

INDEPENDENT SCHOOL DISTRICT 659  
REGULAR SCHOOL BOARD MEETING  
Monday, September 24, 2018 7:00 PM  
Northfield High School, Media Center

**AGENDA**

- I. Call to Order
- II. Agenda Changes / 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. High School Facility Update
  - B. Review and Comment
- VI. Committee Reports
- VII. Consent Agenda
  - A. Approval of Minutes
  - B. Gift Agreement
  - C. Personnel Items
- VIII. Superintendent's Report
  - A. Items for Individual Action
    - 1. Proposed 2018 Payable 2019 Property Tax Levy
    - 2. Resolution Providing For The Sale Of General Obligation School Building Refunding Bonds, Series 2018A; And 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 These Bonds.
- IX. Items for Information
  - A. Bond Referendum Update
  - B. Draft Lease with Farmington Gymnastics Club
- X. Future Meetings
  - A. Monday, October 8, 2018, 7:00 PM, Regular Board Meeting, NHS Media Center
  - B. Monday, October 22, 2018, 7:00 PM, Regular Board Meeting, NHS Media Center
  - C. Monday, November 13, 2018, 7:00 PM, Regular Board Meeting, NHS Media Center
- XI. Adjournment

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- I. Call to Order
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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. High School Facility Update  
Jim Kulseth, Director of Buildings & Grounds, will provide an update on 2018 High School facility projects.
  - B. Review and Comment  
As required by Minnesota Statute 123B.71, Superintendent Hillmann will present the Minnesota Department of Education's positive Review and Comment letter regarding construction projects associated with the November 6, 2018 bond referendum.
- VI. Committee Reports
- VII. Consent Agenda
  - A. Minutes  
The Board is asked to approve the Minutes of the September 10, 2018 Regular School Board meeting.
  - B. Gift Agreement  
The Board is asked to approve a gift agreement.
    - \$6,000 from Sibley PTO for classroom and specialist funding.
  - C. Personnel Items
    - a) Appointments
      - 1) Molly Egleston, 1.0 FTE EarlyVentures Teacher at Longfellow, beginning 09/26/2018; Step 1-\$15.69/hr.



- 2) Claudia Gonzalez-George, EL Educational Assistant for 6.75 hours/day at the Middle School, beginning 09/20/2018-06/07/2019; Gen Ed Step 3-\$15.73/hr.
  - 3) Amy Gunderson, Community School Evening Site Assistant for 3 hours/day for 2 days/wk at Greenvale Park, beginning 09/18/2018-06/07/2019; Step 1-\$12.88/hr.
  - 4) Erica Hubers, Special Ed EA-PCA for 3.5 hours/day Mon. Tues. Thurs. Fri. and 4 hours/day on Wednesday at Longfellow, beginning 09/21/2018-06/07/2019; Step 4-\$16.76/hr.
  - 5) Gabby Lien, Targeted Services Student Site Assistant for 1.5 hours/day at Bridgewater, beginning 11/06/2018-03/21/2019; \$9.65/hr.
  - 6) \*Jamie Pickerign, 1.0 FTE Administrative Support Assistant (Class IV) at Bridgewater, beginning 10/08/2018; Class IV, Step 5-\$20.97/hr.
  - 7) Andrea Salas, Community School Site Leader for 3-4 hours/day for 2-4 days/wk at Greenvale Park, beginning 09/20/2018-06/07/2019; Step 1-\$15.90/hr.
  - 8) Nathan Schmidtke, KidVentures Student Site Assistant for up to 17 hours/wk at Bridgewater, beginning 09/19/2018. \$9.65/hr.
  - 9) Emy Torres, Supervisory EA Cafeteria Supervisor for 2 hours/day at Bridgewater, beginning 09/20/2018-06/07/2019; Gen Ed Step 1-\$15.03/hr.
  - 10) Fall/Winter Spring Recreation Positions #2822, Effective September 19, 2018 – May 31 2019  
Grace Neuger, Open Gym Supervisor, \$15.25/hour / General Recreation, \$9.65/hour / Class Lead, \$10.50/hour.
  - 11) Fall/Winter Spring Recreation Positions #2822, Effective September 13, 2018 – May 31 2019  
Zak Branham, Flag Football Supervisor \$10.75/hour.  
Randy Zick, Flag Football Coach, \$10.50/hour.
  - 12) Fall/Winter Spring Recreation Positions #2822, Effective September 15, 2018 – May 31 2019  
Grace Acheson, Track & Field, 9.65/hour.
- b) Increase/Decrease/Change in Assignment
1. CORRECTION: Michael Garlitz, Accelerate Northfield Volunteer Coordinator with the District, add Community School Site Assistant for 6 hours/wk at Greenvale Park, effective 09/05/2018-06/07/2019.
  2. Leticia Arredondo, Due Process Clerical at Bridgewater, add Spanish Skills Stipend under the Office Employee agreement, effective 09/18/2018; \$0.50/hr. Stipend
  3. Kathy Beck, Spec Ed EA-PCA for 6.75 hours/day at Sibley, add Supervisory EA for .16 hours/day for a total of 6.91 hours/day at Sibley, effective 09/11/2018-06/07/2019.
  4. Russel Boyington, KidVentures Site Assistant at Bridgewater, add Community School Site Assistant for 3 hours/day for 2 days/wk at Greenvale Park, effective 09/14/2018-06/07/2019. Step 4-\$14.13/hr.
  5. Cindy Boyum, Assistant Girls Swim Coach for 20% Stipend at the High School, change to Assistant Girls Swim Coach for 80% Stipend at the High School, effective 08/13/2018.
  6. Kristin Freeman, KidVentures Site Assistant for up to 17 hours/wk at Bridgewater, change to KidVentures Site Assistant for 20 hours/wk at Bridgewater, effective 09/24/2018.
  7. Amy Gunderson, Community School Site Assistant at Greenvale Park, add Targeted Services PLUS Teacher for up to 1.5 hours/day Mon.-Thurs. at Greenvale Park, effective 09/24/2018-05/02/2019; Yr. 1-\$27.11/hr.
  8. Robbin Hedberg, Special Ed EA-PCA at the Middle School, add Targeted Services PLUS Site Assistant for up to 1.5 hours/day Mon.-Thurs. at Bridgewater, effective 11/06/2018-05/02/2019; Step 2-\$13.22/hr.
  9. Robbin Hedberg, Special Ed EA-PCA at the Middle School, add Community School Site Assistant for 3 hours/wk for 1 day/wk before and after PLUS Site Assistant position, effective 09/14/2018-06/07/2019; Step 2-\$13.22/hr.
  10. Lisa Laine, Special Ed EA-PCA for 4.25 hours/day and Supervision for .75 hours/day at Greenvale Park, change to Special Ed EA-PCA for 4.25 hours/day and Supervision for .83 hours/day at Greenvale Park, effective 09/14/2018-06/07/2019.
  11. Darren Lofquist, Assistant Girls Swim Coach for 80% Stipend at the High School, change to Assistant Girls Swim Coach for 20% Stipend at the High School, effective 08/13/2018.



12. LaDonna Miller, Special Ed EA-PCA at Greenvale Park, add Special Ed Bus EA for up to 1.5 hours/day with the District, effective 09/13/2018-06/07/2019.
  13. Michael Russell, Site Assist at Greenvale Park, add Community School Site Assistant for 6 hours/wk at Greenvale Park, effective 09/10/2018-06/07/2019; Step 2-\$13.22/hr.
  14. Josh Spitzack, Teacher at Greenvale Park, add Targeted Services PLUS Teacher for up to 1.5 hours/day Mon.-Thurs. at Greenvale Park, effective 09/24/2018-05/02/2019; Yr. 5-\$27.73/hr.
  15. Erik Swenson, Teacher at Bridgewater, add Targeted Services PLUS Teacher for up to 1.5 hours/day Mon.-Thurs. at Bridgewater, effective 09/24/2018-05/02/2019; Yr. 5-\$27.73/hr.
  16. Ellen Trotman, Teacher at Greenvale Park, add Targeted Services PLUS Teacher for up to 1.5 hours/day Mon.-Thurs. at Bridgewater, effective 09/24/2018-05/02/2019; Yr. 4-\$27.73/hr.
  17. Arlene Tuma, EA with Community Services, add Targeted Services PLUS Site Assistant for up to 1.5 hours/day Mon.-Thurs. at Greenvale Park, effective 09/24/2018-05/02/2019; Step 4-\$14.13/hr.
  18. Alberta Weir-Aldahl, Short Call Substitute with the District, change to Grade 1 Substitute Teacher at Greenvale Park, effective 10/08/2018-10/24/2018; MA+60, Step 6.
- c) Leave of Absence
1. Maren Matson, Teacher at Sibley, Family/Medical Leave for Childcare, effective on or about 02/21/2019-through the end of the 2018-19 school year.
- d) Retirements/Resignations/Terminations
1. Rachael Hudson, Play Director at the Middle School, resignation effective 09/11/2018.
  2. Sara Tetreault, Site Leader at the Middle School Youth Center, resignation effective 09/17/2018.

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

## VIII. Superintendent's Report

### A. Items for Individual Action

1. Proposed 2018 Payable 2019 Property Tax Levy.

The amount of the preliminary levy for 2019 is \$19,775,300.86 and represents a 2.70% increase over the previous year. The preliminary property tax levy for 2019 is required to be certified to the district's home county auditor no later than September 30, 2018. 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 2018 Payable 2019 Preliminary Levy Limitation and Certification at the maximum authority of \$19,775,300.86.

2. Resolution Providing For The Sale Of General Obligation School Building Refunding Bonds, Series 2018A; And 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 These Bonds.

Director of Finance Val Mertesdorf will request approval of a Resolution stating our intent to refinance \$7,715,000 of existing bond debt. The refinancing of this debt is anticipated to save District taxpayers \$177,907.64 in interest.

**Superintendent's Recommendation:** Motion to approve the Resolution providing for the sale of General Obligation School Building Refunding Bonds, Series 2018a; and 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 these bonds. The entire Resolution is part of the Board packet.



IX. Items for Information

- A. Bond Referendum Update. Dr. Hillmann will provide an update on preparations for the November 6, 2018 bond referendum.
- B. Draft Lease with Farmington Gymnastics Club. Val Mertesdorf, Director of Finance, is proposing a new lease with the Farmington Gymnastics Club for the 2018-19 High School Gymnastics season. The Board will be asked to approve the lease at the October 8 Board meeting.

X. Future Meetings

- A. Monday, October 8, 2018, 7:00 PM, Regular Board Meeting, NHS Media Center
- B. Monday, October 22, 2018, 7:00 PM, Regular Board Meeting, NHS Media Center
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XI. Adjournment

# Northfield HS Maintenance

This year several projects were completed at NHS totaling over \$400,000. Some examples of these are:

Sidewalk, flooring and cement replacements, adding three new handicapped door operators in different areas and a wheelchair lift in the weight room, removing and remodeling areas for FLEX time, remodeling the production room and converting it to the counselor's office area, three new bottle filler fountains, and a runoff garden to prevent water damage on the east side of the school.

As we move forward, there will be a great deal of attention paid to areas of the exterior envelope. In the near future we will have some brick repairs, tuck-pointing and some small roof repairs happening as well as continuing to replace cracked and heaved sidewalks.

There are other projects listed on the 10-year plan for the HS as well. These include asbestos abatement and more flooring updates, and continuing to improve our brand and signage within the building and on the property. Other items like small remodels in the shop area could also move forward as part of creating more flexible learning spaces. We are also looking into a possible remodel of the HS media center being changed to a flexible learning space.

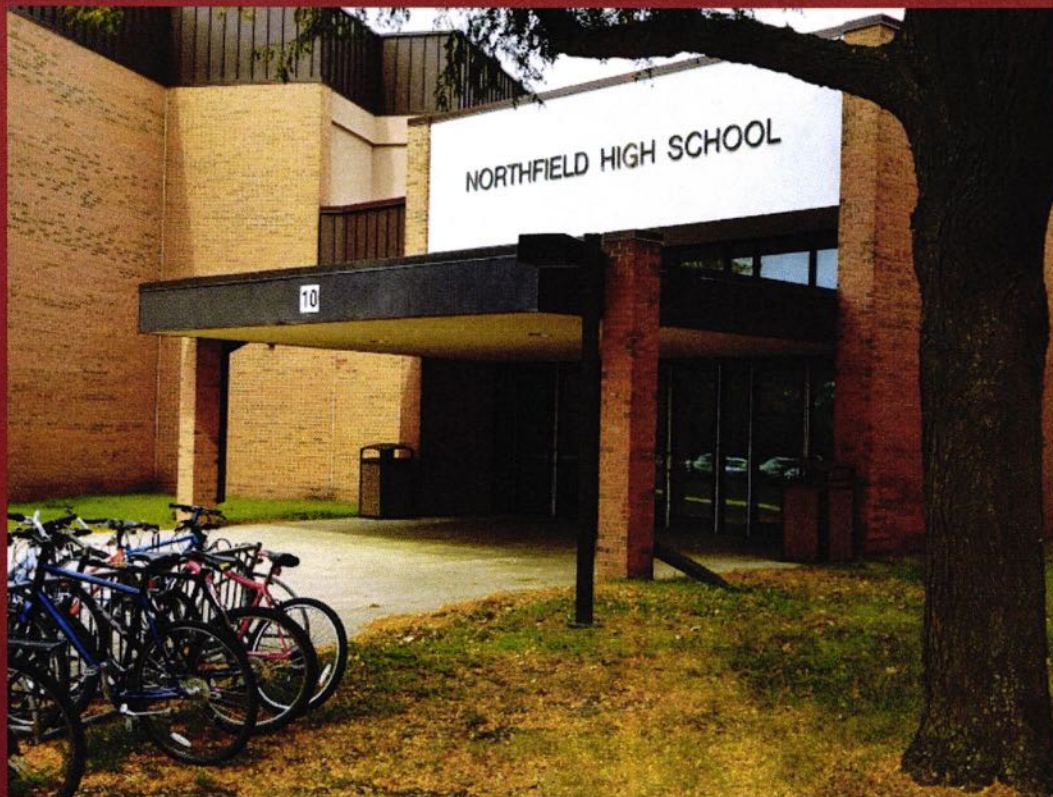
Our department is committed to moving forward with the continued stewardship and maintenance of the HS building.

Our objective is working to keep our facilities safe and as up-to-date as possible to provide the optimum high school experience for the students.



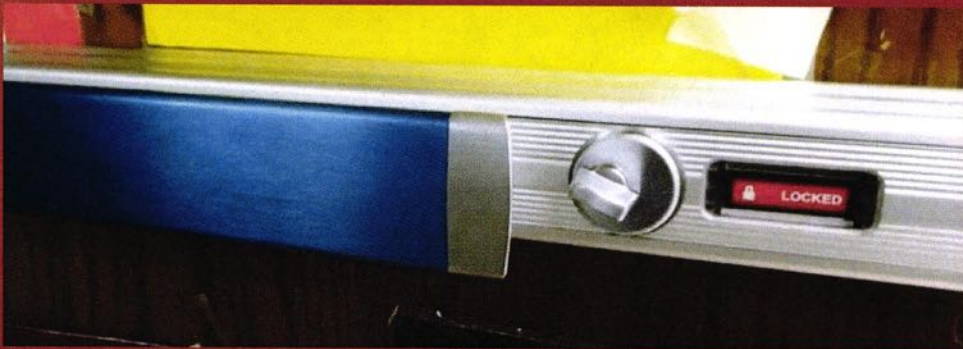
# Northfield High School

facility stewardship through maintenance and improvements



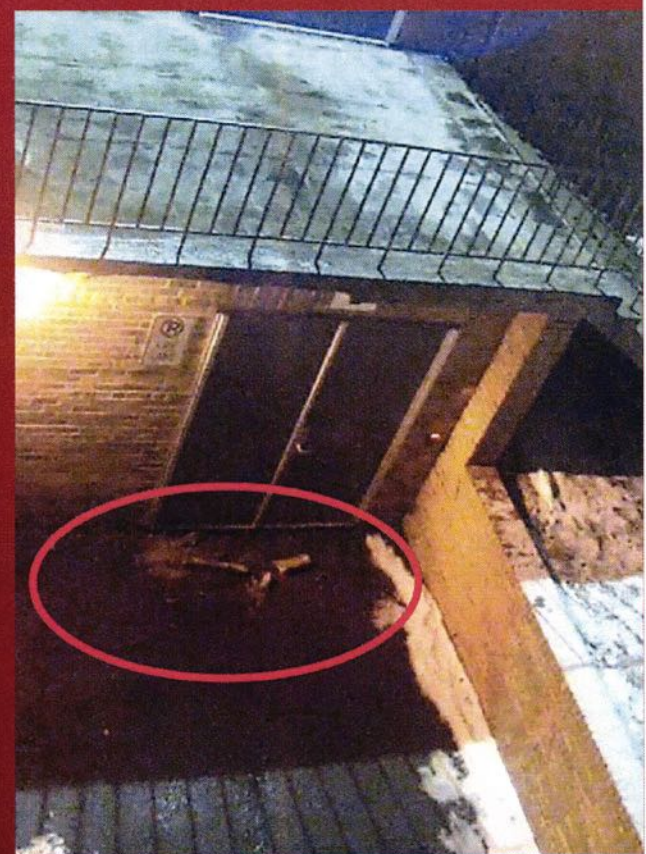


Secure classroom door locks and courtyard door.





# Door 8 deck failure



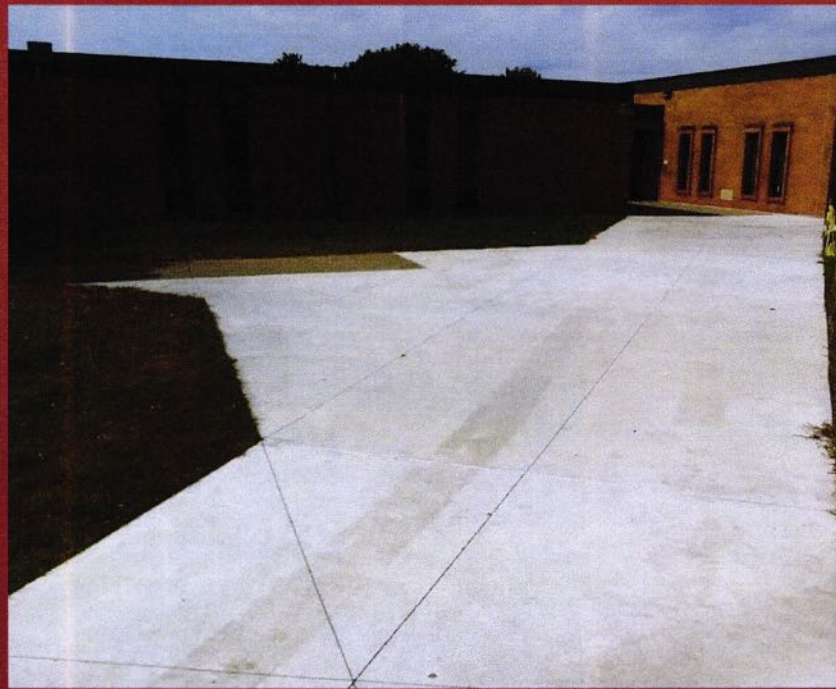


# Door 8 deck repairs





# Trip hazard repairs to door 30 and runoff control at door 37



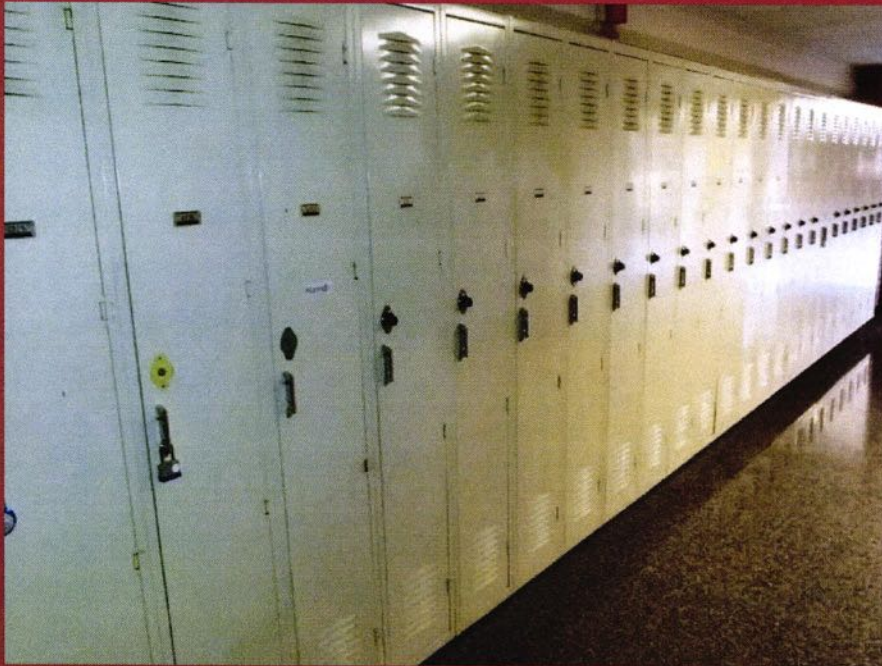


# Bottle fillers and handicapped door operators added



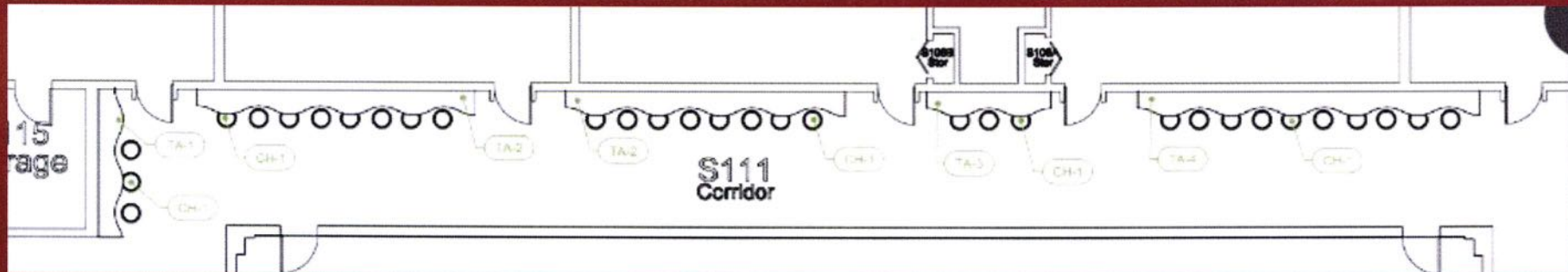


# Improvements for FLEX space



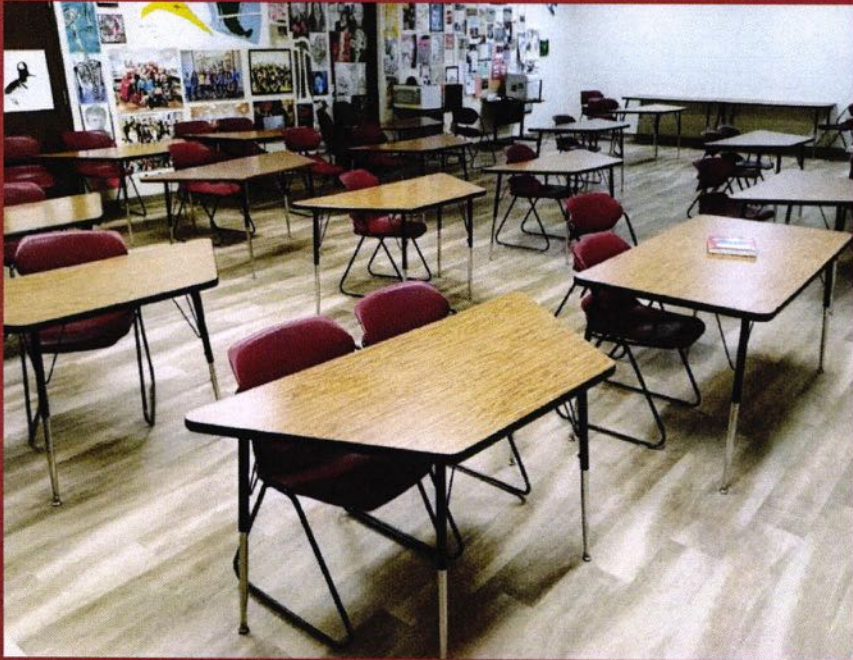


# Conceptual image of FLEX space





# Flooring replacement





# Improved LED lighting, paint and doors in shop area





# Wheelchair lift for weight room





# Counselors offices remodeled





# Trees moved from Middle School to tennis court area





# Tennis court resurfacing





# Rainwater runoff garden and science room sinks replaced



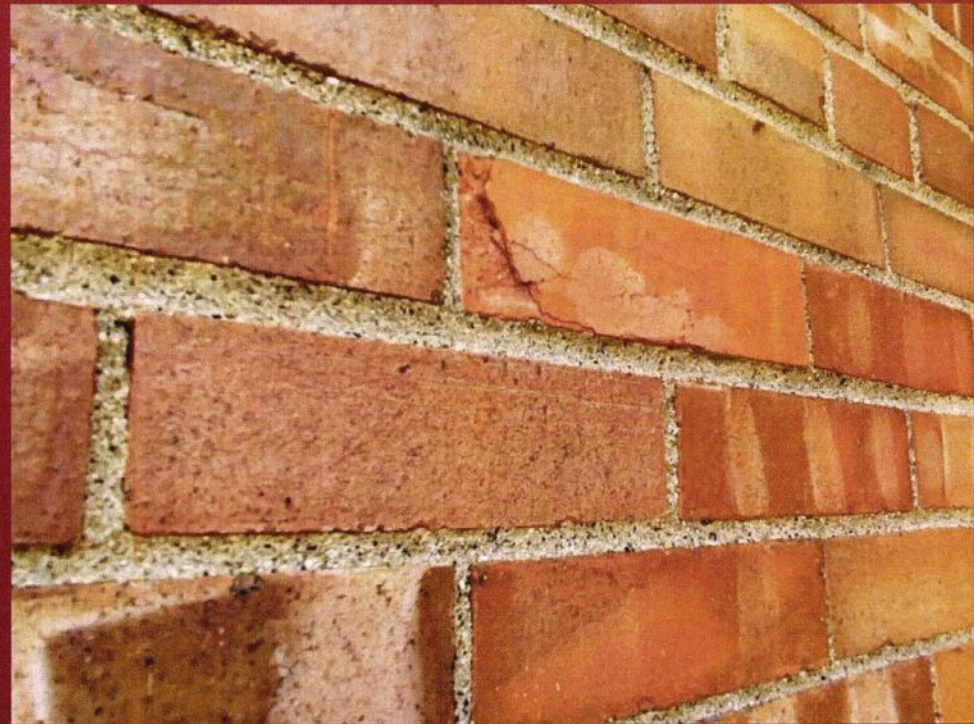


# Memorial stadium asphalt maintenance and new gym signage





# Examples of necessary exterior work





# Curb and sidewalk repairs





# Broken and heaved sidewalk needing replacement





## Additional LTFM maintenance for FY20:

- Interior painting
- Continue LED lighting upgrades
- Extensive Tuck-pointing and brick repairs
- Add 2 additional bottle fillers
- Sidewalk and curb repairs



Investment in 18-19 = \$442,000

Investment in 19-20 = \$280,000\*

Investment in 20-21 = \$240,000\*

\* not including potential Capital projects.



**Thank You!**

**Questions?**



## DESCRIPTION OF PROPOSED SCHOOL CONSTRUCTION PROJECT

Northfield Public School, ISD #659, is proposing a bond referendum on November 6, 2018, that would authorize \$40,975,000 in bonding authority to finance a new elementary school, additions and renovations at Bridgewater and Sibley elementary schools and the repurposing of Greenvale Park elementary and Longfellow ALC.

The largest proposed project component is a 90,000 square foot elementary school to be located on the Greenvale Park site adjacent to the existing elementary school. The existing elementary would be repurposed to accommodate early childhood and community education programming. The Longfellow ALC facility would be repurposed to house district administrative offices which would free up space currently used by administration at the high school. A main office addition at Bridgewater Elementary school would create a secure entrance and also provide for additional instructional space. At Sibley elementary, two proposed additions would provide space for child nutrition services, a media center and other instructional needs.

The projects would be scheduled for completion in calendar year 2019-2020. Cost estimates by location/project type are as follows:

<b>Greenvale Park Elementary</b>		<b>Sibley Elementary</b>	
New Construction	\$640,000	Addition	\$3,933,000
HVAC Upgrades	\$6,000	Renovations	\$1,168,000
Fees / Testing / Permits	\$79,000	Site Improvements	\$502,000
FF&E	\$64,000	Fees / Testing / Permits	\$654,000
Contingency	\$70,000	FF&E	\$560,000
	<b>\$859,000</b>	Contingency	\$565,000
			<b>\$7,382,000</b>
<b>New Elementary School</b>		<b>Bridgewater Elementary</b>	
Construction	\$19,585,000	Addition - Secure Entrance	\$1,186,000
Site Improvements	\$2,429,000	Renovations	\$274,000
Fees / Testing / Permits	\$2,297,000	Site Improvements	\$143,000
FF&E	\$2,202,000	Fees / Testing / Permits	\$197,000
Contingency	\$1,106,000	FF&E	\$160,000
	<b>\$27,619,000</b>	Contingency	\$153,000
			<b>\$2,113,000</b>
<b>Longfellow ALC</b>		<b>Other Costs</b>	
Renovations - Admin. Space	\$398,000	Capitalized Interest	\$2,507,609
Site Improvements	\$227,000	Bond Issuance Cost	\$135,386
Fees / Testing / Permits	\$82,000		<b>\$2,642,995</b>
FF&E	\$62,000		
Contingency	\$68,000		
	<b>\$837,000</b>		
<b>Total Project Cost</b>	<b>\$41,452,995</b>		

The district has supplied cost estimates to operate and staff the additional building space and believes existing revenues will be sufficient to fund any operational cost increases associated with the added building space. In addition, the school board believes the proposed projects are in the best long-term interest of the district.

If the bond referendum is successful and bonds are sold, the debt service on the bonds will be eligible for debt service equalization under Minnesota Statutes, section 123B.53, subdivision 3, if the bond schedule is approved. The amount of debt service equalization aid, if any, the district receives is determined annually and is dependent upon property wealth, student population, and other statutory requirements.



**REVIEW AND COMMENT STATEMENT**

Based upon the department's analysis of the school district's required documentation and other pertinent information from sources of the Minnesota Department of Education, the Commissioner of Education provides a positive review and comment.

**ADDITIONAL INFORMATION IS AVAILABLE**

Persons desiring additional information regarding this proposal should contact the school district superintendent's office.

A handwritten signature in cursive script that reads "Brenda Cassellius".

Dr. Brenda Cassellius  
Commissioner

September 13, 2018



# NORTHFIELD PUBLIC SCHOOLS

## School Board Minutes

September 10, 2018

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: Hardy, Stratmoen, Quinnell, Iverson and Pritchard. Absent: Colangelo. Goerwitz arrived at 8:14 p.m.
  
- II. Agenda Changes / Table File  
Table File items were added.
  
- III. Public Comment  
No public comment.
  
- IV. Announcements and Recognitions
  - Congratulations to Val Mertesdorf and the Finance Team. Northfield Public Schools was named a 2018 School Finance Award Recipient for 2017 Financial Reporting. The School Finance Award is awarded annually by the Minnesota Department of Education (MDE), Division of School Finance. The criteria for FY 2017 financial reporting included: 1) timely submission of financial data and compliance with Minnesota statutes, 2) presence of select indicators of fiscal health, and 3) accuracy in financial reporting.
  - Congratulations to Noel and Lois Stratmoen, the recipients of the 2018 Joseph Lee Heywood Distinguished Award. The Stratmoens are very active community members and Noel has served on Northfield's Board of Education for over 30 years.
  - Thank you to everyone who helped kickoff a fantastic first week of school.
  
- V. Items for Discussion and Reports
  - A. Community Services Continuous School Improvement Plan Presentation  
Breezy Barrett, Ventures Coordinator, and Sara Line, Early Childhood Coordinator presented the Community Services school improvement plan to the Board. The presentation included a progress report on the goals set for the 2017-2018 school year as well as new goals set for the 2018-2019 school year. The Board can expect a draft policy regarding enhanced early childhood background checks in October 2018.
  
  - 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 the District's approach to continuous improvement.
  
  - C. Superintendent's State of the District Overview  
Superintendent Hillmann presented an overview of the programs and activities completed during the 2017-2018 school year, as well as the challenges the District faces in 2018-2019.
  
- VI. Consent Agenda  
On a motion by Quinnell, seconded by Goerwitz, the Board approved the following Consent Agenda items:
  - A. Minutes. Minutes of the August 27, 2018 Regular School Board meeting.



B. ALC Co-Curricular Overnight Field Trip for 2018-2019. ALC co-curricular overnight trip for the 2018-2019 school year.

C. Personnel Items

a) Appointments

- 1) CORRECTION: Kimberly Medin, 1.0 FTE Special Education EBD Teacher at the Middle School, beginning 08/27/2018; BA+30, Step 1
- 2) Ricky Brown, Community Recreation Position with Community Services, beginning 09/5/2018-05/31/2019; Flag Football \$10.00/hr.
- 3) Sara Carroll, Supervisory EA for 2 hours/day at Bridgewater, beginning 09/04/2018-06/07/2019; Gen Ed Step 2-\$15.38/hr.
- 4) Valerie Carter, Supervisory EA for 2 hours/day at Bridgewater, beginning 09/04/2018-06/07/2019; Gen Ed Step 1-\$15.03/hr.
- 5) Vernon Green, Community Recreation Position with Community Services, beginning 09/5/2018-05/31/2019; Flag Football \$10.00/hr.
- 6) Ben Heath, ALC Independent Study Teacher as needed with the ALC, beginning 09/04/2018-06/07/2019; MA, Step 7
- 7) Mikayla Hoff, 1.0 FTE Fill-Time Substitute with the District, beginning 09/04/2018; \$25.91/hr.
- 8) Ethan Johnson, Community Recreation Position with Community Services, beginning 09/5/2018-05/31/2019; Flag Football \$9.65/hr.
- 9) Cindy Keogh, Supervisory EA for 2 hours/day at Sibley, beginning 09/04/2018-06/07/2019; Gen Ed Step 4-\$16.19/hr.
- 10) Alissa Lien, KidVentures Student Site Assistant for up to 16 hours/wk at Bridgewater, beginning 09/04/2018; \$9.65/hr.
- 11) \*William Rauseo, Community Recreation Position with Community Services, beginning 09/5/2018-05/31/2019; Flag Football \$10.00/hr.
- 12) Budda Rose-Buchta, Long Term Substitute Special Ed EA-PCA for 7.25 hours/day at Greenvale Park, beginning 09/04/2018-01/24/2019; Spec Ed Step 4-\$16.76/hr.
- 13) Colin Staerk-Bandy, Community Recreation Position with Community Services, beginning 09/5/2018-05/31/2019; Flag Football \$9.65/hr.
- 14) James Vitito, Community Recreation Position with Community Services, beginning 09/5/2018-05/31/2019; Flag Football \$9.65/hr.
- 15) Ruby Williams, .6 FTE Business Education Teacher at the High School, beginning 08/30/2018-01/25/2019; MA+15, Step 15
- 16) Fall, Winter, Spring Recreation Positions #2822, Effective September 5, 2018 – May 31, 2019  
Andrew Bealles, Flag Football/General Recreation, \$9.65/hour  
Mason Zick, Flag Football/General Recreation, \$9.90/hour  
Khayleb Willis, Flag Football/General Recreation, \$9.90/hour  
Lars Prestemon, Flag Football/General Recreation, \$10.25/hour  
Marcel Diggs, Flag Football/General Recreation, \$10.25/hour  
Benjamin Selchow, Flag Football/General Recreation, \$9.65/hour  
Cindy Keogh, General Recreation Supervisor, \$15.25/hour & Building Supervisor \$15.90/hour  
Marcella Manivel, Lifeguard \$10.25/hour, Swim Aide \$9.90/hour, Class Lead \$10.50/hour  
Zoe Ingersoll, General Recreation \$9.65/hour, Class Lead \$10.50/hour  
Briana Peterson, General Recreation \$9.90/hour, Class Lead \$10.75/hour  
Jacqueline McNeil, Community Services Interpreter \$25/hour
17. CORRECTION: Kristin Johnson, 1.0 FTE Instructional Coach-Behavior at Greenvale Park, beginning 08/27/2018-06/07/2019; MA, Step 6
18. CORRECTION: Angela Schock, 1.0 FTE Grade 6 Math Teacher at the Middle School, beginning 08/27/2018-06/07/2019; MA +15, Step 10
19. Eddie Bryson, Community Recreation Position with Community Services, beginning 09/10/2018-05/31/2019; Flag Football \$10.00/hr.



20. Anthony Costello, Community Recreation Position with Community Services, beginning 09/10/2018-05/31/2019; Flag Football \$10.00/hr.
21. Spencer Francis, Community Recreation Position with Community Services, beginning 09/13/2018-05/31/2019; Flag Football \$10.00/hr.
22. Noah Hillman, Community School Evening Site Assistant for 3 hours/day for 2 days/wk at Greenvale Park, beginning 09/13/2018-05/16/2019; Step 2-\$16.22/hr.
23. Fletcher Metz, Community Recreation Position with Community Services, beginning 09/13/2018-05/31/2019; Flag Football \$10.00/hr.
24. Dylan Rye, Community Recreation Position with Community Services, beginning 09/13/2018-05/31/2019; Flag Football \$10.00/hr.
25. James Schreffler, Special Ed EA-PCA for 6.75 hours/day at the ALC, beginning 09/07/2018-11/20/2018; Special Ed, Step 2-\$15.96/hr.
26. Caleb Voight, Community Recreation Position with Community Services, beginning 09/10/2018-05/31/2019; Flag Football \$9.65/hr.
27. Community Services Winter/Spring 2018 Brochure Instructors-See Attached.
28. Fall/Winter Spring Recreation Positions #2822, Effective September 10, 2018 – May 31 2019  
Christian Heuchert, Lifeguard \$10.40/hour, Swim Aide \$9.90/hour, Class Lead \$10.50/hour  
Tristan Belzer, Lifeguard \$10.25/hour, Swim Aide \$9.90/hour, Class Lead \$10.50/hour  
Jeremy Soehlin, Flag football & general recreation \$10.25/hour, Lifeguard \$10.25/hour, Swim Aide \$9.90/hour, Class Lead \$10.50/hour.

b) Increase/Decrease/Change in Assignment

1. Amy Allin, 1.0 FTE Science Teacher at the Middle School, add an overload for second semester (87 days), effective 01/28/2019-06/07/2019.
2. Jill Bohlen, Special Ed EA-PCA for 6 hours/day and Supervision for 1.5 hour/day at Greenvale Park, change to Special Ed EA-PCA for 5.5 hours/day and Supervision for 1.75 hours/day at Greenvale Park, effective 09/04/2018.
3. Russel Boyington, KidVentures Site Assistant for 40 hours/wk at Sibley, change to KidVentures Site Assistant for 23.5 hours/wk at Bridgewater, effective 09/04/2018.
4. Matthew Crase, Special Ed EA-PCA at the Middle School, add Grade 6 Volleyball Coach at the Middle School, effective 08/30/2018; \$14.00/hr.
5. Mark Ensrud, Guidance Counselor at the High School, add an overload for Career/Technical Education Coordination at the High School, effective 08/26/2018-06/07/2019; \$11,293.41
6. Sarah Erny-Moyer, Special Ed EA-PCA for 6 hours/day and Supervision for .75 hours/day at Greenvale Park, change to Special Ed EA-PCA for 4 hours/day, Supervision for .75 hours/day and Kindergarten for 2 hours/day at Greenvale Park, effective 09/04/2018-01/25/2019.
7. Kristin Freeman, KidVentures Site Assistant for 35.5 hours/wk at Sibley, change to KidVentures Site Assistant for up to 17 hours/wk at Bridgewater, effective 09/04/2018.
8. Aimee Gerdesmeier, KidVentures Site Leader for 40 hours/wk at Sibley, change to KidVentures Site Leader for 30 hours/wk at Sibley, effective 09/04/2018.
9. Mackenzie Glassing, KidVentures Student Site Assistant for 20 hours/wk at Sibley, change to KidVentures Student Site Assistant for up to 17 hours/wk at Greenvale Park, effective 09/04/2018.
10. Anne Jarvis, Teacher at the Middle School, add Targeted Services BLAST Teacher for up to 5 hours/wk Mon.-Thurs., at the Middle School, effective 09/04/2018-06/07/2019. Yr. 4-\$27.73/hr.
11. Melissa Kaderlik, Special Ed EA-PCA for 6.75 hours/day at Sibley, add EA Supervisory for .16 hours/day for a total of 6.91 hours/day at Sibley, effective 09/05/2018-06/07/2019.
12. Melissa Kaderlik, Special Ed EA-PCA at Sibley, add Special Ed EA-PCA for a student in WEB as needed for additional non-academic or extra-curricular activities with the District, effective 08/30/2018-06/07/2019.
13. Briana Kane, KidVentures Site Assistant for 34 hours/wk at Sibley, change to KidVentures Site Assistant for 22.5 hours/wk at Sibley, effective 09/04/2018.
14. Anna Kelly, Media Center EA at Greenvale Park, add Community School Evening Club Leader for 8.75 hours/wk at Greenvale Park, effective 09/04/2018-06/07/2019. \$21.01/hr.



15. Anna Kelly, Media Center EA at Greenvale Park, add Targeted Services Club Leader for up to 4 hours/wk Mon.-Thurs. at Greenvale Park, effective 09/04/2018-06/07/2019; \$21.01/hr.
16. Cindy Keogh, KidVentures Site Assistant for 40 hours/wk at Sibley, change to KidVentures Site Assistant for 23.5 hours/wk at Sibley, effective 09/04/2018.
17. Lisa Laine, Special Ed EA-PCA for 4.25 hours/day, Gen Ed Kindergarten for 2 hours/day and Supervisory for .50 hours/day at Greenvale Park, add .25 Supervision for a total of .75 Supervision, effective 09/04/2018.
18. Quinn Line, KidVentures Site Assistant for 33 hours/wk at Sibley, change to KidVentures Site Assistant for 26 hours/wk at Bridgewater, effective 09/04/2018.
19. Jennifer Link, Teacher at the Middle School, add Targeted Services BLAST Teacher for up to 5 hours/wk Mon.-Thurs. at the Middle School, effective 09/04/2018-06/07/2019. Yr. 2-\$27.11/hr.
20. Cheryl Mathison, Teacher at the ALC, add Independent Study Teacher for two sessions at the ALC, effective 09/04/2018-06/07/2019.
21. Makenzie Matthews, Special Ed EA-PCA at Longfellow, add Special Ed EA-PCA for a student in WEB as needed for additional non-academic or extra-curricular activities with the District, effective 08/30/2018-06/07/2019.
22. Robert Matthies, Custodian for 3 hours/day at the High School, change to Custodian for 5 hours/day at the High School, effective 09/04/2018.
23. Peter McGorry, EA Instructional for 4.09 hours/day at Sibley, add Instructional EA for 1.91 hours/day for a total of 6 hours/day, effective 09/05/2018-06/7/2019.
24. Katrina Meehan, 1.0 FTE Science Teacher at the Middle School, add an overload for first semester (87 days) at the Middle School, effective 09/04/2018-01/24/2019.
25. Tonya Merritt, KidVentures Site Leader for 40 hours/wk at Sibley, change to KidVentures Site Leader for 30 hours/wk at Bridgewater, effective 09/04/2018.
26. Melvin Miller, Community Services Recreation Position, add Door Greeter-General Ed EA at the High School, effective 09/04/2018-12/19/2018; Gen Ed, Step 3-\$15.73/hr.
27. Peggy Mills, KidVentures Site Assistant for 21 hours/wk at Sibley, change to KidVentures Site Assistant for 23.5 hours/wk at Sibley, effective 09/04/2018.
28. Sofie Nelson, KidVentures Site Assistant for 20 hours/wk at Sibley, change to KidVentures Site Assistant for up to 17 hours/wk at Sibley, effective 09/04/2018.
29. Zack Rasmussen, KidVentures Site Assistant for 24 hours/wk at Sibley, change to KidVentures Site Assistant for 26 hours/wk at Bridgewater and Greenvale Park, effective 09/04/2018.
30. Oliver Reitan, German Teacher at the Middle School, add Grade 8 Football Coach at the Middle School, effective 08/30/2018. \$18.00/hr.
31. Mackenzie Schewe, KidVentures Student Site Assistant for up to 40 hours/wk at Sibley, change to KidVentures Student Site Assistant for up to 17 hours/wk at Sibley, effective 09/04/2018.
32. Gloria Sterud, Special Ed EA-PCA at the Middle School, add Special Ed EA-PCA for a student in WEB as needed for additional non-academic or extra-curricular activities with the District, effective 08/30/2018-06/07/2019.
33. Pam Taubman, KidVentures Site Assistant for 17.5 hours/wk at Sibley, change to KidVentures Site Assistant for 23.5 hours/wk at Greenvale Park, effective 09/04/2018.
34. Dylan Warner, KidVentures Site Leader for 40 hours/wk at Sibley, change to KidVentures Site Leader for 30 hours/wk at Greenvale Park, effective 09/04/2018.
35. Victoria Voegele, Special Ed EA-PCA for 6.75 hours at Sibley, add Supervisory for .25 hours/day for a total of 7 hours/day at Sibley, effective 09/05/2018-06/07/2019.
36. Madison Warner, Child Nutrition Student Associate Sub at Longfellow, change to Child Nutrition Student Associate for approximately 1 hour/day at Longfellow, effective 08/29/2018. \$9.65/hr.
37. Kristin Basinger, Special Ed EA-PCA at the Middle School, add Bus EA for approximately 2 hours/day with the District, effective 09/04/2018-06/07/2019.
38. Kathleen Beck, Special Ed EA-PCA at Sibley, add Bus EA for approximately 1.25 hours/day with the District, effective 09/04/2018-06/07/2019.
39. Robert Benson, EA at Sibley, add PLUS Site Lead for up to 1.5 hours/day Mon.-Thurs. at Sibley, effective 09/24/2018-05/02/2019; Step 3-\$16.56/hr.



40. Russell Boyington, KidVentures at Bridgewater, add Lunch Supervision for 2 hours/day at Greenvale Park, effective 09/10/2018-06/07/2019. Gen Ed Step 4-\$16.19/hr.
41. Shari Bridley, Special Ed EA-PCA at Longfellow, add Bus EA for approximately 2 hours/day with the District, effective 09/04/2018-06/07/2019.
42. Natalie Czech, Teacher at Bridgewater, add PLUS Teacher for up to 1.5 hours/day Mon.-Thurs. at Bridgewater, effective 11/06/2018-03/21/2019; Yr. 2-\$27.11/hr.
43. Michael Garlitz, Accelerate Northfield Volunteer Coordinator with the District, add Community School Site Assistant for 14 hours/wk at Greenvale Park, effective 09/05/2018-06/07/2019.
44. Jackie Groth, Special Ed EA-PCA for 6.75 hours/day and Supervisory for .50 hours/day at Bridgewater, change to Special Ed EA-PCA for 6.5 hours/day and Supervisory for .50 hours/day at Bridgewater, effective 09/04/2018.
45. Mara Hessian, Special Ed EA-PCA for 6.75 hours/day at Bridgewater, change to Special Ed EA-PCA for 6.5 hours/day at Bridgewater, effective 09/04/2018.
46. Richelle Kruger, Special Ed EA-PCA at the High School, add Bus EA for approximately 2 hours/day with the District, effective 09/04/2018-06/07/2019.
47. Katie Malecha, Special Ed EA-PCA for 5 hours/day and Supervisory for .50 hours/day at Bridgewater, change to Special Ed EA-PCA for 5.5 hours/day and Supervisory for .50 hours/day at Bridgewater, effective 09/04/2018.
48. Carolyn Manderfeld, Special Ed EA-PCA at the Middle School, add Community School Site Assistant for 6 hours/wk at Greenvale Park, effective 09/05/2018-06/07/2019. Step 2-\$13.22/hr.
49. Jacqueline Meyer, Special Ed EA-PCA at the High School, add Bus EA for approximately 1.25 hours/day with the District, effective 09/04/2018-06/07/2019.
50. Nancy Meyers, Child Nutrition Associate at Bridgewater, add Special Ed EA Bus for approximately 3 hours/day with the District, effective 08/27/2018-06/07/2019; Special Ed- Step 3-\$16.30/hr.
51. Ruth Morgan-Malecha Special Ed EA-PCA at the High School, add Bus EA for approximately 1.5 hours/day with the District, effective 09/04/2018-06/07/2019.
52. Deb Pack, Special Ed EA-PCA at the High School, add Bus EA for approximately 3 hours/day with the District, effective 09/04/2018-06/07/2019.
53. Melissa Reuvers, Special Ed EA-PCA for 6.75 hours/day and Supervisory for .75 hours/day at Bridgewater, change to Special Ed EA-PCA for 6.5 hours/day and Supervisory for .75 hours/day at Bridgewater, effective 09/04/2018.
54. Pamela Rivera, Special Ed EA-PCA for 6.75 hours/day and Supervisory for .50 hours/day at Bridgewater, change to Special Ed EA-PCA for 6.5 hours/day and Supervisory for .50 hours/day at Bridgewater, effective 09/04/2018.
55. Deborah Russell, Long Term Substitute at Bridgewater, add Community School Club Leader for 4 hours/wk at Greenvale Park, effective 09/06/2018-06/07/2019; \$21.01/hr.
56. Derrick Schroeder, Special Ed EA-PCA with the District, add Bus EA for up to 4 hours/day with the District, effective 09/04/2018-06/07/2019. Step 4-\$16.76/hr.
57. Mary Stanchina, Special Ed EA-PCA for 5.33 hours/day and Supervisory for .50 hours/day at Bridgewater, change to Special Ed EA-PCA for 5.5 hours/day and Supervisory for .50 hours/day at Bridgewater, effective 09/04/2018.
58. Ella Stromme Summer PLUS Site Assistant at Greenvale Park, change to PLUS Site Assistant for up to 1.5 hours/day Mon.-Thurs. at Greenvale Park, effective 09/24/2018-05/02/2019; Step 1-\$12.88/hr.
59. Christina Suhsen, Special Ed EA-PCA for 17.5 hours/wk at Longfellow, change to Special Ed EA-PCA for 18 hours/wk at Longfellow, effective 09/04/2018.
60. Christina Suhsen, Special Ed EA-PCA at Longfellow, add Bus EA for approximately .50 hours/day with the District, effective 09/04/2018-06/07/2019.
61. Karrie Van Zuilen, Special Ed EA-PCA for 10.5 hours/wk at Longfellow, change to Special Ed EA-PCA for 11 hours/wk at Longfellow, effective 09/04/2018.
62. Michele Warden, Special Ed EA-PCA for 1.3 hours/day and Gen Ed for 4.17 hours/day at Bridgewater, change to Special Ed EA-PCA for 1.83 hours/day and Gen Ed for 4.17 hours/day at Bridgewater, effective 09/04/2018.



c) Leave of Absence

d) Retirements/Resignations/Terminations

1. Cash Alladin, .6 FTE Business Ed Teacher at the High School, declined position effective 08/28/2018.
2. Jordan Bartholomew, Community Recreation Position with Community Services, declined position effective 09/04/2018.
3. Shiloh Goodwin, Community Recreation Position with Community Services, declined position effective 09/04/2018.
4. Jennifer Valek, Administrative Support Assistant at Bridgewater, resignation effective 09/20/2018.

TRA Part-Time Teacher Program

The Board is requested to authorize participation for the following teachers to participate in the TRA Part-Time Teacher Program, whereby the teachers who qualify can personally purchase TRA service credit at no cost to the Northfield School District.

Shelley Hansen

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

VII. Superintendent's Report

A. Items for Individual Action

1. Superintendent's 2018-2019 Goals.

On a motion by Iverson, seconded by Stratmoen, the Board approved Superintendent Hillmann's goals for the 2018-2019 school year as presented..

VIII. Items for Information

- A. Bond Referendum Update. Dr. Hillmann provided an update on preparations for the November 6, 2018 referendum. The referendum website pages should "go live" this week and we will be mailing a postcard to every voter in the District informing them of the upcoming bond referendum. Four informational sessions and tours have been set up at Greenvale Park Elementary: 7:00 p.m. - 8:30 p.m. on September 17, October 1, October 29, and 10:00 a.m. - 11:30 a.m. on October 13. We are focused on early learners, school security, and affordability.
- B. School Safety Grants Update. Director of Finance Val Mertesdorf provided an update on school safety grants. We submitted two priority projects for grant funding from the State of Minnesota. Included was a request for \$245,000 to secure the front entrance, electronically monitor thirteen outside doors, and a new communication system at the High School, and \$220,000 to secure the entrance at Greenvale Park Elementary. The process for awarding these funds is similar to a lottery and grant recipients should be notified by September 30, 2018.

IX. Future Meetings

- A. Monday, September 24, 2018, 7:00 PM, Regular Board Meeting, NHS Media Center
- B. Monday, October 8, 2018, 7:00 PM, Regular Board Meeting, NHS Media Center
- A. Monday, October 22, 2018, 7:00 PM, Regular Board Meeting, NHS Media Center

VIII. Adjournment

On a motion by Stratmoen, seconded by Iverson, the Board adjourned at 9:27 p.m.

Noel Stratmoen  
School Board Clerk



## COMMUNITY SERVICES

### Fall 2018 Brochure Instructors

Jonathan Abbott		Steve Hatle
Victor Albrecht		Heartwork Yoga Studio
American Red Cross		Jesse James Lanes
The Artist Edge		Naomi Jirele
Doug Bengtson		Marty Johnson
Carly & John Born		Christopher Kauffield
John Campion		Robert Knutson
C&C Apiaries, LLC		Mike Lynch
Joseph Coffey		Dan McHugh
College Inside Track		Mad Science of Minnesota
Community Services Staff		Michelle Michaud
Computer Explorers		Erik Myran
Cornerstone on the Vermillion		North Star Haidong Gumdo
Kevin Dahle		Northfield Arts Guild
Frank Daly		Nfld Raiders Clay Target Team
Wesley Dayus		Northfield Skating School Staff
Laura DeGroot		Linda O'Connor
Michael Detjen		Prairie Fire Children's Theatre
Doorway to College		Project ABLE Staff
Jacqui Dorsey		Renee Reinardy
Ashley Drobney		Ring the Bell Fitness
Sheriff Troy Dunn		Carol Schaub
Shahar Fearing		Susan Shirk



Four Winds Dog Training		Sandy Thibault
Tim Gilbom		Jutta Thompson
Dave Gilmore		Carey Tinkelenberg
Rachel Gordon Mercer		Nate Truman
GoSolar! Kidz		Vicki Tyler
Tracy Giza		Watch Me Draw
Gary Greenlund		Mark Welinski
Lori Hameister		Mark & Sarah Wurdeman
		Youth Enrichment League Staff



**NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT**

This agreement made this 11 day of September, 2018, 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**

*Classroom & Specialist Funding*

*\$6,000 - donation from Sibley PTO for Classroom and Specialists' Budgets*



Donor

Approved by resolution of the School Board on the \_\_\_ day of \_\_\_, 20\_\_.

INDEPENDENT SCHOOL DISTRICT No. 659

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

Clerk



**Pay 2019 Preliminary Levy Certification Narrative | September 24, 2018**  
**Val Mertesdorf | Director of Finance**

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

We are asking for preliminary certification of the Pay 2019 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 will be 2.70% more than last 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 10<sup>th</sup> and ask the Board to finalize certification of the Pay 2019 levy.

**Tax Levy and Budgeting**

The State's tax year and our budget year don't quite match up. The Pay 2019 levy covers a span from January 2019 through December 2019. Property taxes are paid in May and October each year while our budget year runs from July 2019-June 2020. 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 2019 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 an increase in the General Fund categories and a slight decrease in the Community Service fund category. There are several factors that make up the increases. Our increasing enrollment is the primary factor. 85% of our General Fund levy is from revenue that is tied directly to enrollment (referendum, local optional and LTFM). The other significant factor is the adjustment process that the Minnesota Department of Education uses. They can do levy adjustments for three years to ensure that all the formulas are reconciled and we are paid our actual authority.

Of our total levy, 69% is voter approved. We are grateful to serve a community that is incredibly supportive of education. The 4.10% increase in the voter approved category is a result of our increased enrollment.

We have also included six years of historical levies for comparison. Over the past six years the District has averaged a 4.63% increase in the levy. Of course, the Pay 2018 was a significant outlier with a 23.62% increase due to the approval of the November 2017 operating levy.

This is our preliminary levy certification. We can choose to under-levy in some categories between now and December, but we can not increase.



# **Preliminary Levy Certification Pay 2018**

Northfield Public Schools  
September 24, 2018



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

Provides 25% of our overall operations budget

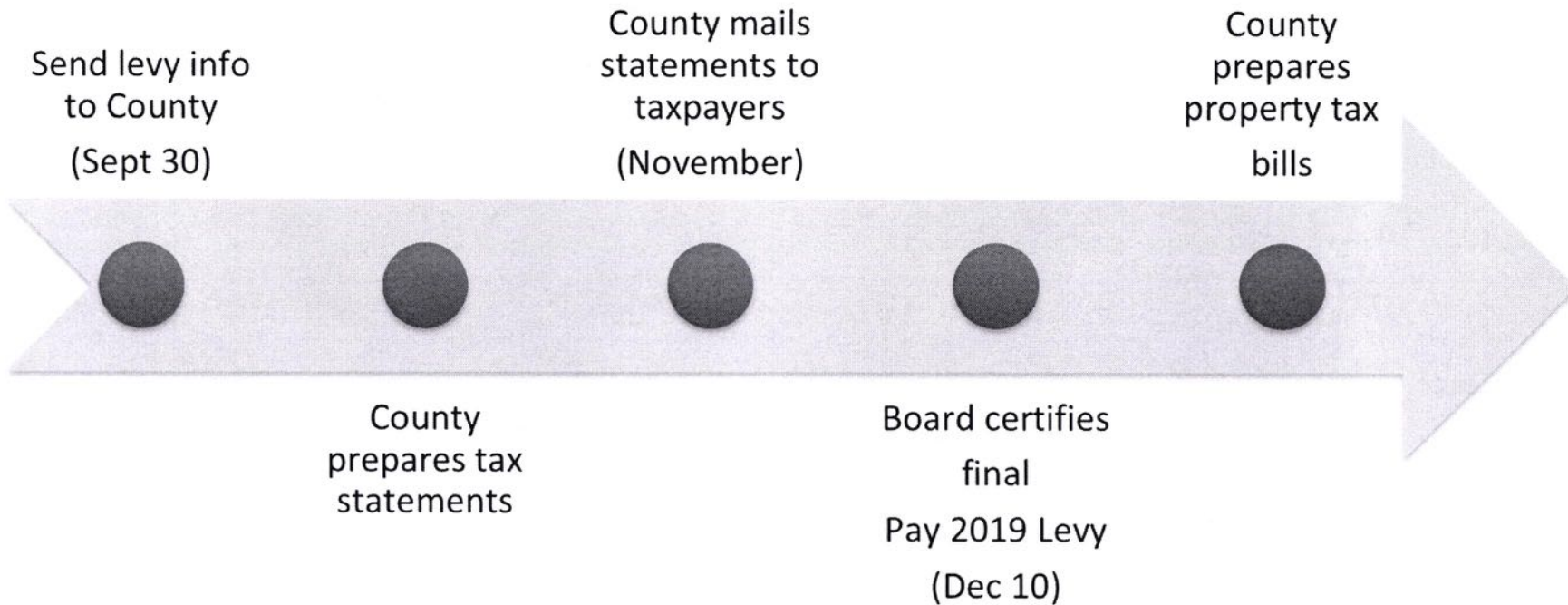
Includes voter approved levies as well as state-authorized levies

Allows the District to provide quality educational programming





# Truth in Taxation Timeline





# Tax Levy and Budgeting

Pay 2019

(Levy Year • January 2019-December 2019)



2019-20 School Year

(Budget Year • July 2019-June 2020)

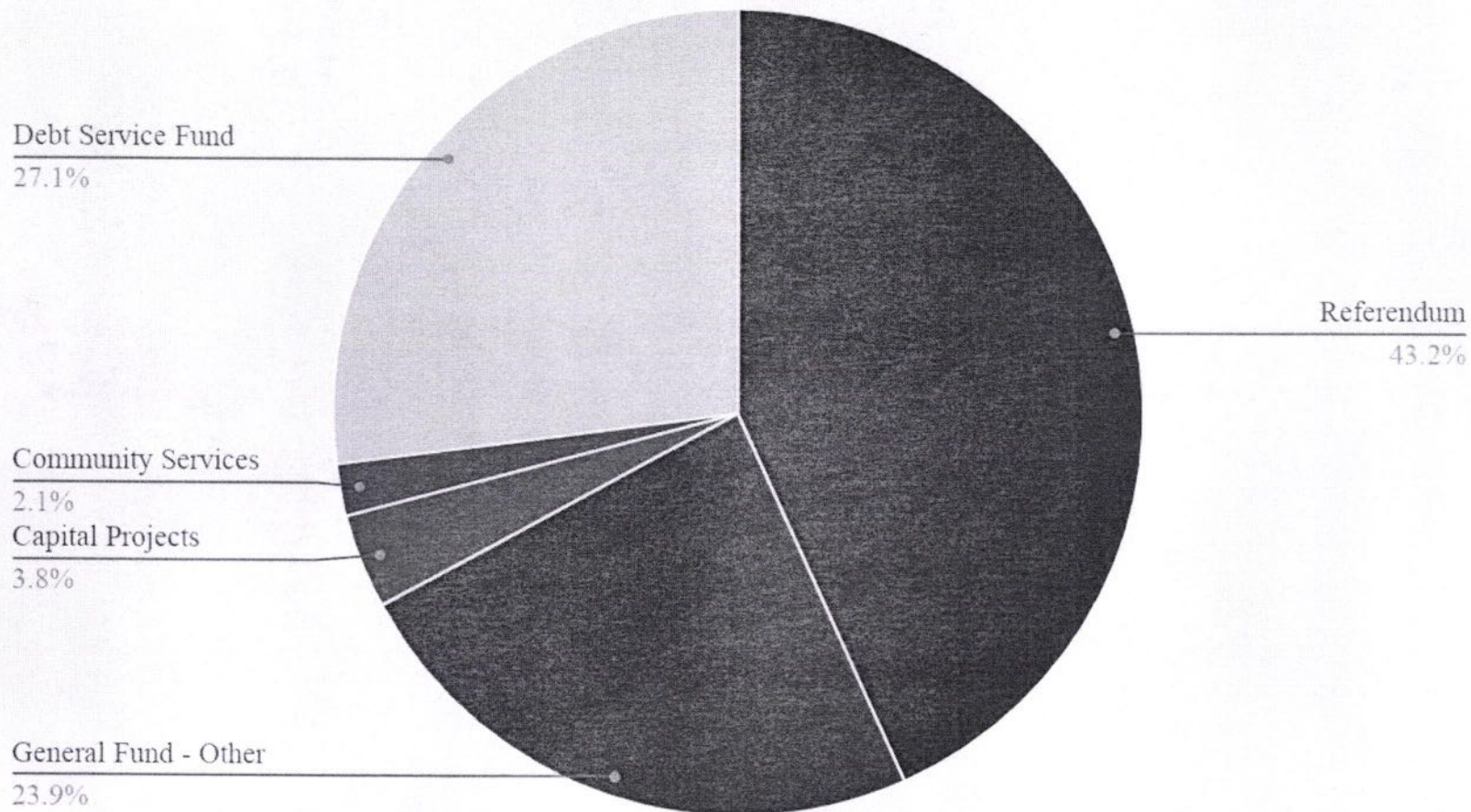
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*Pay 2019 includes adjustments from previous years (up to three years)*



# Proposed Pay 2019 Property Tax Levy

2018 Pay 2019 Preliminary Levy Chart





<b>Subtotals by Fund</b>	<b>Pay 2019 Proposed Levy</b>	<b>Pay 2018 Certified Levy</b>	<b>Increase (Decrease)</b>	<b>Percent Change</b>
General Fund	\$14,008,710.74	\$13,506,213.15	\$502,497.59	3.72%
Community Services Fund	\$410,997.28	\$412,076.54	(\$1,079.26)	-0.26%
General Debt Service Fund	<u>\$5,355,592.84</u>	<u>\$5,337,839.20</u>	\$17,753.64	0.33%
<b>Total</b>	<b>\$19,775,300.86</b>	<b>\$19,256,128.89</b>	<b>\$519,171.97</b>	<b>2.70%</b>

<b>Subtotals by Truth in Taxation Category</b>	<b>Pay 2019 Proposed Levy</b>	<b>Pay 2018 Certified Levy</b>	<b>Increase (Decrease)</b>	<b>Percent Change</b>
Voter Approved	\$13,737,070.52	\$13,196,526.35	\$540,544.17	4.10%
Other	<u>\$6,038,230.34</u>	<u>\$6,059,602.54</u>	(\$21,372.20)	-0.35%
<b>Total</b>	<b>\$19,775,300.86</b>	<b>\$19,256,128.89</b>	<b>\$519,171.97</b>	<b>2.70%</b>

<b>Subtotals by Tax Base</b>	<b>Pay 2019 Proposed Levy</b>	<b>Pay 2018 Certified Levy</b>	<b>Increase (Decrease)</b>	<b>Percent Change</b>
Referendum Market Value*	\$10,753,587.48	\$10,024,590.01	\$728,997.47	7.27%
Net Tax Capacity	<u>\$ 9,021,713.38</u>	<u>\$9,231,538.88</u>	<u>(\$209,825.50)</u>	<u>-2.27%</u>
<b>Total</b>	<b>\$19,775,300.86</b>	<b>\$19,256,128.89</b>	<b>\$519,171.97</b>	<b>2.70%</b>

\*Includes Operating Referendum and Equity Revenue



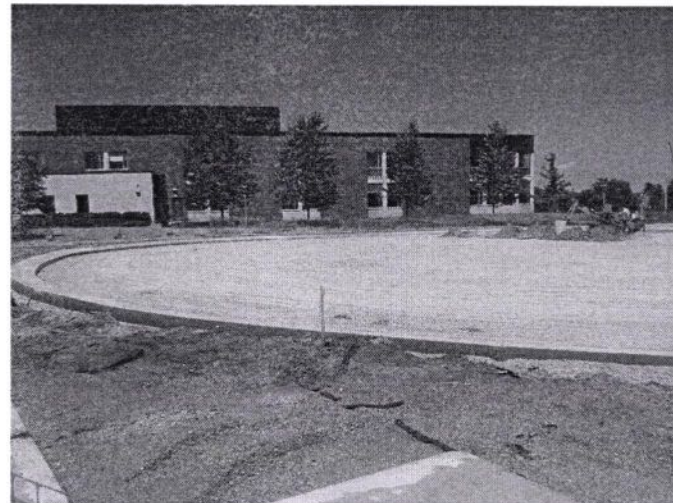
# Levy History

General Fund	\$14,008,710.74	\$13,506,213.15	\$10,212,684.88	\$10,374,684.46	\$9,786,009.72	\$9,285,857.04
Community Services	\$410,997.28	\$412,076.54	\$401,904.62	\$407,503.44	\$409,538.51	\$398,416.90
Debt Service	<u>\$5,355,592.840</u>	\$5,337,839.20	\$4,962,475.10	\$4,765,914.22	\$5,384,485.05	\$5,593,336.50
<b>Total</b>	<b>\$19,775,300.86</b>	<b>\$19,256,128.89</b>	<b>\$15,577,064.60</b>	<b>\$15,548,102.12</b>	<b>\$15,580,033.28</b>	<b>\$15,277,610.44</b>
Difference	\$519,171.97	\$3,679,064.29	\$28,962.48	\$(31,931.16)	\$305,133.30	\$(79,290.53)
Percent Change	2.70%	23.62%	0.19%	(0.20%)	2.00%	(0.52%)



# Pay 2019 Notable Changes

- Increased Enrollment
  - Referendum
  - Local Optional Revenue
- Long-Term Facilities Maintenance Revenue Phase In complete
- Decrease in adjustments





# Analysis

- Pay 2019 levy: 2.70% increase compared to Pay 2018
- Referendum inflationary factor plays a role
- Long Term Facilities Maintenance Revenue stabilized
- Approving at the max -- can adjust it lower than preliminary but not higher



*Questions?*



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

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 659 (Northfield Public Schools), Minnesota, was duly held on September 24, 2018 at 7:00 PM.

MEMBERS PRESENT:

MEMBERS ABSENT:

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

**RESOLUTION PROVIDING FOR THE SALE OF GENERAL OBLIGATION SCHOOL BUILDING REFUNDING BONDS, SERIES 2018A; AND 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 THESE BONDS**

BE IT RESOLVED by the School Board of Independent School District No. 659 (Northfield Public Schools), Minnesota, as follows:

**1. Bond Authorization.** The School Board has determined that it is necessary and expedient to issue \$7,715,000 General Obligation School Building Refunding Bonds, Series 2018A.

**2. Sale.** The District has retained Ehlers & Associates, Inc. (Ehlers) in Roseville, Minnesota, as its independent municipal advisor for the Bonds. Ehlers is authorized to solicit proposals in accordance with Minnesota Statutes, Section 475.60, Subdivision 2(9). If the issuance of the Bonds is approved, the School Board shall meet at the time and place specified in the Official Statement to receive and consider proposals for the purchase of the Bonds.

**3. Official Statement; Negotiation of Sale.** Ehlers is authorized to prepare and distribute an Official Statement and to open, read and tabulate the proposals for presentation to the Board.



**4. Minnesota School District Credit Enhancement Program.** (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 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 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 Registrar. The District understands that as a result of its covenant to be bound by the provision 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 and 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 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 the resolution was declared duly passed and adopted.



STATE OF MINNESOTA            )  
  ) ss.  
RICE COUNTY                            )

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 resolution, 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 \_\_\_\_\_,  
2018.

\_\_\_\_\_  
School District Clerk





**EHLERS**  
LEADERS IN PUBLIC FINANCE

September 24, 2018

## Pre-Sale Report for

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

\$7,715,000 General Obligation School Building Refunding  
Bonds, Series 2018A



**Prepared by:**

Joel Sutter, CIPMA  
Senior Municipal Advisor

Jeff Seeley, CIPMA  
Senior Municipal Advisor

And

Barbie Doyle  
Financial Specialist





## Executive Summary of Proposed Debt

Proposed Issue:	\$7,715,000 General Obligation School Building Refunding Bonds, Series 2018A
Purposes:	<p>The proposed issue will finance a current refunding of the 2020 through 2022 maturities of the District's \$22,615,000 General Obligation School Building Refunding Bonds, Series 2010A.</p> <p>The existing bonds have interest rates of 4.00% (see page 6). Based on current market conditions, we estimate that the new refunding bonds would have interest rates of 1.90% to 2.10% (see Page 7). The lower interest rates would reduce future debt service payments by an estimated \$178,000 over fiscal years 2020 through 2022 (see page 8). The Net Present Value Benefit of the refunding is estimated to be approximately \$169,474, equal to 2.15% of the refunded debt service. This will cause a reduction in property taxes payable in 2019 through 2021. Actual results will be determined based on market conditions on the day of sale.</p> <p>This refunding is considered to be a Current Refunding as the new Bonds will be issued within 90 days of the call date of the 2010A Bonds. Debt service on the Bonds will be paid from the District's annual debt service property tax levy.</p>
Authority:	The Bonds are being issued pursuant to Minnesota Statutes, Chapters 475 and Section 475.67. The Bonds will be general obligations of the District for which its full faith, credit and taxing powers are pledged.
Term/Call Feature:	<p>The Bonds are being issued for a term of 3 years and 3 months. Principal on the Bonds will be due on February 1 of 2020 through 2022. Interest will be due every six months beginning August 1, 2019.</p> <p>The Bonds are being offered without option of prior redemption.</p>
Bank Qualification:	Because the District is expecting to issue no more than \$10,000,000 in tax exempt debt during the calendar year, the District will be able to designate the Bonds as "bank qualified" obligations. Bank qualified status broadens the market for the Bonds, which can result in lower interest rates.
State Credit Enhancement:	<p>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.</p> <p>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.</p>





<p><b>Rating:</b></p>	<p>Under current bond ratings, the state credit enhancement would result in a Standard &amp; Poor's "AAA" rating.</p> <p>The District's most recent bond issues were rated by Standard &amp; Poor's. The current ratings on those Bonds are "AAA" (credit-enhanced rating) and "AA+" (underlying rating). The District will request a new rating for the Bonds.</p>
<p><b>Basis for Recommendation:</b></p>	<p>Based on our knowledge of your situation and characteristics of various municipal financing options, we are recommending the issuance of General Obligation School Building 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.</p>
<p><b>Method of Sale/Placement:</b></p>	<p>In order to obtain the lowest interest cost to the District, we will solicit competitive bids for the purchase of the Bonds from banks and underwriters.</p> <p>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.</p>
<p><b>Premium Pricing Structure:</b></p>	<p>Under current market conditions, many 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 premium will be used to reduce the Principal amount of the new Bonds.</p>
<p><b>Investment of Proceeds:</b></p>	<p>Proceeds from the new Bonds will be available for investment by the District from the closing date (November 15, 2018) until shortly before the February 1, 2019 call date. Based on current interest rates available for suitable investments, we estimate investment earnings of \$33,159 on the proceeds (see page 9). The bond proceeds, including investment earnings, will be used to redeem the existing bonds on the call date of February 1, 2019.</p>
<p><b>Review of Existing Debt:</b></p>	<p>We have reviewed all outstanding indebtedness for the District and find that, other than the 2010A Bonds, there are no other refunding opportunities at this time.</p> <p>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.</p>





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 detailed 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 retain the services of a qualified firm to assist you.
Risk Factors:	The Bonds are being issued to finance a current refunding of the 2010A Bonds. The 2010A Bonds are “callable” beginning on February 1, 2019. The new Bonds will not be callable. This refunding is being undertaken based in part on an assumption that market conditions warrant the refinancing at this time.
Other Service Providers:	<p>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. 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, so their 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.</p> <p><b>Bond Attorney:</b> Knutson, Flynn &amp; Deans, P.A.</p> <p><b>Paying Agent:</b> Bond Trust Services Corporation</p> <p><b>Rating Agency:</b> Standard &amp; Poor’s</p>

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

Pre-Sale Review by School Board; Board Approves Resolution Authorizing the Sale of Bonds:	September 24, 2018
Distribute Official Statement:	Week of October 8, 2018
Conference with Rating Agency:	October 10-12, 2018
Ehlers Receives and Evaluates Bids for the Bonds; School Board Meeting to Award Sale of the Bonds:	October 22, 2018
Estimated Closing Date:	November 15, 2018
Redemption Date for 2010 Bonds:	February 1, 2019

### Attachments

Estimated Sources and Uses of Funds

Existing Debt Service Schedule – Callable Portion of 2009A Bonds

Estimated Debt Service Schedule for Proposed New Bonds

Refunding Savings Analysis

Current Refunding Account Cashflow

Resolution Authorizing Ehlers to Proceed with Bond Sale/Credit Enhancement Resolution (provided separately)

### Ehlers Contacts

Municipal Advisors:	Joel Sutter	(651) 697-8514
	Jeff Seeley	(651) 697-8585
	Barbie Doyle	(651) 697-8586
Disclosure Coordinator:	Emily Wilkie	(651) 697-8588
Financial Analyst:	Brian Shannon	(651) 697-8515

The Official Statement for this financing will be mailed to the School Board at their home address or e-mailed for review prior to the sale date.





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

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\$7,715,000 G.O. School Building Refunding Bonds, Series 2018A

Dated: November 15, 2018 - Proposed Current Refunding of  
\$22,615,000 G.O. School Building Refunding Bonds, Series 2010A

### Sources & Uses

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Dated 11/15/2018 | Delivered 11/15/2018

#### Sources Of Funds

Par Amount	\$7,715,000.00
<b>Total Sources</b>	<b>\$7,715,000.00</b>

#### Uses Of Funds

Total Underwriter's Discount (0.300%)	23,145.00
Costs of Issuance	54,000.00
Deposit to Current Refunding Fund	7,636,870.64
Rounding Amount	984.36
<b>Total Uses</b>	<b>\$7,715,000.00</b>

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

\$22,615,000 G.O. School Building Refunding Bonds, Series 2010A

## Prior Original Debt Service

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
02/01/2019	-	-	-	-	-
08/01/2019	-	-	153,400.00	153,400.00	-
02/01/2020	3,420,000.00	4.000%	153,400.00	3,573,400.00	3,726,800.00
08/01/2020	-	-	85,000.00	85,000.00	-
02/01/2021	3,575,000.00	4.000%	85,000.00	3,660,000.00	3,745,000.00
08/01/2021	-	-	13,500.00	13,500.00	-
02/01/2022	675,000.00	4.000%	13,500.00	688,500.00	702,000.00
<b>Total</b>	<b>\$7,670,000.00</b>	<b>-</b>	<b>\$503,800.00</b>	<b>\$8,173,800.00</b>	<b>-</b>

## Yield Statistics

Base date for Avg. Life & Avg. Coupon Calculation	11/15/2018
Average Life	1.853 Years
Average Coupon	4.0000000%
Weighted Average Maturity (Par Basis)	1.853 Years
Weighted Average Maturity (Original Price Basis)	1.853 Years

## Refunding Bond Information

Refunding Dated Date	11/15/2018
Refunding Delivery Date	11/15/2018



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

\$7,715,000 G.O. School Building Refunding Bonds, Series 2018A

Dated: November 15, 2018 - Proposed Current Refunding of

\$22,615,000 G.O. School Building Refunding Bonds, Series 2010A

### Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
11/15/2018	-	-	-	-	-
08/01/2019	-	-	107,694.22	107,694.22	-
02/01/2020	3,485,000.00	1.900%	75,722.50	3,560,722.50	3,668,416.72
08/01/2020	-	-	42,615.00	42,615.00	-
02/01/2021	3,600,000.00	2.000%	42,615.00	3,642,615.00	3,685,230.00
08/01/2021	-	-	6,615.00	6,615.00	-
02/01/2022	630,000.00	2.100%	6,615.00	636,615.00	643,230.00
<b>Total</b>	<b>\$7,715,000.00</b>	<b>-</b>	<b>\$281,876.72</b>	<b>\$7,996,876.72</b>	<b>-</b>

### Yield Statistics

Bond Year Dollars	\$14,203.72
Average Life	1.841 Years
Average Coupon	1.9845271%
Net Interest Cost (NIC)	2.1474774%
True Interest Cost (TIC)	2.1497960%
Bond Yield for Arbitrage Purposes	1.9825189%
All Inclusive Cost (AIC)	2.5428243%

### IRS Form 8038

Net Interest Cost	1.9845271%
Weighted Average Maturity	1.841 Years

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

\$7,715,000 G.O. School Building Refunding Bonds, Series 2018A

Dated: November 15, 2018 - Proposed Current Refunding of

\$22,615,000 G.O. School Building Refunding Bonds, Series 2010A

## Debt Service Comparison

Date	Total P+I	Net New D/S	Old Net D/S	Savings
02/01/2019	-	(984.36)	-	984.36
02/01/2020	3,668,416.72	3,668,416.72	3,726,800.00	58,383.28
02/01/2021	3,685,230.00	3,685,230.00	3,745,000.00	59,770.00
02/01/2022	643,230.00	643,230.00	702,000.00	58,770.00
<b>Total</b>	<b>\$7,996,876.72</b>	<b>\$7,995,892.36</b>	<b>\$8,173,800.00</b>	<b>\$177,907.64</b>

## PV Analysis Summary (Net to Net)

Gross PV Debt Service Savings.....	168,489.64
Net PV Cashflow Savings @ 2.543%(AIC).....	168,489.64
Contingency or Rounding Amount.....	984.36
Net Present Value Benefit	\$169,474.00
Net PV Benefit / \$7,885,294.96 PV Refunded Debt Service	2.149%
Net PV Benefit / \$7,670,000 Refunded Principal...	2.210%
Net PV Benefit / \$7,715,000 Refunding Principal..	2.197%

## Refunding Bond Information

Refunding Dated Date	11/15/2018
Refunding Delivery Date	11/15/2018



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

\$7,715,000 G.O. School Building Refunding Bonds, Series 2018A

Dated: November 15, 2018 - Proposed Current Refunding of

\$22,615,000 G.O. School Building Refunding Bonds, Series 2010A

### Current Refunding Account Cashflow

Date	Principal	Rate	Interest	Receipts	Disbursements	Cash Balance
11/15/2018	-	-	-	0.64	-	0.64
02/01/2019	7,636,870.00	2.030%	33,129.36	7,669,999.36	7,670,000.00	-
<b>Total</b>	<b>\$7,636,870.00</b>	<b>-</b>	<b>\$33,129.36</b>	<b>\$7,670,000.00</b>	<b>\$7,670,000.00</b>	<b>-</b>

### Investment Parameters

Investment Model [PV, GIC, or Securities]	Securities
Default investment yield target	Unrestricted
Cash Deposit	0.64
Cost of Investments Purchased with Bond Proceeds	7,636,870.00
Total Cost of Investments	\$7,636,870.64
Target Cost of Investments at bond yield	\$7,638,123.10
Actual positive or (negative) arbitrage	1,252.46
Yield to Receipt	2.0609829%
Yield for Arbitrage Purposes	1.9825189%
State and Local Government Series (SLGS) rates for	8/28/2018

**SCHOOL DISTRICT CREDIT ENHANCEMENT  
APPLICATION FOR PROGRAM  
PARTICIPATION**

**GENERAL INFORMATION AND INSTRUCTIONS:** To ensure participation in the Credit Enhancement Program (CEP), a school district or intermediate school district must covenant and obligate itself to be bound by Minnesota Statutes, section 126C.55 prior to the issuance of debt obligations. The statute defines debt obligation as tax or aid anticipation certificates, certificates of participation, or general obligation bonds and provides a procedure for the State to preclude payment default on these debt obligations issued by school districts. The purpose of this application is to (1) inform the Minnesota Department of Education (MDE) that participation in the program is desired; (2) identify and provide information related to the Paying Agent and (3) request a certification providing evidence of State participation in the program. Please return the completed application and the signed copies to the above address. Maintain in the school district files copies of the board resolution, corresponding meeting minutes and all CEP documentation for any future state verification requests **(Unless requested, please DO NOT send CEP documentation to MDE).**

**TO BE COMPLETED BY THE SCHOOL DISTRICT OR PAYING AGENT**

Name of School District:	District Number:	District Type:
Independent School District No. 659 (Northfield Public Schools)	659	ISD
Name of District Contact Person/Title:	Telephone Number:	E-Mail Address:
Valori Mertesdorf, Director of Finance	(507) 663-0629	VMertesdorf@northfieldschools.org

**BOND/CERTIFICATION INFORMATION**

Total Estimated Amount to be Issued:	Bond or Certificate Type, Description and Series:	<b>FOR BONDS</b> , send <i>final</i> maturity schedules (Excel format) as soon as available.
\$ 7,715,000	G.O. School Building Refunding Bonds, Series 2018A	
Anticipated Bond Sale Date:	Dated Date:	Maturity Date for Certificates:
10/22/2018	11/15/2018	

<b>BONDS REQUIRE VOTER OR MDE APPROVAL</b>	Is the debt LONG-TERM FACILITIES MAINTENANCE (LTFM) bonds?	<input type="radio"/> YES	<input checked="" type="radio"/> NO
	Is voter approval required?	<input type="radio"/> YES	<input checked="" type="radio"/> NO
	If YES, did the question pass?	<input type="radio"/> YES	<input checked="" type="radio"/> NO
	Is MDE approval required?	<input type="radio"/> YES	<input checked="" type="radio"/> NO
	If YES, record date of Commissioner approval.		
<b>REFUNDING</b>	If this is a REFUNDING issue, were the original bonds in the Credit Enhancement Program? If YES, provide <b>Complete Description, Dated Date, Series and Maturities</b> of original bonds to be refunded:	<input checked="" type="radio"/> YES	<input type="radio"/> NO
	\$22,615,000 General Obligation School Building Refunding Bonds, Series 2010A, Dtd 2/16/10, Maturities 2020 through 2022 Provide a schedule of debt service the issuer remains responsible to pay after the refunding.		
<b>AID ANTICIPATION CERTIFICATES</b>	Request for Commissioner approval submitted to MDE?	<input type="radio"/> YES	<input type="radio"/> NO
	Record date of Commissioner approval.		
<b>TAX ANTICIPATION CERTIFICATES</b>	Record 75 percent Commissioner approved amount.	\$	
	Amount of Tax Anticipation Certificates complies with the authority in Minnesota Statutes, section 126C.52, Subdivision 1.	<input type="radio"/> YES	<input type="radio"/> NO

**MUNICIPAL ADVISOR INFORMATION**

Municipal Advisor Corporation Name:	Address:	
Ehlers & Associates, Inc.	3060 Centre Pointe Dr.	
City:	State:	Zip Code:
Roseville	MN	55113
Municipal Advisor Contact Person:	Telephone Number:	E-Mail Address:
Joel Sutter	(651) 697-8514	jsutter@ehlers-inc.com



**VERIFICATION OF DISTRICT SCHOOL BOARD RESOLUTION**

For the above-cited issuance of debt obligations, the school board has approved a resolution to bind the school district to the conditions and responsibilities of Minnesota Statutes, section 126C.55. Pursuant to this law, it covenants and obligates itself to notify the Commissioner of the Minnesota Department of Education as soon as possible, but not less than 15 working days prior to the potential default and to use the provisions of this law to guarantee payment of the principal and interest on those debt obligations when due. It also covenants in the resolution to deposit with the Paying Agent three business days prior to the date on which a payment is due an amount sufficient to make that payment or to notify the Commissioner that it will be unable to make all or a portion of that payment. It also agrees to repay the State in the manner provided therein for any amounts paid on its behalf by the State under this statute.

9/24/2018

Date of School Board Resolution Signature – School District Responsible Authority Date

**TO BE COMPLETED BY THE PAYING AGENT**

The above Minnesota school district has covenanted and obligated itself to be bound by the provisions of Minnesota Statutes, section 126C.55 for an issuance of debt obligations for which the institution specified below has been designated as the Paying Agent.

Name of Paying Agent:  
Bond Trust Services Corporation

Address: City: State: Zip Code:  
3060 Centre Pointe Dr., Suite 110 Roseville MN 55113

Paying Agent Contact Person: Title: Telephone Number: E-Mail Address:  
Paying Agent Administrator (651) 209-1010 payingagent@bondtrustservices.com

Paying Agent’s Name of Bank and Bank Association Number: Paying Agent’s Bank Account Number:  
Wells Fargo Bank, ABA#121000248 4126695238

**PAYING AGENT CERTIFICATION**

The Paying Agent acknowledges, understands, and agrees to be bound by the procedures contained in Minnesota Statutes, section 126C.55, Subdivision 7. The Paying Agent is required to inform the Commissioner of the Minnesota Department of Education if it becomes aware of a potential default in the payment of principal or interest on that issue or if, on the day two business days prior to the date a payment is due on that issue, there are insufficient funds to make the payment on deposit with the Paying Agent.

I \_\_\_\_\_ do hereby certify that I am a Paying Agent Administrator duly appointed and acting as such, of the “Paying Agent.”

Signature – Paying Agent Authorized Representative Date

**FOR STATE USE ONLY**

**MINNESOTA DEPARTMENT OF EDUCATION CERTIFICATION STATEMENT**

This certification verifies that the school district named above is issuing debt obligation and participating in the State Credit Enhancement Program established by Minnesota Statutes, section 126C.55 to preclude default of school district debt. The school district has committed itself to the provisions of that law. If the school district is unable to make principal and interest payment on any outstanding debt obligation on the date that payment is due and proper notification has been made according to statute, the Commissioner of Management and Budget shall issue a warrant and authorize the Commissioner of Education to pay the Paying Agent for the debt obligation the specified amount on or before the date due. Issuance of the warrant is dependent upon provisions in Minnesota Statutes, section 126C.55, Subdivision 9.

I hereby commit the State of Minnesota to the provisions of the law cited above for this issuance of debt obligation.

Signature - Commissioner of the Minnesota Department of Education or Designee Date



**OWNER:** Farmington Gymnastics & Cheer  
315 Elm Street  
Farmington, MN 55024

**TENANT:** Northfield Public Schools  
1400 Division Street South  
Northfield, MN 55057

1. LEASE PROPERTY: Owner agrees to lease to Tenant space at Farmington Gymnastics & Cheer, 315 Elm Street, Farmington, MN 55024 for Northfield High School Gymnastics team use.
2. LEASE TERM: The term of this lease begins November 1, 2018 and ends February 28, 2018.
3. RENT: Rent for the use of the facility is \$10,000 and will be billed in equal installments due the first of the month beginning in November 2018 and ending in February 2019.
4. USE OF PROPERTY: Tenant may use the property for MSHSL season practices and competitions. Staffing of officials and event workers shall be the responsibility of Tenant. Owner has reviewed MSHSL Gymnastics practice and competition schedule and has determined the facility is available. Owner and Tenant will collaborate on a mutually agreeable schedule prior to the start of the season.
5. UTILITIES AND MAINTENANCE: Owner is responsible for all utility costs and will provide cleaning and maintenance services. Tenant shall return facility and equipment in satisfactory condition for instructional use after practices and competitions. Bleacher rental for competitions will be the responsibility of Northfield Public Schools.
6. INSURANCE: Tenant agrees to provide evidence prior to the start date of this lease agreement of general liability insurance with a limit of at least \$1,000,000 and to provide workers compensation insurance for Tenant's employees. Owner agrees to provide evidence of general liability insurance with a limit of at least \$1,000,000 and to provide workers compensation insurance for Owner's employees. Owner agrees to provide evidence of property insurance.
7. RENEWAL: This lease document is only good for the lease term listed above. Nothing in this lease agreement should be construed as an automatic continuation of the lease.
8. TERMINATION: Termination of this lease may be made by either party by providing three months advance written notice or by mutual agreement.

TENANT:  
Northfield Public Schools  
BY: \_\_\_\_\_  
Title: \_\_\_\_\_  
Dated: \_\_\_\_\_

OWNER:  
Farmington Gymnastics & Cheer  
BY: \_\_\_\_\_  
Title: \_\_\_\_\_  
Dated: \_\_\_\_\_