

INDEPENDENT SCHOOL DISTRICT 659
REGULAR SCHOOL BOARD MEETING
Monday, September 14, 2020 ~ 7:00 p.m.
Northfield High School, Media Center
Zoom Meeting Link:

<https://northfieldschools-org.zoom.us/j/95940515168?pwd=ZFVWaGdGUitoenlxM0pjSjJmQ1IRZz09>

AGENDA

- I. Call to Order
- II. Agenda Approval/Table File
- III. Public Comment
- IV. Announcements and Recognitions
- V. Items for Discussion and Reports
 - A. Middle School Continuous Improvement Plan Presentation
 - B. Community Education Continuous Improvement Plan Presentation
 - C. Instructional Services Presentation
 - D. Financial Update
 - E. State of the District Overview
- VI. Consent Agenda
 - A. Approval of Minutes
 - B. Gift Agreements
 - C. Financial Reports
 - D. Personnel Items
- VII. Superintendent's Report
 - A. Items for Individual Action
 - 1. Approval of Policies
 - 2. Approval of the Superintendent's 2020-2021 Goals
 - 3. Resolution for Education Identity & Access Management
 - 4. Resolution Authorizing the Approval of the Sale of General Obligation School Building and Alternative Facilities Refunding Bonds, Series 2020A; Covenanting and Obligating the District to be Bound By and To Use the Provisions of Minnesota Statutes, Section 126C.55 to Guarantee the Payment of the Principal and Interest on the Bonds.
- VIII. Items for Information
 - A. Construction Update
 - B. Special School Board Meeting
- IX. Future Meetings
 - A. Monday, September 28, 2020, 7:00 p.m., Regular Board Meeting
 - B. Monday, October 12, 2020, 7:00 p.m., Regular Board Meeting
 - C. Monday, October 26, 2020, 7:00 p.m., Regular Board Meeting
- X. Adjournment

**NORTHFIELD PUBLIC SCHOOLS
MEMORANDUM**

Monday, September 14, 2020 ~ 7:00 p.m.
Northfield High School Media Center
Zoom Live Webinar Link

<https://northfieldschools-org.zoom.us/j/95940515168?pwd=ZFVWaGdGUitoenlxM0pjSjJmQ1lRZz09>

TO: Members of the Board of Education

FROM: Matthew Hillmann, Ed.D., Superintendent

RE: Explanation of Agenda Items for Monday, September 14, 2020, Regular School Board Meeting

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

Public comment for this school board meeting may be submitted by 5:00 p.m. on Monday, September 14, 2020 as follows:

info@northfieldschools.org, and will be read by the Board Chair if submitted in compliance with the district's public comment guidelines listed below. If necessary, submitted comments will be edited to delete the portion(s) of the submission that do not comply with the guidelines.

- Each individual will identify themselves and the group they represent, if any.
- State your reason for addressing the Board.
- Your presentation is limited to one three-minute presentation.
- This is not a time to debate an issue, but for the Board to hear your comments. The Minnesota Government Data Practices Act prohibits comment about specific student matters, even without naming the student, in open session. This includes the public comment portion of our meeting. The Board respects and values input on student matters, but when it relates to a specific student or to a specific student matter, such input must be heard by the appropriate personnel - such as the building principal or superintendent - and not during an open meeting of the School Board.

IV. Announcements and Recognitions

V. Items for Discussion and Reports

A. Middle School Continuous Improvement Plan Presentation

Middle High School Principal Greg Gelineau will present the continuous school improvement plan to the Board. The presentation will include a progress report on the goals set for the 2019-2020 school year as well as new goals set for the 2020-2021 school year.

B. Community Education Continuous Improvement Plan Presentation

Community Education Director Erin Bailey will present the continuous school improvement plan to the Board. The presentation will include a progress report on the goals set for the 2019-2020 school year as well as new goals set for the 2020-2021 school year.

C. Instructional Services Presentation

Hope Langston, Director of Instructional Services, will provide a brief update on the Instructional Services Department and the work this department does to support the areas of district operations, staff instructional coaching, and professional development from PreK to twelfth grades.

D. Financial Update

Director of Finance Val Mertesdorf will provide a financial update to the Board.

E. Superintendent's State of the District Overview

Superintendent Hillmann will present an overview of the programs and activities completed during the 2019-2020 school year, as well as look ahead to the challenges the District faces in 2020-2021. The report will be included in the table file.

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 August 24, 2020

B. Gift Agreements

- \$1,000.00 from Land O'Lakes Foundation for the backpack food program
- \$1,000.00 from Dakota Electric Association to address shortfalls in funding for COVID-19 related needs.
- \$2,300.00 from Sibley PTO for classroom teacher's supply needs (\$100 per teacher)

C. Financial Reports

1. Financial Report - January 2020

Director of Finance Val Mertesdorf requests that the Board approve paid bills totaling \$2,380,119.39, payroll checks totaling \$3,513,740.31, bond payments totaling \$6,022,887.51, a wire transfer totaling \$4,000,000.00 from MN TRUST Oper to MSDLAF Liquid on 12/31/19, a wire transfer totaling \$4,000,000.00 from MSDLAF Liquid to MSDLAF Max, a wire transfer totaling \$1,300,000.00 from MN TRUST Bldg Bond to MSDLAF Max, a wire transfer totaling \$2,000,000.00 from MSDLAF Max to MSDLAF Liquid, a wire transfer totaling \$2,000,000.00 from MN TRUST Oper to MSDAF Liquid, a wire transfer totaling \$650,000.00 from Frandsen General to Frandsen Sweep, a wire transfer totaling \$450,000.00 from Frandsen Sweep to Frandsen General, and the financial reports for January 2020. At the end of January 2020 total cash and investments amounted to \$56,725,880.25.

2. Financial Report - February 2020

Director of Finance Val Mertesdorf requests that the Board approve paid bills totaling \$1,695,432.68, payroll checks totaling \$3,374,479.88, a wire transfer totaling \$3,689,934.78 from MN TRUST Bldg Bond to MSDLAF Liquid, a wire transfer totaling \$1,000,000.00 from MSDLAF Max to MSDLAF Liquid, a wire transfer totaling \$700,000.00 from Frandsen General to Frandsen Sweep, a wire transfer totaling \$450,000.00 from Frandsen Sweep to Frandsen General, and the financial reports for February 2020. At the end of February 2020 total cash and investments amounted to \$53,252,106.56.

3. Financial Report - March 2020

Director of Finance Val Mertesdorf requests that the Board approve paid bills totaling \$1,986,299.03, payroll checks totaling \$3,411,320.57, a wire transfer totaling \$2,461,677.26 from MN TRUST Bldg Bond to MSDLAF Liquid, a wire transfer totaling \$300,000.00 from Frandsen General to Frandsen Sweep, a wire transfer totaling \$200,00.00 from Frandsen Sweep to Frandsen General, and the financial reports for March 2020. At the end of March 2020 total cash and investments amounted to \$51,590,175.02.

D. Personnel Items

a) Appointments

1. Nadir Baraki, Fall, Winter & Spring Recreation Position with Community Services, beginning 9/9/2020-5/31/2021; \$10.00/hr.
2. Jason Baumann, .8 Assistant Girls Swim/Dive Coach for 2 hours/day 3 days/week at the High School, beginning 8/31/2020; Level E, Step 1
3. Rich Bissonnette, Child Nutrition Associate I for 3.25 hours/day at Sibley, beginning 9/14/2020; \$18.81/hr.
4. Erik Burton, Fall, Winter & Spring Recreation Position with Community Services, beginning 9/9/2020-5/31/2021; Site Supervisor \$12.89/hr.
5. David Carr, Fall, Winter & Spring Recreation Position with Community Services, beginning 9/14/2020-5/31/2021; \$10.25/hr.
6. Thomas Dickerson, 1.0 FTE Special Education Resource Room Teacher at the High School, beginning 8/31/2020; MA, Step 15-pending being released from Lakeville contract.

7. Dylan Dietz, Fall, Winter & Spring Recreation Position with Community Services, beginning 9/9/2020-5/31/2021; \$10.25/hr.
8. Kari Engle, General Ed EA for 2.0 hours/day at Greenvale Park, beginning 8/31/2020; Gen Ed Step 4-\$16.72/hr.
9. Nancy Fox, Building Supervisor for up to .75 hours/week with Community Services, beginning 8/31/2020-5/31/2021; \$16.85/hr.
10. Meckinzy Futhey, KidVentures Student Site Assistant for 23.5 hours/week at Sibley, beginning 9/8/2020; \$10.00/hr.
11. Oscar Gaspar, Girls Soccer 9th Grade Coach for 2 hours/day at the High School, beginning 8/31/2020; Level F, Step 1
12. Emma Hodapp, Fall, Winter & Spring Recreation Position with Community Services, beginning 9/19/2020-5/31/2021; \$10.00/hr.
13. Iain Hood, 1.0 FTE Custodian at the High School, beginning 9/14/2020; Step 1
14. Zoe Ingersoll, Fall, Winter & Spring Recreation Position with Community Services, beginning 9/8/2020-5/31/2021; \$10.75/hr.
15. Emma Johnson, Fall, Winter & Spring Recreation Position with Community Services, beginning 9/8/2020-5/31/2021; \$10.25/hr.
16. Joni Karl, 1.0 FTE Long Term Substitute Math Teacher at the High School, beginning 9/4/2020-6/10/2021; MA, Step 7
17. Richard Kleeberger, 1.0 FTE Custodian at the High School, beginning 9/16/2020; Step 4-Custodian
18. Nicholas Lopez Evje, Fall, Winter & Spring Recreation Position with Community Services, beginning 9/9/2020-5/31/2021; \$10.00/hr.
19. Update: McKenzie Mikulski, 1.0 FTE Special Ed Teacher EBD at Greenvale Park, beginning 8/25/2020; BA, Step 5, change to BA+10, Step 5
20. Nicole Miller, Fall, Winter & Spring Recreation Position with Community Services, beginning 9/8/2020-5/31/2021; \$14.50/hr.
21. Charles Monaghan, Fall, Winter & Spring Recreation Position with Community Services, beginning 9/9/2020-5/31/2021; \$10.00/hr.
22. Kathleen Murphy, Fall, Winter & Spring Recreation Position with Community Services, beginning 9/16/2020-5/31/2021; \$11.25/hr.
23. Nolan Nagy, Fall, Winter & Spring Recreation Position with Community Services, beginning 9/9/2020-5/31/2021; \$10.00/hr.
24. Sandra Pelava, EarlyVentures Teacher for 40 hours/week at the NCEC, beginning 9/18/2020; Step 4-\$18.29/hr.
25. Kaed Rauk, Fall, Winter & Spring Recreation Position with Community Services, beginning 9/9/2020-5/31/2021; \$10.00/hr.
26. Andrea Redder, Fall, Winter & Spring Recreation Position with Community Services, beginning 9/16/2020-5/31/2021; \$10.50/hr.
27. Caitlin Robertson, 1.0 FTE Elementary Teacher at Bridgewater, beginning 9/2/2020-6/10/2021; MA, Step 7
28. Steven Ryan, General Ed EA for 7 hours/day 2 days/week at the High School, beginning 8/31/2020-6/10/2021; Gen Ed Step 2-\$15.81/hr.
29. Tate Sand, Fall, Winter & Spring Recreation Position with Community Services, beginning 9/9/2020-5/31/2021; \$10.00/hr.
30. Kyle Schulz, Fall, Winter & Spring Recreation Position with Community Services, beginning 9/9/2020-5/31/2021; \$10.00/hr.
31. Maddie Smisek, Fall, Winter & Spring Recreation Position with Community Services, beginning 9/19/2020-5/31/2021; \$10.00/hr.
32. Melissa Spitzack, Building Supervisor with Community Services, beginning 8/31/2020-5/31/2021; \$16.85/hr.
33. Anja Stromme, KidVenture Site Assistant for up to 17.5 hours/week at Greenvale Park, beginning 9/8/2020; Step 2-\$14.01/hr.
34. Shelby Svien, Fall, Winter & Spring Recreation Position with Community Services, beginning 9/8/2020-5/31/2021; Lifeguard-\$10.14/hr. General hire-\$10.00/hr.
35. Noah Tack, Fall, Winter & Spring Recreation Position with Community Services, beginning 9/9/2020-5/31/2021; \$10.25/hr.
36. Cynthia Thomas, EarlyVentures Teacher for 40 hours/week at the NCEC, beginning 9/3/2020; Step 1-\$16.63/hr.
37. Winston Vermilyea, Fall, Winter & Spring Recreation Position with Community Services, beginning 9/9/2020-5/31/2021; WSI-\$14.39/hr., Lifeguard-\$13.39/hr.
38. Joshua Voight, Fall, Winter & Spring Recreation Position with Community Services, beginning 9/9/2020-5/31/2021; \$10.00/hr.

39. Joquan Williams, KidVentures Site Assistant for 22.5 hours/week at Greenvale Park, beginning 9/10/2020; Site Asst. Step 2-\$14.01/hr.

b) Increase/Decrease/Change in Assignment

1. Kari Adelman, Special Ed EA-PCA for 6.50 hours/day at Bridgewater, change to Special Ed EA-PCA for 6.50 hours/day, Supervision for .50 hours/day at Bridgewater, effective 8/31/2020.
2. Janet Amundson, Special Ed EA-PCA for 6.75 hours/day and Supervisory for .65 hours/day at the Middle School, change to Special Ed EA-PCA for 6.75 hours/day at the Middle School, effective 8/31/2020.
3. Natalie Amy, 1.0 FTE WILL Teacher at the Middle School, add an overload in lieu of prep for 135 days, effective 9/14/2020-6/10/2021.
4. Zane Anway, EL EA for 6.75 hours/day at the Middle School, change to Gen Ed EL EA for 3.38 hours/day at the Middle School and 3.38 hours/day with Portage, effective 8/31/2020-6/10/2021.
5. Michelle Bauer, 1.0 FTE Systems & Instructional Coach with the District, change to .60 FTE High School English Teacher and .40 FTE Systems & Instructional Coach with the District, effective 8/31/2020-6/10/2021.
6. Steve Beaulieu, 1.0 FTE Math Teacher at the High School, change to 1.0 FTE Portage Coach, effective 8/31/2020-6/10/2021.
7. Kathleen Beck, Gen Ed EA for 2.25 hours/day and Special Ed EA-PCA for 4.75 hours/day at Sibley, change to Special Ed EA-PCA for 6.75 hours/day with Portage, effective 8/31/2020-6/10/2021.
8. Carley Benjamin, Special Ed EA PCA for 6.75 hours/day and .17 hours/day at Sibley, change to Special Ed EA PCA for 6.75 hours/day and .25 hours/day at Sibley, effective 8/31/2020.
9. Allyson Bernstorff, Special Ed EA PCA for 6.75 hours/day and .33 hours/day at Sibley, change to Special Ed EA PCA for 6.75 hours/day and .25 hours/day at Sibley, effective 8/31/2020.
10. Carol Beumer, Special Ed EA-PCA for 6.25 hours/day and Supervisory for .50 hours/day at the High School, change to Special Ed EA-PCA for 6.75 hours/day at the High School, effective 8/31/2020.
11. Jill Bohlen, Special Ed EA-PCA for 5.50 hours/day and Supervisory for 1.75 hours/day at Greenvale Park, change to Special Ed EA-PCA for 6.75 hours/day, Supervision for .50 hours/day at Greenvale Park, effective 8/31/2020.
12. Melissa Borup, Reading Specialist at the ALC, add CNA I for up to 1 hour/day at the ALC, effective 9/14/2020-end of the school year or in person learning.
13. Mary Boyum, Special Ed EA-PCA for 6.75 hours/day and Supervisory for .17 hours/day at Sibley, change to Special Ed EA-PCA for 6.75 hours/day, Supervision for .25 hours/day at Sibley, effective 8/31/2020.
14. Shari Bridley, Special Ed EA-PCA for 6.50 hours/day at Longfellow, change to Special Ed EA-PCA for 6.30 hours/day at the NCEC, effective 8/31/2020.
15. Briana Bulfer, 1.0 FTE Grade 2 Teacher at Greenvale Park, change to 1.0 FTE Grade 2 Teacher with Portage, effective 8/31/2020-6/10/2021.
16. Valerie Carter, Lunchroom Supervision EA for 2019-2020 school year at Bridgewater, change to Lunchroom Supervision-ongoing for 2 hours/day at Bridgewater, effective 9/14/2020.
17. Christina Chappuis, Special Ed EA-PCA for 6.75 hours/day and Supervisory for .33 hours/day at Sibley, change to Special Ed EA-PCA for 6.50 hours/day and Supervisory for .50 hours/day at Sibley, effective 8/31/2020.
18. Ray Coudret, Math Teacher at the High School, add an overload for the 2020-2021 school year, effective 8/31/2020-6/10/2021.
19. Matt Crase, Special Ed EA-PCA for 6.75 hours/day and Supervisory for .25 hours/day at the Middle School, change to Special Ed EA-PCA for 6.75 hours/day at the Middle School, effective 8/31/2020.
20. Natlie Czech, 1.0 FTE Special Ed Teacher at Bridgewater, change to 1.0 FTE Special Ed Teacher for Portage, effective 8/31/2020-6/10/2021.
21. Katie Dahmeh, Special Ed EA-PCA-temporary at Longfellow, change to Special Ed EA-PCA-ongoing at the NCEC, effective 8/31/2020.
22. Craig DeAdder, Special Ed EA-PCA for 2019-2020 school year, change to Special Ed EA-PCA for 6.75 hours/day Monday and Tuesday at the ALC, effective 9/14/2020-6/10/2021; Spec Ed Step 4-\$17.31/hr.
23. Lianne Deanovic, Special Ed EA-PCA Job Coach for 6.25 hours/day and Flex Supervision for .50 hours/day at the High School, change to Special Ed EA-PCA NB program for 6.75 hours/day at the High School, effective 8/31/2020.
24. Kimbra Dimick, 1.0 FTE Grade 3 Teacher at Greenvale Park, change to 1.0 FTE Grade 4 Teacher with Portage, effective 8/31/2020-6/10/2021.
25. Sean Dube, English Teacher at the High School, add an overload for the 2020-2021 school year, effective 8/31/2020-6/10/2021.
26. Kelle Edwards, Gen Ed Title EA for 6.0 hours/day and Gen Ed EA Supervision for .75 hours/day at Greenvale Park, change to Gen Ed Title EA for 6.0 hours/day and Gen Ed EA Supervision for 1.25 hours/day at Greenvale Park, effective 8/31/2020.

27. Susan Eidenschink, Special Ed EA-PCA for 6.25 hours/day and Supervision for .50 hours/day at the High School, change to Special Ed EA-PCA for 6.75 hours/day at the High School, effective 8/31/2020.
28. Kari Engle, Gen Ed EA-Kindergarten at Greenvale Park, add Gen Ed EA-Supervisory for .75 hours/day at Greenvale Park, effective 9/14/2020.
29. Debbie Foley, EarlyVentures Assistant Teacher at the NCEC, add CNA I for up to 1 hour/day at the NCEC, effective 9/14/2020-end of the school year or in person learning.
30. Becky Gainey, 1.0 FTE ADSIS Teacher at Sibley, change to 1.0 FTE Grade 4 Teacher at Sibley, effective 8/31/2020-6/10/2021.
31. Stacy Garry, Special Ed EA-PCA for 6.75 hours/day and Supervisory for .33 hours/day at Sibley, change to Special Ed EA-PCA for 6.75 hours/day and Supervisory for .25 hours/day at Sibley, effective 8/31/2020.
32. Abbie Geiger, Special Ed EA-PCA for 6.75 hours/day and Supervisory for .17 hours/day at Sibley, change to Special Ed EA-PCA for 6.75 hours/day and Supervisory for .25 hours/day at Sibley, effective 8/31/2020.
33. Rebecca Glassing, 1.0 FTE Media Specialist at the High School, change to 1.0 FTE Media Specialist at the High School and Greenvale Park, effective 8/31/2020.
34. Jay Grossman, Night Engineer w/license at Longfellow, change to Night Engineer w/license at Greenvale Park, effective 8/31/2020.
35. Becki Haar, 1.0 FTE Grade 4 Teacher at Sibley, change to 1.0 FTE Grade 4 Teacher with Portage, effective 8/31/2020-6/10/2021.
36. Cara Holland, 1.0 FTE Science Teacher at the Middle School, add an overload in lieu of prep for 135 days, effective 9/14/2020-6/10/2021.
37. Melissa Kaderlik, Special Ed EA-PCA for 5.90 hours/day and Supervisory for 1.43 hours/day at Sibley, change to Special Ed EA-PCA for 6.75 hours/day and Supervisory for .25 hours/day at Sibley, effective 8/31/2020.
38. Jill Kohel, .6 FTE Social Studies and .4 FTE English Teacher at the High School, and an English overload for the 2020-2021 school year, effective 8/31/2020-6/10/2021.
39. Gail Kohl, 1.0 FTE Grade 5 Teacher at Bridgewater, change to 1.0 FTE Grade 5 Teacher with Portage, effective 8/31/2020-6/10/2021.
40. Tiffany Kortbein, 1.0 FTE Kindergarten Teacher at Greenvale Park, change to 1.0 FTE Grade 1 Teacher with Portage, effective 8/31/2020-6/10/2021.
41. Meghan Kuechenmeister, Special Ed EA-PCA for 6.25 hours/day and Supervisory for .50 hours/day at the High School, change to Special Ed EA-PCA for 6.75 hours/day at the High School, effective 8/31/2020.
42. Heather Kuehl, 1.0 FTE English Teacher at the Middle School, add an overload in lieu of prep for 135 days, effective 9/14/2020-6/10/2021.
43. Tabatha Lagro, Special Ed EA-PCA for 6.75 hours/day and Supervisory for .50 hours/day at Sibley, change to Special Ed EA-PCA for 6.75 hours/day and Supervisory for .25 hours/day at Sibley, effective 8/31/2020.
44. Lisa Laine, Special Ed EA-PCA for 4.00 hours/day, Gen Ed EA-Kindergarten for 2 hours/day and Supervisory for 1.33 hours/day at Greenvale Park, change to Special Ed EA-PCA for 4 hours/day, Gen Ed EA - Kindergarten for 2 hours/day and Supervision for .50 hours/day at Greenvale Park, effective 8/31/2020.
45. Karen Lane, 1.0 FTE Grade 4 Teacher at Bridgewater, change to 1.0 FTE Grade 3 Teacher with Portage, effective 8/31/2020-6/10/2021.
46. Briana Lanham, KidVentures Site Assistant for 32 hours/week at Sibley, add Long Term Substitute KV Site Leader for a total 35 hours/week at Sibley, effective 9/21/2020 - for up to 12 weeks.
47. Dolly Larsen, Gen Ed EA for .17 hours/day and Special Ed EA-PCA for 6.75 hours/day at Sibley, change to Special Ed EA-PCA for 6.75 hours/day with Portage, effective 8/31/2020-6/10/2021.
48. Kim Luke, Special Ed EA-PCA for 6.50 hours/day and Gen Ed Supervisory for .50 hours/day and at the High School, change to Special Ed EA-PCA for 6.75 hours/day with Portage, effective 8/31/2020-6/10/2021.
49. Kathleen Malecha, Special Ed EA-PCA for 6.10 hours/day and Supervisory for .50 hours/day at Bridgewater, change to Special Ed EA-PCA for 6.50 hours/day and Supervisory for .50 hours/day at Bridgewater, effective 8/31/2020.
50. Sarah Marohl, Special Ed EA-PCA for 4.60 hours/day at the NCEC, change to General Ed EA-PCA for 6.75 hours/day with Portage, effective 8/31/2020-6/10/2021.
51. Lesly Martinez Reyes, Special Ed EA-PCA for 6.50 hours/day and Supervisory for .50 hours/day at Bridgewater, change to Special Ed EA-PCA for 5.98 hours/day and Supervisory for .50 hours/day at Bridgewater, effective 8/31/2020.
52. Maren Matson, 1.0 FTE Kindergarten Teacher at Sibley, change to 1.0 FTE Kindergarten Teacher with Portage, effective 8/31/2020-6/10/2021.
53. Peter Maus, .60 FTE Math Teacher at the Middle School, change to .80 FTE Math Teacher at the Middle School, effective 9/14/2020-6/10/2021.
54. Heidi Melnychuk, Special Ed EA-PCA for 6.25 hours/day and Gen Ed Supervisory for .50 hours/day and at the High School, change to Special Ed EA-PCA for 6.75 hours/day with Portage, effective 8/31/2020-6/10/2021.

55. Nick Mertesdorf, Special Ed EA-PCA for 6.25 hours/day and Gen Ed Supervisory for .50 hours/day and at the High School, change to Special Ed EA-PCA for 6.75 hours/day at the High School, effective 8/31/2020.
56. Rebecca Meyer, Special Ed EA-PCA for 6.25 hours/day and Gen Ed Supervisory for .50 hours/day and at the High School, change to Special Ed EA-PCA for 6.75 hours/day at the High School, effective 8/31/2020.
57. Sara Mikkelsen, .80 FTE Grade 6 Teacher at the Middle School, change to 1.0 FTE Portage Coach at the Middle School and High School, effective 8/31/2020-6/10/2021.
58. Amy Moeller, .60 FTE English Teacher at the High School, change to 1.0 FTE Portage Coach, effective 9/14/2020-6/10/2021.
59. Beth Momberg, Special Ed EA-PCA for 6.70 hours/day at Longfellow, change to Special Ed EA-PCA for 6.30 hours/day at the NCEC, effective 8/31/2020.
60. Tammy Moore, Child Nutrition Associate I at Bridgewater, change to 1.0 FTE Office Specialist Class III at the ALC, effective 9/10/2020; Step 3-\$21.13/hr.
61. Amanda Morelan, Special Ed EA-PCA for 6.75 hours/day at Bridgewater, change to Special Ed EA-PCA for 6.75 hours/day with Portage, effective 8/31/2020-6/10/2021.
62. Ellen Mucha, .60 FTE English Teacher at the High School, change to 1.0 FTE Portage Coach, effective 8/31/2020-6/10/2021.
63. Lee Murray, Gen Ed EA-Media for 5.50 hours/day and Kindergarten for 2 hours/day and Supervisory for .50 hours/day at Bridgewater, change to Gen Ed EA-Media for 4.00 hours/day and Kindergarten for 2.0 hours/day at Bridgewater, effective 8/31/2020.
64. Deborah Navarro, 1.0 FTE Special Ed Teacher at Greenvale Park, change to 1.0 FTE Special Ed Teacher with Portage, effective 8/31/2020-6/10/2021.
65. Lisa Nelson, 1.0 FTE Title I Teacher at Greenvale Park, change to 1.0 FTE Grade 2 Teacher with Portage, effective 8/31/2020-6/10/2021.
66. Kim Norton, Special Ed EA-PCA for 6.70 hours/day at Longfellow, change to Special Ed EA-PCA for 6.30 hours/day at the NCEC, effective 8/31/2020.
67. Mallory Nystuen, Special Ed EA-PCA for 6.75 hours/day and Supervisory for .17 hours/day at Sibley, change to Special Ed EA-PCA for 6.75 hours/day and Supervisory for .25 hours/day at Sibley, effective 8/31/2020.
68. Jacob Odell, 1.0 FTE Special Ed Teacher at the High School, change to 1.0 FTE Special Ed Teacher with Portage, effective 8/31/2020-6/10/2021.
69. Karissa Olsen, Special Ed EA-PCA for 6.75 hours/day and Supervisory for .33 hours/day at Sibley, change to Special Ed EA-PCA for 6.75 hours/day and Supervisory for .25 hours/day at Sibley, effective 8/31/2020.
70. Deb Pack, Special Ed EA-PCA Job Coach for 6.25 hours/day and Supervision for .50 hours/day at the High School, change to Special Ed EA-PCA NB program for 6.75 hours/day at the High School, effective 8/31/2020.
71. Amy Pantze, Gen Ed EA for .75 hours/day and Special Ed EA-PCA for 6.50 hours/day at Greenvale Park, change to Special Ed EA-PCA for 6.75 hours/day with Portage, effective 8/31/2020-6/10/2021.
72. Ulrika Peterson, Special Ed EA-PCA for 3.75 hours/day and Supervisory for 3.33 hours/day at Sibley, change to Gen Ed EA-Kindergarten for 4 hours/day and Supervisory for 3 hours/day at Sibley, effective 8/31/2020.
73. Ashly Polzin, 1.0 FTE ADSIS/MTSS Teacher at the High School, change to 1.0 FTE Grade 5 Teacher at Bridgewater, effective 8/31/2020-6/10/2021.
74. Natalie Ponciano Bartolo, Special Ed EA-PCA for 6.25 hours/day and Supervisory for .25 hours/day at Bridgewater, change to Special Ed EA-PCA for 6.75 hours/day at Bridgewater, effective 8/31/2020.
75. Heather Pudas, DHH Teacher with the District, change to DHH Teacher with Portage, effective 8/31/2020-6/10/2021.
76. Teri Quamme, Special Ed EA-PCA for 6.75 hours/day and Supervisory for .25 hours/day at the Middle School, change to Special Ed EA-PCA for 6.75 hours/day at the Middle School, effective 8/31/2020.
77. Nicole Rasmussen, Supervisory EA at Bridgewater, change to Special Ed EA-PCA for 6.75 hours/day at Bridgewater, effective 8/31/2020-10/30/2020.
78. Nicole Rasmussen, Lunchroom Supervision EA for 2019-2020 school year at Bridgewater, change to Lunchroom Supervision-ongoing for 2 hours/day at Bridgewater, effective 9/14/2020.
79. Brent Rauk, 1.0 FTE Grade 6 Teacher at the Middle School, change to 1.0 FTE Grade 5 Teacher with Portage, effective 8/31/2020-6/10/2021.
80. Katie Remmey, Special Ed EA-PCA for 6.75 hours/day and Gen Ed EA for .25 hours/day at the Middle School, change to Special Ed EA-PCA for 6.75 hours/day with Portage, effective 8/31/2020-6/10/2021.
81. Chris Riazzi, .67 FTE Art Teacher at the ALC, change to .73 FTE Art Teacher at the ALC, effective 8/31/2020-6/10/2021.
82. Jessica Rushton, Gen Ed EA for .17 hours/day and Special Ed EA-PCA for 6.75 hours/day at Sibley, change to Special Ed EA-PCA for 6.75 hours/day with Portage, effective 8/31/2020-6/10/2021.

83. Grace Schultz, Hand in Hand General Ed Teacher at the NCEC, change to Hand in Hand Teacher for 21 hours/week, Hand in Hand Portage Preschool for 4 hours/week, Meetings, Subbing and Assessments for 5 hours/week and EarlyVentures Teacher for 10 hours/week, effective 9/8/2020-6/10/2021.
84. Tammy Schwagerl, Special Ed EA-PCA for 6.25 hours/day and Supervision for .50 hours/day at the High School, change to Special Ed EA-PCA for 6.75 hours/day at the High School, effective 8/31/2020.
85. Karleen Sherman, 1.0 FTE Special Ed Teacher at Sibley, change to 1.0 FTE Special Ed Secondary Middle School and High School Portage Coach, effective 8/31/2020-6/10/2021.
86. Amy Sieve, 1.0 FTE Media Specialist at the Middle School, change to 1.0 FTE Media Specialist at the Middle School, Sibley and Bridgewater, effective 8/31/2020.
87. Janet Smith, Math Teacher at the High School, add an overload for the 2020-2021 school year, effective 8/31/2020-6/10/2021.
88. Mark Snare, Custodian at Greenvale Park, change start date from 8/13/2020 to 8/17/2020, effective 9/17/2020.
89. Robyn Spillman, Special Ed EA-PCA for 6.75 hours/day at the Middle School, change to Special Ed EA-PCA for 6.75 hours/day and Supervisory for .50 hours/day at Greenvale Park, effective 8/31/2020.
90. Josh Spitzack, 1.0 FTE Grade 5 Teacher at Greenvale Park, change to 1.0 FTE Grade 3 Teacher at Greenvale Park, effective 8/31/2020-6/10/2021.
91. Christina Suhsen, Special Ed EA-PCA for 3.6 hours/day at Longfellow, change to Special Ed EA-PCA for 3.20 hours/day with Head Start, effective 8/31/2020.
92. Pilar Sullivan, Early Childhood Gen Ed EA at Longfellow, change to Long Term Substitute Gen Ed EA for 5 hours/day at Greenvale Park and Early Ventures Assistant Teacher for 3 hours/day at the NCEC, effective 9/3/2020-6/10/2021. Gen Ed-\$18.22/hour; EV Asst Teacher \$18.29/hr.
93. Kari Svien, Special Ed EA-PCA for 6.70 hours/day at the Middle School, change to Special Ed EA-PCA for 6.75 hours/day at the Middle School, effective 8/31/2020.
94. Dee Tomczik, Gen Ed EA Supervision for 5 hours/day and Kindergarten for 2 hours/day at Bridgewater, change to Gen Ed EA Supervision for 2.50 hours/day and Kindergarten for 4.0 hours/day at Bridgewater, effective 8/31/2020.
95. Diane Torbenson, 1.0 FTE ADSIS Teacher at Greenvale Park, change to 1.0 FTE Grade 2 Teacher at Greenvale Park, effective 8/31/2020-6/10/2021.
96. Amanda Tracy, .80 FTE Spanish Teacher at the High School, change to 1.0 FTE Portage Coach, effective 8/31/2020-6/10/2021.
97. Rose Turnacliffe, .60 FTE ADSIS/.40 FTE MTSS Teacher at the Middle School, change to 1.0 FTE Grade 6 Teacher at the Middle School, effective 8/31/2020-6/10/2021.
98. Anne Vander Martin, Special Ed EA-PCA for 6.75 hours/day and Supervisory for .17 hours/day at Sibley, change to Special Ed EA-PCA for 6.75 hours/day and Supervisory for .25 hours/day at Sibley, effective 8/31/2020.
99. Karrie VanZuilen, Special Ed EA-PCA for 4.10 hours/day at Longfellow, change to Special Ed EA-PCA for 2.10 hours/day at the NCEC, effective 8/31/2020.
100. Victoria Voegele, Special Ed EA-PCA for 5.75 hours/day and Supervisory for 1.33 hours/day at Sibley, change to Special Ed EA-PCA for 6.75 hours/day and Supervisory for .25 hours/day at Sibley, effective 8/31/2020.
101. Andrea Waldock, Special Ed EA-PCA for 6.75 hours/day and Supervisory for .50 hours/day at Bridgewater, change to Special Ed EA-PCA for 6.50 hours/day and Supervisory for .50 hours/day at Bridgewater, effective 8/31/2020.
102. Michele Warden, Special Ed EA-PCA for 4 hours/day, Gen Ed Copy Center for 1.0 hours/day and Lunchroom for 2 hours/day at Bridgewater, change to Special Ed EA-PCA for 3.50 hours/day, Gen Ed Copy Center for 1 hour/day and Lunchroom for 2 hours/day at Bridgewater, effective 8/31/2020.
103. Jessica Webber Vanzuilen, Special Ed EA-PCA for 6.45 hours/day at the High School, change to Special Ed EA-PCA for 6.75 hours/day at the High School, effective 8/31/2020.
104. Lisa Williams, Special Ed EA-PCA for 5.60 hours/day at Longfellow, change to Special Ed EA-PCA for 6.30 hours/day at the NCEC, effective 8/31/2020.
105. Marybeth Youngblut, 1.0 FTE Grade 3 Teacher at Greenvale Park, change to 1.0 FTE Grade 3 Teacher with Portage, effective 8/31/2020-6/10/2021.
106. Carina Zick, Special Ed EA-PCA for 6.75 hours/day and Supervisory for .17 hours/day at Sibley, change to Special Ed EA-PCA for 6.75 hours/day and Supervisory for .25 hours/day at Sibley, effective 8/31/2020.

c) Leave of Absence

1. Charlie Alvarez, Teacher at Greenvale Park, Family/Medical Leave of Absence, effective on or about 10/26/2020-11/10/2020.
2. Pam Charlton, Teacher at Bridgewater, Family/Medical Leave of Absence, effective 9/28/2020 on an intermittent basis for up to 8 work weeks.

3. Katie Dameh, EA at NCEC, Leave of Absence under the FMLA Expansion Act, effective 8/31/2020-10/7/2020.
 4. Katie Dameh, EA at NCEC, Leave of Absence, effective 10/8/2020-12/31/2020.
 5. Tyler Faust, Football Coach at the Middle School, Leave of Absence for the 2020-2021 school year.
 6. Robert Garcia, Football Coach at the Middle School, Leave of Absence for the 2020-2021 school year.
 7. Aimee Gerdesmeier, Ventures Site Leader, Family/Medical Leave of Absence, effective 8/26/2020 for up to 60 work days.
 8. Courtney Gilomen, Early Ventures Teacher at NCEC, Leave of Absence, effective 8/31/2020-12/11/2020.
 9. Paige Haley, Teacher at Bridgewater, Family/Medical Leave of Absence, effective 10/14/2020-10/28/2020.
 10. Jacob Odell, Girls Tennis Coach at the High School, Leave of Absence for the 2020-2021 school year.
 11. Lesly Martinez Reyes, EA at Bridgewater, Family/Medical Leave of Absence, effective 9/2/2020 for up to 6 weeks.
 12. Natalie Ponciano Bartolo, EA at Bridgewater, Family/Medical Leave of Absence, effective 8/31/2020-10/30/2020.
 13. Rebecca Stoufis, Full Time Substitute with the District, Leave of absence for the 2020-2021 school year, effective 8/27/2020.
 14. Teresa Swenson, Full Time Substitute with the District, Leave of Absence under the FMLA Expansion Act, effective 9/14/2020-12/7/2020.
 15. Update: Donna Torgeson, EA at the Middle School, leave of absence under the FMLA Expansion Act, effective 8/31/2020 -12/7/2020.
- d) Retirements/Resignations/Terminations
1. Madeline Carras, EA at the High School, resignation effective 8/26/2020.
 2. Tammy Moore, CNA I at Bridgewater, resignation due to accepting another position in the district, effective 9/18/2020.
 3. Matthew Roy, Assistant Network Manager with the District, resignation effective 8/31/2020.
- e) Administration recommends the approval of the following employment agreements covering the time period of July 1, 2020, through June 30, 2022
1. Custodians

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

VII. Superintendent's Report

A. Items for Individual Action

1. Approval of Policies 522 and 411. The Board is requested to approve Policies 522 and 411 as presented at the August 24, 2020 Board meeting.

Superintendent's Recommendation: Motion to approve Policies 522 and 411 as presented.

2. Superintendent's 2020-2021 Goals. At the August 24, 2020 School Board meeting Superintendent Hillmann presented his goals for the 2020-2021 school year.

Superintendent's Recommendation: Motion to approve the Superintendent's 2020-2021 goals as presented.

3. Resolution for Education Identity & Access Management. The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOwA) for each local education agency that uses the Education Identity Access Management (EDIAM) system. The IOwA is responsible for authorizing, reviewing, and recertifying user access for their local education agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The IOwA will authorize user access to State of Minnesota Education secure systems in accordance with the user's assigned job duties, and will revoke that user's access when it is no longer needed to perform their job duties. The school board or equivalent governing board must designate an IOwA to authorize user access to State of Minnesota Education secure websites for your organization. This EDIAM board resolution must be completed and submitted to the Minnesota Department of

Education annually, as well as any time there is a change in the assignment of the Identified Official with Authority. The Board recommends to authorize Christine Neset, Student Information Systems Specialist, to act as the Identified Official with Authority (IOwA) for Northfield Public School District #659.

Superintendent's Recommendation: Motion to approve the Resolution to authorize Christine Neset to act as the Identified Official with Authority (IOwA) for Northfield Public School District #659.

4. Resolution Authorizing the Approval of the Sale of General Obligation School Building and Alternative Facilities Refunding Bonds, Series 2020A; Covenanting and Obligating the District to be Bound By and To Use the Provisions of Minnesota Statutes, Section 126C.55 to Guarantee the Payment of the Principal and Interest on the Bonds. The Board is asked to adopt the Resolution Authorizing the Approval of the Sale of General Obligation School Building and Alternative Facilities Refunding Bonds, Series 2020A; Covenanting and Obligating the District to be Bound By and To Use the Provisions of Minnesota Statutes, Section 126C.55 to Guarantee the Payment of the Principal and Interest on the Bonds.

Superintendent's Recommendation: Motion to adopt the Resolution Authorizing the Approval of the Sale of General Obligation School Building and Alternative Facilities Refunding Bonds, Series 2020A; Covenanting and Obligating the District to be Bound By and To Use the Provisions of Minnesota Statutes, Section 126C.55 to Guarantee the Payment of the Principal and Interest on the Bonds.

VIII. Items for Information

- A. Construction Update #32. Superintendent Hillmann will update the Board on the District's construction projects.
- B. Special School Board Meeting. Due to COVID-19, absentee ballots must be postmarked on or before Election Day (November 3, 2020) and received by Rice County, Dakota County, and Goodhue County within the next seven calendar days (November 10). Statute provides that election results be canvassed 3-10 days after the election. November 11 is Veteran's Day and we will receive abstracts and write-in sheets November 12. Therefore, the Board will hold a Special School Board meeting to canvass the election results on Friday, November 13, 2020 at 1:00 p.m.

IX. Future Meetings

- A. Monday, September 28, 2020, 7:00 p.m., Regular Board Meeting
- B. Monday, October 12, 2020, 7:00 p.m., Regular Board Meeting
- C. Monday, October 26, 2020, 7:00 p.m., Regular Board Meeting

X. Adjournment

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.

Due to the disruption in education caused by COVID-19, the School Improvement Plan for Northfield Public Schools has been modified to reflect the distance learning experience.

School Improvement Planning Team: Greg Gelineau and Michael O'Keefe

2019-20 Distance Learning Data Review and Key Reflections

Distance Learning Metric	Key Reflections
51% of students felt supported	Our work with PRIDE and prioritizing student connections was key in this area. However, we struggled to get a large number of students engaged on a regular basis.
44% of students felt confident in their learning	This is a low percentage but makes sense with the number of failures and large amount of absenteeism.
37% of students felt anxious	This is not surprising given the short notice and lack of preparation time we had to set students up for success. We did the best we could, but reality was that we did not meet the social emotional needs of many students.
55% of students felt overwhelmed	Our schedule did not have enough structure and could be confusing for families to stay on top of their students' academics. Consistency needed to be a priority going into the 20-21 school year.
The middle school had numerous failures in grades 7 and 8 (101 students)	There are many reasons for this, but the two main pieces were the high number of students we could not get to engage regularly and the large number of families that trusted their students could handle distance learning on their own, when they could not. I have spoken with many families that communicated this to me.
47% of middle school failures were students of color	This shines an even larger light on an issue that needs to be addressed across the district. Looking at programming and our teaching practices through a lens of equity will be an essential practice moving forward.
59% of middle school failures were FRP students	This statistic only confirms what we were most worried about. Students who did not have consistent support at home, struggled and could easily checkout from distance learning. We were not prepared to deal with this and need to make a change moving forward.

Distance Learning Student Stories	Key Reflections
Both Michael and I made great connections with students during our twice a day announcements. We were able to show students another side to us as their principals and create some fun ways for students to connect and even receive prizes (sponsored by HCI).	Students fell into two camps during distance learning. The first are the students who craved connecting with school adults and other students, and the second are students who took advantage of being able to “disappear.” Our goal is to drastically increase recognition and support of the second group.

2020-21 School Improvement Plan Goals, Strategies, and Evaluation

The following goals are written with the intent to measure progress quarterly during the 2020-21 school year. All goals are written to equitably serve every student.

People	
SMART Goal(s)	Quarterly Progress
<u>Family Engagement Goal:</u> Northfield Middle School will have a family conference with a minimum of 75% of our families at least twice during the 20-21 school year.	<ul style="list-style-type: none"> ● Q1: Attendance at pre-school family conferences ● Q2: Attendance at fall conferences ● Q3: Calculate quarter one and two to set a goal for spring conferences ● Q4: Add spring conference attendance to our totals
<u>Employee Engagement Goal:</u> Northfield Middle School staff will fully participate in AVID staff development opportunities throughout the 2020-21 school year, so they are able to implement strategies into their teaching during the 2021-22 school year.	<ul style="list-style-type: none"> ● Q1: Begin AVID staff development during staff meetings ● Q2: Continue AVID staff development during staff meetings and have teachers implement one strategy by semester one. ● Q3: Staff will implement one AVID strategy into a unit of study ● Q4: Continue with AVID staff development and prepare for AVID in grade 7

Anti-Racism Goal: Acknowledging the disparities in failure rates among our students of color and the amount of students that reported feeling overwhelmed, Northfield Middle School staff will participate in anti-racist conversations a minimum of once a quarter, during the 2020-21 school year.

- **Q1:** Staff will engage in staff development around racism. Staff will reflect and comment on their takeaways.
- **Q2:** Staff will engage in staff development around racism. Staff will reflect and comment on their takeaways.
- **Q3:** Staff will engage in staff development around racism. Staff will reflect and comment on their takeaways.
- **Q4:** Staff will engage in staff development around racism. Staff will reflect and comment on their takeaways.

Learner Outcomes	
SMART Goal(s)	Quarterly Progress
Northfield Middle School will decrease the total number of failing grades by 25% in grade 6 and 50% in grades 7 and 8 as compared to spring of 2020.	<ul style="list-style-type: none"> ● Q1: Mid quarter check on progress and continued dialog on the “why” things happened last spring. ● Q2: Report on progress to staff at the end of semester one. ● Q3: Mid quarter check on progress. ● Q4: Calculate our final data to see where we fell with this goal.
Northfield Middle School’s FRP students will have the same or lower failing rate to non FRP students.	<ul style="list-style-type: none"> ● Q1: Mid quarter checks and collaborate with our TORCH staff on making sure our FRP students are receiving additional support. ● Q2: Report on progress to staff at the end of semester one. ● Q3: Mid quarter check and continue working with TORCH staff to give students additional support. ● Q4: Calculate our final data to see where we fell with this goal.

Stewardship	
SMART Goal(s)	Quarterly Progress
Northfield Middle School will evaluate current programming to ensure funds are being filtered to programs that our data shows are being successful.	<ul style="list-style-type: none"> ● Q1: Look at MS funds that had been designated for programs that we will not be using during our hybrid or distance learning models. ● Q2: Look for ways to offer additional support to struggling students during our hybrid and/or distance learning models ● Q3: Begin looking at all existing budgets for possible ways to prioritize spending for the 2021-22 school year. ● Q4: Look to align spending for the 2021-22 school year with district guiding principles.

Partnerships	
SMART Goal(s)	Quarterly Progress
The middle school will create a more consistent way of using Schoology so both parents and students have an easier way to find and access assignments, during any learning model.	<ul style="list-style-type: none"> ● Q1: All staff will attend and a workshop session explaining district expectations for using Schoology. ● Q2: A student and family survey will be given to solicit feedback about the use of Schoology. ● Q3: Survey results will be presented to staff and we will reflect on any possible changes. ● Q4: Staff will reflect on their use of Schoology and what went well.

Summary

Northfield Middle School continues to prioritize student and family relationships, no matter what learning model we are using. Our NMS PRIDE is still a cornerstone of our building and will continue to drive the student and adult culture throughout the year. As I look at what adjustments we have made from spring to the start of the 20-21 school year, I get excited about the possibilities in front of us.

We will continue with planning for AVID beginning in 7th grade next year and the 20 staff members who attended a virtual three day training this summer are ready to start teaching others what they have learned. We will be sharing AVID strategies and having staff try them during the year. We will then have departments or grade levels discuss how the strategies went in their class, what they liked and what they struggled with.

The middle school will also continue the discussion and educate staff on systemic racism. This is a difficult topic for many people, but it could not be anymore important for us to continue educating our staff and make necessary changes in our practices.

A couple challenges are in front of us this year that will need to be figured out sooner rather than later. Due to the needs across the district with our online portage option, staff requesting/needing remote teaching only, we have needed to place two of our academic support programs on hold for the 20-21 school year (MTSS and Will). I am in full support of these decisions, but I do worry about how the students who access these programs will get the added support that they need. We have started discussions on how we may address this and I am confident that we will be able to find a way to give some type of support during the year. At this time I am not able to tell the board what this will look like, but I do promise to do everything we can to assure that all students reach their full potential.

I want to thank all of you for your continued support of the middle school and I am looking forward to a challenging, but amazing year.

NORTHFIELD MIDDLE SCHOOL

**2020-21 School Improvement Plan Report
September 14, 2020**



Learning from last year to make 2020–21 even better



Never waste a challenge

Celebrate the wins

Learn from the data

Keep the vision going

2019–20 SIP Goals Review

Achievement Goals

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

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

***Due to last falls COVID-19 pandemic, we were not able to collect any data for the MS achievement goals.**

2019-20 SIP Goals Review

Climate Goals

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

2. Northfield Middle School will maintain the percentage of students and families who feel the transitions between grades was smooth and the students were well prepared. This will be determined based on student and family surveys.

***WEB events, school dances, films for food shelf, regular PRIDE drawings, Administrative Zoom meeting winners during distance learning.**

92% of families felt their student had a smooth transition (-6%), 87% of families felt their students were well prepared (-6%).

96% of students felt they had a smooth transition and 74% of students felt they were well prepared for the next grade.

2019–20 Distance Learning Data Review and Key Reflections



- 51% of students felt supported
- 44% of students felt confident in their learning
- 37% of students felt anxious
- 55% of students felt overwhelmed
- The middle school had too many failures in grades 7 and 8 (101 students)
- 47% of middle school failures were students of color
- 59% of middle school failures were FRP students

Key Reflections from 2019–20 SIP



- Grade 7 and 8 need to do something different to get more students engaged in distance learning
- Students and families continue to feel our supports for students transitioning are working
- Students can feel connected to the middle school and adults, both in person and through distance learning

2020–21 School Improvement Plan Goals

Achievement Goals

1. Northfield Middle School will decrease the total number of failing grades by 25% in grade 6 and 50% in grades 7 and 8.
2. Northfield Middle School's FRP students will have the same or lower failing rate to non FRP students.

Climate Goals

1. Northfield Middle School will have a family conference with 75% or our families at least twice during the 20-21 school year.
2. Northfield Middle School will keep the percentage of students and families who feel the transitions between grades was smooth and the students were well prepared to be at or above 90%.

2020-21 Assessments

Parent feedback surveys

Student feedback survey

Teacher PLC work



2020-21 Strategies

- **We will continue our WEB program**
- **We will set a goal of meeting with 100% of our families during the first week of school.**
- **We will do AVID strategies training during the year for all staff**
- **We will focus on essential learning targets in all curricular areas, as defined in our PLC's**
- **We will continue focusing on middle school PRIDE to support students social emotional well being and essential basic skills.**



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.

Due to the disruption in education caused by COVID-19, the School Improvement Plan for Northfield Public Schools has been modified to reflect the distance learning experience.

School Improvement Planning Team

2019-20 Distance Learning Data Review and Key Reflections

Distance Learning Metric	Key Reflections
Student Engagement	<p>Hand in Hand Preschool student engagement stayed stable throughout distance learning. 2019-20 Hand in Hand Preschool demographics:</p> <p>Total Enrollment at the end of the year = 144 students</p> <ul style="list-style-type: none"> • FRP Students = 65 students (45%) • Students of color = 36 students (25%) • Special Education = 58 students (40%)
Tools used for Distance Learning - Seesaw, Activity Packets, Zoom	<ul style="list-style-type: none"> • Hand in Hand Preschool, Early Childhood Family Education (ECFE) and Early Ventures Learning Center engaged with students and families through Seesaw and Zoom. • 1,210 activity bags were distributed to 519 Greenvale Park Community School, Middle School Youth Center and PLUS students over a five-week period. The Greenvale Park Community School also distributed 535 STEM kits to 231 students. • 250 activity bags/bins were distributed to early childhood students.
Childcare Offered	<ul style="list-style-type: none"> • Emergency Worker Childcare was offered to families of Tier I workers from March 23 - June 5, 2020. Educational Assistants supported distance learning at the childcare site. A total of 107 different children were served at this childcare site. • Early Ventures Learning Center provided childcare to current families of Tier I workers from March 30 - June 5. A total of 13 different children were served at this childcare site.
Distance Learning Student Stories	Key Reflections

Collaborative Family Supports	ECFE Parent Educator Support ECFE and Hand in Hand Survey Feedback Activity Bags/Meal Distribution Partnership
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2020-21 School Improvement Plan Goals, Strategies, and Evaluation

The following goals are written with the intent to measure progress quarterly during the 2020-21 school year. All goals are written to equitably serve every student.

People	
SMART Goal(s)	Quarterly Progress
Family Engagement Goal Adult Basic Education, Early Childhood Family Education, Early Ventures Learning Center, Hand in Hand Preschool, Kid Ventures and the Middle School Youth Center will provide positive contacts to students and their families. This year, 100% of students will receive two positive phone calls, emails or notes from staff members prior to the end of the 4th quarter.	<ul style="list-style-type: none"> • Q1: • Q2: • Q3: • Q4:
Employee Engagement Goal Rounding conversations will be offered to 100% of licensed and non-licensed staff working in the Northfield Community Education Center by the end of the 3rd quarter.	<ul style="list-style-type: none"> • Q1: • Q2: • Q3: • Q4:
Anti-Racism Goal A list of culturally appropriate resources will be provided to program teachers to use with students during Social Emotional Learning time to ensure every child feels represented. Program areas will inventory toys and books to ensure every child feels represented.	<ul style="list-style-type: none"> • Q1: • Q2: • Q3: • Q4:

Learner Outcomes	
SMART Goal(s)	Quarterly Progress
Hand in Hand Preschool In the fall of 2021, Hand in Hand Preschool will have 85% of students “Kindergarten ready” in reading and 70% of students “Kindergarten ready” in math as determined by the MAP assessment.	<ul style="list-style-type: none"> • Q1: • Q2: • Q3: • Q4:
Early Ventures Learning Center In the fall of 2021, Early Ventures Learning Center will have 95% of students “Kindergarten ready” in reading and 86% of students “Kindergarten ready” in math as determined by the MAP assessment. **Both of these goals reflect a 5% increase in reading and math from “Kindergarten readiness” percentages in the 2019-20 school year.	
Hand in Hand Preschool will increase the percentage of students moving from <i>at risk</i> to <i>not at risk</i> from fall 2020 to spring 2021 using the Minnesota Department of Education approved assessment tool. We will be looking at overall growth.	<ul style="list-style-type: none"> • Q1: • Q2: • Q3:

	<ul style="list-style-type: none"> • Q4:
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Stewardship	
SMART Goal(s)	Quarterly Progress
The Community Education Department will manage resources in response to instructional models to remain within the department budget.	<ul style="list-style-type: none"> • Q1: • Q2: • Q3: • Q4:

Partnerships	
SMART Goal(s)	Quarterly Progress
We will partner with community organizations to ensure 100% of our students and families will have access to their schoolwork in a distance or hybrid learning model.	<ul style="list-style-type: none"> • Q1: • Q2: • Q3: • Q4:
<p>As we settle into the Northfield Community Education Center (NCEC), we will complete the following items with specific partners.</p> <ul style="list-style-type: none"> • The Northfield Healthy Community Initiative will house four staff in the NCEC. These staff include the Early Childhood Navigators and others working on efforts to support families with young children. • The Community Action Center will operate a food shelf out of the NCEC. This food shelf will support families in the building and those who live on the north end of Northfield. • The Minnesota Children's Museum will design and implement an indoor play based learning space for the NCEC. This is the Minnesota Children's Museums' first partnership with a school district. Funding is provided by WINGS and Northfield Promise, through the StriveTogether Opportunity Fund. • Through a generous grant from KaBOOM!, the outdoor playground is near completion. Partners on this project include Northfield Public Schools, Northfield Healthy Community Initiative, Northfield Promise and StriveTogether. 	<ul style="list-style-type: none"> • Q1: • Q2: • Q3: • Q4:

Summary

Our staff, students and families have had to be extremely flexible during Distance Learning. This school year will present many unknowns for the learning model used for early childhood programming and the impact that will have on enrollment. As we work through what this year might bring, we are extremely excited and grateful to be in our remodeled space, building on partnerships and eagerly waiting until we are able to invite the community into the space.

Community Education

2020-21 School Improvement Plan Report
9.14.2020

Community Education



Northfield Public Schools' Community Education Department supports the learning and participation of adults and children in our community. Through citizen involvement, access to school and community resources, and promotion of collaboration and partnerships, Community Education brings the community together. We offer programs that develop skills, inspire creativity and promote living healthfully.

2019-20 SIP Goals Review

The Community Education Department established goals in the following areas:

- Use of Data - Determine what data the Community Education Department collects and what do we do with it.
- Determine appropriate space and programming needs for Community Education programs
- Continuous Improvement - Alignment to Studer Education Group best practices.

The historic closure of schools due to COVID-19 interfered with some data collection that would allow us to evaluate progress on all of the goals.



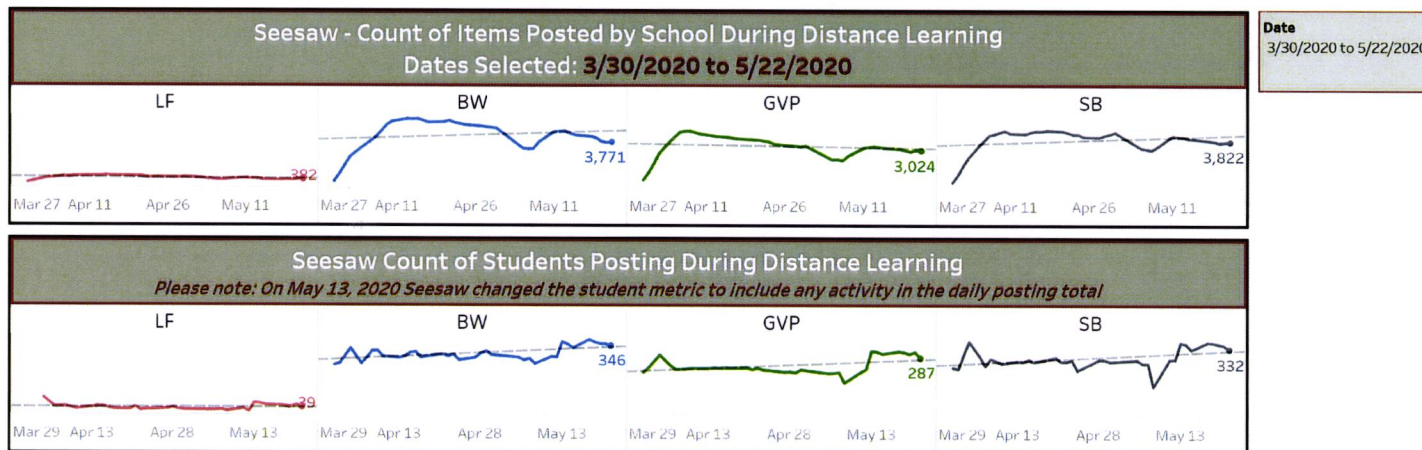
2019-20 Distance Learning Data Review and Key Reflections

COVID-19 Analytics - Northfield Public Schools

Attendance

Seesaw

Schoology



- Student Engagement - Tools used for Distance Learning - Childcare Offered

2020-21 Improvement Plan Goals

- **Family Engagement Goal**

Adult Basic Education, Early Childhood Family Education, Early Ventures Learning Center, Hand in Hand Preschool, Kid Ventures and the Middle School Youth Center will provide positive contacts to students and their families. This year, 100% of students will receive two positive phone calls, emails or notes from staff members prior to the end of the 4th quarter.

- **Employee Engagement Goal**

Rounding conversations will be offered to 100% of licensed and non-licensed staff working in the Northfield Community Education Center by the end of the 3rd quarter.

- **Anti-Racism Goal**

A list of culturally appropriate resources will be provided to program teachers to use with students during Social Emotional Learning time to ensure every child feels represented. Program areas will inventory toys and books to ensure every child feels represented.

2020-21 Improvement Plan Goals

Learner Outcomes

Hand in Hand Preschool

In the fall of 2021, Hand in Hand Preschool will have 85% of students “Kindergarten ready” in reading and 70% of students “Kindergarten ready” in math as determined by the MAP assessment.

Hand in Hand Preschool will increase the percentage of students moving from *at risk* in the fall to *not at risk* from fall 2020 to spring 2021 using the Minnesota Department of Education approved assessment tool. We will be looking at overall growth.

Early Ventures Learning Center

In the fall of 2021, Early Ventures Learning Center will have 95% of students “Kindergarten ready” in reading and 86% of students “Kindergarten ready” in math as determined by the MAP assessment.

Stewardship

The Community Education Department will manage resources in response to instructional models to remain within the department budget.

2020-21 Improvement Plan Goals

Partnerships

As we settle into the Northfield Community Education Center (NCEC), we will complete the following items with specific partners.

- The Northfield Healthy Community Initiative will house four staff in the NCEC. These staff include the Early Childhood Navigators and others working on efforts to support families with young children.
- The Community Action Center will operate a food shelf out of the NCEC. This food shelf will support families in the building and those who live on the north end of Northfield.
- The Minnesota Children's Museum will design and implement an indoor play-based learning space for the NCEC. This is the Minnesota Children's Museums' first partnership with a school district. Funding is provided by WINGS and Northfield Promise, through the StriveTogether Opportunity Fund.
- Through a generous grant from KaBOOM!, the outdoor playground is near completion. Partners on this project include Northfield Public Schools, Northfield Healthy Community Initiative, Northfield Promise and StriveTogether.

We will partner with community organizations to ensure 100% of our students and families will have access to their schoolwork in a distance or hybrid learning model.

Questions and Discussion



KABOOM! A great playspace is coming soon!
Northfield Community Education Center | Northfield, MN

Sponsored by

Northfield PUBLIC SCHOOLS **HCI** **Northfield PROMISE** **StriveTogether**
Every child. Cradle to career.

View A

View B

Playground design by **slr landscape structures**

Get involved at kaboom.org

Northfield Schools - Instructional Services Update
Narrative Presentation to the School Board
September 14, 2020

Slide Number	Notes
1	I am pleased to present you with an update on the Instructional Services Department tonight. I want to recognize the excellent work of our team members, each of whom is working tirelessly to support our district staff, students and families.
2	Our department mission and work statements were developed last spring as we considered the role of this new department and the broader contribution to our Northfield Public Schools system.
3	Our team consists of Alisha Clarey, Michelle Bauer and Carrie Duba. We are assisted by Debbie O'Meara, who supports both the Instructional and Technology Services Departments.
4/5	The work we do supports the areas of district operations, staff instructional coaching and professional development from PreK to twelfth grades. As you can see, the scope of our work is broad but very much interrelated. We approach our responsibilities with a systems lens, looking for connections in the vertical continuum of PreK-12 and developing systems to streamline our support of both staff and students.
6	The team began our work this summer with a focus on supporting the launch of the 20-21 school year. Workshop week for staff included trainings to help staff prepare for the year in a training model that included both required and self-selected sessions in addition to work time. Staff completed feedback and reflection forms each day, providing our department with valuable data to analyze and use moving forward.

7	<p>We are currently focused on supporting our staff as they start the school year. We are setting up Portage course enrollments for the approximately 325 students at the secondary level, preparing for universal screening using MAP and DIBELS at the elementary level and supporting the work of PLC teams as they begin the year.</p> <p>PLC teams are focusing their efforts on the <i>Critical Core</i>. This phrase acknowledges the unusual school year we are facing and the reality that teachers will not be able to deliver the content they would cover in a typical school year due to schedule adjustments at the building level, additional health protocols and impending changes in learning scenarios. PLC teams have already begun the process of identifying the most essential standards, skills and content to cover this year. They are working as building level teams and have time devoted to cross grade level collaboration at the elementary level and in vertical teams at the secondary level.</p> <p>One PLC meeting a month will be devoted to work on equity case studies and other antiracism efforts..</p> <p>Our longer term priorities are listed as well. We are particularly excited by the development of a district MTSS process to support the family unit, rather than having a building response to each student in the same family.</p>
8	<p>We appreciate your support this year!</p>



Instructional Services Update

Northfield Public Schools
September 14, 2020

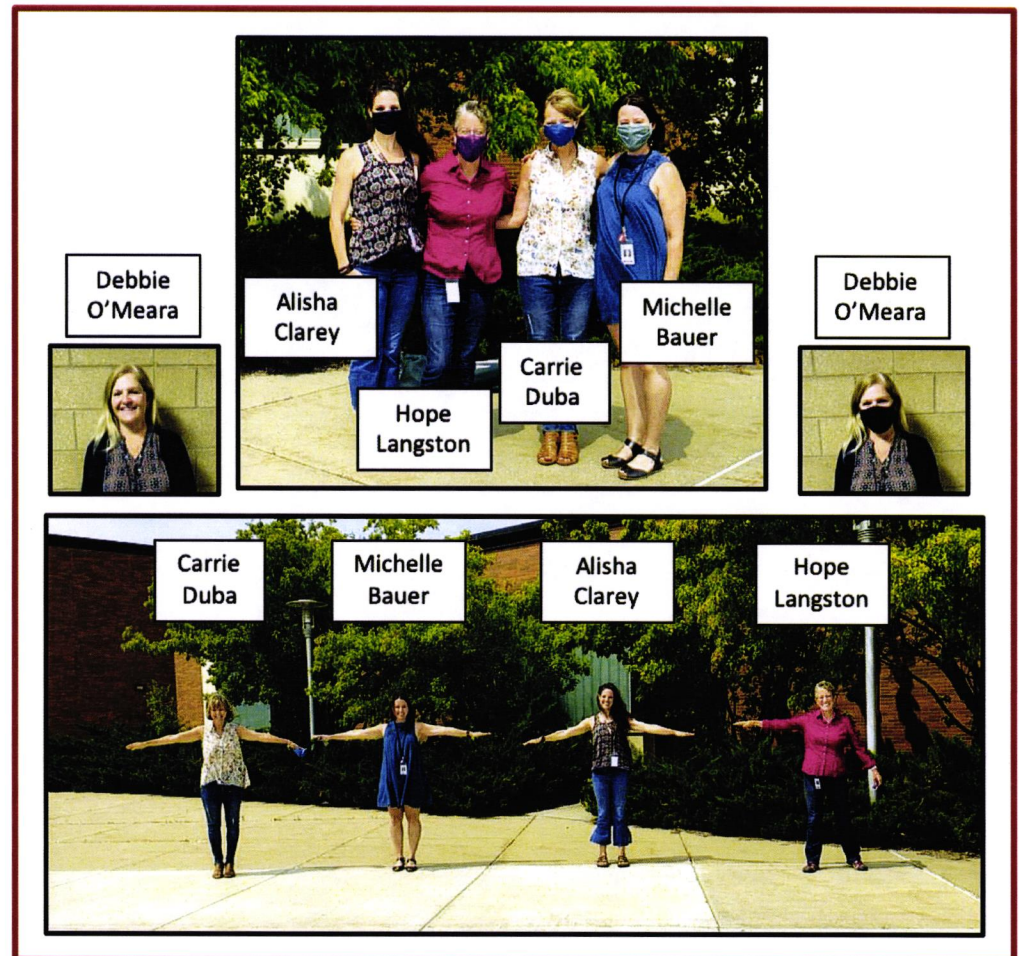


Department Mission

The mission of the Department of Instructional Services is to strive for excellence in teaching and learning with a commitment to maximizing student outcomes within a system of continuous improvement.

The department works to ensure the quality of educational experiences for every child by collaborating with schools and departments to provide and support evidence-based and inclusive learning and teaching practices, data-informed professional learning communities and robust teacher professional development.

Our Team





The Scope of Our Work

District Operations

Assessment Support

Curricular Materials

PreK - 12 Standards
Alignment

EL Programming

District Reporting

Coaching

PLC Support and
Monitoring

Data Use and
Analysis

Content Alignment

Systems
Development

District/Building
Committee Work

Professional Development

District

Building

Curriculum Training

Technology
Integration

Continuous
Improvement Model

Workshop Week



Required Trainings

- Instructional Services [Website](#)
- Consistency Requirements
- Putting Our Oxygen Masks on First: Developing a Personal Self Care Plan for the Academic Year
- Developing Academic Language: EL Students...ALL Students!
- Family Conferences
- Supporting Students in a Pandemic Year

Self Selection Options

- 39 different choices
- Areas of Interest
 - Virtual Teaching and Learning Tools & Strategies
 - Elementary Literacy Tools
 - Secondary Literacy Tools
 - Elementary Math Tools
 - Secondary Math Tools
 - Learning Platforms
 - Supporting the Whole Student and Mental Wellness

Priorities



Short Term

- Supporting Portage launch
- Universal K-5 screening
 - Response to data
- Critical Core Work and PLCs
- Equity Work
- Learning Curve + Pandemic Planning

Long Term

- Science standards update
- District MTSS process
- PreK-12 vertical alignment
- EL program review
- District curriculum review cycle and process



Questions?

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

August 24, 2020

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: Baraniak, Goerwitz, Hardy, Iverson, Pritchard, Quinnell and Stratmoen. In accordance with Governor Walz's Stay Safe Plan, this meeting was set up in accordance with the plan's social distancing guidelines. In addition, all those present wore face coverings the duration of the meeting. Present at this meeting was Dr. Matt Hillmann, Superintendent and Anita Aase, Executive Administrative Assistant. Also present was Sam Wilmes, a reporter with the Northfield News. Present via video conference was Erin Bailey, Director of Community Education; Val Mertesdorf, Director of Finance; High School Principal Joel Leer; and Area Learning Center Director Daryl Kehler. This meeting was live-streamed and recorded, and access to the recording was posted to the school district website.

II. Agenda Approval/Table File

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

III. Public Comment

To accommodate the public comment portion of our meeting, members of the public were invited via the school district website to submit feedback to the Board via email by 5:00 p.m. on August 24, 2020. All submissions that followed the district policy regarding public comment would be read by Chair Pritchard at this time. There was public comment submitted by Alyssa Bauer, 904 Aldrich Drive; Megan Holleran, 1705 Michigan Drive; Melanie Feldhake, 2421 Brogan Drive; and Winston Vermilyea, 409 Bunker Drive, requesting the use of the Middle School pool by the Bullshark Swim Club.

IV. Announcements and Recognitions

There were no announcements or recognitions.

V. Items for Discussion and Reports

- A. High School Continuous Improvement Plan Presentation. Northfield High School Principal Joel Leer presented the continuous school improvement plan to the Board. The presentation included a progress report on the goals set for the 2019-2020 school year as well as new goals set for the 2020-2021 school year. These goals focus on college readiness, parent satisfaction and family engagement, student engagement, employee engagement and anti-racism curriculum, behaviors and comments.
- B. Area Learning Center Continuous 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 2019-2020 school year as well as new goals set for the 2020-2021 school year. These goals focus on the credit threshold for four year graduation and the attendance rate for ALC students.
- C. Policy Committee Recommendations. Dr. Hillmann presented the policy committee's recommendations on the Policies 522 and 411. This will be an item for individual action at the next Board meeting.
- D. 2020-2021 e-Learning Plan for weather-related Cancellations. Dr. Hillmann presented the District's e-Learning plan governing weather-related school cancellations for the 2020-2021 school year. This plan is intended to counter the loss of curriculum momentum resulting from school cancellations due to winter weather. The 2020-21 plan is the same as the 2019-20 plan, however it may be adjusted or replaced with the District's COVID-19 learning model plans depending upon public health conditions.

- E. Superintendent's Goals. Superintendent Hillmann shared a draft of his proposed goals for 2020-2021. This will be an item for individual action at the next board meeting.
- F. Financial Update. Director of Finance Val Mertesdorf provided a financial update to the Board that included information about prioritizing the use of \$380,000 in CARES Act funding and an estimated \$1,055,072 additional funding available to the District through the Coronavirus Relief Fund. The CARES Act funds can be spent from the time the District's schools closed in Spring 2020 through September 30, 2022. The Coronavirus Relief Funds must be spent between July 1, 2020 - December 30, 2020. The Finance Department continues to wrap up fiscal year 2020 in preparation for the District's annual audit scheduled in October.
- G. COVID-19 Operations Update No. 7. Superintendent Hillmann provided an update about the preparations for the 2020-2021 school year. He reviewed the process the District used to select a learning model and he reported the all-the-time-online learning model (Portage Option) currently has 555 students enrolled. Dr. Hillmann also provided updates on bussing/transportation, school start times, health screenings, face coverings and logistics. The District continues its work to eliminate systemic racism and is collaborating with the City of Northfield and Northfield Healthy Community Initiative with the intention of creating a broader community coalition of organizations to do this work together.

VI. Consent Agenda

On a motion by Stratmoen, seconded by Iverson, the Board approved the following Consent Agenda.

A. Minutes

- Minutes of the Regular School Board meeting held on August 10, 2020

B. Personnel Items

a) Appointments

1. Betsy Peterson, 1.0 FTE Kindergarten Teacher at Bridgewater, beginning 8/25/2020; MA40, Step 10
2. Update: Camila Donoso, 1.0 FTE Licensed School Psychologist at the High School, start date to be determined; MA+30, Step 5
3. Christopher Fatze, 1.0 FTE Long Term Substitute Special Education Teacher-DCD at the High School, beginning 8/31/2020-10/2/2020; BA, Step 14
4. Daniel Foley, 1.0 FTE Long Term Substitute Art Teacher at Sibley, beginning 8/31/2020-11/6/2020; MA20, Step 15
5. Betsy Peterson, 1.0 FTE Kindergarten Teacher at Bridgewater (because Mrs. Peterson has worked for the district for the last three consecutive years, this assignment will advance her to a continuing contract.)
6. Heidi Peterson, Special Ed EA PCA for 2.25 hours/day, Gen Ed EA Kindergarten for 2 hours/day, Gen Ed EA Supervisory for 1.75 hours/day at Greenvale Park, beginning 9/8/2020.

b) Increase/Decrease/Change in Assignment

1. Laura Berdahl, Community School Coordinator for 20 hours/week for 40 weeks/year, change to 20 hours/week for 43 weeks/year, effective 8/11/2020.
2. Russel Boyington, General Ed EA/Lunch Supervision for 2.25 hours/day at Greenvale Park for the 2019-2020 school year, will return for the 2020-2021 school year, effective 8/17/2020-6/10/2021.
3. Cindy Boyum, .80 Assistant Girls Swim Coach at the High School, change to .9 Assistant Girls Swim Coach at the High School, effective 8/17/2020.
4. Cristian Fuentes-Rivera, 9th Grade Girls Soccer Coach-hourly, change to Assistant Girls Soccer Coach at the High School, effective 8/17/2020; Level F, Step 1
5. Greg Gianopoulos, General Ed EA for 7 hours/day 5 days/week at the High School, change to General Ed EA for 7 hours/day 3 days/week at the High School, effective 9/14/2020-6/10/2021.
6. Katie Hanson, Special Ed Teacher at the High School, add Special Ed Teacher Mentor at the High School, effective 8/27/2020-6/10/2021; \$750 Stipend
7. Roanne Johnson, Special Ed Teacher at Bridgewater, add Special Ed Teacher Mentor at Bridgewater, effective 8/27/2020-6/10/2021; \$750 Stipend
8. Kiandra Judge, Special Ed EA PCA for 6.75 hours/day and General Ed EA for .50 hours/day at Greenvale Park, change to ongoing, effective 8/31/2020.

9. Jennifer Link, Special Ed Teacher at the Middle School, add Special Ed Teacher Mentor at the Middle School, effective 8/27/2020-6/10/2021; \$750 Stipend
10. Darren Lofquist, .20 Assistant Girls Swim Coach at the High School, change to .3 Assistant Girls Swim Coach at the High School, effective 8/17/2020.
11. Robert Matthies, Custodian for 15 hours/week at the High School, change to 25 hours/week at the High School, effective 8/14/2020.
12. Pete Maus, Teacher at the Middle School, add Assistant Activities Coordinator for the 2020-2021 school year, effective 8/11/2020-6/11/2021; \$5,000 stipend
13. Michael Merry, Technology Specialist with the District, change to Assistant Network Manager with the District, effective 9/1/2020.
14. Johan Ponciano, Special Ed EA PCA for 5.25 hours/day and General Ed for .50 hours/day at the High School, change to Special Ed EA PCA for 6.75 hours/day at the High School, effective 8/31/2020.
15. Emy Torres, Special Ed EA PCA for 6.75 hours/day and General Ed EA for .50 hours/day at Greenvale Park, change to ongoing, effective 8/31/2020.
16. Alicia Veltri, Special Ed Teacher at Greenvale Park, add Special Ed Teacher Mentor at Greenvale Park, effective 8/27/2020-6/10/2021; \$750 Stipend
17. Sebastian Burset, EA at the Middle School, change to Long Term Substitute Cultural Liaison with the District, effective 8/17/2020-10/30/2020; Prorated Liaison Salary
18. Margaret Weaver, EA at the Middle School, change to ongoing effective 8/31/2020.

c) Leave of Absence

1. Brittany Braucher, Child Nutrition Associate at the High School, Leave of Absence for the 2020-2021 school year, effective 8/12/2020.
2. Kristi Kortuem, Teacher at the High School, Leave of Absence for the 2020-2021 school year, effective 8/17/2020.
3. Sebastian Burset, EA at the Middle School, Leave of Absence effective 8/17/2020-10/30/2020.
4. Alicia Olsen, EA at Bridgewater, Leave of Absence for the 2020-2021 school year, effective 8/24/2020.
5. Donna Torgeson, EA at the Middle School, leave of absence under the FMLA Expansion Act, effective 8/31/2020 for up to 12 work weeks.
6. Kari Winter, Teacher at NCEC, intermittent leave of absence under FMLA, effective 8/31/2020 for up to 60 work days.

d) Retirements/Resignations/Terminations

1. Susan Caton, Child Nutrition Associate at Sibley, resignation effective 8/19/2020.
2. Sherri Goehring, Administrative Assistant at the ALC, retirement effective 9/1/2020.
3. Brigid McCabe, Special Ed EA with Community Services, resignation effective 8/18/2020.
4. Erik Burton, Football Coach at the Middle School, resignation effective 8/21/2020.
5. LeAnn Carlson, EA with Community Services, resignation effective 8/24/2020.

e) Administration is Recommending the Approval of the Following:

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

1. Increase teacher substitute rate of pay beginning with the 2020-21 school year.

f) Superintendent Contract Provisions for the 2020-2021 Contract Year

Enclosed is a memorandum from School Board Chair Pritchard. The memorandum includes a recommendation that Dr. Hillmann's compensation package remains in essence the same as 2020-21.. With a few minor adjustments as noted below, the overall 2020-21 contract year reflects a 0.5% increase. This recommendation is in no way a reflection of Dr. Hillmann's job performance, rather an acknowledgement of the financial challenges the district will be facing in the coming school year and beyond. The package includes:

- A salary freeze for the 2020-21 school year.
- \$500.00 increase to the district's 403B match to reach the allowed maximum.
- Dr. Hillmann's contract in the previous two years included a \$3,000 allowance each year for his AASA National Superintendent Certification Program. Dr. Hillmann has successfully completed this program. In the 2020-21 contract year, \$3,000 will remain as a technology and professional development allowance. All technology devices purchased would be district owned.

C. Gift Agreements

- \$4,000.00 from Wayne R. Stickley & Jennifer A. Tuma Memorial Scholarship Fund of the Saint Paul and Minnesota Foundation for scholarships
- \$13,500.22 from Lucille Duesterhoeft Scholarship Fund of the Saint Paul and Minnesota Foundation for scholarships

VII. Superintendent's Report

A. Items for Individual Action

1. Approval of Handbook for 2020-2021 and Policies. On a motion by Quinnell, seconded by Goerwitz, the Board approved the 2020-2021 Early Ventures, Kid Ventures, PLUS and Middle School Youth Center/BLAST Handbooks, as well as Policy 408 initially presented at the August 10, 2020 Board meeting and recommended by the Policy Committee.

VIII. Items for Information

- A. Construction Update #31. Superintendent Hillmann updated the Board on the District's construction projects.

IX. Future Meetings

- A. Monday, September 14, 2020, 7:00 p.m., Regular Board Meeting
- B. Monday, September 28, 2020, 7:00 p.m., Regular Board Meeting

X. Adjournment

On a motion by Stratmoen, seconded by Baraniak, the Board adjourned at 9:50 p.m.

Noel Stratmoen
School Board Clerk

NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 31st day of August, 2020, by and between Land O Lakes Foundation, hereinafter the "Donor", and Independent School District No. 659, Northfield, Minnesota, pursuant to the District's policy for receiving gifts and donations, as follows:

TERMS

\$1,000.00 donation for the Backpack Food Program, check # 25451.

Land O Lakes Foundation

Donor

By: Received in Longfellow Office

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

INDEPENDENT SCHOOL DISTRICT No. 659

By: _____

Clerk

NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 8th day of September, 2020, by and between Dakota Electric Association, hereinafter the "Donor", and Independent School District No. 659, Northfield, Minnesota, pursuant to the District's policy for receiving gifts and donations, as follows:

TERMS

Check # 383425, \$1,000.00 donation to address shortfalls in funding for COVID-19 related needs.

Dakota Electric Association

Donor

By: Received in the District Office

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

INDEPENDENT SCHOOL DISTRICT No. 659

By: _____

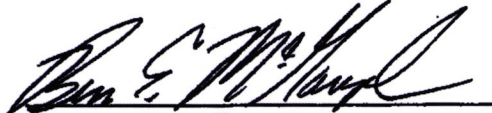
Clerk

NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 9 day of September, 2020, by and between Sibley PTO, 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

\$2,300 for classroom teacher's supply needs.
(\$100 per teacher)


Donor

Approved by resolution of the School Board on the ____ day of ____, 20__.

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)
Land O’Lakes Foundation	\$1,000.00	Backpack food program
Dakota Electric Association	\$1,000.00	COVID-19 related needs
Sibley PTO	\$2,300.00	Classroom teacher’s supply needs (\$100/teacher)

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

TO: Dr. Matt Hillmann, Superintendent
FROM: Val Mertesdorf, Director of Finance *VM*
DATE: September 14, 2020
RE: Board Approval of Financial Reports – January 2020

We request that the Board of Education approve paid bills, payroll, bond payments, electronic funds transfers, investments and financial reports for the month of January 2020.

Bills totaling \$2,380,119.39 were paid in January 2020.

Payroll checks totaling \$3,513,740.31 were issued in January 2020.

Bond payments totaling \$6,022,887.51 were paid in January 2020.

At the end of January 2020 Total Cash and Investments amounted to \$56,725,880.25.

Wire transfers initiated by the district during January 2020:

1/2/20	\$4,000,000.00	From MN TRUST Oper (to MSDLAF Liquid on 12/31/19)
1/2/20	\$4,000,000.00	From MSDLAF Liquid to MSDLAF Max
1/24/20	\$1,300,000.00	From MN TRUST Bldg Bond to MSDLAF Max
1/27/20	\$2,000,000.00	From MSDLAF Max to MSDLAF Liquid
1/27/20	\$2,000,000.00	From MN TRUST Oper to MSDAF Liquid
	\$650,000.00	From Frandsen General to Frandsen Sweep
	\$450,000.00	From Frandsen Sweep to Frandsen General

The following financial reports for January 2020 are included to show the current cash and investment balances, details of disbursements and electronic funds transfers.

1. Treasurer's Report
2. Disbursement Report

January 2020 Treasurer's Report

FUNDS	BALANCE BEGINNING OF MONTH	RECEIPTS	DISBURSEMENTS	JOURNAL ENTRIES	BALANCE END OF MONTH
GENERAL FUND	3,424,691.89	4,799,514.05	4,411,954.56	(2,564,386.18)	1,247,865.20 *
FOOD SERVICE	720,966.34	188,834.96	240,709.95	2,305.87	671,397.22
COMMUNITY ED	455,584.04	268,385.90	268,286.66	(1,352.71)	454,330.57
CONSTRUCTION ACCOUNT	(1,221,845.04)	2,488.01	85,987.19	7,475,653.76	6,170,309.54
DEBT SERVICE	8,979,037.38	42,476.82	6,022,887.51	-	2,998,626.69
TRUST	183,255.85	-	-	-	183,255.85
SELF INSURANCE	2,861,446.40	45,745.91	886,921.34	2,572,610.48	4,592,881.45
TOTALS	15,403,136.86	5,347,445.65	11,916,747.21	7,484,831.22	16,318,666.52
GENERAL FUND INVESTMENT	16,000,000.00	-	-	-	16,000,000.00 *
CONSTRUCTION INVESTMENT	31,849,113.73	-	-	(7,441,900.00)	24,407,213.73
	47,849,113.73	-	-	(7,441,900.00)	40,407,213.73
GRAND TOTALS	63,252,250.59	5,347,445.65	11,916,747.21	42,931.22	56,725,880.25

*General Fund includes Certificate of Deposit amount

Disbursement Report

ISD 659 - Northfield

January 2020

Disbursements:

Bills Paid:

General Fund	\$ 1,201,523.12	
Food Service Fund	153,312.45	
Community Services Fund	52,375.29	
Construction Fund	85,987.19	
Trust & Agency Fund	-	
Self Insurance Fund	<u>886,921.34</u>	
Total Bills Paid		2,380,119.39

Payroll:

General Fund	3,210,431.44	
Food Service Fund	87,397.50	
Community Services Fund	215,911.37	
Trust Fund	-	
Self Insurance Fund	<u>-</u>	
Total Payroll		3,513,740.31

Bond Payments:

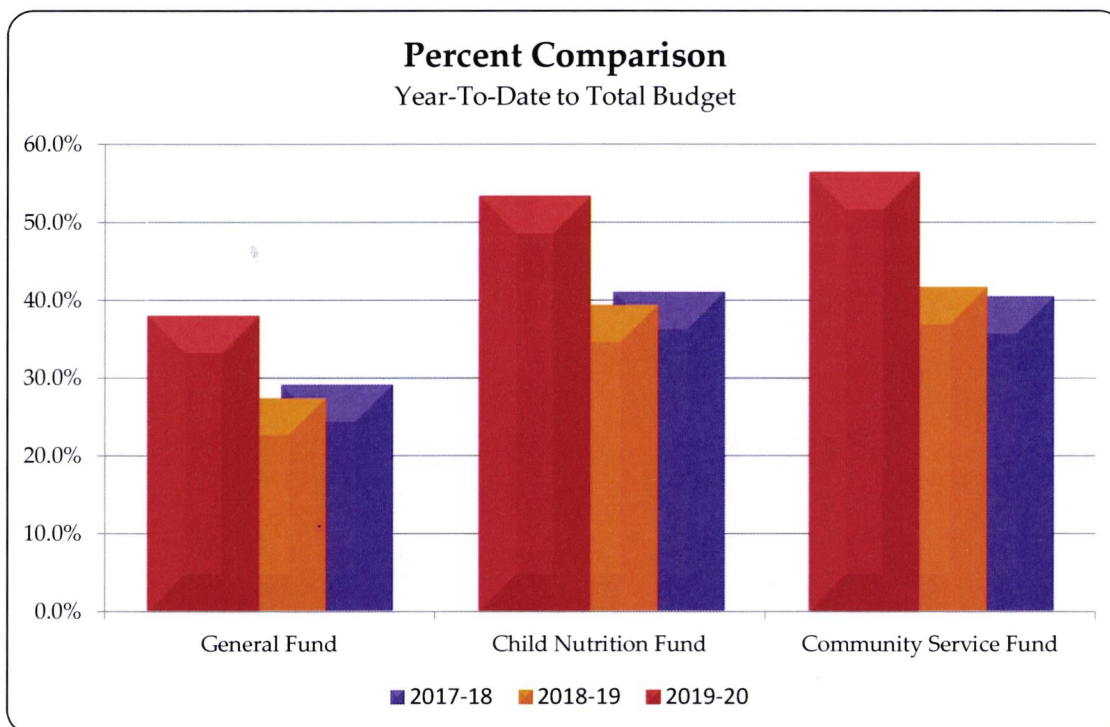
Debt Redemption Fund	<u>6,022,887.51</u>	
Total Bond Payments		<u>6,022,887.51</u>
Total Disbursements		<u><u>\$11,916,747.21</u></u>



STATEMENT OF REVENUES

For the month ended January 31, 2020

Fund	Year-To-Date	Budget	YTD as % of Budget		
			2019-20	2018-19	2017-18
General Fund					
Property Taxes	\$ 6,108,204	\$ 14,009,102	43.6%	41.8%	42.6%
State Sources	16,926,753	39,328,004	43.0%	21.6%	25.5%
Federal Sources	1,334,346	1,209,715	110.3%	3.5%	1.9%
Local Sources	1,999,410	2,315,278	86.4%	63.7%	52.7%
Total	\$ 21,618,590	\$ 56,862,099	38.0%	27.4%	29.1%
Child Nutrition Fund	\$ 1,125,505	\$ 2,108,400	53.4%	39.4%	41.1%
Community Service Fund	1,654,075	2,931,149	56.4%	41.7%	40.5%
Construction Fund	318,250	669,655	47.5%	0.0%	0.0%
Debt Service Fund	3,594,135	6,056,639	59.3%	68.9%	48.8%
Trust Fund (Scholarship)	25,941	73,530	35.3%	44.6%	58.8%
Internal Service Fund	3,511,775	7,441,920	47.2%	38.1%	41.5%
Total All Funds	\$ 31,848,271	\$ 76,143,392	41.8%	37.3%	32.9%

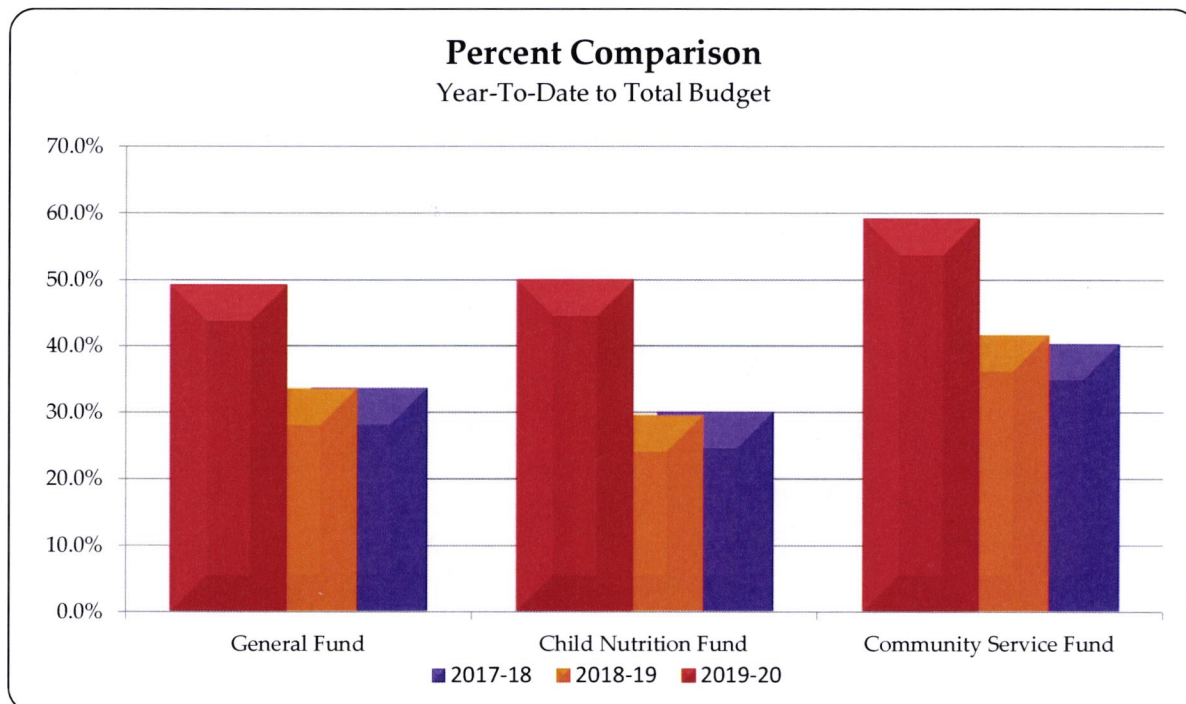





STATEMENT OF EXPENDITURES

For the month ended January 31, 2020

Fund	Year- To-Date	Budget	YTD as % of Budget			
			2019-20	2018-19	2017-18	
General Fund						
Salaries	\$ 15,180,665	\$ 33,383,372	45.5%	29.8%	29.5%	
Benefits	5,627,633	12,383,336	45.4%	30.2%	30.5%	
Purchased Services	4,052,268	7,373,867	55.0%	45.3%	47.2%	
Supplies & Materials	1,262,580	2,234,076	56.5%	37.2%	35.2%	
Capital Expenditures	1,964,094	1,911,311	102.8%	69.8%	85.5%	
Other Expenses	272,613	295,481	92.3%	26.6%	28.3%	
Total General Fund	\$ 28,359,854	\$ 57,581,443	49.3%	33.6%	33.6%	
Child Nutrition Fund	\$ 1,172,736	\$ 2,343,704	50.0%	29.5%	30.1%	
Community Service Fund	1,797,512	3,035,782	59.2%	41.6%	40.3%	
Construction Fund	7,327,424	30,117,282	24.3%	0.0%	0.0%	
Debt Service Fund	7,218,243	7,375,743	97.9%	3.7%	7.9%	
Trust Fund (Scholarship)	54,830	76,030	72.1%	64.8%	92.9%	
Internal Service Fund	5,368,820	7,430,483	72.3%	41.7%	48.8%	
Total All Funds	\$ 51,299,419	\$ 107,960,467	47.5%	29.4%	33.1%	



TO: Dr. Matt Hillmann, Superintendent
FROM: Val Mertesdorf, Director of Finance 
DATE: September 14, 2020
RE: Board Approval of Financial Reports – February 2020

We request that the Board of Education approve paid bills, payroll, bond payments, electronic funds transfers, investments and financial reports for the month of February 2020.

Bills totaling \$1,695,432.68 were paid in February 2020.

Payroll checks totaling \$3,374,479.88 were issued in February 2020.

No bond payments were paid in February 2020.

At the end of February 2020 Total Cash and Investments amounted to \$53,252,106.56.

Wire transfers initiated by the district during February 2020:

2/19/20	\$3,689,934.78	From MN TRUST Bldg Bond to MSDLAF Liquid
2/26/20	\$1,000,000.00	From MSDLAF Max to MSDLAF Liquid
	\$700,000.00	From Frandsen General to Frandsen Sweep
	\$450,000.00	From Frandsen Sweep to Frandsen General

The following financial reports for February 2020 are included to show the current cash and investment balances, details of disbursements and electronic funds transfers.

1. Treasurer's Report
2. Disbursement Report

February 2020 Treasurer's Report

FUNDS	BALANCE BEGINNING OF MONTH	RECEIPTS	DISBURSEMENTS	JOURNAL ENTRIES	BALANCE END OF MONTH
GENERAL FUND	1,247,865.20	4,782,690.89	3,902,052.12	(681,318.32)	1,447,185.65 *
FOOD SERVICE	671,397.22	205,658.20	227,382.67	3,480.23	653,152.98
COMMUNITY ED	454,330.57	176,164.40	256,087.38	3,406.22	377,813.81
CONSTRUCTION ACCOUNT	6,170,309.54	16,805.79	97,960.20	(531,054.20)	5,558,100.93
DEBT SERVICE	2,998,626.69	56.35	4,090.00	-	2,994,593.04
TRUST	183,255.85	-	-	-	183,255.85
SELF INSURANCE	4,592,881.45	21,150.25	582,340.19	682,556.26	4,714,247.77
TOTALS	16,318,666.52	5,202,525.88	5,069,912.56	(522,929.81)	15,928,350.03
GENERAL FUND INVESTMENT	16,000,000.00	-	-	-	16,000,000.00 *
CONSTRUCTION INVESTMENT	24,407,213.73	-	-	(3,083,457.20)	21,323,756.53
	40,407,213.73	-	-	(3,083,457.20)	37,323,756.53
GRAND TOTALS	56,725,880.25	5,202,525.88	5,069,912.56	(3,606,387.01)	53,252,106.56

*General Fund includes Certificate of Deposit amount

Disbursement Report

ISD 659 - Northfield

February 2020

Disbursements:

Bills Paid:

General Fund	\$	868,243.86	
Food Service Fund		115,189.55	
Community Services Fund		27,608.88	
Construction Fund		97,960.20	
Trust & Agency Fund		4,090.00	
Self Insurance Fund		582,340.19	
Total Bills Paid			1,695,432.68

Payroll:

General Fund	3,033,808.26	
Food Service Fund	112,193.12	
Community Services Fund	228,478.50	
Trust Fund	-	
Self Insurance Fund	-	
Total Payroll		3,374,479.88

Bond Payments:

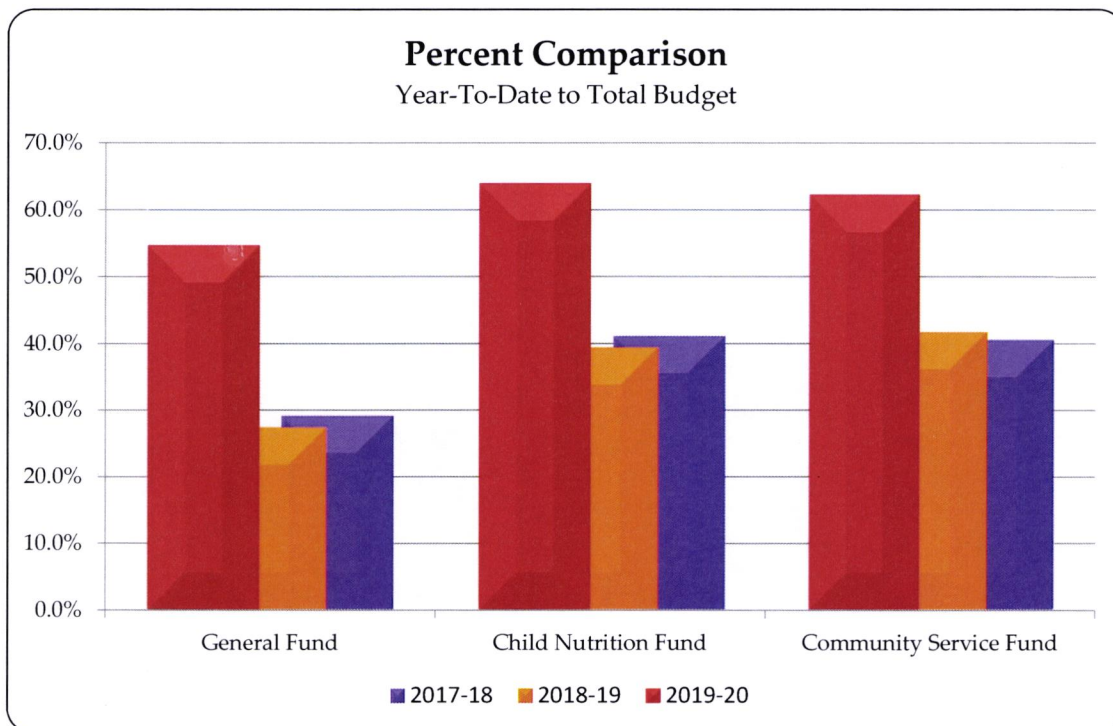
Debt Redemption Fund	-	
Total Bond Payments		-
Total Disbursements		<u>\$5,069,912.56</u>



STATEMENT OF REVENUES

For the month ended February 29, 2020

Fund	Year-To-Date	Budget	YTD as % of Budget		
			2019-20	2018-19	2017-18
General Fund					
Property Taxes	\$ 6,108,204	\$ 14,009,102	43.6%	41.8%	42.6%
State Sources	21,467,665	39,328,004	54.6%	21.6%	25.5%
Federal Sources	1,334,346	1,209,715	110.3%	3.5%	1.9%
Local Sources	2,199,969	2,315,278	95.0%	63.7%	52.7%
Total	\$ 31,110,185	\$ 56,862,099	54.7%	27.4%	29.1%
Child Nutrition Fund	\$ 1,348,729	\$ 2,108,400	64.0%	39.4%	41.1%
Community Service Fund	1,825,215	2,931,149	62.3%	41.7%	40.5%
Construction Fund	400,479	669,655	59.8%	0.0%	0.0%
Debt Service Fund	3,594,191	6,056,639	59.3%	68.9%	48.8%
Trust Fund (Scholarship)	25,941	73,530	35.3%	44.6%	58.8%
Internal Service Fund	4,215,482	7,441,920	56.6%	38.1%	41.5%
Total All Funds	\$ 42,520,222	\$ 76,143,392	55.8%	37.3%	32.9%





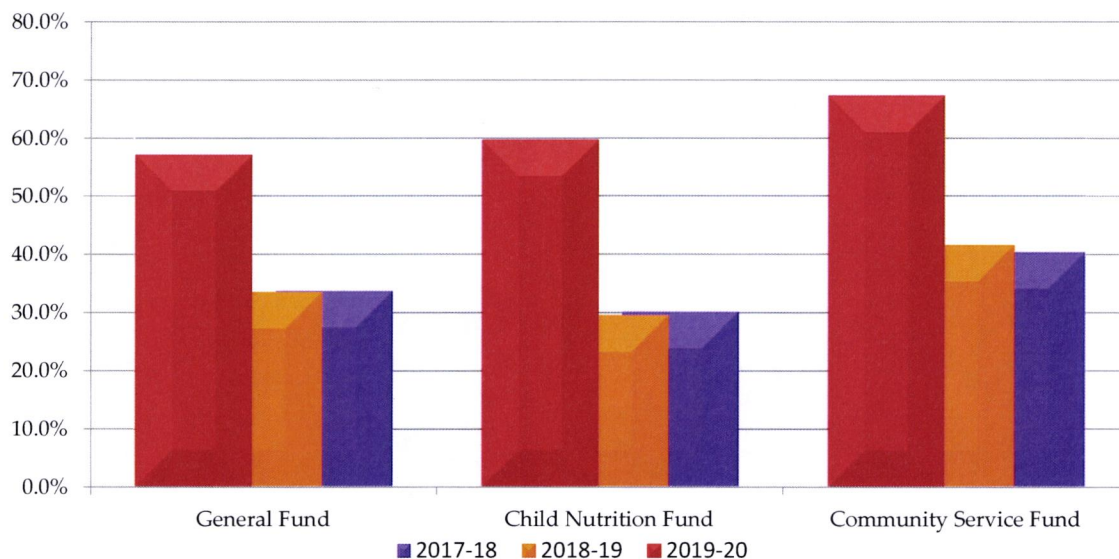
STATEMENT OF EXPENDITURES

For the month ended February 29, 2020


Fund	Year- To-Date	Budget	YTD as % of Budget			
			2019-20	2018-19	2017-18	
General Fund						
Salaries	\$ 18,018,607	\$ 33,383,372	54.0%	29.8%	29.5%	
Benefits	6,613,040	12,383,336	53.4%	30.2%	30.5%	
Purchased Services	4,606,379	7,373,867	62.5%	45.3%	47.2%	
Supplies & Materials	1,366,784	2,234,076	61.2%	37.2%	35.2%	
Capital Expenditures	1,985,910	1,911,311	103.9%	69.8%	85.5%	
Other Expenses	327,752	295,481	110.9%	26.6%	28.3%	
Total General Fund	\$ 32,918,472	\$ 57,581,443	57.2%	33.6%	33.6%	
Child Nutrition Fund	\$ 1,400,123	\$ 2,343,704	59.7%	29.5%	30.1%	
Community Service Fund	2,045,610	3,035,782	67.4%	41.6%	40.3%	
Construction Fund	11,115,319	30,117,282	36.9%	0.0%	0.0%	
Debt Service Fund	7,222,333	7,375,743	97.9%	3.7%	7.9%	
Trust Fund (Scholarship)	54,830	76,030	72.1%	64.8%	92.9%	
Internal Service Fund	5,951,160	7,430,483	80.1%	41.7%	48.8%	
Total All Funds	\$ 60,707,847	\$ 107,960,467	56.2%	29.4%	33.1%	

Percent Comparison

Year-To-Date to Total Budget



DISTRICT OFFICE
1400 Division Street South
Northfield, MN 55057
PH 507.663.0600 • Fax 507.663.0611
www.northfieldschools.org

TO: Dr. Matt Hillmann, Superintendent
FROM: Val Mertesdorf, Director of Finance 
DATE: September 14, 2020
RE: Board Approval of Financial Reports – March 2020

We request that the Board of Education approve paid bills, payroll, bond payments, electronic funds transfers, investments and financial reports for the month of March 2020.

Bills totaling \$1,986,299.03 were paid in March 2020.

Payroll checks totaling \$3,411,320.57 were issued in March 2020.

No bond payments were paid in March 2020.

At the end of March 2020 Total Cash and Investments amounted to \$51,590,175.02.

Wire transfers initiated by the district during March 2020:

3/18/20	\$2,461,677.26	From MN TRUST Bldg Bond to MSDLAF Liquid
	\$300,000.00	From Frandsen General to Frandsen Sweep
	\$200,000.00	From Frandsen Sweep to Frandsen General

The following financial reports for March 2020 are included to show the current cash and investment balances, details of disbursements and electronic funds transfers.

1. Treasurer's Report
2. Disbursement Report

March 2020 Treasurer's Report

FUNDS	BALANCE BEGINNING OF MONTH	RECEIPTS	DISBURSEMENTS	JOURNAL ENTRIES	BALANCE END OF MONTH
GENERAL FUND	1,447,185.65	5,557,115.03	4,095,969.84	(489,456.42)	2,418,874.42 *
FOOD SERVICE	653,152.98	157,565.81	241,922.25	1,020.47	569,817.01
COMMUNITY ED	377,813.81	334,973.78	248,676.24	(610.81)	463,500.54
CONSTRUCTION ACCOUNT	5,558,100.93	6,136.41	69,647.62	399,431.29	5,894,021.01
DEBT SERVICE	2,994,593.04	7,749.50	-	-	3,002,342.54
TRUST	183,255.85	-	-	(183,255.85)	-
SELF INSURANCE	4,714,247.77	20,615.10	741,403.65	679,503.75	4,672,962.97
TOTALS	15,928,350.03	6,084,155.63	5,397,619.60	406,632.43	17,021,518.49
GENERAL FUND INVESTMENT	16,000,000.00	-	-	-	16,000,000.00 *
CONSTRUCTION INVESTMENT	21,323,756.53	-	-	(2,755,100.00)	18,568,656.53
	37,323,756.53	-	-	(2,755,100.00)	34,568,656.53
GRAND TOTALS	53,252,106.56	6,084,155.63	5,397,619.60	(2,348,467.57)	51,590,175.02

*General Fund includes Certificate of Deposit amount

Disbursement Report

ISD 659 - Northfield

March 2020

Disbursements:

Bills Paid:

General Fund	\$ 1,006,973.35	
Food Service Fund	130,632.43	
Community Services Fund	37,641.98	
Construction Fund	69,647.62	
Trust & Agency Fund	-	
Self Insurance Fund	<u>741,403.65</u>	
Total Bills Paid		1,986,299.03

Payroll:

General Fund	3,088,996.49	
Food Service Fund	111,289.82	
Community Services Fund	211,034.26	
Trust Fund	-	
Self Insurance Fund	<u>-</u>	
Total Payroll		3,411,320.57

Bond Payments:

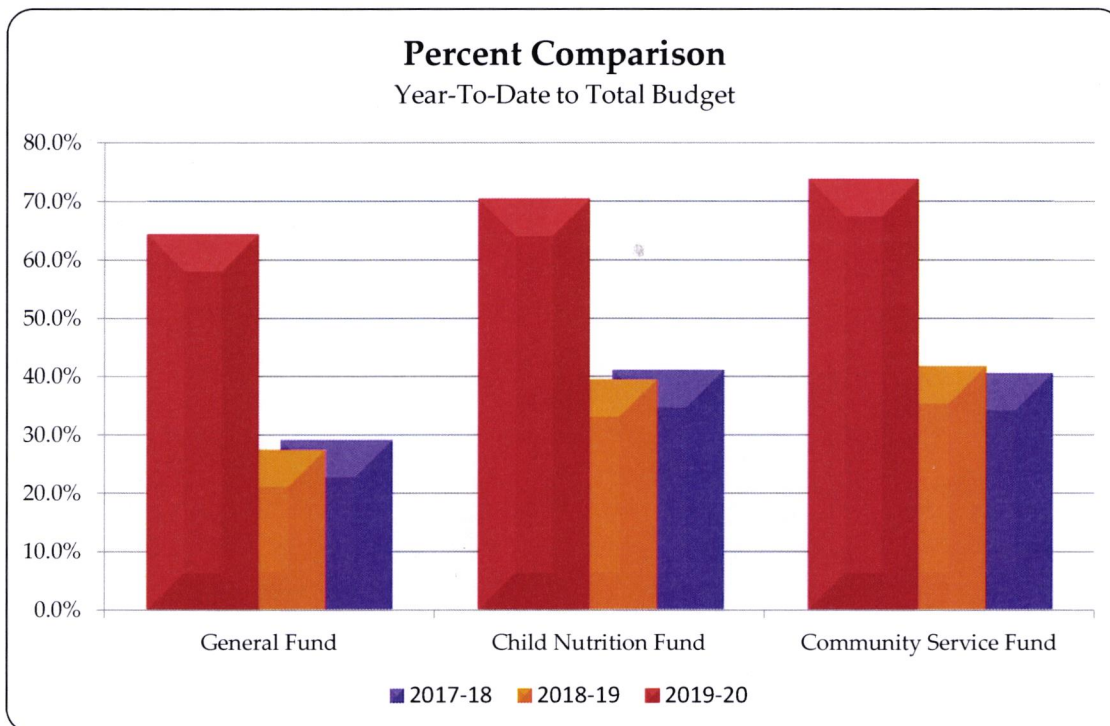
Debt Redemption Fund	<u>-</u>	
Total Bond Payments		<u>-</u>
Total Disbursements		<u><u>\$5,397,619.60</u></u>



STATEMENT OF REVENUES

For the month ended March 31, 2020

Fund	Year-To-Date	Budget	YTD as % of Budget		
			2019-20	2018-19	2017-18
General Fund					
Property Taxes	\$ 6,110,725	\$ 14,009,102	43.6%	41.8%	42.6%
State Sources	26,808,425	39,328,004	68.2%	21.6%	25.5%
Federal Sources	1,334,346	1,209,715	110.3%	3.5%	1.9%
Local Sources	2,385,952	2,315,278	103.1%	63.7%	52.7%
Total	\$ 36,639,448	\$ 56,862,099	64.4%	27.4%	29.1%
Child Nutrition Fund	\$ 1,485,319	\$ 2,108,400	70.4%	39.4%	41.1%
Community Service Fund	2,162,411	2,931,149	73.8%	41.7%	40.5%
Construction Fund	512,624	669,655	76.6%	0.0%	0.0%
Debt Service Fund	3,601,941	6,056,639	59.5%	68.9%	48.8%
Trust Fund (Scholarship)	25,941	73,530	35.3%	44.6%	58.8%
Internal Service Fund	4,915,600	7,441,920	66.1%	38.1%	41.5%
Total All Funds	\$ 49,343,284	\$ 76,143,392	64.8%	37.3%	32.9%





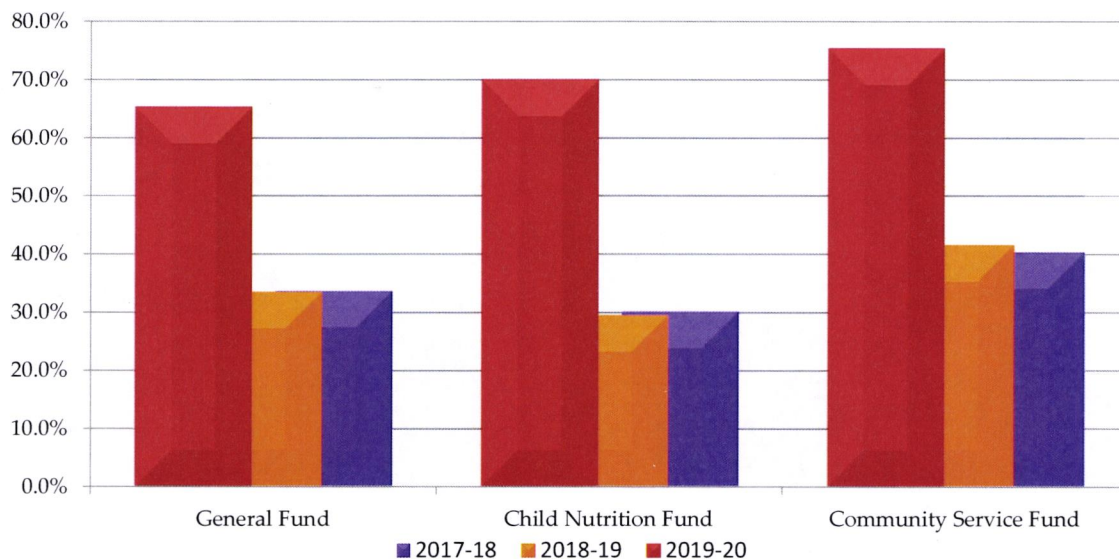
STATEMENT OF EXPENDITURES

For the month ended March 31, 2020

Fund	Year- To-Date	Budget	YTD as % of Budget			
			2019-20	2018-19	2017-18	
General Fund						
Salaries	\$ 20,854,123	\$ 33,383,372	62.5%	29.8%	29.5%	
Benefits	7,607,648	12,383,336	61.4%	30.2%	30.5%	
Purchased Services	5,195,276	7,373,867	70.5%	45.3%	47.2%	
Supplies & Materials	1,479,196	2,234,076	66.2%	37.2%	35.2%	
Capital Expenditures	2,050,114	1,911,311	107.3%	69.8%	85.5%	
Other Expenses	465,995	295,481	157.7%	26.6%	28.3%	
Total General Fund	\$ 37,652,352	\$ 57,581,443	65.4%	33.6%	33.6%	
Child Nutrition Fund	\$ 1,641,975	\$ 2,343,704	70.1%	29.5%	30.1%	
Community Service Fund	2,290,872	3,035,782	75.5%	41.6%	40.3%	
Construction Fund	13,646,644	30,117,282	45.3%	0.0%	0.0%	
Debt Service Fund	7,222,333	7,375,743	97.9%	3.7%	7.9%	
Trust Fund (Scholarship)	54,830	76,030	72.1%	64.8%	92.9%	
Internal Service Fund	6,692,564	7,430,483	90.1%	41.7%	48.8%	
Total All Funds	\$ 69,201,570	\$ 107,960,467	64.1%	29.4%	33.1%	

Percent Comparison

Year-To-Date to Total Budget



CUSTODIANS

AGREEMENT

BETWEEN

INDEPENDENT SCHOOL DISTRICT No. 659, NORTHFIELD, MINNESOTA

AND

INTERNATIONAL UNION OF OPERATING ENGINEERS

LOCAL No. 70

**AGREEMENT EXTENDS FROM
July 1, 2020, to June 30, 2022**

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ARTICLE 1: EMPLOYMENT

Section 1.01- Parties: THIS AGREEMENT is entered into between the School Board of Independent School District No. 659, Northfield, Minnesota, hereinafter referred to as the school district, and the International Union of Operating Engineers, Local No. 70, hereinafter referred to as exclusive representative, pursuant to and in compliance with the Public Employment Labor Relations Act of 1971 as amended, hereinafter referred to as the P.E.L.R.A., to provide the terms and conditions of employment for custodial personnel during the duration of this Agreement.

Section 1.02 - Recognition of Exclusive Representative: In accordance with the P.E.L.R.A., the school board recognizes the International Union of Operating Engineers, Local No. 70 as the exclusive representative for custodial personnel employed by the school district, which exclusive representative shall have those rights and duties as prescribed by the P.E.L.R.A. and as described in the provisions of this Agreement.

Section 1.03 - Appropriate Unit: The exclusive representative shall represent all such employees of the district contained in the appropriate unit as defined in Article III, Section 2 of this Agreement and the P.E.L.R.A. and in certification by the Director of Mediation Services, if any.

Section 1.04 - Terms and Conditions of Employment: Shall mean the hours of employment, the compensation therefore including fringe benefits except retirement contributions or benefits, and the employer's personnel policies affecting the working conditions of the employees.

Section 1.05 - Description of Appropriate Unit: For purposes of this Agreement, the term custodial personnel shall mean all regular maintenance, custodial, and engineer employees of Independent School District No. 659, whose employment service exceeds 67 working days per year and the lesser of 14 hours per week or 35 percent of the normal work week, excluding Director of Buildings and Grounds, Building Head Custodians, Coordinator of District Maintenance, Coordinator of District Grounds, Master Electrician, and seasonal summer employees.

For purposes of administering this agreement the term "School District" shall mean the School Board or its designated representative.

Terms not defined in this Agreement shall have those meanings as defined by the P.E.L.R.A.

SCHOOL BOARD RIGHTS

Section 1.06 - Inherent Managerial Rights: The exclusive representative recognizes that the school board is not required to meet and negotiate on matters of inherent managerial policy, which include, but are not limited to, such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure and selection and direction and number of personnel.

Section 1.07 - Management Responsibilities: The exclusive representative recognizes the right and obligation of the school board to efficiently manage and conduct the operation of the school district within its legal limitations and with its primary obligation to provide educational opportunity for the students of the school district.

Section 1.08 - Effect of Laws, Rules and Regulations: The exclusive representative recognizes that all employees covered by this Agreement shall perform the services and duties prescribed by the school board and shall be governed by the laws of the State of Minnesota, and by school board rules, regulations, directives and orders, issued by properly designated officials of the school district. The exclusive representative also

recognizes the right, obligation and duty of the school board and its duly designated officials to promulgate rules, regulations, directives and orders from time to time as deemed necessary by the school board insofar as such rules, regulations, directives and orders are not inconsistent with the terms of this Agreement and recognizes that the school board, all employees covered by this Agreement, and all provisions of this Agreement are subject to the laws of the State. Any provision of this Agreement found to be in violation of any such laws, rules, regulations, directives or orders shall be null and void and without force and effect.

Section 1.09 - Reservation of Managerial Rights: The foregoing enumeration of board rights and duties shall not be deemed to exclude other inherent management rights and management functions not expressly reserved herein, and all management rights and management functions not expressly delegated in this Agreement are reserved to the school board.

EMPLOYEE RIGHTS

Section 1.10 - Right to Views: Nothing contained in this Agreement shall be construed to limit, impair or affect the right of any employee or his representative to the expression or communication of a view, grievance, complaint or opinion on any matter related to the conditions or compensation of public employment or their betterment, so long as the same is not designed to and does not interfere with the full, faithful and proper performance of the duties of employment or circumvent the rights of the exclusive representative.

Section 1.11- Right to Join: Employees shall have the right to form and join labor or employee organizations, and shall have the right not to form and join such organizations. Employees in an appropriate unit shall have the right by secret ballot to designate an exclusive representative for the purpose of negotiating grievance procedures and the terms and conditions of employment for employees of such unit with the school district.

Section 1.12 - Request for Dues Check Off: The exclusive representative shall be allowed dues check off for its members, provided that dues check off and the proceeds thereof shall not be allowed to any exclusive representative that has lost its right to dues check off. Upon receipt of a properly executed authorization card of the employee involved, the school district will deduct from the employee's paycheck the dues that the employee has agreed to pay to the employee organization in twenty-four (24) installments beginning with the first pay period in July.

ARTICLE 2 - JOB CLASSIFICATIONS, RATES OF PAY AND OTHER COMPENSATION

Section 2.01 – Job Classifications and Rates of Pay

2.01 (a).

	2020-2021				
CLASSIFICATION	1	2	3	4	5
Custodian/Auxiliary Custodian	17.88	18.31	18.72	19.13	19.54
Custodian Engineer					
(without license) – hired prior to 7/1/18	22.23	22.62	23.05	23.45	23.89
Custodian Engineer					
(without license) – hired after 7/1/18	18.59	18.93	19.29	19.64	20.00
Custodian Engineer (with license)	23.49	23.90	24.33	24.72	25.14

2021-2022

<u>CLASSIFICATION</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
Custodian/Auxiliary Custodian	18.38	18.81	19.24	19.66	20.08
Custodian Engineer (without license) – hired prior to 7/1/18	22.85	23.25	23.69	24.11	24.55
Custodian Engineer (without license) – hired after 7/1/18	19.11	19.46	19.83	20.19	20.56
Custodian Engineer (with license)	24.14	24.56	25.00	25.41	25.84

2.01(b). - Beginning July 1, 2018 all new hire custodian engineers (without a license) will be required to obtain the following licenses within the time frame outlined below:

	<u>Special License</u>	<u>2 C License</u>	<u>1 C License</u>
Employee hired with no license	6 months from date of hire	18 months from date of hire	42 months from date of hire.
Employee hired that already holds a special license	N/A	13 months from date of hire.	40 months from date of hire.
Employee hired that already holds a 2 C License	N/A	N/A	30 months from date of hire.

2.01(c). – Failure to obtain the required licenses within the required timetable will result in termination of employment.

2.01(d) – The School District may, at their own discretion, extend the above listed timelines. The extension will be put in writing with new timetables listed and signed by the District, the employee and the Union.

2.01 (e) – After obtaining and meeting the licensure requirements outlined in Subd. 1., the custodian engineer (without license) shall move to the custodian engineer (with license) pay scale, upon providing a copy of the license to the Human Resources Office.

2.01(f) - Step placement of entering employees shall be recommended by the Human Resources Office and approved by the Board of Education. Step changes shall take effect at the beginning of the fiscal year. In order for an employee to advance to a succeeding step on the schedule, she/he must have been employed by the district for more than half of the preceding work year.

2.01 (g) -An Auxiliary Custodian who has been requested, in writing, by the Director of Buildings and Grounds to hold a Commercial Driver's License shall receive a \$200 per year stipend. In the event the Auxiliary Custodian obtains the Commercial Driver's License after July 1 the stipend will be prorated for the remainder of that fiscal year.

Section 2.02 - Reclassification of Positions: The District may, at its discretion, reclassify positions as they become vacant.

During the duration of this Agreement, advancement on any salary schedule shall be subject to the terms of this Agreement. In the event a successor Agreement is not entered into prior to the expiration of this Agreement, an employee shall be compensated according to his/her current rate until a successor Agreement is entered into.

Section 2.03 - Supplement for Indoor Swimming Pool Maintenance/Registered Unlicensed Electrician:

Swimming Pool Maintenance	\$625/year
---------------------------	------------

In order to qualify for this stipend, the employee must hold current pool and spa operator certification as required by the State of Minnesota and at the written request of the Director of Buildings and Grounds.

Registered Unlicensed Electrician Certification	\$500/year
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In order to qualify for this stipend, the employee must hold current Registered Unlicensed Electrician certification and provide a copy of the license to the Human Resources Office.

Section 2.04 - Supplement for Middle School/High School Night Lead/Engineer and Morning Lead at High School: The night shift custodial engineer at Northfield Middle School and Northfield High School, as well as the individual custodian that opens the High School in the early morning, will receive an hourly stipend of \$0.30 per hour.

Section 2.05 - Uniforms: Full-time employees shall be annually provided with up to five shirts of the custodian's choice (long or short sleeve) or a combination of other equivalent priced uniform tops as determined by the Buildings and Grounds department. Custodians will receive a \$400 taxable stipend each year for the purposes of purchasing work pants, work coats and work shoes. School District uniforms must be worn during all shifts. It shall be the responsibility of the custodian to launder his/her uniforms.

HOURS OF WORK AND OVERTIME PAY

Section 2.06 - Work Week: The basic work week shall consist of forty (40) hours. The regular work week shall be five (5) consecutive days - Monday through Saturday except in emergency circumstances or as mutually agreed between the employer and employee. Working hours shall be determined by the school administration.

In the event that school (or schools) is closed all day due to an emergency, employees shall continue to receive compensation for up to a maximum of two days per year. Employees shall be required to perform services if requested to do so by their immediate supervisor and shall earn one and one half 1.5 times the base hourly rate for each hour worked. This additional compensation does not apply for early dismissal or late starts due to an emergency.

Section 2.07 - Overtime:

2.07(a). Custodians shall be paid on the basis of one and one-half (1.5) times the base hourly rate for work beyond the basic work week of forty (40) hours.

2.07(b). When a full-time employee is called back to work outside of his regular working schedule, he will be paid call-back time at one and one-half (1.5) times the base hourly rate with a one-hour guaranteed minimum.

2.07(c). Custodians shall be paid on the basis of two (2) times the hourly rate for work on Sundays or nationally recognized holidays (excluding Presidents' Day, Good Friday, Martin Luther King Day or days designated in lieu of them if not designated as a holiday by the School Board).

2.07(d). An employee shall be on duty for any activity for which a custodian is necessary when the activity takes place beyond normal staff schedules. The employee would receive overtime pay when the hours worked have exceeded 40 for the week.

2.07(e). Overtime shall be rotated by qualified employees within the building whenever the overtime occurs. The rotation may include Head Custodians employed in the building where the overtime occurs. At the beginning of each fiscal year, the District will provide a rotation list of qualified employees in each building, sorted by date of hire. The rotation will start over July 1 of each fiscal year.

All overtime opportunities, whether for the time and one-half or double time, will be based on one rotation schedule. The rotation schedule and the dates of confirmed events which will require overtime work will be posted in the custodians' office. When an opportunity becomes available for overtime, the first person on the list will have the opportunity to accept the overtime assignment. If they choose not to accept the overtime assignment, the opportunity goes to the next person on the list and the employee declining the opportunity waits until they come up on the rotation schedule again.

Individual employees are not guaranteed a certain number of hours of overtime. Each opportunity for overtime may be a different number of hours. The employee accepting the overtime assignment works the assignment and the next overtime opportunity goes to the next person on the list. When no custodian assigned to the building where the overtime occurs is interested in it, the Head Custodian may offer the overtime to custodians in other buildings on a rotating basis. If no one accepts the overtime, the Head Custodian will assign the overtime to the first person on the rotation schedule in the building it occurs for that overtime occurrence.

2.07(f). No overtime shall be paid unless it has been specifically authorized by the immediate supervisor.

2.07(g). An employee on vacation will not be eligible for overtime during his/her vacation period and will not be eligible for overtime until the next time his/her name comes up on the rotation schedule.

2.07(h). When an event extends beyond a normal shift, and there are no custodians regularly scheduled to come to work at that site for the next shift, the custodian on duty will stay to complete tasks after the event is finished. If it is known in advance that the event will extend more than two hours beyond the normal shift, overtime will be assigned based on the overtime rotation schedule.

2.07(i). If a custodian refuses overtime, the rotation schedule will continue and the next opportunity for overtime will be when his/her name appears first on the rotation again.

HOLIDAYS

Section 2.08 - Holidays:

All employees who work twenty hours per week or more shall be granted the following paid holidays or days observed as such provided the days fall within the employee's regular work year: New Year's Day, Presidents' only if designated a holiday by the Board of Education, Good Friday, Memorial Day, Independence day, Labor Day, Thanksgiving Day, the day following Thanksgiving Day, Christmas Eve,

Christmas Day. If the approved school calendar precludes the use of any of these days as Holidays, an alternate day(s) shall be selected by the employee, with the approval of their immediate supervisor.

Employees who work less than twenty hours per week shall be granted Thanksgiving Day and Christmas Day, prorated to the work day, as paid holidays.

ARTICLE 3 - LEAVES

Section 3.01 - Vacations:

Employees who work twenty hours or more per week and have a 48-week work year will be granted the following vacation days with pay:

Date of hire through 4 years of service	10 work days
Beginning of 5 th year through 9 years of service	15 work days
Beginning of 10 th year of service	20 work days

Employees who work less than twenty hours per week will be granted two days of paid vacation each year, provided they have completed at least one year of service.

Any earned vacation days not used prior to the completion of the employee's service, will be paid to the employee at the current rate when the employee's service is completed.

Employees may take vacation during the school year subject to the following restrictions:

- a. Requests for vacation shall be submitted to the building head custodian using the District's substitute/leave system at least three days in advance except in the case of emergency circumstances.
- b. Vacation days shall be taken only on days when school is not in session (days not designated as instructional days in session). Approval to take vacation on days when school is in session shall be obtained from the Director of Buildings & Grounds or designee upon the recommendation of the building head custodian.
- c. No more than five (5) employees shall be on vacation district-wide at one time.
- d. No more than one (1) employee shall be on vacation at one time from each elementary school.
- e. No more than two (2) employees shall be on vacation at one time from either the middle school or the high school.
- f. Exceptions may be granted at the discretion of the Director of Buildings & Grounds and shall not be subject to the grievance procedure.

Vacation days will be lost unless they are taken within twelve (12) months after the year in which they were earned. Vacation benefits shall not accrue during any period of absence for reasons other than vacation or military leave which extends beyond one calendar month.

Section 3.02 – Sick Leave:

Employees who work twenty (20) hours per week or more shall earn sick leave at the rate of one (1) day for each month of service in the employ of the school district.

Unused sick leave days may accumulate to a maximum of two hundred twenty-eight (228) days. Accumulated leave days shall be based on the current percentage of the day worked.

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

Up to a total of ten (10) days per year may be used for bereavement leave. Bereavement leave may be used in the case of a death of family members or friends.

If workers' compensation is paid during period of sick leave, the total of the workers' compensation plus sick leave is to be no greater than the employee's salary.

Any use of leave under this Section shall be deducted from sick leave.

Medical Statement: The school district may require an employee to furnish a medical certificate from a qualified physician as evidence of illness in order to qualify for sick leave pay. Final determination as to the eligibility of an employee for sick leave pay is reserved to the employer.

Sick leave will no longer be used when custodial personnel qualify for income protection insurance.

Section 3.03 - Child Care Leave:

A child care leave without pay may be granted by the school district subject to the provisions of this Section. Child care leave may be granted because of the need to prepare and/or provide parental care for a child or children of the custodian for an extended period of time.

A custodian making application for child care leave shall inform the Superintendent in writing of intention to take the leave at least two calendar months before commencement of the intended leave, except in unusual circumstances.

If the reason for the child care leave is occasioned by pregnancy, the custodian shall also provide at the time of the leave application, a statement from her physician indicating the expected date of delivery. If a custodian who has requested and been granted child care leave because of pregnancy delivers prior to the scheduled beginning of her child care leave, she shall be eligible for sick leave in accordance with the provisions of Section 1 until the scheduled beginning date of her child care leave.

The School Board agrees to give the custodian a child care leave of at least six months in length and will grant a maximum leave to the beginning of the fiscal year following the six-month period. Upon signifying his/her intention to return, the custodian shall have a right to return to his/her original position as specified in his/her child care leave plan if his/her leave is commenced and concluded within the same fiscal year. If a custodian's child care leave plan does not call for his/her return within the year it is commenced, a custodian shall have the right to be returned to an equivalent position.

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

Insurance and other Benefits: A custodian on child care leave without pay is eligible for all employee benefit plans but must pay the full premium for such benefits as he/she wishes to retain. These benefits are limited to those allowed by the companies concerned.

Sick Leave Accumulation: A custodian returning to employment after child care leave without pay will be credited with the amount of accumulated sick leave he/she had when he/she ceased working to commence his/her leave.

Section 3.04 - School Conference and Activities Leave: In accordance with the provisions of MS.181.9412, the District will provide each custodian with up to sixteen hours of school conference and activities leave during any twelve-month period to attend school conferences or school related activities related to the employee's child, provided the conference, activity or observation cannot be scheduled during non-work hours. Such leave will be deducted from the custodian's sick leave allowance.

Section 3.05 - Personal Leave: Custodians may be granted a leave at the discretion of the school district of no more than two (2) days per year, noncumulative, and with no loss in pay, the days used to be deducted from unused sick leave.

Requests for personal leave must be made using the District substitute/leave_system at least three (3) days in advance, except for emergencies.

Section 3.06 – Health Leave: A leave of absence without pay for reason of personal health for periods not to exceed one year, subject to renewal, may be granted by the Board upon presentation of evidence of need and upon exhaustion of the employee's sick leave.

Section 3.07 – Judicial Duty: For any employee who is required to serve as a juror or is subpoenaed to appear as a witness (not as a defendant) in a criminal court case, the said employee shall receive their regular compensation and other benefits, less the amount received by them as jurors or witness fees.

ARTICLE 4 - GROUP INSURANCE

Section 4.01 - Eligibility: Employees regularly scheduled to work 20 hours per week or more in a position with a minimum work year of the student days in session shall be eligible for group insurances contained in this Article.

Section 4.02- Health and Hospitalization Insurance: Eligible employees and their spouse and dependent children may participate in the district health and hospitalization insurance plan. The school district will contribute toward the premium according to the schedule below. The selection of the insurance carrier and policy shall be made by the school district as provided by law. The effective date for employer contributions shall be January 1 of each school year.

2018-19 2020-2021 School Year

<u>30 < 40 hrs/wk</u> <u>1.0 factor</u>	<u>25 < 30 hrs/wk</u> <u>.6 factor</u>	<u>20 < 25 hrs/wk</u> <u>.5 factor</u>
<u>SINGLE</u> Tied to Teachers	Tied to Teachers x .60	Tied to Teachers x .50
<u>FAMILY</u> Tied to Teachers	Tied to Teachers x .60	Tied to Teachers x .50

2019-20 2021-2022 School Year

<u>30 < 40 hrs/wk</u> <u>1.0 factor</u>	<u>25 < 30 hrs/wk</u> <u>.6 factor</u>	<u>20 < 25 hrs/wk</u> <u>.5 factor</u>
<u>SINGLE</u> Tied to Teachers	Tied to Teachers x .60	Tied to Teachers x .50
<u>FAMILY</u> Tied to Teachers	Tied to Teachers x .60	Tied to Teachers x .50

Employees who retire after age 59 or become disabled and who have been in the employ of the Northfield School District for at least ten (10) consecutive years, may buy the group hospitalization insurance

at the school's group rate until the employee is eligible for Medicare. Participation beyond that shall be in accordance with applicable laws and regulations. The retired or disabled employee will pay the premium for such coverage to the school district.

Section 4.03 - Income Protection Insurance: Income protection insurance shall be provided each eligible custodian. This income protection shall be a part of the plan now provided by the school district for certified personnel. The premium will be paid by the school district.

There shall be a 60-day waiting period before the disability income protection goes into effect. The plan will pay 2/3 of the employee's base salary at the time of disability. Such disability payment will be coordinated with social security, Public Employees Retirement Association, or any other public retirement plans which may provide the same type of coverage. Additional compensation amounts paid to custodians who are building heads or responsible for the indoor swimming pool will be included in the basic salaries for the purpose of Income Protection Insurance.

Section 4.04 Life Insurance: The employer will provide group term life insurance coverage for each employee working 20 hours per week or more in the amount of \$35,000.00. The employee may purchase additional group term life insurance in increments of \$25,000 up to a maximum of \$100,000 at the group rate upon evidence of insurability and acceptance by the carrier. The cost of such additional coverage shall be paid fully by the employee through payroll deduction.

Section 4.05 Dental Insurance: The rate of Board payment for coverage for eligible employees shall be according to the schedule below. The effective date for employer contributions shall be January 1 of each school year.

<u>30 < 40 hrs/wk</u> <u>1.0 factor</u>	<u>25 < 30 hrs/wk</u> <u>.6 Factor</u>	<u>20 < 25 hrs/wk</u> <u>.5 Factor</u>
<u>SINGLE</u> Tied to Teachers	Tied to Teachers x .60	Tied to Teachers x .50
<u>FAMILY</u> Tied to Teachers	Tied to Teachers x .60	Tied to Teachers x .50

Section 4.06 - Claims Against the School District: It is understood that the school district's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim shall be made against the school district as a result of a denial of insurance benefits by an insurance carrier.

Section 4.07 - Duration of Insurance Contribution: Upon discontinuance of employment, all district participation and contribution shall cease effective on the last working day. However, employees may be continued in the group for a period following termination determined by the insurance carrier if the employee pays the entire premium amount.

ARTICLE 5 - LONGEVITY

Section 5.01 – Eligibility: Longevity pay for all regular maintenance, custodial, and engineer employees working at least 75% of full-time (30 hours per week), will be paid on the basis of the following schedule:

	<u>2020-21</u>	<u>2021-22</u>
After completion of 5 years of employment:	<u>\$1,000</u>	<u>\$1,000</u>
After completion of 10 years:	<u>\$1,200</u>	<u>\$1,200</u>
After completion of 15 years:	<u>\$1,400</u>	<u>\$1,400</u>
After completion of 20 years:	<u>\$1,700</u>	<u>\$1,700</u>

Section 5.02 – Longevity Pay Schedule: The above stipulated amounts are on an annual basis and are to be paid in addition to the basic salary schedule. Longevity increments will be divided equally over 24 pay

periods during the fiscal year, beginning July 1 each year. All longevity pay will be based on the latest hiring date in cases of broken service.

ARTICLE 6 - RETIREMENT

Section 6.01 – 403(b) Matching Plan: Each year by October 1, employees working 75% of full-time (30 hours per week) and who wish to participate in the plan shall be responsible to complete and file a salary deduction authorization for their annual contribution to a matching 403(b) plan. The School District will match an employee's contribution to a 403 (b) plan up to \$2,000 per school year. During a year in which the employee makes no contribution, the District shall likewise make no contribution to that employee account.

ARTICLE 7 - RESIGNATIONS, DISMISSALS AND SUSPENSIONS

Section 7.01 - Resignations: Employees electing to resign shall be required to give the employer ten (10) working days notice and shall continue in the employer's service during this period with the understanding that the employee may leave sooner if a suitable replacement is obtained. Any earned vacation days not used prior to the completion of the employee's service, will be paid to the employee at the current rate when the employee's service is completed. The employee shall be granted paid sick leave during the last ten working days only if a doctor's statement is provided as evidence of illness. Failure to give such notice shall result in loss of any vacation benefits which the employee might otherwise be entitled to.

Section 7.02 - Dismissal and Suspension:

Probationary Period: An employee under the provisions of this agreement shall have a probationary period of six (6) months of continuous service in the school district during which time the school district shall have the unqualified right to suspend without pay, dismiss or otherwise discipline such employee; and during this probationary period, the employee shall have no recourse to the grievance procedure, insofar as suspension, dismissal or other discipline is concerned. The probationary period for a given employee may be extended by three (3) months if mutually agreed by the union and the school district.

Completion of Probationary Period: An employee who has completed the probationary period may be suspended without pay or dismissed only for cause. Except in cases that warrant immediate dismissal (as described in paragraph 2), the school district shall give the employee two weeks notice or pay the employee two weeks wages and terminate him/her immediately.

An employee may be dismissed immediately for the following reasons:

- a. Dishonesty
- b. Drinking or being intoxicated on the job
- c. Immoral conduct which affects ability to work effectively in the school district or which endangers individuals in the school setting
- d. Clear insubordination

ARTICLE 8 - SENIORITY

Section 8.01 - Seniority Date: Employees shall acquire seniority upon completion of the probationary period as defined in this Agreement and, upon acquiring seniority, the seniority date shall relate back to the first date of service. If more than one employee commences work on the same date, seniority ranking for such employees shall be determined by the school district. In cases of broken service, the latest date of employment shall be the one used to determine seniority.

Section 8.02 - Reduction in Force: The parties recognize the principle of seniority in the application of this Agreement concerning reduction in force, provided the employee is qualified to perform the duties and responsibilities of the position. An employee on layoff shall retain his/her seniority and right to recall in seniority order for a period of fifteen (15) months after the date of layoff.

The District shall not create light custodian or housekeeper positions while a custodian engineer is on layoff status.

Section 8.03 - Vacancies: In the event of a job opening, the job shall be announced by bulletin for a period of five (5) working days, and the permanent qualified employee shall be given an opportunity in the order of seniority to step up for promotion. The Board of Education or designee shall make the final determination of qualification of employees. The Board shall have the right to select and assign all custodians within the system.

ARTICLE 9 - GENERAL

1. It is understood that the work of a custodian-engineer shall include maintenance work and repair work needed to maintain the building in good condition as well as cleaning. The maintenance work shall include plumbing, repairs, glazing, painting, carpentry, snow removal, maintenance of grounds, and other duties that may be assigned by the employer.
2. Union meetings may be held on school premises but shall be scheduled at a time when they will disrupt the work routine as little as possible.
3. In the absence of a custodian because of a day off or emergency situation, an alternate custodian would be allowed to lock up the building.

ARTICLE 10 - GRIEVANCE PROCEDURE

Section 10.01 - Definitions:

Grievance: A grievance under this procedure is a claim by a covered employee or the exclusive representative that there has been a violation, misinterpretation or misapplication of any term or terms of any covered employee contract required under Minnesota Statutes or any attachment hereto.

Days: "Days" mean calendar days excluding Saturday, Sunday or legal holidays as defined by Minnesota Statutes or those days designated as holidays by the Agreement.

Service: "Service" means personal service or by certified mail.

Reduced to Writing: "Reduced to Writing" means a concise statement outlining the nature of the grievance, the provision(s) of the contract in dispute, and the relief requested.

Answer: "Answer" means a concise response outlining the School Board's position on the grievance.

Section 10.02 - Level 1. Informal Conference. Upon the occurrence of an alleged violation of this agreement, the employee involved shall attempt to resolve the matter on an informal basis with the employee's supervisor. This will be done within (10) days of the alleged violation. If the matter is not resolved to the employee's satisfaction in the informal conference, the grievance may be reduced to writing by the exclusive representative and served upon the Superintendent or his/her designee. Such service must be made within ten (10) days of the informal conference.

Section 10.03 - Level II. Within ten (10) days after receipt of such grievance, a meeting shall take place between the Superintendent or his/designee and the exclusive representative of the union. The parties shall endeavor to mutually resolve the grievance. If resolution is results, the terms of the resolution shall be reduced to writing and signed by all parties. If no agreement is reached within ten (10) days of the Level II meeting, the exclusive representative may elect to proceed with the grievance to Level III. He/she will proceed by serving proper notification to the Clerk of the School Board. The notification shall contain a concise statement indicating the intention of the party to proceed with the grievance, an outline of the grievance, the provision(s) of the contract in dispute, and the relief requested.

Section 10.04 - Level III: The School Board shall meet with the designated official of the exclusive representative (or in the appropriate case, covered employee or his/her designee) within twenty (20) days after receiving notice of intention to proceed with the grievance pursuant to Level II. If resolution of the grievance results, the parties shall reduce the resolution to writing and sign the memorandum as provided in Level II. If the parties are unable to reach agreement within ten (10) days after the first Level III meeting, either the school district or the exclusive representative may request arbitration by serving a written notice on the other party of their intention to proceed with arbitration.

Section 10.05 - Level IV: The parties shall endeavor to select a mutually acceptable arbitrator to hear and decide the grievance. If no agreement is reached, either party may request the Bureau of Mediation Services to appoint an arbitrator pursuant to PELRA, a list of arbitrators selected by the Commissioner, providing such request is made within twenty days after request for arbitration. Upon receipt of a list of arbitrators, the parties shall alternately strike names from the list until only one (1) name remains. If the parties are unable to agree on who shall strike the first name, the question shall be decided by a flip of a coin.

Upon appointment of the arbitrator, the covered employee or the exclusive representative shall within five (5) days after the notice of appointment forward to the arbitrator, with a copy to the School Board, the substance of the grievance which shall include the following:

1. The issues involved.
2. Statement of the facts.
3. Position of the grievant.
4. The written documents developed in the first three levels of the grievance procedure.

The School Board is to make a similar submission of information; it shall also be done within five (5) days after the notice of appointment of the arbitrator, with copies to the covered employee(s) or the exclusive representative.

The Board and the exclusive representative shall not be permitted to assert in such arbitration procedure any grievance or to rely on any evidence not previously disclosed to either party prior to five (5) days of the arbitration hearing.

The arbitrator shall not have the power to add, to subtract from, or to modify in any way the terms of the existing contract.

The decision of the arbitrator shall be final and binding on all parties to the dispute unless the decision violates any provision of the laws of Minnesota or rules or regulations promulgated thereunder, or municipal charters or ordinances or resolutions enacted pursuant thereto, or which causes a penalty to be incurred thereunder. The decision shall be issued to the parties by the arbitrator, and a copy shall be filed with the Bureau of Mediation Services, State of Minnesota.

Each party shall bear its own expenses in connection with arbitration including expenses relating to the parties' representatives, witnesses, and any other expenses which the party incurs in connection with

presenting its case in arbitration. A transcript or recording shall be made of the hearing at the request of either party. The parties shall share equally fees of the arbitrator, but the cost of the transcript or recording will be paid by the party requesting the same (or shared if mutually agreeable) and any other expenses which the parties mutually agree are necessary for the conduct of the arbitration.

Processing of all grievances shall occur after the close of the employees' workday whenever possible. If this is not possible, employees shall not lose wages during their necessary participation in the grievance proceeding on the following basis.

- a. The number of covered employees participating may equal the number of administrative representatives participating in the grievance proceeding on behalf of the School Board; or
- b. If the number of said administrative representatives participating on behalf of the School Board is less than three, three covered employees may participate in the proceedings without loss of wages.

The parties, by mutual written agreement, may waive any step and/or extend any time limits in the grievance procedure. Provided, however, that failure to adhere to the time limits shall result in a forfeit of the grievance or, in the case of the School Board or its designees, shall require mandatory alleviation of the grievance as outlined in the last statement by the exclusive representative or covered employee.

The provisions of this grievance procedure shall be severable, and if any provision or paragraph thereof or application of any such provision or paragraph under any circumstance is held invalid, it shall not affect any other provision or paragraph of this grievance procedure or the application of any provision or paragraph thereof under different circumstances.

Section 10.06 - Expiration: Notwithstanding the expiration of this contract, any claim or grievance arising hereunder may be processed through the grievance procedure until resolution.

Section 10.07 - No Reprisals: No reprisals of any kind shall be taken by the Board or the school administration against any covered employee because of his/her participation in this grievance procedure.

ARTICLE 11 - DURATION

Section 11.01 - Terms and Reopening Negotiations: This Agreement shall remain in full force and effect for a period commencing on July 1, 2020, through June 30, 2022, and thereafter until modifications are made pursuant to the P.E.L.R.A. of 1971, as amended. If either party desires to modify or amend this Agreement commencing on July 1, 2022, it shall give written notice of such intent no later than May 1, 2022. Unless otherwise mutually agreed, the parties shall not commence negotiations more than 90 days prior to the expiration of this Agreement.

Section 11.02 - Effect: This Agreement constitutes the full and complete Agreement between the School District and the International Union of Operating Engineers, Local 70 representing the maintenance, custodial, and engineer employees of the district. The provisions herein relating to terms and conditions of employment supersede any and all prior Agreements, resolutions, practices, school district policies, rules or regulations concerning terms and conditions of employment inconsistent with these provisions.

Section 11.03 - Finality: Any matters relating to the current contract terms, whether or not referred to in this Agreement, shall not be open for negotiation during the term of this Agreement unless mutually agreed upon by both parties.

Section 11.04 - Severability: The provisions of this Agreement shall be severable, and if any provision under any circumstances is held invalid, it shall not affect any other provisions of this Agreement or the application of any provision thereof.

IN WITNESS THEREOF, the parties have executed this Agreement as follows:

For Local 70 International Union of
Operating Engineers AFL-CIO:

For Independent School District #659,
Northfield, Minnesota:

President

Chairperson

Secretary

Clerk

Business Manager

Dated this _____ day of _____, 2020.

Steward

Business Agent

Dated this _____ day of _____, 2020.

**Policy 522 TITLE IX SEX NONDISCRIMINATION POLICY, GRIEVANCE
PROCEDURE AND PROCESS**

I. GENERAL STATEMENT OF POLICY

- A. The school district does not discriminate on the basis of sex in its education programs or activities, and it is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The school district is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.
- B. The school district prohibits sexual harassment that occurs within its education programs and activities. When the school district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.
- C. This policy applies to sexual harassment that occurs within the school district's education programs and activities and that is committed by a school district employee, student, or other members of the school community. This policy does not apply to sexual harassment that occurs off school grounds, in a private setting, and outside the scope of the school district's education programs and activities. This policy does not apply to sexual harassment that occurs outside the geographic boundaries of the United States, even if the sexual harassment occurs in the school district's education programs or activities.
- D. Any student, parent, or guardian having questions regarding the application of Title IX and its regulations and/or this policy and grievance process should discuss them with the Title IX Coordinator.

The school district's Title IX Coordinator is:

Molly Viesselman, Director of Human Resources
Human Rights Officer/Title IX Coordinator
Northfield Public Schools
1400 Division Street
Northfield, MN 55057
Phone: 507.663.0600
Email: mviesselman@northfieldschools.org

The school district's Alternate Title IX Coordinator is:

Sara Pratt, Assistant Director of Special Services
1400 Division Street
Northfield, MN 55057
Phone: 507.645.3410
Email: spratt@northfieldschools.org

Questions relating solely to Title IX and its regulations may be referred to the Title IX Coordinator(s), the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

- E. The effective date of this policy is August 14, 2020 and applies to alleged violations of this policy occurring on or after August 14, 2020.

II. DEFINITIONS

- A. “Actual knowledge” means notice of sexual harassment or allegations of sexual harassment to the school district’s Title IX Coordinator or to any employee of the school district. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only official of the school district with actual knowledge is the respondent.
- B. “Complainant” means a person who is alleged to be the victim of conduct that could constitute sexual harassment under Title IX. A Title IX Coordinator who signs a formal complaint is not a complainant unless the Title IX Coordinator is alleged to be the victim of the conduct described in the formal complaint.
- C. “Day” or “days” means, unless expressly stated otherwise, business days (i.e. day(s) that the school district office is open for normal operating hours, Monday - Friday, excluding State-recognized holidays).
- A. “Deliberately indifferent” means clearly unreasonable in light of the known circumstances. The school district is deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.
- B. “Education program or activity” means locations, events, or circumstances for which the school district exercises substantial control over both the respondent and the context in which the sexual harassment occurs and includes school district education programs or activities that occur on or off of school district property.
- C. “Formal complaint” means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the school district investigate the allegation of sexual harassment.
 - 1. A formal complaint filed by a complainant must be a physical document or an electronic submission. The formal complaint must contain the complainant’s physical or digital signature, or otherwise indicate that the complainant is the person filing the formal complaint, and must be submitted to the Title IX Coordinator in person, by mail, or by email.
 - 2. A formal complaint shall state that, at the time of filing the formal

complaint, the complainant was participating in, or attempting to participate in, an education program or activity of the school district with which the formal complaint is filed.

- D. "Informal resolution" means options for resolving a formal complaint that do not involve a full investigation and adjudication. Informal resolution may encompass a broad range of conflict resolution strategies, including mediation or restorative justice.
- E. "Relevant questions" and "relevant evidence" are questions, documents, statements, or information that are related to the allegations raised in a formal complaint. Relevant evidence includes evidence that is both inculpatory and exculpatory. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.
- F. "Remedies" means actions designed to restore or preserve the complainant's equal access to education after a respondent is found responsible. Remedies may include the same individualized services that constitute supportive measures, but need not be non-punitive or non-disciplinary, nor must they avoid burdening the respondent.
- G. "Respondent" means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment under Title IX.
- H. "Sexual harassment" means any of three types of misconduct on the basis of sex that occurs in a school district education program or activity and is committed against a person in the United States:
 - 1. *Quid pro quo* harassment by a school district employee (conditioning the provision of an aid, benefit, or service of the school district on an individual's participation in unwelcome sexual conduct);
 - 2. Unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal educational access; or
 - 3. Any instance of sexual assault (as defined in the Clery Act, 20 U.S.C. §1092(f)(6)A(v)), dating violence, domestic violence, or stalking (as defined in the Violence Against Women Act, 34 U.S.C. §12291).

- I. "Supportive measures" means individualized services provided to the complainant or respondent without fee or charge that are reasonably available, non-punitive, non-disciplinary, not unreasonably burdensome to the other party, and designed to ensure equal educational access, protect safety, and deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, alternative educational services as defined under Minn. Stat. § 121A.41, as amended, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the school district buildings or property, and other similar measures.
- J. "Title IX Personnel" means any person who addresses, works on, or assists with the school district's response to a report of sexual harassment or formal complaint, and includes persons who facilitate informal resolutions. The following are considered Title IX Personnel:
1. "Title IX Coordinator" means an employee of the school district that coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX. The Title IX Coordinator is responsible for acting as the primary contact for the parties and ensuring that the parties are provided with all notices, evidence, reports, and written determinations to which they are entitled under this policy and grievance process. The Title IX Coordinator is also responsible for effective implementation of any supportive measures or remedies. The Title IX Coordinator must be free from conflicts of interest and bias when administering the grievance process.
 2. "Investigator" means a person who investigates a formal complaint. The investigator of a formal complaint may not be the same person as the Decision-maker or the Appellate Decision-maker. The Investigator may be a school district employee, school district official, or a third party designated by the school district.
 3. "Decision-maker" means a person who makes a determination regarding responsibility after the investigation has concluded. The Decision-maker cannot be the same person as the Title IX Coordinator, the Investigator, or the Appellate Decision-maker.
 4. "Appellate Decision-maker" means a person who considers and decides appeals of determinations regarding responsibility and dismissals of formal complaints. The Appellate Decision-maker cannot be the same person as the Title IX Coordinator, Investigator, or Decision-maker. The Appellate Decision-maker may be a school district employee, or a third party designated by the school district.

5. The superintendent of the school district may delegate functions assigned to a specific school district employee under this policy, including but not limited to the functions assigned to the Title IX Coordinator, Investigator, Decision-maker, Appellate Decision-maker, and facilitator of informal resolution processes, to any suitably qualified individual and such delegation may be rescinded by the superintendent at any time. The school district may also, in its discretion, appoint suitably qualified persons who are not school district employees to fulfill any function under this policy, including, but not limited to, Investigator, Decision-maker, Appellate Decision-maker, and facilitator of informal resolution processes.

III. BASIC REQUIREMENTS FOR GRIEVANCE PROCESS

A. Equitable Treatment

1. The school district shall treat complainants and respondents equitably. However, equality or parity with respect to supportive measures provided to complainants and respondents is not required.
2. The school district will not impose any disciplinary sanctions or take any other actions against a respondent that do not constitute supportive measures until it has completed this grievance process and the respondent has been found responsible.
3. The school district will provide appropriate remedies to the complainant any time a respondent is found responsible.

B. Objective and Unbiased Evaluation of Complaints

1. Title IX Personnel, including the Title IX Coordinator, Investigator, Decision-maker, and Appellate Decision-maker, shall be free from conflicts of interest or bias for or against complainants or respondents generally or a specific complainant or respondent.
2. Throughout the grievance process, Title IX Personnel will objectively evaluate all relevant evidence, inculpatory and exculpatory, and shall avoid credibility determinations based solely on a person's status as a complainant, respondent, or witness.

- C. Title IX Personnel will presume that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

D. Confidentiality

The school district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, or FERPA's regulations, and State law under Minn. Stat. § 13.32 34 C.F.R. Part 99, or as required by law, or to carry out the purposes of 34 C.F.R. Part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder (i.e., the school district's obligation to maintain confidentiality shall not impair or otherwise affect the complainants and respondents receipt of the information to which they are entitled with respect to the investigative record and determination of responsibility).

E. Right to an Advisor; Right to a Support Person

Complainants and respondents have the right, at their own expense, to be assisted by an advisor of their choice during all stages of any grievance proceeding, including all meetings and investigative interviews. The advisor may be, but is not required to be, an attorney. In general, an advisor is not permitted to speak for or on behalf of a complainant or respondent, appear in lieu of complainant or respondent, participate as a witness, or participate directly in any other manner during any phase of the grievance process.

A complainant or respondent with a disability may be assisted by a support person throughout the grievance process, including all meetings and investigative interviews, if such accommodation is necessary. A support person may be a friend, family member, or any individual who is not otherwise a potential witness. The support person is not permitted to speak for or on behalf of a complainant or respondent, appear in lieu of complainant or respondent, participate as a witness, or participate directly in any other manner during any phase of the grievance process.

F. Notice

The school district will send written notice of any investigative interviews or meetings to any party whose participation is invited or expected. The written notice will include the date, time, location, participants, and purpose of the meeting or interview, and will be provided to allow sufficient time for the party to prepare to participate.

G. Consolidation

The school district may, in its discretion, consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more

than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

H. Evidence

1. During the grievance process, the school district will not require, allow, rely upon, or otherwise use questions or evidence that constitute or seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.
2. The school district shall not access, consider, disclose, or otherwise use a party's medical, psychological, and similar treatment records unless the school district obtains the party's voluntary, written consent.

I. Burden of Proof

1. The burden of gathering evidence and the burden of proof shall remain upon the school district and not upon the parties.
2. The grievance process shall use a preponderance of the evidence standard (i.e. whether it is more likely than not that the respondent engaged in sexual harassment) for all formal complaints of sexual harassment, including when school district employees are respondents.

J. Timelines

1. Any informal resolution process must be completed within thirty (30) calendar days following the parties' agreement to participate in such informal process.
2. An appeal of a determination of responsibility or of a decision dismissing a formal complaint must be received by the school district within five (5) days of the date the determination of responsibility or dismissal was provided to the parties.
3. Any appeal of a determination of responsibility or of a dismissal will be decided within thirty (30) calendar days of the day the appeal was received by the School District.
4. The school district will seek to conclude the grievance process, including any appeal, within 120 calendar days of the date the formal complaint was received by the School District.
5. Although the school district strives to adhere to the timelines described

above, in each case, the school district may extend the time frames for good cause. Good cause may include, without limitation: the complexity of the allegations; the severity and extent of the alleged misconduct; the number of parties, witnesses, and the types of other evidence (e.g., forensic evidence) involved; the availability of the parties, advisors, witnesses, and evidence (e.g., forensic evidence); concurrent law enforcement activity; intervening school district holidays, breaks, or other closures; the need for language assistance or accommodation of disabilities; and/or other unforeseen circumstances.

K. Potential Remedies and Disciplinary Sanctions

1. The following is the range of possible remedies that the school district may provide a complainant and disciplinary sanctions that the school district might impose upon a respondent, following determination of responsibility: counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, mutual or unilateral restrictions on contact between the parties, changes in work locations, leaves of absence, monitoring of certain areas of the school district buildings or property, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge.
2. If the Decision-maker determines a student-respondent is responsible for violating this policy, the Decision-maker will recommend appropriate remedies, including disciplinary sanctions/consequences. The Title IX Coordinator will notify the superintendent of the recommended remedies, such that an authorized administrator can consider the recommendation(s) and implement appropriate remedies in compliance with MSBA Model Policy 506 – Student Discipline. The discipline of a student-respondent must comply with the applicable provisions of Minnesota Pupil Fair Dismissal Act, the Individuals with Disabilities Education Improvement Act (IDEA) and/or Section 504 of the Rehabilitation Act of 1972, and their respective implementing regulations.

IV. REPORTING PROHIBITED CONDUCT

- A. Any student who believes they have been the victim of unlawful sex discrimination or sexual harassment, or any person (including the parent of a student) with actual knowledge of conduct which may constitute unlawful sex discrimination or sexual harassment toward a student should report the alleged acts as soon as possible to the Title IX Coordinator.
- B. Any employee of the school district who has experienced, has actual knowledge of, or has witnessed unlawful sex discrimination, including sexual harassment, or who otherwise becomes aware of unlawful sex discrimination, including sexual harassment, must promptly report the allegations to the Title IX Coordinator

without screening or investigating the report or allegations.

- C. A report of unlawful sex discrimination or sexual harassment may be made at any time, including during non-business hours, and may be made in person, by mail, by telephone, or by e-mail using the Title IX Coordinator's contact information. A report may also be made by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.
- D. Sexual harassment may constitute both a violation of this policy and criminal law. To the extent the alleged conduct may constitute a crime, the School District may report the alleged conduct to law enforcement authorities. The school district encourages complainants to report criminal behavior to the police immediately.

V. INITIAL RESPONSE AND ASSESSMENT BY THE TITLE IX COORDINATOR

- A. When the Title IX Coordinator receives a report, the Title IX Coordinator shall promptly contact the complainant confidentially to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.
- B. The school district will offer supportive measures to the complainant whether or not the complainant decides to make a formal complaint. The school district must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the school district's ability to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.
- C. If the complainant does not wish to file a formal complaint, the allegations will not be investigated by the school district unless the Title IX Coordinator determines that signing a formal complaint to initiate an investigation over the complainant's wishes is not clearly unreasonable in light of the known circumstances.
- D. Upon receipt of a formal complaint, the school district must provide written notice of the formal complaint to the known parties with sufficient time to prepare a response before any initial interview. This written notice must contain:
 - 1. The allegations of sexual harassment, including sufficient details known at the time, the identities of the parties involved in the incident (if known), the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known;

2. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the grievance process;
3. A statement explaining that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney;
4. A statement that the parties may inspect and review evidence gathered pursuant to this policy;
5. A statement informing the parties of any code of conduct provision that prohibits knowingly making false statements or knowingly submitting false information; and
6. A copy of this policy.

VI. STATUS OF RESPONDENT DURING PENDENCY OF FORMAL COMPLAINT

A. Emergency Removal of a Student

1. The school district may remove a student-respondent from an education program or activity of the school district on an emergency basis before a determination regarding responsibility is made if:
 - a. The school district undertakes an individualized safety and risk analysis;
 - b. The school district determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal of the student-respondent; and
 - c. The school district determines the student-respondent poses such a threat, it will so notify the student-respondent and the student-respondent will have an opportunity to challenge the decision immediately following the removal. In determining whether to impose emergency removal measures, the Title IX Coordinator shall consult related school district policies, including MSBA Model Policy 506 – Student Discipline. The school district must take into consideration applicable requirements of the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973, prior to removing a special education student or Section 504 student on an emergency basis.

[NOTE: The interrelationship between the Title IX regulations

authorizing the emergency removal of student and the Minnesota Pupil Fair Dismissal Act (MPFDA) is unclear at this time. School districts should consult with legal counsel regarding the emergency removal of a student. At a minimum, it is recommended that school districts provide alternative educational services, as defined in the MPFDA, to any student so removed under the Title IX regulations.]

B. Employee Administrative Leave

The school district may place a non-student employee on administrative leave during the pendency of the grievance process of a formal complaint. Such leave will typically be paid leave unless circumstances justify unpaid leave in compliance with legal requirements. The school district must take into consideration applicable requirements of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act prior to removing an individual with a qualifying disability.

VII. INFORMAL RESOLUTION OF A FORMAL COMPLAINT

- A. At any time prior to reaching a determination of responsibility, informal resolution may be offered and facilitated by the school district at the school district's discretion, but only after a formal complaint has been received by the school district.
- B. The school district may not require as a condition of enrollment or continued enrollment, or of employment or continued employment, or enjoyment of any other right, waiver of the right to a formal investigation and adjudication of formal complaints of sexual harassment.
- C. The informal resolution process may not be used to resolve allegations that a school district employee sexually harassed a student.
- D. The school district will not facilitate an informal resolution process without both parties' agreement, and will obtain their voluntary, written consent. The school district will provide to the parties a written notice disclosing the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, the parties' right to withdraw from the informal resolution process, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.
- E. At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with

respect to the formal complaint.

VIII. DISMISSAL OF A FORMAL COMPLAINT

- A. Under federal law, the school district must dismiss a Title IX complaint, or a portion thereof, if the conduct alleged in a formal complaint or a portion thereof:
 - 1. Would not meet the definition of sexual harassment, even if proven;
 - 2. Did not occur in the school district's education program or activity; or
 - 3. Did not occur against a person in the United States.
- B. The school district may, in its discretion, dismiss a formal complaint or allegations therein if:
 - 1. The complainant informs the Title IX Coordinator in writing that the complainant desires to withdraw the formal complaint or allegations therein;
 - 2. The respondent is no longer enrolled or employed by the school district; or
 - 3. Specific circumstances prevent the school district from gathering sufficient evidence to reach a determination.
- C. The school district shall provide written notice to both parties of a dismissal. The notice must include the reasons for the dismissal.
- D. Dismissal of a formal complaint or a portion thereof does not preclude the school district from addressing the underlying conduct in any manner that the school district deems appropriate.

[NOTE: For example, school districts are reminded of the obligation under Minn. Stat. § 122A.20, subd. 2, to make a mandatory report to PELSB concerning any teacher who resigns during the course of an investigation of misconduct.]

IX. INVESTIGATION OF A FORMAL COMPLAINT

- A. If a formal complaint is received by the School District, the school district will assign or designate an Investigator to investigate the allegations set forth in the formal complaint.
- B. If during the course of the investigation the school district decides to investigate

any allegations about the complainant or respondent that were not included in the written notice of a formal complaint provided to the parties, the school district must provide notice of the additional allegations to the known parties.

- C. When a party's participation is invited or expected in an investigative interview, the Investigator will coordinate with the Title IX Coordinator to provide written notice to the party of the date, time, location, participants, and purposes of the investigative interview with sufficient time for the party to prepare.
- D. During the investigation, the Investigator must provide the parties with an equal opportunity to present witnesses for interviews, including fact witnesses and expert witnesses, and other inculpatory and exculpatory evidence.
- E. Prior to the completion of the investigative report, the Investigator, through the Title IX Coordinator, will provide the parties and their advisors (if any) with an equal opportunity to inspect and review any evidence directly related to the allegations. The evidence shall be provided in electronic format or hard copy and shall include all relevant evidence, evidence upon which the school district does not intend to rely in reaching a determination regarding responsibility, and any inculpatory or exculpatory evidence whether obtained from a party or another source. The parties will have ten (10) days to submit a written response, which the Investigator will consider prior to completion of the investigative report.
- F. The Investigator will prepare a written investigative report that fairly summarizes the relevant evidence. The investigative report may include credibility determinations that are not based on a person's status as a complainant, respondent or witness. The school district will send the parties and their advisors (if any) a copy of the report in electronic format or hard copy, for their review and written response at least ten (10) days prior to a determination of responsibility.

X. DETERMINATION REGARDING RESPONSIBILITY

- A. After the school district has sent the investigative report to both parties and before the school district has reached a determination regarding responsibility, the Decision-maker must afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness.
- B. The Decision-maker must provide the relevant questions submitted by the parties to the other parties or witnesses to whom the questions are offered, and then provide each party with the answers, and allow for additional, limited follow-up questions from each party.
- C. The Decision-maker must explain to the party proposing the questions any decision to exclude a question as not relevant.

- D. When the exchange of questions and answers has concluded, the Decision-maker must issue a written determination regarding responsibility that applies the preponderance of the evidence standard to the facts and circumstances of the formal complaint. The written determination of responsibility must include the following:
1. Identification of the allegations potentially constituting sexual harassment;
 2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;
 3. Findings of fact supporting the determination;
 4. Conclusions regarding the application of the school district's code of conduct to the facts;
 5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the school district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by the school district to the complainant; and
 6. The school district's procedures and permissible bases for the complainant and respondent to appeal and the date by which an appeal must be made.
- E. In determining appropriate disciplinary sanctions, the Decision-maker should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incident occurred.
- F. The written determination of responsibility must be provided to the parties simultaneously.
- G. The Title IX Coordinator is responsible for the effective implementation of any remedies.
- H. The determination regarding responsibility becomes final either on the date that the school district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

XI. APPEALS

- A. The school district shall offer the parties an opportunity to appeal a determination regarding responsibility or the school district's dismissal of a formal complaint or any allegations therein, on the following bases:
 - 1. A procedural irregularity that affected the outcome of the matter (e.g., a material deviation from established procedures);
 - 2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
 - 3. The Title IX Coordinator, Investigator, or Decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.
- B. If notice of an appeal is timely received by the school district, the school district will notify the parties in writing of the receipt of the appeal, assign or designate the Appellate Decision-maker, and give the parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome.
- C. After reviewing the parties' written statements, the Appellate Decision-maker must issue a written decision describing the result of the appeal and the rationale for the result.
- D. The written decision describing the result of the appeal must be provided simultaneously to the parties.
- E. The decision of the Appellate Decision-maker is final. No further review beyond the appeal is permitted.

XII. RETALIATION PROHIBITED

- A. Neither the school district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, or because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, its

implementing regulations, or this policy, constitutes retaliation. Retaliation against a person for making a report of sexual harassment, filing a formal complaint, or participating in an investigation, constitutes a violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

- B. Any person may submit a report or formal complaint alleging retaliation in the manner described in this policy and it will be addressed in the same manner as other complaints of sexual harassment or sex discrimination.
- C. Charging an individual with violation of school district policies for making a materially false statement in bad faith in the course of a grievance proceeding under this policy shall not constitute retaliation, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

XIII. TRAINING

- A. The school district shall ensure that Title IX Personnel receive appropriate training. The training shall include instruction on:
 - 1. The Title IX definition of sexual harassment;
 - 2. The scope of the school district's education program or activity;
 - 3. How to conduct an investigation and grievance process, appeals, and informal resolution processes, as applicable;
 - 4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias;
 - 5. For Decision-makers, training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's prior sexual behavior are not relevant; and
 - 6. For Investigators, training on issues of relevance, including the creation of an investigative report that fairly summarizes relevant evidence.
- B. The training materials will not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints.
- C. Materials used to train Title IX Personnel must be posted on the school district's website. If the school district does not have a website, it must make the training materials available for public inspection upon request.

XIV. DISSEMINATION OF POLICY

- A. This policy shall be made available to all students, parents/guardians of students, school district employee, and employee unions.
- B. The school district shall conspicuously post the name of the Title IX Coordinator, including office address, telephone number, and work e-mail address on its website and in each handbook that it makes available to parents, employees, students, unions, or applicants.
- C. The school district must provide applicants for admission and employment, students, parents or legal guardians of secondary school students, employees, and all unions holding collective bargaining agreements with the school district, with the following:
 - 1. The name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator;
 - 2. Notice that the school district does not discriminate on the basis of sex in the education program or activity that it operates, and that it is required by Title IX not to discriminate in such a manner;
 - 3. A statement that the requirement not to discriminate in the education program or activity extends to admission and employment, and that inquiries about the application of Title IX may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the United States Department of Education, or both; and
 - 4. Notice of the school district's grievance procedures and grievance process contained in this policy, including how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how the school district will respond.

XV. RECORDKEEPING

- A. The school district must create, and maintain for a period of seven calendar years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the school district must document:
 - 1. The basis for the school district's conclusion that its response to the report or formal complaint was not deliberately indifferent;
 - 2. The measures the school district has taken that are designed to restore or preserve equal access to the school district's education program or

activity; and

3. If the school district does not provide a complainant with supportive measures, then it must document the reasons why such a response was not clearly unreasonable in light of the known circumstances. Such a record must be maintained for a period of seven years.
4. The documentation of certain bases or measures does not limit the recipient in the future from providing additional explanations or detailing additional measures taken.

B. The school district must also maintain for a period of seven calendar years records of:

1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the recipient's education program or activity;
2. Any appeal and the result therefrom;
3. Any informal resolution and the result therefrom; and
4. All materials used to train Title IX Personnel.

Policy 522 Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process

Adopted: 08/28/06; Updated: INSERT DATE HERE

Legal References: Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)
Minn. Stat. § 121A.40 – 121A.575 (Minnesota Pupil Fair Dismissal Act)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
34 C.F.R. Part 106 (Implementing Regulations of Title IX)
20 U.S.C § 1400, *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 (Section 504 of the Rehabilitation Act of 1973)
42 U.S.C. § 12101, *et seq.* (Americans with Disabilities Act of 1990, as amended)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act of 1974)
20 U.S.C. § 1092 *et seq.* (Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act ("Clery Act"))

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

Policy 411 RECOVERY ~~DISABILITY~~ PERIOD AFTER CHILDBIRTH

I. PURPOSE

The purpose of this policy is to provide clarification on the recovery ~~disability~~ period after childbirth.

III. GENERAL STATEMENT OF POLICY

In the absence of complications, the maximum recovery period ~~time or “disability period”~~ after delivery in which an employee may qualify for sick leave shall be eight calendar weeks, effective 7/1/2012.

In order to qualify for paid sick leave beyond work days which fall within this eight-week period, effective 7/1/2012, an employee shall be required to submit a statement from a physician verifying that the employee is disabled due to complications associated with the delivery.

Policy 411 Recovery ~~Disability~~ Period after Childbirth

Adopted: 7/13/09; Revised: 4/25/11, 5/29/12; REVIEWED: INSERT DATE HERE

School Board

INDEPENDENT SCHOOL DISTRICT 659

Northfield, Minnesota

TO: Julie Pritchard, Chairperson
Northfield School District Board of Education

FROM: Superintendent Matthew J. Hillmann, Ed.D.

DATE: August 24, 2020 (Updated September 9, 2020)

RE: Superintendent's Goals 2020-21

As part of the updated Superintendent's Evaluation process, please consider the following proposed goals for the 2020-21 school year. Please note that these goals are written more broadly than normal due to the uncertainty created by the COVID-19 global health pandemic.

1. The Superintendent will effectively lead the District through its response to the COVID-19 pandemic. It will include ongoing communication and relationship building with staff, families, and the community. It will include data collection to gather areas of success and challenges. The superintendent will ensure the use of continuous improvement strategies to celebrate the successes and improve areas of concern.
2. The Superintendent will create an inclusive process to develop an internal funding priority plan for the 2021-2022 school year. The plan will balance the short-term needs of the district with its long-term financial viability.
3. The Superintendent will build on the District's equity work from 2019-20 (implicit bias training for staff and community, cultural competency training for licensed teachers, and engagement with community and statewide racial equity initiatives.) The Superintendent will develop an anti-racism framework for the school district. This framework will address symbolism, systemic behavior, and individual behavior as it relates to anti-racism.

These goals do not encompass all of the work the Superintendent will do during the school year. Progress toward realizing the strategic plan's vision and priorities will continue as well as pursuing the goals outlined in the district's World's Best Workforce Plan. In addition, for 2020-21, the superintendent will focus on the successful completion of the construction and renovation projects associated with the 2018 bond referendum.

Education Identity & Access Management Board Resolution

The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOwA) for each local education agency that uses the Education Identity Access Management (EDIAM) system. The IOwA is responsible for authorizing, reviewing, and recertifying user access for their local education agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The IOwA will authorize user access to State of Minnesota Education secure systems in accordance with the user's assigned job duties, and will revoke that user's access when it is no longer needed to perform their job duties. The school board or equivalent governing board must designate an IOwA to authorize user access to State of Minnesota Education secure websites for your organization. This EDIAM board resolution must be completed and submitted to the Minnesota Department of Education annually, as well as any time there is a change in the assignment of the Identified Official with Authority.

It is strongly recommended that only one person at the local education agency or organization (the Superintendent or Director) is designated as the IOwA. The IOwA will grant the IOwA Proxy role.

Designation of the Identified Official with Authority for Education Identity Access Management

Organization Name: Northfield Public Schools

6-Digit or 9-Digit Organization Number: 0659-01

The Director recommends the Board authorize the below named individual(s) to act as the Identified Official with Authority (IOwA) for this organization:

Print Name: Christine Neset

Title: Student Information Systems Specialist

Board Member Signature:

Name: _____

Julie Pritchard, Chair
Northfield Public Schools Board of Education

Date: _____

CERTIFICATION OF MINUTES
RELATING TO
GENERAL OBLIGATION SCHOOL BUILDING AND ALTERNATIVE FACILITIES
REFUNDING BONDS,
SERIES 2020A

ISSUER: INDEPENDENT SCHOOL DISTRICT NO. 659
(NORTHFIELD PUBLIC SCHOOLS)
STATE OF MINNESOTA

GOVERNING BODY: SCHOOL BOARD

KIND, DATE, TIME, AND PLACE OF MEETING:

A regular meeting held September 14, 2020, at 7:00 o'clock p.m. in the Northfield High School Media Center, in person or by telephone or other electronic means as permitted by Minn. Stat., Section 13D.021 or any other law.

MEMBERS PRESENT:

MEMBERS ABSENT:

Documents Attached: Extract of Minutes of said meeting.

**RESOLUTION AUTHORIZING THE APPROVAL OF THE SALE OF
GENERAL OBLIGATION SCHOOL BUILDING AND ALTERNATIVE
FACILITIES REFUNDING BONDS, SERIES 2020A; COVENANTING
AND OBLIGATING THE DISTRICT TO BE BOUND BY AND TO USE
THE PROVISIONS OF MINNESOTA STATUTES, SECTION 126C.55 TO
GUARANTEE THE PAYMENT OF THE PRINCIPAL AND INTEREST
ON THE BONDS**

I, the undersigned, being the duly qualified and acting recording officer of the public corporation issuing the obligations referred to in the title of this certificate, certify that the documents attached hereto, as described above, have been carefully compared with the original records of said corporation in my legal custody, from which they have been transcribed; that said documents are a correct and complete transcript of the minutes of a meeting of the governing body of said corporation, and correct and complete copies of all resolutions and other actions taken and of all documents approved by the governing body at said meeting, so far as they relate to said obligations; and that said meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

WITNESS MY HAND officially as such recording officer this ____ day of September, 2020.

School District Clerk

EXTRACT OF MINUTES OF A MEETING
OF THE SCHOOL BOARD OF
INDEPENDENT SCHOOL DISTRICT NO. 659
(NORTHFIELD PUBLIC SCHOOLS)
STATE OF MINNESOTA

HELD: SEPTEMBER 14, 2020

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 659, State of Minnesota, was duly held on September 14, 2020, at 7:00 o'clock p.m in the District, in person or by telephone or other electronic means as permitted by Minn. Stat., Section 13D.021 or any other law.

Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION AUTHORIZING THE APPROVAL OF THE SALE OF
GENERAL OBLIGATION SCHOOL BUILDING AND ALTERNATIVE
FACILITIES REFUNDING BONDS, SERIES 2020A; COVENANTING
AND OBLIGATING THE DISTRICT TO BE BOUND BY AND TO USE
THE PROVISIONS OF MINNESOTA STATUTES, SECTION 126C.55
TO GUARANTEE THE PAYMENT OF THE PRINCIPAL AND
INTEREST ON THE BONDS**

BE IT RESOLVED by the School Board of Independent School District No. 659,
State of Minnesota, as follows:

1. The Board hereby finds and declares that it is necessary and expedient to sell and issue approximately \$10,385,000 principal amount of general obligation school building and alternative facilities refunding bonds of Independent School District No. 659 (the "Issuer" or the "District"). Said Bonds shall hereinafter be referred to as the "Bonds" or the "Refunding Bonds." The Refunding Bonds, together with such other available funds of the Issuer as may be required, shall provide funds to refund in advance of their stated maturities, through a current refunding (1) all of the bonds maturing in the years 2022 to 2024 aggregating \$6,330,000 in principal amount, of the Issuer's General Obligation School Building Refunding Bonds, Series 2011A, bearing a date of original issue of December 7, 2011, and (2) all of the bonds maturing in the years 2022 to 2025, aggregating \$4,430,000 in principal amount, of the district's General Obligation Alternative Facility Refunding Bonds, Series, 2012, bearing a date of original issue of December 19, 2012 (the "Refunded Bonds"), and to pay the costs associated with issuing the Refunded Bonds.

2. The Board, having been advised by Ehlers & Associates, Inc., its independent municipal advisor, hereby determines that this issue shall be privately sold after receipt of written proposals, as authorized pursuant to Minnesota Statutes, Section 475.60, Subdivision 2.

3. The Superintendent and any Board officer are authorized and directed to receive all proposals presented in conformity with the Terms of Proposal contained in the Official Statement, the terms of which are ratified and confirmed in all respects, and to approve on behalf of the District the sale of the Refunding Bonds to the party submitting the most favorable proposal (the "Purchaser"), provided that the total net savings included in the most favorable proposal is at least \$175,000, the present value benefit as a percentage of the present value of the refunded debt service is at least 1.58% and a favorable recommendation to accept the proposal is received from Ehlers & Associates, Inc. In the Terms of Proposal, the District may reserve the right, after proposals are open and prior to award, to increase or decrease the specified principal amount of the Refunding Bonds offered for sale, with the increase or decrease to occur in multiples of \$5,000 in any of the maturities. The Superintendent and any Board officer are authorized and directed to endorse an acceptance on both copies of the most favorable proposal and to send one copy to the Purchaser.

4. Upon approval of the sale of the Bonds by the Superintendent and any Board officer, the Board will meet at a subsequent meeting on October 12, 2020 to adopt the necessary approving resolution as drafted by the District's Bond Counsel.

5. (a) The District hereby covenants and obligates itself to notify the Commissioner of Education of a potential default in the payment of principal and interest on the Bonds and to use the provisions of Minnesota Statutes, Section 126C.55 to guarantee payment of the principal and interest on the Bonds when due. The District further covenants to deposit with the Bond Registrar or any successor paying agent three (3) days prior to the date on which a payment is due an amount sufficient to make that payment or to notify the Commissioner of Education that it will be unable to make all or a portion of that payment. The Bond Registrar for the Bonds is authorized and directed to notify the Commissioner of Education if it becomes aware of a potential default in the payment of principal or interest on the Bonds or if, on the day two (2) business days prior to the date a payment is due on the Bonds, there are insufficient funds to make that payment on deposit with the Bond Registrar. The District understands that as a result of its covenant to be bound by the provisions of Minnesota Statutes, Section 126C.55, the provisions of that section shall be binding as long as any Bonds of this issue remain outstanding.

(b) The District further covenants to comply with all procedures now or hereafter established by the Departments of Management and Budget and Education of the State of Minnesota pursuant to Minnesota Statutes, Section 126C.55, subdivision 2(c) and otherwise to take such actions as necessary to comply with that section. The chair, clerk, superintendent, or business manager is authorized to execute any applicable Minnesota Department of Education forms.

The motion for the adoption of the foregoing resolution was duly seconded by Member _____, and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

September 14, 2020
Pre-Sale Report for

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

\$10,385,000 General Obligation School Building
and Alternative Facilities Refunding Bonds,
Series 2020A



Prepared by:

Ehlers
3060 Centre Pointe Drive
Roseville, MN 55113

Advisors:

Jeff Seeley, Senior Municipal Advisor
Shelby McQuay, Senior Municipal Advisor

BUILDING COMMUNITIES. IT'S WHAT WE DO.

EXECUTIVE SUMMARY OF PROPOSED DEBT

Proposed Issue:

\$10,385,000 General Obligation School Building and Alternative Facilities Refunding Bonds, Series 2020A

Purposes:

This issue will finance the current refunding of the 2022 through 2024 maturities of the District's \$9,750,000 General Obligation School Building Refunding Bonds, Series 2011A and the 2022 through 2025 maturities of the District's \$9,825,000 General Obligation Alternative Facility Refunding Bonds, Series 2012.

The existing 2011A bond maturities have interest rates of 2.125% to 2.375% (see page 8) and the existing 2012 bond maturities have an interest rate of 2.00% (see page 9). Based on current market conditions, we estimate that the new refunding bond maturities will have interest rates of 2.00% to 3.00% (see page 10). In addition, we expect that the underwriter of the bonds will pay a premium (a price in excess of the par amount of the bonds) as shown on page 7. Any premium will be used to reduce the par amount of the new issue. Lower interest rates, along with any premium paid by the underwriter, would reduce future debt service payments by an estimated \$277,800 over fiscal years 2022 through 2025 (see page 11), resulting in the reductions in debt service levies for taxes payable in 2021 through 2024. The Net Present Value Benefit of the refunding is estimated to be approximately \$274,200, equal to 2.46% of the refunded debt service. Actual results will be determined based on market conditions on the day of sale.

This refunding is considered a Current Refunding as the new Bonds will be issued within 90 days of the call date of the existing bonds. Debt service on the Bonds will be paid from the District's annual debt service property tax levy.

Authority:

The Bonds are being issued pursuant to Minnesota Statutes, Section 475.67 and 123B.59. The Bonds will be general obligations of the District for which its full faith, credit and taxing powers are pledged.

The Bonds will be general obligations of the District for which its full faith, credit and taxing powers are pledged.

Term/Call Feature:

The Bonds are being issued for a term of 4 years, 3 months. Principal on the Bonds will be due on February 1 in the years 2022 through 2025. Interest is payable every six months beginning August 1, 2021.

The Bonds are being offered without option of prior redemption.

Bank Qualification:

Because the District is issuing more than \$10,000,000 in tax-exempt obligations during the calendar year, the District will be not able to designate the Bonds as “bank qualified” obligations.

State Credit Enhancement:

By resolution the District will covenant and obligate itself to be bound by the provisions of Minnesota Statutes, Section 126C.55, which provides for payment by the State of Minnesota in the event of a potential default of a school district obligation.

To qualify for the credit enhancement, the District must submit an application to the State. Ehlers will coordinate the application process to the State on your behalf.

Rating:

Under current bond ratings, the state credit enhancement would bring a Standard & Poor’s “AAA” rating.

The District’s most recent bond issue was rated by Standard & Poor’s. The current ratings on those bonds are “AAA” (credit enhanced) and “AA+” (underlying). The District will request a new rating from Standard & Poor’s for the Bonds.

If the winning bidder on the Bonds elects to purchase bond insurance, the rating for the issue may be higher than the District’s bond rating in the event that the bond rating of the insurer is higher than that of the District.

Basis for Recommendation:

Based on our knowledge of your situation and characteristics of various municipal financing options, you have chosen the issuance of General Obligation School Building and Alternative Facilities Refunding Bonds as a suitable option to meet the District’s objective of reducing future debt service payments. General Obligation Bonds will result in lower interest rates than some other financing options.

Method of Sale/Placement:

We will solicit competitive bids for the purchase of the Bonds from underwriters and banks.

We will include an allowance for discount bidding in the terms of the issue. The discount is treated as an interest item and provides the underwriter with all or a portion of their compensation in the transaction.

If the Bonds are purchased at a price greater than the minimum bid amount (maximum discount), the unused allowance will be used to reduce your borrowing amount.

Premium Pricing:

In some cases, investors in municipal bonds prefer “premium” pricing structures. A premium is achieved when the coupon for any maturity (the interest rate paid by the issuer) exceeds the yield to the investor, resulting in a price paid that is greater than the face value of the bonds. The sum of the amounts paid in excess of face value is considered “reoffering premium.” The underwriter of the bonds will retain a portion of this reoffering premium as their compensation (or “discount”) but will pay the remainder of the premium to the District. Any net premium received will be used to reduce the principal amount of the Bonds.

Other Considerations:

The most common procedure that Ehlers uses for the sale of obligations is to take proposals on the same day as a scheduled Board meeting, with the Board awarding the sale of the securities that same day at their meeting. With October 12 being the date of the District’s regular board meeting and it also being Columbus Day, the financial markets are closed. As a result, we will utilize a parameters resolution, allowing Ehlers to take proposals on the Bonds when the markets are open and granting authority to award the sale to Administration, assuming certain parameters are met.

The resolution for the September 14 meeting directs Ehlers to take proposals and authorizes the Superintendent and a Board Officer to approve the sale of the Bonds and execute a bond purchase agreement with the purchaser, provided that the net present value debt service savings is not less than \$175,000, or 1.58%.

Ehlers will accept proposals on October 8 and present the results to the designated officials for their authorization on behalf of the Board. We will provide a Sale Day report detailing the bid results to the Board at the October 12 board meeting, at which time they will adopt a resolution ratifying the sale award.

Review of Existing Debt:

We have reviewed all outstanding indebtedness for the District and find that, other than the obligations proposed to be refunded by the Bonds, there are no other refunding opportunities at this time.

We will continue to monitor the market and the call dates for the District’s outstanding debt and will alert you to any future refunding opportunities.

Continuing Disclosure:

The District will be agreeing to provide certain updated Annual Financial Information and its Audited Financial Statement annually, as well as providing notices of the occurrence of certain reportable events to the Municipal Securities Rulemaking Board (the “MSRB”), as required by rules of the Securities and Exchange Commission (SEC). The District is already obligated to provide such reports for its existing bonds, and has contracted with Ehlers to prepare and file the reports.

Arbitrage Monitoring:

Because the Bonds are tax-exempt obligations, the District must ensure compliance with certain Internal Revenue Service (IRS) rules throughout the life of the issue. These rules apply to all gross proceeds of the issue, including initial bond proceeds and investment earnings in construction, escrow, debt service, and any reserve funds. How issuers spend bond proceeds and how they track interest earnings on funds (arbitrage/yield restriction compliance) are common subjects of IRS inquiries. Your specific responsibilities will be defined in the **Nonarbitrage Certificate prepared by your Bond Attorney and provided at closing. We recommend that you regularly monitor compliance with these rules and/or contract with Ehlers to assist you.**

Investment of Bond Proceeds:

Proceeds from the Bonds will be available for investment by the District from the closing date (November 4, 2020) until shortly before the February 1, 2021 call date. Ehlers is a registered investment advisor and can assist the District in developing an appropriate investment strategy if needed.

Other Service Providers:

This debt issuance will require the engagement of other public finance service providers. This section identifies those other service providers, so Ehlers can coordinate their engagement on your behalf. Where you have previously used a particular firm to provide a service, we have assumed that you will continue that relationship. For services you have not previously required, we have identified a service provider. Fees charged by these service providers will be paid from proceeds of the obligation, unless you notify us that you wish to pay them from other sources. Our pre-sale bond sizing includes a good faith estimate of these fees, but the final fees may vary. If you have any questions pertaining to the identified service providers or their role, or if you would like to use a different service provider for any of the listed services please contact us.

Bond Counsel: Knutson, Flynn & Deans, P.A.

Paying Agent: Bond Trust Services Corporation

Rating Agency: S&P Global Ratings

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

PROPOSED DEBT ISSUANCE SCHEDULE

School Board Approves Resolution Authorizing Sale and Establishing Parameters of the Bonds:	September 14, 2020
Due Diligence Call to review Official Statement:	Week of September 21, 2020
Distribute Official Statement:	Week of September 21, 2020
Conference with Rating Agency:	Week of September 21, 2020
Ehlers Receives and Evaluates Proposals for Purchase of Bonds; the Superintendent and a Board Officer Award the Sale of the Bonds:	October 8, 2020
School Board Approves Resolution to Ratify the Award of the Sale of the Bonds:	October 12, 2020
Estimated Closing Date:	November 4, 2020
Redemption Date for Bonds Being Refunded:	February 1, 2021

Attachments

Estimated Sources and Uses of Funds

Existing Debt Service Schedules – Callable Portion of 2011A & 2012 Bonds

Estimated Debt Service Schedule for Refunding Bonds

Estimated Refunding Savings Comparison

Bond Buyer Index

Resolution Establishing Parameters, Authorizing Ehlers to Proceed with the Sale of Bonds, and Enrolling the District in the State Credit Enhancement Resolution (provided separately)

EHLERS' CONTACTS

Jeff Seeley, Senior Municipal Advisor	(651) 697-8585
Shelby McQuay, Senior Municipal Advisor	(651) 697-8548
Emily Wilkie, Senior Public Finance Analyst	(651) 697-8588
Brian Shannon, Manager, Senior Financial Analyst	(651) 697-8515

The Preliminary Official Statement for this financing will be sent to the School Board at their home or email address for review prior to the sale date.

Northfield School District, MN (I.S.D #659)

\$10,385,000 G.O. School Building and Alternative Facilities Refunding Bds, Serie
Issue Summary

Dated: November 4, 2020 - Proposed Current Refunding of 2011A & 2012

Total Issue Sources And Uses

Dated 11/04/2020 | Delivered 11/04/2020

	CR 2011A Portion	CR 2012 Portion	Issue Summary
Sources Of Funds			
Par Amount of Bonds	\$6,115,000.00	\$4,270,000.00	\$10,385,000.00
Reoffering Premium	289,262.20	208,262.30	497,524.50
Total Sources	\$6,404,262.20	\$4,478,262.30	\$10,882,524.50
Uses Of Funds			
Total Underwriter's Discount (0.400%)	24,460.00	17,080.00	41,540.00
Costs of Issuance	46,918.57	32,762.43	79,681.00
Deposit to Current Refunding Fund	6,330,000.00	4,430,000.00	10,760,000.00
Rounding Amount	2,883.63	(1,580.13)	1,303.50
Total Uses	\$6,404,262.20	\$4,478,262.30	\$10,882,524.50

Northfield School District, MN (I.S.D #659)

\$9,750,000 G.O School Building Refunding Bonds, Series 2011A

Partial Crossover Refunding of

12,640,000 G.O. School Building Bonds, Series 2003A

Prior Original Debt Service

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
02/01/2021	-	-	-	-	-
08/01/2021	-	-	71,846.88	71,846.88	-
02/01/2022	1,455,000.00	2.125%	71,846.88	1,526,846.88	1,598,693.76
08/01/2022	-	-	56,387.50	56,387.50	-
02/01/2023	2,405,000.00	2.250%	56,387.50	2,461,387.50	2,517,775.00
08/01/2023	-	-	29,331.25	29,331.25	-
02/01/2024	2,470,000.00	2.375%	29,331.25	2,499,331.25	2,528,662.50
Total	\$6,330,000.00	-	\$315,131.26	\$6,645,131.26	-

Yield Statistics

Base date for Avg. Life & Avg. Coupon Calculation	11/04/2020
Average Life	2.402 Years
Average Coupon	2.3009733%
Weighted Average Maturity (Par Basis)	2.402 Years
Weighted Average Maturity (Original Price Basis)	2.402 Years

Refunding Bond Information

Refunding Dated Date	11/04/2020
Refunding Delivery Date	11/04/2020

Northfield School District, MN (I.S.D #659)

\$9,825,000 GO Alternative Facility Refunding Bonds, Series 2012

Issue Summary

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
02/01/2021	-	-	-	-	-
08/01/2021	-	-	44,300.00	44,300.00	-
02/01/2022	990,000.00	2.000%	44,300.00	1,034,300.00	1,078,600.00
08/01/2022	-	-	34,400.00	34,400.00	-
02/01/2023	1,055,000.00	2.000%	34,400.00	1,089,400.00	1,123,800.00
08/01/2023	-	-	23,850.00	23,850.00	-
02/01/2024	1,120,000.00	2.000%	23,850.00	1,143,850.00	1,167,700.00
08/01/2024	-	-	12,650.00	12,650.00	-
02/01/2025	1,265,000.00	2.000%	12,650.00	1,277,650.00	1,290,300.00
Total	\$4,430,000.00	-	\$230,400.00	\$4,660,400.00	-

Yield Statistics

Bond Year Dollars	\$11,520.00
Average Life	2.600 Years
Average Coupon	2.0000000%
Net Interest Cost (NIC)	2.0000000%
True Interest Cost (TIC)	2.0000000%
Bond Yield for Arbitrage Purposes	-14.7084308%
All Inclusive Cost (AIC)	2.0000000%

IRS Form 8038

Net Interest Cost	2.0000000%
Weighted Average Maturity	2.600 Years

Northfield School District, MN (I.S.D #659)

\$10,385,000 G.O. School Building and Alternative Facilities Refunding Bds, Serie
Issue Summary

Dated: November 4, 2020 - Proposed Current Refunding of 2011A & 2012

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
11/04/2020	-	-	-	-	-
08/01/2021	-	-	195,762.91	195,762.91	-
02/01/2022	2,260,000.00	3.000%	131,975.00	2,391,975.00	2,587,737.91
08/01/2022	-	-	98,075.00	98,075.00	-
02/01/2023	3,365,000.00	3.000%	98,075.00	3,463,075.00	3,561,150.00
08/01/2023	-	-	47,600.00	47,600.00	-
02/01/2024	3,515,000.00	2.000%	47,600.00	3,562,600.00	3,610,200.00
08/01/2024	-	-	12,450.00	12,450.00	-
02/01/2025	1,245,000.00	2.000%	12,450.00	1,257,450.00	1,269,900.00
Total	\$10,385,000.00	-	\$643,987.91	\$11,028,987.91	-

Yield Statistics

Bond Year Dollars	\$27,024.71
Average Life	2.602 Years
Average Coupon	2.3829597%
Net Interest Cost (NIC)	0.6956723%
True Interest Cost (TIC)	0.6766020%
Bond Yield for Arbitrage Purposes	0.5257550%
All Inclusive Cost (AIC)	0.9681376%

IRS Form 8038

Net Interest Cost	0.5162395%
Weighted Average Maturity	2.607 Years

Northfield School District, MN (I.S.D #659)

\$10,385,000 G.O. School Building and Alternative Facilities Refunding Bds, Serie Issue Summary

Dated: November 4, 2020 - Proposed Current Refunding of 2011A & 2012

Debt Service Comparison

Date	Total P+I	Net New D/S	Old Net D/S	Savings
02/01/2021	-	(1,303.50)	-	1,303.50
02/01/2022	2,587,737.91	2,587,737.91	2,677,293.76	89,555.85
02/01/2023	3,561,150.00	3,561,150.00	3,641,575.00	80,425.00
02/01/2024	3,610,200.00	3,610,200.00	3,696,362.50	86,162.50
02/01/2025	1,269,900.00	1,269,900.00	1,290,300.00	20,400.00
Total	\$11,028,987.91	\$11,027,684.41	\$11,305,531.26	\$277,846.85

PV Analysis Summary (Net to Net)

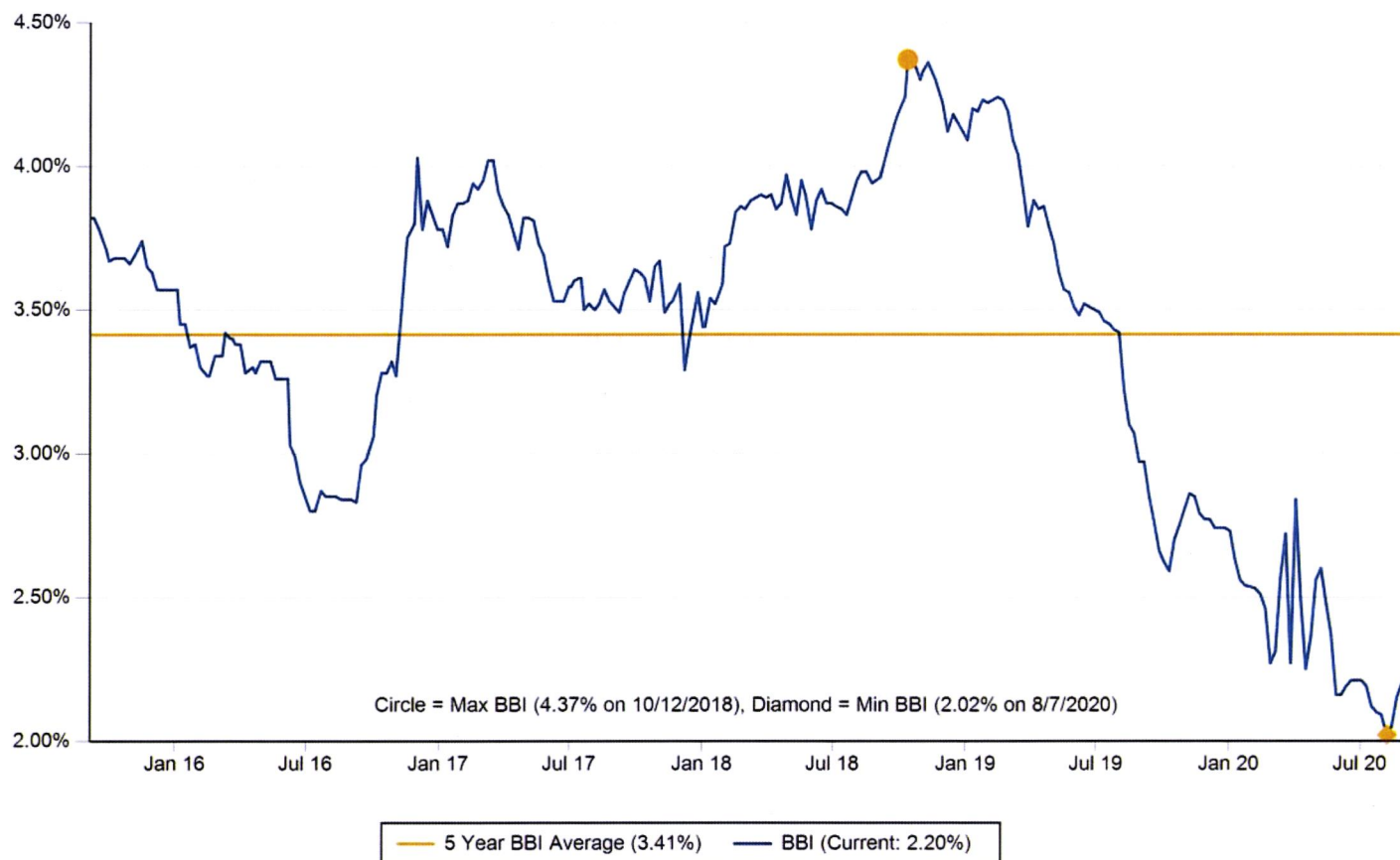
Gross PV Debt Service Savings.....	272,904.92
Net PV Cashflow Savings @ 0.526%(Bond Yield).....	272,904.92
Contingency or Rounding Amount.....	1,303.50
Net Present Value Benefit	\$274,208.42
Net PV Benefit / \$11,155,429.42 PV Refunded Debt Service	2.458%
Net PV Benefit / \$10,760,000 Refunded Principal...	2.548%
Net PV Benefit / \$10,385,000 Refunding Principal..	2.640%

Refunding Bond Information

Refunding Dated Date	11/04/2020
Refunding Delivery Date	11/04/2020

5 YEAR TREND IN MUNICIPAL BOND INDICES

Weekly Rates September, 2015 - September, 2020



The Bond Buyer "20 Bond Index" (BBI) shows average yields on a group of municipal bonds that mature in 20 years and have an average rating equivalent to Moody's Aa2 and S&P's AA.

Source: The Bond Buyer





Construction Update No. 32

Presented to the Board on 09.14.2020

Matt Hillmann, Ed.D., Superintendent of Schools

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

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

September

- ☐ New Greenvale Elementary School: Granted full staff and student access on 9/1/2020. Punch list items are 96% complete. Final items will wrap up after hours.
- ☐ Sibley and Greenvale Community Center: Granted full staff and student access by the state on 9/1/2020. Punch list items are at 98% complete. Final items will wrap up this week or after hours.
- ☐ Longfellow: Procuring materials and confirming delivery dates on long lead items (windows and casework). Interior demolition began on 9/8/2020. Work on the parking lot began on 8/28/2020. Weather has impacted soils and delayed the paving. Paving is planned for the week of 9/14/2020.
- ☐ Knutson Construction is scanning Northfield Community Education on September 10.