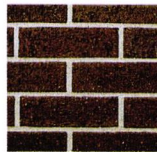
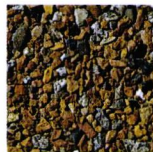




 **Knutson** Construction

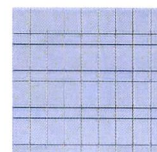
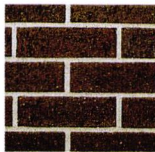
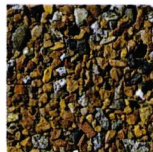
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## Exterior – Overall





## Exterior – Parent Drop Off



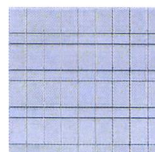




 **Knutson**Construction

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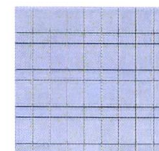
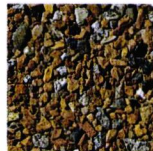
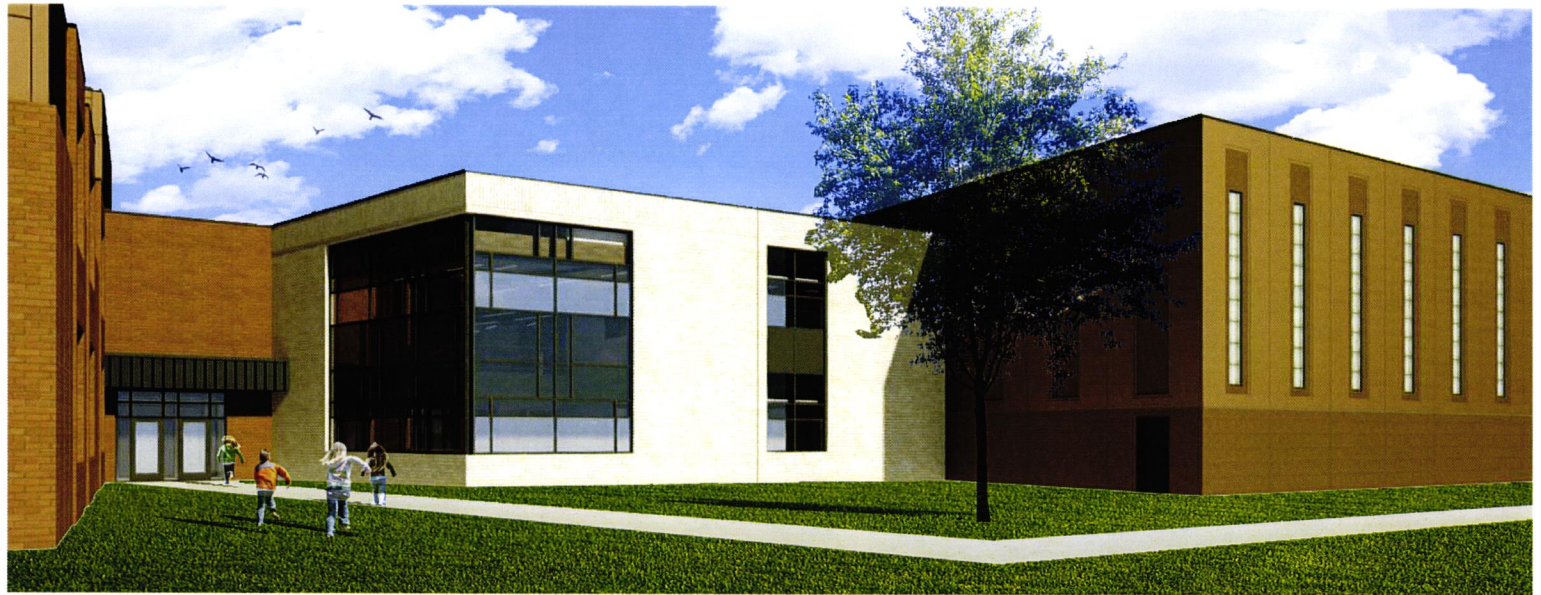
## Exterior – Classroom Pods







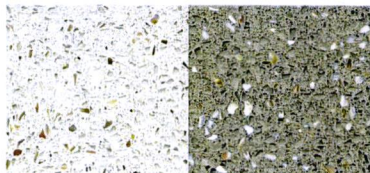
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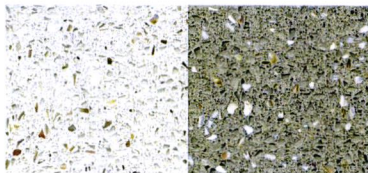
## Interior – Cafeteria







## Interior – Cafeteria



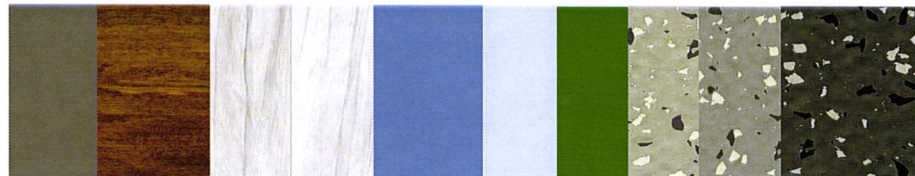
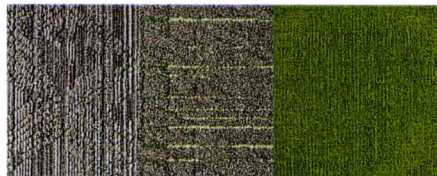




 **Knutson** Construction

 **Northfield**  
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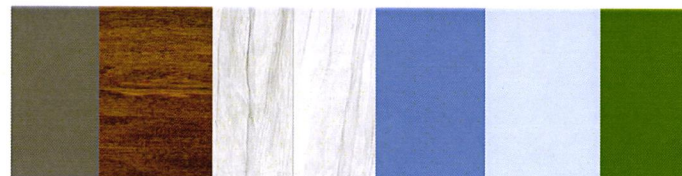
## Interior – Media Center/Main Hallway





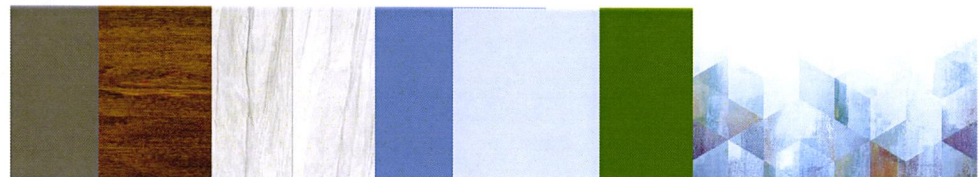


## Interior – Media Center





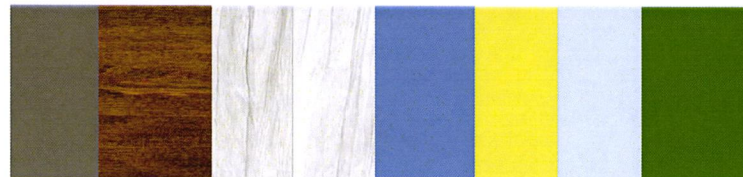
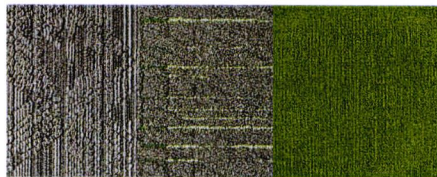
## Interior – Media Center





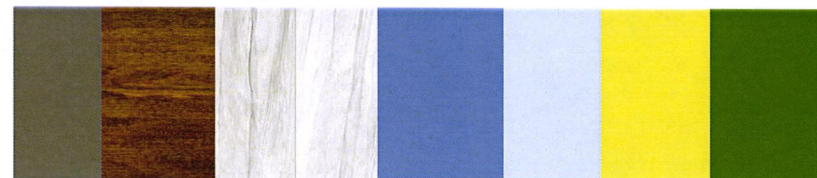
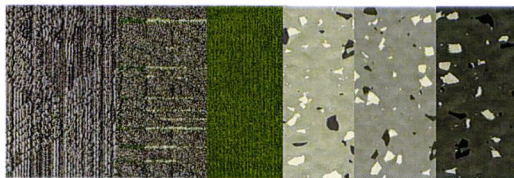


## Interior – Breakout North View Updated





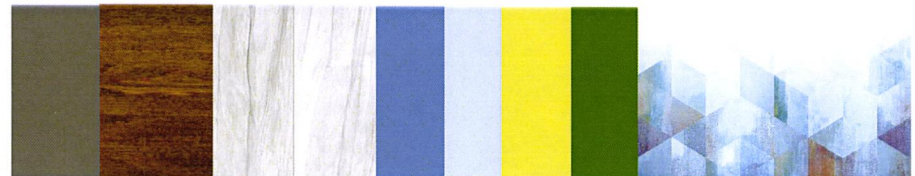
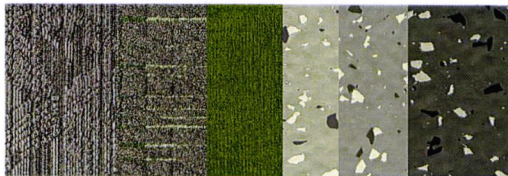
## Interior - Breakout







## Interior - Breakout







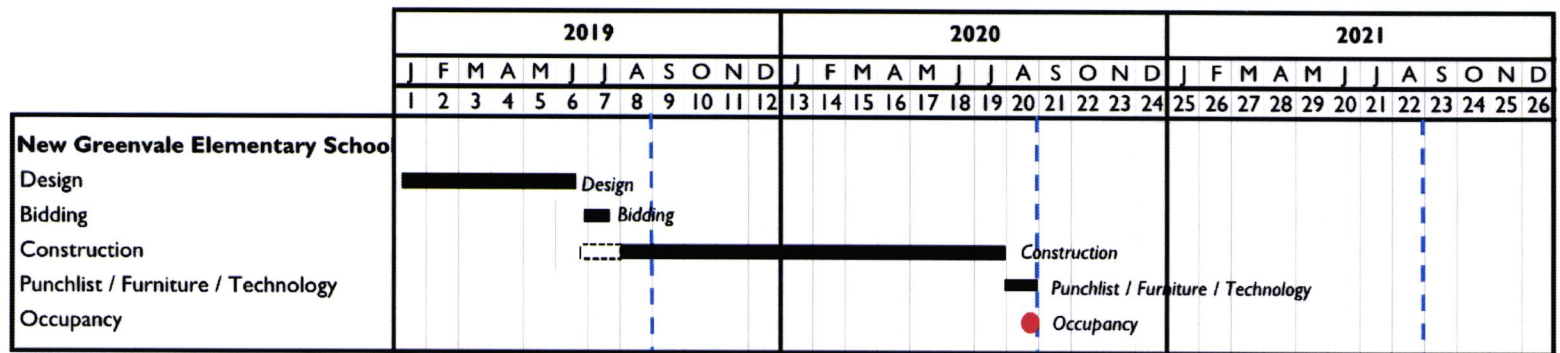
## Bidding Update

### New Greenvale Park:

- Public Bid Opening - August 5, 2019
- 102 bids received
- End of Summer 2020 – Project Completion



# Construction Timeline







# Sibley Elementary School Design Update



## Sibley User Groups

### User Group Teams

- Met 1 time to date:  
» May 28-31, 2019

Lori Malecha, ISD #659

Allison Sweeny, ISD #659

Dan Warner, ISD #659

Krista Sorenson, ISD #659

Becky Gainey, ISD #659

Peter McGorry, ISD #659

Scott Sannes, ISD #659

Ann Hehr, ISD #659

Mary Kate Maney, ISD #659

Amy Goerwitz, ISD #659

Erin Bailey, ISD #659

Pasha Quaas, Parent

Erica Ness, ISD #659

Jane Ehlers, ISD #659

Karleen Sherman, ISD #659

Susie Puppe, ISD #659

Matt Hillmann, ISD #659

Jim Kulseth, ISD #659

Peg Witt, ISD #659

Melissa Reed, ISD #659

Noreen Cooney, ISD #659

Aimee Gerdesmeier, ISD #659

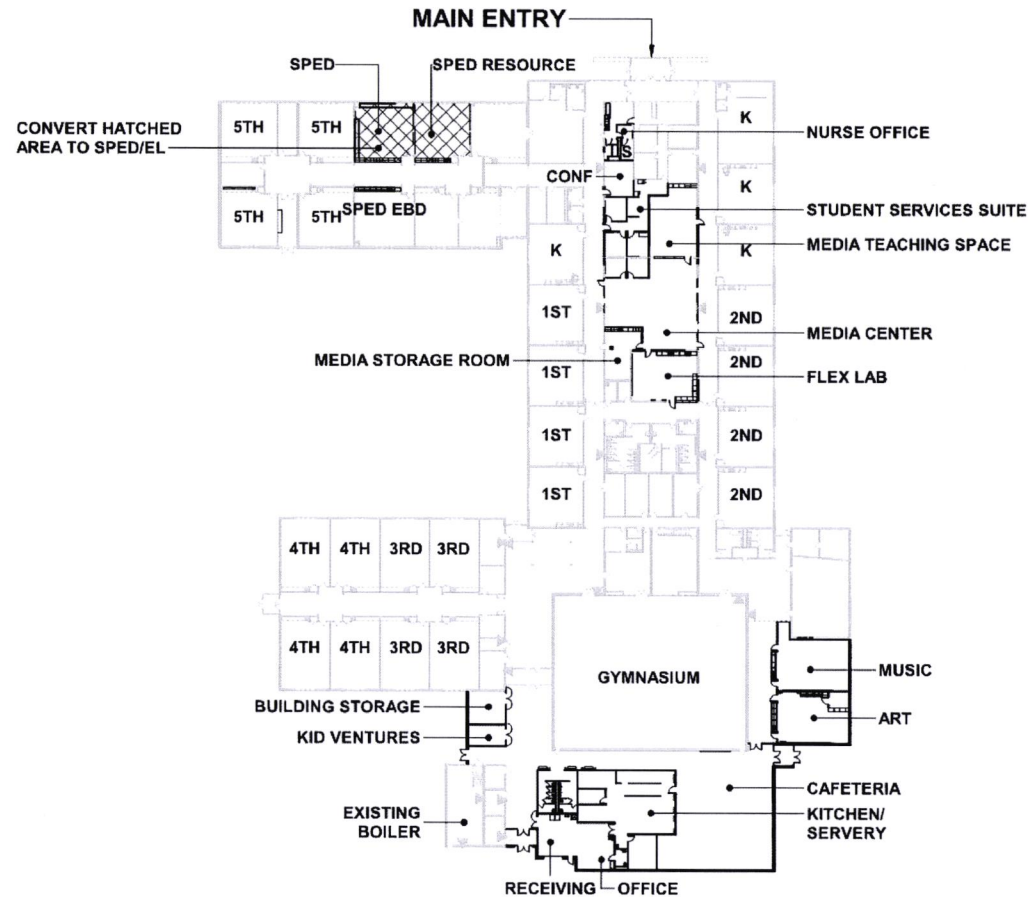




**Knutson**Construction

**Northfield**  
PUBLIC SCHOOLS

# Design Development Plan





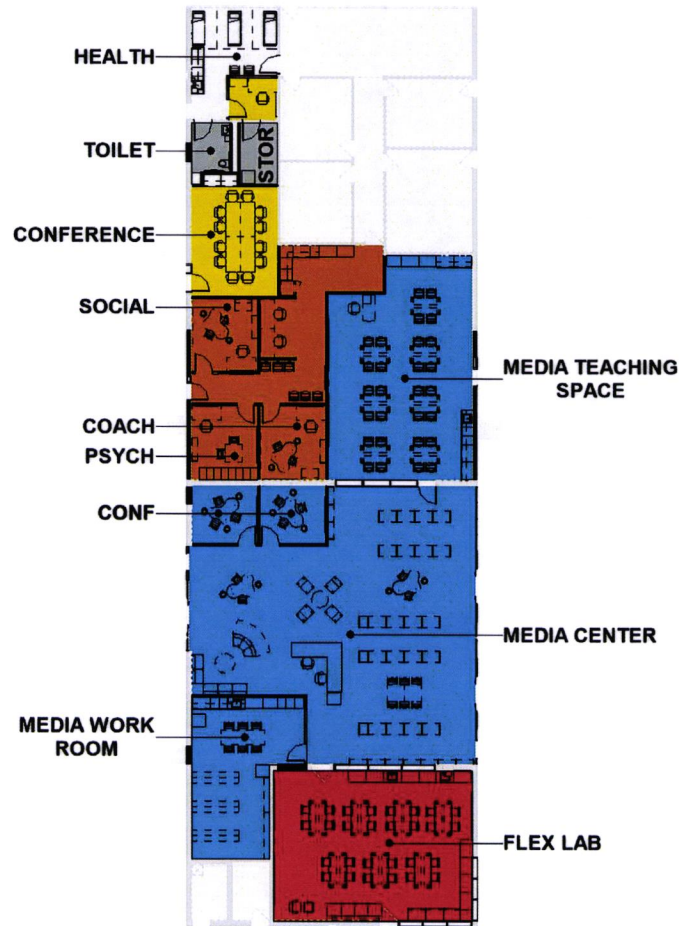
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**KEY**

- EXISTING
- ADMIN
- MEDIA CENTER
- STUDENT SERVICES
- SPECIALIST SPACES
- KITCHEN/SERVERY/CAFETERIA
- RECEIVING/STORAGE/TOILETS
- CIRCULATION

# Design Development Diagram: Interior Renovations



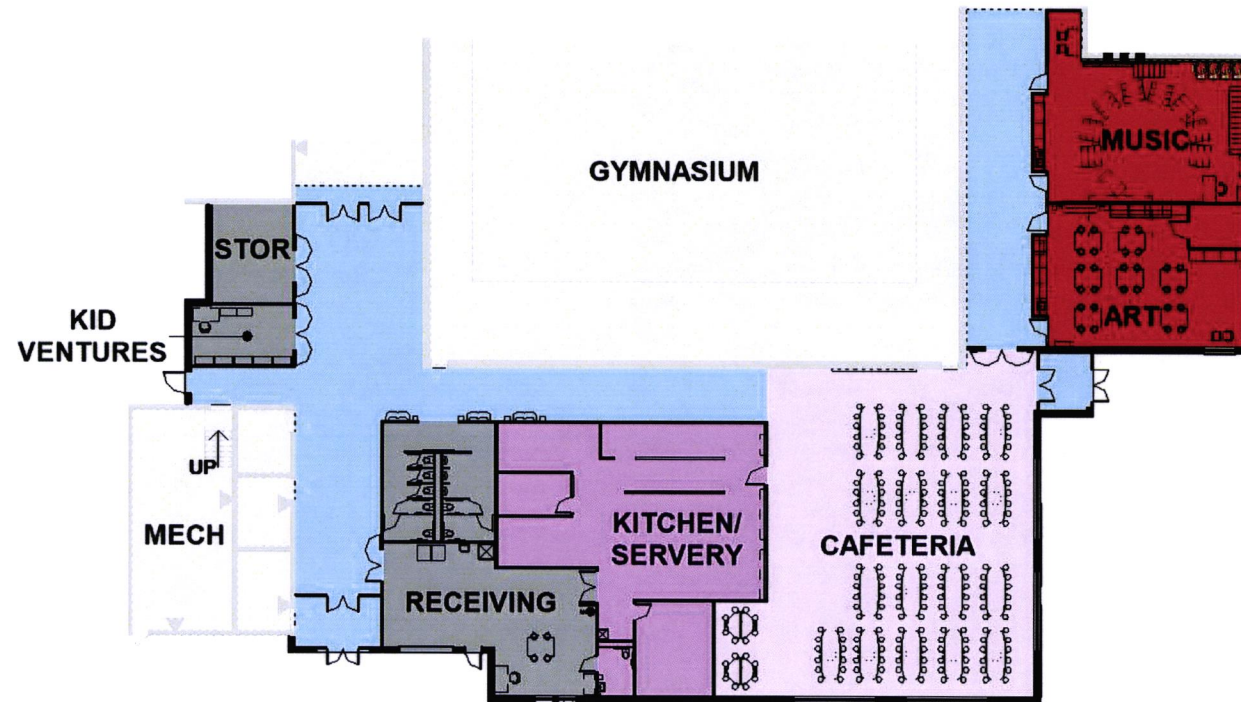




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PUBLIC SCHOOLS

## Design Development Diagram: Addition



### KEY

- EXISTING
- ADMIN
- MEDIA CENTER
- STUDENT SERVICES
- SPECIALIST SPACES
- KITCHEN/SERVERY/CAFETERIA
- RECEIVING/STORAGE/TOILETS
- CIRCULATION



## Sibley Elementary:

- Late September – Issue Construction Documents
- End of Summer 2020 – Project Completion

Next Steps





**Thank you to the Core Planning Teams  
and all other participants!**

**Questions?**



5985 Bandel Road NW  
Rochester, MN 55901  
knutsonconstruction.com

August 7, 2019

Mrs. Valori Mertesdorf  
Director of Finance  
Northfield Public Schools  
1400 Division St. South Northfield, MN55057

RE: New Greenvale Park Elementary School Contract Recommendations

Dear Mrs. Mertesdorf,

We are pleased to provide the contract recommendations to the following successful bidders on the New Greenvale Park Elementary project. Bids were received and opened at 1:00 PM on August 5, 2019. The project received 102 bids covering the various work scope packages with the majority of them having three or more competitive bids. Of the thirty-five (35) contracts we are recommending award to, four (4) companies are within a thirty-mile radius of the project.

We are roughly \$690,000 under the construction budget at this time. Signage will still need to be finalized with the school and this will complete the overall construction budget. We are carrying \$650,000 in construction contingency. We are also budgeting \$1,000,000 for Furniture and \$937,250 for Technology. We are confident that after we fully review project needs for final Furniture and Technology, the project will come in at our overall project budget.

With your approval, we will issue contracts to the successful bidders immediately to maintain our project schedule. We look forward to breaking ground and completing this exciting project for the Northfield Public School District and associated community.

Sincerely,

Josh Cooper  
Senior Project Manager  
Knutson Construction

**TOGETHER  
WE SEE A WAY**

P 507.280.9788  
F 507.280.9797



Package	Firm Name	Bid Amount
3A - Structural Concrete	Knutson Concrete	\$ 1,170,000
3B - Precast Concrete	Molin	\$ 941,538
3C - Polished Concrete Floors	#N/A	\$ -
4A - Masonry	J&K Masonry	\$ 892,000
5A - Steel Supply	Bens Structural	\$ 779,900
5B - Steel Install	Spartan Steel Erectors	\$ 332,000
6A - General Trades	Knutson Construction	\$ 1,170,000
7A - Roofing	Jackson Roofing	\$ 1,323,000
7B - Metal Wall Panels	IBC	\$ 497,510
7C - Weather Barriers	Henkenmeyer	\$ 157,453
8A - Windows & Storefront	Hentges	\$ 849,662
8B - Doors, Frames, Hardware Supply	Kendell	\$ 237,975
8C - Coiling & Sectional Doors	American Door Works	\$ 22,102
8D - Translucent Wall Panels	WL Hall	\$ 31,524
9A - Gypsum Board Assemblies	Pinnacle	\$ 1,564,000
9B - Tile	WT Grazzini	\$ 319,855
9C - Acoustical Treatments	Palmer Soderberg	\$ 297,152
9D - Resilient Flooring & Carpet	Floors by Beckers	\$ 503,484
9E - Painting & Wall Covering	Pompeii	\$ 249,450
9F - Wood Flooring	FLR Sanders	\$ 76,800
9G - Terrazzo	Advance Terrazzo	\$ 124,000
10B - Signage	Future Award	
11A - Food Service Equipment	Boelter	\$ 400,703
11D - Loading Dock Equipment	American Door Works	\$ 7,363
12B - Window Treatment	CE Contract	\$ 23,170
14A - Elevators	Kone	\$ 137,500
21A - Fire Protection	Summit Fire	\$ 221,845
22A - Plumbing, HVAC & Controls	Area Mechanical	\$ 3,750,000
23A - Boilers Supply	RM Cotton	\$ 82,900
23B - Chillers Supply	SVL	\$ 138,000
23C - Air Handling Units Supply	Midwest Mech Services	\$ 445,000
26A - Electrical & Low Voltage	R&K	\$ 1,698,900
31A - Earthwork, Utilities & Retaining Walls	Veit	\$ 1,928,830
32A - Asphalt Paving	Bit Roadways	\$ 268,950
32B - Site Concrete	North Country	\$ 370,450
32C - Landscaping	Hoffman	\$ 199,288
32D - Chain Link Fence & Gates	Century Fence	\$ 109,825
<b>SUBTOTAL:</b>		<b>\$ 21,322,129</b>
Construction Contingency	Northfield	\$ 650,000
General Conditions	Knutson	\$ 1,764,224
CM Fee	Knutson	\$ 391,650
Design Fee	Wold	\$ 1,447,680
Builder's Risk		\$ 22,356
PIFF Fees		\$ 120,000
Building Permit	Northfield	\$ 231,969
SAC / WAC		\$ 98,000
Special Inspections & Testing	Chosen Valley	\$ 54,616
Commissioning	Future Award	\$ 85,000
FF&E	Northfield	\$ 1,000,000
Technology	Northfield	\$ 937,250
	<b>Final Project Costs</b>	<b>\$ 28,124,874</b>
	Owner Available Funds	\$ 27,614,000
	Over / Under	\$ (510,874)

Alternate #1 accepted

Alternate #1



## Construction Update

### Bridgewater Elementary Addition & Renovation:

Activities Completed to date:

- Excavation and concrete foundations complete
- Structural steel and decking complete
- Exterior stud framing finishing up.

Activities Planned for the next month:

- Roofing
- Underground plumbing and electrical
- Slab on grade pour
- Interior framing and wall/ceiling rough-ins





## Construction Update

### New Greenvale Park Elementary School:

Activities Completed to date:

- Bids received on 8/5/19

Activities Planned for the next month:

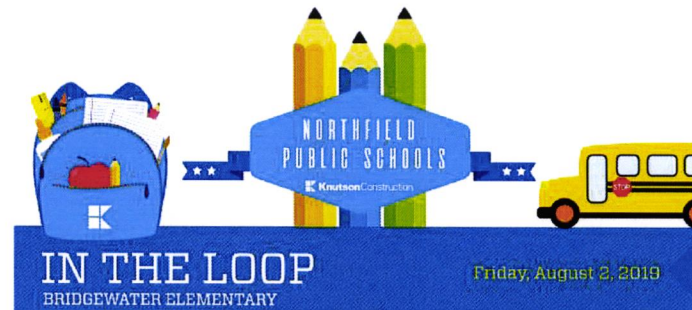
- Mobilize site
- Groundbreaking
- Begin earthwork and concrete foundations
- Begin utility work
- Procure long lead materials



## In the Loop!!

### Weekly Construction Update

# Construction Update



Friday, August 2, 2019



### FUN FACT OF THE WEEK

The amount of Hot Asphalt used on the new addition is equivalent to the amount of wax used to make 55,000 standard sized crayons.

### PROJECT FACTS

- This project will include a 4,000sf secure entrance/office space addition with the existing office space renovated to accommodate additional instructional space.
- The new addition will consist of a secured entrance, north room, reception, and office space.

### OxBlue Webcam:

<https://app.oxblue.com/open/Knutson/Bridgewater>

### Project Milestones:

- 8.2.19 - Structural steel / joists and decking to be completed
- 8.9.19 - Exterior framing to be completed with roofing to follow

### Photo Description:

- Left - Installing railing around the roof
- Middle - Poured mock up base for brick, window and metal wall panel mock up
- Right - Layout done in preparation for exterior studs

### Contacts

Joan Gagne  
Sr. Project Manager  
Knutson Construction  
507.268.7567

Joey Hays  
Asst. Project Manager  
Knutson Construction  
507.268.7588

Todd Gauer  
Sr. Supervisor  
Knutson Construction  
507.268.0724

Brian Wright  
Superintendent  
Knutson Construction  
507.268.7576



## Construction Update

Watch us Build!!

Bridgewater Webcam:

<https://app.oxblue.com/open/Knutson/Bridgewater>

Coming soon...New Greenvale Park Webcam





Construction Update

# Questions?

## Purpose

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

## 2018-19 School Improvement Plan Goals Review and Key Reflections

Goal	Results
94% of NHS students, and 86% of NHS students identified for intervention by MTSS staff, will pass all their classes during the 2018-19 school year.	<b>93.5%</b> of NHS Students and <b>85%</b> of NHS students identified for intervention by MTSS staff passed all their classes during the 2016-17 school year.
Surveyed in May 2019, there will be an increase of 10% in students 10-12 who indicate they feel connected to their high school “almost always” and “often.”	<b>87.5%</b> of 10-12th graders indicated they feel connected to their high school “almost always” and “often.” This was an increase from the previous year’s 82%, but not the 10% we aimed for. (*FLEX)
We will demonstrate increased proficiency for each student in the essential learning of content areas as measured by either passing rates or common assessments selected by Professional Learning Communities. As a result, 94% of students 9-12 will pass all their classes.	<b>93.5%</b> of 9-12th graders passed all their classes.

### Key reflections:

- We will continue to improve, modify, and expand our MTSS offerings including a part-time coordinator and part-time Odysseyware coordinator & additional EA assigned to the program. In its second year, the FLEX period will need to grow as a place to further expand the academic and social/emotional offerings for our students.
- While we expand and diversify our SIP goals, we will continue aiming for all passing grades for all kids.

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

SMART Goal	Strategies	Evaluation
College ready composite benchmark scores for high school seniors who qualify for FRP will increase from 35% (baseline based on a three year rolling average 2017-19) to 60% (2019 baseline for non-FRP students) in 2022 as measured by either the ACT composite benchmark score or the	<ul style="list-style-type: none"> <li>• Odysseyware expansion</li> <li>• Hire diversity and cultural liaison.</li> <li>• Hire MTSS Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>• 100% of students enrolled in OW will make adequate progress.</li> <li>• Diversity coordinator will track contacts w/ families and students.</li> <li>• MTSS coordinator will track student contacts and</li> </ul>

Accuplacer Next-Generation Reading and Math.		improvement in students' academic success as measured by students' grades.
<p>Parent satisfaction survey results for the questions <i>I regularly receive feedback from school staff on how well my child is learning</i> and <i>I receive positive phone calls, emails, or notes about my child from the school</i> will increase from 2.95 &amp; 2.64 (baseline based on Spring 2019 survey results) to 4.0 and 4.0 respectively (2020 survey results) as measured by the Studer Parent Engagement survey.</p>	<ul style="list-style-type: none"> <li>● Regularly scheduled staff to parent email blasts.</li> <li>● Refocus on keeping gradebooks complete and timely.</li> <li>● Restructure of conferences to give parents 4 times each year to communicate in person with teaching staff.</li> </ul>	<ul style="list-style-type: none"> <li>● Spring 2020 Studer Parent Engagement survey.</li> </ul>
<p>95% of NHS students, and 87% of NHS students identified for intervention by MTSS staff, will pass all their classes during the 2018-19 school year.</p>	<ul style="list-style-type: none"> <li>● MTSS Team will look at data to create lists of students who will receive added support</li> <li>● MTSS team will place students in appropriate support programs and courses.</li> <li>● MTSS team will track progress of identified students through monthly meetings, looking at data from formative and summative assessments, grade tracking, and DIF list.</li> <li>● MTSS team will analyze year-end data to determine the success of MTSS intervention system.</li> </ul>	<ul style="list-style-type: none"> <li>● Spring Grade Analysis</li> </ul>



# Northfield High School

2019-20 School Improvement Plan Report  
12 August 2019

# The Plan...



The NHS Site Improvement Plan is a clear set of shared goals that...

- Is aligned with the District's strategic plan,
- Inspires action, and
- Aligns efforts for student growth and achievement.

The site improvement plan allows our staff to turn the concept of growth into a quantifiable result.

# 2018-19 SIP Goals Review

- 94% of NHS students, and 86% of NHS students identified for intervention by MTSS staff, will pass all their classes during the 2018-19 school year. **(Actual: 93.5% & 85%)**
- Surveyed in May 2019, there will be an increase of 10% in students 10-12 who indicate they feel connected to their high school “almost always” and “often.” **(Actual: 5.5% increase)**
- We will demonstrate increased proficiency for each student in the essential learning of content areas as measured by either passing rates or common assessments selected by Professional Learning Communities. As a result, 94% of students 9-12 will pass all their classes. **(Actual: 93.5%)**





# Key reflections from 2018-19 SIP



- We will continue to improve, modify, and expand our MTSS offerings including a part-time coordinator and part-time Odysseyware coordinator & additional EA assigned to the program. In its second year, the FLEX period will need to grow as a place to further expand the academic and social/emotional offerings for our students.
- While we expand and diversify our SIP goals, we will continue aiming for all passing grades for all kids.

## 2019-20 School Improvement Plan Goals

- College ready composite benchmark scores for high school seniors who qualify for FRP will increase from 35% (baseline based on a three year rolling average 2017-19) to 60% (2019 baseline for non-FRP students) in 2022 as measured by either the ACT composite benchmark score or the Accuplacer Next-Generation Reading and Math.
- Parent satisfaction survey results for the questions *I regularly receive feedback from school staff on how well my child is learning* and *I receive positive phone calls, emails, or notes about my child from the school* will increase from 2.95 & 2.64 (baseline based on Spring 2019 survey results) to 4.0 and 4.0 respectively (2020 survey results) as measured by the Studer Parent Engagement survey.
- 95% of NHS students, and 87% of NHS students identified for intervention by MTSS staff, will pass all their classes during the 2018-19 school year.

# 2019-20 Strategies and Assessments

Strategies	Evaluation
<p>COLLEGE READINESS</p> <ul style="list-style-type: none"> <li>Odysseyware expansion</li> <li>Hire diversity and cultural liaison.</li> <li>Hire MTSS Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>100% of students enrolled in OW will make adequate progress.</li> <li>Diversity coordinator will track contacts w/ families and students.</li> <li>MTSS coordinator will track student contacts and improvement in students' academic success as measured by students' grades.</li> </ul>
<p>PARENT SATISFACTION</p> <ul style="list-style-type: none"> <li>Regularly scheduled staff to parent email blasts.</li> <li>Refocus on keeping gradebooks complete and timely.</li> <li>Restructure of conferences to give parents 4 times each year to communicate in person with teaching staff.</li> </ul>	<ul style="list-style-type: none"> <li>Spring 2020 Studer Parent Engagement survey.</li> </ul>
<p>PASSING RATE</p> <ul style="list-style-type: none"> <li>MTSS Team will look at data to create lists of students to receive added support and place students in appropriate support programs and courses.</li> <li>MTSS team will track progress of identified students through monthly meetings, looking at data from formative and summative assessments, grade tracking, and DIF list.</li> <li>MTSS team will analyze year-end data to determine the success of MTSS intervention system.</li> </ul>	<ul style="list-style-type: none"> <li>Spring Grade Analysis</li> </ul>



Thank you!



## Purpose

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

## 2018-19 School Improvement Plan Goals Review and Key Reflections

Goal	Results
<b>K:</b> 75% of students will score average or above in reading and math on the spring MAP.	Reading: 43%. Goal not met. Math: 58%. Goal not met.
<b>First Grade:</b> The number of students meeting their fall to spring MAP target growth will remain at 80% or higher in both reading and math.	Reading: 73.9% Goal not met. Math: 78.4% Goal not met. Close.
<b>Second Grade:</b> The number of students meeting their fall to spring MAP growth target will be 70% in reading and 75% in math.	Reading: 60.8% Goal not met. Math: 56.7% Goal not met.
<b>Third Grade:</b> The percentage of students outperforming the fall MAP predictor of proficiency will be more than 15% in reading and 10% in math.	Reading: 64.9% predicted--71.6% actual. 6.7% more. Goal not met. Math: 72% predicted--84% actual. 12% more. <b>Goal met.</b>
<b>Fourth Grade:</b> The number of students meeting or exceeding their MCA target score based on prior year scale score will be 60% in reading and 75% in math.	Reading: 55.1% Goal not met. Math: 69.2% Goal not met.
<b>Fifth Grade:</b> The number of students meeting or exceeding their MCA target score based on prior year scale score will be 55% in reading and 55% in math.	Reading: 58% Goal not met. Math: 51% Goal not met.
95% of students will receive no more than one fix-it plan for the 18-19 school year following the BW Behavior Guidelines of Be Respectful, Be Responsible, Be Safe, and Do Your Best.	99% of all students have one or less fix-it plans. <b>Goal met.</b>
Conference attendance will be above 95% by one or both parents.	97% of parents attended conferences. <b>Goal met.</b>

**Key reflections:** The Bridgewater SMART goals were written to be stretch goals to push all students academically. This was the first year using the CCC curriculum, and the benefits of this program are yet to be recognized; we are looking forward to the second year using this program. Climate goals have been successful with the use of PBIS and the SEL curriculum. We have worked hard to build positive relationships and partnerships with parents, and provide high quality instruction for all students.

SMART Goal	Strategies	Evaluation
<b>K: 60% of students will score at or above grade level benchmark in reading and math on the spring MAP.</b>	<ul style="list-style-type: none"> <li>Continue the use of intervention groups based on student needs.</li> <li>Continue implementation of CCC with all students.</li> </ul>	<ul style="list-style-type: none"> <li>PLC minutes</li> <li>MAP data</li> </ul>
<b>1: The number of students meeting their fall to spring MAP target growth will be at 80% or higher in both reading and math.</b>	<ul style="list-style-type: none"> <li>Continue with current practices of monitoring student progress and support of both struggling and advanced learners.</li> <li>Continue implementation of CCC with all students.</li> </ul>	<ul style="list-style-type: none"> <li>PLC minutes</li> <li>MAP and common assessments data, CCC assessment data</li> </ul>
<b>2: 75% of students will score at or above grade level in reading on the spring STAR. 90% of students will score an average of 80% or higher on the EM4 Unit Post-Assessments in math.</b>	<ul style="list-style-type: none"> <li>Continue sharing math unit test data with the EM4.</li> <li>Continue implementation of CCC with all students.</li> </ul>	<ul style="list-style-type: none"> <li>PLC minutes</li> <li>MAP, EM4, and common assessments data, CCC assessment data</li> </ul>
<b>3: The percentage of students outperforming the fall MAP predictor of proficiency will be more than 15% in reading and 10% in math.</b>	<ul style="list-style-type: none"> <li>Continue sharing math unit test data with the EM4.</li> <li>Continue implementation of CCC with all students.</li> <li>Continue with Move 5 strategies.</li> </ul>	<ul style="list-style-type: none"> <li>PLC minutes</li> <li>MAP, EM4, and common assessments data, CCC assessment data</li> </ul>
<b>4: The number of students meeting or exceeding their MCA target score based on prior year scale score will be 60% in reading and 65% in math.</b>	<ul style="list-style-type: none"> <li>Continue sharing math unit test data with the EM4.</li> <li>Continue implementation of CCC with all students.</li> </ul>	<ul style="list-style-type: none"> <li>PLC minutes</li> <li>MAP, Common assessments, and MCA data, CCC assessment data</li> </ul>
<b>5: The number of students meeting or exceeding their MCA target score based on prior year scale score will be 55% in reading and 65% in math.</b>	<ul style="list-style-type: none"> <li>Continue sharing math unit test data with the EM4.</li> <li>Continue implementation of CCC with all students.</li> </ul>	<ul style="list-style-type: none"> <li>PLC minutes</li> <li>MAP, common assessments, and MCA data, CCC assessment data</li> </ul>
<b>We will reduce the number of students identified as “At-Risk” on the SAEBRS report by 5% from fall to spring.</b>	<ul style="list-style-type: none"> <li>Continue with PBIS to enhance our building wide discipline procedures.</li> <li>Continue with the SEL monthly assemblies.</li> <li>Continue using SST to target students in need of assistance.</li> </ul>	<ul style="list-style-type: none"> <li>SAEBRS data.</li> </ul>
<b>100% of parents will receive positive phone calls, emails, or notes about their child from the school using PBIS tools/strategies.</b>	<ul style="list-style-type: none"> <li>Use of two sets of postcards to be sent home throughout the year. One set will be done by the classroom teacher, and the other by various staff in the building.</li> </ul>	<ul style="list-style-type: none"> <li>Track postcards that are not sent.</li> </ul>



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The Northfield School District has adopted the CCC curriculum that will continue in year two this school year. We are excited to see how this will positively affect all students in the area of literacy in the future.

The Bridgewater School Climate Committee has implemented many effective strategies to address student behavior. These strategies along with training will continue. The Social-Emotional Learning Curriculum will be used again along with the monthly assemblies lead by our Behavior Coach. The teaching staff will be trained in Responsibility-Centered Discipline working to teach our students how to become better citizens.

We will continue to address the student achievement improvement results through grade-level PLCs offering support and strategies to assist students at all developmental levels. We will also continue to address the needs of advanced learners to ensure that they are academically challenged at their level. STEAM activities will continue to provide students with unique ways to apply their learning.

# Bridgewater Elementary

2019-20 School Improvement Plan Report  
August 12, 2019



# Continuous Improvement



- Bridgewater Elementary teachers and staff focus on practices that will improve the social and academic needs of **ALL** students.
- We seek to improve each year by working as a team, partnering with parents and the community.
- We will do whatever it takes to support students to grow at their learning level.



# 2018-19 SIP Goals Review

- Met 2 of 12 grade-level math and reading goals in Grades K-5.
- Met climate goal.
- Met parent engagement goal.





# Key reflections from 2018-19 SIP

- Implementation of CCC improved consistency in reading instruction with the full benefits yet to be recognized.
- Student outcomes continue to be solid even when goals are not met.
- Grade level goals were designed to make us stretch, not easily achieve.
- Social-Emotional Learning is imperative for academic success.
- Relationships and connections with students have a positive impact beyond what can be easily quantified, and they make all the difference with students and families.
- Snow days had a negative affect on student achievement.





# 2019-20 School Improvement Plan Goals

- **Kindergarten:** 60% of students will score at or above the grade level benchmark in reading and math on the spring MAP.
- **First Grade:** The number of students meeting their fall to spring MAP target growth will be at 80% or higher in both reading and math.
- **Second Grade:** 75% of students will score at or above grade level in reading on the spring STAR. 90% of students will score an average of 80% or higher on EM4 Unit Post-Assessments in math..
- **Third Grade:** The percentage of students outperforming the fall MAP predictor of proficiency will be more than 15% in reading and 10% in math.
- **Fourth Grade:** The number of students meeting or exceeding their MCA target score based on prior year scale score will be 60% in reading and 65% in math.
- **Fifth Grade:** The number of students meeting or exceeding their MCA target score based on prior year scale score will be 55% in reading and 65% in math.



## 2019-20 School Improvement Plan Climate Goals

- We will reduce the number of students identified as “At-Risk” on the SAEBRS report by 5% from fall to spring.
- 100% of parents will receive positive phone calls, emails, or notes about their child from the school using PBIS tools.



## 2019-20 Strategies and Assessments

- Support PLCs to address the needs of all students. SST used to intervene with students academically, socially and behaviorally.
- Use data to inform instruction.
- Continue the implementation of CCC.
- Build effective partnerships with parents and community.
- Continue with PBIS and SEL.
- Use of MAP, MCA, EM4, STAR and common assessment data.
- Responsibility-Centered Discipline Training for all Teachers.



# Questions and Discussion

We educate children who will be the leaders of tomorrow What's your superpower?





### Why e-Learning days?

e-Learning Days are intended to counter the loss of curriculum momentum resulting from school cancellations due to Minnesota's winter weather. e-Learning days cannot replace the face-to-face time students have with their teachers but it can provide better continuity when school is interrupted. e-Learning days also negate the need for makeup school days in June, helping families more effectively plan summer activities.

### When will the District use e-Learning days?

The first two cancellations due to winter weather **will not** be replaced with an e-Learning day. The **third** and **subsequent** school closures will be replaced with e-Learning days. If school is closed for two consecutive days, new activities will not be assigned on the second day. Teachers will be available for help based on the regular e-Learning day schedule and students will use the second consecutive closure to complete outstanding work. This pattern would repeat for any extended consecutive school closures. If the District closes school after initially identifying a two-hour late start, an e-Learning day will be implemented using the same parameters as if it were a standard school closure. The school district will set a general limit of five (5) e-Learning days for weather-related closures. It does reserve the opportunity to identify additional e-Learning days as approved by the school board.

### Staff availability

- Teachers, administrators, and other licensed professionals will be available by [email](#), [phone \(via voice mail\)](#), or through the grade-appropriate digital learning space (Schoology or SeeSaw) from 9:30 am - 12:00 pm and then from 12:30 pm until 3:30 pm. The [staff directory](#) includes all district email addresses and voice mail extensions.

### Student attendance and activities

Students will be considered in attendance unless indicated otherwise by their parent. Parents may call the attendance line or complete the e-Learning day absence form to notify the school of their student's absence. This absence will follow the same protocols as for an absence when students physically attend school. Student work on e-Learning days will follow the guidelines in the table below. Student activities shall be completed based on instructions from the teacher. Not all e-Learning activities will be graded. Graded activities will be allowed additional time for submission on a case-by-case basis. Students who need additional time because of limited Internet access or other family responsibilities should contact their teacher for an extension.

Grade Level	Student Activity Guidelines
K-5	<p>Students will receive an e-Learning day activity matrix from their school. They can also be accessed online using the links below. Students complete a portion of the activities as directed, record them on the activity matrix itself, and send back to school with a parent/caregiver signature. The goal is to provide meaningful activities that reinforce academic and social/emotional skills. Elementary teachers will also contact parents/caregivers via SeeSaw and/or email to guide the day's learning activities.</p> <p>● ↓ e-Learning matrices are being updated with at least four versions per grade level.</p>
Middle and High School	<p>Northfield Middle and High School staff will post the day's activities on Schoology no later than 9:30 am. The goal is to provide meaningful learning experiences that help reduce the impact of lost face-to-face instructional time and allow for acceleration of the curriculum when students return to school. The time required for e-Learning Day activities will vary dependent on the course and the current topics of instruction. Students will submit the e-Learning day activity based on the teacher's instructions.</p>
Area Learning Center	<p>Students will receive e-Learning day instructions from the ALC.</p>

Special Education students can expect a contact from their case manager to determine how they can support a successful e-Learning Day experience.

# DRAFT

## Policy 713 STUDENT ACTIVITY ACCOUNTING

### I. PURPOSE

The school board recognizes the need to provide alternative paths to learning, skill development for its students, and activities for student enjoyment. It also understands its commitment to and obligation for assuring maximum accountability for public funds and student activity funds. For these reasons, the school board will assume control over and/or oversee funds for student activities as set forth in this policy.

### II. GENERAL STATEMENT OF POLICY

#### A. Curricular and Cocurricular Activities

The school board shall take charge of, control over, and account for all student activity funds that relate to curricular and cocurricular activities.

#### B. Extracurricular Activities

The school board shall take charge of and control over all student activity accounting that relates to extracurricular activities.

#### C. Non-Student Activities

In overseeing student activity accounts under this policy, the school board shall not maintain or account for funds generated by non-students including, but not limited to, convenience funds of staff members, booster club funds, parent-teacher organization or association funds, or funds donated to the school district for specified purposes other than student activities.

### III. DEFINITIONS

#### A. Cocurricular Activity

A "cocurricular activity" means those portions of the school-sponsored and directed activities designed to provide opportunities for students to participate in such experiences on an individual basis or in groups, at school and at public events, for improvement of skills (i.e., interscholastic sports, band, etc.). Cocurricular activities are not offered for school credit, cannot be counted toward graduation, and have *one or more* of the following characteristics:

1. They are conducted at regular and uniform times during school hours, or at times established by school authorities;
2. They are directed or supervised by instructional staff in a learning environment similar to that found in courses offered for credit; and
3. They are partially, primarily, or totally funded by public moneys for general instructional purposes under direction and control of the school board.



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B. Curricular Activity

A “curricular activity” means those portions of the school program for which credit is granted, whether the activity is part of a required or elective program.

C. Extracurricular (Noncurricular/Supplementary) Activity

An “extracurricular (noncurricular/supplementary) activity” means all direct and personal services for students for their enjoyment that are managed and operated under the guidance of an adult or staff member. Extracurricular activities have *all* of the following characteristics:

1. They are not offered for school credit nor required for graduation;
2. They generally are conducted outside school hours or, if partly during school hours, at times agreed by the participants and approved by school authorities;
3. The content of the activities is determined primarily by the student participants under the guidance of a staff member or other adult.

D. Public Purpose Expenditure

A “public purpose expenditure” is one which benefits the community as a whole, is directly related to the functions of the school district, and does not have as its primary objective the benefit of private interest.

## IV. MANAGEMENT AND CONTROL OF ACTIVITY FUNDS

A. Curricular and Cocurricular Activities

1. All money received on account of cocurricular activities shall be turned over to the treasurer, who shall deposit such funds in the general fund, to be disbursed for expenses and salaries connected with the activities, or otherwise, by the school board upon properly allowed itemized claims.
2. The treasurer shall account for all revenues and expenditures related to curricular and cocurricular activities in accordance with the Uniform Financial Accounting and Reporting Standards (UFARS) and school district policies and procedures.

B. Extracurricular Activities

1. Any and all costs of extracurricular activities may be provided from school revenues.
2. All money received or expended for extracurricular activities shall be recorded in the same manner as other revenues and expenditures of the school district and shall be turned over to the treasurer, who shall deposit such funds in the general



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fund, to be disbursed for expenses and salaries connected with the activities, or otherwise, by the school board upon properly allowed itemized claims.

3. The treasurer shall account for all revenues and expenditures related to extracurricular activities in accordance with UFARS and school district policies and procedures.
4. All student activity funds will be collected and expended:
  - a. in compliance with school district policies and procedures;
  - b. under the general direction of the principal and with the participation of students and faculty members who are responsible for generating the revenue;
  - c. in a manner which does not produce a deficit or an unreasonably large accumulation of money to a particular student activity fund;
  - d. for activities which directly benefit the majority of those students making the contributions in the year the contributions were made whenever possible; and
  - e. in a manner which meets a public purpose.
5. Activity accounts of a graduated class will be terminated prior to the start of the school year following graduation. Any residual money from a graduating class activity fund will remain in the general fund and may be used for any school district purpose. Prior to depositing such accounts, all donations or gifts accepted for the specific purpose of the student activity account shall be administered in accordance with the terms of the gift or donation and school district policy.

## V. DEMONSTRATION OF ACCOUNTABILITY

### A. Annual External Audit

The school board shall direct its independent certified public accountants to audit, examine, and report upon student activity accounts as part of its annual school district audit in accordance with state law.

### B. Fundraiser Report

The administration will prepare a fundraising report semi-annually which will be reviewed by the school board in May and November. The report will list the activity, type of fundraisers, timing, purpose, and results.

## Policy 713 Student Activity Accounting

Adopted: DATE HERE

**Legal References:** Minn. Stat. § 123B.02, Subd. 6 (General Powers of Independent School Districts)  
Minn. Stat. § 123B.09 (Boards of Independent School Districts)  
Minn. Stat. § 123B.15, Subd. 7 (Officers of Independent School Districts)  
Minn. Stat. § 123B.35 (General Policy)  
Minn. Stat. § 123B.36 (Authorized Fees)

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Minn. Stat. § 123B.37 (Prohibited Fees)  
Minn. Stat. § 123B.38 (Hearing)  
Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance)  
Minn. Stat. § 123B.52 (Contracts)  
Minn. Stat. § 123B.76 (Expenditures; Reporting)  
Minn. Stat. § 123B.77 (Accounting, Budgeting, and Reporting Requirement)  
Minn. Rules Part 3500.1050 (Definitions for Pupil Fees)  
*Visina v. Freeman*, 252 Minn. 177, 89 N.W.2d 635 (1958)  
Minn. Op. Atty. Gen. 159a-16 (May 10, 1966)

**Cross References:** Uniform Financial Accounting and Reporting Standards (UFARS)  
MSBA/MASA Model Policy 510 (School Activities)  
MSBA/MASA Model Policy 511 (Student Fundraising)  
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)  
MSBA/MASA Model Policy 701.1 (Modification of School District Budget)  
MSBA/MASA Model Policy 702 (Accounting)  
MSBA/MASA Model Policy 703 (Annual Audit)  
MSBA/MASA Model Policy 704 (Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System)  
MSBA/MASA Model Policy 706 (Acceptance of Gifts)



# **NORTHFIELD PUBLIC SCHOOLS**

## **School Board Minutes**

July 8, 2019

Northfield High School Media Center

- I. Call to Order  
Board Chair Julie Pritchard called the Regular meeting of the Northfield Board of Education of Independent School District 659 to order at 7:00 p.m. Present: Goerwitz, Stratmoen, Quinnell, Baraniak, Iverson, and Pritchard. Absent: Hardy.
- II. Approval of Agenda/Table File  
On a motion by Quinnell, seconded by Goerwitz, the Board unanimously approved the Agenda.
- III. Public Comment  
There was no public comment.
- IV. Announcements and Recognitions
  - We have been notified that our 21st Century Grant application has been approved! This provides up to six years of funding to support the Greenvale Park Community School. We are excited to continue and expand the great work that is happening at the Community School! Thank you to Erin Bailey and her team for the work they have done to secure these funds.
  - The Achievement and Integration Program application has been approved by the State of Minnesota and we are now moving forward with plans for this new funding. Thank you to Mary Grace Hanson for her work in completing and submitting the application.
- V. Items for Discussion and Reports
  - A. ALC Continuous School Improvement Plan Presentation  
Area Learning Center Director Daryl Kehler presented the continuous school improvement plan to the Board. The presentation included a progress report on the goals set for the 2018-2019 school year as well as new goals set for the 2019-2020 School year.
  - B. Middle School Continuous School Improvement Plan Presentation  
Middle School Principal Greg Gelineau presented the continuous school improvement plan to the Board. The presentation included a progress report on the goals set for the 2018-2019 school year as well as new goals set for the 2019-2020 School year.
  - C. Summary of Superintendent's Performance Appraisal  
School Board Chair Julie Pritchard shared her summary of the Superintendent's performance appraisal. Board members gave Dr. Hillmann a very strong performance rating across all key areas. His overall average score was 4.97 on a 5-point scale across the 50 areas. Board members cited Dr. Hillmann's exceptional work this year administering all aspects of the District's November 2018 bond referendum, his outstanding management of the District's bond projects, and his strength of leadership and commitment to the District's mission and strategic plan. The Board expressed their high level of confidence in his ability to continue to move the District forward.
  - D. Policy 902  
Erin Bailey, Director of Community Services, presented the Policy Committee's recommendation for changes to Policy 902 at the May 28, 2019 Board meeting. Additional information was requested regarding fees. Ms. Bailey surveyed the Big 9 conference schools to assess rental and service fees that cover maintenance, operations and staffing of facilities, and presented recommendations to the fee structure. Upon approval, the recommended changes to this policy will be effective immediately and the changes to the fee structure will be effective July 1, 2020. This will be an item for individual action at the next Board meeting.

VI. Consent Agenda

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

- A. Minutes. Minutes of the Regular School Board meeting held on June 10, 2019.
- B. Gift Agreements.
- \$1,000.00 for the Backpack Food Program at Longfellow
  - \$1,200.00 for the Backpack Food Program at Longfellow
  - \$1,200.00 for the Backpack Food Program at Longfellow
- C. Additional Co-Curricular Overnight Trips for 2019-2020. Co-curricular overnight trips for the 2019-2020 school year requested by Earl Weinmann and Joel Olson.
- D. Athletic Training Services 2019-2021. The agreement between Northfield Hospital and Clinics Rehabilitation Services and Northfield High School to provide athletic training services to high school sport participants. The High School will remit to NH+C an annual fee \$28,018.08 for school year 2019-2020, and \$28,438.38 for school year 2020-2021. When there are off-site contracted events that overlap contracted events at the High School, and NH+C can provide additional athletic trainers, the hourly rate remains unchanged at \$30 per hour.
- E. Fiscal Year Organization Actions. The School District's financial year runs from July 1 to June 30. The following financial organizational issues were approved.
1. Authorized the Director of Finance to invest surplus district funds in accordance with applicable laws and with the district's Investment Policy, Policy 705, for fiscal year 2019-2020.
  2. Approved designating Wells Fargo Bank, N.A., PMA/Associated Bank, Frandsen Bank & Trust Dundas, U.S. Bank Minnesota and the Minnesota School District Liquid Asset Fund as official bank depositories provided they maintain adequate pledged collateral as required by law per district procedures to Policy 705 - Investments, for fiscal year 2019-2020.
  3. Authorized the Director of Finance to make appropriate wire transfers to and from district depository accounts for fiscal year 2019-2020.
- F. Memberships for 2019-2020. The School District belongs to several cooperatives, leagues and associations. Membership in the groups listed below were renewed for the 2019-2020 school year.
1. Minnesota State High School League. The designated Northfield High School Representative is Activities Director Joel Olson and the designated School Board Representative is Board Member Julie Pritchard.
  2. Minnesota Association of School Administrators.
  3. Minnesota Association of Charter School Authorizers.
  4. Schools for Equity in Education.
  5. Southeast Service Cooperative.
  6. Region V Computer Services Cooperative.
  7. Rice County Family Services Collaborative.
  8. Minnesota School Boards Association.
  9. Healthy Community Initiative.
- G. Recreation Agreement 2019-2022. The Board approved the agreement between the City of Northfield and Northfield Public Schools in the operation of a community education and recreation program (Program). The City shall pay the School District for the purpose of providing the Program and the Program shall include, but not be limited to, opportunities for leisure, recreation, enrichment and other activities that promote the health, safety and welfare of the community. The Program shall support the learning and participation of adults and children in the community through access to community recreational programs and activities offered through the School District on behalf of the City. The City shall pay to the School District a designated sum for each fiscal year during which the Agreement is in effect, for fiscal years 2019-20, 2020-21, and 2021-22.
- H. Personnel Items



a) Appointments

1. Debbie Erickson, Child Nutrition Associate I for 3 hours/day at the High School, beginning 8/22/2019; \$18.34/hr.
2. Kari Black, Special Ed Extended School Year Bus EA for 3.5 hours/day for 16 days at the Middle School, beginning 06/27/2019-08/01/2019; Step 3-\$16.30/hr.
3. Steven Harner, 1.0 FTE Industrial Technology Teacher at the High School, beginning 08/26/2019-06/05/2020; BA, Step 8
4. Ed Muniak, 1.0 FTE 8<sup>th</sup> Grade Science Teacher at the Middle School, beginning 08/26/2019; MA, Step 15
5. Elizabeth Musicant, .6 FTE Foreign Language-German Teacher at the Middle/High School, beginning 08/26/2019; MA, Step 6
6. Shauna Pankow, Summer Aquatics Instructor with Community Services, beginning 06/27/2019-08/31/2019; \$9.86/hr. Swim Aide, \$10.50/hr. Class Lead
7. Matthew Roy, 1.0 FTE Technology Assistant Network Manager with the District, beginning 07/01/2019; \$69,546 + Step 3, \$1,500 = \$71,046.00
8. Deborah Russell, 1.0 FTE Long Term Substitute 5<sup>th</sup> Grade Compañeros Spanish Immersion Teacher at Greenvale Park, beginning 08/26/2019-06/05/2020; MA, Step 2
9. Jan Otteson, Summer Recreation Position with Community Services, beginning 06/20/2019-08/31/2019; WSI \$12.36/hr. and Lifeguard \$11.36/hr.
10. Summer Recreation Positions #2908, Effective June 25, 2019 – August 31, 2019  
Laura DeGroot, Summer Weightlifting Coach \$30/hour  
Larry Sanftner, Summer Weightlifting Coach \$15.75/hour  
Cory Callahan, Summer Weightlifting Coach \$30/hour
11. Alison Kopseng, Targeted Services Summer PLUS Teacher for up to 2 hours/day at Greenvale Park, beginning 06/19/2019-08/01/2019; Yr. 2-\$27.11/hr.
12. Jeanne Mahoney-Hanzlik, .6 FTE MTSS Interventionist at the High School, beginning 08/26/2019-06/08/2020; MA+15, Step 15.
13. Beth Momberg, Special Ed EA-PCA for 6.75 hours/day at Longfellow/ALC, beginning 08/26/2019; Spec Ed Step 4-\$17.10/hr.
14. Sandra Thiele, 1.0 FTE Long Term Substitute EL Teacher at the Middle School, beginning 08/26/2019-12/20/2019; BA+60, Step 1.
15. Kathleen Wilson, 1.0 FTE Mathematics Teacher at the High School, beginning 08/26/2019; BA+60, Step 15.

b) Increase/Decrease/Change in Assignment

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

15. Karen Nelson, .8 FTE FACS Teacher at the High School, change to 1.0 FTE FACS Teacher for the first semester and .8 FTE FACS Teacher and .2 FTE MTSS Teacher for the second semester, effective 08/26/2019-06/08/2020.
16. Kimberly Norton, Special Ed EA-PCA at Longfellow, add Special Ed EA-PCA Extended School Year for 3.5 hours/day at Longfellow, effective 06/27/2019-08/01/2019.
17. Chris O'Neill, Teacher at the Middle School, add Eagle Bluff Coordinator with Community Services, effective 06/19/2019-09/30/2019; \$1,000
18. Dan Riesgraf, 1.0 FTE Health Teacher at the Middle School, add an overload every other day, effective 08/26/2019-06/05/2020.
19. Leah Sand, .6 FTE PE/.2 FTE Health/.2 FTE DAPE Teacher at the High School, change to .8 FTE PE/.2 FTE DAPE for first semester and .6 FTE PE/.2 FTE Health/.2 FTE DAPE for second semester, effective 08/26/2019-06/08/2020.
20. Brynne Stellner, .4 FTE Academy/.6 FTE English Teacher at the High School, change to .6 FTE Academy/.4 FTE English Teacher at the High School, effective 08/26/2019.
21. Steve Taggart, 1.0 FTE Industrial Technology Teacher at the Middle School, add an overload, effective 08/26/2019-06/05/2020.
22. Jonathan Thompson, .4 FTE Social Studies Teacher at the High School, add .4 FTE LTS Social Studies and .2 FTE MTSS Teacher for first semester and 1.0 FTE Social Studies Teacher for the second semester for the 2019-2020 school year, effective 08/26/2019-06/08/2020.
23. Lisa Weis, 1.0 FTE Health Teacher at the Middle School, add an overload every other day, effective 08/26/2019-06/05/2020.
24. Jon Whitney, .6 FTE Social Studies/.4 FTE LTS Social Studies Teacher at the High School, change to 1.0 FTE Social Studies Teacher at the High School, effective 08/26/2019.
25. Travis Wiebe, .4 FTE Academy/.6 FTE Science Teacher at the High School, change to .6 FTE Academy/.4 FTE Science Teacher at the High School, effective 08/26/2019.
26. Mark Woitalla, Teacher at the High School, add an overload (Experimental Summer Course) at the High School, effective 08/26/2019-01/24/2020.
27. Tyler Balow, 1.0 Assistant Cross Country Coach-Level G, Step 2 at the High School, change to PT Assistant Cross Country Coach-Level I, Step 3 at the High School, effective 08/12/2019.
28. Nancy Meyers, CNA at the Middle School, add Extended School Year Special Ed EA-PCA Bus for up to 2 bus routes daily with the District, effective 7/8/2019-8/1/2019.
29. Lauren Moravchik, Lifeguard with Community Services at \$10.25/hr., change to Lifeguard with Community Services at \$10.86/hr., effective 07/3/2019-08/31/2019.
30. Darrell Sawyer, Teacher at the Middle School, add Summer PLUS Teacher for up to 2 hours/day at Greenvale Park, effective 06/20/2019-08/01/2019; Yr. 3-\$27.11/hr.
31. Janet Smith, PT Assistant Cross Country Coach-Level I, Step 5 at the High School, change to 1.0 Assistant Cross Country Coach-Level G, Step 5 at the High School, effective 08/12/2019.

c) Leave of Absence

1. Stephani Carlson, Special Ed Teacher at Greenvale Park, Family/Medical Leave of Absence for Childcare, effective on or about 11/6/2019 for 12 work weeks.

d) Retirements/Resignations/Terminations

1. Dan Meyers, Teacher at the Middle School, resignation effective 06/14/2019.
2. Melissa Reuvers, declined position for Summer KidVentures, effective 06/07/2019.
3. Patrick Riley, Cross Country Coach at the High School, resignation effective 06/26/2019.
4. Sara Medin, Educational Assistant at Sibley, resignation effective 7/2/2019.
5. Pamela Rivera, Educational Assistant at Bridgewater, resignation effective 7/2/2019.

## VII. Superintendent's Report

### A. Items for Individual Action

1. Approval of Bid for Sale of iPads. The district received a total of 17 bids for the purchase of our retired iPad Mini and iPad Air devices. Based on the subjectivity and wide range of possible payment for the graded bids, the district recommended the as-is option, which guaranteed the full payment for all devices. On a motion by Stratmoen, seconded by Baraniak, the Board unanimously approved the district's recommendation to award the bid to Dimex, the highest as-is bidder, for a total payment of \$312,265 for 4,100 iPads. This bid is guaranteed and does not have fees for chargers not returned or cosmetic damage to devices. The actual number of iPads collected for sale will be approximately 4,000 devices. Actual payment to the district will be adjusted in accordance with the exact number of devices sold. Approximately \$172,000 of the funds



generated through the sale of retired iPads will be used to pay the final lease payment of the devices being sold. Another portion of the funds will be used to support supplemental technology needs for students, including iPad keyboards and Chromebooks for student use at school. Remaining funds will be assigned to the general fund.

2. Approval of 2019-2020 School Calendar. On a motion by Goerwitz, seconded by Baraniak, the Board unanimously approved an update to the 2019-2020 school year calendar to reflect the use of e-Learning days.
3. Resolution Regarding Christopher Columbus Day. On a motion by Goerwitz, seconded by Iverson, the Board unanimously approved the following Resolution Regarding Columbus Day.  
WHEREAS, Minnesota Statutes, Section 645.44, Subdivision 5, and Minnesota Statutes, 120A.42 gives the district an option of determining whether Christopher Columbus Day shall be a holiday, then  
BE IT RESOLVED, that Christopher Columbus Day on October 14, 2019, shall not be a holiday.  
Voting 'yes' was Goerwitz, Stratmoen, Quinnell, Baraniak, Iverson, and Pritchard. No one voted 'no.'  
Hardy was absent. Motion carried.
4. Approval of Middle School Activities Coordinator Stipend. On a motion by Quinnell, seconded by Goerwitz, the Board unanimously approved the removal of managing Northfield Middle School student athletics and activity programs from the middle school assistant principal job description for the 2019-20 school year and provided a stipend of \$5,000 for another staff member to perform the duties.
5. Approval of 0.60 FTE English Learners Teachers. On a motion by Baraniak, seconded by Iverson, the Board unanimously authorized administrators to hire up to an additional 0.60 FTE English Learner teacher for the 2019-20 school year to support the growing numbers and the complexity of students who qualify and/or would benefit from EL services. The estimated cost is \$50,000.

#### VIII. Items for Information

- A. Spring 2019 Athletics and Activities Update. Dr. Hillmann reviewed the Spring 2019 athletics and activities report prepared by Activities Director Joel Olson.
- B. Construction Update #10. Dr. Hillmann provided an update on the District's construction projects which included construction activity has begun at Bridgewater Elementary, the repurposing of the baseball diamond and expanding the community garden at Greenvale Park, the city site plan submission for Greenvale Park, and the bid opening for the new Greenvale Park Elementary is scheduled Monday, August 5, 2019 at 1:00pm.

#### IX. Future Meetings

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

#### X. Adjournment

On a motion by Stratmoen, seconded by Quinnell, the Board adjourned at 8:56 p.m.

Noel Stratmoen  
School Board Clerk

# **NORTHFIELD PUBLIC SCHOOLS**

## **School Board Minutes**

July 8, 2019

Northfield High School District Office

I. Call to Order

Board Chair Julie Pritchard called the Special Closed meeting of the Northfield Board of Education of Independent School District 659 to order at 5:54 pm. Board members present: Stratmoen, Baraniak, Iverson, and Pritchard. Board member Goerwitz arrived at 6:12 pm. Board members absent: Hardy and Quinnell. Also in attendance was Superintendent Matt Hillmann, Director of Finance Val Mertesdorf, Director of Human Resources Molly Viesselman, and administrative intern Jamie Bente.

II. Items for Discussion and Reports

A. Negotiations Strategy

The Board discussed negotiations strategy.

III. Adjournment

On a motion by Stratmoen, seconded by Goerwitz, the Board adjourned at 6:38 p.m. Motion carried.

Noel Stratmoen  
School Board Clerk



# **NORTHFIELD PUBLIC SCHOOLS**

## **School Board Minutes**

July 23, 2019

Northfield High School Media Center

I. Call to Order

Board Chair Julie Pritchard called the Special meeting of the Northfield Board of Education of Independent School District 659 to order at 3:30 p.m. Present: Goerwitz, Stratmoen, Quinnell, Baraniak, Iverson, and Pritchard. Absent: Hardy.

II. Approval of Agenda/Table File

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

III. Public Comment

There was no public comment.

IV. Superintendent's Report

A. Items for Individual Action

1. Long-Term Facilities Maintenance and Ten-Year Plan. On a motion by Stratmoen, seconded by Iverson, the Board unanimously approved the Long-Term Facilities Maintenance and Ten-Year Plan, and the Indoor Air Quality Management Plan, which will be submitted to the Department of Education by July 31, 2019.

V. Adjournment

On a motion by Stratmoen, seconded by Goerwitz, the Board adjourned at 3:54 p.m.

Noel Stratmoen  
School Board Clerk

## NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 9<sup>th</sup> day of July, 2019, by and between Lucille Duesterhoeft Scholarship Fund of the Minnesota Community Foundation, hereinafter the "Donor", and Independent School District No. 659, Northfield, Minnesota, pursuant to the District's policy for receiving gifts and donations, as follows:

### TERMS

\$13,371.33 for scholarships, check # 63393.

Lucille Duesterhoeft Scholarship Fund of the  
Donor Minnesota Community Foundation

By: Received in District office

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

INDEPENDENT SCHOOL DISTRICT No. 659

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

Clerk



## NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 9<sup>th</sup> day of July, 2019, by and  
between Wayne R. Stickley and Jennifer A. Tuma Memorial Scholarship Fund of the  
Minnesota Community Foundation  
hereinafter the "Donor", and Independent School District No. 659,  
Northfield, Minnesota, pursuant to the District's policy for receiving gifts  
and donations, as follows:

### TERMS

\$4,000.00 for scholarship, check # 63392.

Wayne R. Stickley and Jennifer A. Tuma Memorial Scholarship  
Donor Fund of the Minnesota Community  
Foundation

By: Received in District 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)
Lucille Duesterhoeft Scholarship Fund of the MN Community Foundation	\$13,371.33	Scholarships
Wayne R. Stickley and Jennifer A. Tuma Memorial Scholarship Fund of the MN Community Foundation	\$4,000.00	Scholarships

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





*Northfield Public Schools*  
*Northfield, MN*

## EXTENDED FIELD TRIP FORM

Staff Member(s) Responsible (Name and phone): Nichole Porath

School and Program: Northfield High School Cross Country Team

Date of Requested Trip: 8/19/19 - 8/20/19

1. What group is taking this trip?

Estimated # of Students 50 Adult Supervisors 4

2. Destination: Decorah, IA

Date/Time of Departure: \_\_\_\_\_

Date/Time of Return: \_\_\_\_\_

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

This is a two day intensive training session for our runners. It gives us the time we need to work on running form/technique, get a long run in on soft surfaces, and get in some great cross country trail/hill training.

We utilize the trip to 1) work on training 2) teach training principles 3) facilitate early team bonding in a way we can't easily duplicate just during practice time 4) teach drills and strength training principles, and 5) work on individual and team goal setting

4. Name the manner of travel and the carrier.

Northfield Lines/Benjamin Bus - we usually take 1 charter bus down to Decorah.

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

Fairfield Inn, Decorah, IA

2041 IA-9, Decorah, IA 52101

Phone: (563) 382-8800

6. List of parent or guardian contact info.

Nichole Porath, head coach, 651-769-7477, nichole.porath@gmail.com

Janet Smith, assistant coach

Tyler Balow, assistant coach

Craig Cardinal, assistant coach

Maria Richert, assistant coach

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

Will be compiled by Friday, August 16th.

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

Nichole Porath, head coach, 651-769-7477, nichole.porath@gmail.com

Janet Smith, assistant coach

Tyler Balow, assistant coach

Craig Cardinal, assistant coach

Maria Richert, assistant coach

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

Will have First Aid kit with us. Injuries that coaches can address will be taken care of and Mr/Mrs. Sand will be informed. Any emergencies needing medical attention or are beyond coaching staff will be given to nearby hospital or emergency responders.

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

Bus to/from Decorah + overnight hotel room cost for bus driver.

Rest of the expenses are covered by the student. Hotel room, food, activities. \$88/student, or \$180 max/family. For free/reduced lunch students it is \$45/student or \$120 max/family

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

N/A

\*\*\*\*\*

Signature of Staff Member Responsible:

Date field trip request was submitted to Principal:

Principal/Administrator Signature and Date:

Approved: Joel Olson 7/17/19

Not Approved:

\*\*\*\*\*  
Superintendent Signature and Date:

Approved:

Not Approved:

\*\*\*\*\*  
School Board Review Date:

Approved:

Not Approved:



*Northfield Public  
Schools Northfield, MN*

**EXTENDED FIELD TRIP  
FORM**

Staff Member(s) Responsible (Name and phone): Paige Haley 651-301-0818

School and Program: Northfield Girls High School Hockey

Date of Requested Trip: Friday, December 6th, 2019

1. What group is taking this trip?

Estimated # of Students Approx. 27 Adult Supervisors 3-4 adults/coaches

2. Destination: Theif River Falls, MN

Date/Time of Departure: 12:00am Friday, December 6th, 2019

Date/Time of Return: 11:00pm on Saturday, December 7, 2019

3. State purpose and/or educational value of trip (attach information to form if needed).  
High School hockey competition vs. Theif River Falls/Warroad.

4. Name the manner of travel and the carrier.

Benjamin Bus Company/Northfield Lines by  
coach bus

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

Quality Inn, 1060 Hwy 32 S, Thief River Falls, MN 56701, (218) 681-7555

6. List of parent or guardian contact info.

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

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

Northfield Girls High School Hockey Staff: Paige Haley (Head Coach), Jeff LaPanta (assistant coach), Brittney Laue (Head JV Coach/assistant coach)

Coaches will be in charge of itinerary, getting students to game(s), and providing supervision throughout the duration of the trip. \_

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

Head coach will be familiar with all possible safety precautions and procedures for emergencies while on the trip, having all necessary contact information available in case of emergency. Student athletes will have access to a medical trainer during games.

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

Half of the bus will be covered by the school, where the other half will be covered by the hockey team's booster club. The booster club will be in charge of covering the hotel fees, meal fees and any additional costs accrued on the trip. Specific budget numbers are not available at this time, but are being discussed between the team's head coach and booster club board.

12. List any proposed precautions, special needs, special concerns, student concerns. No  
concerns at this time.

\*\*\*\*\*

Signature of Staff Member Responsible: *Paige Haley* (Paige Haley- Girls High School  
Hockey Head Coach)

Date field trip request was submitted to Principal: 7/24/19

Principal/Administrator Signature and  
Date: 7/24/19 *Jill Olson*

Approved: Not Approved:

\*\*\*\*\*

Superintendent Signature and Date:

Approved: Not Approved:

\*\*\*\*\*

School Board Review Date:

Approved: Not Approved:



## AGREEMENT

This Agreement is entered into this 12th day of August 2019 by and between the Northfield Public Schools (hereinafter the School) and the Northfield Swim Club (hereinafter the NSC). It is understood between the parties hereto that the NSC wishes to utilize certain facilities belonging to the School for swim practice purposes. It is further understood that the School wishes to accommodate the NSC pursuant to the School's Policy Regarding Community Use of School Facilities.

This Agreement is a legal contract and each party understands that it may be enforced in the District Court of the County of Rice, State of Minnesota against the School or the NSC if either one of them does not comply with the terms of this Agreement.

I. Description of Premises – The premises covered by this Agreement are the Northfield Middle School swimming pool, and the adjacent girls and boys locker rooms.

II. Use of Premises – Under this Agreement, the NSC is allowed to use the premises for swim practices. No other use of the premises is authorized under this Agreement. It is expressly agreed and understood between the parties that the NSC shall use the premises for swim practices only on weekdays, Monday through Friday, based on a schedule provided by the facilities scheduling designee or a member of the NSC Board of Directors and approved by the School's Facilities Scheduler. Any other use, such as swim meets, will require a separate application.

III. Term of Agreement – This agreement shall commence on September 1, 2019 and shall continue until August 31, 2020 unless terminated prior to that date as provided herein. Early termination of this agreement by either party requires a thirty-day written notice. This Agreement may be extended for an additional term, should the parties choose to do so; however, nothing contained herein shall be construed to require the School to extend the Agreement.

IV. Expenses – The NSC hereby agrees to pay to the School the following expenses related to its use of the Premises:

- Facilities – Effective September 1, 2019 the NSC will pay a facility fee of \$22.50 per hour for use of the swimming pool and the girls and boys locker rooms, with a two (2) hour maximum charge per date of use. These fees represent a negotiated 10% reduction from established community use fees. Beginning July 1, 2020 the NSC will pay an energy fee of \$12.00 per hour for every hour of use of the Pool and Locker Rooms. When the NSC shares space with the Community Services Division and SCUBA classes, the NSC will pay one-half of the agreed upon rental fee.
- Fee Reduction - The fee reduction is applied for facility rental costs for regular swim practices only, and not for meets or special events.
- Custodial – The NSC will pay \$49.00 per hour to the School for custodial services related to the NSC's use of the Premises should the use fall outside the normal hours of building operation, Monday through Friday. The NSC understands and agrees that the custodial services shall include any clean up necessary from any other event located on or about the premises which might occur during the day or evening prior to the NSC's practices. The NSC understands and agrees that custodial service is required in the building prior to, and after, the NSC's use of the premises. In addition, any use during non-school

months in June, July and August, as the schedule allows, up to two hours per day of regular custodial time may be charged.

V. Payment of Expenses – The School will bill the NSC monthly for any of the aforementioned expenses. The NSC will make payment within 30 days of its receipt of any such invoice. Invoices will be sent electronically to the NSC Treasurer, email to be provided by the NSC.

VI. Limitations on NSC Use of Premises

- School and Non-school Related Activities and Events – The NSC understands that, according to the school district facility policy, school district activities and events and other school and non-school related activities may take precedence over permit usage. In the event the NSC's use of the premises is precluded by any such activity, the School will attempt to provide two weeks' notice to the NSC that it will not be allowed to use the premises. In addition, the NSC understands there may be School or non-school activities which may require that certain pieces of equipment be left in the pool area or in locker rooms located on the premises. The NSC agrees that in such an event it will take every precaution not to disturb such equipment. Activities scheduled in school facilities can be viewed at <http://fs-northfield.rschoolday.com/calendar/index/publicview/>. Northfield High School Swim and Dive Team meet schedules can be viewed at [http://www.big9.org/g5-bin/client.cgi?G5genie=4&school\\_id=2493](http://www.big9.org/g5-bin/client.cgi?G5genie=4&school_id=2493)
- Weather Closing – The NSC understands and agrees that if the School announces that schools will close early or are canceled due to inclement weather, NSC practices for those days are also canceled.
- Calamitous Event – The NSC understands and agrees that, in the event of any event which may substantially impair the safety or viability of the premises, the School will exercise its discretion in deciding whether to cancel any scheduled use of the premises by the NSC. The School hereby agrees to make every effort to provide the NSC with as much advance notice of any such cancellation as possible.

VII. Keys – The NSC understands and agrees that this Agreement shall entitle the NSC to possess two sets of keys to access the swimming pool, pool office, pool equipment room and locker rooms on the premises. The NSC has determined that these keys are to be issued to the current President and the current Head Coach of the NSC. The assigned key holders will each sign for and be issued a key from the Facilities Scheduler at the beginning of the contract period and shall return the key at the end of the contract period, or when there is a change in key holder. In the event these keys are lost, the NSC will be charged actual costs for re-keying/re-coring as necessary.

VIII. Storage – The NSC understands and agrees that it shall be allowed to store items of a swim practice nature only on the premises with the knowledge and permission of the School's Facilities Scheduler, Activities Director and Director of Buildings and Grounds. All stored items, plus any School items used, must be returned to their assigned location at the end of each day.

IX. Northfield Public School Access Policy – The NSC understands and agrees that the Northfield Public Schools Policy regarding Community Use of School Facilities (the Policy), including any amendments thereto, and the permit delineating dates of use and expectations of use are hereby incorporated into this Agreement. Adequate and responsible adult supervision must be present in all areas where participants in NSC activities are located. In the event any provision of this Agreement contradicts any provision of the Policy, this Agreement shall control.



X. Assignment and Delegation – The NSC hereby agrees that none of its rights contained in this Agreement may be assigned, nor may any of its duties be delegated, without the express written permission of the School. The NSC further agrees that any such permission will be at the sole discretion of the School.

XI. Default – The NSC understands that in the event the NSC violates any provision of this agreement, or any provision of the Policy, the School may, at its sole discretion, declare this Agreement void and discontinue the NSC's use of the premises.

XII. No Oral Representations – The parties hereto understand that this Agreement constitutes the complete understanding of the parties, and that neither party is relying on any oral representations made by the other party.

XIII. Insurance – During the term of this agreement, the NSC shall obtain and maintain at its expense, the following types and amounts of insurance:

Insurance against bodily injury and property damage which is to be in the amount of at least One Million Dollars (\$1,000,000) per occurrence and naming the School as an additional insured with copies thereof to be provided by the NSC. Furthermore, insurance covering all property owned by the NSC and stored on the premises shall be the sole responsibility of the NSC.

XIV. Waiver of Subrogation – The NSC hereby waives all claims for recovery from the School for any loss or damage to any of its property regardless of the nature of how said loss or damage occurred.

**Northfield Swim Club**

**Northfield Public Schools**

\_\_\_\_\_  
NSC President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Noel Stratmoen, Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
NSC Treasurer

\_\_\_\_\_  
Date



### Application for Cooperative Sponsorship

**Deadline: Not later than 30 days prior to the first day of practice for that sport season.**  
PLEASE SEE BYLAW 403.2 (A-C) and 403.4 (A-D) (amended May 15, 2017) FOR INFORMATION REGARDING REQUIRED DOCUMENTATION  
AND APPLICATION PROCEDURE

The governing boards of each participating school must jointly make application for cooperative sponsorship.

On behalf of the following schools, we hereby apply for cooperative sponsorship of Girls Hockey  
beginning with the 20 19 - 20 20 school year. (activity) (boys' or girls') (Adapted-CI or PI)

List **ALL** schools included in the cooperative sponsorship. *Attach another form if necessary.*

	School	Enrollment (9-12)*	City	Administrative Region**	Competitive Section**
High School #1:	Northfield	1252	Northfield, MN	1AA	1AA
High School #2:	Randolph	170	Randolph, MN	1A	—
High School #3:					
High School #4:					

\*Enrollment reported to the State of Minnesota on October 1 of the previous school year.

\*\*Current (Number and Class)

- Do any of the above schools belong to a conference in this activity?  
☒ **Yes** This application must include a review and comments from the conference(s) of which the schools are members.  
☐ **No**
- Do any of the above schools currently have a cooperative agreement in this activity?  
☐ **Yes** An application for dissolution must be submitted for the existing agreement.  
☒ **No**
- Describe the conditions which have prompted your request to co-sponsor this activity. (See model resolution at [www.mshsl.org/About/MSHSL/Membership Information: A History & Model Resolution for School Boards](http://www.mshsl.org/About/MSHSL/Membership%20Information%20A%20History%20&%20Model%20Resolution%20for%20School%20Boards))
- List the number of students, by grade level, who participated in this activity during the previous year. *If the school did not sponsor the program last year, indicate the number of students expected to participate in this cooperatively-sponsored activity this year if approved.*

	7th	8th	9th	10th	11th	12th
High School #1	1	6	4	10	4	6
High School #2	0	0	0	0	0	0
High School #3						
High School #4						

- Team Identification: (Indicate how cooped schools should be identified in tournament programs): Northfield HS
- Team Colors: Maroon & Gold Team Mascot: Raiders
- Host School (school that will receive revenue share check): Northfield

Board of Education (or designee)	School	Date
Signed _____	_____	_____
Signed <u>Regina M. Wernimont</u>	<u>Randolph HS</u>	<u>8-1-19</u>
Signed _____	_____	_____
Signed _____	_____	_____

#### Official Action of the MSHSL Board of Directors

☐ Approved

☐ Not Approved

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

MSHSL Executive Director

### Application for Cooperative Sponsorship

**Deadline: Not later than 30 days prior to the first day of practice for that sport season.**  
PLEASE SEE BYLAW 403.2 (A-C) and 403.4 (A-D) (amended May 15, 2017) FOR INFORMATION REGARDING REQUIRED DOCUMENTATION  
AND APPLICATION PROCEDURE

The governing boards of each participating school must jointly make application for cooperative sponsorship.

On behalf of the following schools, we hereby apply for cooperative sponsorship of Boys Hockey  
beginning with the 20 19 - 20 20 school year. (activity) (boys' or girls') (Adapted-CI or PI)

List **ALL** schools included in the cooperative sponsorship. *Attach another form if necessary.*

	School	Enrollment (9-12)*	City	Administrative Region**	Competitive Section**
High School #1:	<u>Northfield</u>	<u>1252</u>	<u>Northfield, MN</u>	<u>1AA</u>	<u>1AA</u>
High School #2:	<u>Randolph</u>	<u>170</u>	<u>Randolph, MN</u>	<u>1A</u>	<u>-</u>
High School #3:					
High School #4:					

\*Enrollment reported to the State of Minnesota on October 1 of the previous school year.

\*\*Current (Number and Class)

- Do any of the above schools belong to a conference in this activity?  
☒ **Yes** This application must include a review and comments from the conference(s) of which the schools are members.  
☐ **No**
- Do any of the above schools currently have a cooperative agreement in this activity?  
☐ **Yes** An application for dissolution must be submitted for the existing agreement.  
☒ **No**
- Describe the conditions which have prompted your request to co-sponsor this activity. (See model resolution at [www.mshsl.org/AboutMSHSL/MembershipInformation: A History & Model Resolution for School Boards](http://www.mshsl.org/AboutMSHSL/MembershipInformation:AHistory&ModelResolutionforSchoolBoards))  
Randolph had a co-op w/ NFLD in 1990s. Looking to renew co-op w/ NFLD moving to AA
- List the number of students, by grade level, who participated in this activity during the previous year. *If the school did not sponsor the program last year, indicate the number of students expected to participate in this cooperatively-sponsored activity this year if approved.*

	7th	8th	9th	10th	11th	12th
High School #1	<u>0</u>	<u>0</u>	<u>1</u>	<u>11</u>	<u>9</u>	<u>15</u>
High School #2	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
High School #3						
High School #4						

- Team Identification: (Indicate how cooped schools should be identified in tournament programs): Northfield HS

- Team Colors: Maroon & Gold Team Mascot: Raiders

- Host School (school that will receive revenue share check): Northfield

Board of Education (or designee)	School	Date
Signed _____		
Signed <u>Regina M. Wernick</u>	<u>Randolph HS</u>	<u>8-1-19</u>
Signed _____		
Signed _____		

#### Official Action of the MSHSL Board of Directors

☐ Approved

☐ Not Approved

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

MSHSL Executive Director



### Application for Cooperative Sponsorship

**Deadline: Not later than 30 days prior to the first day of practice for that sport season.**  
PLEASE SEE BYLAW 403.2 (A-C) and 403.4 (A-D) (amended May 15, 2017) FOR INFORMATION REGARDING REQUIRED DOCUMENTATION  
AND APPLICATION PROCEDURE

The governing boards of each participating school must jointly make application for cooperative sponsorship.

On behalf of the following schools, we hereby apply for cooperative sponsorship of Girls Swimming  
beginning with the 20 19 - 20 20 school year. (activity) (boys' or girls') (Adapted-CI or PI)

List **ALL** schools included in the cooperative sponsorship. *Attach another form if necessary.*

	School	Enrollment (9-12)*	City	Administrative Region**	Competitive Section**
High School #1:	<u>Northfield</u>	<u>1252</u>	<u>Northfield, MN</u>	<u>1A4</u>	<u>1-AA</u>
High School #2:	<u>Randolph</u>	<u>170</u>	<u>Randolph, MN</u>	<u>1A</u>	<u>-</u>
High School #3:	<u>Arcadia Charter School</u>	<u>59</u>	<u>Northfield, MN</u>	<u>1A</u>	<u>-</u>
High School #4:					

\*Enrollment reported to the State of Minnesota on October 1 of the previous school year.

\*\*Current (Number and Class)

- Do any of the above schools belong to a conference in this activity?  
☒ **Yes** This application must include a review and comments from the conference(s) of which the schools are members.  
☐ **No**
- Do any of the above schools currently have a cooperative agreement in this activity?  
☒ **Yes** An application for dissolution must be submitted for the existing agreement.  
☐ **No**
- Describe the conditions which have prompted your request to co-sponsor this activity. (See model resolution at [www.mshsl.org/About MSHSL/Membership Information: A History & Model Resolution for School Boards](http://www.mshsl.org/About%20MSHSL/Membership%20Information%20A%20History%20&%20Model%20Resolution%20for%20School%20Boards))

Randolph & NFED previously had a co-op.

- List the number of students, by grade level, who participated in this activity during the previous year. *If the school did not sponsor the program last year, indicate the number of students expected to participate in this cooperatively-sponsored activity this year if approved.*

	7th	8th	9th	10th	11th	12th
High School #1	<u>9</u>	<u>6</u>	<u>21</u>	<u>7</u>	<u>12</u>	<u>7</u>
High School #2	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
High School #3						
High School #4						

- Team Identification: (Indicate how cooped schools should be identified in tournament programs): \_\_\_\_\_

NORTHFIELD

- Team Colors: MAROON + GOLD Team Mascot: Raiders

- Host School (school that will receive revenue share check): Northfield

Board of Education (or designee)	School	Date
Signed _____	_____	_____
Signed <u>Regina M. Wernimont</u>	<u>Randolph HS</u>	<u>8-1-19</u>
Signed _____	_____	_____
Signed _____	_____	_____

#### Official Action of the MSHSL Board of Directors

☐ Approved

☐ Not Approved

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

MSHSL Executive Director



## **Policy 902 USE OF SCHOOL DISTRICT FACILITIES AND EQUIPMENT**

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

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

### **II. USE OF SCHOOL FACILITIES AND EQUIPMENT**

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

#### **Policy 902 Use of School District Facilities and Equipment**

Adopted: 11/24/08; Updated: DATE HERE

School Board

INDEPENDENT SCHOOL DISTRICT 659

Northfield, Minnesota

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

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

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

Revised May 2011

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

### **A. Use Priority**

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

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

### **B. Classifications**

#### **Class I All School District usage.**

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

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

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



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

### **Class III Local for-profit enterprises**

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

### **Class IV Non-Local for-profit enterprises**

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

### **C. Regulations**

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



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

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

### HOURLY RENTAL FEES \*

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

*Rental fees are per hour.*

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



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

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

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

Procedures to Policy 902 Use of School District Facilities and Equipment

Adopted: 11/24/08; Revised: 05/11; Updated: DATE HERE

School Board

INDEPENDENT SCHOOL DISTRICT 659

Northfield, Minnesota

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

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



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

### Project Overview

Project	Expected Project Cost	Expected Start Date	Expected Completion Date
Bridgewater Elementary	\$2.13 million	June 2019	October 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	June 2020	September 2020

#### August 2019

- New GVP bid opening occurred on Monday, August 5, 2019.

#### July 2019

- Meeting with City of Northfield regarding new GVP site plan.
- POC met and reviewed new GVP and Sibley design updates, discussed timelines for GVP and LF renovations, the furniture procurement process and schedule, construction updates at Bridgewater, and the project bid process for new GVP.
- Construction continues at Bridgewater Elementary and weekly subcontractor meetings are held on site. Timelapse project camera installed and is available on the construction updates web page (<http://northfieldschools.org/construction>.)

#### June 2019

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

#### May 2019

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

#### April 2019

- Knutson Construction Meet and Greet took place on Tuesday, April 9, 4pm - 6pm in the upper cafeteria at NHS. Approximately 35 contractors were in attendance.
- Sibley core planning team meetings are scheduled April 25, May 2, May 7 and May 14 (if needed).
- Greenvale Park user groups continue to meet.
- POC held its monthly meeting on April 23 and discussed design updates for each project in process, construction updates, the traffic study which commenced on April 23, and next steps.
- Bridgewater Elementary bid package released on April 29, 2019.

#### March 2019

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

#### February 2019

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

#### January 2019

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