

INDEPENDENT SCHOOL DISTRICT 659  
REGULAR SCHOOL BOARD MEETING  
Monday, September 28, 2020 ~ 7:00 p.m.  
Northfield High School, Media Center

Zoom Meeting Link: <https://northfieldschools-org.zoom.us/j/91511665844?pwd=MFkwQUdtMQ4wTXZHYSjRDVmxBN3ZNdz09>

**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. Policy Committee Recommendations
  - C. Operations Update
- VI. Consent Agenda
  - A. Approval of Minutes
  - B. Gift Agreements
  - C. Financial Reports
  - D. Personnel Items
- VII. Superintendent's Report
  - A. Items for Individual Action
    - 1. Resolution Regarding Transportation for Extracurricular and Co-Curricular Activities
    - 2. Approval of Gymnastics Lease
    - 3. Proposed 2020 Payable 2021 Property Tax Levy
- VIII. Items for Information
  - A. Construction Update
  - B. National School Lunch Week is October 12-16, 2020
- IX. Future Meetings
  - A. Monday, October 12, 2020, 7:00 p.m., Regular Board Meeting, NHS Media Center and Zoom
  - B. Monday, October 26, 2020, 7:00 p.m., Regular Board Meeting, NHS Media Center and Zoom
  - C. Monday, November 9, 2020, 7:00 p.m., Regular Board Meeting, NHS Media Center and Zoom
  - D. Friday, November 13, 2020, 1:00 p.m., Special Board Meeting via Zoom
- X. Adjournment

**NORTHFIELD PUBLIC SCHOOLS  
MEMORANDUM**

Monday, September 28, 2020 ~ 7:00 p.m.  
Northfield High School Media Center  
Zoom Live Webinar Link

**TO: Members of the Board of Education**

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

**RE: Explanation of Agenda Items for Monday, September 28, 2020, Regular School Board Meeting**

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

Public comment for this school board meeting may be submitted by 5:00 p.m. on Monday, September 28, 2020 as follows: [info@northfieldschools.org](mailto:info@northfieldschools.org), and will be read by the Board Chair if submitted in compliance with the district's public comment guidelines listed below. If necessary, submitted comments will be edited to delete the portion(s) of the submission that do not comply with the guidelines.

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

District Youth Council (DYC) co-chairs Michael Malecha and Chloe Rozga will update the Board about their plans for the 2020-2021 school year.
  - B. Policy Committee Recommendations

Dr. Hillmann will present the policy committee's recommendations on adopting two new policies: Policy 809 Naming of School Buildings or Facilities and Policy 810 Sponsorship of School Facilities, Equipment, or Materials
  - B. Operations Update

Superintendent Hillmann will update the Board on operations and the District's anti-racism work for the 2020-21 school year.
- VI. Consent Agenda

**Recommendation:** Motion to approve the following items listed under the Consent Agenda.

  - A. Minutes
    - Minutes of the Regular School Board meeting held on September 14, 2020
  - B. Gift Agreements
    - \$11,000.00 from Bridgewater Booster Club: \$15 per student for classroom teachers, as well as funds for specialists and special education teachers

C. Financial Reports

1. Financial Report - April 2020

Director of Finance Val Mertesdorf requests that the Board approve paid bills totaling \$1,712,796.62, payroll checks totaling \$3,278,603.18, a wire transfer totaling \$3,963,458.11 from MN TRUST Bldg Bond to MSDLAF Liquid, a wire transfer totaling \$50,000.00 from Frandsen General to Frandsen Sweep, a wire transfer totaling \$200,000.00 from Frandsen Sweep to Frandsen General, and the financial reports for April 2020. At the end of April 2020 total cash and investments amounted to \$48,925,229.43.

2. Financial Report - May 2020

Director of Finance Val Mertesdorf requests that the Board approve paid bills totaling \$1,374,093.00, payroll checks totaling \$3,287,614.80, a wire transfer totaling \$4,117,873.74 from MN TRUST Bldg Bond to MSDLAF Liquid, a wire transfer totaling \$50,000.00 from Frandsen General to Frandsen Sweep, a wire transfer totaling \$150,000.00 from Frandsen Sweep to Frandsen General, and the financial reports for May 2020. At the end of May 2020 total cash and investments amounted to \$51,015,287.76.

D. Personnel Items

a) Appointments

1. Caroline Ash, Fall, Winter & Spring Recreation Position with Community Services, beginning 9/19/2020-5/31/2021; Program Supervisor \$10.64/hr.
2. Anna Bae, KidVentures Student Site Assistant for up to 15 hours/week at Bridgewater, beginning 9/17/2020; \$10.00/hr.
3. Theresa Bauman, 1.0 FTE Long Term Substitute First Grade Teacher at Bridgewater, beginning 9/28/2020-12/2/2020; MA, Step 10
4. Abigail Borene, Fall, Winter & Spring Recreation Position for 3 hours/day on Saturday's with Community Services, beginning 9/19/2020-5/31/2021; \$11.00/hr.
5. Isaac Lager, KidVentures Site Assistant for 15 hours/week at the Elementary Schools, beginning 9/21/2020; Step 1-\$13.65/hr.
6. Gabriela Roman-Pownell, KidVentures Student Site Assistant for up to 15 hours/week at Bridgewater, beginning 9/21/2020; \$10.00/hr.
7. Deesa Staats, Child Nutrition Associate I for 3.25 hours/day at Bridgewater, beginning 9/25/2020; \$18.81/hr.
8. Community Services Fall 2020 Brochure Instructors, See attached.

b) Increase/Decrease/Change in Assignment

1. Kristin Basinger, Special Ed EA-PCA, scheduled hours are 7:45-3:00 p.m. at the Middle School, change scheduled hours are 7:30-2:45 p.m., effective 9/21/2020.
2. Steve Beaulieu, 1.0 FTE Portage Coach, add an overload for the 1st semester with Portage, effective 9/14/2020-1/28/2021.
3. Robert Benson, Gen Ed EA for 4 hours/day and Special Ed EA-PCA for 2.92 hours/day at Sibley, change to General Ed EA for 6.75 hours/day with Portage, effective 8/31/2020-6/10/2021.
4. Falvia Berg, ECFE Teacher for 10 hours/week at the NCEC, change to ECFE Teacher for 5.5 hours/week and add Early Childhood Screener for up to 8 hours/month at the NCEC, effective 9/14/2020.
5. Mary Boyum, Special Ed EA-PCA at Sibley, add Special Ed EA-PCA Bus EA for approximately 1 hour/day with the District, effective 9/14/2020-6/10/2021.
6. Carrie Duba, K-12 Instructional Coach with the District, add an overload for 1st semester with Portage, effective 9/14/2020-1/28/2021.
7. Ellen Haefner, Parent Educator for 27 hours/week at the NCEC, change to Parent Educator for 21 hours/week and add Parent Coaching and Home Visits up to 5 hours/month with the NCEC, effective 9/14/2020.
8. Jeanne Hanzlik, .60 FTE MTSS Odysseyware at the High School, add .40 FTE Instructional Coach with Portage, effective 9/17/2020-6/10/2021.
9. Kristin Johnson, 1.0 FTE Behavior Coach at Greenvale Park, will continue for the 2020-2021 school year, effective 8/31/2020-6/10/2021.
10. Kathie Kreft, CNA and EarlyVentures Sub, add ECFE and School Readiness Sub as needed, effective 9/17/2020.
11. Richelle Kruger, Special Ed EA-PCA at the High School, add Special Ed EA-PCA Bus EA for approximately 1.5 hours/day with the District, effective 9/14/2020-6/10/2021.

12. Jennifer Lompart, ESL Teacher at the High School, add Homebound Instruction for up to 5 hours/week with the District, effective 9/21/2020-6/10/2021.
  13. Beth McClune, Special Ed EA-PCA at the Middle School, add Special Ed EA-PCA Bus EA for approximately 4 hours/week with the District, effective 9/14/2020-6/10/2021.
  14. Jacqueline Meyer, Special Ed EA-PCA at the High School, add Special Ed EA-PCA Bus EA for approximately .83 hours/day M, T, Th, F with the District, effective 9/14/2020-6/10/2021.
  15. Rebecca Meyer, Special Ed EA-PCA at the High School, add Special Ed EA-PCA Bus EA for approximately 1.33 hours/day M, T, Th, F with the District, effective 9/21/2020-6/10/2021.
  16. Nancy Meyers, Child Nutrition Associate III at the Middle School, add Special Ed EA-PCA Bus EA for approximately 2.42 hours/day with the District, effective 9/21/2020-6/10/2021.
  17. Rebecca Meyers, ECFE Teacher at the NCEC, add Spanish Early Childhood Screener for up to 35 hours/year at the NCEC, effective 9/20/2020.
  18. Sara Mikkelson, 1.0 FTE Portage Coach, add an overload for 1st semester with Portage, effective 9/14/2020-1/28/2021.
  19. Amy Moeller, 1.0 FTE Portage Coach, add an overload for 1st semester with Portage, effective 9/14/2020-1/28/2021.
  20. Beth Momberg, Special Ed EA-PCA at the NCEC, add Special Ed EA-PCA Bus EA for approximately 1.17 hours/day M, T, Th, F and .50 hours/day on Wednesdays with the District, effective 9/14/2020-6/10/2021.
  21. Ellen Mucha, 1.0 FTE Portage Coach, add an overload for 1st semester with Portage, effective 9/14/2020-1/28/2021.
  22. Debra Pack, Special Ed EA-PCA at the High School, add Special Ed EA-PCA Bus EA for approximately 1.67 hours/day M, T, Th, F and .67 hours/day on Wednesday with the District, effective 9/14/2020-6/10/2021.
  23. Patricia Rogne, ECFE Teacher/Screener for 25 hours/week at the NCEC, change to ECFE Teacher/Screener for 16.5 hours/week at the NCEC, effective 9/14/2020.
  24. Derrick Schroeder, Special Ed EA-PCA Bus EA with the District for the 2019-2020 school year, change to Special Ed EA-PCA Bus EA for 2 hours/day for 2 days/week with the District for the 2020-2021 school year, effective 9/8/2020-6/10/2021.
  25. Deborah Seitz, 1.0 FTE Special Ed Teacher at the Middle School, change to .5 FTE Special Ed Teacher at the Middle School and .5 FTE Special Ed Teacher with Portage, effective 9/28/2020-6/10/2021.
  26. Robyn Spillman, Special Ed EA-PCA at Greenvale Park, add Special Ed EA-PCA Bus EA for approximately 1.17 hours/day M, T, Th, F with the District, effective 9/21/2020-6/10/2021.
  27. Cynthia Thomas, EarlyVentures Teacher at step 1 at the NCEC, change to EarlyVentures Teacher at step 3 at the NCEC, effective 9/3/2020.
  28. Dee Tomczik, General Ed EA for 6.50 hours/day at Bridgewater, change to General Ed EA for 3 hours/day and Health Aide-Special Ed for 4 hours/day at Bridgewater, effective 9/15/2020.
  29. Amanda Tracy, 1.0 FTE Portage Coach, add an overload for 1st semester with Portage, effective 9/14/2020-1/28/2021.
  30. Karrie VanZuilen, Special Ed EA-PCA at the NCEC, add Special Ed EA-PCA Bus EA for approximately 1 hour/day M, W, F with the District, effective 9/18/2020-6/10/2021.
  31. Lisa Williams, EA at the NCEC, add KidVentures Site Assistant for 1.5 hours/day M, T, Th, F and 2.5 hours/day on Wednesday at Greenvale Park, effective 9/21/2020. Step 4-\$14.98/hr.
- c) Leave of Absence
1. Shari Karlsrud, Teacher at the High School, Family/Medical Leave of Absence, effective 10/12/2020-11/20/2020.
  2. Jennifer Lompart, ESL Teacher at the High School, Family/Medical Leave of Absence, effective 9/15/2020 and continue on an intermittent basis through 12/22/2020.
- d) Retirements/Resignations/Terminations
1. LauraAnn Talbot Peterson, declined Student Council Advisor at the Middle School, effective 9/15/2020.

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

## VII. Superintendent's Report

### A. Items for Individual Action

1. Resolution Regarding Transportation for Extracurricular and Co-Curricular Activities. Due to the COVID-19 pandemic and social distancing guidance from the Minnesota Department of Health and the Centers for Disease Control and Prevention, the District desires to allow families to select an alternative to District-provided transportation for off-campus activities, which will allow the District to reduce the number of students on district-provided transportation for off-campus activities. The District will

provide transportation to students who do not have alternative transportation. The District will not provide any supervision for students using alternative transportation for off-campus activities, except to the extent that the District will require written parent/guardian permission on a form provided by the District.

**Superintendent's Recommendation:** Motion to approve the Resolution Regarding Transportation for Extracurricular and Co-Curricular Activities.

2. Approval of Gymnastics Lease. At the August 24, 2020 School Board meeting Director Mertesdorf informed the Board the District was working on a lease agreement with the Northfield Gymnastics Club. This lease agreement shall commence on the date of the signing of the lease and continue through September 30, 2021. The parties reserve the right to negotiate extensions to the contract. The annual lease payment shall be \$12,500.00 per year to be paid at the commencement of this lease and on November 1 for each contract year of the lease thereafter.

**Superintendent's Recommendation:** Motion to approve the lease agreement between Northfield Gymnastics Club and Northfield Public Schools to commence on the date of the signing of the lease at a cost of \$12,500.00 per year.

3. Proposed 2020 Payable 2021 Property Tax Levy. The amount of the preliminary levy for 2021 is \$20,436,460.54 and represents a 2.25% increase over last year. The preliminary property tax levy for 2021 is required to be certified to the district's home county auditor no later than September 30, 2020. 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 2020 Payable 2021 Preliminary Levy Limitation and Certification at the maximum authority.

VIII. Items for Information

- A. Construction Update #33. Superintendent Hillmann will update the Board on the District's construction projects.
- B. The National School Lunch Program serves nearly 30 million children every school day. President John F. Kennedy created National School Lunch Week (NSLW) in 1962 to promote the importance of a healthy school lunch in a child's life and the impact it has inside and outside of the classroom. The COVID-19 pandemic has without a doubt shown just how incredibly important school meals are for students and their families. Minnesota celebrates "National School Lunch Week" October 12-16, 2020.

IX. Future Meetings

- A. Monday, October 12, 2020, 7:00 p.m., Regular Board Meeting
- B. Monday, October 26, 2020, 7:00 p.m., Regular Board Meeting
- C. Monday, November 9, 2020, 7:00 p.m., Regular Board Meeting, NHS Media Center and Zoom
- D. Friday, November 13, 2020, 1:00 p.m., Special Board Meeting via Zoom

X. Adjournment

**NEW Policy 809 NAMING OF SCHOOL BUILDINGS OR FACILITIES**

**I. PURPOSE**

The purpose of this policy is to establish guidelines for the naming of school buildings or facilities.

**II. GENERAL STATEMENT OF POLICY**

Northfield Public Schools shall ensure that namings preserve the long-standing traditions, values, culture, and prestige of the District. The naming of school buildings or facilities is the responsibility of the School Board. When naming a building or facility, the Board may select the name itself or appoint a committee to make recommendations to the Board.

**III. STANDARDS FOR THE NAMING AND RENAMING OF SCHOOL DISTRICT FACILITIES**

- A. All District-owned facilities shall be named in accordance with the following standards:
  - 1. Facilities may not be named for individuals or families, either historical or contemporary.
  - 2. School Buildings. Schools may be given names which are indicative of the areas in which they are located. These include, but are not limited to, names of neighborhoods, townships, and natural features such as bodies of water or characteristic flora.
  - 3. District-Wide Facilities. Sites which serve a district-wide function may be named to illustrate the nature of their role in the District.
- B. Existing facilities that do not comply with these standards shall be renamed within one year of the adoption of this policy.

Policy 809 Naming of School Buildings or Facilities

Adopted: INSERT DATE HERE

School Board  
INDEPENDENT SCHOOL DISTRICT 659  
Northfield, Minnesota

**NEW Policy 810 SPONSORSHIP OF SCHOOL FACILITIES, EQUIPMENT, OR MATERIALS**

**I. PURPOSE**

The purpose of this policy is to establish guidelines for the paid sponsorships of school facilities, equipment, or materials.

**II. GENERAL STATEMENT OF POLICY**

Northfield Public Schools shall ensure that paid sponsorships of school facilities, equipment, or materials preserve the long-standing traditions, values, culture, and prestige of the District. Approving the paid sponsorships of school facilities, equipment, or materials is the responsibility of the School Board.

**III. NAMING RIGHTS**

A. The school district recognizes that circumstances exist when the district may enter into an agreement with a business, foundation, or other corporate entity for the specific sponsorship of a facility or space, materials, or equipment, in exchange for a specific financial or other contribution to the district.

1. All such agreements must be in writing, and reviewed and approved by the School Board. The Superintendent and Director of Finance shall have the authority to negotiate agreements for naming rights, but shall consult with the School Board before negotiating such agreements.
2. Sponsorship shall not be granted to businesses, foundations, or other corporate entities whose products or practices run counter to the mission, vision, and policies of the School District.
3. All revenue from the granting of sponsorship must be used according to a plan specified by the School Board.

B. Transferability and Renewability. If a sponsorship is granted by a written agreement, those rights may be transferred or renewed as permitted by the written agreement. Other sponsorships are not transferable or renewable.

C. Limit of Sponsorship

1. On the Part of the District. The district's right to use the name and other brand elements of the sponsor is permitted by express agreement with the sponsor.

2. On the Part of the Sponsor. The party after whom a space is named has no decision-making rights as to the purpose of the facility or space unless specifically provided for in the written agreement between the parties. The district will not agree to any condition in an agreement that could unnecessarily limit progress toward the district's mission and purpose, statutory obligation, or the local authority of the school board. In turn, the named party has no liability with respect to that facility or space unless provided for in a specific contract between the parties. Any such limits must be included in any naming rights' agreement.

D. Termination of Sponsorship. In addition to any remedies for breach of the written agreement granting naming rights, the parties may terminate a sponsorship rights agreement in advance of the scheduled termination date under the following conditions:

1. Termination by the District. The district reserves the right, at its sole discretion, to terminate the sponsorship without refund of consideration, prior to the scheduled termination date, should it feel it is necessary to do so to avoid the district being brought into disrepute.
2. Termination by the Named Party. The sponsor may, without refund of consideration, at its sole discretion, terminate its acceptance of the naming rights prior to the scheduled termination date, in the event that the district directly brings the named party into disrepute.

## Policy 810 Sponsorship of School Facilities, Equipment, or Materials

Adopted: INSERT DATE HERE

School Board  
INDEPENDENT SCHOOL DISTRICT 659  
Northfield, Minnesota

*Legal References:* Minn. Stat. §123B.025 (School Sponsorship and Advertising Revenue)

*Cross References:* MSBA Model Policy 706 (Acceptance of Gifts)



**Executive Summary:** This report provides information about the District's work to address the significant challenges presented by the COVID-19 global health pandemic.

**Family conferences:** The District held family conferences for students in Pre-Kindergarten through 12th grade during the week of September 8-11. We had connections with 2,237 families (roughly 89%). The conferences were able to collect information about what percent of families were directly affected by COVID-19 (12%, self-reported), other updates about our students, and an opportunity to share information with families to help prepare for the 2020-2021 school year. The feedback about these conferences from both families and staff suggests it would be helpful to continue this practice annually.

**COVID-19 Plans and Protocols:** Reports and observations indicate the effectiveness of the initial implementation of COVID-19 protocols for on-campus students. Disinfection, hand-washing/sanitizing, traffic flow direction, and lunch procedures have been working well and will continue to be refined.

Elementary Schools: Bridgewater, Greenvale Park, and Sibley use the in-person learning model, which does not require strict social distancing. The schools are striving for as close to six feet as possible. Elementary schools are using desk and table dividers in strategic areas to add a layer of protection. The child nutrition department uses a restaurant-style service with students ordering their meal preference ahead of time and are served at their lunch table.

Area Learning Center, Middle and High School: Northfield Area Learning Center, Northfield Middle School (NMS), and Northfield High School (NHS) continue to use the hybrid model. The maroon cohort attends school in-person on Mondays and Tuesdays and learns remotely on Wednesday, Thursday, and Friday. The gold cohort learns remotely on Mondays, Tuesdays, and Wednesdays, and attends in-person on Thursdays and Fridays. Wednesday is used as a deep disinfection day at these buildings. Student traffic flow is directed during passing times at the NMS and NHS. Hand sanitizer stations are being installed in rooms without a sink and additional stations added to hallways. Students have assigned seating during lunch.

Portage: Our Portage program, an all-the-time-online program for students preferring to learn from home during the pandemic, has over 600 students enrolled. Students committed to completing at least one semester in the all-the-time-online program. The elementary classes use a similar approach as was used distance learning during the spring. Middle school and high school students are engaged in a self-paced online program using the Odysseyware and Edgenuity platforms supported by learning coaches. During the first week of operation, the District "paused" middle and high school core courses due to feedback from many families and learning coaches about an overwhelming workload. During this "pause," learning coaches and district instructional coaches customized courses to reduce the pacing. Students who were satisfied with the previous workload can be accelerated. We continue to work to improve this program.

Pandemic Leave for Staff: The District continues to support our staff during the pandemic. I propose we offer an additional five days of pandemic leave for district employees who have exhausted their Families First Coronavirus Relief Act emergency leave, their sick leave, and have used their allotment from the districtwide sick leave bank. This additional five days, only available during the 2020-2021 school year, are intended to help someone who is sick for a more extended period to reach long-term disability status. This proposal will be brought to for approval at the October 12th Board meeting.

# NORTHFIELD PUBLIC SCHOOLS

## School Board Minutes

September 14, 2020  
Northfield High School Media Center

### I. Call to Order

Board Chair Julie Pritchard called the Regular meeting of the Northfield Board of Education of Independent School District 659 to order at 7:00 p.m. Present: Baraniak, Goerwitz, Hardy, Iverson, Pritchard, Quinnell and Stratmoen. In accordance with Governor Walz's Stay Safe Plan, this meeting was set up in accordance with the plan's social distancing guidelines. In addition, all those present wore face coverings the duration of the meeting. Present at this meeting was Dr. Matt Hillmann, Superintendent and Anita Aase, Executive Administrative Assistant. Present via video conference was Erin Bailey, Director of Community Education; Val Mertesdorf, Director of Finance; Hope Langston, Director of Instructional Services, Middle School Principal Greg Gelineau; and Jeff Seely, Senior Municipal Advisor with Ehlers. Observing the meeting via Zoom was Sam Wilmes, a reporter with the Northfield News. This meeting was live-streamed and recorded, and access to the recording was posted to the school district website.

### II. Agenda Approval/Table File

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

### III. Public Comment

To accommodate the public comment portion of our meeting, members of the public were invited via the school district website to submit feedback to the Board via email by 5:00 p.m. on September 14, 2020. All submissions that followed the district policy regarding public comment would be read by Chair Pritchard at this time. There was public comment submitted by Jill Moeller, 121 Bluff Lane, Dundas, requesting the use of the Middle School pool by the Bullshark Swim Club.

### IV. Announcements and Recognitions

Superintendent Hillmann recognized that today was the first day of school and it has been six months since students have been in school buildings. All reports are that things went well, and although it was an unusual start to the school year it was a very positive day.

### V. Items for Discussion and Reports

#### A. Middle School Continuous Improvement Plan Presentation

Middle School Principal Greg Gelineau presented the continuous school improvement plan to the Board. The presentation included a progress report on the goals set for the 2019-2020 school year as well as new goals set for the 2020-2021 school year. These goals focus on family engagement involving conferences, staff engagement which include AVID staff development opportunities and anti-racism conversations, learner outcomes, evaluating current programming and consistency in the use of Schoology.

#### B. Community Education Continuous Improvement Plan Presentation

Community Education Director Erin Bailey presented the continuous school improvement plan to the Board. The presentation included a progress report on the goals set for the 2019-2020 school year as well as new goals set for the 2020-2021 school year. These goals focus on family engagement, employee engagement through rounding conversations, providing culturally appropriate resources to program teachers to use with students during Social Emotional Learning time, learner outcomes, financial stewardship, and partnerships with community organizations.

#### C. Instructional Services Presentation

Hope Langston, Director of Instructional Services, provided an update on the Instructional Services Department and the work this new department does to support the areas of district operations, staff instructional coaching, and professional development from PreK to twelfth grades. The scope of work is broad and interrelated, looking for connections in the vertical continuum of PreK-12 and developing systems

to streamline their support of both staff and students. The team focused on supporting the launch of the 2020-21 school year including workshop week, the online only Portage learning model, and preparing for universal screening and supporting the work of PLC teams.

D. Financial Update

Director of Finance Val Mertesdorf provided a financial update which included the application deadline for the Coronavirus Relief Funds is October 1, and the MSHSL increased the District's membership fee 382% for this fiscal year. The District was contacted by the new board of the Northfield Gymnastics Club and they would like to reestablish a relationship and lease with the District. We are working on a lease agreement for this season and intend to bring the lease to the next board meeting for approval.

E. Superintendent's State of the District Overview

Superintendent Hillmann presented an overview of the programs and activities completed during the 2019-2020 school year, as well as looked ahead to the challenges the District faces in 2020-2021.

VI. Consent Agenda

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

A. Minutes

- Minutes of the Regular School Board meeting held on August 24, 2020

B. Gift Agreements

- \$1,000.00 from Land O'Lakes Foundation for the backpack food program
- \$1,000.00 from Dakota Electric Association to address shortfalls in funding for COVID-19 related needs.
- \$2,300.00 from Sibley PTO for classroom teacher's supply needs (\$100 per teacher)
- \$2,364.50 from AlumaCraft for the Community Services Northfield fishing team
- \$1,000.00 from Multek Flexible Circuits, Inc. for the Sheldahl Flexible Technologies Scholarship
- \$1,000.00 from CFS Foundation for the backpack food program

C. Financial Reports

1. Financial Report - January 2020

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

2. Financial Report - February 2020

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

3. Financial Report - March 2020

Director of Finance Val Mertesdorf requested that the Board approve paid bills totaling \$1,986,299.03, payroll checks totaling \$3,411,320.57, a wire transfer totaling \$2,461,677.26 from MN TRUST Bldg Bond

to MSDLAF Liquid, a wire transfer totaling \$300,000.00 from Frandsen General to Frandsen Sweep, a wire transfer totaling \$200,00.00 from Frandsen Sweep to Frandsen General, and the financial reports for March 2020. At the end of March 2020 total cash and investments amounted to \$51,590,175.02.

D. Personnel

a) Appointments

1. Nadir Baraki, Fall, Winter & Spring Recreation Position with Community Services, beginning 9/9/2020-5/31/2021; \$10.00/hr.
2. Jason Baumann, .8 Assistant Girls Swim/Dive Coach for 2 hours/day 3 days/week at the High School, beginning 8/31/2020; Level E, Step 1
3. Rich Bissonnette, Child Nutrition Associate I for 3.25 hours/day at Sibley, beginning 9/14/2020; \$18.81/hr.
4. Erik Burton, Fall, Winter & Spring Recreation Position with Community Services, beginning 9/9/2020-5/31/2021; Site Supervisor \$12.89/hr.
5. David Carr, Fall, Winter & Spring Recreation Position with Community Services, beginning 9/14/2020-5/31/2021; \$10.25/hr.
6. Thomas Dickerson, 1.0 FTE Special Education Resource Room Teacher at the High School, beginning 8/31/2020; MA, Step 15-pending being released from Lakeville contract.
7. Dylan Dietz, Fall, Winter & Spring Recreation Position with Community Services, beginning 9/9/2020-5/31/2021; \$10.25/hr.
8. Kari Engle, General Ed EA for 2.0 hours/day at Greenvale Park, beginning 8/31/2020; Gen Ed Step 4-\$16.72/hr.
9. Nancy Fox, Building Supervisor for up to .75 hours/week with Community Services, beginning 8/31/2020-5/31/2021; \$16.85/hr.
10. Meckinzy Futhey, KidVentures Student Site Assistant for 23.5 hours/week at Sibley, beginning 9/8/2020; \$10.00/hr.
11. Oscar Gaspar, Girls Soccer 9th Grade Coach for 2 hours/day at the High School, beginning 8/31/2020; Level F, Step 1
12. Emma Hodapp, Fall, Winter & Spring Recreation Position with Community Services, beginning 9/19/2020-5/31/2021; \$10.00/hr.
13. Iain Hood, 1.0 FTE Custodian at the High School, beginning 9/14/2020; Step 1
14. Zoe Ingersoll, Fall, Winter & Spring Recreation Position with Community Services, beginning 9/8/2020-5/31/2021; \$10.75/hr.
15. Emma Johnson, Fall, Winter & Spring Recreation Position with Community Services, beginning 9/8/2020-5/31/2021; \$10.25/hr.
16. Joni Karl, 1.0 FTE Long Term Substitute Math Teacher at the High School, beginning 9/4/2020-6/10/2021; MA, Step 7
17. Richard Kleeberger, 1.0 FTE Custodian at the High School, beginning 9/16/2020; Step 4-Custodian
18. Nicholas Lopez Evje, Fall, Winter & Spring Recreation Position with Community Services, beginning 9/9/2020-5/31/2021; \$10.00/hr.
19. Update: McKenzie Mikulski, 1.0 FTE Special Ed Teacher EBD at Greenvale Park, beginning 8/25/2020; BA, Step 5, change to BA+10, Step 5
20. Nicole Miller, Fall, Winter & Spring Recreation Position with Community Services, beginning 9/8/2020-5/31/2021; \$14.50/hr.
21. Charles Monaghan, Fall, Winter & Spring Recreation Position with Community Services, beginning 9/9/2020-5/31/2021; \$10.00/hr.
22. Kathleen Murphy, Fall, Winter & Spring Recreation Position with Community Services, beginning 9/16/2020-5/31/2021; \$11.25/hr.
23. Nolan Nagy, Fall, Winter & Spring Recreation Position with Community Services, beginning 9/9/2020-5/31/2021; \$10.00/hr.
24. Sandra Pelava, EarlyVentures Teacher for 40 hours/week at the NCEC, beginning 9/18/2020; Step 4-\$18.29/hr.
25. Kaed Rauk, Fall, Winter & Spring Recreation Position with Community Services, beginning 9/9/2020-5/31/2021; \$10.00/hr.
26. Andrea Redder, Fall, Winter & Spring Recreation Position with Community Services, beginning 9/16/2020-5/31/2021; \$10.50/hr.
27. Caitlin Robertson, 1.0 FTE Elementary Teacher at Bridgewater, beginning 9/2/2020-6/10/2021; MA, Step 7
28. Steven Ryan, General Ed EA for 7 hours/day 2 days/week at the High School, beginning 8/31/2020-6/10/2021; Gen Ed Step 2-\$15.81/hr.

29. Tate Sand, Fall, Winter & Spring Recreation Position with Community Services, beginning 9/9/2020-5/31/2021; \$10.00/hr.
  30. Kyle Schulz, Fall, Winter & Spring Recreation Position with Community Services, beginning 9/9/2020-5/31/2021; \$10.00/hr.
  31. Maddie Smisek, Fall, Winter & Spring Recreation Position with Community Services, beginning 9/19/2020-5/31/2021; \$10.00/hr.
  32. Melissa Spitzack, Building Supervisor with Community Services, beginning 8/31/2020-5/31/2021; \$16.85/hr.
  33. Anja Stromme, KidVenture Site Assistant for up to 17.5 hours/week at Greenvale Park, beginning 9/8/2020; Step 2-\$14.01/hr.
  34. Shelby Svien, Fall, Winter & Spring Recreation Position with Community Services, beginning 9/8/2020-5/31/2021; Lifeguard-\$10.14/hr. General hire-\$10.00/hr.
  35. Noah Tack, Fall, Winter & Spring Recreation Position with Community Services, beginning 9/9/2020-5/31/2021; \$10.25/hr.
  36. Cynthia Thomas, EarlyVentures Teacher for 40 hours/week at the NCEC, beginning 9/3/2020; Step 1-\$16.63/hr.
  37. Winston Vermilyea, Fall, Winter & Spring Recreation Position with Community Services, beginning 9/9/2020-5/31/2021; WSI-\$14.39/hr., Lifeguard-\$13.39/hr.
  38. Joshua Voight, Fall, Winter & Spring Recreation Position with Community Services, beginning 9/9/2020-5/31/2021; \$10.00/hr.
  39. Joquan Williams, KidVentures Site Assistant for 22.5 hours/week at Greenvale Park, beginning 9/10/2020; Site Asst. Step 2-\$14.01/hr.
  40. Adison Dack, Fall, Winter & Spring Recreation Position with Community Services, beginning 9/14/2020-5/31/2021; \$10.25/hr.
  41. Kevin Merkle, Football Coach for 2.5 hours/day at the Middle School, beginning 9/14/2020; Level H, Step 1
  42. Angel Rivera, 1.0 FTE Full Time Substitute Teacher with the District, beginning 9/14/2020; \$27.66/hr.
- b) Increase/Decrease/Change in Assignment
1. Kari Adelman, Special Ed EA-PCA for 6.50 hours/day at Bridgewater, change to Special Ed EA-PCA for 6.50 hours/day, Supervision for .50 hours/day at Bridgewater, effective 8/31/2020.
  2. Janet Amundson, Special Ed EA-PCA for 6.75 hours/day and Supervisory for .65 hours/day at the Middle School, change to Special Ed EA-PCA for 6.75 hours/day at the Middle School, effective 8/31/2020.
  3. Natalie Amy, 1.0 FTE WILL Teacher at the Middle School, add an overload in lieu of prep for 135 days, effective 9/14/2020-6/10/2021.
  4. Zane Anway, EL EA for 6.75 hours/day at the Middle School, change to Gen Ed EL EA for 3.38 hours/day at the Middle School and 3.38 hours/day with Portage, effective 8/31/2020-6/10/2021.
  5. Michelle Bauer, 1.0 FTE Systems & Instructional Coach with the District, change to .60 FTE High School English Teacher and .40 FTE Systems & Instructional Coach with the District, effective 8/31/2020-6/10/2021.
  6. Steve Beaulieu, 1.0 FTE Math Teacher at the High School, change to 1.0 FTE Portage Coach, effective 8/31/2020-6/10/2021.
  7. Kathleen Beck, Gen Ed EA for 2.25 hours/day and Special Ed EA-PCA for 4.75 hours/day at Sibley, change to Special Ed EA-PCA for 6.75 hours/day with Portage, effective 8/31/2020-6/10/2021.
  8. Carley Benjamin, Special Ed EA PCA for 6.75 hours/day and .17 hours/day at Sibley, change to Special Ed EA PCA for 6.75 hours/day and .25 hours/day at Sibley, effective 8/31/2020.
  9. Allyson Bernstorff, Special Ed EA PCA for 6.75 hours/day and .33 hours/day at Sibley, change to Special Ed EA PCA for 6.75 hours/day and .25 hours/day at Sibley, effective 8/31/2020.
  10. Carol Beumer, Special Ed EA-PCA for 6.25 hours/day and Supervisory for .50 hours/day at the High School, change to Special Ed EA-PCA for 6.75 hours/day at the High School, effective 8/31/2020.
  11. Jill Bohlen, Special Ed EA-PCA for 5.50 hours/day and Supervisory for 1.75 hours/day at Greenvale Park, change to Special Ed EA-PCA for 6.75 hours/day, Supervision for .50 hours/day at Greenvale Park, effective 8/31/2020.
  12. Melissa Borup, Reading Specialist at the ALC, add CNA I for up to 1 hour/day at the ALC, effective 9/14/2020-end of the school year or in person learning.
  13. Mary Boyum, Special Ed EA-PCA for 6.75 hours/day and Supervisory for .17 hours/day at Sibley, change to Special Ed EA-PCA for 6.75 hours/day, Supervision for .25 hours/day at Sibley, effective 8/31/2020.
  14. Shari Bridley, Special Ed EA-PCA for 6.50 hours/day at Longfellow, change to Special Ed EA-PCA for 6.30 hours/day at the NCEC, effective 8/31/2020.
  15. Briana Bulfer, 1.0 FTE Grade 2 Teacher at Greenvale Park, change to 1.0 FTE Grade 2 Teacher with Portage, effective 8/31/2020-6/10/2021.
  16. Valerie Carter, Lunchroom Supervision EA for 2019-2020 school year at Bridgewater, change to Lunchroom Supervision-ongoing for 2 hours/day at Bridgewater, effective 9/14/2020.

17. Christina Chappuis, Special Ed EA-PCA for 6.75 hours/day and Supervisory for .33 hours/day at Sibley, change to Special Ed EA-PCA for 6.50 hours/day and Supervisory for .50 hours/day at Sibley, effective 8/31/2020.
18. Ray Coudret, Math Teacher at the High School, add an overload for the 2020-2021 school year, effective 8/31/2020-6/10/2021.
19. Matt Crase, Special Ed EA-PCA for 6.75 hours/day and Supervisory for .25 hours/day at the Middle School, change to Special Ed EA-PCA for 6.75 hours/day at the Middle School, effective 8/31/2020.
20. Natlie Czech, 1.0 FTE Special Ed Teacher at Bridgewater, change to 1.0 FTE Special Ed Teacher for Portage, effective 8/31/2020-6/10/2021.
21. Katie Dahmeh, Special Ed EA-PCA-temporary at Longfellow, change to Special Ed EA-PCA-ongoing at the NCEC, effective 8/31/2020.
22. Craig DeAdder, Special Ed EA-PCA for 2019-2020 school year, change to Special Ed EA-PCA for 6.75 hours/day Monday and Tuesday at the ALC, effective 9/14/2020-6/10/2021; Spec Ed Step 4-\$17.31/hr.
23. Lianne Deanovic, Special Ed EA-PCA Job Coach for 6.25 hours/day and Flex Supervision for .50 hours/day at the High School, change to Special Ed EA-PCA NB program for 6.75 hours/day at the High School, effective 8/31/2020.
24. Kimbra Dimick, 1.0 FTE Grade 3 Teacher at Greenvale Park, change to 1.0 FTE Grade 4 Teacher with Portage, effective 8/31/2020-6/10/2021.
25. Sean Dube, English Teacher at the High School, add an overload for the 2020-2021 school year, effective 8/31/2020-6/10/2021.
26. Kelle Edwards, Gen Ed Title EA for 6.0 hours/day and Gen Ed EA Supervision for .75 hours/day at Greenvale Park, change to Gen Ed Title EA for 6.0 hours/day and Gen Ed EA Supervision for 1.25 hours/day at Greenvale Park, effective 8/31/2020.
27. Susan Eidenschink, Special Ed EA-PCA for 6.25 hours/day and Supervision for .50 hours/day at the High School, change to Special Ed EA-PCA for 6.75 hours/day at the High School, effective 8/31/2020.
28. Kari Engle, Gen Ed EA-Kindergarten at Greenvale Park, add Gen Ed EA-Supervisory for .75 hours/day at Greenvale Park, effective 9/14/2020.
29. Debbie Foley, EarlyVentures Assistant Teacher at the NCEC, add CNA I for up to 1 hour/day at the NCEC, effective 9/14/2020-end of the school year or in person learning.
30. Becky Gainey, 1.0 FTE ADSIS Teacher at Sibley, change to 1.0 FTE Grade 4 Teacher at Sibley, effective 8/31/2020-6/10/2021.
31. Stacy Garry, Special Ed EA-PCA for 6.75 hours/day and Supervisory for .33 hours/day at Sibley, change to Special Ed EA-PCA for 6.75 hours/day and Supervisory for .25 hours/day at Sibley, effective 8/31/2020.
32. Abbie Geiger, Special Ed EA-PCA for 6.75 hours/day and Supervisory for .17 hours/day at Sibley, change to Special Ed EA-PCA for 6.75 hours/day and Supervisory for .25 hours/day at Sibley, effective 8/31/2020.
33. Rebecca Glassing, 1.0 FTE Media Specialist at the High School, change to 1.0 FTE Media Specialist at the High School and Greenvale Park, effective 8/31/2020.
34. Jay Grossman, Night Engineer w/license at Longfellow, change to Night Engineer w/license at Greenvale Park, effective 8/31/2020.
35. Becki Haar, 1.0 FTE Grade 4 Teacher at Sibley, change to 1.0 FTE Grade 4 Teacher with Portage, effective 8/31/2020-6/10/2021.
36. Cara Holland, 1.0 FTE Science Teacher at the Middle School, add an overload in lieu of prep for 135 days, effective 9/14/2020-6/10/2021.
37. Melissa Kaderlik, Special Ed EA-PCA for 5.90 hours/day and Supervisory for 1.43 hours/day at Sibley, change to Special Ed EA-PCA for 6.75 hours/day and Supervisory for .25 hours/day at Sibley, effective 8/31/2020.
38. Jill Kohel, .6 FTE Social Studies and .4 FTE English Teacher at the High School, and an English overload for the 2020-2021 school year, effective 8/31/2020-6/10/2021.
39. Gail Kohl, 1.0 FTE Grade 5 Teacher at Bridgewater, change to 1.0 FTE Grade 5 Teacher with Portage, effective 8/31/2020-6/10/2021.
40. Tiffany Kortbein, 1.0 FTE Kindergarten Teacher at Greenvale Park, change to 1.0 FTE Grade 1 Teacher with Portage, effective 8/31/2020-6/10/2021.
41. Meghan Kuechenmeister, Special Ed EA-PCA for 6.25 hours/day and Supervisory for .50 hours/day at the High School, change to Special Ed EA-PCA for 6.75 hours/day at the High School, effective 8/31/2020.
42. Heather Kuehl, 1.0 FTE English Teacher at the Middle School, add an overload in lieu of prep for 135 days, effective 9/14/2020-6/10/2021.
43. Tabatha Lagro, Special Ed EA-PCA for 6.75 hours/day and Supervisory for .50 hours/day at Sibley, change to Special Ed EA-PCA for 6.75 hours/day and Supervisory for .25 hours/day at Sibley, effective 8/31/2020.
44. Lisa Laine, Special Ed EA-PCA for 4.00 hours/day, Gen Ed EA-Kindergarten for 2 hours/day and Supervisory for 1.33 hours/day at Greenvale Park, change to Special Ed EA-PCA for 4 hours/day, Gen Ed EA - Kindergarten for 2 hours/day and Supervision for .50 hours/day at Greenvale Park, effective 8/31/2020.

45. Karen Lane, 1.0 FTE Grade 4 Teacher at Bridgewater, change to 1.0 FTE Grade 3 Teacher with Portage, effective 8/31/2020-6/10/2021.
46. Briana Lanham, KidVentures Site Assistant for 32 hours/week at Sibley, add Long Term Substitute KV Site Leader for a total 35 hours/week at Sibley, effective 9/21/2020 - for up to 12 weeks.
47. Dolly Larsen, Gen Ed EA for .17 hours/day and Special Ed EA-PCA for 6.75 hours/day at Sibley, change to Special Ed EA-PCA for 6.75 hours/day with Portage, effective 8/31/2020-6/10/2021.
48. Kim Luke, Special Ed EA-PCA for 6.50 hours/day and Gen Ed Supervisory for .50 hours/day and at the High School, change to Special Ed EA-PCA for 6.75 hours/day with Portage, effective 8/31/2020-6/10/2021.
49. Kathleen Malecha, Special Ed EA-PCA for 6.10 hours/day and Supervisory for .50 hours/day at Bridgewater, change to Special Ed EA-PCA for 6.50 hours/day and Supervisory for .50 hours/day at Bridgewater, effective 8/31/2020.
50. Sarah Marohl, Special Ed EA-PCA for 4.60 hours/day at the NCEC, change to General Ed EA-PCA for 6.75 hours/day with Portage, effective 8/31/2020-6/10/2021.
51. Lesly Martinez Reyes, Special Ed EA-PCA for 6.50 hours/day and Supervisory for .50 hours/day at Bridgewater, change to Special Ed EA-PCA for 5.98 hours/day and Supervisory for .50 hours/day at Bridgewater, effective 8/31/2020.
52. Maren Matson, 1.0 FTE Kindergarten Teacher at Sibley, change to 1.0 FTE Kindergarten Teacher with Portage, effective 8/31/2020-6/10/2021.
53. Peter Maus, .60 FTE Math Teacher at the Middle School, change to .80 FTE Math Teacher at the Middle School, effective 9/14/2020-6/10/2021.
54. Heidi Melnychuk, Special Ed EA-PCA for 6.25 hours/day and Gen Ed Supervisory for .50 hours/day and at the High School, change to Special Ed EA-PCA for 6.75 hours/day with Portage, effective 8/31/2020-6/10/2021.
55. Nick Mertesdorf, Special Ed EA-PCA for 6.25 hours/day and Gen Ed Supervisory for .50 hours/day and at the High School, change to Special Ed EA-PCA for 6.75 hours/day at the High School, effective 8/31/2020.
56. Rebecca Meyer, Special Ed EA-PCA for 6.25 hours/day and Gen Ed Supervisory for .50 hours/day and at the High School, change to Special Ed EA-PCA for 6.75 hours/day at the High School, effective 8/31/2020.
57. Sara Mikkelson, .80 FTE Grade 6 Teacher at the Middle School, change to 1.0 FTE Portage Coach at the Middle School and High School, effective 8/31/2020-6/10/2021.
58. Amy Moeller, .60 FTE English Teacher at the High School, change to 1.0 FTE Portage Coach, effective 9/14/2020-6/10/2021.
59. Beth Momberg, Special Ed EA-PCA for 6.70 hours/day at Longfellow, change to Special Ed EA-PCA for 6.30 hours/day at the NCEC, effective 8/31/2020.
60. Tammy Moore, Child Nutrition Associate I at Bridgewater, change to 1.0 FTE Office Specialist Class III at the ALC, effective 9/10/2020; Step 3-\$21.13/hr.
61. Amanda Morelan, Special Ed EA-PCA for 6.75 hours/day at Bridgewater, change to Special Ed EA-PCA for 6.75 hours/day with Portage, effective 8/31/2020-6/10/2021.
62. Ellen Mucha, .60 FTE English Teacher at the High School, change to 1.0 FTE Portage Coach, effective 8/31/2020-6/10/2021.
63. Lee Murray, Gen Ed EA-Media for 5.50 hours/day and Kindergarten for 2 hours/day and Supervisory for .50 hours/day at Bridgewater, change to Gen Ed EA-Media for 4.00 hours/day and Kindergarten for 2.0 hours/day at Bridgewater, effective 8/31/2020.
64. Deborah Navarro, 1.0 FTE Special Ed Teacher at Greenvale Park, change to 1.0 FTE Special Ed Teacher with Portage, effective 8/31/2020-6/10/2021.
65. Lisa Nelson, 1.0 FTE Title I Teacher at Greenvale Park, change to 1.0 FTE Grade 2 Teacher with Portage, effective 8/31/2020-6/10/2021.
66. Kim Norton, Special Ed EA-PCA for 6.70 hours/day at Longfellow, change to Special Ed EA-PCA for 6.30 hours/day at the NCEC, effective 8/31/2020.
67. Mallory Nystuen, Special Ed EA-PCA for 6.75 hours/day and Supervisory for .17 hours/day at Sibley, change to Special Ed EA-PCA for 6.75 hours/day and Supervisory for .25 hours/day at Sibley, effective 8/31/2020.
68. Jacob Odell, 1.0 FTE Special Ed Teacher at the High School, change to 1.0 FTE Special Ed Teacher with Portage, effective 8/31/2020-6/10/2021.
69. Karissa Olsen, Special Ed EA-PCA for 6.75 hours/day and Supervisory for .33 hours/day at Sibley, change to Special Ed EA-PCA for 6.75 hours/day and Supervisory for .25 hours/day at Sibley, effective 8/31/2020.
70. Deb Pack, Special Ed EA-PCA Job Coach for 6.25 hours/day and Supervision for .50 hours/day at the High School, change to Special Ed EA-PCA NB program for 6.75 hours/day at the High School, effective 8/31/2020.
71. Amy Pantze, Gen Ed EA for .75 hours/day and Special Ed EA-PCA for 6.50 hours/day at Greenvale Park, change to Special Ed EA-PCA for 6.75 hours/day with Portage, effective 8/31/2020-6/10/2021.

72. Ulrika Peterson, Special Ed EA-PCA for 3.75 hours/day and Supervisory for 3.33 hours/day at Sibley, change to Gen Ed EA-Kindergarten for 4 hours/day and Supervisory for 3 hours/day at Sibley, effective 8/31/2020.
73. Ashly Polzin, 1.0 FTE ADSIS/MTSS Teacher at the High School, change to 1.0 FTE Grade 5 Teacher at Bridgewater, effective 8/31/2020-6/10/2021.
74. Natalie Ponciano Bartolo, Special Ed EA-PCA for 6.25 hours/day and Supervisory for .25 hours/day at Bridgewater, change to Special Ed EA-PCA for 6.75 hours/day at Bridgewater, effective 8/31/2020.
75. Heather Pudas, DHH Teacher with the District, change to DHH Teacher with Portage, effective 8/31/2020-6/10/2021.
76. Teri Quamme, Special Ed EA-PCA for 6.75 hours/day and Supervisory for .25 hours/day at the Middle School, change to Special Ed EA-PCA for 6.75 hours/day at the Middle School, effective 8/31/2020.
77. Nicole Rasmussen, Supervisory EA at Bridgewater, change to Special Ed EA-PCA for 6.75 hours/day at Bridgewater, effective 8/31/2020-10/30/2020.
78. Nicole Rasmussen, Lunchroom Supervision EA for 2019-2020 school year at Bridgewater, change to Lunchroom Supervision-ongoing for 2 hours/day at Bridgewater, effective 9/14/2020.
79. Brent Rauk, 1.0 FTE Grade 6 Teacher at the Middle School, change to 1.0 FTE Grade 5 Teacher with Portage, effective 8/31/2020-6/10/2021.
80. Katie Remmey, Special Ed EA-PCA for 6.75 hours/day and Gen Ed EA for .25 hours/day at the Middle School, change to Special Ed EA-PCA for 6.75 hours/day with Portage, effective 8/31/2020-6/10/2021.
81. Chris Riazi, .67 FTE Art Teacher at the ALC, change to .73 FTE Art Teacher at the ALC, effective 8/31/2020-6/10/2021.
82. Jessica Rushton, Gen Ed EA for .17 hours/day and Special Ed EA-PCA for 6.75 hours/day at Sibley, change to Special Ed EA-PCA for 6.75 hours/day with Portage, effective 8/31/2020-6/10/2021.
83. Grace Schultz, Hand in Hand General Ed Teacher at the NCEC, change to Hand in Hand Teacher for 21 hours/week, Hand in Hand Portage Preschool for 4 hours/week, Meetings, Subbing and Assessments for 5 hours/week and EarlyVentures Teacher for 10 hours/week, effective 9/8/2020-6/10/2021.
84. Tammy Schwagerl, Special Ed EA-PCA for 6.25 hours/day and Supervision for .50 hours/day at the High School, change to Special Ed EA-PCA for 6.75 hours/day at the High School, effective 8/31/2020.
85. Karleen Sherman, 1.0 FTE Special Ed Teacher at Sibley, change to 1.0 FTE Special Ed Secondary Middle School and High School Portage Coach, effective 8/31/2020-6/10/2021.
86. Amy Sieve, 1.0 FTE Media Specialist at the Middle School, change to 1.0 FTE Media Specialist at the Middle School, Sibley and Bridgewater, effective 8/31/2020.
87. Janet Smith, Math Teacher at the High School, add an overload for the 2020-2021 school year, effective 8/31/2020-6/10/2021.
88. Mark Snare, Custodian at Greenvale Park, change start date from 8/13/2020 to 8/17/2020, effective 9/17/2020.
89. Robyn Spillman, Special Ed EA-PCA for 6.75 hours/day at the Middle School, change to Special Ed EA-PCA for 6.75 hours/day and Supervisory for .50 hours/day at Greenvale Park, effective 8/31/2020.
90. Josh Spitzack, 1.0 FTE Grade 5 Teacher at Greenvale Park, change to 1.0 FTE Grade 3 Teacher at Greenvale Park, effective 8/31/2020-6/10/2021.
91. Christina Suhsen, Special Ed EA-PCA for 3.6 hours/day at Longfellow, change to Special Ed EA-PCA for 3.20 hours/day with Head Start, effective 8/31/2020.
92. Pilar Sullivan, Early Childhood Gen Ed EA at Longfellow, change to Long Term Substitute Gen Ed EA for 5 hours/day at Greenvale Park and Early Ventures Assistant Teacher for 3 hours/day at the NCEC, effective 9/3/2020-6/10/2021. Gen Ed-\$18.22/hour; EV Asst Teacher \$18.29/hr.
93. Kari Svien, Special Ed EA-PCA for 6.70 hours/day at the Middle School, change to Special Ed EA-PCA for 6.75 hours/day at the Middle School, effective 8/31/2020.
94. Dee Tomczik, Gen Ed EA Supervision for 5 hours/day and Kindergarten for 2 hours/day at Bridgewater, change to Gen Ed EA Supervision for 2.50 hours/day and Kindergarten for 4.0 hours/day at Bridgewater, effective 8/31/2020.
95. Diane Torbenson, 1.0 FTE ADSIS Teacher at Greenvale Park, change to 1.0 FTE Grade 2 Teacher at Greenvale Park, effective 8/31/2020-6/10/2021.
96. Amanda Tracy, .80 FTE Spanish Teacher at the High School, change to 1.0 FTE Portage Coach, effective 8/31/2020-6/10/2021.
97. Rose Turnacliiff, .60 FTE ADSIS/.40 FTE MTSS Teacher at the Middle School, change to 1.0 FTE Grade 6 Teacher at the Middle School, effective 8/31/2020-6/10/2021.
98. Anne Vander Martin, Special Ed EA-PCA for 6.75 hours/day and Supervisory for .17 hours/day at Sibley, change to Special Ed EA-PCA for 6.75 hours/day and Supervisory for .25 hours/day at Sibley, effective 8/31/2020.
99. Karrie VanZuilen, Special Ed EA-PCA for 4.10 hours/day at Longfellow, change to Special Ed EA-PCA for 2.10 hours/day at the NCEC, effective 8/31/2020.



100. Victoria Voegelé, Special Ed EA-PCA for 5.75 hours/day and Supervisory for 1.33 hours/day at Sibley, change to Special Ed EA-PCA for 6.75 hours/day and Supervisory for .25 hours/day at Sibley, effective 8/31/2020.
101. Andrea Waldock, Special Ed EA-PCA for 6.75 hours/day and Supervisory for .50 hours/day at Bridgewater, change to Special Ed EA-PCA for 6.50 hours/day and Supervisory for .50 hours/day at Bridgewater, effective 8/31/2020.
102. Michele Warden, Special Ed EA-PCA for 4 hours/day, Gen Ed Copy Center for 1.0 hours/day and Lunchroom for 2 hours/day at Bridgewater, change to Special Ed EA-PCA for 3.50 hours/day, Gen Ed Copy Center for 1 hour/day and Lunchroom for 2 hours/day at Bridgewater, effective 8/31/2020.
103. Jessica Webber Vanzuilen, Special Ed EA-PCA for 6.45 hours/day at the High School, change to Special Ed EA-PCA for 6.75 hours/day at the High School, effective 8/31/2020.
104. Lisa Williams, Special Ed EA-PCA for 5.60 hours/day at Longfellow, change to Special Ed EA-PCA for 6.30 hours/day at the NCEC, effective 8/31/2020.
105. Marybeth Youngblut, 1.0 FTE Grade 3 Teacher at Greenvale Park, change to 1.0 FTE Grade 3 Teacher with Portage, effective 8/31/2020-6/10/2021.
106. Carina Zick, Special Ed EA-PCA for 6.75 hours/day and Supervisory for .17 hours/day at Sibley, change to Special Ed EA-PCA for 6.75 hours/day and Supervisory for .25 hours/day at Sibley, effective 8/31/2020.
107. Allyson Bernstorff, Special Ed EA PCA at Sibley, change to Special Ed EA Health Aide for 4 hours/day and Gen Ed Supervisory for 3 hours/day at Sibley, effective 9/14/2020-6/10/2021;
108. Russel Boyington, KidVentures Site Assistant for 40 hours/week at Bridgewater, change to KidVentures Site Assistant for 23.5 hours/week at Bridgewater, effective 9/8/2020.
109. Haanah Braun, EarlyVentures Site Assistant for 40 hours/week at Longfellow, change to EarlyVentures Site Assistant for 37.5 hours/week at NCEC, effective 8/27/2020.
110. James Clinton, Office Specialist at the High School, change to MTSS Dashboard Development with the District, effective 8/31/2020 to approximately 9/30/2020.
111. Anita Corwin, EarlyVentures Site Assistant for 27 hours/week at Longfellow, change to EarlyVentures Site Assistant for 37.5 hours/week at NCEC, effective 8/27/2020.
112. Sean Dube, .6 FTE Academy English and .4 FTE English at the High School, for the 2020-2021 school year, effective 8/31/2020-6/10/2021.
113. Claire Edwards, KidVentures Site Assistant on call as needed with Community Service, change to KidVentures Site Assistant for 26 hours/week at Sibley, effective 9/9/2020.
114. Debbie Foley, EarlyVentures Assistant Teacher for 28.75 hours/week at Longfellow, change to EarlyVentures Assistant Teacher for 23.75 hours/week at the NCEC, and up to 5 hrs/week in Child Nutrition at NECE, effective 8/27/2020.
115. Kristin Freeman, KidVentures Site Assistant for 32 hours/week at Bridgewater, change to KidVentures Site Assistant for 28.5 hours/week at Bridgewater, effective 9/8/2020.
116. Sara Gerdesmeier, EarlyVentures Site Assistant on call as needed with Community Service, change to EarlyVentures Site Assistant for 37.5 hours/week at the NCEC, effective 8/27/2020.
117. Kelly Hebzynski, Math Teacher at the Middle School, add Student Council Advisor for 2.5 hours/week at the Middle School, effective 9/14/2020; Level I, Step 1
118. Cara Holland, Science Teacher at the Middle School, add Yearbook advisor for 2.5 hours/week at the Middle School, effective 9/14/2020; Level K, Step 1
119. Mckenzie Jonas, Kid Ventures for 40 hours/week at Summer Ventures, change to EarlyVentures Teacher for 40 hours/week at NCEC, effective 8/27/2020.
120. Marcy Korynta, 1.0 FTE School Psychologist at the Middle School, add an overload for MTSS in lieu of prep for 135 days, effective 9/14/2020-6/10/2021.
121. Jamie Larson, EarlyVentures Teacher for 33 hours/week at Longfellow, change to EarlyVentures Teacher for 40 hours/week at NCEC, effective 8/27/2020.
122. Mary Magnuson, Special Ed Teacher at the High School, add an overload for the first semester in lieu of prep time, effective 8/31/2020-1/28/2021 - 84 student contact days.
123. Peggy Mills, KidVentures Site Assistant for 15.75 hours/week at Bridgewater, change to KidVentures Site Assistant for 23.5 hours/week at Sibley, effective 9/8/2020.
124. Shawna Molloy, Special Ed Teacher at the High School, add an overload for the first semester, effective 8/31/2020-1/28/2021.
125. Belen Ocampo, EarlyVentures Teacher for 40 hours/week at Longfellow, change to EarlyVentures Teacher for 40 hours/week at NCEC, effective 8/27/2020.
126. Angie Schewe, EarlyVentures Teacher for 38.25 hours/week at Longfellow, change to EarlyVentures Teacher for 40 hours/week at NCEC, effective 8/27/2020.
127. Katie Schuman, EarlyVentures Teacher for 35 hours/week at Longfellow, change to EarlyVentures Teacher for 40 hours/week at NCEC, effective 8/27/2020.

128. Krista Sorenson, Media EA for 27.5 hours/week at Sibley, change to Media EA for 12 hours/week at Sibley, effective 9/7/2020-6/10/2021.
129. Michelle Steele, 1.0 FTE PE Teacher at the Middle School, add an overload in lieu of prep for 15 days, effective 9/14/2020-10/2/2020.
130. Laura Ann Talbot Peterson, Math Teacher at the Middle School, add Student Council Advisor for 2.5 hours/week at the Middle School, effective 9/14/2020; Level I, Step 1
131. Lori Taylor, Spanish Teacher at the High School, add an overload for the 2020-2021 school year effective 8/31/2020-6/10/2021.
132. Sarah Woodcock, EarlyVentures Teacher for 30 hours/week at Longfellow, change to EarlyVentures Teacher for 40 hours/week at NCEC, effective 8/27/2020.

c) Leave of Absence

1. Charlie Alvarez, Teacher at Greenvale Park, Family/Medical Leave of Absence, effective on or about 10/26/2020-11/10/2020.
2. Pam Charlton, Teacher at Bridgewater, Family/Medical Leave of Absence, effective 9/28/2020 on an intermittent basis for up to 8 work weeks.
3. Katie Dameh, EA at NCEC, Leave of Absence under the FMLA Expansion Act, effective 8/31/2020-10/7/2020.
4. Katie Dameh, EA at NCEC, Leave of Absence, effective 10/8/2020-12/31/2020.
5. Tyler Faust, Football Coach at the Middle School, Leave of Absence for the 2020-2021 school year.
6. Robert Garcia, Football Coach at the Middle School, Leave of Absence for the 2020-2021 school year.
7. Aimee Gerdesmeier, Ventures Site Leader, Family/Medical Leave of Absence, effective 8/26/2020 for up to 60 work days.
8. Courtney Gilomen, EarlyVentures Teacher at NCEC, Leave of Absence, effective 8/31/2020-12/11/2020.
9. Paige Haley, Teacher at Bridgewater, Family/Medical Leave of Absence, effective 10/14/2020-10/28/2020.
10. Jacob Odell, Girls Tennis Coach at the High School, Leave of Absence for the 2020-2021 school year.
11. Lesly Martinez Reyes, EA at Bridgewater, Family/Medical Leave of Absence, effective 9/2/2020 for up to 6 weeks.
12. Natalie Ponciano Bartolo, EA at Bridgewater, Family/Medical Leave of Absence, effective 8/31/2020-10/30/2020.
13. Rebecca Stoufis, Full Time Substitute with the District, Leave of absence for the 2020-2021 school year, effective 8/27/2020.
14. Teresa Swenson, Full Time Substitute with the District, Leave of Absence under the FMLA Expansion Act, effective 9/14/2020-12/7/2020.
15. Update: Donna Torgeson, EA at the Middle School, leave of absence under the FMLA Expansion Act, effective 8/31/2020 -12/7/2020.
16. Sarah Bardenwerper, Building Nurse at St. Dominic's, Leave of Absence for the 2020-2021 school year effective 8/9/2020.
17. Allyson Bernstorff, EA at Sibley, Leave of Absence due to accepting a different position at Sibley, effective 9/14/2020-6/10/2021.

d) Retirements/Resignations/Terminations

1. Madeline Carras, EA at the High School, resignation effective 8/26/2020.
2. Tammy Moore, CNA I at Bridgewater, resignation due to accepting another position in the district, effective 9/18/2020.
3. Matthew Roy, Assistant Network Manager with the District, resignation effective 8/31/2020.
4. Dylan Golla, Teacher at the High School, resignation effective 8/11/2020.

e) Administration is Recommending the Approval of the Following:

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

1. Custodians

VII. Superintendent's Report

A. Items for Individual Action

1. Approval of Policies 522 and 411. On a motion by Hardy, seconded by Baraniak, the Board approved Policies 522 and 411 as presented at the August 24, 2020 Board meeting and recommended by the Policy Committee.
2. Superintendent's 2020-2021 Goals. On a motion by Quinnell, seconded by Goerwitz, the Board approved the Superintendent's 2020-2021 goals as presented.

3. Resolution for Education Identity & Access Management. The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOwA) for each local education agency that uses the Education Identity Access Management (EDIAM) system. The IOwA is responsible for authorizing, reviewing, and recertifying user access for their local education agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The IOwA will authorize user access to State of Minnesota Education secure systems in accordance with the user's assigned job duties, and will revoke that user's access when it is no longer needed to perform their job duties. The school board or equivalent governing board must designate an IOwA to authorize user access to State of Minnesota Education secure websites for your organization. This EDIAM board resolution must be completed and submitted to the Minnesota Department of Education annually, as well as any time there is a change in the assignment of the Identified Official with Authority. The Board recommended to authorize Christine Neset, Student Information Systems Specialist, to act as the Identified Official with Authority (IOwA) for Northfield Public School District #659. On a motion by Iverson, seconded by Baraniak, the Board approved the Resolution to authorize Christine Neset to act as the Identified Official with Authority (IOwA) for Northfield Public School District #659. Voting 'yes' were Baraniak, Goerwitz, Hardy, Iverson, Pritchard, Quinnell and Stratmoen. No one voted 'no'.
  
4. Resolution Authorizing the Approval of the Sale of General Obligation School Building and Alternative Facilities Refunding Bonds, Series 2020A; Covenanting and Obligating the District to be Bound By and To Use the Provisions of Minnesota Statutes, Section 126C.55 to Guarantee the Payment of the Principal and Interest on the Bonds. On a motion by Goerwitz, seconded by Iverson, the Board adopted the Resolution Authorizing the Approval of the Sale of General Obligation School Building and Alternative Facilities Refunding Bonds, Series 2020A; Covenanting and Obligating the District to be Bound By and To Use the Provisions of Minnesota Statutes, Section 126C.55 to Guarantee the Payment of the Principal and Interest on the Bonds. Voting 'yes' were Baraniak, Goerwitz, Hardy, Iverson, Pritchard, Quinnell and Stratmoen. No one voted 'no'.

VIII. Items for Information

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

IX. Future Meetings

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

X. Adjournment

On a motion by Stratmoen, seconded by Quinnell, the Board adjourned at 9:17 p.m.

Noel Stratmoen  
School Board Clerk

**NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT**

This agreement made this 14 day of September 2020 by and between Bridgewater Booster Club, hereinafter the "Donor", and Independent School District No. 659, Northfield, Minnesota, pursuant to the District's policy for receiving gifts and donations, as follows:

**TERMS**

Check # 1345 for \$11,000 donation for \$15 per student for classroom teachers, as well as funds for Specialists + SPED teachers.

Bridgewater Booster Club  
Donor

By: Received by Jessie Huebsch - BW office

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

INDEPENDENT SCHOOL DISTRICT No. 659

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

Clerk

**RESOLUTION ACCEPTING DONATIONS**

The following resolution was moved by \_\_\_\_\_ and seconded by \_\_\_\_\_:

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

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

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

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

Donor	Item	Designated Purpose (if any)
Bridgewater Booster Club	\$11,000.00	\$15/student for classroom teachers, as well as funds for specialists and SpEd teachers

The vote on adoption of the Resolution was as follows:

Aye:

Nay:

Absent:

Whereupon, said Resolution was declared duly adopted.

By: Julie Pritchard, Chair

By: Noel Stratmoen, Clerk

TO: Dr. Matt Hillmann, Superintendent  
FROM: Val Mertesdorf, Director of Finance VM  
DATE: September 28, 2020  
RE: Board Approval of Financial Reports – April 2020

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

Bills totaling \$1,712,796.62 were paid in April 2020.

Payroll checks totaling \$3,278,603.18 were issued in April 2020.

No bond payments were paid in April 2020.

At the end of April 2020 Total Cash and Investments amounted to \$48,925,229.43.

Wire transfers initiated by the district during April 2020:

4/21/20	\$3,963,458.11	From MN TRUST Bldg Bond to MSDLAF Liquid
	\$50,000.00	From Frandsen General to Frandsen Sweep
	\$200,000.00	From Frandsen Sweep to Frandsen General

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

1. Treasurer's Report
2. Disbursement Report

Disbursement Report

ISD 659 - Northfield

April 2020

Disbursements:

Bills Paid:

General Fund	\$ 887,381.79	
Food Service Fund	77,197.33	
Community Services Fund	22,033.78	
Construction Fund	71,380.40	
Trust & Agency Fund	-	
Self Insurance Fund	654,803.32	
Total Bills Paid	<u>1,712,796.62</u>	1,712,796.62

Payroll:

General Fund	2,964,603.25	
Food Service Fund	92,417.30	
Community Services Fund	221,582.63	
Trust Fund	-	
Self Insurance Fund	-	
Total Payroll	<u>3,278,603.18</u>	3,278,603.18

Bond Payments:

Debt Redemption Fund	<u>-</u>	
Total Bond Payments		<u>-</u>
Total Disbursements		<u><u>\$4,991,399.80</u></u>

April 2020 Treasurer's Report

FUNDS	BALANCE BEGINNING OF MONTH	RECEIPTS	DISBURSEMENTS	JOURNAL ENTRIES	BALANCE END OF MONTH
GENERAL FUND	2,418,874.42	5,638,113.49	3,851,985.04	(569,349.88)	3,635,652.99 *
FOOD SERVICE	569,817.01	62,849.11	169,614.63	455.47	463,506.96
COMMUNITY ED	463,500.54	63,828.11	243,616.41	(1,823.58)	281,888.66
CONSTRUCTION ACCOUNT	5,894,021.01	3,946.35	71,380.40	(1,228,563.83)	4,598,023.13
DEBT SERVICE	3,002,342.54	-	-	-	3,002,342.54
TRUST	-	-	-	-	-
SELF INSURANCE	4,672,962.97	24,890.44	654,803.32	577,517.61	4,620,567.70
<b>TOTALS</b>	<b>17,021,518.49</b>	<b>5,793,627.50</b>	<b>4,991,399.80</b>	<b>(1,221,764.21)</b>	<b>16,601,981.98</b>
GENERAL FUND INVESTMENT	16,000,000.00	-	-	492,490.92	16,492,490.92 *
CONSTRUCTION INVESTMENT	18,568,656.53	-	-	(2,737,900.00)	15,830,756.53
	34,568,656.53	-	-	(2,245,409.08)	32,323,247.45
<b>GRAND TOTALS</b>	<b>51,590,175.02</b>	<b>5,793,627.50</b>	<b>4,991,399.80</b>	<b>(3,467,173.29)</b>	<b>48,925,229.43</b>

\*General Fund includes Certificate of Deposit amount





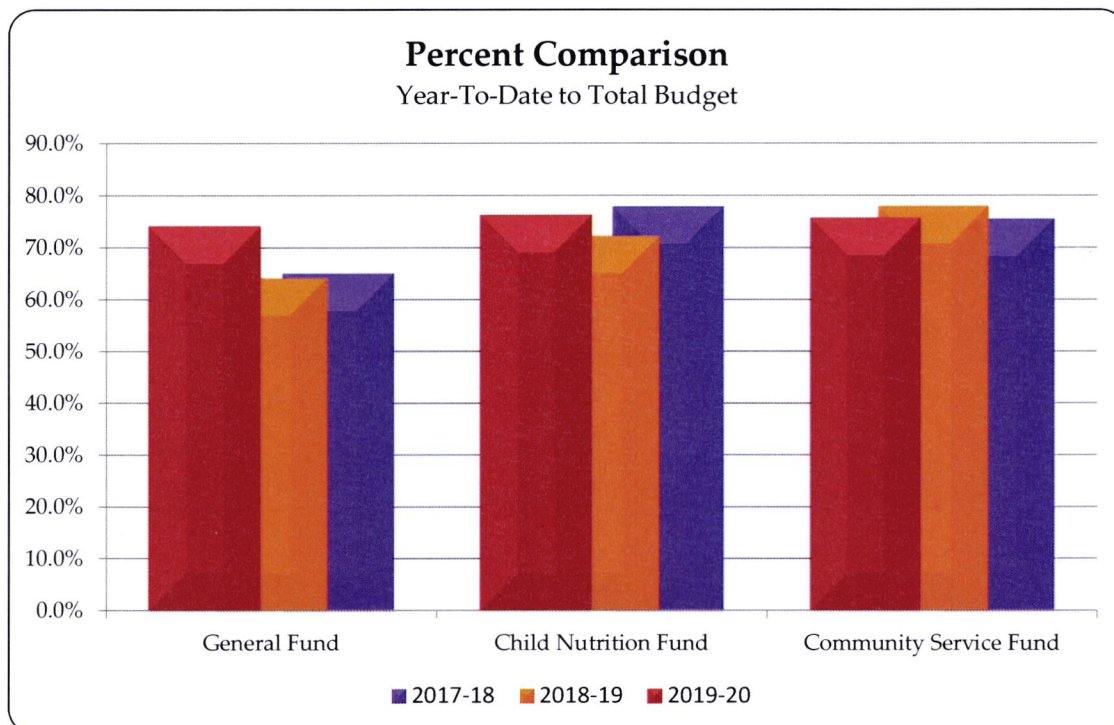
# Northfield

PUBLIC SCHOOLS

## STATEMENT OF REVENUES

For the month ended April 30, 2020

Fund	Year- To-Date	Budget	YTD as % of Budget		
			2019-20	2018-19	2017-18
General Fund					
Property Taxes	\$ 6,110,725	\$ 14,009,102	43.6%	41.9%	43.9%
State Sources	32,353,316	39,328,004	82.3%	72.6%	72.4%
Federal Sources	1,362,536	1,209,715	112.6%	6.8%	4.3%
Local Sources	2,335,026	2,315,278	100.9%	104.0%	84.3%
<b>Total</b>	<b>\$ 42,161,603</b>	<b>\$ 56,862,099</b>	<b>74.1%</b>	<b>64.2%</b>	<b>65.1%</b>
Child Nutrition Fund	\$ 1,608,403	\$ 2,108,400	76.3%	72.2%	77.9%
Community Service Fund	2,218,898	2,931,149	75.7%	78.0%	75.5%
Construction Fund	601,675	669,655	89.8%	0.0%	0.0%
Debt Service Fund	3,601,941	6,056,639	59.5%	85.8%	50.2%
Trust Fund (Scholarship)	46,120	73,530	62.7%	102.8%	93.5%
Internal Service Fund	5,514,934	7,441,920	74.1%	72.2%	75.5%
<b>Total All Funds</b>	<b>\$ 55,753,574</b>	<b>\$ 76,143,392</b>	<b>73.2%</b>	<b>69.8%</b>	<b>65.8%</b>





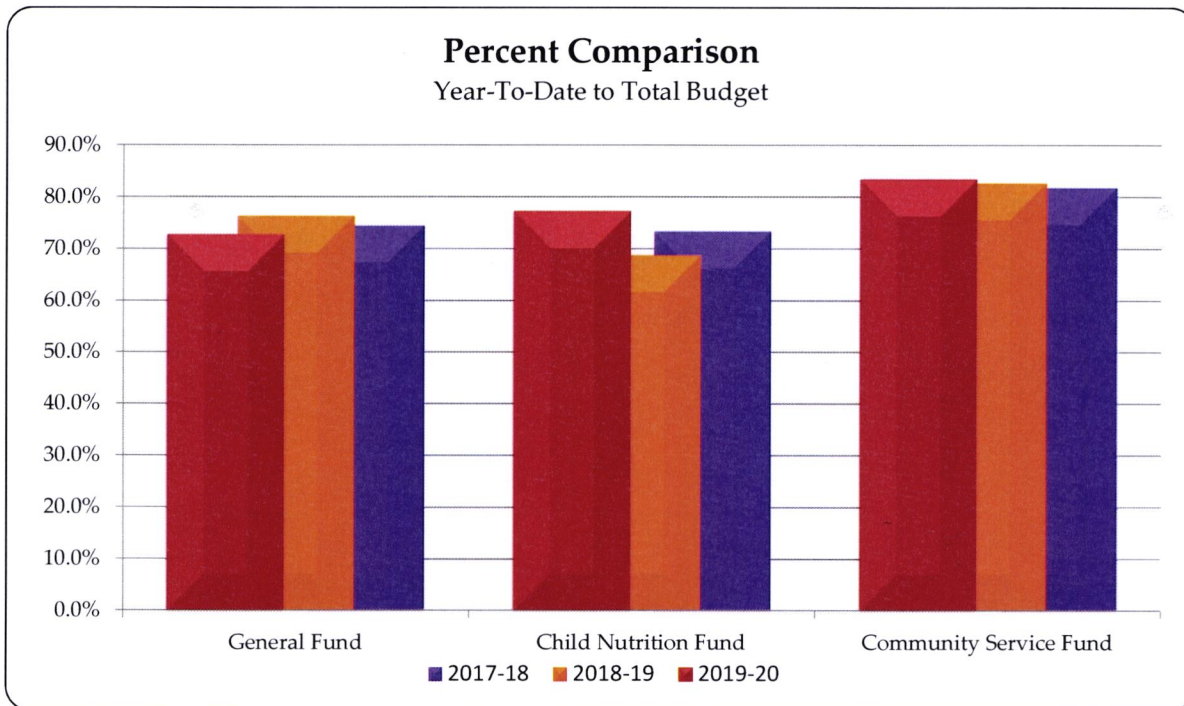
# Northfield

PUBLIC SCHOOLS

## STATEMENT OF EXPENDITURES

For the month ended April 30, 2020

Fund	Year-To-Date	Budget	YTD as % of Budget		
			2019-20	2018-19	2017-18
<b>General Fund</b>					
Salaries	\$ 23,572,092	\$ 33,383,372	70.6%	73.1%	72.3%
Benefits	8,526,574	12,383,336	68.9%	74.7%	74.1%
Purchased Services	5,637,141	7,373,867	76.4%	86.0%	81.5%
Supplies & Materials	1,610,333	2,234,076	72.1%	73.1%	75.2%
Capital Expenditures	2,079,929	1,911,311	108.8%	110.4%	97.8%
Other Expenses	484,311	295,481	163.9%	37.7%	38.3%
<b>Total General Fund</b>	<b>\$ 41,910,379</b>	<b>\$ 57,581,443</b>	<b>72.8%</b>	<b>76.3%</b>	<b>74.4%</b>
Child Nutrition Fund	\$ 1,811,282	\$ 2,343,704	77.3%	68.7%	73.4%
Community Service Fund	2,532,410	3,035,782	83.4%	82.7%	81.8%
Construction Fund	17,277,103	30,117,282	57.4%	0.0%	0.0%
Debt Service Fund	7,222,333	7,375,743	97.9%	100.5%	99.9%
Trust Fund (Scholarship)	54,830	76,030	72.1%	68.4%	98.8%
Internal Service Fund	7,344,183	7,430,483	98.8%	86.6%	92.6%
<b>Total All Funds</b>	<b>\$ 78,152,520</b>	<b>\$ 107,960,467</b>	<b>72.4%</b>	<b>81.4%</b>	<b>78.5%</b>



TO: Dr. Matt Hillmann, Superintendent  
FROM: Val Mertesdorf, Director of Finance *VM*  
DATE: September 28, 2020  
RE: Board Approval of Financial Reports – May 2020

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

Bills totaling \$1,374,093.00 were paid in May 2020.

Payroll checks totaling \$3,287,614.80 were issued in May 2020.

No bond payments were paid in May 2020.

At the end of May 2020 Total Cash and Investments amounted to \$51,015,287.76.

Wire transfers initiated by the district during May 2020:

5/26/20	\$4,117,873.74	From MN TRUST Bldg Bond to MSDLAF Liquid
	\$50,000.00	From Frandsen General to Frandsen Sweep
	\$150,000.00	From Frandsen Sweep to Frandsen General

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

1. Treasurer's Report
2. Disbursement Report

May 2020 Treasurer's Report

FUNDS	BALANCE BEGINNING OF MONTH	RECEIPTS	DISBURSEMENTS	JOURNAL ENTRIES	BALANCE END OF MONTH
GENERAL FUND	3,635,652.99	8,577,033.74	3,763,237.50	(677,698.07)	7,771,751.16 *
FOOD SERVICE	463,506.96	122,515.26	138,299.88	489.67	448,212.01
COMMUNITY ED	281,888.66	197,474.35	228,356.45	(599.47)	250,407.09
CONSTRUCTION ACCOUNT	4,598,023.13	1,628.57	43,996.56	(2,040,936.31)	2,514,718.83
DEBT SERVICE	3,002,342.54	1,853,042.15	-	-	4,855,384.69
TRUST	-	-	-	-	-
SELF INSURANCE	4,620,567.70	24,124.71	487,817.41	681,091.53	4,837,966.53
<b>TOTALS</b>	<b>16,601,981.98</b>	<b>10,775,818.78</b>	<b>4,661,707.80</b>	<b>(2,037,652.65)</b>	<b>20,678,440.31</b>
GENERAL FUND INVESTMENT	16,492,490.92	-	-	-	16,492,490.92 *
CONSTRUCTION INVESTMENT	15,830,756.53	-	-	(1,986,400.00)	13,844,356.53
	32,323,247.45	-	-	(1,986,400.00)	30,336,847.45
<b>GRAND TOTALS</b>	<b>48,925,229.43</b>	<b>10,775,818.78</b>	<b>4,661,707.80</b>	<b>(4,024,052.65)</b>	<b>51,015,287.76</b>

\*General Fund includes Certificate of Deposit amount

Disbursement Report

ISD 659 - Northfield

May 2020

Disbursements:

Bills Paid:

General Fund	\$ 801,149.72	
Food Service Fund	34,868.81	
Community Services Fund	6,260.50	
Construction Fund	43,996.56	
Trust & Agency Fund	-	
Self Insurance Fund	<u>487,817.41</u>	
Total Bills Paid		1,374,093.00

Payroll:

General Fund	2,962,087.78	
Food Service Fund	103,431.07	
Community Services Fund	222,095.95	
Trust Fund	-	
Self Insurance Fund	<u>-</u>	
Total Payroll		3,287,614.80

Bond Payments:

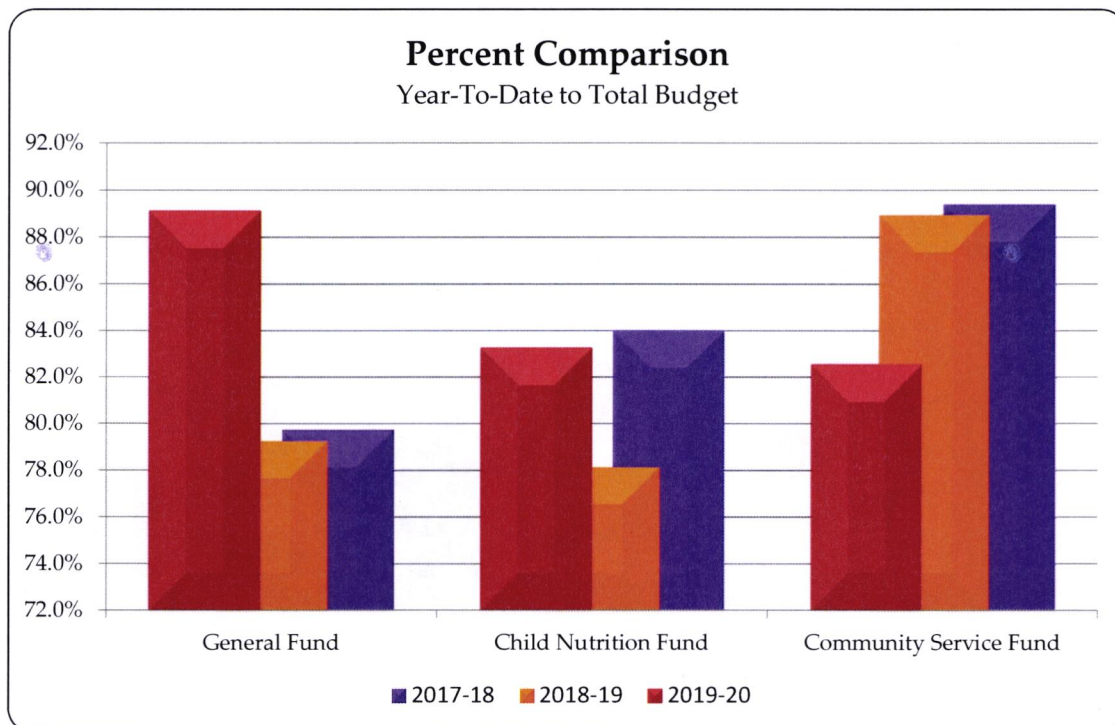
Debt Redemption Fund	<u>-</u>	
Total Bond Payments		<u>-</u>
Total Disbursements		<u><u>\$4,661,707.80</u></u>



## STATEMENT OF REVENUES

For the month ended May 31, 2020

Fund	Year-To-Date	Budget	YTD as % of Budget		
			2019-20	2018-19	2017-18
<b>General Fund</b>					
Property Taxes	\$ 9,932,659	\$ 14,009,102	70.9%	67.1%	74.5%
State Sources	37,021,422	39,328,004	94.1%	84.7%	83.4%
Federal Sources	1,362,536	1,209,715	112.6%	6.8%	4.9%
Local Sources	2,377,003	2,315,278	102.7%	114.7%	93.2%
<b>Total</b>	<b>\$ 50,693,620</b>	<b>\$ 56,862,099</b>	<b>89.2%</b>	<b>79.2%</b>	<b>79.8%</b>
Child Nutrition Fund	\$ 1,755,575	\$ 2,108,400	83.3%	78.1%	84.0%
Community Service Fund	2,419,732	2,931,149	82.6%	89.0%	89.4%
Construction Fund	693,841	669,655	103.6%	0.0%	0.0%
Debt Service Fund	5,454,983	6,056,639	90.1%	96.1%	84.6%
Trust Fund (Scholarship)	55,540	73,530	75.5%	111.3%	100.8%
Internal Service Fund	6,218,917	7,441,920	83.6%	81.5%	84.9%
<b>Total All Funds</b>	<b>\$ 67,292,208</b>	<b>\$ 76,143,392</b>	<b>88.4%</b>	<b>83.1%</b>	<b>81.2%</b>

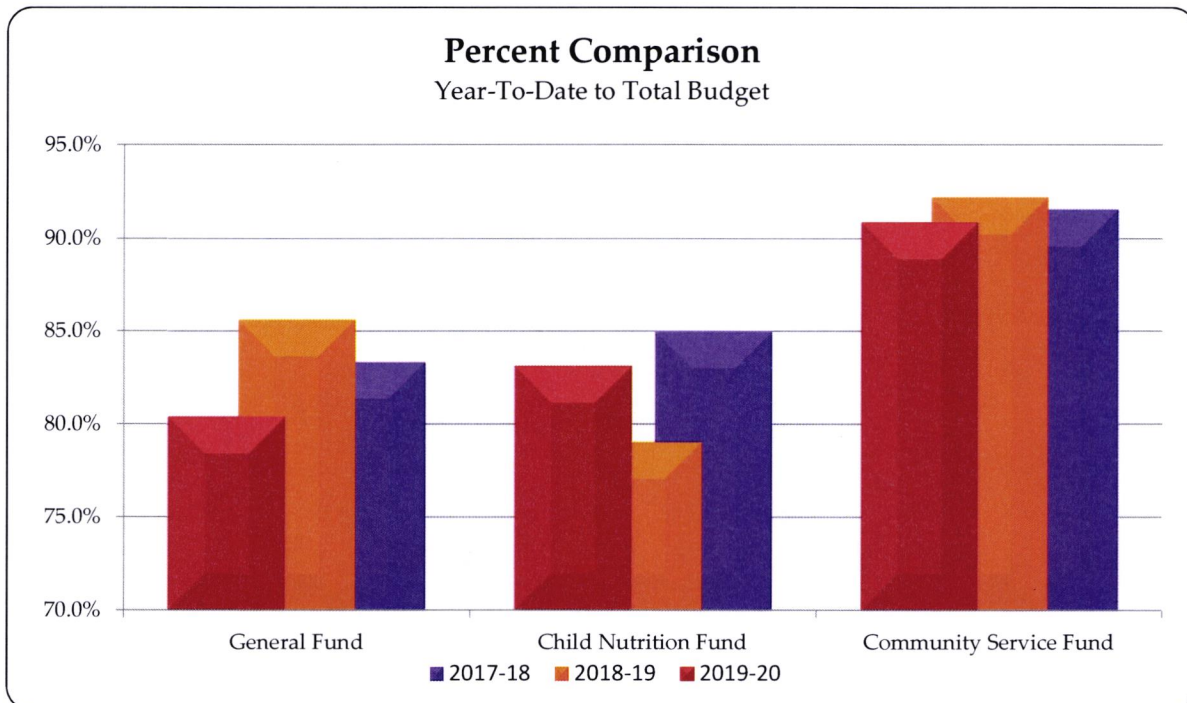




## STATEMENT OF EXPENDITURES

For the month ended May 31, 2020

Fund	Year-To-Date	Budget	YTD as % of Budget		
			2019-20	2018-19	2017-18
<b>General Fund</b>					
Salaries	\$ 26,327,990	\$ 33,383,372	78.9%	82.1%	81.1%
Benefits	9,552,165	12,383,336	77.1%	83.6%	83.2%
Purchased Services	6,159,595	7,373,867	83.5%	99.4%	92.5%
Supplies & Materials	1,682,266	2,234,076	75.3%	81.7%	83.6%
Capital Expenditures	2,100,095	1,911,311	109.9%	115.7%	99.8%
Other Expenses	488,197	295,481	165.2%	38.0%	40.0%
<b>Total General Fund</b>	<b>\$ 46,310,308</b>	<b>\$ 57,581,443</b>	<b>80.4%</b>	<b>85.6%</b>	<b>83.3%</b>
Child Nutrition Fund	\$ 1,948,528	\$ 2,343,704	83.1%	79.1%	85.0%
Community Service Fund	2,758,329	3,035,782	90.9%	92.2%	91.5%
Construction Fund	21,438,973	30,117,282	71.2%	0.0%	0.0%
Debt Service Fund	7,222,333	7,375,743	97.9%	100.5%	99.9%
Trust Fund (Scholarship)	54,830	76,030	72.1%	73.3%	98.8%
Internal Service Fund	7,830,549	7,430,483	105.4%	96.3%	105.9%
<b>Total All Funds</b>	<b>\$ 87,563,850</b>	<b>\$ 107,960,467</b>	<b>81.1%</b>	<b>89.1%</b>	<b>87.2%</b>



**COMMUNITY SERVICES**  
**Fall 2020 Brochure Instructors**

Victor Albrecht	Christopher Kauffield
American Red Cross	Kate Langlais
Maureen Bechard	Kris Layman
Carly & John Born	Mike Lynch
Community Services Staff	Lisa Malecha
Cornerstone on the Vermillion	Sylvia Marccarelli
Kevin Dahle	Kate McGrogan
Michael Detjen	Michelle Michaud
Laverne Dickerson	Erik Myran
Drama Lab	North Star Haidong Gumdo
Doorway to College	Northfield Arts Guild
Jacqui Dorsey	Northfield Skating School Staff
Ashley Drobney	Linda O'Connor
Sheriff Troy Dunn	Christopher Otto
Shahar Fearing	Project ABLE Staff
Four Winds Dog Training	Ryan Redetzke
Dave Gilmore	Ring the Bell Fitness
Peter Gittins	Savannah Shmurak
Tracy Giza	Sandy Sobottka
Kurt Halverson	Susan Shirk
Steve Hatle	Craig Simmons
Healthy Focus	Sports Unlimited
Heartwork Yoga Studio	Heidi Streiff
Terry Heilman	Kevin Strauss
Mary Hillmann	Carey Tinkelenberg
Mary Huberty	Uniquely Fit Lifestyle LLC
Jesse James Lanes	Watch Me Create
Naomi Jirele	Youth Enrichment League Staff



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

**RESOLUTION REGARDING TRANSPORTATION FOR  
EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES**

WHEREAS, the District offers extracurricular and/or co-curricular activities for students that, at times, have games and events that occur at a location other than where participating students attend school (“off-campus activities”);

WHEREAS, due to the covid-19 pandemic and social distancing guidance from the Minnesota Department of Health and the Centers for Disease Control and Prevention, the District desires to allow families to select an alternative to District-provided transportation (“alternative transportation”) for off-campus activities, which will allow the District to reduce the number of students on District-provided transportation for off-campus activities;

WHEREAS, the District has evaluated the financial, personnel, and other resources required for the District to provide transportation for off-campus activities under the current pandemic circumstances and has determined that allowing for alternative transportation to and from off-campus activities is the best option for preserving resources;

WHEREAS, the District does not wish to further curtail the extracurricular and/or co-curricular opportunities it offers to students as a result of the current pandemic given the benefits that such opportunities provide for students as a part of the overall learning environment and has determined that allowing alternative transportation for off-campus activities will help to avoid this result;

WHEREAS, the District understands the rulings in *Verhel v. Indep. Sch. Dist. No. 709*, 359 N.W.2d 579 (Minn. 1984), and *Fenrich v. The Blake School*, 920 N.W.2d 195 (Minn. 2018), which relate to school liability for the conduct of students who were driving to or from off-campus activities and otherwise involve liability for transportation related to off-campus activities;

WHEREAS, the District has evaluated the safety issues specific to the District providing transportation for off-campus activities and specific to alternative transportation for off-campus activities, including transportation provided by students and/or by parents or other adults;

WHEREAS, the District has evaluated the financial, personnel, and other resources required for the District to provide supervision, oversight, or guidance for alternative transportation to and from off-campus activities;

WHEREAS, the District has evaluated the possible legal consequences specific to the District providing transportation for off-campus activities and specific to students

and/or adults who are not acting as District representatives providing alternative transportation for off-campus activities, as well as the immunities the District has under Minnesota law, including Minnesota Statutes Section 466.03, subdivision 6; and

WHEREAS, the District has evaluated other social and political factors specific to the District providing transportation for off-campus activities and specific to students and/or parents or other adults providing alternative transportation for off-campus activities.

NOW, THEREFORE, BE IT RESOLVED, BY THE SCHOOL BOARD OF INDEPENDENT SCHOOL DISTRICT 659, as follows:

1. In light of the District's balancing of policy objectives as described in this resolution, the District will allow students to utilize alternative transportation to and from off-campus activities with a parent/guardian's consent. The District will provide transportation to students who do not have alternative transportation. The District will not allow District employees to transport students for off-campus activities in personal vehicles, unless specifically authorized to do so by the building principal or activities director.
2. In light of the District's balancing of policy objectives as described in this resolution, the District will not provide any supervision for students using alternative transportation for off-campus activities, except to the extent that the District will require written parent/guardian permission on a form provided by the District before allowing a student to utilize alternative transportation. The District will not coordinate, oversee, or provide instruction or guidance regarding any alternative transportation for students. Parents/guardians who choose to allow their student to use alternative transportation shall be solely responsible to supervise, provide, arrange for, and/or ensure safe and law-abiding alternative transportation for off-campus activities and shall assume all liability related to such transportation.

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

and the following voted against the same:

whereupon said Resolution was declared duly passed and adopted.

**Permission Form, Waiver, and Release of Liability for Alternative Student Transportation to and from Off-Campus Activities**

This form certifies that my child has permission to use alternative transportation to and from the off-campus activity sponsored or organized by the Northfield School District ("District") as listed below, rather than using District-provided transportation.

Name of my child: \_\_\_\_\_

Off-campus activity: \_\_\_\_\_

Date/season of activity: \_\_\_\_\_

By signing this document, I acknowledge and agree to the following:

1. My child has my permission to use alternative transportation to and from the off-campus activity listed above and will not be riding District-provided transportation for this off-campus activity. Such alternative transportation may be provided by my child in her/his own vehicle or by another student or adult who is willing to transport my child.
2. I understand that the District offers transportation to and from off-campus activities and the decision not to utilize District-provided transportation is voluntary.
3. I understand that my child and I are solely responsible for arranging alternative transportation to and from the off-campus activity and that I am responsible for ensuring that my child utilizes such transportation.
4. I understand that I am solely responsible for the supervision of my child's alternative transportation and the District will not provide supervision for my child while my child is utilizing any transportation that is not provided by the District.
5. I understand that the District does not have any involvement, control, or supervision over transportation provided by anyone who is not an employee or representative of the District, nor does it make any statements or assurances regarding such transportation.
6. I recognize and understand that allowing my child to utilize alternative transportation involves inherent risks, including but not limited to the risk of contracting covid-19 and the risk of physical injury or death, and I voluntarily assume all such risks.
7. I have discussed with my child the dangers associated with distracted driving, including the significant risk of injury or death associated with using portable electronic devices in a motor vehicle, driving while impaired, and driving while being distracted by other passengers. My child and I understand that these dangers exist whether my child is the driver or a passenger.
8. I have discussed with my child the importance of wearing a seat belt, whether my child is the driver or a passenger, and of requiring all passengers in my child's car to do so. I have discussed with my child the importance of obeying posted speed limits and driving

at an appropriate speed based on road conditions. I have discussed with my child the need to only ride with other drivers who operate their vehicles in a safe, lawful, and reasonable manner.

9. I have discussed with my child the requirements of Minnesota's graduated driver's license law. I will not allow my child to transport any other individuals if doing so would violate the conditions placed on an instructional permit or provisional driver's license. If my child will be transported by student or adult, I will ensure that the person who is driving my child is able to legally transport my child.
10. I will ensure that any vehicle my child drives or that I use to transport my child and/or other students to or from off-campus activities is fully and properly insured to the extent required by Minnesota law.
11. I understand that I am solely responsible for ensuring that my child or whoever will be transporting my child is a responsible driver and does not pose a risk of harm to other motorists or passengers.
12. I voluntarily waive, release, and forever hold harmless the District and its current and former board members, officers, directors, employees, volunteers, agents, insurers, and representatives from any and all liability, actions, claims, and demands arising out of or relating to any loss, damage, or injury sustained in connection with my child's alternative transportation to or from off-campus activities, unless my child or property is directly harmed or injured by the gross negligence or willful and wanton misconduct of the District or its agents.
13. I voluntarily agree to fully defend, indemnify, and hold harmless the District and its current and former board members, officers, directors, employees, volunteers, agents, insurers, and representatives against any and all liability, actions, claims, demands, damages, costs, or expenses, including reasonable attorney's fees, for any and all loss, damage, or injury arising out of my child providing her or his own transportation for the off-campus activity identified above or my child receiving transportation for such activity from another student or adult who is not a representative of the District.

**I have read and understand the terms of this permission form, waiver, and release and agree to its terms.**

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Print Name of Parent/Guardian

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of Student

## LEASE AGREEMENT

This agreement is made and entered into as of the \_\_\_\_ day of \_\_\_\_\_, 2020, by and between Northfield Gymnastics Club, a non-profit corporation ("Lessor"), and Independent School District No. 659, Northfield Public Schools ("Lessee").

WHEREAS, Lessor has agreed to lease to Lessee space at Lessor's property, located at 601 Professional Drive, Northfield, Minnesota, which Lessee will use for gymnastics practices and events for its high school gymnastics team; and

NOW, THEREFORE, based on the mutual promises and consideration provided for herein, the sufficiency of which is not disputed, the parties agree as follows:

1. The recitals set forth above are expressly incorporated herein.
2. **PROPERTY.** Lessor owns the property located at 601 Professional Drive in Northfield, and operates it as a gymnastics club.
3. **TERM.** The term of this Agreement shall commence on the date of the signing of this Lease, and continue through September 30, 2021. For purposes of this Lease, the term "contract Year shall mean each one year period commencing October 1, 2020 and ending September 30, 2021 during the term of this Agreement. The parties reserve the right to negotiate extensions to the contract.
4. **RENT.** The annual rent shall be twelve thousand five hundred dollars (\$12,500.00) per year. Lessee shall pay Lessor the annual rent at the commencement of this Lease, and on November 1 for each contract year of this Lease thereafter.
5. **USE.**
  - a. **General.** Lessee may use the Property for practices and events for its high school gymnastics program.
  - b. **Storage and Use of Equipment.** Lessee may keep its gymnastics program apparatus and equipment on the Property. The equipment may be utilized by Lessor when Lessee is not using it, provided Lessor is responsible for any damages caused to the equipment. Lessee may also utilize Lessor's gymnastics equipment during its use of the Property. Lessee is responsible for any damages to Lessor's equipment caused by Lessee's use.
  - c. **Priority Usage.** Lessee shall have priority usage of the Property from November 1 to March 15. Between March 16 and October 31, Lessor shall have priority usage of the Property. The parties agree that the Property is large enough to accommodate usage by both parties at one time. The parties agree to discuss and negotiate in good faith a schedule that may accommodate both users during the Lessee's priority period.

6. **FACILITIES.** Lessor shall maintain the Property in good condition and repair. Lessee shall not be obligated to make any repairs to the Property.
7. **IMPROVEMENTS.** Lessee may make Improvements to the Property with the consent of Lessor. Construction plans for all Improvements shall be submitted to and approved in writing by Lessor. All Improvements made to the Property by Lessee shall become the Property of Lessor at Lease termination.
8. **MORTGAGES AND ENCUMBRANCES.** Except as expressly authorized by Lessor in writing, Lessee shall not mortgage its interest in this Agreement, or otherwise encumber the Property.
9. **UTILITIES.** Payment for utilities, including, but not limited to, telephone, water, electricity, garbage, and two-way radios that serve the Property, shall be the responsibility of Lessor.
10. **INSURANCE/INDEMNITY.**

a. **Indemnity.**

1. Lessee shall defend and indemnify Lessor and hold Lessor harmless from and against any and all claims and demands relating to the negligence or misconduct of Lessee, its agents, invitees, licensees, contractors, officials and employees, including the payment of reasonable attorneys' fees and costs for damages to property and injury or death to persons, including any payments made under any workers' compensation law or any plan for employees' disability and death benefits, which may arise out of any negligent or wrongful acts of Lessee.
2. Lessor shall defend and indemnify Lessee and hold Lessee harmless from and against any and all claims and demands relating to the negligence or misconduct of Lessor, its agents, contractors, officials and employees, including the payment of reasonable attorneys' fees and costs for damages to property and injury or death to persons, including any payments made under any workers' compensation law or any plan for employees' disability and death benefits, which may arise out of any negligent or wrongful acts of Lessor.
3. Nothing in this section shall be construed as a waiver of any liability limits or immunities contained in Minnesota Statutes, Chapter 466.

b. **Worker's Compensation.** Both parties must maintain workers' compensation insurance in compliance with all applicable statutes.

c. **General Liability.** Lessee and Lessor must maintain Commercial General Liability insurance with limits of at least \$1,000,000 per occurrence. Such coverage shall provide

for third party bodily injury and property damage arising out of the insured's use of the Property under this Lease.

- d. **Property Insurance.** Lessor shall maintain Property Insurance on the building on the Property in its full value. Lessee shall keep in force during the term of this Lease a policy covering damages to any equipment Lessee keeps in the Property. The amount of coverage shall be sufficient to replace the damaged property, loss of use and comply with any ordinance or law requirements.
  - e. **Additional Insured & Certificate of Insurance.** The parties shall provide each other with evidence of the required insurance in the form of a Certificate of Insurance by a company licensed to do business in the State of Minnesota, which includes all coverage required in this Agreement. The parties shall name each other as an Additional Insured on their respective Commercial General Liability Policies. The Certificate shall provide that the coverage may not be canceled without thirty (30) days prior written notice to each other.
11. **TERMINATION.** Either party may terminate this Lease on one weeks' written notice to the other party. Upon termination, Lessee shall promptly remove all of its equipment from the Property.
  12. **HAZARDOUS SUBSTANCES.** Lessee represents and warrants that hazardous substances will not be generated, stored, disposed of or transported to, on, under, or around the Property by the Lessee. Lessee shall hold Lessor harmless from, defend and indemnify Lessor against any damage, loss, expense, response costs, or liability, including consultant fees and attorneys' fees resulting from hazardous substances generated, stored, disposed of, or transported to, on, under, or around the Property by the Lessee, or its officials, employees, agents or contractors.
  13. **RELATIONSHIP OF THE PARTIES.** This Agreement shall not render Lessee or any of its employees, agents, or volunteers an employee, partner, co-owner, an agent of Lessor or engaged in a joint venture with the Lessor for any purpose. Lessee shall have no claim against Lessor for vacation pay, sick leave, retirement benefits, social security, worker's compensation, health or disability benefits, unemployment insurance benefits, or employment benefits of any kind. Lessee will be responsible for the hiring, training, supervision and conduct of any staff or volunteers utilized in Lessee's transportation activities at the Property.
  14. **COMPLIANCE WITH LAWS, REGULATIONS, AND POLICIES.** Lessee shall abide by all federal, state, and local laws and regulations. Lessee agrees not to discriminate on the basis of race, color, sex, creed, national origin, disability, age, sexual orientation, status with regard to public assistance, or religion.
  15. **DEFAULT.** A party's failure to observe or perform any of the obligations of Lessee otherwise provided herein shall constitute an "event of default" or a "default" hereunder. Upon occurrence of an event of default by a party hereunder, which remains uncured for thirty (30) days after receipt by the defaulting party of written notice of such event of

default, The non-defaulting party may (ii) terminate this Lease, holding the other party liable for damages for its breach, including reasonable attorneys fees and costs; or (ii) exercise other remedies it may have at law.

16. **MISCELLANEOUS.**

- a. **Integration; Amendment.** This Agreement supersedes all prior discussions and negotiations and contains all agreements and understandings between Lessor and Lessee as it related to this Lease. This Agreement may only be amended in writing signed by all parties.
- b. **Counterparts.** This Agreement may be signed in counterparts by the parties hereto.
- c. **No Assignment.** The Lessee shall not assign or transfer this Agreement at any time or sublease a portion of the Property without Lessor's prior written consent. Lessor may assign this Agreement upon written notice to Lessee. This Lease shall be binding upon, and inure to the benefit of, the parties hereto, and their successors and assigns.
- d. **Notice.** Notices shall be in writing and sent by United States Mail, postage prepaid, certified or registered with return receipt requested or by courier service to the address set forth below:  
  

Lessor:	Northfield Gymnastics Club 601 Professional Drive Northfield, MN 55057
Lessee:	Independent School District No. 659 1400 Division St. S. Northfield, MN 55057
- e. **Governing Law.** This Agreement shall be construed in accordance with the laws of Minnesota.
- f. **Severability.** If any term of this Agreement is found to be void or invalid, such invalidity shall not affect the remaining terms of this Agreement, which shall continue in full force and effect.
- g. **Signature Authority.** Each party represents and warrants to the other that the signatory of that party is authorized to enter into this Agreement for and on behalf of that party.
- h. **Waiver.** No delay or omission by either party to exercise any right or power it has under this Agreement shall impair or be construed as a waiver of such right or power. A waiver by either party of any covenant or breach shall not be construed to be a



waiver of any succeeding breach or of any other covenant. All waivers must be in writing and signed by the party waiving its rights.

IN WITNESS WHEREOF, the parties have executed this Lease Agreement  
**INDEPENDENT SCHOOL DISTRICT NO. 659, NORTHFIELD PUBLIC SCHOOLS**

By \_\_\_\_\_  
Its Board Chair

By \_\_\_\_\_  
Its Superintendent

STATE OF MINNESOTA            )  
  ) SS.  
COUNTY OF RICE    )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
by \_\_\_\_\_, the Board Chair, on behalf of the District.

\_\_\_\_\_  
Notary Public

STATE OF MINNESOTA            )  
  ) SS.  
COUNTY OF RICE    )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
by \_\_\_\_\_, the District Superintendent, on behalf of the District.

\_\_\_\_\_  
Notary Public



**Pay 2020 Preliminary Levy Certification Narrative | September 28, 2020**  
**Val Mertesdorf | Director of Finance**

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

We are asking for preliminary certification of the Pay 2021 property tax levy tonight. The levy is the local portion of taxes that are authorized, either voter approved or state authorized. Our local levy provides approximately 24% of our general fund budget. Our budget supports the resources needed – human and capital – to provide quality educational programming for every student in our schools. Our preliminary proposed levy is an increase of 2.25% 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 14<sup>th</sup> and ask the Board to finalize certification of the Pay 2021 levy.

**Tax Levy and Budgeting**

The State's tax year and our budget year don't quite match up. The Pay 2021 levy covers a span from January 2021 through December 2021. Property taxes are paid in May and October each year while our budget year runs from July 2021 - June 2022. 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.

**Preliminary Pay 2021 Property Tax Levy**

This pie graph demonstrates (see PowerPoint file) the different categories that comprise our total preliminary levy. The general fund is 71% of the total levy, community education is 2% and debt service is 27%. The general fund includes several formulas, but most notably the voter approved operating referendum (36% of total levy), the voter approved capital projects levy (4% of total levy), and the other general fund levies (31% of total levy).

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

The preliminary general fund levy increase is \$410,569.69 or 2.91%. The community education and debt service levies are comparable to the prior year. There are several factors that make up the changes. The referendum increase is due to the inflationary increase authorized by the voters. There is a \$90,000 increase related to the Other Post-Employment Benefits levy. The state authorizes levy revenue for any retiree benefits made, but only for contracts with a sunset clause. Our agreement with the Northfield Education Association has a sunset clause. This levy includes payments for health and dental subsidies, the implicit rate as calculated by our actuary and any severance payments. We work with our actuary each year to estimate this levy, but it can vary from year to year especially if there are more retirements than average. We know our benefits are a great recruiting and retention tool.

There is a \$23,000 increase for reemployment insurance (unemployment). Due to the impacts of COVID-19, we are anticipating a substantial increase in our unemployment insurance. We do not know how much the increase will be, the State has not invoiced us yet while they finalize the federal program support. We built in a reasonable increase to avoid a larger adjustment in future years. This levy is paid at 100% of our expenditures.

Another item that has not historically been significant is abated taxes. According to Rice County, the increase is coming from tax court order for valuations of utility and pipeline operating property. The Commissioner of Revenue is responsible for valuing the property and the utility companies have been successful in their court petitions.

Of our total levy, 62.4% is voter approved. This is a slight decrease from the prior year related to our declining enrollment and increase in the state authorized OPEB levy. We are grateful to serve a community that is incredibly supportive of education.

# Preliminary Levy Certification Pay 2021

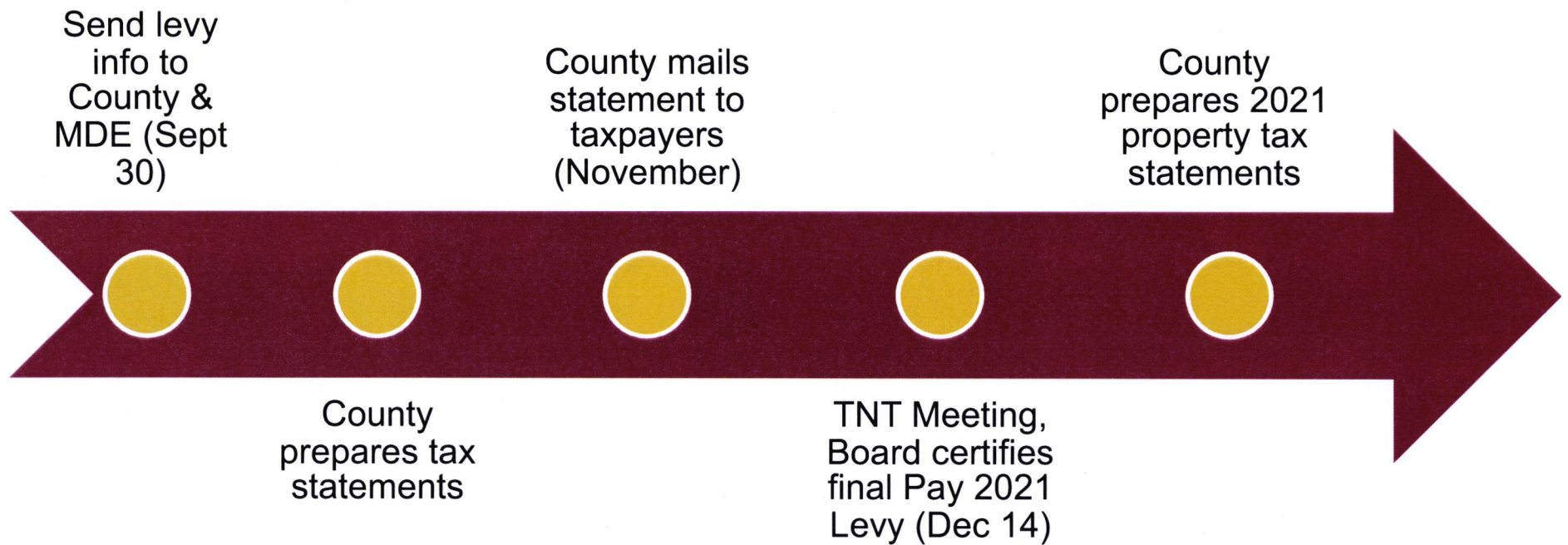
09.28.2020

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

- Provides 24% of our general fund budget
- Provides the revenue to pay our debt service obligations
- Includes voter approved levies as well as state-authorized levies
- Allows the District to provide a world-class learning environment



# Truth in Taxation Timeline



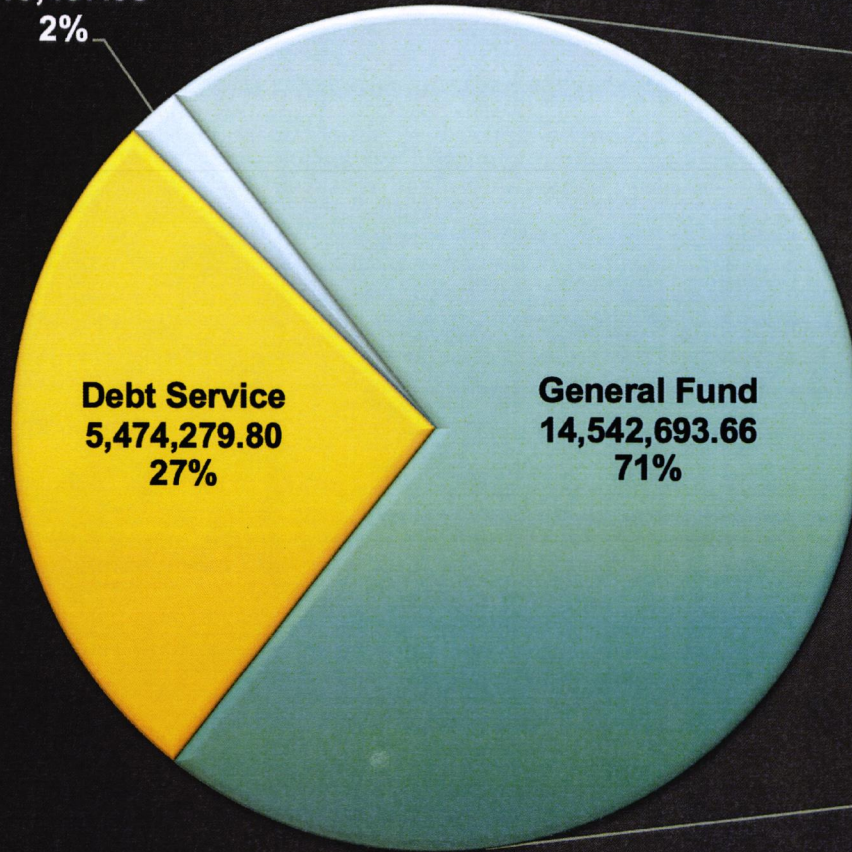
# Tax Levy and Budgeting



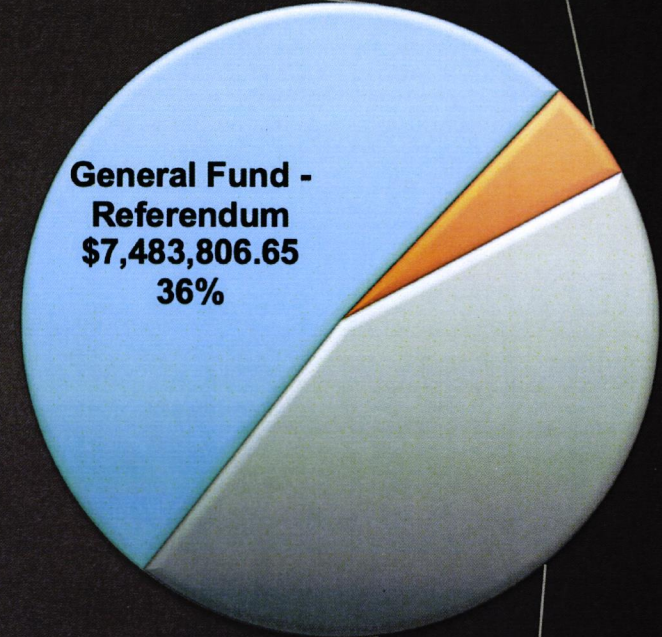
\*\*\*Pay 2021 includes adjustments from previous years (up to three years)\*\*\*

# 2021 Pay 2021 Preliminary Levy

Community  
Education  
419,487.08  
2%



General Fund -  
Capital Projects  
\$750,000.00  
4%



General Fund - Other  
\$6,308,887.01  
31%



Funds	Preliminary Pay21	Certified Pay 20	Difference
General Fund			
Referendum	\$ 7,609,326	\$ 7,474,409	\$ 134,917
Local Optional Revenue	\$ 2,672,833	\$ 2,631,460	\$ 41,374
Equity	\$ 315,529	\$ 313,773	\$ 1,756
Capital Projects Levy	\$ 750,000	\$ 750,000	\$ -
Operating Capital	\$ 329,217	\$ 304,811	\$ 24,406
Achievement & Integration	\$ 99,109	\$ 90,270	\$ 8,839
Annual OPEB	\$ 821,233	\$ 730,310	\$ 90,923
Reemployment Insurance	\$ 25,000	\$ 2,000	\$ 23,000
Safe Schools	\$ 155,657	\$ 155,858	\$ (202)
Career Technical	\$ 35,478	\$ 33,103	\$ 2,375
LTFM	\$ 1,341,205	\$ 1,327,682	\$ 13,523
Lease Levy	\$ 365,250	\$ 386,979	\$ (21,729)
Abatements	\$ 66,585	\$ 5,857	\$ 60,729
Adjustments (up to 3 yrs)	\$ (43,730)	\$ (74,387)	\$ 30,658
<b>Total General Fund</b>	<b>\$ 14,542,693</b>	<b>\$ 14,132,124</b>	<b>\$ 410,569</b>
Community Education	\$ 419,487	\$ 417,154	\$ 2,333
Debt Service	\$ 5,474,280	\$ 5,436,718	\$ 37,562
<b>Total Levy</b>	<b>\$ 20,436,460</b>	<b>\$ 19,985,996</b>	<b>\$ 450,464</b>
Percent Increase			2.25%

# Pay 21 Levy Analysis

<b>Subtotals by Fund</b>	<b>Pay 2021 Proposed Levy</b>	<b>Pay 2020 Certified Levy</b>	<b>Increase (Decrease)</b>	<b>Percent Change</b>
General Fund	\$ 14,542,693.66	\$ 14,132,123.97	\$ 410,569.69	2.91%
Community Education	\$ 419,487.08	\$ 417,154.44	\$ 2,332.64	0.56%
Debt Service	\$ 5,474,279.80	\$ 5,436,717.52	\$ 37,562.28	0.69%
<b>Total</b>	<b>\$ 20,436,460.54</b>	<b>\$ 19,985,995.93</b>	<b>\$ 450,464.61</b>	<b>2.25%</b>

<b>Subtotals by Truth in Taxation Category</b>	<b>Pay 2021 Proposed Levy</b>	<b>Pay 2020 Certified Levy</b>	<b>Increase (Decrease)</b>	<b>Percent Change</b>
Voter Approved	\$ 12,745,730.96	\$ 12,862,515.54	\$ (116,784.58)	-0.91%
Other	\$ 7,690,729.58	\$ 7,123,480.39	\$ 567,249.19	7.96%
<b>Total</b>	<b>\$ 20,436,460.54</b>	<b>\$ 19,985,995.93</b>	<b>\$ 450,464.61</b>	<b>2.25%</b>

<b>Subtotals by Tax Base</b>	<b>Pay 2021 Proposed Levy</b>	<b>Pay 2020 Certified Levy</b>	<b>Increase (Decrease)</b>	<b>Percent Change</b>
Referendum Market Value*	\$ 10,460,356.52	\$ 10,457,653.50	\$ 2,703.02	0.03%
Net Tax Capacity	\$ 9,976,104.02	\$ 9,528,342.43	\$ 447,761.59	4.70%
<b>Total</b>	<b>\$ 20,436,460.54</b>	<b>\$ 19,985,995.93</b>	<b>\$ 450,464.61</b>	<b>2.25%</b>

\*Includes Operating Referendum and Equity Revenue

# LEVY TRENDS

	Pay 21 Proposed Levy	Pay 20 Proposed Levy	Pay 19 Certified Levy	Pay 18 Certified Levy	Pay 17 Certified Levy
General Fund	\$ 14,542,693.66	\$ 14,132,123.97	\$ 14,009,102.49	\$13,506,213.15	\$ 10,212,684.88
Community Education	\$ 419,487.08	\$ 417,154.44	\$ 410,997.28	\$ 412,076.54	\$ 401,904.62
Debt Service	\$ 5,474,279.80	\$ 5,436,717.52	\$ 5,605,745.95	\$ 5,337,839.20	\$ 4,962,475.10
<b>Total</b>	<b>\$ 20,436,460.54</b>	<b>\$ 19,985,995.93</b>	<b>\$ 20,025,845.72</b>	<b>\$19,256,128.89</b>	<b>\$ 15,577,064.60</b>
Difference	\$ 450,464.61	\$ (39,849.79)	\$ 769,716.83	\$ 3,679,064.29	\$ 28,962.48
Percent Change	2.25%	-0.20%	4.00%	23.62%	0.19%



# Pay 2021 Important Points

- \$450,000 increase overall or 2.25% increase over the prior year
- Declining enrollment impacts multiple formulas
- Referendum inflationary increase
- Anticipated increase in reemployment insurance
- Abatements totaled approximately \$100,000 for Pay 21



# Questions?





Construction Update No. 33  
 Presented to the Board on 09.28.2020  
 Matt Hillmann, Ed.D., Superintendent of Schools

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

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

**September**

- Asphalt was poured at LF and the parking lot is striped. Demolition is ongoing and construction should begin the week of September 28.
- Knutson and Wold continue to work through punch list items at GVP, Sibley, and NCEC.
- POC conducting a virtual meeting on September 22, 2020.