

INDEPENDENT SCHOOL DISTRICT 659
REGULAR SCHOOL BOARD MEETING
Monday, September 23, 2019 7:00 PM
Northfield High School, Media Center

AGENDA

- I. Call to Order
- II. Agenda Approval/Table File
- III. Public Comment
- IV. Announcements and Recognitions
- V. Items for Discussion and Reports
 - A. District Youth Council Update
 - B. Alternate Bus Stops Due To Poor Road Conditions
 - C. Studer Education Partnership Update
- VI. Committee Reports
- VII. Consent Agenda
 - A. Approval of Minutes
 - B. Gift Agreements
 - C. Financial Reports
 - D. Personnel Items
- VIII. Superintendent's Report
 - A. Items for Individual Action
 - 1. Proposed 2019 Payable 2020 Property Tax Levy
 - 2. Additional FTE for Area Learning Center
- IX. Items for Information
 - A. Construction Update #14
 - B. World's Best Workforce will be Monday, October 28, 2019 at 6:15 p.m. in the HS Media Center
- X. Future Meetings
 - A. Monday, October 14, 2019, 7:00 PM, Regular Board Meeting, NHS Media Center
 - B. Monday, October 21, 2019, 5:00 PM, Special Board Meeting, NHS Media Center
 - C. Monday, October 28, 2019, 7:00 PM, Regular Board Meeting, NHS Media Center
- XI. Adjournment

**NORTHFIELD PUBLIC SCHOOLS
MEMORANDUM**

Monday, September 23, 2019, 7:00 PM
Northfield High School Media Center

TO: Members of the Board of Education
FROM: Matthew Hillmann, Ed.D., Superintendent
RE: Explanation of Agenda Items for Monday, September 23, 2019, Regular School Board Meeting

I. Call to Order

II. Agenda Approval/Table File

III. Public Comment

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

IV. Announcements and Recognitions

V. Items for Discussion and Reports

A. District Youth Council Update

District Youth Council co-chairs Alice Zhang and Jack Rizzo will present an outline of the DYC's progress from last year and their goals going forward.

B. Alternate Bus Stops Due To Poor Road Conditions

Jenna Dardis, Manager at Benjamin Bus and Superintendent Hillmann will present options and guidelines for alternate student bus stops due to poor road conditions.

C. Studer Education Partnership Update

The District has partnered with Studer Education, a service provider focused on improving organizational outcomes and supporting achievement of high performing results. Superintendent Hillmann will update the Board on the District's partnership with Studer Education.

VI. Committee Reports

Julie Pritchard will provide an update on the Communications Advisory Committee.

VII. 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 September 9, 2019.

B. Gift Agreements

- \$6,000.00 from Sibley PTO for Classroom and Specialist funding
- \$2,550.00 from Greenvale Park PTO to cover the cost of Brain Pop subscription

C. Financial Reports

1. Financial Report - May 2019

Director of Finance Val Mertesdorf requests that the Board approve paid bills totaling \$2,428,414.07, payroll checks totaling \$3,280,712.28, a wire transfer totaling \$551,607.23 from MN Trust-Building Bond to MSDLAF-Liquid, and the financial reports for May 2019. At the end of May 2019 total cash and investments amounted to \$72,867,251.09.

2. Financial Report - June 2019

Director of Finance Val Mertesdorf requests that the Board approve paid bills totaling \$2,836,865.87, payroll checks totaling \$6,898,399.57, a wire transfer totaling \$253,914.80 from MN Trust-Building Bond to MSDLAF-Max, and the financial reports for June 2019. At the end of June 2019 total cash and investments amounted to \$71,469,373.78.

D. Personnel Items

a) Appointments

1. Logan Garry, KidVentures Site Assistant for 23.5 hours/week at Sibley, beginning 09/19/2019; Step 1-\$13.21/hr.
2. Zoe Ingersoll, General Recreation Position with Community Services, beginning 9/13/2019-05/31/2020; \$10.36/hr.
3. Julia Kallestad, KidVentures Student Site Assistant for up to 17 hours/week at Greenvale Park, beginning 09/25/2019; \$9.86/hr.
4. Matthew Meyer, Community School Site Assistant for up to 3 hours/day for 2 days/week at Greenvale Park, beginning 09/17/2019-06/05/2020; Step 1-\$13.21/hr.
5. Jacqueline Scott, KidVentures Site Assistant for up to 23.5 hours/week at Bridgewater, beginning 09/19/2019; Step 1-\$13.21/hr.
6. Rebecca Stoufis, 1.0 FTE Full Time Teacher Substitute with the District, beginning 09/10/2019; \$26.85/hr.
7. Abigail Sutcliffe, Middle School Youth Center Site Assistant for 2.5 hours/day for 4 days/week Mon.-Thurs. at the Middle School, beginning 09/23/2019-05/14/2020; Step 2-\$13.56/hr.
8. Devin Walker, Football Coach for 2.5 hours/day at the Middle School, beginning 08/21/2019; \$14.00/hr.

b) Increase/Decrease/Change in Assignment

1. Kari Adelman, Special Ed EA at Bridgewater, add Supervisory EA for .50 hours/day at Bridgewater, effective 09/03/2019.
2. Chrissy Alexander, General Ed EA for 4.5 hours/day at Greenvale Park, add Supervision for .25 hours/day at Greenvale Park, effective 09/03/2019.
3. Paul Beck, .2 FTE Band Teacher at the Middle School, change to .2 FTE Band Teacher-on going at the Middle School, effective 08/26/2019.
4. Michelle Bendett, Music Teacher at BA, Step 10 at the Middle School, additional transcripts received and changed to MA+15, step 10, effective 08/26/2019.
5. Robert Benson, General Ed EA at Sibley, add Special Ed Bus for 55 minutes/day with the District, effective 09/12/2019-06/05/2020. Step 4-\$17.10/hr.
6. Flavia Berg, Early Childhood Teacher BA+30, Step 13 at Longfellow, additional transcripts received and changed to BA+60, Step 13 (\$45.42/hr.), effective 08/26/2019.
7. Russel Boyington, KidVentures Site Assistant at Bridgewater, add Community School Site Assistant for up to 6 hours/week 2 days/week with Community Services, effective 09/17/2019-06/05/2020; Step 4-\$14.49/hr.
8. Mary Boyum, Special Ed EA at Sibley, add Special Ed EA Bus for 1.58 hours/day with the District, effective 09/09/2019-06/05/2020; Step 4-\$17.10/hr.
9. Michael Garlitz, Volunteer Coordinator with the District, add Community School Site Assistant for up to 6 hours/week at Greenvale Park, effective 09/17/2019-06/05/2020; Step 4-\$14.49/hr.
10. Michael Garlitz, Volunteer Coordinator with the District, add Targeted Services PLUS Site Assistant for up to 6 hours/week Mon.-Thurs. at Greenvale Park, effective 10/14/2019-05/06/2020; Step 4-\$14.49/hr.
11. Abbie Geiger, Special Ed EA at Sibley, add General Recreation Position with Community Services, effective 9/20/2019-05/31/2020; \$12.86/hr.
12. Emileana Graupmann, Teacher at the High School, add Building Supervisor-on going with Community Services, effective 9/18/2019; \$16.30/hr.

13. Anna Kelly, General Ed EA at Greenvale Park, add Targeted Services PLUS Teacher for up to 10 hours/week Mon.-Thurs. at Greenvale Park, effective 10/14/2019-05/06/2020; Yr. 2-\$27.11/hr.
14. Brigid McCabe, Special Ed EA for 17.75 hours/week at Head Start NCRC, add Special Ed EA in the PM for a total of 31.75 hours/week at Head Start NCRC, effective 09/12/2019-06/10/2020.
15. LaDonna Miller, Special Ed EA for 6.75 hours/day and Gen Ed EA for .50 hours/day at Greenvale Park, change to Special Ed EA for 6.75 hours/day at Greenvale Park, effective 09/03/2019.
16. LaDonna Miller, Special Ed EA At Greenvale Park, add Special Ed EA Bus for 1 hour/day with the District, effective 09/03/2019-06/05/2020; Step 4-\$17.10/hr.
17. Jacob Odell, Special Ed EA at the High School, change to 1.0 FTE Special Education Teacher Worked Based Learning at the High School, effective starting date to be determined on obtaining license-08/15/2020; BA, Step 1 (prorated)
18. Natalie Ponciano Bartolo, KidVentures Site Assistant with Community Services, add Special Ed EA PCA for 6.25 hours/day and Supervisory for .25 hours/day at Bridgewater, effective 09/16/2019-06/05/2020; Spec Ed Step 3-\$16.63/hr. and Gen Ed Step 3-\$16.05/hr.
19. Natalie Ponciano Bartolo, KidVentures Site Assistant for 26 hours/week at Bridgewater, change to KidVentures Site Assistant for 5 hours/week at Bridgewater, effective 09/16/2019.
20. Karen Roback, OW Gen Ed EA for 6.5 hours/day at the High School, change to OW Gen Ed EA for 6.75 hours/day at the High School, effective 09/03/2019.
21. Melissa Spitzack, Teacher at Sibley, add Building Supervisor-on going with Community Services, effective 9/18/2019; \$16.30/hr.
22. Christina Suhsen, Special Ed EA for 11 hours/week at Longfellow, change to Special Ed EA for 18 hours/week at Longfellow, effective 09/16/2019-06/10/2020.
23. Grace Theisen, EarlyVentures Teacher BA, Step 5 at Longfellow, additional transcripts received and changed to BA+15, Step 5, effective 08/26/2019.
24. Lisa Williams, Special Ed EA At Longfellow, add Special Ed EA Bus for 55 minutes/day with the District, effective 09/12/2019-06/05/2020; Step 4-\$17.10/hr.

c) Leave of Absence

1. Carrie Duba, Psychologist and MTSS Teacher at the High School, .05 FTE Unpaid Leave of Absence for the 2019-2020 school year, effective 8/26/2019.

d) Retirements/Resignations/Terminations

1. Paul Bernhard, Assistant Gymnastics Coach with the High School, resignation effective 9/10/2019.
2. Denise Halvorson, Head Speech Team Coach at the Middle School, resignation effective for the 2019-2020 school and returning for the 2020-2021 school year.
3. Jennifer Jones, Yearbook Advisor at the Middle School, resignation effective 9/9/2019.
4. Yolanda Loken, Special Ed EA at Longfellow, retirement effective 9/27/2019.

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

VIII. Superintendent's Report

A. Items for Individual Action

1. Proposed 2019 Payable 2020 Property Tax Levy. The amount of the preliminary levy for 2020 is \$19,954,486.89 and represents a 0.36% decrease over the previous year. The preliminary property tax levy for 2020 is required to be certified to the district's home county auditor no later than September 30, 2019. Val Mertesdorf, Director of Finance, will review the levy certification timelines and analysis of the preliminary levy.

Superintendent's Recommendation: Motion to certify to County Auditors the 2019 Payable 2020 Preliminary Levy Limitation and Certification at the maximum authority.

2. Additional FTE for Area Learning Center. The analysis of enrollment at the ALC's seat-based and independent study program is 41% higher than at a similar time last year. The school's English Learners (EL) population has increased by 90.9% since 2017 including an additional 18% increase at the start of the 2019-20 school year. The school increased EL services going into the 2019-20 school year in anticipation of this need but the increase does not adequately respond to the demand. Administration is proposing increasing two existing part-time ALC staff members' FTE. The total increase of 0.63 FTE

will allow these teachers to provide an additional period of service, reducing stress at both the ALC and Northfield High School.

Superintendent's Recommendation: Motion to increase a total of 0.63 FTE at Northfield Area Learning Center.

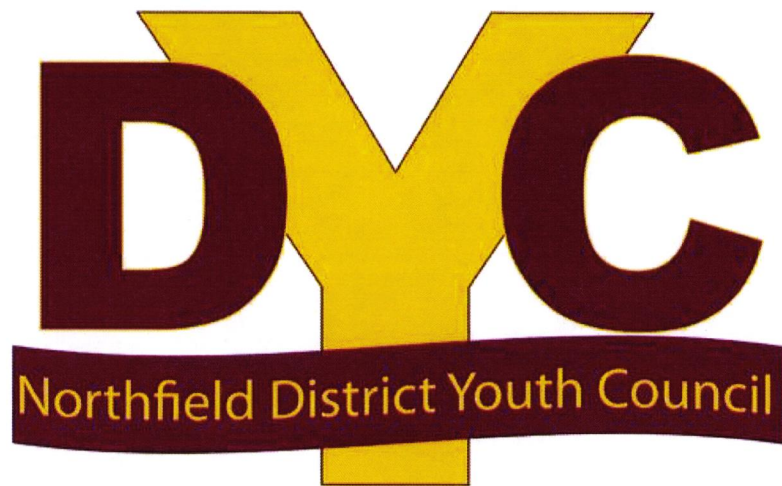
IX. Items for Information

- A. Construction Update #14. Dr. Hillmann will provide an update on the District's construction projects.
- B. World's Best Workforce will be Monday, October 28, 2019 at 6:15 p.m. in the HS Media Center

X. Future Meetings

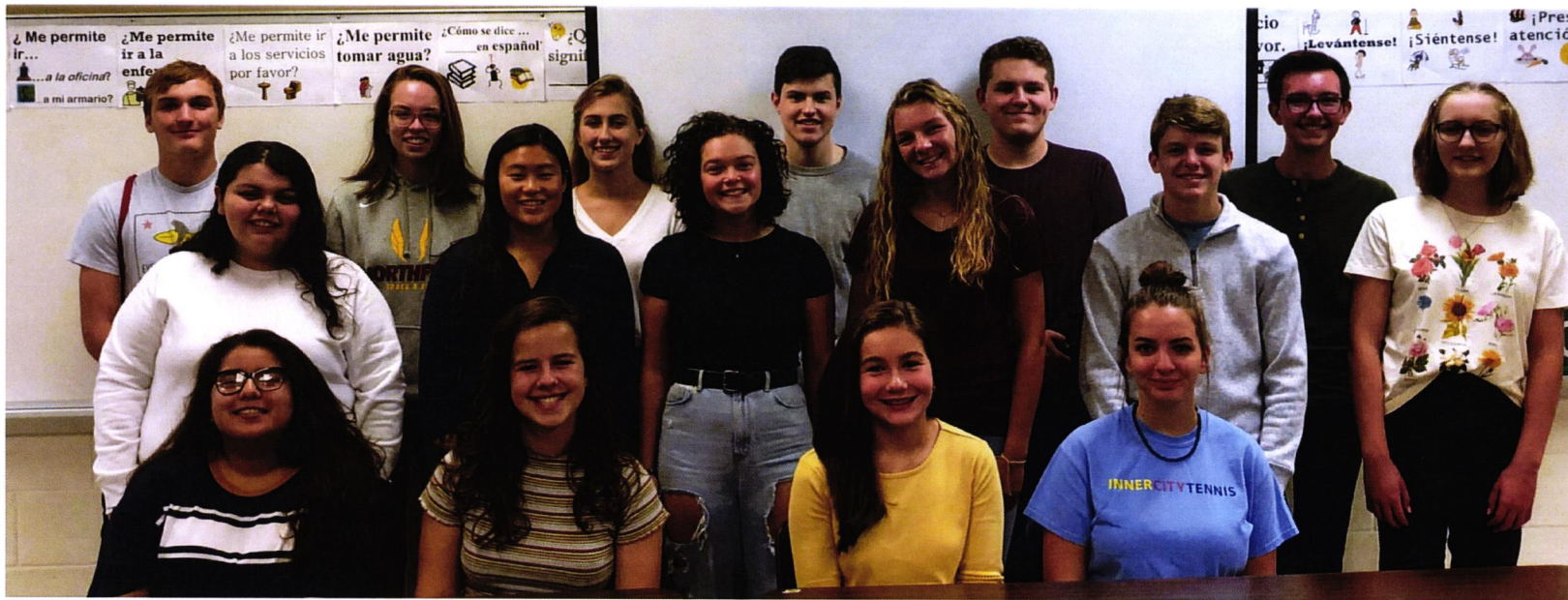
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- B. Monday, October 21, 2019, 5:00 PM, Special Board Meeting, NHS Media Center
- C. Monday, October 28, 2019, 7:00 PM, Regular Board Meeting, NHS Media Center

XI. Adjournment



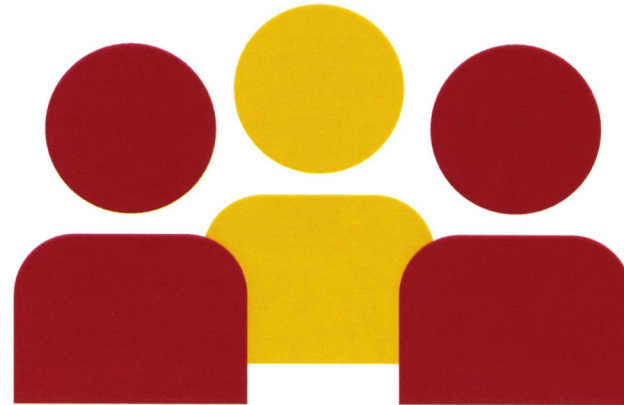
Fall 2019 Presentation

Our Members



Our Members

- 6 returning members
10 new members
- 5 seniors
6 juniors
5 sophomores.



Our Subcommittees

Diversity

**Mental
Health**

Admin

Upcoming Projects

2019-2020

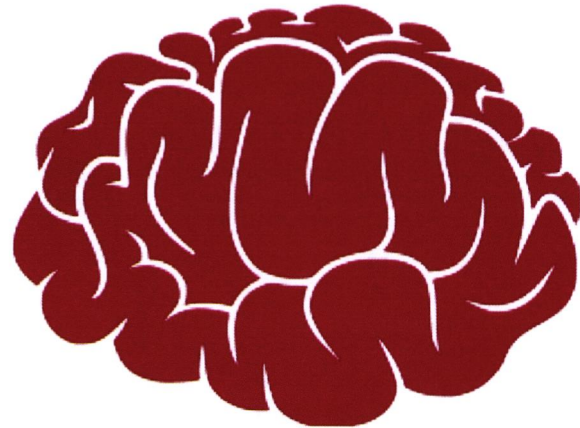
Diversity

- Achievement and Integration Program data summit
- MN Student Survey results
- Equity Team



Mental Health

- Feedback for later start times
- Researching mental health resources at NHS
- MN Student Survey results



Administration

- Information board
- Increasing the connection between the administration and the student body



District/School Committees We Serve On

- Wellness Committee
- Policy Committee
- Finance Advisory Committee
- Facilities Advisory Committee
- Communications Committee
- Raider Nation Council
- Northfield Forward
- Northfield ENACT
- Equity Team

Thank You For Your
Time!

Alternate Bus Stops Due to Poor Road Conditions | Northfield Board of Education | 09.23.2019
Matt Hillmann, Ed.D., Superintendent of Schools and Jenna Dardis, Safety Director, Benjamin Bus

Executive Summary: The alternate bus stop plan will provide another option to keep school open while safely transporting students to school when some rural gravel roads are not yet safe enough for bus traffic.


Background: The 2018-19 school year provided ample opportunity to experience transportation challenges associated with a wide range of poor road or weather conditions. These included:

- Tornado damage, including downed power lines
- Extremely low, below -30° fahrenheit air temperatures that impacted the ability of Benjamin Bus to reliably run buses due to the “gelling” of the diesel fuel (despite using recommended additives)
- Heavy snow events, many of which happened during a transportation window
- A freeze/thaw cycle in the spring that made some township roads impassable for days at a time

As a result, the district closed school a record 11 times during the 2018-19 school year. While the district had a successful pilot e-Learning day program to mitigate the loss of instruction when school had to be closed, the district prefers to have students on campus. To provide another option that would allow classes to be held, the district has collaborated with Benjamin Bus to create an alternate bus stop plan. Originally suggested by a rural parent, the plan provides an alternate stop on a nearby paved road that can be used when a gravel road's condition would not allow a school bus to safely pick up students. This approach was used in the spring's freeze/thaw cycle, responding to treacherous icy conditions on a few rural bus routes. Parents will be responsible for getting their student(s) to the alternate stop.

2019-2020 Alternate Bus Stop Information

- Alternate stops will be used on a **limited basis** and help avoid cancelling school for the entire school district. As well as providing **safe transportation** for the children.
- **This alternate stop on paved roads will only be used if rural road conditions are considered unsafe for normal bus operations.**
- **Parents will be notified via email, phone call and/or text as soon as possible after it's determined that conditions warrant the use of the alternate bus stop and pickup/dropoff times will also be included in this notification.**
- Please have students to designated stops **5 minutes early.**
- **Pick up/Drop off times could possibly be delayed due to road and weather conditions. So please be patient.**
- If you have any questions about the alternate stop, please call Benjamin Bus at 507-645-5720.



Process: Families will receive their alternate bus stop via postcard in October. Like all weather-related decisions, Benjamin Bus will make a recommendation to the district to execute the alternate bus stop plan for specific routes. When executed, Benjamin Bus will contact affected families via Skylert using a phone call, text message, and email.

The intent is to use this alternate stop option on a limited basis so that poor conditions on a small number of rural routes does not close school for the entire district. It is

likely that this option would be used in conjunction with a two-hour late start but could also be used to start school on-time in certain circumstances.

Summary: The Northfield School District desires to ensure students attend school in-person and are safely transported. However, the reality is that Minnesota winter weather will impact the ability to safely transport students to school from time-to-time. That addition of alternate bus stops due to poor rural road conditions may allow for students to attend school on a day when traditional transportation decisions would have closed school.

Northfield Public Schools, through a generous grant from the Northfield Healthy Community Initiative, entered into a partnership with Studer Education in 2018. Studer Education provides a variety of services, including leadership development, organizational diagnostic tools, and continuous improvement coaching. The purpose of this Board of Education update is to share the progress our school district has experienced with this resource.

The Nine Principles

Studer Education has used a variety of evidence to identify nine principles typically found in highly successful organizations. These principles are illustrated in the table below.

Commit to excellence	Measure the important things	Build a culture around service
Develop leaders to develop people	Focus on employee engagement	Build individual accountability
Align behaviors with values & goals	Communicate at all levels	Recognize & reward success

Northfield leaders learned about The Nine Principles through a book study of *Maximizing Performance* by Quint Studer and the leadership development institutes described later in this report.

Organizational Diagnostics

Studer Education helped the district select three survey tools to assess the perceived effectiveness of district departments through a district services survey (DSS), how our staff feels about their workplace through an employee engagement survey, and how parents feel about their child(ren)'s school(s) via a parent satisfaction survey. Surveys include a range of questions that are quantitatively rated on a five-point Likert scale. There are also free-response questions for respondents to share comments. Surveys are anonymous and administered by Studer Education. Their researchers summarize the survey results for the district and provide a detailed report for each department and/or school.

Survey results are shared transparently with at least a subset of respondents at a face-to-face meeting. All survey results are shared directly with the district's administrative team. The DSS is shared directly with the appropriate departments. Employee engagement results are shared with the building and/or program. The parent satisfaction survey results are shared with staff members and groups of parents, mostly through parent-teacher organizations. At the results meetings, participants are asked to:

- Identify reasons for the highest rated items:
- Identify what would need to be in place for the lowest-rated items to earn a “five”

These ideas are captured and used to develop action plans to improve services specific to the lowest-rated items. School and department leaders are to share regular updates about progress towards their goals. Each school improvement plan included a goal based on the parent satisfaction survey. The district is also sharing the overall district means for each survey through the annual State of the District presentation.

Leadership Development Institutes

Over time, it can become comforting to direct resources (financial and time) away from the professional growth of leaders. However, this comes at a long-term cost. Leadership development is a critical component of ongoing organizational improvement. A substantial portion of our work with Studer Education in the early years of the partnership will be leadership development. Our administrative team, inclusive of building principals, assistant principals, other building-level administrators, and district-level department leaders participated in five leadership development institutes during the 2018-19 school year.

The topics included:

- Survey administration, reflection, “roll-out,” and action plan follow-through
- School culture strategies, including:
 - Eliminating the destructive “we/they” concept
 - Employee rounding as a strategy for growing employee engagement
 - Customer service strategies
- Leadership conversation protocols — accountability while building relationships
- Reporting strategies to share insights with staff and model the information-to-action
- Re-recruiting outstanding employees and working with other staff member performance levels

Summary

The partnership with Studer Education has been well-received by our leadership team. The topics of the leadership development institute sessions have enhanced our leadership team’s skills. Anecdotally, it is impacting our leadership team culture and now filtering into changing each school’s culture in a positive manner.

Studer Education Partnership Update

09.23.2019

Quint Studer's Nine Principles

Commit to excellence	Measure the important things	Build a culture around service
Develop leaders to develop people	Focus on employee engagement	Build individual accountability
Align behaviors with values & goals	Communicate at all levels	Recognize & reward success

Organizational Diagnostics



- District Services Survey
- Employee Engagement Survey
- Parent Satisfaction Survey
- Student Engagement Survey
- Rollout - sharing the data
- Action plan — using data for positive change

Leadership Development

- Five leadership development institutes
- Data presentation and ownership
- We/They
- Conversation Protocols
- Rating meetings
- Employee retention/rounding/shoutouts



What's Next?



- Survey growth
- Formal rounding plan
- Leadership Development Institutes continue
- Influence classroom with shorter-cycle goals

What right looks like...

We are getting better...

...at getting better!

Thank you!
questions and comments



Committee Report

Board of Education

Name: Julie Pritchard

Committee: Communications Advisory Committee

Date Submitted: 9/16/2019 22:20:19

The newly formed Communications Advisory Committee, met for the first time. Committee members represent a cross-section of district stakeholders including parents, community members, teachers, administrators, students and school board. The committee will meet quarterly.

Purpose statement: The purpose of the Communications Advisory Committee is to prioritize the district's message, engaging stakeholder groups to inspire community action in support of our vision, advancing the district's local, statewide and national image.

The first meetings agenda and template for quarterly communications work plan is attached.



Communications Advisory Committee | 09.12.2019 | Agenda

1. Purpose of the Committee
 - a. Purpose statement: *The purpose of the Communications Advisory Committee is to prioritize the District's message, engaging stakeholder groups to inspire community action in support of our vision, advancing the District's local, statewide, and national image.*
 - b. Proposed Meeting Cycle
2. September Meeting
 - a. Core message review
 - i. "Nuts and Bolts"
 - ii. Storytelling
 - iii. Brand-building
 - b. Quarterly review: data analysis, bright spots, missed opportunities
 - c. Quarterly action plan: brainstorming, action steps

Quarterly Communications Work Plan			
Topic	Key Messages	Targeted Stakeholder Groups	Work Products
Weather	<ul style="list-style-type: none"> Process for closing procedures How will I be notified? e-Learning - when do e-Learning days start? How? Renaming flex learning to e-learning Teacher expectations for e-Learning Listened? 	<ul style="list-style-type: none"> Parents Students 	<ul style="list-style-type: none"> Video Social media Email to parents New graphics
Bridgewater Construction			<ul style="list-style-type: none"> Similar posts to website Northfield News press release
Professional Learning Communities (PLCs)	<ul style="list-style-type: none"> Purpose of PLCs 	<ul style="list-style-type: none"> Parents, especially new parents 	<ul style="list-style-type: none"> Conference report Newsletters
GVP Community School Grade Level Dinners		<ul style="list-style-type: none"> Other school's parents? 	<ul style="list-style-type: none"> Photo/social media News release

Northfield ENACT Grants			
Parent Teacher Conferences			
Technology/iPad			
High School Changes			<ul style="list-style-type: none"> • Video, tours
Middle School Flex Lab			
Topic Template			<ul style="list-style-type: none"> • Template

3. Rate the Meeting
4. Next Meeting: November 5, 2019, 4:00pm - 5:15pm



Communications Advisory Committee | DATE | Agenda

1. Purpose of the Committee
 - a. Purpose statement: *The purpose of the Communications Advisory Committee is to prioritize the District's message, engaging stakeholder groups to inspire community action in support of our vision, advancing the District's local, statewide, and national image.*
2. MONTH Meeting
 - a. Core message review
 - i. "Nuts and Bolts"
 - ii. Storytelling
 - iii. Brand-building
 - b. Quarterly review: data analysis, bright spots, missed opportunities

Previous Quarterly Communications Work Plan Review				
Topic	Key Messages	Targeted Stakeholder Groups	Work Products	Status

- c. Quarterly action plan: brainstorming, action steps

Quarterly Communications Work Plan			
Topic	Key Messages	Targeted Stakeholder Groups	Work Products

- 3. Rate the Meeting
- 4. Next Meeting:

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

September 9, 2019

Northfield High School Media Center

- I. Call to Order
Board Chair Julie Pritchard called the Regular meeting of the Northfield Board of Education of Independent School District 659 to order at 7:00 p.m. Present: Goerwitz, Hardy, Stratmoen, Quinnell, Baraniak, Iverson, and Pritchard.
Absent: None.
- II. Approval of Agenda/Table File
On a motion by Goerwitz, seconded by Stratmoen, the Board unanimously approved the Agenda.
- III. Public Comment
Public comment was given by Dr. Sarah Meerts and Mr. James Demas supporting a later school start time for secondary students.
- IV. Announcements and Recognitions
There were no announcements and recognitions.
- V. Items for Discussion and Reports
 - A. Community Services Continuous School Improvement Plan Presentation
Erin Bailey, Community Services Director, presented the Community Services school improvement plan to the Board. The presentation included a progress report on the goals set for the 2018-2019 school year as well as new goals set for the 2019-2020 school year.
 - B. District Assessment Report
Director of Assessment Services Hope Langston provided an update on data and assessment services, a high-level overview of the District's performance on some system-level standardized assessments, and discussed the District's approach to continuous improvement. Additional information will be provided at the World's Best Workforce presentation in November 2019.
 - C. Superintendent's State of the District Overview
Superintendent Hillmann presented an overview of the programs and activities completed during the 2018-2019 school year, as well as a look ahead to the challenges the District faces in 2019-2020.
- VI. Consent Agenda
Baraniak excused himself from the meeting. On a motion by Quinnell, seconded by Goerwitz, the Board approved the following Consent Agenda items:
 - A. Minutes. Minutes of the Regular School Board meeting held on August 26, 2019.
 - B. Personnel Items
 - a) Appointments
 1. Jordan Bartholomew, Fall, Winter, and Spring Recreation Position with Community Services, beginning 09/04/2019-05/31/2020; \$10.11/hr.
 2. Valerie Carter, Supervisory EA-Cafeteria Supervisor for 2 hours/day at Bridgewater, beginning 09/04/2019-06/05/2020; Gen Ed Step 2-\$15.69/hr.
 3. Susan Caton, Child Nutrition Associate I for 3.25 hours/day at Sibley, beginning 09/06/2019; \$18.34/hr.
 4. Adria Dahlke, 1.0 FTE EarlyVentures Teacher at Longfellow, beginning 09/03/2019; Step 4-\$17.70/hr.
 5. Antonio Gonzales, Fall, Winter, and Spring Recreation Position with Community Services, beginning 09/04/2019-05/31/2020; \$10.11/hr.

6. Vernon Green, Fall, Winter, and Spring Recreation Position with Community Services, beginning 09/04/2019-05/31/2020; \$10.11/hr.
7. Luke Halloran, Fall, Winter, and Spring Recreation Position with Community Services, beginning 09/04/2019-05/31/2020; \$10.11/hr.
8. Kim Johnson, Assistant Dance Team Coach for 2 hour/day 5 days/week at the High School, beginning 10/21/2019; Level F, Step 1
9. Mckenzie Jonas, 1.0 FTE EarlyVentures Teacher at Longfellow, beginning 09/16/2019; Step 4-\$17.70/hr.
10. Connor Kelly, Fall, Winter, and Spring Recreation Position with Community Services, beginning 09/04/2019-05/31/2020; \$10.11/hr.
11. Jasmin Koteck, Assistant Dance Team Coach for 2 hour/day 5 days/week at the High School, beginning 10/21/2019; Level F, Step 1
12. Lesly Martinez Reyes, Supervisory EA-Cafeteria Supervisor for 2 hours/day at Bridgewater, beginning 09/03/2019; Gen Ed Step 1-\$15.34/hr.
13. Harlen Nolasco, Fall, Winter, and Spring Recreation Position with Community Services, beginning 09/04/2019-05/31/2020; \$10.11/hr.
14. Belen Ocampo, 1.0 FTE EarlyVentures Assistant Teacher at Longfellow, beginning 09/03/2019; Step 1-\$15.02/hr.
15. Jacob Olson, Fall, Winter, and Spring Recreation Position with Community Services, beginning 09/04/2019-05/31/2020; \$10.11/hr.
16. Derrick Schroeder, Special Ed Bus EA-PCA for 1 hour and 40 minutes/day with the District, beginning 09/03/2019-06/05/2020; Spec Ed Step 4-\$17.10/hr.
17. Laura Sheehy, Fall, Winter, and Spring Recreation Position with Community Services, beginning 09/20/2019-05/31/2020; \$11.50/hr.
18. Bryce Smith, Fall, Winter, and Spring Recreation Position with Community Services, beginning 09/04/2019-05/31/2020; \$10.11/hr.
19. Gerald Wood, Fall, Winter, and Spring Recreation Position with Community Services, beginning 09/04/2019-05/31/2020; \$10.11/hr.
20. Community Services Fall 2019 Brochure Instructors-See Attached
21. Erik Burton, Fall, Winter, Spring Recreation Position with Community Services, beginning 09/09/2019-05/31/2020. Site Supervisor \$12.75/hr.
22. Dylan Dietz, Fall, Winter, Spring Recreation Position with Community Services, beginning 09/09/2019-05/31/2020. General Rec \$9.86/hr.
23. Ryan Flanagan, Fall, Winter, Spring Recreation Position with Community Services, beginning 09/09/2019-05/31/2020. General Rec \$10.11/hr.
24. Jose Gonzalez Ramirez, Fall, Winter, Spring Recreation Position with Community Services, beginning 09/14/2019-05/31/2020. General Rec \$9.86/hr.
25. Kevin Grundhoffer, Fall, Winter, Spring Recreation Position with Community Services, beginning 09/04/2019-05/31/2020. General Rec \$9.86/hr.
26. Stephen Marvin, Fall, Winter, Spring Recreation Position with Community Services, beginning 09/09/2019-05/31/2020. General Rec \$10.11/hr.
27. Nicole Miller, Fall, Winter, Spring Recreation Position with Community Services, beginning 09/09/2019-05/31/2020. General Rec \$14.36/hr.
28. Alexander Morefield, Fall, Winter, Spring Recreation Position with Community Services, beginning 09/14/2019-05/31/2020. General Rec \$9.86/hr.
29. Gannon Odierno, Fall, Winter, Spring Recreation Position with Community Services, beginning 09/09/2019-05/31/2020. General Rec \$10.11/hr.
30. Fall, Winter, Spring Recreation Position with Community Services, beginning 09/04/2019-05/31/2020. Eddie Bryson, Flag Football/General Rec \$10.61/hr.
Khayleb Willis, Flag Football/General Rec \$10.61/hr.
Josh Dresow, Flag Football/General Rec \$10.11/hr.
Karsten Clay, Flag Football/General Rec \$9.86/hr.
31. Fall, Winter, Spring Recreation Position with Community Services, beginning 09/09/2019-05/31/2020. Bryce Malecha, Lifeguard \$10.50/hr., Program Supervisor (aquatics) \$10.50/hr., General Rec \$10.36/hr.
Tristan Belzer, Lifeguard \$10.75/hr., Program Supervisor (aquatics) \$10.50/hr., General Rec \$10.61/hr.
Grace Neuger, Lifeguard \$10.50/hr., Site Supervisor \$11.25/hr., Program Supervisor (aquatics) \$10.50/hr., General Rec \$10.36/hr.
Bronte Karvel-Fuller, Lifeguard \$11.75/hr., Aquatics WSI \$12.25/hr., General Rec \$11.11/hr.

Adi Dack, General Recreation-gymnastics, Supervisor \$10.50/hr. Class Aide \$9.86/hr.

32. Fall, Winter, Spring Recreation Position with Community Services, beginning 09/14/2019-05/31/2020.

Emma Rasmussen, Program Supervisor \$10.50/hr.

Will Acheson, General Recreation, \$9.86/hr.

b) Increase/Decrease/Change in Assignment

1. Charlie Alvarez, Teacher at Greenvale Park, add Boys Soccer Coach at the Middle School, effective 08/26/2019-10/30/2019; Level J, Step 1
2. Zane Anway, EL EA at the Middle School, add MSYC Site Assistant for 5 hours/week at the Middle School, effective 09/23/2019-05/15/2020; Step 4-\$14.49/hr.
3. Nives Bakic, Special Ed EA-PCA at the Middle School, add Special Ed EA-PCA support for WEB for up to 4 hours at the Middle School, effective 08/29/2019-08/29/2019; \$18.60/hr.
4. Nives Bakic, Special Ed EA-PCA at the Middle School, add Special Ed EA-PCA Bus for 1.75 hours/day with the District, effective 09/03/2019-06/05/2020.
5. Kristen Basinger, Special Ed EA-PCA at the Middle School, add Special Ed EA-PCA Bus for .67 hours/day with the District, effective 09/03/2019-06/05/2020.
6. Jill Bohlen, Special Ed EA-PCA at Greenvale Park, add Special Ed EA-PCA support for WEB for up to 4 hours at the Middle School, effective 08/29/2019-08/29/2019; \$18.60/hr.
7. Elizabeth Brewer, Special Ed EA-PCA at the Middle School, add Special Ed EA-PCA Bus for 1.33 hours/day with the District, effective 09/03/2019-06/05/2020.
8. Stephanie DeAdder, Administrative Assistant at the District Office, add Event Worker at the High School, effective 09/03/2019.
9. Kelle Edwards, EA for 7.25 hours/day at Greenvale Park, change to EA for 6.75 hours/day at Greenvale Park, effective 09/3/2019.
10. Kelle Edwards, EA at Greenvale Park, add Community School Club Leader for 3.75 hours/week at Greenvale Park, effective 09/03/2019-06/05/2020; \$21.55/hr.
11. Sarah Erny Moyer, Special Ed EA-PCA at Greenvale Park, add Special Ed EA-PCA support for WEB for up to 4 hours at the Middle School, effective 08/29/2019-08/29/2019; \$17.10/hr.
12. Sarah Erny Moyer, Special Ed EA-PCA for 6.75 hours/day at Greenvale Park, add .50 hours/day supervision for a total of 7.25 hours/day at Greenvale Park, effective 09/03/2019.
13. Arleene Gallardo, HR Generalist at the District Office, add Event Worker at the High School, effective 09/03/2019.
14. Richelle Kruger, Special Ed EA-PCA at the High School, add Special Ed EA-PCA Bus for 1.58 hours/day with the District, effective 09/03/2019-06/05/2020.
15. Kristy Malecha, Special Ed EA-PCA at Greenvale Park, add Special Ed EA-PCA support for WEB for up to 4 hours at the Middle School, effective 08/29/2019-08/29/2019; \$18.60/hr.
16. Carolyn Manderfeld, Special Ed EA-PCA at the Middle School, add Special Ed EA-PCA Bus for 1.75 hours/day with the District, effective 09/03/2019-06/05/2020.
17. Sarah Marohl, Special Ed EA-PCA for 18 hours/week at Longfellow, change to Special Ed EA-PCA for 23 hours/week at Longfellow, effective 08/27/2019. \$16.63/hr.
18. Beth McClune, Special Ed EA-PCA at the Middle School, add Special Ed EA-PCA Bus for 1.08 hours/day with the District, effective 09/03/2019-06/05/2020.
19. Heidi Melnychuk, Special Ed EA-PCA for 5 hours/day at the High School, change to Special Ed EA-PCA for 6.25 hours/day and General Ed EA-FLEX for .50 hours/day at the High School, effective 09/04/2019-06/08/2020.
20. Jacqueline Meyer, Special Ed EA-PCA at the High School, add Special Ed EA-PCA Bus for 1.25 hours/day with the District, effective 09/03/2019-06/05/2020.
21. Nancy Meyers, Child Nutrition at the Middle School, add Special Ed EA-PCA Bus for 18.50 hours/week with the District, effective 09/03/2019-06/05/2020. \$17.10/hr.
22. Ruth Morgan Malecha, Special Ed EA-PCA at the High School, add Special Ed EA-PCA support for WEB for up to 4 hours at the Middle School, effective 08/29/2019-08/29/2019; \$19.60/hr.
23. Ruth Morgan Malecha, Special Ed EA-PCA at the High School, add Special Ed EA-PCA Bus for .92 hours/day with the District, effective 09/03/2019-06/05/2020.
24. Debra Pack, Special Ed EA-PCA at the High School, add Special Ed EA-PCA Bus for .67 hours/day with the District, effective 09/03/2019-06/05/2020.
25. Ulrika Peterson, Special Ed EA-PCA at Sibley, add Special Ed EA-PCA support for WEB for up to 4 hours at the Middle School, effective 08/29/2019-08/29/2019; \$18.60/hr.
26. Teri Quamme, Special Ed EA-PCA at the Middle School, add Crossing Guard for .25 hours/day at the Middle School, effective 09/03/2019-06/10/2020.

27. Robyn Spillman, Special Ed EA-PCA for 6.75 hours/day and Crossing Guard for .25 hours/day at the Middle School, change to Special Ed EA-PCA for 6.75 hours/day at the Middle School, effective 09/03/2019-06/10/2020.
28. Robyn Spillman, Special Ed EA-PCA at the Middle School, add KidVentures Site Assistant for 6.75 hours/week at Bridgewater, effective 09/03/2019. Step 4-\$14.49/hr.
29. Grace Theisen, EarlyVentures Early Childhood Teacher at Longfellow, change to School Readiness Early Childhood Teacher at Longfellow, effective 08/21/2019. \$27.84/hr.-Subject to change upon the settlement of the Master Agreement with the Northfield Education Association.
30. Stephanie Balma, Early Childhood – Preschool Teacher at Longfellow, change to Early Childhood – Preschool Teacher-Attached to Teacher Salary, at Longfellow, effective 08/26/2019; BA, Step 2
31. Flavia Berg, ECFE Educator at the NCRC, change to ECFE Educator-Attached to Teacher Salary at NCRC, effective 08/26/2019; BA+30, Step 13 (\$41.38/hr.)
32. Andria Cornell, Early Childhood – Preschool Teacher at Longfellow, change to Early Childhood – Preschool Teacher-Attached to Teacher Salary, at Longfellow, effective 08/26/2019; BA, Step 7
33. Ellen Haefner, ECFE Educator at the NCRC, change to ECFE Educator-Attached to Teacher Salary at NCRC, effective 08/26/2019; BA, Step 6 (\$31.99/hr.)
34. Robbin Hedberg, EA at the Middle School, add Community School Site Assistant for up to 4 hours/week at Greenvale Park, effective 09/17/2019-06/05/2020; Step 3-\$13.91/hr.
35. Richelle Kruger, Special Ed EA-PCA for 6.25 hours/day and General Ed EA-FLEX for .50 hours/day at the High School, change to Special Ed EA-PCA for 6.75 hours/day at the High School, effective 9/4/2019-06/08/2020.
36. Kathy Mellstrom, Special Ed EA-PCA for 6.25 hours/day and General Ed EA-FLEX for .50 hours/day at the High School, change to Special Ed EA-PCA for 6.75 hours/day at the High School, effective 9/4/2019-06/08/2020.
37. Marilyn Morgan Malecha, Special Ed EA-PCA for 6.25 hours/day and General Ed EA-FLEX for .50 hours/day at the High School, change to Special Ed EA-PCA for 6.75 hours/day at the High School, effective 9/4/2019-06/08/2020.
38. Lesly Martínez Reyes, Supervisory EA at Bridgewater, change to Special Ed EA-PCA for 6.5 hours/day and Supervisory for .5 hours/day at Bridgewater, effective 9/10/2019. Spec Ed Step 1-\$15.93/hr. Gen Ed Step 1-\$15.34/hr.
39. Jacqueline Meyer, Special Ed EA-PCA for 6.25 hours/day and General Ed EA-FLEX for .50 hours/day at the High School, change to Special Ed EA-PCA for 6.75 hours/day at the High School, effective 9/4/2019-06/08/2020.
40. Patricia Rogne, ECFE Educator at the NCRC, change to ECFE Educator-Attached to Teacher Salary, at NCRC, effective 08/26/2019; BA, Step 14 (\$39.20/hr.)
41. Darrell Sawyer, Teacher at the Middle School, add Community Services Recreation Site Supervisor with Community Services, effective 09/10/2019-5/31/2020; \$12.25/hr.
42. Grace Theisen, Hand in Hand Teacher at Longfellow, change to Hand in Hand Teacher-Attached to Teacher Salary at Longfellow, effective 08/26/2019; BA, Step 5.

c) Leave of Absence

1. Nancy Fox, Teacher at Sibley, Family/Medical Leave of Absence, effective 10/21/2019-11/22/2019.
2. Jaci McKay, Teacher at the High School, Family/Medical Leave of Absence for Childcare, effective on or about 1/15/2020-3/27/2020.

d) Retirements/Resignations/Terminations

1. Laura Goodwin, EA at the High School, retirement effective 10/11/2019.
2. Amy Hales, EA at Bridgewater, resignation effective 08/29/2019.
3. Johnna Harmer, KidVentures Site Assistant at Greenvale Park, resignation effective 08/22/2019.
4. Rebekah Hedberg, KidVentures Site Assistant at Bridgewater, resignation effective 8/25/2019.
5. Mary Stanchina, EA at Bridgewater, resignation effective 08/27/2019.
6. Brian Stevens, Head Girls Golf Coach at the High School, resignation effective 09/06/2019.

COMMUNITY SERVICES

Fall 2019 Brochure Instructors

Victor Albrecht	Robert Knutson
American Red Cross	Mike Lynch
Brian Auge	Mad Science of Minnesota
Doug Bengtson	Sylvia Marccarelli
Carly & John Born	Bill McGrath
Andy Chen	Rebecca McIntyre
Code Wizards	Michelle Michaud
Community Services Staff	Jessica Minder
Cornerstone on the Vermillion	Erik Myrom
Dakota City Heritage Village	North Star Haidong Gumdo
Kevin Dahle	Northfield Arts Guild
Laura DeGroot	Northfield Raider Clay Target Club
Michael Detgen	Northfield Skating School Staff
LaVergne Dickerson	Bob Peterson
Doorway to College	Prairie Fire Children's Theatre
Jacqui Dorsey	Project ABLE Staff
Ashley Drobney	Renee Reinardy
Sheriff Troy Dunn	Ring the Bell Fitness
Everest Gymnastics Staff	Steve Ryan
Shahar Fearing	Darrell Sawyer
Dave Gilmore	Missy Spitzack
Girls on the Run	Sports Unlimited

Peter Gittins

Heidi Streiff

Tracy Giza

Tech Academy

Rita Gomez

Thomsen Systems

Emileana Graupmann

Carey Tinkelenberg

Gary Greenlund

Nate Truman

Lori Hameister

Richard Truman

Healthy Focus

Vicki Tyler

Lori Hameister

Watch Me Draw

Heartwork Yoga Studio

Youth Enrichment League Staff

Christopher Kauffeld

VII. Superintendent's Report

A. Items for Individual Action

1. Superintendent's 2019-2020 Goals. On a motion by Iverson, seconded by Stratmoen, the Board approved the Superintendent's 2019-2020 goals as presented.

Baraniak returned to the meeting.

VIII. Items for Information

- A. Construction Update #12. Dr. Hillmann provided an update on the District's construction projects.
- B. New Greenvale Park Groundbreaking Ceremony. The groundbreaking ceremony for the New Greenvale Park Elementary School is scheduled at 6:00 PM on Tuesday, September 10, 2019 at Greenvale Park Elementary School.

IX. Future Meetings

- A. Monday, September 23, 2019, 7:00 PM, Regular Board Meeting, NHS Media Center
- B. Monday, October 14, 2019, 7:00 PM, Regular Board Meeting, NHS Media Center
- C. Monday, October 21, 2019, 5:00 PM, Special Board Meeting, NHS Media Center
- D. Monday, October 28, 2019, 7:00 PM, Regular Board Meeting, NHS Media Center

X. Adjournment

On a motion by Stratmoen, seconded by Goerwitz, the Board adjourned at 9:10 p.m.

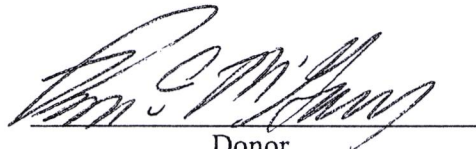
Noel Stratmoen
School Board Clerk

NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 10 day of September, 2019, by and between Sibky 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

\$6,000 for Classroom & Specialist Funding


Donor

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

INDEPENDENT SCHOOL DISTRICT No. 659

By: _____
Clerk

NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 10th day of September 2019, by and between Greenvale Park Elementary 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

\$2,550.⁰⁰ donation to cover the cost of Brain Pop subscription.

Greenvale Park Elementary PTO
Donor

By:

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

INDEPENDENT SCHOOL DISTRICT No. 659

By: _____

Clerk

RESOLUTION ACCEPTING DONATIONS

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

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

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

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

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

Donor	Item	Designated Purpose (if any)
Sibley PTO	\$6,000.00	Classroom & Specialist funding
Greenvale Park PTO	\$2,550.00	Brian Pop subscription

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

DISTRICT OFFICE
1400 Division Street South
Northfield, MN 55057
PH 507.663.0600 • Fax 507.663.0611
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TO: Dr. Matt Hillmann, Superintendent
FROM: Val Mertesdorf, Director of Finance *VM*
DATE: September 23, 2019
RE: Board Approval of Financial Reports – May 2019

We request that the Board of Education approve paid bills, payroll, bond payments, electronic funds transfers, investments and financial reports for the month of May 2019.

Bills totaling \$2,428,414.07 were paid in May 2019.

Payroll checks totaling \$3,280,712.28 were issued in May 2019.

No bond payments were paid in May 2019.

At the end of May 2019 Total Cash and Investments amounted to \$72,867,251.09.

Wire transfers initiated by the district during May 2019:

5/24/19 \$551,607.23 From MN Trust – Building Bond to MSDLAF - Liquid

The following financial reports for May 2019 are included to show the current cash and investment balances, details of disbursements and electronic funds transfers.

1. Treasurer's Report
2. Disbursement Report

May 2019 Treasurer's Report

FUNDS	BALANCE BEGINNING OF MONTH	RECEIPTS	DISBURSEMENTS	JOURNAL ENTRIES	BALANCE END OF MONTH
GENERAL FUND	(359,920.20)	9,121,873.56	4,332,853.45	10,910,416.71	15,339,516.62 *
FOOD SERVICE	849,617.26	215,548.22	230,578.32	1,855.20	836,442.36
COMMUNITY ED	617,331.33	310,454.47	273,777.56	(1,404.04)	652,604.20
CONSTRUCTION ACCOUNT	1,178,912.40	1,119.51	175,614.82	(562,568.20)	441,848.89
DEBT SERVICE	4,292,060.08	1,663,558.76	-	-	5,955,618.84
TRUST	206,019.08	6,100.00	3,715.00	(60.00)	208,344.08
SELF INSURANCE	5,728,451.22	22,944.99	692,587.20	679,882.93	5,738,691.94
TOTALS	12,512,471.17	11,341,599.51	5,709,126.35	11,028,122.60	29,173,066.93
GENERAL FUND INVESTMENT	17,562,464.69			(11,562,464.69)	6,000,000.00 *
CONSTRUCTION INVESTMENT	37,106,316.72	-	-	587,894.21	37,694,210.93
	54,668,781.41	-	-	(10,974,570.48)	43,694,210.93
GRAND TOTALS	67,181,252.58	11,341,599.51	5,709,126.35	53,552.12	72,867,277.86

*General Fund includes Certificate of Deposit amount

Disbursement Report

ISD 659 - Northfield

May 2019

Disbursements:

Bills Paid:

General Fund	\$ 1,397,557.23	
Food Service Fund	115,916.02	
Community Services Fund	43,023.80	
Construction Fund	175,614.82	
Trust & Agency Fund	3,715.00	
Self Insurance Fund	<u>692,587.20</u>	
Total Bills Paid		2,428,414.07

Payroll:

General Fund	2,935,296.22	
Food Service Fund	114,662.30	
Community Services Fund	230,753.76	
Trust Fund	-	
Self Insurance Fund	<u>-</u>	
Total Payroll		3,280,712.28

Bond Payments:

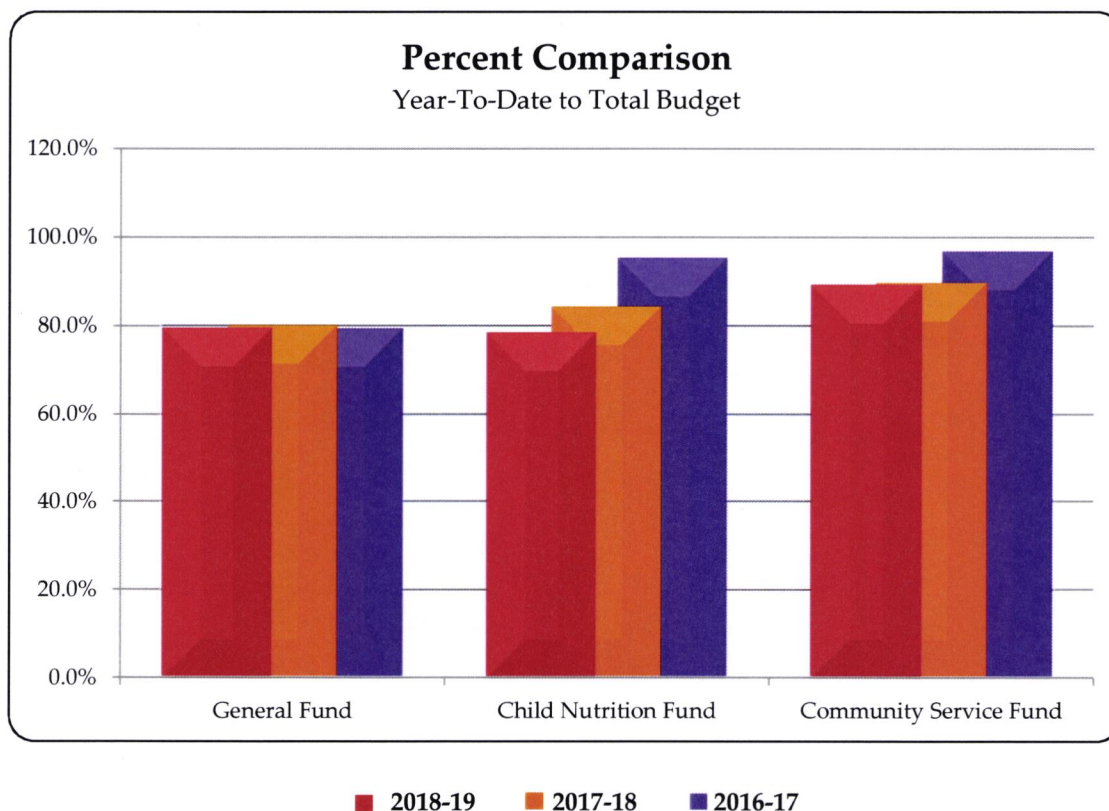
Debt Redemption Fund	<u> </u>	
Total Bond Payments		<u> </u>
Total Disbursements		<u><u>\$5,709,126.35</u></u>



STATEMENT OF REVENUES

For the month ended May 31, 2019

Fund	Year-	Budget	YTD as % of Budget		
	To-Date		2018-19	2017-18	2016-17
General Fund					
Property Taxes	\$ 9,128,587	\$ 13,611,213	67.1%	74.5%	67.4%
State Sources	31,918,105	37,704,088	84.7%	83.4%	83.1%
Federal Sources	82,338	1,209,715	6.8%	4.9%	7.9%
Local Sources	1,609,141	1,403,278	114.7%	93.2%	133.1%
Total	\$ 42,738,171	\$ 53,928,294	79.2%	79.8%	79.2%
Child Nutrition Fund	\$ 1,734,657	\$ 2,219,900	78.1%	84.0%	95.0%
Community Service Fund	2,459,921	2,765,253	89.0%	89.4%	96.4%
Debt Service Fund	15,446,458	16,065,064	96.1%	84.6%	90.6%
Trust Fund (Scholarship)	79,850	71,730	111.3%	100.8%	104.4%
Internal Service Fund	6,157,061	7,558,599	81.5%	84.9%	9.1%
Total All Funds	\$ 68,616,118	\$ 82,608,840	83.1%	81.2%	73.1%

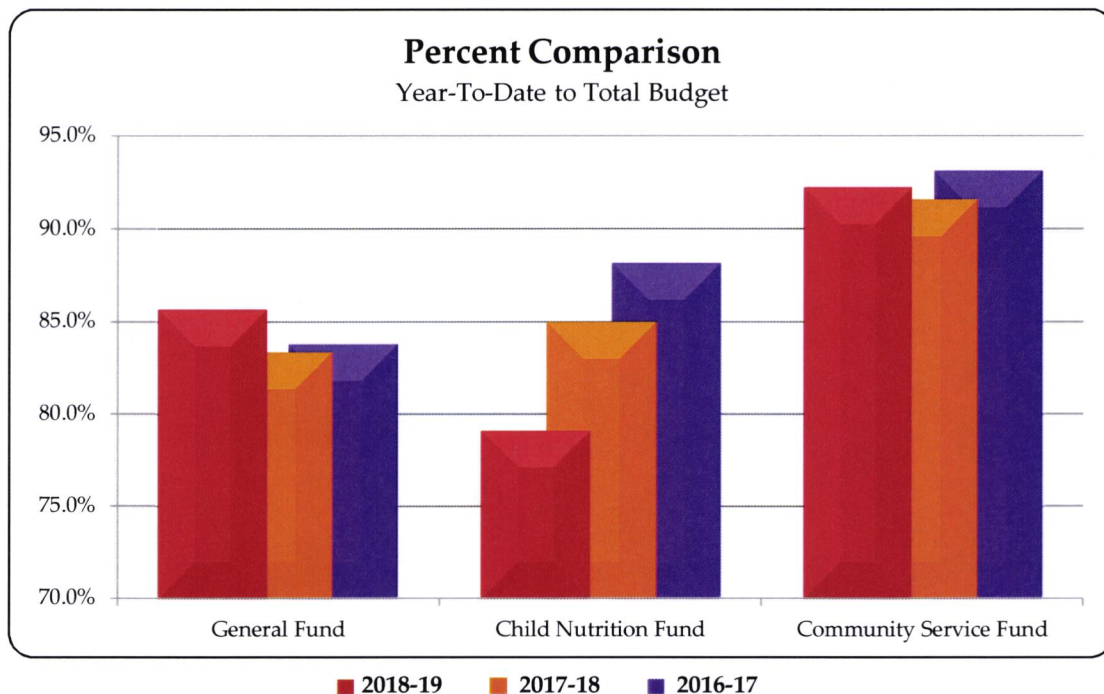




STATEMENT OF EXPENDITURES

For the month ended May 31, 2019

Fund	Year-To-Date	Budget	YTD as % of Budget		
			2018-19	2017-18	2016-17
General Fund					
Salaries	\$ 25,498,820	\$ 31,055,714	82.1%	81.1%	80.9%
Benefits	9,442,629	11,291,070	83.6%	83.2%	84.4%
Purchased Services	6,519,932	6,560,630	99.4%	92.5%	95.5%
Supplies & Materials	1,616,891	1,978,937	81.7%	83.6%	84.6%
Capital Expenditures	2,336,836	2,019,593	115.7%	99.8%	89.8%
Other Expenses	99,789	262,569	38.0%	40.0%	82.5%
Total General Fund	\$ 45,514,897	\$ 53,168,513	85.6%	83.3%	83.8%
Child Nutrition Fund	\$ 1,766,477	\$ 2,234,537	79.1%	85.0%	88.1%
Community Service Fund	2,602,477	2,822,986	92.2%	91.5%	93.1%
Debt Service Fund	13,474,268	13,404,694	100.5%	99.9%	100.0%
Trust Fund (Scholarship)	55,755	76,030	73.3%	98.8%	77.8%
Internal Service Fund	6,851,395	7,115,731	96.3%	105.9%	88.0%
Total All Funds	\$ 70,265,269	\$ 78,822,491	89.1%	87.2%	86.0%



DISTRICT OFFICE
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TO: Dr. Matt Hillmann, Superintendent

FROM: Val Mertesdorf, Director of Finance *VM*

DATE: September 23, 2019

RE: Board Approval of Financial Reports – June 2019

We request that the Board of Education approve paid bills, payroll, bond payments, electronic funds transfers, investments and financial reports for the month of June 2019.

Bills totaling \$2,836,865.87 were paid in June 2019.

Payroll checks totaling \$6,898,399.57 were issued in June 2019.

No bond payments were paid in June 2019.

At the end of June 2019 Total Cash and Investments amounted to \$71,469,373.78.

Wire transfers initiated by the district during June 2019:

6/26/19 \$253,914.80 From MN Trust – Building Bond to MSDLAF - Max

The following financial reports for June 2019 are included to show the current cash and investment balances, details of disbursements and electronic funds transfers.

1. Treasurer's Report
2. Disbursement Report

June 2019 Treasurer's Report

FUNDS	BALANCE BEGINNING OF MONTH	RECEIPTS	DISBURSEMENTS	JOURNAL ENTRIES	BALANCE END OF MONTH
GENERAL FUND	15,339,516.62	6,088,155.59	8,260,518.40	(15,148,928.79)	(1,981,774.98) *
FOOD SERVICE	836,442.36	143,070.31	207,685.72	(33,606.51)	738,220.44
COMMUNITY ED	652,604.20	360,040.31	244,877.19	(8,638.85)	759,128.47
CONSTRUCTION ACCOUNT	441,848.89	840.63	257,918.75	1,304,588.05	1,489,358.82
DEBT SERVICE	5,955,618.84	1,664,069.07	-	(1,080,577.14)	6,539,110.77
TRUST	208,344.08	750.00	-	-	209,094.08
SELF INSURANCE	5,738,691.94	21,572.92	764,265.38	1,277,152.54	6,273,152.02
TOTALS	29,173,066.93	8,278,498.83	9,735,265.44	(13,690,010.70)	14,026,289.62
GENERAL FUND INVESTMENT	6,000,000.00			15,000,000.00	21,000,000.00 *
CONSTRUCTION INVESTMENT	37,694,210.93	-	-	(1,251,100.00)	36,443,110.93
	43,694,210.93	-	-	13,748,900.00	57,443,110.93
GRAND TOTALS	72,867,277.86	8,278,498.83	9,735,265.44	58,889.30	71,469,400.55

*General Fund includes Certificate of Deposit amount

Disbursement Report

ISD 659 - Northfield

June 2019

Disbursements:

Bills Paid:

General Fund	\$ 1,669,083.42	
Food Service Fund	121,597.09	
Community Services Fund	24,001.23	
Construction Fund	257,918.75	
Trust & Agency Fund	-	
Self Insurance Fund	<u>764,265.38</u>	
Total Bills Paid		2,836,865.87

Payroll:

General Fund	6,591,434.98	
Food Service Fund	86,088.63	
Community Services Fund	220,875.96	
Trust Fund	-	
Self Insurance Fund	<u>-</u>	
Total Payroll		6,898,399.57

Bond Payments:

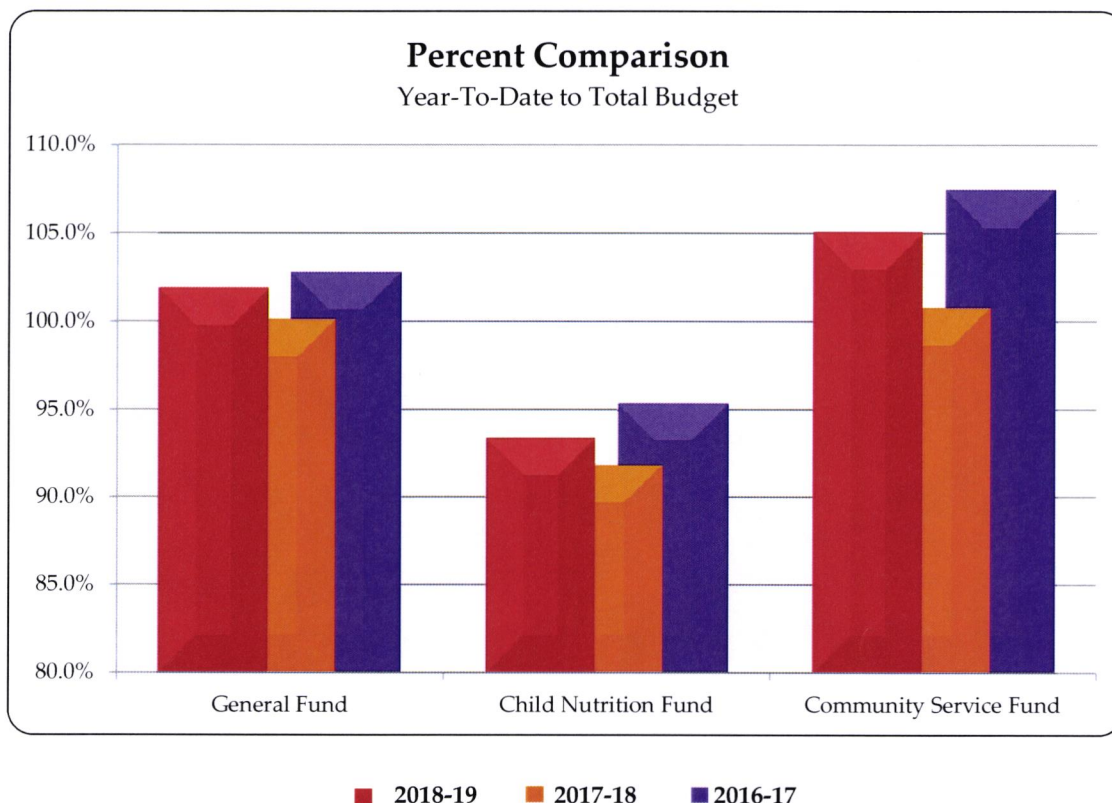
Debt Redemption Fund	<u> </u>	
Total Bond Payments		<u> </u>
Total Disbursements		<u><u>\$9,735,265.44</u></u>



STATEMENT OF REVENUES

For the month ended June 30, 2019

Fund	Year-To-Date	Budget	YTD as % of Budget		
			2018-19	2017-18	2016-17
General Fund					
Property Taxes	\$ 13,553,959	\$ 13,611,213	99.6%	100.2%	100.7%
State Sources	38,241,810	37,704,088	101.4%	99.7%	102.5%
Federal Sources	1,501,946	1,209,715	124.2%	102.9%	106.2%
Local Sources	1,656,827	1,403,278	118.1%	106.8%	123.6%
Total	\$ 54,954,542	\$ 53,928,294	101.9%	100.1%	102.8%
Child Nutrition Fund	\$ 2,073,558	\$ 2,219,900	93.4%	91.8%	95.4%
Community Service Fund	2,905,348	2,765,253	105.1%	100.7%	107.5%
Debt Service Fund	16,175,248	16,065,064	100.7%	124.4%	122.6%
Trust Fund (Scholarship)	83,651	71,730	116.6%	130.5%	105.2%
Internal Service Fund	7,571,383	7,558,599	100.2%	102.4%	107.9%
Total All Funds	\$ 83,763,730	\$ 82,608,840	101.4%	102.1%	104.8%

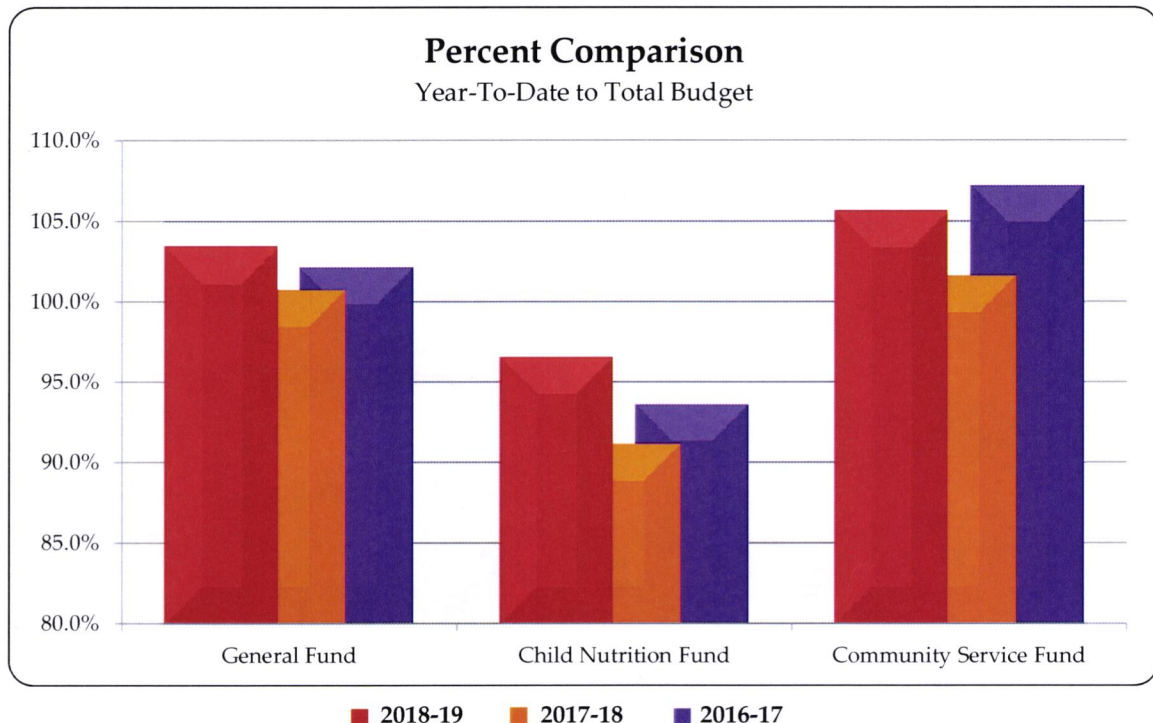




STATEMENT OF EXPENDITURES

For the month ended June 30, 2019

Fund	Year-	Budget	YTD as % of Budget			
	To-Date		2018-19	2017-18	2016-17	
General Fund						
Salaries	\$ 31,696,525	\$ 31,055,714	102.1%	100.6%	100.6%	
Benefits	11,784,834	11,291,070	104.4%	100.4%	104.6%	
Purchased Services	7,063,313	6,560,630	107.7%	98.9%	107.1%	
Supplies & Materials	1,896,009	1,978,937	95.8%	93.9%	99.1%	
Capital Expenditures	2,432,346	2,019,593	120.4%	123.4%	91.2%	
Other Expenses	110,221	262,569	42.0%	100.0%	204.5%	
Total General Fund	\$ 54,983,248	\$ 53,168,513	103.4%	100.7%	102.1%	
Child Nutrition Fund	\$ 2,158,383	\$ 2,234,537	96.6%	91.1%	93.6%	
Community Service Fund	2,981,779	2,822,986	105.6%	101.6%	107.2%	
Debt Service Fund	13,474,268	13,404,694	100.5%	99.9%	100.0%	
Trust Fund (Scholarship)	55,755	76,030	73.3%	98.8%	77.8%	
Internal Service Fund	7,615,660	7,115,731	107.0%	115.7%	97.9%	
Total All Funds	\$ 81,269,093	\$ 78,822,491	103.1%	101.7%	101.4%	



What is the levy? What does it do for the District?

We are asking for preliminary certification of the Pay 2020 property tax levy tonight. The levy is the local portion of taxes that are authorized, either by the State or by local voters, and eventually provide us with funding. Our local levy provides approximately 25% of our overall budget. Our budget supports the resources needed – human and capital – to provide quality educational programming for students in our schools. Our preliminary proposed levy is a reduction of 0.36% compared to the prior year's levy. We are proposing preliminary certification at the maximum (as we have every year for many years). This provides us with the most flexibility prior to finalizing the levy amount in December.

Truth in Taxation Timeline

After we certify this proposed levy, the District will send the information to the county auditor's office by September 30th. At that point, the County begins preparing tax statements that are mailed to taxpayers in November. We will then hold our Truth in Taxation hearing during the regular School Board meeting on December 9th and ask the Board to finalize certification of the Pay 2020 levy.

Tax Levy and Budgeting

The State's tax year and our budget year don't quite match up. The Pay 2020 levy covers a span from January 2020 through December 2020. Property taxes are paid in May and October each year while our budget year runs from July 2020 - June 2021. These levy dollars will eventually provide a portion of our funding for that budget year.

Each levy can also include budget adjustments from previous levy years – both positive and negative. These adjustments can be made for a period of up to three years.

Proposed Pay 2020 Property Tax Levy

This pie graph demonstrates (see PowerPoint file) the different categories that comprise our overall proposed levy.

The table (next slide) illustrates the subtotals of the levy by fund, by voter approved, and by tax base.

We are seeing a slight increase in the General and Community Services funds and a slight decrease in our Debt Service fund. There are several factors that make up the changes. Our enrollment is beginning to decline slightly as was projected. 85% of our General Fund levy is from revenue that is tied directly to enrollment (referendum, local optional and LTFM). Overall, our general fund revenue decreased slightly, but we added the Achievement & Integration program effective for the 19-20 school year. The levy for the 19-20 school year was certified last December, so the 2019 Pay 2020 proposed levy includes the levy for the current year as well as 2020-21. This totals \$156,403.24. This addition in combination with levy adjustments from prior years provides a slight increase of about \$91,000 in the General Fund. Our Debt Service fund is showing a decrease of \$169,028 or 3.02%. This decrease is a result of an increase in the debt service excess fund balance reduction and our existing payment schedules.

Of our total levy, 64.5% is voter approved. This is a slight decrease from the prior year due to the legislative change for Local Optional Revenue. This calculation was \$424/PU and is now \$724/PU. This effectively moved \$300/PU from the Referendum revenue calculation to the Local Optional Revenue calculation. We are grateful to serve a community that is incredibly supportive of education.

We have also included five years of historical levies for comparison. The increase in the Pay 18 Certified Levy was a result of the voter approved increase to the referendum.

Estimated Tax Impact

Included in the supporting documentation is an estimated tax impact table that Ehlers, Inc provided. Our Referendum Market Value tax base grew about 5.8% and our Net Tax Capacity grew about 8.1%. This results in a decrease for taxpayers assuming the taxable market value of their property remains that same.

Footnote 2 on the document is an important qualifier. Most taxpayers will probably experience an increase in their estimated market value, but that will vary greatly from property to property. A residential homestead valued at \$250,000 and that value did not change, their school taxes will go down by 7% or \$128 annually. But if the value of their property increased by 7%, their school taxes will probably stay about the same. The legislature also increase the school building bond agricultural credit from 40% to 50% which increases the reduction for agricultural properties.

Property Tax Levy and Rate Summary, Taxes Payable in 2019 and 2020

	Certified Levy Payable in 2019	Proposed Levy Payable in 2020	Change
Tax Levy Information			
1. Total Certified Levy Spread on RMV	10,753,587	10,457,654	-295,934
2. General Fund Levy Spread on NTC	3,255,515	3,642,961	387,446
3. Community Service Fund Levy	410,997	417,154	6,157
4. General Debt Service Levy	5,605,746	5,436,718	-169,028
5. OPEB Debt Service Levy	0	0	0
6. Total Certified Levy	20,025,846	19,954,487 -0.36%	-71,359
Fiscal Disparities Adjustment to Levy			
7. RMV-Based Levies	38,143	38,143	0
8. General Debt Service	17,756	17,756	0
9. Other NTC-Based Levies	17,351	17,351	0
10. Total Fiscal Disparities Adjustment	73,250	73,250	0
Summary of Adjusted Levies			
11. RMV-Based Levies	10,715,444	10,419,511	-295,934
12. General Debt Service	5,587,990	5,418,962	-169,028
13. Other NTC-Based Levies	3,649,161	4,042,764	393,604
14. Total Adjusted Levies	19,952,596	19,881,237	-71,359
Property Value Information			
15. RMV Used to Calculate Rate	2,424,973,250 5.8%	2,566,437,050	141,463,800
16. NTC Used to Calculate Rate	29,591,578 8.1%	31,983,440	2,391,862
Actual and Estimated Tax Rates			
17. RMV Rate (#11/#15)	0.44188%	0.40599%	-0.03589%
18. NTC Debt Rate (#12/#16)	18.884%	16.943%	-1.941%
19. NTC Other Rate (#13/#16)	12.332%	12.640%	0.308%

Key Assumptions:

The total RMV and NTC used to calculate tax rates payable in 2020 are preliminary figures from the Minnesota Department of Revenue.

Northfield School District, No. 659

September 17, 2019

Preliminary Comparison of School District Taxes Payable in 2019 and 2020

	Actual Taxes Payable in 2019	Preliminary Estimate of Taxes Payable in 2020	Estimated Change in Annual Taxes	Estimated % Change
Actual/Estimated Tax Rates				
RMV Tax Rate:	0.44188%	0.40599%		
NTC Debt Tax Rate:	18.884%	16.943%		
NTC Other Tax Rate:	12.332%	12.640%		

Type of Property	Estimated Market Value	Estimated Annual School District Property Taxes			
Residential Homestead	\$75,000	\$472	\$438	-\$34	-7.2%
	100,000	666	618	-48	-7.2%
	125,000	861	800	-61	-7.1%
	150,000	1,057	983	-74	-7.0%
	175,000	1,252	1,165	-87	-6.9%
	200,000	1,448	1,347	-101	-7.0%
	250,000	1,839	1,711	-128	-7.0%
	300,000	2,230	2,075	-155	-7.0%
	350,000	2,621	2,439	-182	-6.9%
	400,000	3,012	2,804	-208	-6.9%
Commercial/ Industrial *	\$250,000	\$2,431	\$2,272	-\$159	-6.5%
	500,000	5,097	4,766	-331	-6.5%
	1,000,000	10,428	9,755	-673	-6.5%
	2,000,000	21,090	19,731	-1,359	-6.4%
	4,000,000	42,413	39,684	-2,729	-6.4%
Apartments	\$200,000	\$1,664	\$1,552	-\$112	-6.7%
	500,000	4,160	3,879	-281	-6.8%
	1,000,000	8,321	7,758	-563	-6.8%
	2,000,000	16,641	15,516	-1,125	-6.8%
Agricultural Homestead (dollars per acre) **	4,000	\$4.73	\$4.22	-\$0.51	-10.8%
	6,000	7.09	6.33	-0.76	-10.7%
	8,000	9.46	8.43	-1.03	-10.9%
Agricultural Non-Homestead (dollars per acre)	\$4,000	\$9.46	\$8.43	-\$1.03	-10.9%
	6,000	14.18	12.65	-1.53	-10.8%
	8,000	18.91	16.87	-2.04	-10.8%
Seasonal Recreational Residential	50,000	\$156	\$148	-\$8	-5.1%
	100,000	312	296	-16	-5.1%
	200,000	624	592	-32	-5.1%
	250,000	780	740	-40	-5.1%
	400,000	1,249	1,183	-66	-5.3%
	500,000	1,561	1,479	-82	-5.3%
	600,000	1,951	1,849	-102	-5.2%

Key Assumptions:

1. The total RMV and NTC used to calculate tax rates payable in 2020 are preliminary figures from the Minnesota Department of Revenue.
2. Assumes no change in the value of individual parcels of property from 2019 to 2020 taxes. If the value of a parcel increased, the decrease in taxes from 2019 to 2020 will be less than shown above.
3. Taxes payable in 2020 are based on latest estimates of proposed levy, as of the date above.

** For agricultural homestead property, estimates above are based on the average value per acre of agricultural land and buildings. In addition, the house, garage, and one acre of land (HGA) would pay taxes at the same rate as residential homestead property. Estimates include the impact of the 40% Pay 19 and 50% Pay 20 School Building Bond Agricultural

Preliminary Levy Certification Pay 2019

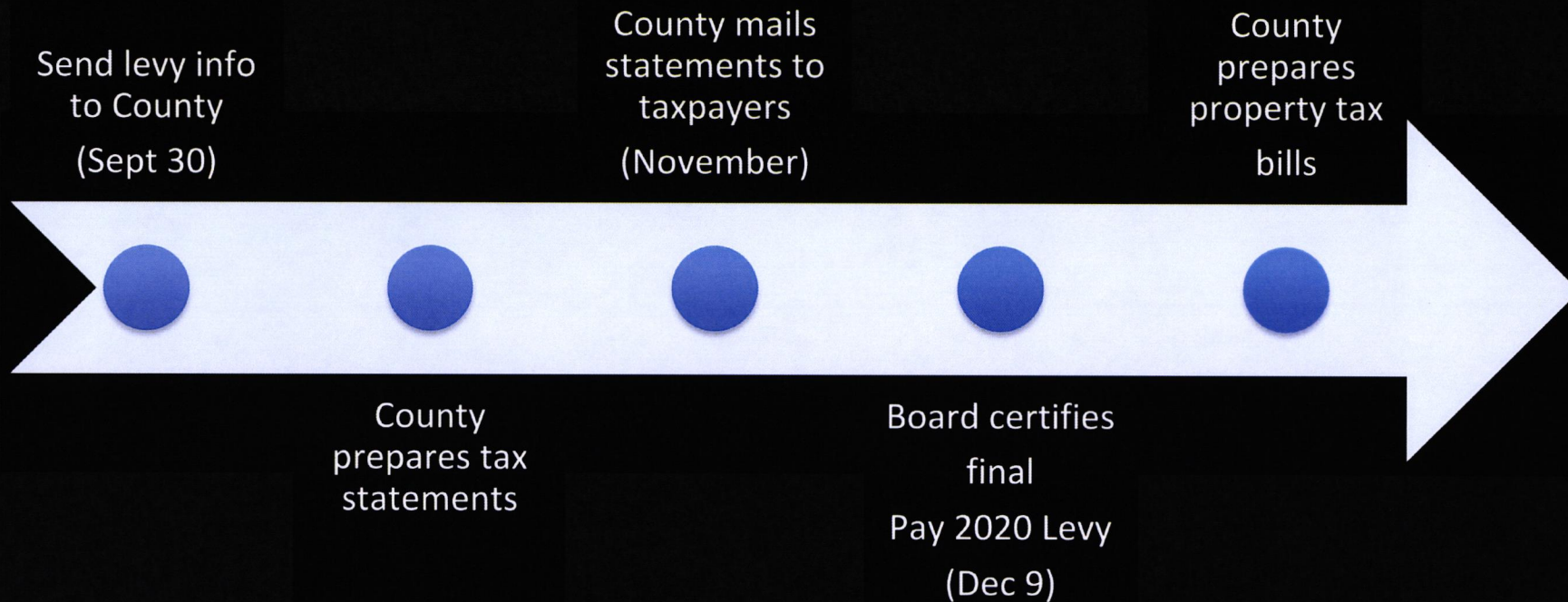
Northfield Public Schools
September 23, 2019

What is the levy? What does it do for us?

- Provides 25% of our overall operations budget
- Includes voter approved levies as well as state-authorized levies
- Allows the District to provide quality educational programming



Truth in Taxation Timeline



Tax Levy and Budgeting

Pay 2020

(Levy Year • January 2020-December 2020)



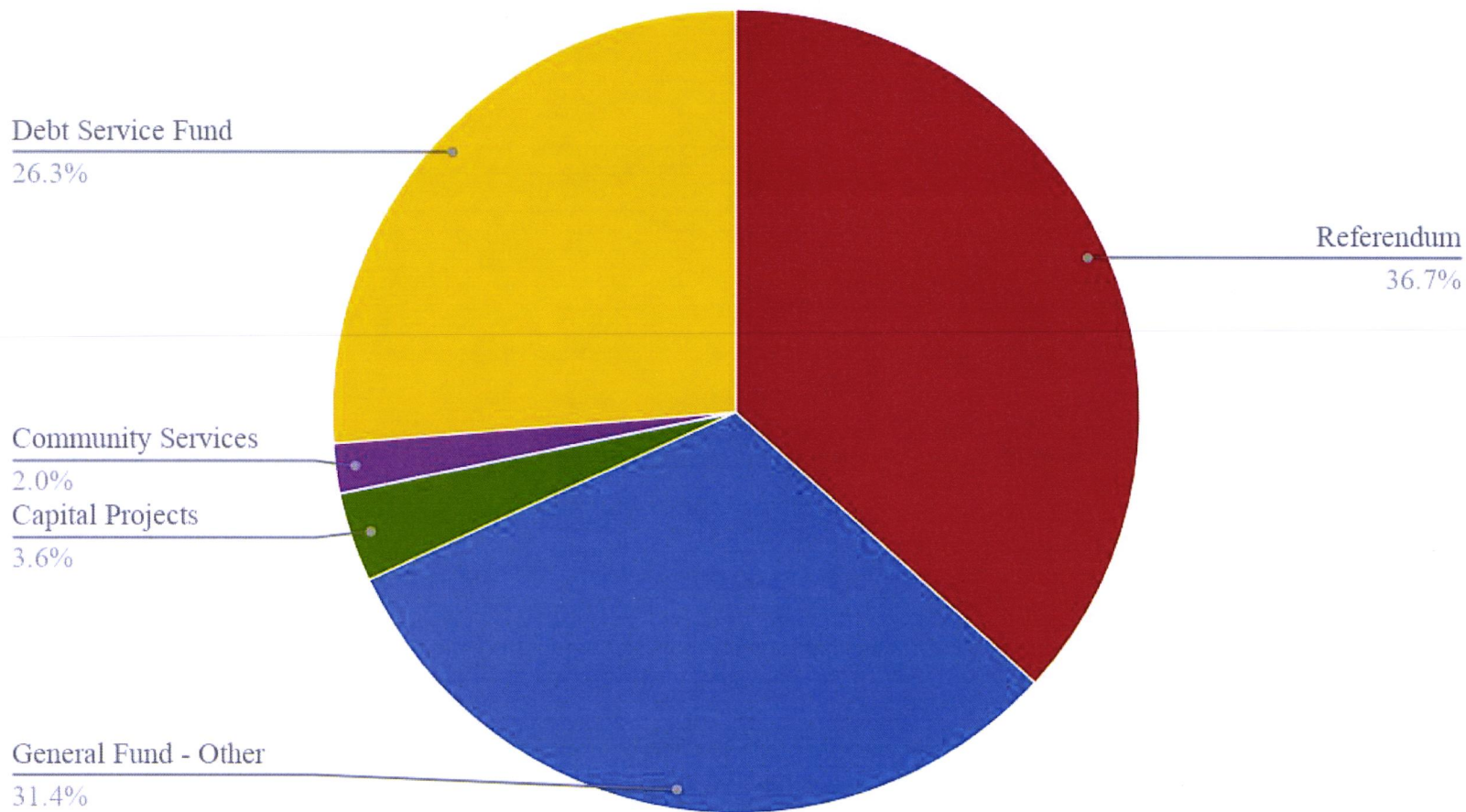
2020-21 School Year

(Budget Year • July 2020-June 2021)

Pay 2020 includes adjustments from previous years (up to three years)

Proposed Pay 2020 Property Tax Levy

2019 Pay 2020 Preliminary Levy Chart



Subtotals by Fund	Pay 2020 Proposed Levy	Pay 2019 Certified Levy	Increase (Decrease)	Percent Change
General Fund	\$14,100,614.93	\$14,009,102.49	\$91,512.44	0.65%
Community Services Fund	\$417,154.44	\$410,997.28	\$6,157.16	1.50%
General Debt Service Fund	<u>\$5,436,717.52</u>	<u>\$5,605,745.95</u>	<u>-\$169,028.43</u>	<u>-3.02%</u>
Total	\$19,954,486.89	\$20,025,845.72	-\$71,358.83	-0.36%

Subtotals by Truth in Taxation Category	Pay 2020 Proposed Levy	Pay 2019 Certified Levy	Increase (Decrease)	Percent Change
Voter Approved	\$12,862,515.54	\$13,980,817.44	-\$1,118,301.90	-8.00%
Other	<u>\$7,091,971.35</u>	<u>\$6,045,028.28</u>	<u>\$1,046,943.07</u>	<u>17.32%</u>
Total	\$19,954,486.89	\$20,025,845.72	-\$71,358.83	-0.36%

Subtotals by Tax Base	Pay 2020 Proposed Levy	Pay 2019 Certified Levy	Increase (Decrease)	Percent Change
Referendum Market Value*	\$10,457,653.50	\$10,753,587.48	-\$295,933.98	-2.75%
Net Tax Capacity	<u>\$9,496,833.39</u>	<u>\$9,272,258.24</u>	<u>\$224,575.15</u>	<u>2.42%</u>
Total	\$19,954,486.89	\$20,025,845.72	-\$71,358.83	-0.36%

*Includes Operating Referendum and Equity Revenue

Levy History

	Pay 20 Proposed Levy	Pay 19 Certified Levy	Pay 18 Certified Levy	Pay 17 Certified Levy	Pay 16 Certified Levy
General Fund	\$14,100,614.93	\$14,009,102.49	\$13,506,213.15	\$10,212,684.88	\$10,374,684.46
Community Services	\$417,154.44	\$410,997.28	\$412,076.54	\$401,904.62	\$407,503.44
Debt Service	\$5,436,717.52	\$5,605,745.95	\$5,337,839.20	\$4,962,475.10	\$4,765,914.22
Total	<u>\$19,954,486.89</u>	<u>\$20,025,845.72</u>	<u>\$19,256,128.89</u>	<u>\$15,577,064.60</u>	<u>\$15,548,102.12</u>
Difference	-\$71,358.83	\$769,716.83	\$3,679,064.29	\$28,962.48	-\$31,931.16
Percent Change	-0.36%	4.00%	23.62%	0.19%	-0.20%

Pay 2020 Notable Changes

- Declining Enrollment
 - Referendum
 - Local Optional Revenue
- Achievement & Integration Program
- Legislative change to Local Optional Revenue calculation



Analysis

- Pay 2020 levy: 0.36% decrease compared to Pay 2019
- Two years worth of Achievement & Integration levy due to timing of program start
- Approving at the max -- can adjust it lower than preliminary but not higher
- Tax base growth helps reduce impact for taxpayers

Tax Impact

Type of Property	Estimated Market Value	Estimated Annual School District Property Taxes			
Residential Homestead	\$75,000	\$472	\$438	-\$34	-7.2%
	100,000	666	618	-48	-7.2%
	125,000	861	800	-61	-7.1%
	150,000	1,057	983	-74	-7.0%
	175,000	1,252	1,165	-87	-6.9%
	200,000	1,448	1,347	-101	-7.0%
	250,000	1,839	1,711	-128	-7.0%
	300,000	2,230	2,075	-155	-7.0%
	350,000	2,621	2,439	-182	-6.9%
	400,000	3,012	2,804	-208	-6.9%
Commercial/ Industrial *	\$250,000	\$2,431	\$2,272	-\$159	-6.5%
	500,000	5,097	4,766	-331	-6.5%
	1,000,000	10,428	9,755	-673	-6.5%
	2,000,000	21,090	19,731	-1,359	-6.4%
	4,000,000	42,413	39,684	-2,729	-6.4%
Apartments	\$200,000	\$1,664	\$1,552	-\$112	-6.7%
	500,000	4,160	3,879	-281	-6.8%
	1,000,000	8,321	7,758	-563	-6.8%
	2,000,000	16,641	15,516	-1,125	-6.8%
Agricultural Homestead (dollars per acre) **	4,000	\$4.73	\$4.22	-\$0.51	-10.8%
	6,000	7.09	6.33	-0.76	-10.7%
	8,000	9.46	8.43	-1.03	-10.9%
Agricultural Non-Homestead (dollars per acre)	\$4,000	\$9.46	\$8.43	-\$1.03	-10.9%
	6,000	14.18	12.65	-1.53	-10.8%
	8,000	18.91	16.87	-2.04	-10.8%
Seasonal Recreational Residential	50,000	\$156	\$148	-\$8	-5.1%
	100,000	312	296	-16	-5.1%
	200,000	624	592	-32	-5.1%
	250,000	780	740	-40	-5.1%
	400,000	1,249	1,183	-66	-5.3%
	500,000	1,561	1,479	-82	-5.3%
	600,000	1,951	1,849	-102	-5.2%

Questions?

Area Learning Center FTE Request | Northfield Public Schools Board of Education
Matt Hillmann, Ed.D., Superintendent of Schools | 09.23.2019

Executive Summary: Northfield Area Learning Center (ALC) is requesting an additional 0.63 FTE to address capacity issues due to a further influx of students in the 2019-20 school year.

Background: The ALC has earned an excellent regional reputation for helping students graduate from high school. The school has a caring staff, intentional protocols, a welcoming school culture, and high-quality curriculum. The ALC is intended to provide a smaller and less intense atmosphere for students who qualify based on one of 11 different regionally relevant criteria.

Enrollment changes: The analysis of enrollment at the ALC's seat-based and independent study program is 41% higher than at a similar time last year. The enrollment analysis for the past four years is illustrated below.

Year	September Enrollment
2016-17	49
2017-18	62
2018-19	58
2019-20	82*

* Data supplied by the ALC. As of September 19, 2019, there are five more students (four who are eligible for EL services) set to start during the second grading period beginning October 2, 2019. A bulk of the student increase is a result of students from other districts accessing the ALC, as allowed by law.

Change in demographic: The school's English Learners (EL) population has increased by 90.9% since 2017 including an additional 18% increase at the start of the 2019-20 school year. The school increased EL services going into the 2019-20 school year in anticipation of this need but the increase does not adequately respond to the demand.

Cascading impact: There is a cascading impact. A higher number of students enrolled at the ALC this early in the school year is affecting how many students can transition from Northfield High School. It has also increased class sizes at the ALC above what is programmatically appropriate. Many students choose the ALC because it is a less "busy" environment. ALC Director Daryl Kehler reports increases in anxiety among some longer-term ALC students and he fears this will impact their attendance. While the growth in the program speaks well to the services provided, Mr. Kehler reports the growth is now showing diminishing returns given current staffing levels.

The request: Administration is proposing increasing two existing part-time ALC staff members' FTE. The total increase of 0.63 FTE will allow these teachers to provide an additional period of service, reducing stress at both the ALC and Northfield High School.

More to come: This may not be the last discussion in how we serve a changing demographic of high school-aged EL students. There has been an influx of new students who have more complex needs than Northfield's traditional EL population. Administrators are working with staff to develop an approach to meet the needs of these students at both the ALC and Northfield High School.

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

Project Overview

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

September 2019

- Longfellow School renovation core planning group met for the first time on September 19.
- Greenvale Park (existing) renovation core planning group met for the first time on September 19.
- Second Sibley Elementary renovation 3D views and materials palette meeting.
- Initial Sibley “page-turn” meeting.
- Construction continues at Bridgewater Elementary.
- The New Greenvale Park construction camera is installed and operational.
- New Greenvale Park groundbreaking ceremony occurred on Tuesday, September 10th.

August 2019

- Sibley renovation 3D views and materials palette meeting.
- Initial Greenvale Park renovation discussion with architects and community services.
- POC met and reviewed the schedules for GVP and Longfellow renovations, elementary furniture selection and procurement, BW construction update, and Sibley project bid timeline and schedule.
- The groundbreaking ceremony for the New Greenvale Park is at 6:00 PM, Tuesday, September 10, 2019.
- Bids for the New Greenvale Park were approved at the August 12, 2019 board meeting and Knutson has contacted bidders.
- Construction continues at Bridgewater.
- New GVP bid opening occurred on Monday, August 5, 2019.

July 2019

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

June 2019

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

May 2019

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

April 2019

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

March 2019

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

February 2019

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

January 2019

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